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Letter from the President

Welcome to Coram Deo Academy

*Training Ethical Servant-Leaders and Wise Thinkers Who Will Shape Culture for the Glory of God*

Welcome to Coram Deo Academy. We are honored that you have chosen Coram Deo Academy to partner with you in the education of your children. We are looking forward to a great school year.

As our collaborative model requires a clear understanding and communication between all parties, we hope that you will find this reference manual a valuable tool. Please take a few minutes to review it now and keep it handy so you can refer to it throughout the year as needed.

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.” 2 Corinthians 8:21

This is intended to cover most of the policies and expectations for the school year. Please understand that in a rapidly changing world, not every policy situation can be anticipated. We learn new things every year and edit this work accordingly. Updates to this Reference Manual are listed in the Change Log at the end of this document.

In the event something isn’t covered in the reference manual, please ask your School Principal. Their decision, with the concurrence of the President and Board of Directors will be considered authoritative.

God bless you and may God richly bless your time at Coram Deo Academy,

Dr. J. Alan Marshall
President
School History

In 1998, three home school families decided to pool their ideas, resources and talents to birth an academically challenging, biblically-based classical school which honored the primary role of parents in the education of their children. They started the first year in 1999 of what was then called Flower Mound Classical Christian School with 57 students in grades 6 through 12.

In 2002, the school changed its name to Coram Deo Academy which means “…in the presence of God.” That same year, the grades were expanded to K-12. Over the next 4 years, Coram Deo Academy opened two additional campuses in the Dallas Metroplex becoming the first classical school District in the North Texas metropolitan area.

Each campus has been accredited as a school by the Southern Association of Colleges and Schools (SACS). Coram Deo Academy was one of the first Christian schools to seek and obtain District accreditation by SACS/AdvancED in June 2012. Coram Deo Academy was reaccredited as a District June 2017.

Flower Mound Campus

The Flower Mound campus is the original campus for the Academy. The property at the current location was purchased in 2005. This campus was initially accredited as a school in 2006. Currently, over 700 students attended the Flower Mound campus in grades PreK-12.

Collin County Campus

The Collin County campus opened its doors in August 2004 with 195 students in grades K-8. In 2009, the decision was made to begin offering rhetoric school at this campus. A grade was added each year resulting in the first graduating class for the campus in May 2013. Collin County was accredited as a school in 2008. Currently, over 500 students attended in grades PreK-12.

Dallas Campus

The Dallas campus was added to the Academy in 2006. It began with 33 students in grades PreK-4. Over the years, grades were added to go through Logic School by the 2011-2012 school year. Dallas was accredited as a school concurrently with our District Accreditation in June 2012. Currently, over 200 students in grades PreK-8 attended the Dallas campus. Starting in 2020-2021, Dallas will add a 9th grade and an additional grade per year until our first CDA-Dallas graduation in 2024.

Governance

Coram Deo Academy is a 501(c)3 non-profit, chartered in the state of Texas. The Academy is governed by a Board of Directors, who also hold the offices of Directors of the Corporation under the Articles of Incorporation and Bylaws which are filed with the Secretary of State. As a Texas non-profit, we maintain corporate records at our Flower Mound campus, located at 4900 Wichita Trail, Flower Mound, Texas, 75022. Each Director is elected by the existing Board members, and serves for a period of three years, at the pleasure of the Board. There are no permanent Board members; however, the board, in its sole discretion, may vote to extend any sitting member’s term. There are no permanent officers of the Board, as the Chairman, Vice-Chairman, Secretary and Treasurer are elected annually.

As the Board is not an operational Board, but a policy Board, we adhere to the policy governance model for school governance. The Board of Directors is responsible for stating the Ends of the Academy, not the means to achieve them, as well as protecting the sanctity of the original mission
and vision of the Academy, as chartered. Day-to-day operational decisions rest with the administration of the school. The President, as the only direct report of the administration of the Academy to the Board of Directors, is charged with the management of all campuses, development, curriculum, athletics, finance and otherwise for the proper operation of the Academy. The Board, as the policy-setting body of a Christian organization, allows open access to itself by all stakeholders, parents and employees alike. The Board of Directors of Coram Deo Academy desire that Christ be glorified in the world, in our communities, in our families and in individual souls as Lord and Savior, by modeling biblical servant leadership and training the hearts and minds of all the lives who God brings through our doors.

Mission Statement & Distinctives

The mission of Coram Deo Academy is to train ethical servant-leaders and wise thinkers who will shape culture for the glory of God.

Coram Deo Academy Distinctives

1. We have chosen to educate the youth of professing Christian families.
2. We have chosen to teach Classical Education according to the Liberal Arts Model of the Trivium, Quadrivium and Philosophy.
3. We have chosen to collaborate with parents (and possibly restore them) in their role as primary educators.

Statement of Faith

- We believe in Jesus Christ as Savior and Lord. We affirm His life and works as outlined in the Nicene Creed:

  We believe in one God,  
  the Father, the Almighty,  
  maker of heaven and earth,  
  of all that is, seen and unseen.

  We believe in one Lord, Jesus Christ,  
  the only Son of God,  
  eternally begotten of the Father,  
  God from God, Light from Light,  
  true God from true God,  
  begotten, not made,  
  of one Being with the Father.  
  Through him all things were made.  
  For us and for our salvation  
  he came down from heaven:  
  by the power of the Holy Spirit  
  he became incarnate from the Virgin Mary,  
  and was made man.  
  For our sake he was crucified under Pontius Pilate;
he suffered death and was buried.
On the third day he rose again
in accordance with the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.
He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.
With the Father and the Son he is worshiped and glorified.
He has spoken through the Prophets.
We believe in one holy catholic and apostolic Church.
We acknowledge one baptism for the forgiveness of sins.
We look for the resurrection of the dead,
and the life of the world to come. Amen.

• We believe in the authority of the 66 books of the Old and New Testaments as God’s word.
• We believe that parents are the God-ordained, primary instructors of their children
   (Deuteronomy 6:1-9). “These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” -Deuteronomy 6:6-7.
• We believe in a God-designed progression of human learning (John 3:10-12, Acts 17:22-28 and 1 Corinthians 13:9-12).
• We believe in the ministry of all Christians to influence the world around them in accordance with the honor and for the glory of Jesus Christ (Jeremiah 29:4-9, Matthew 5:13-16 and 1 Corinthians 9:19-23)

In line with the truths described in the above creed and scriptures, with particular emphasis on male and female complementarity, we affirm the following about human sexuality, gender identity and marriage.

1) Marriage — We define marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33). We believe that sexual acts outside marriage are prohibited as sinful. Consequently, we must resist and refrain from any and all sexual acts outside this definition of marriage - including but not limited to adultery, fornication, incest, bestiality, pornography, prostitution, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 5:27-28, Matthew 15:17-19, Romans 1:26-27, 1 Corinthians 6:9-13, Galatians 5:19-21, Ephesians 4:17-19, Colossians 3:5, 1 Thessalonians 4:3-4, Hebrews 13:4,)

2) Sexual/Gender Identity — We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, we
affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary gender acts or conduct. *(Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)*

3) Sexual Orientation — We believe that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, we affirm and require that our members affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. *(Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-33, Revelation 19:7-9, Revelation 21:2)*

We believe that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, Christians must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to the Statement of Faith. *(Matthew 11:28-30, Romans 3:23, I Corinthians 10:13, Ephesians 2:1-10, Hebrews 2:17-18, Hebrews 4:14-16)*

Parent Collaboration and Problem Resolution

**Collaboration at Coram Deo Academy**

“For we are co-workers in God’s service” 1 Cor. 3:9 NIV

Parent interest and involvement in their children’s education is one of the best predictors of future academic success. In a secular setting, that involvement might include ensuring school attendance, helping with homework, attending school events, or reviewing grades and report cards. At Coram Deo Academy we make this key to student success one of our top three commitments: CDA is Christian, classical, and collaborative. At CDA, our parent involvement goes well beyond those items listed above. CDA parents are active co-workers with classroom teachers in the education and formation of their children as we seek to train ethical servant-leaders and wise thinkers who will shape culture for the glory of God.

The word “collaboration” comes into English from the Latin word collaborare (“to labor together’). It is formed by combining the word laborare (“to labor”) with the prefix com-, (“with, together, jointly”). When we co-labor or collaborate, we work together toward the same goal. While CDA provides the school structure, curriculum, course pacing and schedule, expert faculty, and the assessment of student progress; our parents co-labor with us by overseeing work provided by the teacher, assuring student preparation for class, some tutoring where applicable on the home days, reading books together, discussing theology (and everything else) at the dinner table, and most importantly, remaining a major influence on their children’s life.
As co-laborers together we weld the God-ordained calling of parents with like-minded teachers and peers to create a united mission to become wise and virtuous followers of Christ.

*To ensure a well-run school and safe environment, administrative decisions are outside of the normal collaborative parent responsibilities.

Parent and Student Expectations and Responsibilities

The expectations and responsibilities for new parents and student found in the Requirements and Responsibilities section of the Admissions portion of this manual also apply to parents and students that continue their education with Coram Deo Academy.

Problem Resolution

Due to the high level of partnering required in our school, Biblically based problem resolution is imperative. In Matthew 18:15 we are instructed, “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained a brother.” Therefore, please address all issues directly with the offending party in a kind and respectful manner seeking full reconciliation. If you are not satisfied with the outcome of your meeting, you may refer the matter to the employee’s supervisor.

Anonymous Communication Policy re: Employees and/or Board

There are many Bible verses that make it clear how we, as Christians, need to resolve our grievances openly with one another in a spirit of reconciliation and for the good of the Church (Matthew 18:15-17, Galatians 6:1-5, Ephesians 4). Dealing directly and openly with people who offend you, or do not follow the guidelines of professionalism at CDA, promotes unity and provides role modeling opportunities with the children. In order to aid CDA staff and families with Christian based grievance resolution, CDA developed guidelines for dealing with any anonymous communication received by the school regarding CDA employee(s) and/or member(s) of the Board. The guidelines include protocol for communicating allegations to the accused and to the CDA administration, when law enforcement is alerted, how CDA views false allegations, and how CDA supports all employees named in anonymous allegations.

If the anonymous communication is related to a teacher’s conduct in the classroom or alleges any misconduct involving a student, the communication will be shared with the teacher, his/her direct supervisor, the head of Human Resources and the President. All other issues will be referred to the head of Human Resources.

If the anonymous communication is related to any administrative employee’s conduct in the execution of his/her duties or alleges any misconduct involving a student, the communication will be shared with his/her direct supervisor, the head of Human Resources and the President. All other issues will be referred to the head of Human Resources.

If the anonymous communication is related to the head of Human Resources’ conduct in the execution of his/her duties or alleges any misconduct involving a student, the communication will be shared with the President.

If the anonymous communication is related to the President’s conduct in the execution of his/her duties or alleges any misconduct involving a student, the communication will be shared with the school board and the head of Human Resources.

We believe that reconciliation is the eternal principle – even if direct communication is difficult, we can always work through another Christian brother or sister to mediate. With that said, in the event
that we receive anonymous communication regarding CDA employee(s) and/or member(s) of the Board here are the proscribed steps we will take:

CDA will, if deemed appropriate, hand the matter over to the police or other authorities with a request to investigate the allegations or any threats contained therein.

Anyone (employees, parents, parents of students) accused or implicated in alleged wrong doing will be provided with copies of allegations.

CDA will view very seriously any false, carelessly prepared or malicious allegations received. Inaccurate or negligent accusations by an employee are considered a matter of gross misconduct.

CDA will support all employees and Board members named in anonymous allegations unless there is sufficient evidence to justify action against them.

Admissions Policies and Procedures

Admissions Overview

CDA offers two different programs across the District to meet the needs of its families.

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<td>Grades: PreK-4</td>
<td>Friday options*</td>
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<tr>
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<tr>
<td>Grades: 9-12</td>
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* Friday and after school options are not available for PreK students

In our **Signature Program**, students attend classes on campus two days a week in a professionally-staffed classroom and study at home under the tutelage of their parents the remaining days. Students have the option to participate in Friday and/or after school athletic and fine arts electives for an additional fee.

**Five Day Program** students (5th-12th) are on campus 5 days per week. They attend classes with Signature students two days per week (M/W and/or T/Th). While not attending class, they complete
their homework in a professionally-staffed Learning Center. All school year athletics and fine arts electives are included in the Five Day Program tuition.

**Elective classes** are offered in 90-minute increments on Fridays with a select few additional electives offered after school 2-days a week for 45-minutes each class.

**Tuition and Associated Fees**
Tuition and associated fees for the current or upcoming year can be found at [https://www.coramdeoacademy.org/page/admissions/tuition--payment-plans](https://www.coramdeoacademy.org/page/admissions/tuition--payment-plans) The upcoming tuition and fee structure will be available prior to January 1st for priority reenrollment.

**Non-Discrimination Policy**
Coram Deo Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Pursuant to applicable federal and state laws, CDA may discriminate on the basis of religion with respect to students who, in the determination of CDA, possess and exemplify a religion or religious belief philosophy that is a harmful deviation in the belief system of and detrimental to the interests of the academy.

CDA reserves the right to terminate enrollment or disallow reenrollment a student if the administration reasonably concludes that the actions of a parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with CDA’s missions.

**General Admissions Requirements**
Coram Deo Academy is a Christian, classical, University-Model® school. As such, both parent involvement and student cooperation are essential if CDA is to successfully fulfill its mission which includes a vital spiritual component. Therefore, as a condition of acceptance to the Academy, the parents and students applying for admission must be in agreement with the Academy’s doctrinal position as expressed in its [Statement of Faith](#).

Upon submission of the online application and non-refundable application fee, a seat will be held in that section while the student completes the admissions process in a timely manner. Confirmation of the student’s place in the class occurs when an Enrollment Covenant is signed at which time the family also makes a financial commitment to the full tuition.

**Requirements and Responsibilities**
The requirements and responsibilities set forth are essential to assure that our families are in agreement with the mission, philosophy and governance requirements of Coram Deo Academy.

**Parent Requirements:**
1. Parent(s) must have regular attendance and be actively involved in a Christian church that is in keeping with the [Nicene Creed](#).
2. Parents must submit to our [Statement of Faith](#).
3. Parents must be willing to use a Christian conciliation service, if ever necessary, to settle legal or financial disputes between CDA and the student, parent(s), or related business entities.
4. Parents must provide CDA with a completed online application for each child applying for admission, along with the required admissions documents, transcripts and transfer credit requests from previous schools or homeschool.

5. Parents must be in agreement with, and supportive of, the Academy’s procedures for handling student discipline.

6. Parents must provide continually updated immunization records for each child.

7. Parents must be willing to have each family’s name, phone number and address listed in the CDA online internal directory.

8. Parents must acknowledge that each of their children at CDA has reviewed CDA’s Code of Conduct and Dress Code Policy and is willing to abide by those policies.

Parent Responsibilities

1. Parents must be committed to the parental responsibility of providing a quality, Christian education for their children in accordance with the Bible.

2. Families must be prepared to provide a supportive study environment at home and be committed to adequate parental supervision to ensure successful completion of the “at-home” component.

3. Parents must accept the primary responsibility for their child’s behavior at school and supervision at home.

4. Parents are responsible to be familiar with and consult the policies of the Academy as published in the current Reference Manual for Parents and Students, its amendments, and other official means of communication, before making decisions affecting their child or their family’s relationship with CDA.

Student Requirements

1. Students are expected to regularly attend a Christian church that is in keeping with the Nicene Creed.

2. Students must submit to our Statement of Faith.

3. Students in grades 9 and above must have professed faith in Jesus Christ and provide a Christian character reference.

4. Students in grades PreK-1st should meet the following age requirements:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Age by August 15th</th>
<th>Maximum Age by August 15th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Kindergarten</td>
<td>4 years old</td>
<td>5 years old</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>5 years old</td>
<td>6 years old</td>
</tr>
<tr>
<td>1st Grade</td>
<td>6 years old</td>
<td>7 years old</td>
</tr>
</tbody>
</table>

5. Students applying for 12th grade must have a waiver approved by the President to enroll.

6. Students must complete grade-specific admissions testing and participate in the family interview as part of the admissions process.

7. Students must be able to succeed in the classroom (70% or above) at Coram Deo Academy without accommodations or modifications in the learning environment or expected student workload, assignments or assessments.
Technology Expectations and Responsibilities

Families are expected to provide access at home to a computer or tablet updated with the latest browser so that they can access and/or complete assignments, assessment or discussions online, if required by their teachers as well as access to MS Teams (for virtual meetings/classes), as needed.

Coram Deo Academy will provide each student with a CDA email address, access to systems including MS Teams (for virtual meetings/classes, as needed) and CDA Connect (for grades, assignments, etc.), as well as a download of the Microsoft Office Suite.

Coram Deo Academy will provide support for CDA Connect and MS Teams but is unable to provide technical support for student-owned computers/tablets or MS Office products.

Mid-Year Admissions

CDA endeavors to serve highly qualified candidates from missionally-aligned families seeking enrollment after normal admissions deadlines have passed. This is a part of our Christian ministry which may lead to a mutually beneficial and longtime relationship. Admission will be considered on a case-by-case basis.

Schedule Requests

To ensure the best learning environment for all students, schedule requests are limited:

- **Electives:** Electives are made available January 1st to all returning students once they have reenrolled for the upcoming school year. New students may register for electives upon completing their enrollment covenant. Most electives have specific seat limits. Seats are granted based on date/time of registration. If the elective is full, students may elect to be added to the waitlist. Families will not be charged the elective fee unless the student is registered for the elective.

- **Off-Grade Level:**
  - Students who are identified as off grade level for a class will be contacted by the campus college guidance personnel or may contact the campus college guidance personnel of their scheduling needs.
  - Newly admitted students who are off grade-level will be identified through the transcript review process and advised by the Principal.
  - Students who fail to pass a class or grade will be scheduled for the next year in the class or grade that needs to be repeated. Students eligible for **course recovery** must get pre-approval from the campus college guidance department. Contact your campus college guidance personnel.

  Accommodating off-grade level schedules often requires students to come to campus on their “home” days.

- **Teachers/Class Sections:** Families may not request specific teachers or class sections.

Reenrollment of Current Students

Current students in good standing are encouraged to reenroll during Priority Reenrollment (January 1st through Martin Luther King Day). In order to be in good standing, parents and students must continue to meet the requirements and responsibilities of new families (as documented above) and
maintain the academic, discipline and financial requirements of the Academy. If there are concerns about the student’s or family’s ability to continue with CDA, a hold may be placed on the student’s account preventing reenrollment until the issue(s) are discussed and resolved to the Academy’s satisfaction. The Academy has the right to refuse reenrollment for any reason.

Coram Deo Academy strives to meet the reenrollment/application requests of all students. There are instances, however, where requests for a specific campus and program cannot be met for all interested students. In these cases, the following order will be utilized to fill seats. If all students within a category cannot be accommodated, the date of reenrollment/application will determine which students get priority seating.

**BEFORE OR DURING PRIORITY REENROLLMENT**

1. Student reenrolling into the same location and program (M/W, T/Th or 5-Day).
2. New applicants of a current family (applying before Martin Luther King Day).
3. Current students requesting current location but different program.*
4. Current students and any new sibling applications for a different location.*
5. New applicants of new families.

**AFTER PRIORITY REENROLLMENT**

6. All new applicants and returning students will be given priority based on application/reenrollment date. Returning students will be subject to a Late Reenrollment Fee.

* **NOTE:** These transfer requests may require an interview with the Principal.

**Withdrawal Procedure**

*All financial accounts must be settled through the business office before any official records or transcripts will be released. (Romans 13:5-7)*

Coram Deo Academy makes commitments to faculty, staff and facilities long before the start of a new school year. These annual obligations continue even if a child withdraws from the Academy. Therefore, when a student, either new or returning, enrolls by submitting an Enrollment Covenant, the family has entered into a legally binding contract and owes tuition for the entire school year. This is not intended to cause hardship for any family but is a necessary provision to ensure the financial solvency of the Academy.

Current students whose family plans are uncertain (such as a pending job transfer out of the area) should take this policy into consideration prior to reenrolling. In some cases, it may be advisable to reenroll after Priority Reenrollment has ended and incur the $250 Late Reenrollment Fee rather than committing to the full year’s tuition. CDA offers a Tuition Reimbursement Program that is mandatory for families paying monthly and optional for others.

Should a change in circumstances necessitate retracting your child’s enrollment, please let your Principal know. An exit interview may be requested. To begin the formal withdrawal process, please contact the Admissions Coordinator at your campus and a link to the Withdrawal Form will be emailed to you. Please note, withdrawal does not release you from the contractual agreement established in the Enrollment Covenant. The full tuition amount is due according to the posted schedule.
Financial Policies

Tuition Reimbursement Program

CDA offers a Tuition Reimbursement Program which is available for all payment options and mandatory for monthly installment accounts. Please read the plan carefully as a 100% refund is not available. This plan is designed to protect families in the case of a midyear job change, move (of greater than 50 miles), death, or major illness in the family.

See Withdrawal Procedure for information on our withdrawal process.

Tuition Payment Plans

CDA offers payment options of payment in full, payment in two payments, and a monthly installment plan. As stated above, tuition insurance is optional for the one and two payment plans. Individuals choosing to pay their tuition in full need to elect whether or not they want to purchase tuition insurance at the time of enrollment. They cannot change their election at the later date. Families choosing to make their tuition payment in two installments can elect to change from a two payment plan (with or without insurance) to monthly installments before the due date of their second payment. At that time, they will be required to add tuition insurance. If they did not have tuition insurance at the time of their first payment, only 50% of their tuition will be eligible for the tuition insurance benefit, if needed.

Campus or Program Change Fee

After August 1st, if students change (with Administration approval) campuses, from one Signature program (M/W or T/TH) to another or from the 5-Day program to Signature program (M/W or T/Th), there will be a $250 change fee assessed to cover the administrative costs of such a change.

In addition, students moving from the 5-Day program to a Signature program will be permitted to drop any/all electives but will be charged for all non-Learning Center electives as follows:

<table>
<thead>
<tr>
<th>QUARTER</th>
<th>REFUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st quarter</td>
<td>$50 drop fee per elective</td>
</tr>
<tr>
<td>2nd quarter</td>
<td>50% of the cost of each elective</td>
</tr>
<tr>
<td>3rd quarter</td>
<td>25% of the cost of each elective</td>
</tr>
<tr>
<td>4th quarter</td>
<td>No refund for electives</td>
</tr>
</tbody>
</table>

Split Class Schedule Fee

Students in grades 9-12 requesting a split schedule (classes on both M/W and T/Th) will be assessed a $250 Split Class Schedule Fee to cover the administrative costs of creating the customized schedules. Campus Administration may limit the options for these split schedules based upon class capacity and balancing of sections.

Electives Policy

CDA electives are available to CDA Signature Program students at the published rate. Friday, after-school, and athletic electives are included in the Five Day Program tuition. Summer and special electives such as the College Tour are not included in the tuition for Five Day students. Any elective drop and change fees apply to all students regardless of their Program.

Coram Deo Academy makes contractual commitments to faculty, staff and facilities prior to the start of the new school year. Early registration assists the school in making wise decisions and preparing for our elective program. Therefore, the following policies are in place for all electives except summer and athletics.
### Core Option Electives

Families select core classes through elective registration when there are class options such as language and some science at the rhetoric school level. Any changes in core option classes are not subject to an elective change fee.

### Book Fees for Core Classes with In-Class Distribution or Online Textbooks

Students in grades with core classes that have book fees for classroom distributed materials and online textbooks will be billed for those fees at the time of enrollment/reenrollment. The cost of the book or materials will be listed on both the enrollment covenant and the annual book list. Core classes with an option will be billed through the elective process when parents select the core option. If a student withdraws from a core class that has a book fee prior to the first day of class, the book fee will be refunded. If they withdraw after the first day of class, the book fee will be non-refundable.
NOTE: If CDA makes curriculum changes after enrollment which affect the book fee, families will be credited or invoiced at a later date.

Financial Aid
Coram Deo Academy offers limited financial assistance to currently enrolled families who need some (usually temporary) help to continue at CDA. Awards are based on financial need and decisions are based on a third party’s financial analysis. Tuition assistance awards are made in late February or early March or as funds are available. For more information on the application process, visit http://www.coramdeoacademy.org/admissions/program-options/financial-aid.

Solicitations
Coram Deo Academy defines a solicitation as the act of asking constituents who are not employed by Coram Deo Academy for the provision of any item, including funding, that may be used for school purposes. Constituents include, but are not limited to, parents, students, grandparents, and other friends of the school. All solicitations must be reviewed, scheduled, and approved by the Development Department.

Fundraising
While tuition paid by families supports basic operations, additional funding is needed for special projects, athletics, tuition assistance, and faculty enrichment. Each year CDA staff and volunteers host fundraising events such as the North Texas Giving Day (NTGD), golf tournaments, and the Diamonds & Bow Tie Ball as well as various Parent/Teacher Fellowships programs to raise additional resources in accordance with the Five-year Strategic Plan. Booster clubs for athletics and the band are groups that also serve to provide additional funds to supplement our extra-curricular opportunities for our students.

Raising funds for any organization outside of Coram Deo Academy must be pre-approved by the Development Department. These non-CDA organizations cannot have policies in conflict with our Statement of Faith and should generally be Christian-based.

For more information on CDA fundraising programs and opportunities to participate or approval for non-CDA fundraising, please contact development@coramdeoacademy.org.

Policy of Government Funding
Coram Deo Academy will not accept any government funding that will:
- adversely affect the mission of the school or its conformance to its vision, principles or policies, or
- create a dependency that would produce a significant hardship if the school no longer received such funding.

In addition, Coram Deo Academy will not accept State or Federal vouchers as direct payments from the government as this will negatively impact the school’s ability to enforce employment and enrollment agreements based on our Statement of Faith. Tax credits received directly from a parent and/or private party will be accepted if accepting of such tax credits does not create a dependency that would produce a significant hardship if the school no longer received these credits.
Open Records
Coram Deo Academy maintains an open records policy for corporate documents, board minutes, and public IRS tax returns (Form 990). Please contact the business office to schedule a time if you desire to review Coram Deo Academy’s public records.

Professional Associations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>SACS (Southern Association of Colleges and Schools)/AdvancED</td>
<td>Accrediting Agency – Coram Deo Academy was accredited as a District June 2012.</td>
</tr>
<tr>
<td>ACCS – Association of Christian and Classical Schools</td>
<td>Organization of like-minded schools – provides professional development, comparative statistics, etc.</td>
</tr>
<tr>
<td>TAPPS – Texas Association of Private and Parochial Schools</td>
<td>Association of private schools – provides competitive opportunities for Athletics and Fine Arts.</td>
</tr>
<tr>
<td>TFA – Texas Forensic Association</td>
<td>Provides competitive opportunities in interpretation, speech and debate events</td>
</tr>
<tr>
<td>TPSMEA – Texas Private School Music Educators Association</td>
<td>Association of private schools – provide competitive opportunities for Choir and Band</td>
</tr>
<tr>
<td>UMSI – University Model® Schools International</td>
<td>Organization of schools with similar collaborative models – provides professional development, comparative statistics, etc.</td>
</tr>
<tr>
<td>NSDA – National Speech and Debate Association</td>
<td>Speech and Debate Honors Society – provides competitive opportunities for Speech and Debate</td>
</tr>
</tbody>
</table>

Hours of Operation
Normal Operating Hours
Arrival and Dismissal
Students are allowed to be dropped off 15 minutes prior to the start of the school day and should be picked up within 15 minutes after the end of the day. Please call the school if you are going to be later than the 15 minutes allotted time at the end of the day. CDA is not responsible for students outside of the 15 minutes window allowed at the start of and the end of the day.

All carline procedures publicized by the specific campus should be followed. Teachers are on duty and will facilitate carline.

School Holidays and Faculty/Staff In-Service Days
Coram Deo Academy has 32 academic weeks for each school year. School holidays include: Labor Day, Fall Break, Thanksgiving Week, Christmas Break, Observation of MLK and Presidents’ Day in January, Spring Break and Good Friday.

At Coram Deo Academy we value continuous education, professional development and collaborative opportunities for our faculty and staff. In addition to our Classical Educator’s Training in August and our All-District Faculty/Staff Development in January, each department and grade level meets across the district four times per year.

All of the School Holidays and Faculty/Staff In-Service Days can be found on our District Calendar.

Unscheduled School Delay or Closing Notification
In the event of an unscheduled school delay or closing, you will be notified via one or more of the following avenues of communication:
- SchoolMessenger – school notification system for phone and/or text messages
- CDA Connect – our school grade book and community site
- www.coramdeoacademy.org
- Local news outlets
- Direct email from your Principal

Distance Learning Procedure for Campus or District Closure
If the Department of Health in the State of Texas or the CDC advises schools to close, CDA will abide by this health request. Should the school close, the academic instruction will move to an online format for both instruction and academic work. CDA Connect will be the primary source of communication for parents and students. Parents should expect two sets of assignments for each class day: (1) assignments that mimic the “Class Day” that are to be completed before beginning homework, and (2) normally assigned at-home work.

Student Health
Medical Records
Before a student can be enrolled at Coram Deo Academy, they must submit current immunization records as required by the Texas Minimum State Vaccine Requirements for Students in grades K-12 and Texas Minimum State Vaccine Requirements for Child-Care Facilities for PreK. If parents wish to exempt their student(s) from vaccination requirements, they must obtain an Exemption Affidavit from the Texas Department of State Health Services. This affidavit must be renewed every 2 years.

Immunization records must be resubmitted to the school when the immunizations require renewal.
or when new immunizations are required. CDA reserves the right to prevent your student from attending school until all medical records are in compliance with Texas state law.

Students that have an Exemption Affidavit from the Texas Department of State Health Services may be excluded from school attendance in times of emergency or epidemic declared by the Commissioner of Public Health.

Dispensing Medication
During the online enrollment or reenrollment, parents must submit a list of medications their child(ren) will need to take one-time, on a regular basis or in emergencies at school. Texas law allows students to carry an inhaler or an EpiPen with them for use. If students elect to carry these, they must have this noted on their list of medications. All other medications must be stored and given at the front desk or clinic (if available). If additional medications need to be added to the list, parents must either update their student’s medications form at the front desk or submit additions in writing to their Principal.

CDA employees are not allowed to dispense medication without the consent of the student’s parent. They must note all medication dispensed in the Medication Log.

Student Illness and Absences
If a student is absent from school, the parents are requested to send an email to the Attendance Registrar, teacher or Principal stating the name of the student absent, the reason for the absence and the when he/she can be expected back to school.

If a student becomes ill or injured at school, the front desk will call the parent(s). In the event that the parents cannot be reached, the school will contact the person(s) listed as Emergency Contacts by the parents.

Prior to returning to school from an illness, students must adhere to the policies listed on Resources in CDA Connect under “CDA School Health Policies and Procedures”.

Medical Screenings
Coram Deo Academy will offer the following screenings free of charge to its students at the ages/grades as required by Texas state law. Parents will be notified by the Principal prior to the screenings. These screenings will be performed by a person certified by the state of Texas to perform such screenings:

- Vision
- Hearing
- Scoliosis
- Acanthosis Nigricans

If students fail any initial screening, they are re-screened two weeks later. The results of the screenings are sent home within 3 weeks of initial screenings.

Child Abuse Policy
CDA is required by law to report within 48 hours any allegation of child abuse to the proper governmental authority of the State of Texas when CDA has cause to believe that a student’s physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.
Campus Safety and Security

On-Campus Visitors
All visitors must sign-in at the front desk and wear a CDA issued nametag while on campus. Parents are invited to join their students for lunch, class parties (as space permits) and attend special performances that the classes may perform for the parents and invited guests. Your teacher will communicate when these special opportunities are available, and if there are space constraints.

If parents or other guests want to visit a student’s classroom on a normal school day, this must be pre-arranged with the Principal. The length of the visit will be limited to make sure the daily routine of the class is not disrupted.

Student Pick-Up
At the time of enrollment or reenrollment, parents are asked to list person(s) that can pick up their child from school. CDA will not release students to anyone that is not on the parent’s approved pick up list. Parents can send an email or come to the school’s front desk to add parent names to their approved pick-up list.

Student Drivers
Driving On Campus
Students with a valid driver’s license are allowed to park on campus if the following conditions are met:

1. Parents and students complete and return to the school office a [CDA Student Driver Privileges form]
2. They abide by the terms and conditions of the CDA Student Driver Privileges form
3. Prominently display the official driving tag received by the school office
4. Students must park in designated areas and may not loiter in the parking lot or remain in their cars while on campus
5. Students that arrive after or leave before the hours of the normal school day must sign in and out at the school office
6. Students may not ride with or drive other students without parent permission

Students not practicing safe driving while on campus may lose the privilege of driving on campus. The Academy reserves the right to determine safe driving practices.

Driving To/From Extra-Curricular Activities
If Coram Deo Academy provides transportation to an off-campus extra-curricular activity (practice, games, TAPPS competitions, etc.) students are expected to use the designated vehicles.

The following exceptions require a signed parental waiver:
- Students with a legal driver’s license may drive themselves and siblings
- Students riding with a parent who is not their legal guardian
- Students riding with another student who is not a sibling (waiver to be signed by both sets of parents)

Off-Campus Lunch
CDA students must remain on campus for lunch if they are scheduled for a class before and after the lunch period. The Principal may require parental written consent for students to leave if their schedule has non-consecutive classes.
Cooperation with Law Enforcement and Investigative Agencies

CDA is appreciative and has full faith and trust in our local law enforcement personnel and investigative agencies, such as the Texas Department of Family and Protective Services. The safety of our students is of paramount concern at CDA, and CDA will fully cooperate with all official law enforcement or investigative agency personnel requests for information. Further, CDA will fully cooperate and will not obstruct or hinder official law enforcement or investigative agency interviews with students, faculty, and staff.

Attendance Policies

Absences

At the Grammar schools, attendance is taken once a day. At the Logic and Rhetoric schools, attendance is taken once per class period. If your student is going to be absent from class, please communicate this via email to your student’s teacher or the Attendance Registrar at your campus.

Please note, students must be in attendance on the day of a game/competition for at least 3 periods (1/2 day) in order to participate in game/competition. This is true for both excused and unexcused absences.

If a student misses more than 6 core class days or 3 Friday classes within one semester, they may not receive credit for the class. A student who is in jeopardy of not receiving credit due to prolonged or chronic illness, or other similar long-term reason, may appeal to the administration in writing for a variance to the Absence Policy for that semester.

Excused Absences

The following absences are excused with an email from the parent:

- Illness / injury
- Funerals
- Family emergencies
- School events
- College visits – limit of 2 visits per year for junior and senior years only
- Other pre-approved absences (see Pre-Planned Absences / Vacations for details)
- Mandatory scholarship or Highly Selective College interviews for Seniors

Unexcused Absences

Students will be given zeroes for all grades missed during an unexcused absence and cannot be made up. The following absences are unexcused:

- Skipping class
- Staying home to complete or prepare work for a class or test
- Not attending classes for scheduled tests or presentations
- Family vacations not pre-approved (see Pre-Planned Absences / Vacations for details)
- Absences not reported to teacher or Attendance Registrar within the proper timeframe are assumed to be unexcused
The Academy reserves the right to withdraw any student from class(es) and/or the school for absences exceeding the maximum allowed for credit.

Pre-Planned Absences / Vacations
Under certain conditions and circumstances, the Principal may grant special approval for a family vacation or mission trip during normal school days. CDA supports the family and recognizes that not all parent work schedules can be accommodated within the school year. However, with the limited number of school days in our school model, these special cases should be limited in number.

To be considered for approval, the following conditions must be met:
- Must receive prior approval at least one week prior to the trip.
- A maximum of 6 CDA school days per semester or 3 Fridays must not be exceeded.
- Student(s) must be in good standing prior to the trip.
- Any work assigned prior to the trip is due on the first day back or can be turned in prior to the trip. Teachers are not required to provide assignments due during the trip prior to it.
- All tests and assignments due during the trip and not previously assigned must be made up within a week of the return from the trip. No late penalty is assigned if the assignments are made up within a week.
- Families are responsible to obtain any class notes during the trip from fellow classmates.
- Failure to follow the above guidelines could result in unexcused absences and zeroes recorded for the grades.

Tardies
It is the goal of each teacher to start class on time without disruption to the learning process. Students who are tardy more than three times to class, may be restricted from attending the class in-session. Zeroes may be recorded for grades taken during the class. Homework is allowed to be turned in.

Make-Up Work
If the student is absent, the student has the same number of school days to make up their work as they missed for the excused absence.
- Work/Tests/Presentations that were due on the day of the absence are due on the first day back from the absence.
- Subsequent work is due within the same number of days that was missed by the absence. For example: If the student misses 3 school days, then the student has 3 school days to make up the work from an excused absence.
- Class notes from absences must be obtained from fellow students.
- Work missed due to a school event should be ready to be turned in on the day the student returns to class.
- No penalty is assessed if the above criterion is met.
- Zeroes may be recorded for work not turned in within the time allotted.

For unexcused absences, the student will receive zeroes for work or tests due during the class period of the absence.

Student Conduct
The conduct of a Coram Deo Academy student should be exemplary both on and off the campus. The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should
be considered at all times. Our testimony at home, school, and play is important. As a Christian school, we desire that our students maintain a Christian testimony at all times. “Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit with one mind striving side by side for the faith of the gospel.”

Actions or attitudes of the students should not conflict with or contradict the spiritual or behavioral guidelines of the Statement of Faith and/or the Honor Code. CDA has the authority to make the final determination of whether there has been a violation of the Academy’s policies, academic requirements, and/or expected behavior of the students and/or family. The Academy has the right to choose the disciplinary action up to and including the immediate dismissal of the student.

**Discipline Process and Consequences**

It is the goal of every teacher and administrator to ensure that students are learning in productive classrooms, benefiting from each other, and encouraging one another. “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” Hebrews 12:11.

If there is a discipline and/or academic problem, the campus administration will respond in an appropriate manner, utilizing the following list of consequence levels. Though typically issued in sequential order, the level of consequence is determined at the sole discretion of the campus administration, in consideration of the severity of the infraction, and/or number of repeated infractions. Consequences may or may not be repeated, as deemed appropriate.

**LEVEL ONE:** The teacher, coach or administrator will ask the student to change their behavior. The student is expected to comply immediately.

**LEVEL TWO:** The teacher, coach or administrator will contact the parent(s) via email or phone to discuss the concern and change the behavior. Principals must be copied or notified.

**LEVEL THREE:** The student will be sent to the office of the Principal or Dean of Students. The Principal or Dean of Students will address the student and call the parent(s). The goal of this communication is to see a change in the behavior and to allow the student to return to the classroom, or other CDA activity, in such a way that the whole group benefits. The student may be sent home in the company of his/her parent(s). CDA does not offer in-house suspension or detention. It is expected that the company of the parent(s) is the best environment for the student to understand that a change in their behavior is required.

**LEVEL 4:** A student may be placed on Probation for behaviors or academic performance deemed inappropriate or unacceptable. Any student placed on probation will not be allowed to reenroll, or will be removed from the reenrolled list, for the following school year. The student’s placement in their program and classes will not be reserved while the student is on probation. Students on probation at the end of the current year will not be allowed to return to school regardless of whether they have reenrolled.

**LEVEL 5:** Suspension may be considered for any infraction warranting severe action, as determined by the campus administration. Scores of “0” may be recorded for class work due during the suspension, including assessments. Any suspended student will not be allowed to
reenroll, or will be removed from the reenrolled list, for the following school year. The student’s placement in their program and classes will not be reserved while the student is suspended. A student on suspension may be asked not to return to CDA regardless of whether they have reenrolled.

LEVEL 6: Expulsion may be considered for any severe event in which the student is causing or threatening harm to self or to others; or if emotional, social, academic or physical harm is the result of the student’s actions. Expelled students will not be allowed to return to CDA regardless of whether they have reenrolled.

The goal of the discipline process is a change in the student’s behavior. Disciplined students are expected to restore their relationships with teachers and Principals before being relieved of consequences.

Honor Code

Rhetoric School students are required to sign and adhere to the Honor Code. It must be returned by the first week of school:

The Christian life is a continual realization that we are fallen creatures who have been promised restoration and redemption through the incarnation, life, death, and resurrection of Jesus. As we live in this time between the promise of our redemption and the fulfillment of our redemption, we are left with a paradox best described by St. Paul in Romans 7:19: “For I do not do the good I want, but the evil I do not want is what I keep on doing.” We, like Paul, are given eyes to see sin for what it is, and the goodness of God for what it is, but we often find that we continue to choose sin.

This Honor Code is not an oath to never commit sin. It is a chance for you to express your desire to take seriously the moral teachings of the Christian faith and our call to continually live in a state of repentance. This Honor Code is required for all members of our Rhetoric School student body because of our understanding of the communal nature of our faith: we need one another. Before you sign the Honor Code, spend some time reading Paul’s description of the church as a body in 1 Corinthians 12:12-27 and how it may relate to your role in our community.


• I will communicate respectfully with all faculty and fellow students.
  o I will address all faculty with the proper and respectful name by which they are to be called.
  o I will not make fun of, spread rumors about, or do anything that would belittle faculty or fellow students in or out of their presence, because I am always in the presence of God, and should be building others up, not tearing them down.
  o I will communicate with fellow students as my equals and as my brothers and sisters in Christ.
  o I will respect drivers and pedestrians on campus by yielding when appropriate, remembering that they are probably in just as much of a hurry as I am.
  o I will make restitution as needed for my actions.

Honesty (Proverbs 12:22, Ephesians 4:25, Colossians 3:9, and 1 Peter 3:10)
I will remain honest in all of my CDA experiences.
  o I will not lie, whether through my words, through my hand raising, or through my staying silent, about missing, late, or incomplete work.
  o I will not cheat (violate rules dishonestly) on tests, quizzes, homework, and all other assessments, which are designed to measure my individual progress, not my neighbor’s progress, nor the answer key’s progress.

Accountability *(Proverbs 27:17, Luke 17:3-4, Galatians 6:1-5, and James 5:16)*

I promise to stay accountable to myself, to my classmates, to my teachers, and to God in all my actions.

I promise, as a professing Christian attending a Christian school, to uphold the Christian faith and recognize the Bible as the primary authority over man and culture.

When in sin, I promise to repent, to reconcile myself to my Christian brothers and sisters, to the teachers/administration/staff of the school, and to restore myself over time by my actions, words, and deeds to a position of trust within the family of believers.

I promise to hold my brothers and sisters in Christ accountable by:
  o reproaching those who engage in peer pressure.
  o reproaching those who are bullying, whether verbally or physically.
  o reproaching those who engage in illicit activities or any activities otherwise banned by CDA or this honor code.

I promise to uphold this honor code to the best of my ability, with God’s help.

Respect for Authority and Others

CDA students are expected to give proper respect to teachers, staff, visitors, guests and persons in authority inside and outside the classroom. In addition to being a traditional courtesy, it is also a Biblical principal as outlined in Romans 13:1-5 and 7. Although not required on every response, it is expected that a CDA student would add a “ma’am” or a “sir” to at least one response during any extended engagement with a teacher, staff member, adult visitor, or person of authority. For example, in a conversation with a female teacher about what the student did over the weekend, it would be appropriate for the student at some point in the conversation to add a “ma’am” to the end of one of his or her responses. This gesture communicates that the student recognizes the listener as a person of authority that deserves honor and respect. It would also be appropriate for the student to add a “ma’am” or “sir” when an adult asks a direct question of the student requiring a definitive response. For example, if the teacher asks, “Did you complete the quiz?” It would be appropriate for the student to respond with “yes, ma’am.”

In addition, students should address teachers, staff members, administrators, and coaches by their title or Mr./Mrs. and last name. For example, a student should address a teacher as Mr. or Mrs. Smith or a coach as Coach Smith.

Moreover, students are expected to show respect in their approach and tone. Students must not use derogatory humor and insults to faculty and staff.

“Give to everyone what you owe them: if you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor.” Romans 13:7
Respect for School and Personal Property
Students are to respect the property of the school and the personal property of others while on campus or while attending a school related event. Any damage caused by students to school or personal property will be the financial responsibility of the student’s family to make full restitution. *(Luke 16:12)*

While Coram Deo Academy maintains a safe and orderly environment, it is not responsible for student’s items that are lost or stolen.

Dress Code and Standard of Appearance
The basis of our guidelines has been directed by biblical principles of modesty and self-discipline, which reflect neatness and cleanliness. Recognizing that the manner in which we dress often reflects our attitude as well as the way others perceive us. *(Romans 13:1-7, 1 Timothy 2:9-10)*

Parent enforcement of CDA’s Dress Code is vital to help ensure CDA’s Standard of Appearance. The allowed items of the dress code take into account the students’ activity level and maturity and individual campus environments while creating an atmosphere of unity and increasing professionalism as the student progresses at CDA.

**Standard of Appearance**
The Principal or his/her designee on campus shall have complete discretion to determine whether any of the uniform requirements have been met or violated. If the student is not dress code compliant and cannot become compliant, then the parents will be contacted and the student may be sent home. After repeated offenses, the student can be charged $5.00 per violation.

**Dress Code Per Grade Level:**
- **Grammar School (PreK-4th)**
- **Grades 5 and 6**
- **Grades 7 - 12**

For ordering uniforms and to see acceptable uniform items per school level, please view this information [here.](#)

**Dress Code Exceptions for Spirit Days, Student Work Days, or School Trips**
When jean days are allowed by special permission from the administration of the school:
- Students may not wear skinny jeans or jeggings.
- Jeans must be in good condition, not have holes or be faded.
- Belts are required with jeans.
- When jeans are a part of a Student Work Day at school, jeans may be old but not be skinny jeans or have any holes.

School uniforms are required on all school trips unless otherwise specified.

**Cheating, Plagiarism and Copyright**
CDA students are required to produce their own work, documenting sources and giving credit to others when due. Students using another’s work, whether it be published or student created, and not giving the original writer credit, is considered to be cheating. Cheating is the action of not creating one's own work/answers and/or presenting work as one's own when it is not. It is also the act of giving one’s own work/answers to another when sharing is not the expectation of the assignment/teacher. Plagiarism is a form of cheating. *(Proverbs 11:1-3)* Coram Deo Academy uses
a tool called Turnitin to check for plagiarism and to provide feedback to students on writing assignments in grades 8-12.

Work produced by any form of cheating will receive a zero and will not be allowed to be reworked. No additional assignments can be assigned to make up for the work. Students who share work will also receive a zero and will not be allowed to rework or make up the work. The student who is academically dishonest may be placed on academic probation, suspended or expelled.

It is the intent of Coram Deo Academy and its board of trustees, staff, and students to adhere to the provisions of current copyright laws and congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, titled “Copyrights,” and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Drugs, Alcohol and Tobacco Products

Student possession, use, buying, selling or distributing unlawful or prescribed medication, narcotic or any controlled substance, alcohol or tobacco on or off campus is strictly prohibited. “Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit, speaking to one another with psalms, hymns, and songs from the Spirit. Sing and make music from your heart to the Lord.” Ephesians 5:18-19

Vaping / e-cigarettes

Vaping is prohibited on campus or at school-sanctioned activities for all constituents and vaping off-campus is prohibited for students in accordance with Texas state laws Tex. Health & Safety Code Ann. § 161.252 (2017).

Verbal, Emotional or Physical Abuse

Students may not harass, bully, threaten, verbally abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements), fight or cause misery to other students or their families. (Proverbs 12:18, Mark 12:31, James 3:8-10)

Weapons

Students may not bring weapons (firearms, knives, etc.) to school or any school-related functions. Nor, may a student use any item in a threatening manner.

Sexual Purity

CDA adheres to the authority of Scripture (see Statement of Faith). We recognize the need for members of Christ’s church to be examples of the God-ordained design and purpose of sexual attraction; namely restraint and abstinence from sexual activity except within the only ordained form of marriage between one man and one woman. (Genesis 2:18-24, Mark 10:6-9, Ephesians 5:21-33)

 Constituents of CDA are expected to recognize that all human beings are made in the image of God and treat one another with dignity in light of that recognition. Fallen human beings all struggle with temptations and sin. Coram Deo Academy must be a place where repentant sinners (all of us!) are welcome. (Genesis 1:26-27, Leviticus 19:18, Matthew 5:43-48; 22:36-40, Luke 10:25-37; 15:11-32)

 However, we expect that all constituents of CDA are to acknowledge the standard of biblical sexual purity and refrain from celebrating or promoting a contrary understanding of this teaching.
To be absolutely clear, we believe that all members of the CDA community are subject to temptation, and falling into sin is not automatically grounds for removal from the school. All Christians are expected to confess and repent when they fall into sin. The denial of the above standard of sexual behavior or the celebration/promotion of contrary understandings, however, are grounds for exclusion from Coram Deo Academy.

**Inappropriate Materials**

Obscene, pornographic or vulgar items of any type are not allowed on school property or at school functions at any time. This includes printed, drawn or electronic material that is deemed inappropriate and not keeping with a Christian role model. *(Psalm 119:37, Matthew 5:28, Luke 6:43-45, 1 John 2:15-17)*

**Inappropriate Language or Gestures**

Cursing, vulgar or inappropriate language/gestures are not allowed on school property or at school functions. *(Colossians 3:8)*

**Public Displays of Affection**

In *1 Corinthians 6:12*, Paul states that “all things are lawful unto me, but all things are not expedient.” Coram Deo Academy desires to provide a wholesome learning environment that is free from unnecessary distractions while maintaining a high standard of honor, purity and appropriate behavior between students. Therefore, public displays of affection (PDA) between students during school hours and to/from and during school-sponsored activities are prohibited. PDA includes, but is not limited to kissing, hugging, holding hands and other displays of affection.

**Off-Campus and Online Conduct**

Students represent Coram Deo Academy, their families and Christ in everything that they do. Violations of CDA’s standards of conduct that negatively reflect on Coram Deo Academy and/or the student’s character are subject to disciplinary action by the school even if these violations occur off-campus and after school hours. These violations include inappropriate online conduct. *(Proverbs 22:1, Isaiah 29:15-16)*

Additionally, if a student posts to a social media site in any format, and Coram Deo Academy’s name, logo, or another likeness is connected to the post, then CDA reserves the right to demand that the post be removed from that forum. Depending on the nature or severity of this posting, CDA may also bring disciplinary action against the student.

**Technology Acceptable Use Policies**

**CDA Connect Messaging**

The messaging component of CDA Connect is intended to allow communication between parents, students, teachers, coaches and administrators regarding school related information. Students should not use CDA Connect Messaging for non-school communication or in a manner that is inappropriate, distracting or disruptive.

For minor abuses of CDA Connect’s messaging function, parents or teachers should contact the students and families involved. If attempts are not successful, abuses should be reported to the Principal. The Principal will address the issue and disciplinary actions may result.
However, in some cases, due to the severity of the communication or abuse, an immediate intervention from the Principal may be appropriate. If you are unsure if the abuse meets these criteria, please clarify with their Principal. The Principal will address the issue and disciplinary actions may result.

**Information Technology Resources**

Coram Deo Academy’s information technology resources, including CDA Connect and Internet access are to be used for educational purposes. Inappropriate use of technology resources (including student owned devises used on school property) will lead to disciplinary action which may include denial of access to technology resources, confiscation of student’s owned equipment and/or expulsion. Any confiscated student equipment may or may not be returned to the student after a conference with the student, parents, administration and any other authority.

Any moral misconduct through social websites may also be subject to disciplinary action.

Parents, students and employees may not use constituent contact information for spam, chain letters, or other mass unsolicited mailings and may be subject to disciplinary action. Contact information may not be used to sell, advertise, or otherwise conduct business, unless approved by the Academy for school purposes.

**Cell Phone/Smart Device Policy**

While cell phones/smart devices may be needed to communicate with parents before or after school, students may not use cell phones/smart devices during class, lunch, while driving on campus or picking up students in carline. Cell phones/smart devices must be turned off during class. Campuses may require phones and smart watches to be stowed in backpacks. Any class disruption caused by a cell phone/smart devices or use during prohibited times will result in the phone being taken away.

Parents must come to the school office to pick up the confiscated phones/devices. It is allowable that a recovery fee of $20 may be assessed and collected prior to the return of the phone/device. Students are allowed to request use of their cell phones/smart devices from the office staff or to use the office phone if communication with their parents is needed.

Once the bell has rung for the end of the day, the students are free to use their phones/smart devices unless prohibited above.

**Laptops**

Use of laptops in the classroom is at the sole discretion of the teacher. Students must adhere to the [Information Technology Resources Acceptable Use Policy](#). Failure to do so will result in the confiscation of the student’s laptop and disciplinary action.

**Co-Curricular Activities**

**Fine Arts Offered**

There are many elective offerings available at each campus to enhance your student’s educational experience. These offerings vary from campus to campus and year to year. They include languages, art, music, drama, architecture, speech and debate, and biblical studies.
The following fine arts are offered at the Rhetoric School level and compete with other local schools. See Professional Associations for more information on the competitive organizations listed:

<table>
<thead>
<tr>
<th>Fine Art</th>
<th>CC RS</th>
<th>FM RS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Available*</td>
<td>TAPPS</td>
</tr>
<tr>
<td>Art</td>
<td>TAPPS</td>
<td>TAPPS</td>
</tr>
<tr>
<td>Choir</td>
<td>TPSMEA</td>
<td>TPSMEA</td>
</tr>
<tr>
<td>Drama</td>
<td>Available*</td>
<td>TAPPS</td>
</tr>
<tr>
<td>Intermediate Band</td>
<td>TPSMEA</td>
<td>TPSMEA</td>
</tr>
<tr>
<td>Speech and Debate</td>
<td>TAPPS, NSDA, TFA</td>
<td>TAPPS, NSDA, TFA</td>
</tr>
<tr>
<td>Symphonic Band</td>
<td>TPSMEA</td>
<td>TPSMEA</td>
</tr>
</tbody>
</table>

* These options are available through TAPPS if student interest and faculty sponsors are identified.

**Fine Arts Outside Credit Requirements**

A student wishing to receive outside credit for fine arts from CDA must meet all of the requirements and required documentation as listed below, along with a completed CDA Outside Credit Request form.

1. Students must receive pre-approval from the College Guidance department for all outside credits.
2. In order to be eligible for outside credit, the requested course must not be available at Coram Deo Academy. For example, right now CDA does not have an elective for stringed instruments, so outside credit would be an appropriate option for a violinist. However, since CDA does have a band elective, a student who takes private flute lessons and/or plays with an outside group, would not be eligible to receive outside credit.
3. Students are limited to a maximum of three outside credits (normally limited to language, fine arts, and/or PE).
4. In addition, a student is limited to one fine arts outside credit. The other fine arts credit must be earned at Coram Deo Academy.
5. Requirements must be met while the student is in grades 9-12.
6. For one full credit, a student must meet all of the requirements listed below within a two-year time-period. In addition, the student must complete a one page essay (12 font, double-spaced, one inch margins) on the how participating in this fine arts activity positively affects their Christian worldview.
7. In order to receive credit, students must meet the following requirements within a two-year time-period:
   a. At least 180 hours of lesson, practice, and/or performance time,
   b. At least 40 hours in lessons, and
   c. At least two public performances (TAPPS competition if available).
8. Adequate documentation will be required (see example below). Credit will be awarded based on the recommendation of the CDA fine arts faculty and the documentation provided.
The following journal sample represents the amount of detail required for outside credit:

<table>
<thead>
<tr>
<th>Date</th>
<th>Length of Lesson</th>
<th>Cumulative Time</th>
<th>Public Performance Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1-yy</td>
<td>30 minutes</td>
<td>.5 hours</td>
<td></td>
</tr>
<tr>
<td>10-8-yy</td>
<td>30 minutes</td>
<td>1 hour</td>
<td></td>
</tr>
<tr>
<td>10-15-yy</td>
<td>30 minutes</td>
<td>1.5 hours</td>
<td></td>
</tr>
<tr>
<td>10-22-yy</td>
<td>30 minutes</td>
<td>2 hours</td>
<td></td>
</tr>
<tr>
<td>10-29-yy</td>
<td>30 minutes</td>
<td>2.5 hours</td>
<td></td>
</tr>
<tr>
<td>11-5-yy</td>
<td>N/A</td>
<td>5 hours</td>
<td>All-Region Orchestra</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUMMARY:**
- Total Time (minimum of 180 hours): **182.5 hours**
- Lesson Time (minimum of 40 hours): **42 hours**
- Performances (minimum of 2): **All-Region Orchestra (11-5) / Spring Concert (3-16)**

**Athletics Offered**

Teams designated as cross campus will be combined across all campuses. MS = Middle school (4th-6th), JH = Junior High (6th-8th if no MS, 7th-8th if MS is offered), and RS = Rhetoric School (9th – 12th).

**NOTE:** These are the teams that will be offered. Participation will determine if the teams will make.
* CDA does not provide the practice space or coaching for these sports. Athletes registered for these will represent CDA in TAPPS competitions and receive athletic credit.

**Athletic Outside Credit Requirements**

A student wishing to receive a PE credit from outside CDA must meet all of the requirements and required documentation as listed below, along with a completed PE Outside Credit Request form.

1. Students must receive **pre-approval** from the College Guidance department for all outside credits. Credit will not be granted if permission is not received prior to requesting credit.

2. In order to be eligible for outside credit, the requested credit must **not be available at Coram Deo Academy**. For example, since CDA does not have a water polo team, outside credit would be an appropriate option. However, since CDA does have a tennis team, a student playing tennis for an outside team would not be eligible to receive credit. Students are limited to a maximum of three outside credits (normally limited to language, fine arts, and/or PE).

3. Requirements must be met while the student is in grades 9-12.

4. For one full PE credit, a student must have a minimum of 180 hours of lesson, practice, and/or competition time, and have some component of competition and/or measure of growth. Students may also split this into two half-credits at 90 hours each.

5. In order to address a Christian worldview, the student must turn in a one-page paper (12 font, double-spaced, with one inch margins) on how participation in the sport has positively affected their Christian worldview.

6. A student may also earn their PE credit by taking a course at a junior college. In this instance, a total of 2 college credit hours in PE are required to fulfill graduation requirements. Normally junior college courses are 1 credit each, so a student will need to take two courses (similar to the CDA requirement of two seasons of athletics for one full PE credit). A transcript or report card from the junior college documenting course completion is adequate documentation. Please note that classes must include physical activity—not just instruction about athletics, physical fitness, etc.

7. For both outside credit and a junior college course, a student must participate in at least one competition. If an appropriate TAPPS competition exists, the student must compete for CDA in this area. For areas where a competition is not available, such as physical fitness, a student must provide a documented measure of growth. Normally, junior college fitness classes have this built into the course.

8. Examples of approved PE outside credits include: water polo, wrestling, martial arts, hockey, lacrosse, dance conservatories, and junior college courses.

9. Adequate documentation will be required. Credit will be awarded based on the recommendation of the CDA Athletic Director and the documentation provided.

10. **Dance may be substituted for either PE or Fine Arts.** Therefore, students requesting to use dance for a PE credit are not allowed to use dance, even if hours are completed in another year, for a substitute fine arts credit.
The following log demonstrates adequate documentation required for outside course credit. Students actively competing in a tournament may count all hours spent competing and observing the competition.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Time (hours)</th>
<th>Cumulative Time (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1-07</td>
<td>Lesson</td>
<td>1.0</td>
<td>1</td>
</tr>
<tr>
<td>10-8-07</td>
<td>Lesson</td>
<td>1.0</td>
<td>2</td>
</tr>
<tr>
<td>10-15-07</td>
<td>Practice</td>
<td>1.5</td>
<td>3.5</td>
</tr>
<tr>
<td>10-22-07</td>
<td>Practice</td>
<td>2.5</td>
<td>6</td>
</tr>
<tr>
<td>10-29-07</td>
<td>Lesson</td>
<td>1.0</td>
<td>7</td>
</tr>
<tr>
<td>11-5-07</td>
<td>Belt Test</td>
<td>2.0</td>
<td>9</td>
</tr>
<tr>
<td>11-12-07</td>
<td>Martial Arts Tournament</td>
<td>6.0</td>
<td>15</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Texas Association of Parochial and Private Schools (TAPPS)
Coram Deo Academy is a member of TAPPS. TAPPS governs our Rhetoric school athletic, academic and fine arts competitions. According to their stated mission, TAPPS commits to building leadership, fellowship, fair play and sportsmanship of students enrolled in the organization’s member schools in the areas of academics, athletics and fine arts by providing wholesome competition for young men and women.

Eligibility requirements for TAPPS can be found at [www.tapps.net](http://www.tapps.net). Coram Deo Academy submits to all rules and regulations as defined by TAPPS but also reserves the right to add or revise eligibility standards in areas where a higher standard is in our school’s best interest.

Co-Curricular Eligibility

**Rhetoric School Eligibility:**

1. Required TAPPS forms must be submitted by the families of the student for them to be eligible for TAPPS competitions. All necessary forms are posted in CDA Connect and will be available from your coach or instructor.
2. Submit a signed Coram Deo Academy Athletic Code of Conduct for Athletes and Parents
3. Students must pass all classes to be considered eligible for competition.
   a. **ONE CLASS INELIGIBILITY:** Students with an average in a class below 70% at the end of each quarter are considered ineligible until the cumulative average in the class that was not passed the previous quarter is above 70%. For example, if a student had a quarter 1 grade of 68% in a particular class, they are eligible to compete again once the average for the second quarter for that class is at or above 72%.
   b. **TWO OR MORE CLASS INELIGIBILITY:** Students with an average in two or more classes below 70% at the end of each quarter are considered ineligible by TAPPS and therefore on probation and cannot compete for 2 weeks after the end of the quarter. After the probationary period has passed, the student’s grades will be reviewed. For each class previously failed, the average of the previous quarter’s grade and the current quarter’s grade must be 70% or better for the student to be considered eligible.
4. CDA reserves the right to consider any student ineligible for competition at any time that the behavior or grades of the student warrant this action. Academic success is the school’s first priority. Any student who repeatedly becomes ineligible may be placed on academic probation for the length of time deemed appropriate by the administration. The length of
time should be no less than the remainder of the quarter but may extend for the remainder of the academic year.
Logic School Eligibility:
1. TAPPS forms must be submitted by the families of the student for them to be eligible to compete with Coram Deo Academy. All necessary forms are posted in CDA Connect and will be available from your coach or instructor.
2. Submit a signed Coram Deo Academy Athletic Code of Conduct for Athletes and Parents.
3. Students must pass all classes to be considered eligible for competition.
   ONE OR MORE CLASS INELIGIBILITY: Students with an average in one or more classes below 70% at the end of each quarter are considered ineligible until the cumulative average in the failed classes is above 70%. For example, if a student had a quarter 1 grade of 68% in a particular class, they are eligible to compete again once the average for the second quarter for that class is at or above 72%. Students must meet this requirement for each class.
4. CDA reserves the right to consider any student ineligible for competition at any time that the behavior or grades of the student warrant this action. Academic success is the school’s first priority. Any student who repeatedly becomes ineligible may be placed on academic probation for the length of time deemed appropriate by the administration. The length of time should be no less than the remainder of the quarter but may extend for the remainder of the academic year.

Athletic Codes of Conduct
Signed code of conducts are required for participation in CDA athletics. Links to these documents can be found here:
• Parent Code of Conduct for Athletics
• Student Code of Conduct for Athletics
• Coach Code of Conduct

Letter Jacket Policies
Once a student has met the requirements to letter for either Fine Arts or Athletics, they will be able to order a letter jacket at the next Letter Jackets Ordering event. The cost of the jackets are incurred by the student/family. Students lettering in subsequent or multiple areas may order patches at these events.

Fine Arts / Latin Letter Jackets
The requirements to letter in Fine Arts are as follows:
• ART: Reach and compete in TAPPS state competition
• BAND: Audition and make Symphonic Band
• CHOIR:
  o Jacket: Carry a leadership position AND audition for all-state, regional solo & ensemble
  o TPSMEA Patch: Make treble region or state choir
  o CDA Patch: Make state solo & ensemble or serve as an assistant conductor of choir
• DRAMA: Reach TAPPS One-Act Play region or state level
• LATIN: Place at State or Nationals in a National Junior Classical League competition.
• SPEECH & DEBATE: Reach state or national level competition in TFA, NSDA or TAPPS leagues
• MOCK TRIAL: Reach region, state, or national levels of competition

Athletic Letter Jackets
Varsity Letters are earned for significant contributions to a varsity team (not sub-varsity) either in playing time or servant-leadership. Being on a varsity roster does not mean that a varsity letter will
be earned. Student-athletes in grades 9-12 can earn a varsity letter in a sport under these qualifications:

1. **Playing/Participation Time** – varies by sport as agreed upon by the Varsity Head Coach and Athletic Director. These requirements will be communicated to athletes and their parents at the beginning of each sport season. <OR>

2. **Servant-Leadership** – for those team members who do not meet the minimum playing time requirement, they may qualify for a varsity letter under servant-leadership by demonstrating commitment, positive attitude, and enthusiasm and serving the team in a significant way throughout the season, as decided by the Head Coach. <AND>

3. **Completion of Season** – a team member must complete the season on the team’s roster. If a player quits a team or is dismissed from a team, he or she will not qualify for a varsity letter. If an injury or season-ending injury impacts the minimum playing/participation time qualification, then it is up to the discretion of the Varsity Head Coach and Athletic Director to determine whether or not the playing/participation time qualification would have been met based on to-date contribution at the time of the injury.

Letter jackets may not be purchased prior to a student-athlete earning his/her first varsity letter, regardless of season in which they earned it. The athletic department keeps on-file a list of student athletes that qualify for varsity letters, and it will notify student athletes and their parents within one week of the end of the sport season in which he/she participates who has qualified for a varsity letter.

### Community Groups

#### Parent Community Groups

Various Parent Community Groups are available at each campus. Most of these groups have a Community Page on CDA Connect with announcement and event information. The parent groups include:

- Parent support organizations – PTF, Coram Deo Café, Parent-2-Parent, etc.
- Prayer groups
- Bible studies
- Book clubs
- Co-curricular booster clubs

If you want additional information about the current community groups or want to begin a new community group, please contact your Principal.

#### House System for Rhetoric School Students

Each rhetoric school campus has its own House System to encourage interaction, support and friendly competition across grade levels. Houses lead service projects, compete in House Debates, House Battles (fun games) and academic achievement. Students are assigned a House before they begin their first year of rhetoric school. Requests for specific House assignment are not granted. Siblings are placed in the same House. Houses meet together on Fridays for 45 minutes.
Academic Policies

Classroom to Homework Hours Expectations

The Curriculum Department in collaboration with School Principals have set guidelines for an in-class to homework hours ratio. These ratios will be verified and adjusted as needed. Faculty is expected to make a reasonable attempt to assign homework within these guidelines. Special projects should be considered but may cause temporary increases in expected homework workloads.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Average In-Class Hours to Homework Hours Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>PreK- K</td>
<td>For every hour in class, 0.5 hour at home</td>
</tr>
<tr>
<td>1st - 4th</td>
<td>For every hour in class, 0.75 hour at home</td>
</tr>
<tr>
<td>5th – 8th</td>
<td>For every hour in class, 1 hour at home</td>
</tr>
<tr>
<td>9th and 10th</td>
<td>For every hour in class, 1.25 hours at home</td>
</tr>
<tr>
<td>11th and 12th</td>
<td>For every hour in class, 1.5 hours at home</td>
</tr>
</tbody>
</table>

The in-class hours to homework hours ratio may vary significantly, especially at the higher grade levels, based on student work ethic, academic gifts, and desire for academic achievement.

Extra Credit Policy

Coram Deo Academy does not allow individual students to do extra assignments (not assigned to the entire class) to boost their grades. Teachers may allow bonus points on exams. Any unweighted cumulative grade above 100 at the end of each marking period is dropped to a 100 on the student’s report card.

Late Work Policy

Due to the university style of our school, homework is paramount to the student’s learning and the teacher’s ability to cover the material needed for student academic success. The late work policy may vary from teacher to teacher. Teachers will post their late work policy on the class bulletin board in CDA Connect. It is the responsibility of the parent and upper level (grades 5-12) student to know the policy as posted.

If a teacher has not posted a homework policy on CDA Connect, the following late work policy will be applied:

- Homework is considered late if not turned in at the time the homework is collected.
- 20% is taken off the student’s grade automatically for each student class day after it is due.

Exceptions:

- Student has an excused absence (see Excused Absences). They must complete the work according to the guidelines in Make-Up Work.
- If the assignment is a prerequisite for class participation, the student will be given a zero for the late assignment and not be eligible to make up the work unless the student has an excused absence (see Excused Absences /Make-Up Work). Students without an excused absence may be required to attend the Learning Center during the class period that they are not prepared.

Parent/Teacher Conferences

Given the collaborative nature of our school, the communication between a parent and teacher is very important. This communication should be on-going. Two days in October as set aside for
Parent/Teacher conferences. Parents of lower grade students have mandated conferences, whereas parents of upper grade students may request a conference at this time. All are encouraged to dialog as soon as needs arise.

Advanced Placement Tests
Students in Advanced Placement (AP) courses are encouraged to consider taking the end of year AP examination for potential college credit. To determine whether a student is likely to pass (scoring a 3 or above), students and parents should consider the following:

- The student’s AP course grade and especially the student’s grade on AP class examinations during the year.
- The student’s performance on standardized tests taken (PSAT, SAT).
- The student’s willingness to do additional study outside of class to prepare for the AP exam, to include: taking practice tests, reviewing test prep books or online review classes, as well as additional content study.

Outside Credits
Students are required to take all core classes at Coram Deo Academy. Outside credit is normally limited to Foreign Language, Fine Arts not offered at CDA, and Athletics not offered at CDA. CDA will not accept more than three credits from outside sources whether taken in the home, at another secondary school or at a post-secondary institution with the prior approval of College Guidance personnel.

For fine arts applications, one fine arts credit must be taken at CDA, with a maximum of one outside fine arts credit. All applications must be made in writing and have pre-approval.

To see specific requirements for fine arts and athletics, click the links below:

- Fine Arts Outside Credit Requirements
- Athletic Outside Credit Requirements

Grade Calculations and Reporting
Advanced Placement / Dual Credit / Honors
Advanced Placement (AP) classes are classes that are approved by the College Board as eligible for college credit or advanced placement at participating colleges and universities. Curriculum for AP classes must meet college standards. In order to be eligible for AP credit, students must complete the AP course and score successfully on the related AP Exam (cost incurred by the families). Specific colleges’ guidelines on accepting AP scores for credit and placement is available at the AP Credit Policy database. Currently more than 90 percent of colleges and universities across the country offer college credit, advanced placement, or both, for qualifying AP Exam scores.

In addition to possible college credit or advanced placement, having AP classes on your transcript communicates to college admissions officers that the student has taken the most challenging classes that the school offers. Due to the rigor of these classes, all AP class end of year grades (70 or higher) are multiplied by 1.08 to calculate the final weighted grade.

AP Classes offered at CDA:
Dual Credit options are available to CDA students through our partnership with Colorado Christian University in Denver (CCU). Eligible classes taught by CDA faculty are: (Dual Credit) Physics, College Algebra (Integrated Math) and (AP) US History. **Dual Credit Physics is weighted as an AP class with a 1.08 multiplier for all end of year grades of 70 or higher.** The cost per credit hour is set by CCU.

Unweighted course grades for eligible courses are reported to CCU. A score of 70 or higher is required to earn credit. Upon enrollment in a college, CDA students must request a transcript to be sent from CCU to their college. Each college determines which courses can be transferred. This often depends on the student’s college major and core requirements. Only the credit (not the grade) will transfer.

**Honors** classes at Coram Deo Academy are: Honors Latin II, Honors Latin III and Spanish III. These classes are optional for students but are determined to be more difficult than the alternatives available. Due to the rigor of these classes, all Honors class end of year grades 70 or higher are multiplied by 1.04 to calculate the final weighted grade.

**Additional Considerations:** Entering college with a large number of credits from AP and/or Dual Credit can be beneficial to students wanting to take fewer hours per semester or those intending to graduate from college early to pursue an advanced degree. However, students should be cautious in earning too many credits, as they will have less low-level coursework to complete and may have difficulty transitioning directly into sophomore or junior level courses. In addition, many students who receive scholarships must maintain a minimum GPA (usually at least a 3.0), which is harder to do without some of the easier coursework to fall back upon.

**Grade Calculations for Report Cards and GPA**

**Report Card Grade Calculations:**

1. ESN GRADED COURSES are not included in grade averages for report cards or GPA calculations.
2. QUARTERLY COURSE GRADES are rounded to the nearest whole number. All quarterly grades imported from CDA Connect greater than 100 will be dropped to 100.
3. SEMESTER COURSE GRADES are an average of either Q1 and Q2 (Fall) or Q3 and Q4 (Spring) for each course and are also rounded to the nearest whole number.
4. OVERALL COURSE GRADES are the average of the Fall and Spring Semester grades for each course and are rounded to the nearest whole number.
5. WEIGHTED OVERALL COURSE GRADE is the Overall Course Grade for each course multiplied by the grade multiplier if the Overall Course Grade is passing (70 or higher). Advanced Placement and Dual Credit Physics have a grade multiplier of 1.08 and Honors classes have a grade multiplier of 1.04. All other classes have a grade multiplier of 1.00. These Weighted Overall Course Grades are rounded to the nearest tenth (one decimal).
6. CUMULATIVE QUARTER GRADES are the average of the Quarterly Course Grades for the given quarter and are rounded to the nearest whole number.
7. **CUMULATIVE SEMESTER GRADES** are the average of Semester Course Grades for that semester. They are rounded to the nearest whole number.

8. **CUMULATIVE OVERALL GRADE** is the weighted (by credits) average of the Overall Course Grades for the year. It is rounded to the nearest tenth (one decimal).

9. **CUMULATIVE WEIGHTED OVERALL GRADE** is the weighted (by credits) average of the Weighted Overall Course Grades. See #5 for grade multipliers. These grades are rounded to the nearest tenth (one decimal).

**Overall GPA (Grade Point Average) Calculation:**

**OVERALL GPA:** It shows the student’s GPA for multiple academic years. This grade is rounded to the nearest hundredth (2 decimals). It is calculated as follows:

\[
\text{Round}\left(\frac{\sum(\text{Cumulative Academic Year Grade} \times \text{Attempted Credits})}{\sum(\text{Attempted Credits})}\right)
\]

**OVERALL WEIGHTED GPA:** This grade is also rounded to the nearest hundredth (2 decimals) and is calculated as follows:

\[
\text{Round}\left(\frac{\sum(\text{Cumulative Weighted Academic Year Grade} \times \text{Attempted Credits})}{\sum(\text{Attempted Credits})}\right)
\]

**Report Cards / Honor Roll**

At the end of each quarter, student **report cards** are available on your CDA family login. The report card link opens a PDF that can be downloaded. Only number grades (not ESN grades) are used to calculate the quarter, semester and class averages.

**Honor Roll** for students in Logic and Rhetoric School is emailed by the Principals about one week into the subsequent quarter. Awards for 1st, 2nd and 3rd quarters are based on the student’s unweighted quarterly average. End of year awards are based on the student’s weighted overall yearly average.

Honor Roll awards are as follows:
- Summa Cum Laude: 98-100
- Magna Cum Laude: 93-97
- Cum Laude: 90-92

**Eligibility:** If a student has an incomplete grade, they will receive an I on their report card for the incomplete class and will not be eligible for Honor Roll since an average cannot be calculated. Students with less than 4 core classes are also ineligible for Honor Roll.

**Academic Probation**

The purpose of academic probation is to encourage the student to improve their academic efforts so that graduation from CDA or another institution remains probable. Students who do not maintain an average of 70 or better in any class could be placed on academic probation by the school’s administration.

- Parents will be notified in writing or by email if Academic Probation is declared by the Principal.
- Academic probation will be in place until the next grading period or beyond based upon the student’s academic performance. The average of the class must be above 70 when averaged with all (previous and current) quarters to be considered a passing grade.
• The placement or removal of a student on academic probation is at the complete discretion of the School’s Principal.
• For a student whose ability exceeds a minimal passing rate, the administration has the right to place the student on Academic Probation for non-performance even if the grade is above 70 in all classes.
• Students on Academic Probation will be ineligible for extra-curricular activities.
• Any student on Academic Probation will not be able to reenroll or may be removed from the reenrolled list until they have established a change in their academic performance and/or behavior that will ensure the student’s ability to remain off of Academic Probation. In addition, the student’s relationships with teachers and Principal are required to be restored to a level of trust again.
• The student’s place on their day or in their classes will not be saved while the student is on Academic Probation.
• Students remaining on Academic Probation at the end of the year will not be allowed to return to school regardless of whether or not they have reenrolled.

Course Recovery
If a student fails to complete a course with the passing grade of 70, a plan for course recovery can be created. The parents need to schedule a meeting between themselves, the student, College Guidance personnel (if rhetoric school student) and the School’s Principal to determine the options available. Course recovery plans not pre-approved by the School’s Principal will not receive credit.

Grade Promotion

Grammar School Promotion / Retention
Grammar school students are expected to meet or exceed proficiencies in the following areas as required for each grade level objectives:
• Behavioral maturity
• Listening and responding appropriately to more than one direction given at a time
• Ability to work independently
• Reading fluency in literature and textbooks
• Math skills
• A 70% or better level of proficiency in each subject

Grammar school students who fail to meet proficiencies listed above for each grade level may be retained at the recommendation of the Academy.

Logic/Rhetoric School Promotion
While multiple factors are weighed for the promotion of Logic/HS students, the primary consideration for promotion is a 70% or better proficiency in each subject. The Academy reserves the right to prevent student’s reenrollment (see Reenrollment of Current Students) and/or discipline students (Discipline Process and Consequences).
Rhetoric School Graduation Requirements

### Coram Deo Academy Core Course Graduation Requirements

<table>
<thead>
<tr>
<th></th>
<th>8th</th>
<th>9th</th>
<th>10th</th>
<th>11th</th>
<th>12th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math</strong></td>
<td>Algebra 1</td>
<td>Geometry</td>
<td>Advanced Algebra</td>
<td>Trigonometry or</td>
<td>Integrated Math (DC)# or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Trig#/Pre-Calc Lab #*</td>
<td>AP Calculus (DC)#</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>N/A</td>
<td>History 9</td>
<td>AP World History or</td>
<td>AP Euro History (DC)</td>
<td>AP US History (DC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>World History</td>
<td>or European History</td>
<td></td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>N/A</td>
<td>English 9</td>
<td>English 10</td>
<td>AP English Literature</td>
<td>American Literature (DC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>N/A</td>
<td>Biology</td>
<td>Chemistry</td>
<td>AP Chemistry or AP</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Environmental Science (APES) or Astronomy*</td>
<td></td>
</tr>
<tr>
<td><strong>Labs</strong></td>
<td>N/A</td>
<td>Biology Lab#</td>
<td>Chemistry Lab#</td>
<td>AP Chem#/APES# Lab</td>
<td>Physics Lab#</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Physics Lab (DC)#*</td>
</tr>
<tr>
<td><strong>Special</strong></td>
<td>N/A</td>
<td>Logic</td>
<td>Theology I: Christ,</td>
<td>AP English Language</td>
<td>Theology II: Apologetics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Creed, and Calling</td>
<td>or Classical Rhetoric</td>
<td>and the Christian Life</td>
</tr>
<tr>
<td><strong>Language</strong></td>
<td>Latin I</td>
<td>Latin II Honors</td>
<td>Latin III Honors</td>
<td>AP Latin*#</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All Christian CORE DAY unless otherwise noted. Where there might be confusion, I’ve added an # to designate a CORE DAY.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spanish I Honors</td>
<td>Spanish II Honors</td>
<td>Spanish 3H/4H/5H*#++</td>
<td></td>
</tr>
<tr>
<td><strong>Legend:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(DC) Dual Credit Offered</td>
<td>Not required for graduation in italics</td>
<td>+Not included in the core edition</td>
<td>#Core Day</td>
<td>#Friday Course</td>
</tr>
</tbody>
</table>

- **Elective Guidelines:**
  - **Fine Arts:** Two non-ESN credit Fine Arts credits required
    - Class of 2023 and earlier: any two Fine Arts courses qualify
    - Class of 2024 and later: one Fine Arts credit must be in Music Fine Arts and the other must be in Visual Fine Arts
  - **Physical Education:** One credit: 2 Seasons of athletics or 1 year of Physical Education

**Graduation Plan**

For students in grades 8 – 12, you have access to a graduation plan through your CDA Family Login. This plan shows the school’s graduation requirements and which requirements the student has met or is currently in the process of meeting.

To access this plan, login to your [CDA Family Login](https://cdafamilylogin.com) and select Graduation Plan to the right of your student’s name.
1. Courses that have been completed to meet graduation requirements will be shaded in green with a green checkmark.
2. Courses that are being taken in the current school year but have not been completed will be listed below the requirement in blue.
3. If requirements have yet to be met, there will be no courses listed below the requirement.

Class Rank / Highest Ranking Graduate Award
Due to selective admissions standards and small class sizes, Coram Deo Academy does not provide student class rank to colleges. There are three exceptions to this policy:

1. Military Academies and ROTC applications
2. State of Texas Highest Ranking Graduate Award
3. At the request of the student/family, only if it will benefit the student (normally top 10%)

Class ranking is based on the weighted/class load grade point average which is the weighted grade point average* for all rhetoric school credit classes plus a class load factor. The class load factor is .03 multiplied by the number credits earned for all rhetoric school credit classes at Coram Deo Academy (this does not include credits transferred from other institutions). Students must attend Coram Deo Academy for at least 3 years of rhetoric school, to include both junior (11th grade) and senior (12th grade) years, to be eligible for the Highest Ranking Graduate Award.

* Weighted grade point averages will include additional weights as assigned in the Reference Manual for Parents & Students. For more information regarding course weightings, please see Advanced Placement / Dual Credit / Honors.

Valedictorian and Salutatorian
For Class of 2021: The top two graduates at each campus each year will be based on the sum of the cumulative weighted GPA and unweighted GPA for all rhetoric school credit classes. The top
student will be named the Valedictorian and the second highest will be the Salutatorian for their campus. The most likely top students are notified after 3rd quarter grades are posted during their senior year. The official Valedictorian and Salutatorian for each campus are confirmed when fourth quarter grades are final. While there is a Valedictorian and Salutatorian for each campus, there is only one student per year that will receive the State of Texas Highest Ranking Graduate Award—the single student that ranks #1 in the combined ranking. Students must attend Coram Deo Academy for at least 3 years of rhetoric school including 11th and 12th grade to be eligible for the Highest Ranking Graduate Award, Valedictorian or Salutatorian.

For Class of 2022 and later: Coram Deo Academy desires to recognize course rigor (via Weighting of GPA¹), academic performance (via GPA) and course load (via Class Load Factor²) when evaluating student academic achievement.

The following formula will be used to determine class ranking:

\[
\text{Wtd GPA} + \text{Class Load Factor}^2 = \text{Weighted/Class Load GPA}
\]

\[
\frac{\text{Wtd GPA}}{\left(\# \text{ of CDA RS Credits} \times .03\right)}
\]

Example:

\[
98.96 + (31.5 \times .03) = 99.905
\]

1 Wtd GPA is the Weighted GPA. For more information regarding course weightings, please see Advanced Placement / Dual Credit / Honors.

2 Class Load Factor is the number Rhetoric School credits (including ESN classes) completed at Coram Deo Academy (not transferred credits) multiplied by .03.

3 RS Credits are all Rhetoric courses plus the Logic courses of Latin 1 and Algebra 1

Students who are candidates for Valedictorian and/or Salutatorian distinctions must have attended Coram Deo Academy for a minimum of three years to include both junior (11th grade) and senior (12th grade) years.

In the event that any candidate for Valedictorian / Salutatorian distinctions attended Coram Deo Academy for only three rhetoric school years, only the weighted/class load grade point average for the concurrent CDA academic years of the contending candidates will be compared.

Final Examinations and Grades – Graduating Seniors

Graduating seniors who have achieved a grade of 97.5 or higher in any 12th grade course will be considered exempt from the final examination in the corresponding course. All graded assignments for graduating seniors must be finalized and entered by the Friday preceding the week of the scheduled graduation ceremony.
Graduation Cords/Sashes

Gold Cords – Academic Honor
- For students earning CDA Cum Laude, Magna Cum Laude or Summa Cum Laude honors.
- Cords provided by CDA.
- Worn at all graduation ceremonies.

White Cords - Alpha-Omega Honor
- Provided for students who have attended CDA from Kindergarten to grade 12.
- Cords provided by CDA
- Worn at all graduation ceremonies.

Blue and Gold Cord – Letterman Honors
- Student who lettered in CDA athletics or fine arts.
- Cords purchased by the individual student/parent.
- Worn at all graduation ceremonies.

Other Honor Cords/Sashes earned outside CDA
- Students are allowed to wear these honor cords at graduation rehearsal, but not at the CDA commencement ceremony.
- May be worn for personal graduation pictures but not for official CDA pictures.

Additional Policies and Information

Distinctively Christian Environment
Coram Deo Academy is interested in creating an environment that is distinctively Christian. To this end the following policies will be in effect for all CDA facilities including CDA owned vehicles:

1. Music played at practices, games, events and in CDA owned vehicles must be predominately Christian. Any secular music must not have any lyrics or messages that are in contradiction to our Christian values.
2. All signs, artwork, etc. must not have any images, messages or words that are in contradiction to our Christian values.

CDA Policy on School Dances
In our desire to respect the autonomy of our families and diverse opinions and convictions regarding dances, Coram Deo Academy will not promote these events through advertisements nor social media nor provide resources to support them. Tickets and promotional items for such events cannot be sold or distributed on school property. If there are any dances, they must be organized by parents and cannot take place on school property.

Use of Coram Deo Academy’s Logo and Official Communication
Coram Deo Academy’s logo may not be used for communication, solicitation, marketing or social media sites without the express, written permission of the school. Those not currently employed by
Learning Center Policies

The Learning Center is a place for students to work on daily assignments and prepare for future class periods. Signature students may be scheduled into the Learning Center with 5-Day students due to scheduling needs at the Principal’s discretion and families may be charged Learning Center fees.

STUDENT EXPECTATIONS: Students are expected to come prepared to work in the Learning Center with the necessary assignments, books and supplies.

SUPERVISION: Students will have access to teachers from a variety of teaching fields to aid in particular study areas. The center’s supervisor has access to students’ CDA Connect information and will be checking for missing work or low grades, which can result in a loss of break time.

TECHNOLOGY USE: Several school-owned laptops may be available for student use during the day but must be left in the study center. Logic students do not need personal laptops or tablets. It is suggested that students bring a flash drive to save any work done on school equipment. Students using laptops for non-school purposes may lose the privilege of using a computer while in the Learning Center and on campus.

The school’s Cell Phone Policy applies to students while in the Learning Center.

SCHEDULE CHANGES: If a student needs to make up a class due to an absence, he/she may be allowed to attend other classes during Learning Center time by obtaining prior approval from teachers.

FOOD/DRINK: Food and drink can be consumed during break times outside in the porch areas only.

AT HOME: Extensive research, class projects, textbook and literature reading, and studying for quizzes and tests beyond what can be done in Learning Center time will be work that is expected to be done by the student with the parents at home. Parents are expected to assure all assignments have been completed.

PRINTING: The Learning Center has a printer for student use for a fee. Students that have delinquent charges will be denied access to the copier until charges are paid.

Standardized Testing

There are many benefits derived from standardized testing for both families and the school. For our families, it provides a snapshot view of their student’s academic achievement and/or aptitude as compared to his/her peers inside and outside the school. This information, along with other inputs, can help parents and students make wise academic and career decisions.

For the school, standardized testing is critical to our improvement process. The cumulative results over time help inform our teaching methods and curriculum decisions. At the student level, test results can help teachers and administrators understand and support students in the classroom.
Due to the model of our school, we purposely limit any activities that take away from classroom teaching time. Therefore, if a student is absent for the standardized test, there will generally not be a makeup test. Coram Deo Academy offers the following standardized testing:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Test</th>
<th>When Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K-2</td>
<td>CPAA</td>
<td>Fall testing (1-2) and Spring testing (K-2)</td>
</tr>
<tr>
<td>Grades 3-10</td>
<td>ACT Aspire</td>
<td>Mid-October</td>
</tr>
<tr>
<td>Grades 10-11</td>
<td>PSAT</td>
<td>Third Saturday in October</td>
</tr>
<tr>
<td>Grades 11-12</td>
<td>SAT / ACT</td>
<td>As students schedule with local testing sites</td>
</tr>
</tbody>
</table>

College Guidance
Coram Deo Academy offers a comprehensive College Guidance program for our students including standardized testing for students in grades K-12 and college guidance resources/programs for students in grades 8-12.

It is the goal of Coram Deo Academy to partner with parents in preparing CDA students academically, spiritually, and through extracurricular offerings to be prepared for successful college applications, acceptance, college completion, and career/employment choices.

Coram Deo Academy employs a college advisor to guide students and families in the college selection and application process. Additional events help families understand the admissions process further. These include:

- Parent Tutorials on Naviance - online college planning and career assessment tools
- Rising 9th Grader Meeting for current eighth grade families
- Annual College Fair for students in grades 8-12
- College tour for 9th and 10th grade students
- Career/Calling workshop for 10th grade students in Theology
- Eleventh Grade College planning meeting for parents and students
- Optional one-on-one student/family Junior meetings with the College Advisor
- Senior college planning meeting for parents and students
- Mandatory one-on-one senior student meetings with the College Advisor
- Annual financial aid presentation from an expert in the field
- Special transitioning to college presentation from a guest speaker for Seniors
- Families may schedule an appointment with the College Advisor at any time

Coram Deo Academy utilizes Naviance, an online planning tool that allows students to search for colleges, access important college guidance documents and links, and track their application submission process. In addition, the CDA Connect College Guidance Community Group is updated to include important announcements concerning college guidance news and events, as well as Senior college acceptances and scholarship offers.

For more information on testing, click here. For a college guidance checklist, click here.
**CORAM DEO ACADEMY REFERENCE MANUAL FOR PARENTS AND STUDENTS**

**Change Log for this Document**
The following changes have been made within the last 2 years. Minor non-policy changes are not listed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/22/2020</td>
<td>The Parent Collaboration policy was expanded and renamed <a href="#">Collaboration at Coram Deo Academy</a></td>
</tr>
<tr>
<td>10/21/2020</td>
<td>Added <a href="#">CDA Policy on School Dances</a></td>
</tr>
<tr>
<td>10/21/2020</td>
<td>Added <a href="#">Technology Expectations and Responsibilities</a> policy</td>
</tr>
<tr>
<td>9/28/2020</td>
<td>Added Latin requirements to <a href="#">Fine Arts / Latin Letter Jackets</a> policy</td>
</tr>
<tr>
<td>9/28/2020</td>
<td>Clarification, formula and example was added to the <a href="#">Valedictorian and Salutatorian</a> policy.</td>
</tr>
<tr>
<td>8/31/2020</td>
<td>Updated <a href="#">Cell Phone/Smart Device Policy</a> to include Smart Devices.</td>
</tr>
<tr>
<td>8/10/2020</td>
<td>Updated <a href="#">Class Rank / Highest Ranking Graduate Award</a> and <a href="#">Valedictorian and Salutatorian</a> policies</td>
</tr>
<tr>
<td>5/26/2020</td>
<td>The <a href="#">Solicitations</a> policy was added.</td>
</tr>
<tr>
<td>5/15/2020</td>
<td>Removed references to Mid-Cities campus.</td>
</tr>
<tr>
<td>4/3/2020</td>
<td>Updated <a href="#">Rhetoric School Graduation Requirements</a>. Graduation requirements for Fine Arts changed starting with the class of 2024.</td>
</tr>
<tr>
<td>3/4/2020</td>
<td>The <a href="#">Use of Coram Deo Academy’s Logo and Official Communication</a> policy was added.</td>
</tr>
<tr>
<td>3/4/2020</td>
<td>The <a href="#">Distance Learning Procedure for Campus or District Closure</a> policy was added.</td>
</tr>
<tr>
<td>2/28/2020</td>
<td>The <a href="#">Graduation Cords/Sashes</a> policy was added.</td>
</tr>
<tr>
<td>2/13/2020</td>
<td>The <a href="#">Anonymous Communication Policy re: Employees and/or Board</a> was updated to clarify the intent of the policy.</td>
</tr>
<tr>
<td>2/13/2020</td>
<td>The <a href="#">Cell Phone Policy</a> was updated to allow the option for the campuses to require cell phones and smart watches to be stored in backpacks.</td>
</tr>
<tr>
<td>12/16/2019</td>
<td>Added <a href="#">Policy of Government Funding</a>.</td>
</tr>
<tr>
<td>11/3/2019</td>
<td>Added referenced to Mid-Cities campus throughout this document.</td>
</tr>
<tr>
<td>11/3/2019</td>
<td>Changed priority reenrollment from the month of January to January 1st – Martin Luther King Day throughout this document.</td>
</tr>
<tr>
<td>9/6/2019</td>
<td>Made some changes to the <a href="#">Discipline Process and Consequences</a> policy and moved it to the beginning of the <a href="#">Student Conduct</a> section.</td>
</tr>
<tr>
<td>9/4/2019</td>
<td><a href="#">Medical Records</a> was updated to include language regarding school attendance of students filing vaccination exemptions in the case of an emergency or epidemic. This language was copied from the Exemption Affidavit from the Texas Department of State Health Services form completed and agreed to by parents claiming an exemption.</td>
</tr>
<tr>
<td>9/3/2019</td>
<td><a href="#">Rhetoric School Graduation Requirements</a> was updated with new Non-AP options and specific course titles.</td>
</tr>
<tr>
<td>9/3/2019</td>
<td>Added language regarding Turnitin to <a href="#">Cheating, Plagiarism and Copyright</a></td>
</tr>
<tr>
<td>8/8/2019</td>
<td>Updated <a href="#">Respect for Authority and Others</a></td>
</tr>
<tr>
<td>6/13/2019</td>
<td>Updated <a href="#">Normal Operating Hours</a></td>
</tr>
<tr>
<td>5/28/2019</td>
<td>Added restrictions for fundraising for non-CDA organizations in the <a href="#">Fundraising</a> policy.</td>
</tr>
<tr>
<td>Date</td>
<td>Update Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>5/6/2019</td>
<td>Added <a href="#">Classroom to Homework Hours Expectations</a> to this document under Academic Policies.</td>
</tr>
<tr>
<td>12/10/2018</td>
<td>Updated the dates of the priority elective registration to end at the end of January in the <a href="#">Electives Policy</a>.</td>
</tr>
<tr>
<td>12/10/2018</td>
<td>Updated the <a href="#">Withdrawal Procedure</a> to include the CDA Connect form.</td>
</tr>
</tbody>
</table>