



S e v e r n R u n  
C L A S S I C A L  
C H R I S T I A N  
H o m e s c h o o l A c a d e m y

# **Family Handbook**

Academy Year 2009–2010

*Updated August 2009*

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## **Statement of Faith**

The following is the foundation of beliefs on which Severn Run Classical Christian Homeschool Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements will be considered primary doctrine at SRCCHA. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of secondary doctrines or issues arise, they will be referred back to the family.

1. We believe the Bible to be the only inerrant, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost. They that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

Kindly note that the SRCCHA Board requires at least one parent to affirm their agreement with our Statement of Faith when applying to the Academy.

# Vision, Mission, and Goals

## **Vision:**

Our Vision is to glorify God by equipping students with the tools necessary for a lifetime of learning, so they will be intellectually fit, spiritually grounded, and able to reason within the framework of a biblical world view.

## **Mission:**

Our Mission is to provide classes using a biblically based classical approach, to support the Christian homeschool family, and to enhance their existing program.

## **Goals:**

### **I. CHRIST-CENTERED**

Our goal is to maintain a focus of Christ-centeredness in all levels, programs, and teaching. We seek to:

- A. Teach all subjects as part of an integrated whole with the Scriptures at the center (II Timothy 3:16);
- B. Provide a clear model of the biblical Christian life through our Tutors, Administrator, and Board members (Matthew 22:37-40);
- C. Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

### **II. CLASSICAL**

Our focus is to teach from a classical philosophy in all levels, programs, and instruction. We seek to:

- A. Emphasize the grammar and logic of all subjects;
  - Grammar: The fundamental rules of each subject;
  - Logic: The ordered relationship of particulars in each subject and to encourage continued learning through the Rhetoric phase, emphasizing how the grammar and logic of each subject may be clearly expressed.
- B. Teach each student how to learn;
- C. Encourage every student to develop a love for learning and live up to his academic potential;
- D. Provide an atmosphere conducive to the attainment of the above goals;
- E. Encourage and promote the classical philosophy of education within each family's homeschool program.

## **Educational Philosophy**

1. We believe that the Bible clearly instructs parents, not the Church or State, to "bring children up in the discipline and instruction of the Lord" (Ephesians 6:4). Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
2. We believe that God's character is revealed not only in His Word, but also in every facet of Creation. Therefore, we teach that all knowledge is interrelated and instructs us about God Himself. (Romans 1:20, Psalm 19:1-3)
3. God wants us to love Him with all our minds, as well as with all our hearts, and souls (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, through the centuries-old classical method (See Goals), including instruction in Latin.
4. We seek to help parents teach their children to do all things "heartily, as unto the Lord" (Colossians 3:23). Therefore, we encourage quality academic work and high standards of conduct.

# **Parental Involvement**

The Board strongly encourages parental involvement in the Academy. Each family is expected to participate in the following ways:

1. Attend Orientation meeting in August and participate in seminars offered (e.g., Shurley Grammar and Institutes for Excellence in Writing, etc.)
2. Drop off and pick up your child(ren) from the Academy on time.
3. Ensure that assigned class work for home is completed and provide instruction in the remaining subjects required by the state.
4. Closely monitor and praise your child(ren)'s progress by reading notes from the Tutor and papers sent home.
5. Communicate with Tutors regarding questions about student's work, participation, etc. Informal conferences with the Tutor may be held and should be scheduled outside Academy hours or during a Tutor's break time. (See Communication Policy for further explanation)
6. Communicate your ideas for improvement of SRCCHA to the Board. (See Communication Policy for further explanation)
7. Serve as Parent of the Day (POTD) on a rotational basis (assigned according to alphabet).
8. Participate on a committee to assist in the operation of the Academy. Committee sign-up will be finalized at the Orientation meeting in August.
9. Observe classes at any time and assist in the classes when needed.
10. Share and enrich your child(ren)'s experience at SRCCHA by attending functions throughout the year coordinated by the Academy (e.g., Science Fair, History Fair, socials, class activities, etc.). Students are required to participate in both the Science Fair in early March, and the History Fair in mid-May.
11. Set a godly example for our children as they learn by example.
12. Suggest appropriate field trips and act as a chaperone if necessary.
13. Offer to share experiences, trips, or vacations as they may relate to an area of study in a class.

Kindly note that the SRCCHA Board requires at least one parent to affirm their agreement with our Parental Involvement statement when applying to the Academy.

# **Arrival, Attendance, and Illness Policies**

## **Arrival Policy:**

The Academy's doors will be opened at 8:05 a.m. Students must arrive before 8:10 a.m. in order to put book bags away, use the restrooms, and attend to any other details prior to the start of Opening, which begins promptly at 8:10 a.m. Opening consists of Memory Time (from 8:10 a.m. – 8:20 a.m.) and Chapel Time (from 8:20 a.m. – 8:30 a.m.). If a student is habitually late (as determined by the Administrator), the parents will be contacted and the student may receive a suspension for a subsequent Academy day. The student will be required to make up all missed assignments. Should a student continue to be consistently late and show a disregard for this policy, a family meeting with the Board will be called in order to establish whether the student will continue at the Academy.

## **Attendance Policy:**

Students are expected to be present and punctual every day the Academy is in session. In addition, student participation is required in both Science and History Fairs.

I. Short-Term Absences: If a student needs to be absent from the Academy (planned or unplanned) for one to two classes, the parents should notify the Academy, and make arrangements to pick up the student's assignments/homework sheets. The POTD can gather any missed work for the student which can then be picked up after 11:00 a.m. on the missed day.

II. Long-Term Absences: If a student needs to be absent for three or more consecutive classes, the parents should notify the Academy in writing explaining the circumstances. This will permit the Academy to inform appropriate Tutors and compile the necessary class work that the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed class work.

III. Make-up work: Students may take make-up tests and submit any other make-up work before or after returning to class. It is expected that the child, or his parents, discuss these arrangements with the Tutor and take the initiative in completing the missed work.

## **Illness Policy:**

Attendance at the Academy is very important. However, if your child is sick, please keep him/her at home for their own comfort, and to avoid contaminating other students. Keep your child at home in these circumstances:

- 1) He/she has vomited or had a fever within the 24-hours prior to an Academy class day.
- 2) He/she is sick with a highly contagious sickness (e.g., "pink eye", ring worm, head lice, etc.) Student should be completely free of all contagious symptoms before returning to class.
- 3) He/she is sick with a highly contagious sickness (e.g., strep throat, etc.) and has not been on a prescribed antibiotic for at least 24-hours.
- 4) He/she is sneezing and/or coughing an inordinate amount because of a non-allergenic illness.

## Delay/Closure Policy

The Anne Arundel County Public School System will dictate SRCCHA's closure or delay. You can check AACPS's website ([www.aacps.org](http://www.aacps.org)) for up-to-date information regarding closings and delays. If the county decides to:

### **Close for the day: SRCCHA's classes are cancelled.**

Makeup days are not scheduled when the Academy closes. Tutors will email work for the day.

### **Open 1 or 2 hours late: SRCCHA will have a 1 hour delayed opening, and the schedule will be:**

**9:00a.m.** Arrival time, and students gather in sanctuary

**9:10–9:50a.m.** 1<sup>st</sup> period

**9:50–10:30a.m.** 2<sup>nd</sup> period

**10:30–10:45a.m.** snack

**10:45–11:25a.m.** 3<sup>rd</sup> period

**11:25–12:10p.m.** 4<sup>th</sup> period

**12:10p.m.** First dismissal

**12:10–12:40p.m.** lunch for

Extended Day students

**12:40–1:30p.m.** Extended Day classes

**1:30p.m.** Second dismissal and pickup time

## Communication Policy

We consider it a great privilege to serve families in educating their children from a classical Christian perspective. We are committed to upholding and supporting each family's authority in the lives of their children. This kind of relationship requires clear communication. We recognize that in this relationship there lies a great temptation to talk to others (gossip) about a specific issue or person, rather than take direct action to resolve conflicts in a manner consistent with Scripture. **We have outlined the proper lines of communication between SRCCHA and the home according to the biblical principles found in Matthew 18 and James 3. We believe that Scripture teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved.**

**Parents to Tutors:** If an issue should arise regarding individual Tutor rules or procedures, the parent should speak to the Tutor before discussing the matter with those in authority over the Tutor. Any meeting scheduled between parent and Tutor must be attended by an Administrator or Board Member and should be held on church property.

**Parents to Administrator:** If an issue should arise regarding Academy rules, procedures, school programs, finances, facilities, curriculum, or Tutors, the parents may present their concerns to an Administrator in writing.

**Administrator/Parents to Board:** If issue/question is not resolved through communication with an Administrator, then the matter may be referred to the Board in writing.

It is always best to communicate directly with the person primarily in authority over the issue at hand. If a parent has an idea about how to improve a classroom, they should talk to the Tutor; if a parent has an idea about how to improve SRCCHA, they should talk to an Administrator. SRCCHA's Tutors, Administrator, and Board Members will abide by these same principles in communicating with parents and students.

The Board's email address is [srccha@gmail.com](mailto:srccha@gmail.com)

# **Parent of the Day (“POTD”) Responsibilities**

As POTD, you are a representative of SRCCHA, so we ask that you dress in the following manner:

Men: Shirt & tie with dress slacks

Women: Skirt or dress

Arrive at the church at 7:45 a.m. on your assigned POTD morning. Departure will be at about 12:30 p.m. A second POTD, from among Extended Day parents, will be scheduled for Thursdays only. Arrival time is 10:00 a.m. and departure will be at about 2:00 p.m.

Prepare a morning devotion ahead of time, to be shared with students during our Opening Program.

There is a POTD notebook in the POTD room (where the copier is located). The notebook contains the details of the POTD’s responsibilities. A summary follows.

Ensure Sanctuary and Classrooms are arranged for the day’s activities. Room arrangements should be set according to layout in POTD notebook.

Ring bell at end of each class period.

Relay any messages to/from Tutors and be aware of any needs the Tutor has for the classroom or otherwise.

Be available to assist the Tutors in whatever areas necessary (i.e., gathering supplies, stuffing envelopes, pencil sharpening, assisting in discipline, assisting students in special areas, making and distributing copies, etc.). You are present at the church in order to give the Tutors optimum instruction time.

Visit 2 classrooms per period for a minimum of 10 minutes each. The goal is to visit each Level and subject at least once, to familiarize yourself with the interaction in the classroom.

Assist Tutors with maintaining discipline in the classroom as necessary. You have the authority to speak to a student who misbehaves and ask them to sit in the hallway. Refer to our Discipline Policy, elsewhere in this Handbook.

Gather missed work, etc. for a student who is absent from the Academy. Place this work in their mail file.

Monitor snack break. The Tutors are on break, so it will be your responsibility to see that order is kept, children carry out their assigned duties (clean up, etc.), and that children are lined up and enter classrooms at the appropriate time.

Ensure that all communications from Tutors and Board Members are ready for distribution, and then filed in the students’ mailboxes.

At closing, make a final review of the church’s condition, ensuring that rooms are in order and tables/chairs are returned to appropriate locations, windows are securely closed and locked, and that supplies are stored for future use. See POTD notebook for details.

# **Student's Rules of Conduct**

- There will be no talking back or arguing with a Tutor, an Administrator, or Parent of the Day. Prompt and cheerful obedience is expected. Requests from the aforementioned adults should not have to be repeated.
- Students are expected to treat the Opening and Closing programs, prayer, and class discussion with proper reverence. Jokes, songs, or behaviors that treat the Deity with triviality are not permitted.
- Students may not speak out of turn during class time and must raise their hand before speaking.
- Students are expected to treat one another with kindness and respect. Teasing, criticizing, and name-calling are not permitted.
- Students should work diligently and concentrate fully on their work while at the Academy.
- Students may not chew gum on church property. Snacks are only to be eaten during assigned snack time and in designated areas. Severn Run E.P. Church has asked that only water be brought in as a drink during snack time.
- No electronic musical devices, games, or other material unrelated to Academy classes are allowed on the church grounds.
- Students are expected to be aware of and avoid the off-limit areas of the church building. Students should not play on or around parked cars in parking lot.
- Running is not allowed in the church building.
- Students are expected to treat all of the class materials and facilities with respect and care.
- Public displays of affection (i.e. holding hands, kissing, etc.) in the context of boy/girl relationships are not permitted at SRCCHA or on church grounds.

Kindly note that the SRCCHA Board requires the student to affirm his/her agreement with our Student's Rules of Conduct when applying to the Academy.

# **Discipline Policy**

We seek to provide a safe and secure, loving and nurturing academic environment, where students are encouraged and challenged to exemplify Christian behavior. To that end, actions that jeopardize students' safety and well-being will be dealt with firmly and expediently. We strive to walk in the Biblical principles of public and private apologies, swift and appropriate punishment (corporal punishment will not be administered by Tutors, Administrator, POTD, or Board members), restitution, and restoration of fellowship. The Tutors will carry out the majority of day-to-day discipline. The following describes how the Board has instructed our Tutors and Administrator to carry out our Discipline Policy.

## **Goals of Classroom Discipline**

Bring child to repentance and restoration.

Ensure child apologizes for misbehavior-privately for private offenses, publicly for public offenses.

Allow parents to reinforce discipline at home.

## **Limits of Classroom Discipline**

Children will not be punished corporally, physically handled (except in an emergency), or verbally intimidated or shouted at in the course of discipline. Children will be seated in a chair by themselves, in the hallway, as a means of short-term isolation. Parents will be made aware of any disciplinary action beyond a verbal warning taken by a Tutor or the Administrator(s), as soon as possible after any incident. Further, because of the day in which we live, and in order to maintain a reputation above reproach at all times, no adult will be alone with a child in an office, classroom or bathroom. POTD will assist the Tutors and Administrator as needed to uphold this standard.

## **Steps for Tutors, POTD, and Administrator to Encourage Right Behavior**

### **Basic Classroom Rules**

Students will be trained to obey the first time, every time, cheerfully, as unto the Lord.

Students will raise their hand and be called on by the Tutor before speaking in class.

Students should enter the classroom ready to work; pencils, books, etc. out, and bathroom used, if needed.

Students will be trained to work diligently and cheerfully, according to their ability.

### **Positive Reinforcement**

Tutors and Administrator will praise students for good behavior, proper attitude, attention, industry, and academic achievement.

Tutors and Administrator will encourage godly character traits such as kindness, obedience, forgiveness, integrity, and, above all, love.

Tutors will model the traits they wish to see in their students.

When discipline becomes necessary, it will be given with gentleness, forgiveness, and firmness; never in anger.

### **Scripture Verses**

Love covers many sins -- Proverbs 19:11; I Peter 4:8

Think of others first -- Philippians 2:4-5; I Corinthians 13: 5

Show courtesy and kindness to each other -- I Peter 3:8-9; Proverbs 24:29

Be at peace with one another -- Romans 12:18-21; Psalm 133:1

If someone offends you, tell him, not someone else -- Proverbs 25:8-9; Matthew 18:15

Self-righteousness: Remove the plank from your own eye first -- Matthew 7:1-5

*(Discipline Policy continued on next page)*

### **Steps for Tutors and Administrator to Correct Basic Offenses**

**Basic offenses** include talking, distracting another student, passing notes, not on task, not self-controlled, etc. Tutors and the Administrator will normally follow the protocol below in handling basic offenses.

**First offense:** Tutor removes offender from classroom to verbally correct and warn. Direct student to apologize or make restitution as needed. Parent(s) notified that day about action taken.

**Second offense in same day:** Same as above, and, time in chair in hallway may be assigned.

**Third offense in same day:** Administrator action, suspension from 1 class period, seated in hallway under Administrator or POTD supervision. Parent(s) notified that day about action taken.

**Repeated offenses over time:** A child who initially responds to correction may still commit the same offense day after day without change. For instance, a child may be repeatedly warned about talking over several days. Such a repeated offense may warrant different corrective action, to include Administrator action, having the parents notified, and possible class suspension. Further, if the misbehavior continues, class suspension remains an option, as does a conference with Tutor, parent, child, and Administrator.

### **Steps for Tutors and Administrator to Correct Serious Offenses**

**Serious offenses** include disrespect shown to a Tutor, POTD, or Administrator; dishonesty in any situation while in class, including lying, cheating, and stealing; rebellion, i.e., outright disobedience in response to instructions; fighting, i.e., striking in anger with the intention to harm another; inappropriate language, i.e., unkind, obscene, vulgar, or profane language, including taking our Lord's Name in vain.

The Administrator and Board will normally follow the protocol below in handling serious offenses. The Board will determine if an exception is to be made in cases where the student appears repentant, and change is evident.

**First offense:** Administrator action, to include any or all of the following: Administrator removes offender from the classroom to verbally correct and warn, directs student to apologize, make restitution as needed, 1 class suspension, parental attendance during the class day with the child, immediate suspension for the remainder of the day (requires calling parents to pick up child as soon as possible), and/or additional suspensions. Parent(s) and Tutor notified that day about action(s) taken.

**Second offense:** Same as above, with either a 1-day or 2-day suspension. Work with Tutor and parent to come up with a discipline plan.

**Third offense:** Expulsion.

The Board realizes that expelling a student is a very serious matter, and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution - repairing the damages through work, apologies, etc.- are fundamental to our discipline policy. However, in severe cases where there is no change in the student's misbehavior, nor any assistance from the parents, the student will be expelled for the remainder of the year, upon approval by the Session of Severn Run Evangelical Presbyterian Church (SREPC). Appeals for exceptions will not be recognized. If the expelled student desires to be readmitted to SRCCHA the following year, the Board members will make a decision based on the student's attitude, and the circumstances at the time of application.

### **Extraordinary Misconduct**

**Extraordinary misconduct** includes acts endangering the lives of other students or staff members, gross violence and/or vandalism to the facilities before, during, or after Academy hours, violations of civil law, or any act in clear contradiction of Scriptural commands.

Should a student commit such an act, the Administrator and Board may bypass the protocol above, and impose immediate suspension or expulsion.

## Dress Code Policy

In order to encourage the children to maintain a neat and modest appearance; to promote harmony among students and parents; and to enhance the academic atmosphere of the Academy, the following Dress Code Policy has been adopted by the Board.

### **Boys:**

**Navy blue or khaki dress slacks** (no denim material, decals, or cargo pants).

Navy blue or khaki dress shorts (Sept - Oct, April - May).

Plain black or brown belts must be worn with slacks and shorts.

White or navy blue long or short sleeve Oxford, Polo, or turtleneck shirts.

Shirts must remain tucked in at all times from the time students enter the building until they leave.

Only plain white undershirts may be worn under dress shirts.

Solid, navy blue vest, crewneck, or cardigan sweaters (No PolarTec/fleece material).

Shoes should be closed-toe dress or casual shoes. No tennis shoes or sneakers (includes brown & black),

White, dark, or neutral-colored socks must be worn and must be above the ankle.

Hair should be kept neat and clean, and maintained so as not to be a distraction to the student or others.

Hair should be no longer than collar length (no ponytails) and must be above the eyebrows.

### **Girls:**

**Navy blue or khaki skirts or jumpers** (no denim or knit material).

Skirt/jumper must not have cargo pockets/decals, and must be knee-length or longer.

Skorts are not permitted as an acceptable alternative to skirts or jumpers.

No pants allowed.

White or navy blue long or short sleeve Oxford, Polo, or turtleneck shirts.

Shirts must remain tucked in at all times from the time students enter the building until they leave.

Solid, navy blue or white vest, crewneck, or cardigan sweaters (No PolarTec/fleece material).

Closed-toe dress shoes only. May be lace-up, loafer, saddle, or Mary Jane style in black or brown. Heels should be no higher than 1". Platforms, boots, slipon mocs, and clogs are not permitted.

White, dark, or neutral-colored socks or stockings must be worn, and must be above the ankles. (No Leggings.)

Hair should be kept neat and clean, and maintained so as not to be a distraction to the student or others.

Hair accessories should be simple and should match dress code colors.

Modest jewelry is acceptable. No multiples of jewelry should be worn. Body jewelry (e.g., tongue, nose, lip, etc.) should not be worn during Academy hours.

Light, natural looking make-up and nail polish may be worn with parental permission.

Please ensure that your child understands this Dress Code Policy, and encourage them to abide by it throughout the Academy day.

Kindly note that the SRCCHA Board requires at least one parent to affirm their agreement with our Dress Code Policy when applying to the Academy.

# Homework Philosophy

Our primary reasons for assigning homework are as follows:

1. Two class days per week is insufficient for students to master their subject areas.
2. Homework reinforces concepts taught by Tutors in the classroom.
3. Additional practice with new concepts, skills, or facts is normally necessary for mastery.
4. Repeated, short periods of practice and study of new information is often a better way to learn, than doing so in one long session or sessions.
5. Students who complete their assignments are better equipped to fully participate in classroom discussions.
6. Parents can continue instruction at home by monitoring their student's homework, and by doing so, will be kept informed about the current topics of study in the class.

Homework is emailed to families by the Tutors. Below find a sample Homework Sheet for Latin.

## *SEVERN RUN CLASSICAL CHRISTIAN HOMESCHOOL ACADEMY*

WEEK 1 - BEGINNING MONDAY September 4<sup>th</sup>, 2006

SUBJECT: LATIN

GRADE LEVEL: Grammar 3

DAY OF WEEK	COVERED IN CLASS....
TUESDAY Sept. 5	Classroom Rules, Introduce Latin Pronunciation Song What are verbs? 1 <sup>st</sup> Conjugation verbs
THURSDAY Sept. 7	Review Vocabulary, Saying, and Form Pronunciation Song 1 <sup>st</sup> Conjugation Verbs / Derivatives
<b>DAY OF WEEK</b>	
<b>HOMEWORK</b>	
WEDNESDAY Sept. 6	Make flashcards for Lesson I Vocabulary and Saying ( see handout for explanation) Drill cards
FRIDAY Sept. 8	<b>Lesson I</b> Tape/Cd Exercise: ( See handout for explanation) Place in pocket divider of notebook to hand in on Tuesday.
MONDAY Sept. 11	Drill flashcards <b>Lesson I Quiz:</b> Place in pocket divider to hand in Tuesday. <b>Lesson II</b> Tape/CD Exercise

### NOTES TO PARENTS:

Please follow the instruction sheets handed out at Orientation when making this week's flashcards and when completing the Tape/CD Exercise. Students may use their book to help them. If you need another copy, let me know...

This week we will be learning the Pronunciation Song: it would be helpful for you to refer to page 4 of the student book and/or the Pronunciation Song sheet in order to help ensure your child's correct pronunciation.

Latin Quizzes/Tests will normally be taken on Fridays. This first week, however, the quiz will be taken on Monday so the students will have an extra day for review. Please feel free to email or call me with any concerns or questions...Magistra Lecksell 410-923-4499 lex@truevine.net

# Cursive Philosophy

Cursive is taught at home, and we want to support that effort. We plan to phase in cursive reading and writing expectations starting in December, 2009, in G4. Tutors will begin to write on the board in cursive and require some assignments to be completed in cursive. Use of cursive will be encouraged throughout the higher grades.

# Resource List

Please use the following list of resources as you seek to learn more about the philosophy of Classical Christian Education.

## **Articles:**

"The Lost Tools of Learning" by Dorothy Sayers

[http://www.classicalhomeschooling.com/html/lost\\_tools\\_of\\_learning.html](http://www.classicalhomeschooling.com/html/lost_tools_of_learning.html)

[http://www.brccs.org/sayers\\_tools.html](http://www.brccs.org/sayers_tools.html)

"Repairing the Ruins" by Douglas Wilson

"Classical Worldview" by Fritz Hinrichs

## **Books:**

Recovering the Lost Tools of Learning by Douglas Wilson ISBN # 0-89107-583-6

Repairing the Ruins by Douglas Wilson ISBN # 1-885767-14-5

The Seven Laws of Teaching by John Milton Gregory ISBN # 0-8010-5272-6

The Well-Trained Mind by Jessie Wise and Susan Wise Bauer ISBN # 0-393-04752-0

## **Publishers:**

Canon Press 1 (800) 488-2034

<http://www.canonpress.org>

Greenleaf Press 1 (615) 449-1617

<http://www.greenleafpress.com>

Veritas Press 1 (800) 922-5082

<http://www.members.aol.com/veritasprs>

## **Additional Resources:**

Association of Classical Christian Schools, (208) 882-6101

<http://www.accsedu.org>

Classical Christian School Network

<http://www.ccsnet.org>

Classical Christian Education Support Loop

<http://www.classicalhomeschooling.org>

Combining the Classical Model with Homeschooling

<http://www.classical-homeschooling.org/trivium.html#dialectic>

Schola Tutorials

<http://www.schola-Tutorials.com>

# **Frequently Asked Questions (FAQ)**

*August 2009*

## *General Questions.*

### **What does it mean to be "Classical"?**

It means to educate our children using the ancient method of the "trivium", or "three ways", which first involves accumulating knowledge, then integrating knowledge, and, finally, applying knowledge.

### **Are you an umbrella group that provides oversight?**

No. We do not replace your relationship with an umbrella group nor with any County Board of Education. We are a tutorial service only, and exist to enhance a family's homeschool program. Tutors teach lessons, while the parents ensure completion of work, assign grades, and keep records for an umbrella group or County reviewers.

### **Where do you meet?**

The Academy holds classes at the Severn Run Evangelical Presbyterian Church at 1624 Millersville Road (MD Route 175), Millersville, MD, which is located approximately 1 and 1/2 miles east of MD Route 3.

### **When do you meet?**

We meet on Tuesdays and Thursdays from 8:00 a.m. - 12:10 p.m. After a short Opening Program (Memory time and Chapel time consisting of prayer, announcements, singing, and devotion), we hold four, 50-minute classes. There is a short break between 2<sup>nd</sup> & 3<sup>rd</sup> periods to allow the children to enjoy a small snack.

### **Which grades are taught at the Academy?**

We teach Grammar Levels 1 through 6, and Dialectic Level 1 (7<sup>th</sup> grade).

### **Which subjects are offered?**

Tutors instruct in the subjects of English, History, Science, and Latin. Logic is only taught in Dialectic Level 1.

### **Can I enroll my son/daughter in just one or two classes?**

No, each student must participate in all classes for his/her grade level. The Extended Day program is optional.

### **What is the optional Extended Day program?**

It is a single extra class period in which we offer courses in Art/Music, Advanced Latin, Math Lab, and, starting in Fall 2009, Extended Day Kindergarten. Art/Music is split into two groups: G1-3 and G4-6. Advanced Latin is for D1 students. Math Lab is for G5-G6 students. Kindergarten is for kids aged 5. Students have a short lunch break prior to Extended Day class.

### **When do classes start and end for the year?**

Classes generally begin the first Tuesday after Labor Day and run through the middle of May.

### **Am I responsible for any additional teaching beyond the Academy's provision of English, History, Science, and Latin?**

Yes. The four main subjects taught at SRCCHA do not constitute a complete curriculum, and you must teach any other subjects required by your County. You must also work with your child(ren) on the days they are not at the Academy, instructing and guiding him/her in the completion of SRCCHA assignments.

### **What happens if we want to take a vacation during the year?**

Ask the Tutors for the homework sheets planned to be given during your vacation.

*(FAQ continued on next page)*

*(FAQ continued from prior page)*

**Is there a Dress Code?**

Yes. It is designed to help students maintain a neat and modest appearance, and to enhance the academic atmosphere of the Academy. See the Dress Code Policy for further details.

**Does the Academy have an age requirement for admitting students?**

We do not have age requirements, but rather, strong recommendations, which are as follows:

- 6 years old by September 1<sup>st</sup> for Grammar Level 1
- 7 years old by September 1<sup>st</sup> for Grammar Level 2
- 8 years old by September 1<sup>st</sup> for Grammar Level 3
- 9 years old by September 1<sup>st</sup> for Grammar Level 4
- 10 years old by September 1<sup>st</sup> for Grammar Level 5
- 11 years old by September 1<sup>st</sup> for Grammar Level 6
- 12 years old by September 1<sup>st</sup> for Dialectic Level 1
- 13 years old by September 1<sup>st</sup> for Dialectic Level 2

Because children vary widely in their development and maturity levels, your child will be given a Reading and Grammar Assessment, after which we will make our recommendation for a particular Level.

*Applying to the Academy.*

**When do you accept Applications for Enrollment?**

For Returning Families, Re-Enrollment begins in February. Open Enrollment for all families begins in March.

**How do I apply to enroll my child(ren) in the Academy?**

A New Family Application is available at srccha.org. Complete it and submit it with a non-refundable \$90 Application Fee per student, check made payable to “SRCCHA”. An interview will be set up between your family and at least three Board member(s), and each student must complete a Reading and Grammar Assessment, consisting of reading, word recognition, comprehension, writing (graded on time, accuracy, and spelling), copying from the board, and writing from oral dictation. Students entering Grammar Level 4 (or higher) must also complete a Latin Assessment. The Board will then decide to accept/decline your application. Further details are available in the Application for Enrollment.

**Is it mandatory that a family homeschool for one year before being accepted into the Academy?**

Yes. With at least a year of experience under your belt, you will be better able to understand your responsibilities as a homeschooler, and to evaluate whether the Academy would enhance your existing program.

**How can I help my kindergarten student get ready to enter Grammar Level 1 at SRCCHA?**

Teach them to be able to identify capital and lower case letters by name, and to know the correct sound for each letter. These skills are the first steps in learning to be a good reader, which will help ensure success at SRCCHA. G1 students will also need good manual dexterity, in order to participate in classroom activities such as coloring, gluing, folding, and cutting. Have them practice these skills at home.

**How can I help my 1<sup>st</sup> grade student get ready to enter Grammar Level 2 at SRCCHA?**

A good foundation of reading well, at or above grade level, will make the transition much easier, and is an integral part of ensuring success at the Academy. Much classroom time is spent reading sentences from the board, and reading stories about the period of history they are studying. The time you invest working on this important skill will not be wasted.

*(FAQ continued on next page)*

**What are the costs involved with participating in the Academy?**

The costs are a non-refundable **\$90 per student Application Fee**, **\$1510 per student Annual Tuition**, a **\$10 per student History & Science Materials Fee**, and **Curriculum** (books and supplies), the cost of which is dependent on the student's grade level. See the "Tuition and Fees" page in your Application for Enrollment for full details.

**Is the Application Fee applied towards the Annual Tuition?**

No, it is in **addition** to the Annual Tuition.

**What happens if we remove our child(ren) from the Academy during the middle of the year?**

In most cases, you will forfeit your entire remaining tuition. Families pledge their financial commitment for the entire year by signing a Covenant of Financial Commitment when applying to the Academy. See the Covenant in your Application for Enrollment for full details.

**What are the costs involved with participating in the optional Extended Day program?**

Advanced Latin costs \$300; Math Lab costs \$300; Extended Day Kindergarten costs \$320 (includes a \$20 copy/usage fee); the Art/Music class costs \$330 (includes a \$30 materials fee).

**Academy Curriculum.**

**What curriculum does the Academy use?**

The following is a general outline of curriculum choices used by SRCCHA, and is subject to change at any time at the Board's discretion.

- English: Grammar Level 1: The Ordinary Parent's Guide to Teaching Reading.  
Grammar Levels 1–6: Shurley Grammar. Grammar Levels 2–6: Excellence in Writing;  
Grammar Level 6 and D1: Rod & Staff English.
- Science: G1: First Encyclopedia of Nature, First Animal Encyclopedia.  
G2: The Usborne Complete First Book of Nature, First Animal Encyclopedia.  
G3–G5: Apologia Young Explorers Series. G6: t.b.a.  
D1: Apologia General Science.
- History: History is studied in chronological order: Ancients/Classical (5000 B.C.–A.D. 400); Medieval–  
Early Renaissance (400 A.D.–1600 A.D.); Late Renaissance–Early Modern (1600–1850);  
Modern (1850–Present).  
G1: World geography using Scholastic's A First Atlas.  
G2–G6: Story of the World by Susan Wise Bauer, and Veritas Press History Cards.  
D1: The Kingfisher History Encyclopedia and The Famous Men series.
- Latin: G3–G5: Latina Christiana, books I & II respectively.  
G6: Wheelock's Latin.
- Logic: D1: The Fallacy Detective by Bluedorn and Bluedorn.

**Do I order my own books, or do you order them for us?**

You order your own books. At the end of the Academy year, the Board will email a complete curriculum list to each family for the following Academy year. The curriculum list shows, by level and subject, which books are required and which are suggested. ISBN numbers are also provided, as well as places where the books may be ordered. Allow sufficient time to purchase and receive your order(s) before the first day of classes.

*(FAQ continued from prior page)*

**How much homework do the students receive each day?**

Homework will take approximately 30 minutes per subject for Grammar Levels 1–5, and approximately 45 minutes to one hour for Grammar Level 6–Dialectic Level 1. Writing assignments and projects may require more time. Each student is emailed an assignment sheet on Monday detailing the homework for the week. Homework is assigned for Monday, Wednesday, and Friday of each week.

**Can I add or delete from an assignment?**

Yes. Although our desire is that each child completes all assigned work, we know this is not always possible. Completion of work, though, enables each student to fully participate in classroom discussions, and allows your family to receive the maximum benefit of the Academy.

**Does my child need to know how to read and write in cursive?**

Yes, preferably by G4. Cursive is taught at home, and we want to support that effort. We plan to phase in cursive reading and writing expectations starting in December, 2009, in G4. Tutors will begin to write on the board in cursive and require some assignments to be completed in cursive. Use of cursive will be encouraged throughout the higher grades.

**Are there additional academic-related events held during the year?**

Yes. Classes take field trips, and the entire Academy participates in Science Fair in March, and History Fair in May. All students are required to participate in both Fairs.

**Do parents contribute to the success of SRCCHA?**

Absolutely! There are several ways parents contribute, and every family is asked to:

- a) serve on a rotational basis as Parent of the Day (POTD). The POTD arrives early, ensures the classes and sanctuary are arranged for the day's activities, prepares a morning devotion for the Opening Program, sits in on classes, and assists the Tutors and Academic Administrator in any way necessary. See the section in the Family Handbook titled "Parent of the Day ("POTD") Responsibilities" for further information.
- b) serve on a committee designed to enrich your child(ren)'s experience at SRCCHA. (e.g., Photography Committee, Social Committee, Yearbook Committee, etc.)
- c) support the Academy in prayer.
- d) participate in our social events, field trips, and Science and History Fairs.

**How will I know if my child is ready to advance to the next grade Level at SRCCHA?**

All students being enrolled for the following year will be evaluated, to ensure that their advancement into the next higher grade level is warranted. This review will consist of an evaluation of the student's and family's commitment to completion of homework, student's comprehension of material, etc.


**What will be taught during the optional Extended Day Kindergarten program?**

The tutor will focus on phonics lessons and activities to reinforce early reading skills. Various phonics readers will be used, as well as First Language Lessons and The Ordinary Parent's Guide to Teaching Reading. There will not be any assignments for non-Academy days, and the students will not be required to wear uniforms.

**How do the Board members and Tutors communicate with the families?**

Email is our preferred method ([srccha@gmail.com](mailto:srccha@gmail.com)). We also have a mailbox system where each child, upon dismissal at the end of the day, receives any other written communications from Tutors or Board members.

## OUR VISION

 To glorify God by equipping students with the tools necessary for a lifetime of learning, so they will be intellectually fit, spiritually grounded, and able to reason within the framework of a biblical world view.

