

COR DEO

Christian Academy



Parent Handbook

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Mission Statement

Cor Deo Christian Academy partners with parents to inspire and equip children to become mature Christian disciples through Bible study, application, and teaching traditional academics from a Christian worldview.

The Vision of Cor Deo Christian Academy

...to be Bible focused in our curriculum

...to join with parents in our model of education

Statement of Non-Discrimination

Cor Deo Christian Academy is committed to a policy of non-discrimination on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs. CDCA reserves the right to select students on the basis of academic performance, religious commitment, and personal qualification, including willingness to cooperate with the school administration and abide by its policies.

Cor Deo Christian Academy Statement of Faith

The Word of God. We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit and that it has supreme authority in all matters of faith and conduct (Psalm 119:105; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:19-21).

The Trinity. We believe that there is one living and true God, eternally existing in three persons; that they are equal in every divine perfection, and that they execute distinct but harmonious offices in the work of creation, providence, and redemption (Deuteronomy 6:4; Matthew 28:19; John 10:30).

God the Father. We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of people, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ (Genesis 1:1; Isaiah 40:18-31; John 4:24; Ephesians 4:24).

Jesus Christ. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth (Luke 1:35; Hebrews 1:1-2; John 3:14-18).

The Holy Spirit. We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, unrighteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher, and guide (Psalm 51:11; John 16:7-14; Romans 8).

Men. We believe that men were created in the moral and spiritual image of God; created free and rational beings. We believe that they were given power and authority over God's creation. We believe it is inherent within human nature to be disobedient and rebellious against God. Therefore, men incur spiritual and physical death. We believe that a right relationship with God can only be obtained through God's gift of Jesus Christ (Genesis 1-3; Psalm 8; John 3:16; Ephesians 2).

Regeneration. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior and Lord are regenerated by the Holy Spirit (Romans 3:23; 5:8-12, 6:23).

The Church. We believe in the universal church, a living spiritual body of which Christ is the head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for worship, work and fellowship. We believe that God has laid upon the members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world (Romans 12:5; 2 Corinthians 5:17-20; Ephesians 5:23-27; 1 Peter 2:9).

Christian Conduct. We believe that Christians should live for the glory of God and the well-being of people; that their conduct should be blameless before the world; that they should be faithful stewards of their possession; and that they should seek to realize for themselves and others the full stature of maturity in Christ (Romans 4; 1 Corinthians 6:9-20; Ephesians 4; 1 Peter 1:13-19).

The Ordinances. We believe that the Lord Jesus Christ has committed two ordinances to the local church: baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water into the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of the Lord Jesus Christ (Matthew 28:19; Acts 2:41-42; 1 Corinthians 11:23-29).

Religious Liberty. We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that, therefore, Church and State must be kept separate as having different functions, each fulfilling its duties free from dictation or patronage of the other (Luke 20:20-26; Acts 5:29; 1 Timothy 2:1-5).

Church Cooperation. We believe that local churches can promote the cause of Jesus Christ by cooperating with one another in a denominational organization which is subject to the will of the churches. Cooperation in a conference is voluntary and can be terminated at any time. Churches may likewise cooperate with inter-denominational fellowships on a voluntary independent basis (John 17:21; Acts 15:22-23; 2 Corinthians 8:23-24).

The Last Things. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His Kingdom. We believe in the resurrection of the body, the final judgment, the eternal blessedness of the righteous, and the endless suffering of the wicked (Matthew 24-25; Acts 1:11; 1 Corinthians 15; 1 Thessalonians 4:13-18; Revelation 21).

Pledges

CHRISTIAN FLAG

I pledge allegiance to the Christian flag,
and to the Savior for Whose kingdom it stands.
One Savior, crucified, risen, and coming again
with life and liberty for all who believe.

BIBLE

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet and a light unto my path.
I will hide its word in my heart
that I might not sin against God.

AMERICAN FLAG

I pledge allegiance to the flag
Of the United States of America,
and to the Republic for which it stands.
One Nation under God, indivisible,
with liberty and justice for all.

Responsibilities

- “Be devoted to one another in brotherly love. Honor one another above yourselves.” (Romans 12:10)
- “Submit to one another out of reverence for Christ.” (Ephesians 5:21)
- “Do everything without complaining or arguing.” (Philippians 2:14)
- “Everyone should be quick to listen, slow to speak, and slow to become angry.” (James 1:19)
- “Whoever wants to become great among you must be your servant.” (Mark 10:43)

EDUCATOR RESPONSIBILITIES

- Developing lesson plans and course work
- Dictating due dates and course expectations as evidenced in class syllabi
- Instructing
- Grading
- Assessing
- Engaging with parents in the cooperative educational model
- Displaying attentiveness toward opportunities which encourage character development and growth

PARENT RESPONSIBILITIES

- Supporting the lessons and instructions provided by teachers
- Assisting with and ensuring homework is carried out and completed at home in accordance with teacher’s instructions especially on Tuesdays and Thursdays
- Serving as a facilitator, consultant, coach, resource specialist, and cheerleader in student’s academics
- Reading with the younger students
- Parents of older students shifting roles primarily providing encouragement and support
- Taking responsibility for student’s spiritual, educational, and emotional development. While others may be involved and contribute to this developmental process in the school, parents must recognize their primary role and responsibility.
- Completing 30 volunteer hours each year
- Checking Engrade on a regular basis to be informed of student’s progress

STUDENT RESPONSIBILITIES

- Following school policies
- Arriving to school each day on time, prepared, and rested
- Working to the best of their ability during class and at home on school-related materials
- Being a good steward of the school building and helping with its upkeep
- Asking for help when needed
- Demonstrating respect and cooperation with fellow students and adults

Communication Policies

OFFICE HOURS

Cor Deo office hours will be the following:

M-W-F 6:00am – 3:30pm

During after hours, the principal can be reached by email or phone.

Email: pjhanson@cordeo.org Cell phone: 503-332-6270

CLASS HOURS

Classes are in session M-W-F from 8:30-3:00pm

WEATHER POLICY

As a general rule, Cor Deo will follow the guidelines of the Beaverton School District. Their web-site is www.beaverton.k12.or.us/home. If Beaverton School District has a late start, Cor Deo will not be in session that day. For this information, you can also check the school's website at <http://www.cordeoacademy.org>.

FLYERS

Flyers may be sent home with students periodically to keep parents informed of upcoming school functions and activities (i.e. field trips, school parties, etc.). All flyers must first receive the principal's approval before being distributed.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conference meetings will be held two times per year to provide parents and teachers an opportunity to meet and discuss on-going issues in the classroom. These conferences will be held each Fall and Spring. Elementary grades require conference attendance, while 7-12th grades will schedule conferences based on their teacher's discretion. Additional conferences may be arranged at any time by teachers or parents as needed. The principal can always be invited to join these conferences if desired.

Homework and Homework Policy

HOMEWORK POLICY

With our model, the parent's role in education is emphasized. To help clarify what can be expected on Tuesdays and Thursdays, we have listed our "expected" homework and classwork times. These are not exact figures, as they will vary from student to student and grade to grade, but they can be used as a guide to help plan your days. We have defined "classwork" as work designed to reinforce topics learned in class.

KINDERGARTEN

1-2 hours of classwork on Tuesdays and Thursdays.

1st-3rd GRADE

3-4 hours of classwork on Tuesdays and Thursdays. 3rd graders can additionally expect 1-2 hours of homework per week.

4th- 5th GRADE

4-5 hours of classwork on Tuesdays and Thursdays. These grades can additionally expect 4-6 hours of homework per week.

6th GRADE

4-6 hours of classwork on Tuesdays and Thursdays. These grades can additionally expect 4-6 hours of homework per week.

JUNIOR HIGH AND HIGH SCHOOL

Expectations for work outside of Cor Deo's M-W-F hours.

	Monday Homework	Tuesday Classwork	Tuesday Homework	Wednesday Homework	Thursday Classwork	Thursday Homework	Friday Homework
Math	1/2 hour	1 hour	1/2 hour	1/2 hour	1 hour	1/2 hour	1/2 hour
English	1/2hour	1 hour	1/2 hour	1/2 hour	1 hour	1/2 hour	1/2 hour
Science	1/2 hour	1 hour	1/2 hour	1/2 hour	1 hour	1/2 hour	0
History	1/2 hour	1 hour	1/2 hour	1/2 hour	1 hour	1/2 hour	0
Bible	0	1 hour	0	0	1 hour	0	0
Daily Totals	2 hours	5 hours	2 hours	2 hours	5 hours	2 hours	1 hour
Weekly Total		10 hours classwork done at home		9 hours homework		19 hours total at-home work	

These times may change for students who need more or less time to complete assignments.

Grading Policy

GRADING STANDARDS 3TH-12TH GRADE

Cor Deo strongly believes in both godly character and quality academics. To support this, we have a grading policy as follows.

ACADEMIC GRADE

Each class has a published set of standards that shows the competency objectives that will be met. This set of standards relates directly to our curriculum's scope and sequence, and will be the roadmap for the parents and teacher to follow. For further information, see principal.

We believe that all students, regardless of background and situation, have the ability to learn. To that end, we have implemented a grading policy referred to as ABCI. The following grading scale is used against a defined set of standards that is consistent for all students.

90%-100%	A
89%-80%	B
79%-70%	C
<69%	I / F

The letter grades given on the student's report card indicate the following percentage on tests, homework, projects, and quizzes.

"A" Grades in a course indicate exceptional understanding of the course's objectives in both knowledge and skills. While an "A" may not symbolize perfection, it does indicate that the student has demonstrated consistent high standards of commitment, clarity, and application. Typically, an "A" further signifies a student's creativity, insight, and breadth of comprehension. Because we each bring to our academic work a variety of developed skills and abilities, as well as interests and talents, students should not expect to earn an "A" in every course they take.

"B" Grades in a course indicate solid understanding of the course's objectives in both knowledge and skills. Further, a "B" demonstrates a student's facility with analyzing course material and clarity in expressing that facility. A student may not demonstrate the depth and breadth of comprehension that merits an "A" grade regardless of the amount of time spent on a specific assignment.

"C" Grades in a course indicate competent understanding of the course's objectives in both knowledge and skills. A student who earns a "C" should feel reasonably confident about his ability to move on to the next course in a sequence within a discipline or about his facility with the course's objectives. For some students, a "C" may represent significant intellectual growth; for others, only modest growth.

"I/F" Grades in a course indicate insufficient understanding of the course's objectives in knowledge and skills. The "F" grade is not meant to discourage students about their academic work, but rather provide them with an accurate appraisal of their performance. Students would not be well served to receive a "passing" grade only to discover later that they lack the information and/or skills necessary to proceed to the next level of a discipline either at Cor Deo, another school, or in college.

We will not have "D" grades on our schedule as it doesn't support our vision of academic excellence. If "C" is the lowest grade for which understanding is considered sufficient, all other grades are insufficient, and thus inadequate for moving on to the next level. Since our goal is not merely finding the student's weaknesses, but rather discovering their strengths and developing their weaknesses into areas of competency, we have developed the following policy.

Every homework assignment and test needs to receive at least a "C" grade. If a "C" grade is not achieved, the student will have an opportunity to continue studying and retake the material. The retake

will only be eligible for a "C" grade. The time allowed to retake a test will be determined by the teacher. If the material is not well understood by that time, the grade for that work will become an "F". If a student receives an "F" for a course in its entirety, he/she will have the opportunity to retest prior to the next year. This will give the student the opportunity to receive tutoring or other additional instruction during the summer and help them rise to the level required. This policy is not intended to support procrastination or poor study habits. Any time material is retaken, parents will be involved with the process in order to best help the student succeed, and ensure problems being encountered are truly academic and not related to character. This may require more study time, additional time with the teacher, a change in study habits or some other change. The teacher will partner with the parent to make this happen.

REPORT CARDS

The academic year is divided into two semesters, and each semester consists of two quarters (9-week grading periods). Letter grades (A, B, C, etc.) will be issued at the end of each quarter. Letter grades issued at the end of each semester (an average of the two quarter grades) are cumulative, and appear on the student's permanent transcript. Report cards will be issued to each student. Students can always check their grades 7-12th throughout the semester on Engrade.

Teachers will be available at all times to discuss the student's grades. The parents of those students who are working below grade level should contact the teacher as quickly as possible to discuss possible solutions.

TRANSCRIPTS

Transcripts will be provided for students in grades 9-12. The transcript will consist of a letter grade, a % grade and a course description. For questions about transcripts, contact our registrar Judy Fast at davefast@kfast.org.

Biblical Standards for Dress

CLOTHING/JEWELRY STANDARDS

Because we want our students to learn to think with biblical wisdom instead of merely following a set of rules, our clothing standards consist of the following seven principles which students and parents should consider when choosing what will be worn to school.

- The purpose of clothing is to cover our bodies because of the shame we should feel due to our sin (Gen. 3:7, 10, 21; Rev. 16:15). Therefore, be sure it honors God and His desires.
- We are not to be self-centered and draw attention to ourselves by the way we dress. This is one of the meanings of the biblical injunction to modesty (1 Tim. 2:9). Clothes and jewelry that draw attention distract from the message our lives are supposed will is that clothing should cover and be modest (1 Tim. 2:9), not be revealing (Ex. 20:26). Additionally, as Christians we are to guard the minds of our brothers and sisters rather than being stumbling blocks to them (Rom. 14:13, 21).
- What we wear can communicate a message (Prov. 7:10). We ask our students to consider what message their clothes may be communicating to others and to be giving (1 Tim. 2:9-10; 1 Pet. 3:3-4).
- Our motives should not be to display wealth by the clothing/jewelry we wear, and thus, create an elite class or encourage our sinful pride (1 Tim. 2:9).
- When cultural styles conflict with God's desires, we should dress for "the glory of God" (1 Cor. 10:31) rather than letting cultural trends lead us (Rom. 12:2).
- There is a great temptation in our culture to put too much emphasis on clothes, jewelry and beauty. As followers of Christ, clothing should not be the primary focus (Matt. 6:25, 28-33). There are more important issues (Matt. 6:33; 1 Pet. 3:3-4).
- School is not a formal occasion, but it is an important one. Clean and neat clothing helps produce an environment of serious study rather than a casual attitude.

Note: The final decision regarding how appropriately a student is dressed will be determined by the principal.

Campus Policies

CLOSED CAMPUS

Cor Deo operates a closed campus for the safety of our students. Students are not allowed to leave campus during the school day without permission from a parent or guardian and from the principal. Leaving the school grounds at any time without permission is a major infraction and will be referred to the principal for appropriate disciplinary action.

EATING AND DRINKING

In order to keep the facilities clean and neat, students may only eat and drink in the assigned eating areas. Food and drinks are not permitted in the classrooms except at lunch time, unless given special permission by a teacher or the principal. Students with special requirements will be accommodated. Upon completing the lunch meal, all trash is to be picked up and disposed of in the proper containers and the lunch area cleaned up. Water bottles are always appropriate in class and the rest of the school building.

Due to the large number of students, the kitchen and appliances are off limits to all students. The microwave may be used with permission only.

ELECTRONIC DISTRACTIONS

In the spirit of continued focus on education, students may not use electronic devices not specifically designed to enhance learning in the classroom. Such devices include, but are not limited to, electronic gaming devices (Gameboy®, PSP®, etc.), CD players, radios, MP3 players, ipods, laptops (unless used to complete assigned course work), and cell phones. The principal and faculty reserves the right to confiscate any such items being used during school hours.

Cell phones and pagers **MUST** be turned off during school hours. Any student using a cell phone or pager during school hours without permission from a teacher will be subject to disciplinary action. Important messages for the student may be left with the principal.

LOST & FOUND

It is expected that students will, from time-to-time, misplace or forget items. We highly recommend that important items be clearly marked with the student's name so as to facilitate the return of lost items. A Lost & Found will be kept by the school. Unclaimed items will be cleared out and donated to a local charity on a quarterly basis.

MEDICAL ISSUES

Cor Deo assumes that all of its staff members will provide assistance to students who may become injured or ill. Although Cor Deo is unable to address every emergency, the following is an attempt to provide guidance in case of injury or illness.

- The principal will make teachers aware of students who have any health needs or concerns.
- Following any treatment, an incident report will be submitted to the office with a copy sent home to the parents.
- For more serious injuries or concerns, the student will immediately be brought to the principal's office if able to be moved.
- If a student is ill, please keep him/her at home to avoid transmitting any diseases to others. **When a fever is present, please keep child at home.**

VISITORS AND GUESTS

Parents, visitors, and volunteers must check in at the school office as soon as they arrive on campus for any purpose other than picking up or dropping off a student.

SCHOOL CLOSURES

Most school closures for the upcoming school year will be pre-scheduled in the school calendar. Should the need for a previously un-scheduled closure arise, the school office will contact parents through the use of emails and/or flyers which will be sent home with students. When closures are required due to adverse weather conditions the school will follow the recommended guidelines of Beaverton public schools at www.beaverton.k12.or.us. Also, when possible, a notification will be posted on the school web-site <http://www.cordeoacademy.org>. In addition, if you live in an outlying area and consider travel to and from school to be dangerous on any given day, you may keep your children home, keeping in mind that they will still be responsible to submit any assignments and to take missed tests immediately upon their return. Your judgment will be respected; their follow-up on missed assignments/tests will be expected. Please notify the school office prior to 8:00 am should you decide to keep your children home.

UNSCHEDULED EARLY DISMISSAL

On rare occasions, the school may have to close after classes have begun because of the onset of severe weather, snowfall or pending ice storms, etc. In such cases, parents will be notified by telephone and email that school is closing and they will be asked to arrange for transportation to get their children home safely. An adult will stay with students until a parent or guardian arrives to pick them up.

TELEPHONE USE

Students will be allowed to use the lobby phone (not the church office phone) for important phone calls, subject to the discretion and permission of the principal or teacher. This is to be used for school purposes only, and not personal reasons.

Attendance Policies

Regular and punctual attendance is essential to successful class work. Teachers plan each class session to contribute significantly to the overall course objectives which are designed to progress sequentially. Absences interrupt the smooth and complete process of learning. We urge students to be absent only when absolutely necessary. Teachers will keep an accurate record of attendance for their classes.

EXCUSED ABSENCES

Cor Deo will recognize three categories of excused absences. These include illness, absences pre-arranged with Administration (includes parental requests, doctor visits etc.), and emergency absences such as the death of a family member, etc.

For absences due to illness or emergency, the student must make arrangements to do all work missed in all classes. It is the student's or parent's responsibility to arrange a schedule for making up quizzes, tests, and daily work.

PRE-ARRANGED ABSENCES

If it is known in advance that a student will be absent, the parent/guardian must make arrangements with the principal. A written note must be given to the office prior to the absence showing the date and the reason for the absence. **It is the student's responsibility to get his/her assignments from the teachers.**

- The student is responsible to ask the teacher for the syllabus in a timely manner (at least 2 weeks in advance). The teacher will provide, as best as he/she can, for a complete syllabus.
- The student is responsible to learn the material covered during their absence. This may require additional self-learning, extra self-discipline, extra teaching by the parent, and/or tutoring.
- The student is responsible to turn in **ALL** homework that will be due during their absence **PRIOR** to or on their last day in class. If work is not turned in, it will be recorded as a zero. This includes regular homework assignments, labs, projects, and any other work that might be assigned.
- The student is responsible to complete **ALL** tests that will occur during their absence **PRIOR** to or on their last day in class. If tests are not completed prior to their absence, they will be recorded as a zero.
- The student forfeits his opportunity to redo homework assignments and retake tests that do not achieve a passing score.
- The homework grace coupon (if the teacher has one) cannot be used on any homework due during the student's absence.
- The student is responsible to check in with the instructor the day he returns to obtain any handouts, extra information, additional homework assignments, etc. that were assigned during the absence and not noted on the original syllabus.
- The student is responsible to complete any additional work assigned during the absence that was not on the syllabus until after he/she left for the absence. Due dates will be discussed the first day the student returns to class.

EXTENDED ABSENCES

If a student is absent due to illness/injury for five or more consecutive days, a note from the parent must be given to the office describing the illness/injury. Re-admittance status will be determined by the principal.

UNEXCUSED ABSENCES

Unexcused absences are considered a major infraction. A pattern of continued unexcused absences will result in the student being placed on behavioral probation, suspended, or expelled. It is very important that students be regular in attendance so that they may experience appropriate progress in the Cor Deo curriculum. In order to ensure that students will not fall too far behind because of absenteeism, the students may miss **no more than five school days in one quarter**, or **more than twelve school days in one academic year**. Any student exceeding this limit will automatically have his /her enrollment status reviewed.

TARDINESS

Fulltime students should all be in morning assembly by 8:30am. 7th-12th grade students must be in class and in their seats before the official start of class. If there are multiple instances of tardiness, the principal or teacher will report it to the parents.

“Hands Off” Policy

PHILOSOPHY

The Bible tells us that God created the relationship between man and woman to be a good, healthy, wholesome, and God-honoring association. At the same time, the Bible reminds us that our bodies are temples of the Holy Spirit and we are to avoid immorality and those things which lead to immorality. It is, therefore, the policy of Cor Deo to recognize the healthy development of affection between young men and women, but to limit their displays of affection to that which is appropriate and honoring to God. This policy is in no way to be construed as a limitation on our freedom to let those around us know that we care for them in Christian brotherly love (1 Thessalonians 4:3-11; 1 Corinthians 6:18-20).

GUIDELINES

This policy is intended to address social behavior both inside and outside instructional/school time. Instructional/school time includes, but is not limited to, before and after school, lunch, class time, field trips, lectures, assemblies, etc. School time is not primarily a social time. During instructional/school time, students are expected to keep to themselves in order to focus on the assigned activity so that the teachers and students may work in a distraction-free atmosphere conducive to teaching and learning. Specifically, this means no hand-holding, no opposite-sex hugging, no kissing, and no inappropriate physical contact.

Students are expected to act with propriety, discretion, and respect for each other and those around them at all times. This means not displaying behavior which might cause others to stumble. Some behavior may cause others to become embarrassed or uncomfortable.

As in other areas of student conduct, the principal, in consultation with the teacher, is the final arbiter of what is appropriate. If inappropriate or disruptive behavior patterns continue, the parents will be contacted and disciplinary action may be required.

Disciplinary Procedures

Cor Deo Christian Academy expects its students to consistently and persistently conduct themselves in a God honoring way at all times. Our overall philosophy for discipline is that it is the responsibility of the parent to discipline their children. The teacher will deal appropriately with anyone in the classroom who is not obeying the rules. If a student continues to repeatedly defy authority, then the teacher is to take the student to the principal's office for further correction. At that time, the principal will continue the process of discipline.

After the principal talks with the student, he will notify the parents of the disobedience, rebellion, or ungodly attitude of the student. This will be considered the first warning. The parents will be asked to address any issues and report back to the principal how the discipline was handled and what the parent's expectation is for the school.

If the student persists with the same or similar behavior that previously resulted in disciplinary action, the parent will be called to pick up the student. At that time, there will be a determination as to whether the student should remain in the school or not.

- Determine at the beginning of the year what God's expectations are for your behavior. Notice that there are only a few simple rules. Also understand why you have these rules and the consequences for breaking the rules.
- Do not argue in public the suitability or application of a rule.
- We use four criteria for good biblical discipline: teach, correct, rebuke, and train in righteousness (1 Timothy 3:15).
- Model and uphold the school's rules beyond the classroom – in hallways, on the playground, in the lunchroom, and at school events.
- Your parents will be called quickly for help in guiding your behavior.
- You will be reminded regularly what the biblical reasons for discipline are: it honors Christ; it serves other people (courtesy, caring, listening), it demonstrates obedience to God and his appointed authorities, and it witnesses what true peace is.
- Most of all, respect authority, and pray for wisdom, courage, and patience.

DISCIPLINE PROCEDURES FOR ELEMENTARY STUDENTS

- Talk with student privately bringing attention to why you are disciplining/admonishing him.
- If the student is repentant and responds humbly and with a willingness to change, you have won your brother.
- The student should pray out loud asking forgiveness from God. (1 John 1:9) He will also seek to forgive whomever else he has offended. This may include asking forgiveness in class, to students at recess, lunch, the teacher, etc.
- Then the teacher may follow with a prayer of thankfulness and affirm the forgiveness God promises to give. Counsel on how to do better next time should also be given.
- The teacher may ask the student to tell his parents about what happened and how it was handled (teaches personal accountability). Teacher will follow up with parent after a couple of days to bring the situation full circle.
- The teacher will keep the principal informed of situations with students as they occur throughout the week, particularly so he might have a pulse of discipline issues that he could address with the classes as he teaches the character class.

Second or third time of the same type of offense may be handled the same way (forgive 7 x70). After this, a conference should be called with the parents and student to formulate a plan so the student can gain the tools to overcome his sinful practice or habit. This further heightens the student's awareness of the seriousness of the problem. If there is still no marked change, the principal will be called in for a meeting with the parents and student.

If, from the beginning, there is no tenderness or sense of remorse from the student, inform parents and the principal at first offense.

Financial Aid Policy

It is our desire that any family who meets the qualifications of our enrollment packet will be able to attend Cor Deo. To that end, we have a dedicated fund that is made available for tuition assistance. The fund is limited, so we ask that you be as clear as possible when filling out the following questionnaire. In order for the school to be as helpful as possible to the largest number of families, financial aid grants generally will not exceed 50% of total tuition. However, the Financial Aid Committee may exceed this standard in exceptional cases.

REQUIREMENTS

Please submit a letter to the Financial Aid Committee describing your situation and specific needs. We ask that you answer the following three questions in your letter, though you are by no means limited to these. We are more interested in your “need” than your specific W-2 data points.

- What is your specific need amount?
- What is your home church and how long have you been in attendance/member?
- Number of children in Christian school (even if they aren't all in Cor Deo)?

The following points are suggestions that can be used to clarify your request.

- Financial need based on income, family size, assets, etc.
- Any unusual family burdens. (medical expenses, care for extended family, etc.)
- Change in family situation (college, etc.)

ADDITIONAL POLICY GUIDELINES

- Only fulltime students are eligible for financial aid
- Re-enrolling families shall receive priority consideration through April 1 (deadline date), after which all financial aid applications shall be processed on a first come, first serve basis.
- All applications must be received by July 31, for consideration of the upcoming 2011-2012 school year. In the case of extenuating circumstances, late applications may be considered at the discretion of the Financial Aid Committee, but those applications submitted by the deadline will have first consideration.
- Eligibility will be based upon genuine, demonstrated need and space available in the classroom.
- Any school balances owed by the applicant from a prior school year must be paid up in order for a new application to be considered.
- Once financial aid is granted, it is only continued as the family receiving aid keeps up with its monthly payments.
- Students are required to maintain a C or better average in all classes, for the continuation of scholarship monies.
- Parents receiving financial aid are expected to be actively involved in fundraisers and volunteerism that promotes the school.
- If your financial situation changes dramatically within the year, making the scholarship unnecessary, it is expected that this will be communicated to the school, freeing up the remaining funds for other families with need.
- Financial aid is not automatically renewable for a new school year. Families must reapply for aid each school year. However, re-enrolling families do receive priority if filed early.
- Cor Deo admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policy, scholarship and loan programs, and other school-administered programs.