

Severn Run
CLASSICAL
CHRISTIAN
Homeschool Academy



*A Ministry of Severn Run
Evangelical Presbyterian Church*

Family Handbook

Last Updated August, 2021

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Statement of Faith

The following is the foundation of beliefs on which Severn Run Classical Christian Homeschool Academy is based. These beliefs will be unapologetically taught in various ways through all grade levels and will be considered primary doctrines at SRCCHA. Secondary or divisive doctrines and issues will not be presented as primary doctrine, and when these types of doctrines or issues arise, they will be referred back to the family for final authority.

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.

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.

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, Administrators, and Board members (Matthew 22:37-40).
- C. Encourage every student to begin and develop his or her 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: Emphasize the fundamental rules of each subject.
Logic: Emphasize the ordered relationship of particulars in each subject and 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 or her 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.

Academy Structure and Communication

SRCCHA is a ministry of Severn Run Evangelical Presbyterian Church (PCA). As such, it is under the authority of SREPC's Session (comprised of the church's elders and pastor). The Session has established the SRCCHA Board and has granted it authority to oversee the Academy and to carry out its Vision, Mission, and Goals.

The SREPC Session and SRCCHA Board members do not formally communicate with families, except in rare cases requiring oversight. The Board has given the responsibility of daily operation of the Academy to the Administrators and Tutors, so most interaction occurs between families and Tutors and Administrators, not with the Board itself.

Tutors and Administrators communicate with families via email with parents, face-to-face contacts with the children in class, and via a paper mailbox system in which each child receives any further written notes upon dismissal at the end of the day. You are also welcome to meet with your child's Tutor, but please pre-arrange the meeting with the Tutor.

We are committed to upholding and supporting each family's authority in the lives of their children. We also recognize that when offenses occur, there is a great temptation to talk to others (gossip), rather than take direct action to resolve conflicts in a manner consistent with scripture. Facebook and other social media make this temptation even harder to resist. We therefore encourage all families, Tutors, Administrators, and Board members to follow the principles of dealing with offenses found in Matthew 18 and James 3. These scriptures teach 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 a Tutor, the parent should speak to the Tutor first. If the issue remains unresolved, then the parent can speak to an Administrator. Any meeting scheduled between parent and Tutor should be held on church property if possible.

Parents to Administrators: 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.

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

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, Administrators, and Board members will abide by these same principles in communicating with parents and students.

You may reach the entire Board by sending an email to srccha@gmail.com, which is a general email account monitored by our Family Administrator, who is also on the Board. Board members' contact information are also listed in the Family Directory.

Committees

As part of helping to keep our Academy running smoothly each family is asked to serve on a committee.

Care Coordinator

Organizing aid/care for Academy families as the need arises.

- Organize meal trains, rides home for child(ren), cards, care package, frozen meal workshop, etc.
- Work alongside Care oversight to coordinate sign-ups for meals/ rides/ etc.
- Possibly help collect funds or needed items to give to family in need.

Class Coordinators

Class Coordinator works with their child's Tutor to assist with class events throughout the school year (ie...mainly class parties, field trips, and History Fair). The Class Coordinator is the liaison between the Tutors and class – helping with gathering the information on who will attend field trips. Most communication is done through email.

Responsibilities:

- Meet with oversight class coordinator in September.
- Plan class gifts for tutors for either Christmas and/or end of year. Inform families if class gifts will be done and for which events at the beginning of the year and then send reminders as the date gets closer.
- Send out "tutor's favorite things list" to the whole class. Send in September, November, and April.
- Research appropriate field-trip options. (sometimes the tutor will have field-trips they know they want to have and other times you can plan field-trips for families that are interested)
- Send emails throughout the year to the tutors to see how you can assist with field-trips, special class events, etc. If you can't assist then arrange for another parent to help with event.
- Attend planning/informational History Fair meeting in April.
- Help with coordinating History Fair via sign-up genius (food, decorations & serving slots). Plan to attend History Fair and be the liaison for the class during History Fair, if unable to attend arrange for another parent to assist in your place.

Classroom Setup

Families take turns changing over classrooms from Sunday School to Academy setup on Sunday evenings. This is done approximately 4-5 times a year per family. You are responsible to find your own replacement and communicate this with oversight of committee. If there is a true emergency, please communicate that ASAP.

Curriculum

Review curriculum and ensure that all ISBN numbers are up to date for each year's curriculum list. The Academic Administrator (AA) will work with Tutors to determine if any changes need to be made.

Mentor

Team will help facilitate mentor and new family events, send emails and encourage mentors to reach out to new families. Mentors will stay in contact with assigned new family, checking in periodically, explain SRCCHA events, answer questions, and support.

POTD

All families serve as POTD 4-5 times a year. A paid substitute list is available. Communicate with POTD oversight with any schedule changes or emergencies that may arise.

Prayer

Each school day the Tutors gather for prayer before classes start. Those requests and praises along with any that are sent in from Academy families are distributed to the prayer committee. Prayer team will meet on set date/times to pray for school, families, and tutors.

Social/Open House Committee

Assist with the year's social events and open houses throughout the year. This includes setup, cleanup, and keeping track of food, drink, and cleanliness during an event. Committee members take turns helping with events. Meet with committee oversight in September to understand what is expected.

Events:

- Family Fall Festival (set up, clean up, serving, water duty)
- Science Fair (set up & breakdown)
- History Fair (set up, breakdown, water & plate/cutlery table)
- Fine Arts Night (set up & breakdown)

- Fall, Winter, and Spring Open House (set up, breakdown, refreshments).
- Pastor Appreciation
- Coffee & Conversation
- Game Night
- Ladies Night
- Dad's Night
- Last Day of School picnic
- Sign-up genius will be provided with all events/slots.

Yearbook

Taking pictures during social and class events throughout the year. Gathering pictures from families (field trips and class events) and compiling them all into a yearbook for distribution the last week of school.

Arrival, Attendance, and Illness Policies

Arrival Policy:

The Academy's doors will be opened at 8:00 a.m. Students arrive before 8:10 a.m. in order to put book bags or crates away, use the restrooms, and attend to any other details prior to the start of opening, which begins promptly at 8:15 a.m.

Attendance Policy:

Students are expected to be present and punctual every day the Academy is in session. In addition, K–D2 student participation is required in both Science and History Fairs. D2 students are exempted from History Fair to allow for preparation of thesis projects.

- 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 Family Administrator (FA) and Tutors 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 1:15 p.m. on the missed day.
- II. Long-Term Absences: If a student needs to be absent for three or more consecutive classes due to illness, the parents should notify the Academy FA 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. In the event of a planned vacation, parents (or older students) should notify the FA and Tutors at least a week in advance and are responsible for arranging with the Tutors to receive a complete list of assignments to be made up.
- 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 or her 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.
- 5) If any of student has symptoms of a communicable illness, please keep all siblings home as well.
- 6) Virtual Learning may be available with adequate notice for G3 and above

Schedule and Delay/Closure Policy

Normal Schedule

The normal schedule for SRCCHA is as follows:

Tuesday & Thursday	
Arrival	8:00 a.m. - 8:10 a.m.
Opening	8:10 a.m. - 8:25 a.m.
1 st Period	8:30 a.m. - 9:20 a.m.
2 nd Period	9:25 a.m. - 10:15 a.m.
Snack	10:15 a.m. - 10:20 a.m.
3 rd Period	10:30 a.m. - 11:20 a.m.
4 th Period	11:25 a.m. - 12:15 p.m.
1 st lunch or 5 th Period	12:20 p.m. - 1:10 p.m.
2 nd lunch or 6 th Period	1:15 p.m. - 2:05 p.m.
Dismissal and pickup time	2:05 p.m. - 2:15 p.m.

Delay/Closure Policy

SRCCHA Administrators will make the final determination when a delay or closure is to be considered due to weather or any other unpredicted situation. This information will be communicated through email by 6:30 a.m. SRCCHA will either close or delay one hour.

Close for the day then SRCCHA's classes are cancelled.

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

One hour delayed opening then SRCCHA's doors will open at 9:00 a.m.

Delayed opening class schedule:

Tuesday & Thursday	
Arrival/Opening	9:00 a.m. - 9:15 a.m.
1 st Period	9:15 a.m. - 9:55 a.m.
2 nd Period	10:00 a.m. - 10:40 a.m.
Snack	10:40 a.m. - 10:55 a.m.
3 rd Period	10:55 a.m. - 11:35 a.m.
4 th Period	11:40 a.m. - 12:20 p.m.
1 st lunch or 5 th Period	12:25 p.m. - 1:15 p.m.
2 nd lunch or 6 th Period	1:15 p.m. - 2:05 p.m.
Dismissal and pickup time	2:05 p.m. - 2:15 p.m.

Parental Involvement

Although you, the parents, have employed Tutors to help meet your goals, you retain the sole responsibility for the education and upbringing of your children. 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, Latin, and Institutes for Excellence in Writing, etc.)
2. Drop off and pick up our children from the Academy on time.
3. Ensure compliance with the uniform policy.
4. Oversee class work which is assigned to be completed at home and provide instruction in the remaining subjects required by the state.
5. Read all paperwork sent home in the SRCCHA mail envelope and respond as necessary. This is essential to the efficient running of SRCCHA.
6. Respond to emails from Tutors, Administrators, and the Board within 24-48 hours.
7. Communicate with Tutors regarding questions about student's work, participation, etc. See Communication Policy on page 7 for further explanation.
8. An explanatory note from a parent must be sent to each Tutor with request for modification or extensions of home assignments.
9. Parents serve as Parent of the Day (POTD) on a rotational basis and participate on a committee to assist in the operation of the Academy.
10. Parents are invited to observe classes at any time. Please coordinate with Tutors beforehand.
11. Share and enrich our children'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 (except D2 students) in mid-May.
12. Set a godly example for our children as they learn by example.
13. Suggest appropriate field trips and act as a chaperone if necessary. Offer to share experiences, trips, or vacations as they may relate to an area of study in a class.
14. Read and be familiar with the Family Handbook.
15. Communicate your ideas for improvement and comments regarding SRCCHA's program to the Board members. We want to hear from you!

Parent of the Day “POTD” Responsibilities

As POTD, you are a representative of SRCCHA and are setting an example for our students. The same purposes behind our Student Dress Code apply to POTD dress, namely:

1. encouraging the children to maintain a neat and modest appearance.
2. enhancing the academic atmosphere of the Academy.

With these purposes in mind, we ask that you dress in the following manner:

- **Men:** Dress Shirt & tie or Polo shirt with slacks
- **Women:** Knee length or longer skirt, dress, or dress slacks *with a nice blouse (business casual)*.
- Tattoos, whether permanent or temporary, are to remain covered at all times.

Responsibility Details

1. The primary purpose of the POTD is serving the tutorial. Therefore, it is expected that personal phone usage and any outside work be limited while serving. If an emergency arises which necessitates personal phone usage, please be in communication with the Family Administrator.
2. Both POTD should arrive at the church at 7:50 a.m. on your assigned POTD morning and departure will be at approximately 2:45 p.m.
3. 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, classroom management, 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 day 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 to 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’ mail envelopes.
 - **At closing, make a final review of the church’s condition, ensuring that rooms are clean and in order (including boys’, girls’, & kindergarten bathrooms), tables/chairs are returned to appropriate locations, windows are securely closed and locked, and supplies are stored for future use. See POTD notebook for details.**

Student's Rules of Conduct

These are the essential policies to which each student must adhere while at the Academy.

- There will be no talking back or arguing with a Tutor, an Administrator, or a Parent of the Day (POTD). Prompt and cheerful obedience is expected. Requests from a Tutor, an Administrator, or a POTD 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.
- At home, students accept responsibility to complete all home assignments under the supervision of their parents.
- Students may not chew gum on church property. Snacks are only to be eaten during assigned snack time and in designated areas. Water is the only drink permitted.
- All electronic devices must be stowed in backpacks or crates unless the student is given special permission by a Tutor or Administrator. Permission must be requested for each occasion, and conditions may be set for use at the discretion of the Tutor or Administrator. Electronics used without permission or making noise which disrupts the class will be confiscated and returned to the parent.
- 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 the church's facilities, and all class materials, 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, nor are jokes or teasing on this subject.

Kindly note that the SRCCHA Board requires the older student to affirm his or her agreement with our Student's Rules of Conduct when applying to the Academy. For parents of younger children, read the Rules to them and sign on their behalf.

Home Assignments Policy

SRCCHA Tutors will give home assignments to their students. These assignments are not homework in the traditional sense, though they are completed at home. Instead, these assignments are a necessary part of course work required to complete a full year's study in each subject. While SRCCHA Tutors provide assignments for all non-SRCCHA class days, the parents remain the primary educators of their children. Enrollment in SRCCHA's program indicates that parents have elected to assign SRCCHA's coursework to their child as part of the child's home education program. Enrollment also indicates that parents understand the following:

1. Homeschooled students are required to have regular, thorough instruction in each of the legally required subjects. It is therefore necessary that work in tutored subjects takes place throughout the week and not solely on SRCCHA class days.
2. SRCCHA's program does not necessarily comprise a full and complete home education. Parents are responsible for meeting the legal requirements for homeschooling in Maryland.
3. As primary educators, parents are responsible for oversight of all course work that is completed at home.
4. Parents are expected to communicate with Tutors regarding assignment modifications or extensions.
5. Students who have not adequately prepared for class, or who are not completing an adequate amount of work, will not be permitted to hold back the rest of the class. Those students that are not prepared should sit quietly and watch class. Students should under no circumstances announce their unpreparedness to the class, as this contributes to a spirit of flippancy regarding academic work. Unprepared students may also be sent to the POTD room to sit or to complete assignments that were not completed at home. Missed work is to be turned in as soon as possible.
6. Communications forms will be sent home unless prior communication with Tutor explaining extenuating circumstances. If unpreparedness becomes a repeated pattern, the Board will assess the situation. As the situation unfolds, a family conference may be required. At the Board's discretion, a family may either be asked to leave or to not return the following year.

Note: SRCCHA uses a variety of communication forms ranging from correction to commendation. More information about the types of communication forms will be provided at back-to-school night.

Homeschool work is emailed to families by the Tutors each week. Below find a sample Homeschool Assignment Sheet (HAS) for [Logic](#).

**SEVERN RUN CLASSICAL CHRISTIAN
HOMESCHOOL ACADEMY**

WEEK 1 - BEGINNING TUESDAY September 7th, 2021

SUBJECT: Logic

GRADE LEVEL: Dialectic I

DAY OF WEEK	COVERED IN CLASS....
TUESDAY, Sept 7	Introduction; Lesson 1 – Definitions <i>*Please bring Textbook, Bible, Notebook, & Unit Study Guide to every class</i>
THURSDAY, Sept 9	Lesson 2 – Genus & Species

DAY OF WEEK	HOMEWORK
WEDNESDAY, Sept 8	<ul style="list-style-type: none"> • Review Intro & Lesson 1. Use the Unit 1 Study guide to help you. • Create flashcards for terms learned in Lesson 1 • Complete textbook exercises for Lesson 1, pg. 13 on a separate sheet of paper • Practice Romans 8:1
FRIDAY, Sept 10	<ul style="list-style-type: none"> • Review Lesson 2 • Create flashcards for terms learned in Lesson 2 • Complete textbook exercises for Lesson 2, pg. 19 on a separate sheet of paper • Write your own Hierarchy chart of the items in a room of your house. For at least one branch, 'drill down' at least three species deep. Be prepared to discuss your hierarchy with your classmates on Tuesday, Sept 15. • Practice Romans 8:1-2
MONDAY, Sept 13	<ul style="list-style-type: none"> • If needed, continue working on your own Hierarchy chart of the items in a room of your house. You will discuss it on Tuesday. • Study flash cards for lessons 1 & 2 • Practice Romans 8:1-2 • If time allows, prepare for class on Tuesday by reading Lesson 3

NOTES TO PARENTS: There is a lot of new vocabulary with logic and making flashcards will help with reinforcement of the learning process. It is vital that your student commit to memory all vocab words. The cards may be whatever color or size the student would like.

Additional note for week 1: In weeks where two chapters are covered in a single week's time, should the student be unable to complete the homework on the assigned day, he should seek to finish the assignment by the end of the HAS week (Monday). The student will not be penalized for late work until after this date.

For questions or comments, feel free to contact me at 703-901-4730 (call or text) or email, nclarksrccha@gmail.com
Thanks, Mr. Nicholas Clark

Cursive Philosophy

Fluency in reading and writing in cursive is a part of the Classical methodology. SRCCHA teaches cursive in G2 and encourages students to practice it from then on. Tutors may write on the board in cursive and require some assignments to be completed in cursive, and its use is encouraged throughout the higher grades.

Discipline Policy

We seek to provide a safe, 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, Administrators, 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 Administrators to carry out our Discipline Policy.

Goals of Classroom Discipline

1. Bring child to repentance and restoration.
2. Ensure child apologizes for misbehavior--privately for private offenses, publicly for public offenses.
3. Allow parents to reinforce discipline at home.

Limits of Classroom Discipline

1. Children will not be punished corporally, physically handled (except in an emergency), or verbally intimidated or shouted at in the course of discipline.
2. Children will be seated in a chair by themselves, in the hallway, as a means of short-term isolation.
3. Parents will be made aware of any disciplinary action beyond a verbal warning taken by a Tutor or an Administrator as soon as possible after any incident.
4. 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 Administrators as needed to uphold this standard.

Steps for Tutors, POTD, and the Administrators to Encourage Right Behavior

Basic Classroom Rules

1. Students will be trained to obey the first time, every time, cheerfully, as unto the Lord.
2. They will be trained to raise their hands and be called on by the Tutor before speaking in class.
3. They will learn to enter the classroom ready to work--pencils, books, etc. out, and bathroom used, if needed.
4. Finally, students will be trained to work diligently and cheerfully, according to their ability.

Positive Reinforcement

1. Tutors and Administrators will praise students for good behavior, proper attitude, attention, industry, and academic achievement.
2. Tutors and Administrators will encourage godly character traits such as kindness, obedience, forgiveness, integrity, and, above all, love.
3. Tutors will model the traits they wish to see in their students.
4. When discipline becomes necessary, it will be given with gentleness, forgiveness, and firmness--never in anger.

Scripture Verses

1. Love covers many sins -- Proverbs 19:11; I Peter 4:8
2. Think of others first -- Philippians 2:4-5; I Corinthians 13: 5
3. Show courtesy and kindness to each other -- I Peter 3:8-9; Proverbs 24:29
4. Be at peace with one another -- Romans 12:18-21; Psalm 133:1
5. If someone offends you, tell him, not someone else -- Proverbs 25:8-9; Matthew 18:15
6. Self-righteousness: Remove the plank from your own eye first -- Matthew 7:1-5

Steps for Tutors and the Administrators to Correct Basic Behavioral Offenses

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

First offense: Tutor removes offender from classroom to verbally correct and warn. Directs student to apologize or make restitution as needed. Parent(s) notified by yellow communication form 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 by yellow communication form 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 Administrators' 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 the Administrators. At the Board's discretion, a family may be asked to leave or to not return the following year.

Steps for Tutors and the Administrators to Correct Serious Behavioral Offenses

Serious offenses include disrespect shown to a Tutor, POTD, or Administrators; 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 Administrators and the 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's 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: Same as above, with either a 3-day or 4-day suspension, or expulsion.

Extraordinary Behavioral 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 Administrators and the Board may bypass the protocol, contact a parent immediately, and impose immediate suspension or 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 and will always be pursued first. In severe cases where expulsion is a possibility, the Board will consider whether there has been assistance and cooperation from the parents, as well as a change in the student's misbehavior. 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.

Dress Code Policy

The goal of our Dress Code Policy is uniformity of attire. By a uniformity of attire, we purpose to: promote harmony in the Academy among students, parents, Tutors, and Administrators; enhance the academic atmosphere of the Academy; teach and encourage the children to maintain a neat, modest, and non-distracting appearance, not calling attention to themselves. (This last point also applies to dress-down days.) We desire for the children's unique personalities and their academic achievements to be the basis of admiration and praise from their peers and Tutors, not fashion. Our Dress Code Policy is intended to be easy to follow. Direct any questions about the policy to an Administrator.

Boys

1. School uniform-style navy blue or khaki slacks. Uniform-style: Docker or chino style slacks with or without pleats. Skinny style and cargo pockets are not permitted.
2. Navy-blue or khaki uniform dress shorts, length no less than mid-thigh.
3. Plain black or brown belts must be worn with slacks and shorts.
4. Plain white undershirts may be worn under dress shirts.
5. Hair must be no longer than collar length (no ponytails) and must be above the eyebrows.

Girls

1. School uniform navy-blue or khaki skirts or jumpers.
2. Skirts and jumpers must reach the top of the knee or longer throughout the entire Academy year.
3. Navy-blue or khaki uniform dress slacks with plain brown or black belts may be worn. Uniform-style: Docker or chino style slacks with or without pleats. Skinny style and cargo pockets are not permitted.
4. Navy or white opaque tights are permitted in lieu of socks. Solid navy-blue or white uniform leggings or bicycle shorts **must** be worn under skirts/jumpers. Leggings are to be full length, without lace, and worn with ankle socks.
5. Hair accessories should be simple and match dress code colors.
6. Well maintained nail polish and light, natural-looking makeup may be worn with parental permission.

All Students

1. White or navy-blue long- or short-sleeved Oxford, Polo, or turtleneck shirts.
2. Solid, navy-blue or white vest, crewneck, or cardigan sweaters. (No hoods or fleece) OR students may wear SRCCHA lego sweatshirt/hoodie in lieu of uniform sweater.
3. Students may wear brown/black closed-toed shoes. They may be two-toned in color, but the majority of the colors must be the above color scheme. Sneakers are allowed but must follow the above color scheme. No clogs, boots, high tops, or platform shoes are allowed.
4. White, dark, or neutral-colored socks must be worn and must be above the ankle.
5. No denim, corduroy or fleece material, decals, or cargo pockets on any uniform items.
6. Shirts must remain tucked in at all times from the time students enter the building until they leave.
7. Hair should be kept neat, clean, and maintained so as not to be a distraction to the student or others. Hair must be the student's natural hair color.
8. Modest jewelry is acceptable.
9. Body jewelry (e.g., tongue, nose, lip, etc.) should not be worn during Academy hours.
10. Tattoos, whether permanent or temporary, are to remain covered at all times.

Parents. When purchasing uniforms for your child(ren), allow for growth during the Academy year. Review the requirements with your child(ren) prior to the start of classes in September, then encourage them to abide by the policy throughout the Academy year.

Dress Code Infractions

First and second infractions will be communicated with the SRCCHA Communication Form. For third and any subsequent dress code infractions, the student will be removed from class while parents are immediately notified by telephone. Parents will be asked to either bring appropriate the uniform according to SRCCHA Dress Code or to take their student home; the incident will be appropriately noted using the SRCCHA Communication Form.

Tutors

1. Tutors are to demonstrate a modest and clean appearance during Academy hours.
2. Ladies are to wear knee-length or longer skirts or dresses. Dress slacks may also be worn *with a nice blouse (business casual)*. Leggings may be worn with dresses of appropriate length.
3. Gentlemen are to wear a collared shirt and tie with slacks.

Parent of the Day

- **Men:** Dress or Polo Shirt & tie with slacks
- **Women:** Knee-length or longer skirt, dress, or dress slacks *with a nice blouse (business casual)*.
- Tattoos, whether permanent or temporary, are to remain covered at all times.

Tuition and Other Costs

Tuition for Lower School: \$2300 per student, per year.

An additional \$300 for any D1 or D2 student that selects a second elective.

Math Lab: \$250 per student, per year. Tutor help is offered to students at all levels as they work out math assignments given by parents. Students are encouraged to ask questions and receive topical instruction in areas of need.

Application Fee: Cost is dependent on the number of students applying and when your application is postmarked/received by the Registrar. See details below.

Applicant Testing Fee: \$25 for new children entering K or G1.

Curriculum and supplies: Cost is dependent on grade level, except where noted on the curriculum list.

Uniforms: Cost is variable. See the “Dress Code Policy” for further information.

Tuition and Math Lab details:

Families may choose one of the following three payment options:

- Pay entire year's tuition, and Math Lab (if enrolling), at Orientation in August **OR**
- Pay in two installments, one at Orientation in August, and the other on January 1 **OR**
- Pay in nine monthly installments. At Orientation in August, submit nine post-dated checks dated September 1, October 1, November 1, December 1, January 1, February 1, March 1, April 1, & May 1.

The full annual tuition will be due regardless of late enrollment; the same holds true for late enrollment in Math Lab. Our budget is intentionally tight, and the tuitions purposely as low as we can make them to meet the budget while still serving homeschooling families. For these reasons, we do not offer prorated tuitions.

Application Fee details:

The application fee is dependent on the number of students applying and when your application is postmarked/received by the Registrar. Use the table below to determine your application fee:

Enrollment Season	Enrollment Dates	Application Fee (1 student)	Application Fee (2 or more students)
Early	Feb. 1 - Mar. 31	\$50	\$100
Regular	Apr. 1 - Jun. 15	\$100	\$150
Late	Jun. 16 - Jul. 15	\$175	\$225

The application fee must be included with your application. The fee applies to both prospective and current SRCCHA families. Make your check payable to “SRCCHA.” This application fee is non-refundable.

Curriculum and supplies details:

At the end of the current Academy year, Administrators will email a complete curriculum and supplies list to each family for the following Academy year. The curriculum list shows which books are required, and which are suggested, by grade level and subject. ISBN numbers are also provided, as well as places where the books may be ordered. The supplies list is also organized by grade level. Allow sufficient time to purchase and receive your order(s) before the first day of classes. To our new families joining the Academy over the summer: Administrators email these lists upon your acceptance into the Academy.

Each family is responsible for purchasing their own curriculum and the supplies needed by their student(s).

Covenant of Financial Commitment

What is this Covenant?

This Covenant is a promise you make to the board to pay your child(ren)'s entire annual tuition, and Math Lab (if enrolled), even if you withdraw your child(ren) from the Academy before or during the Academy year. Should your student(s) be withdrawn from the Academy, any of your tuition checks which we subsequently cash can be considered tax deductible.

Why is this Covenant necessary?

The Board sets annual tuition at the lowest possible level, just sufficient to cover all of the Academy's expected expenses. This Covenant helps ensure that the financial obligations into which the Board enters—primarily contracts with our Tutors—are met for the entire Academy year. Keeping your promise vests your family in SRCCHA's solvency and success by reducing the possibility of a financial shortfall. Signing this Covenant is mandatory in order to secure your child(ren)'s place in the Academy.

Is anyone exempt from signing this Covenant?

No, every family with children in the Academy signs this Covenant every year their children attend.

How does this Covenant work?

Prospective families will be asked to sign this Covenant when they accept the Board's invitation to join the Academy. Current SRCCHA families sign this Covenant when they apply for re-enrollment. In both cases, enrollment occurs when the signed Covenant is received by the Registrar. There are no other forms to complete. All families then begin tuition payments at the August Orientation/Back-to-School Night. Tuition can be paid in full, or in two installments (August and January), or with nine post-dated checks—one for every month from September through May.

Does the Board ever release families from their Covenant?

Rarely. You must notify the Board of your situation. The Board will weigh your request against the circumstances. Unless directed otherwise by the Session, the Board's decision will be final.

Frequently Asked Questions (FAQ)

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 (the "Grammar" stage), then integrating knowledge (the "Dialectic" stage), and, finally, applying knowledge (the "Rhetoric" stage).

Are you an umbrella group that provides oversight?

No. We neither 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 and assign grades, while the parents ensure completion of work 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 1-1/2 miles east of MD Route 3. The Academy is a ministry of the church. In a time of unusual circumstance, we may meet via virtual face-to-face and/or recorded class.

When do you meet?

We meet on Tuesdays and Thursdays from 8:15 a.m. – 2:10 p.m. After a short Opening Program (memory time and Chapel time consisting of prayer, announcements, singing, and devotion), we hold six, 50-minute classes. There is a short break between 2nd & 3rd periods to allow the children to enjoy a small snack.

Which grades are taught at the Academy?

We teach Kindergarten, Grammar Levels 1 through 6, Dialectic Levels 1 (7th grade) and 2 (8th grade).

Which subjects are offered?

We teach English, History, and Science at all levels. Latin is required in Grammar 3-6 and optional in D1-2. Logic is taught at the Dialectic level. Art and Music are taught K-G6. Math Lab is offered at all levels. Math classes are offered as options at the Dialectic level. For families who prefer not to enroll their Dialectic students in either Latin or Math, a study hall option is available. Families must enroll their Dialectic-level students in at least one options class (or study hall).

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

No, each student must participate in all classes for his or her grade level.

When do classes start and end for the year?

Classes 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, Latin, Art, and Music?

Yes. The six 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 (HAS) planned to be given during your vacation. We recommend limiting vacations that take your student out of the classroom.

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 in the Family Handbook for further details.

Does the Academy have an age requirement for admitting students?

Yes, our age requirements are as follows:

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

Prospective students applying to the Academy will be given reading and grammar assessments as part of the interview process.

Applying to the Academy

When do you accept Applications for Enrollment?

Open enrollment begins in early March for the following Academy year, which begins in September.

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

A Prospective Family Application is posted on our website [srccha.org] when open enrollment begins. Once we receive your application, an interview will be set up between your family and at least three Board members. Also, your student's reading and grammar levels will be assessed and used to evaluate in which grade to place your student. This evaluation consists 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 through 6 must also complete a Latin assessment. The Board will then decide to accept or decline your admission. If accepted, you will receive an email confirmation requesting that you mail in the Covenant of Financial Commitment as your acceptance to join SRCCHA. Note, it is SRCCHA's policy not to disclose reasons for non-admission. The application fee is not refundable.

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

It is strongly recommended for students entering G1 or above. With at least a year of experience under your belt, you will be better able to understand your responsibilities as a homeschooler, and to adequately evaluate whether or not the Academy would enhance your existing program. This recommendation is not applicable for students entering Kindergarten.

Is there anything I need to do in the summer to prepare my new student for their Classical education at SRCCHA?

If your G4-G6 student has not had Shurley Grammar, IEW, and/or Latin, they are required to attend English and/or Latin tutoring. Both are arranged by our SRCCHA Tutors for a fee.

How can I help my student get ready to enter Kindergarten at SRCCHA?

Be sure they are able to do the following: identify capital and lowercase letters by name; write their name; count to 20; follow verbal directions; participate appropriately in a classroom setting.

Kindergarten 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. After classes have begun in September, our K Tutor offers a reading seminar where parents will learn more about teaching reading to their K student.

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

Student should be able to recognize the correct sound for each letter, and be able to read simple and compound words and phonics skills corresponding to the level reached at the end of LOE Foundations B. Students should be able to write all capital and lowercase letters and place words correctly on lined paper. G1 students are expected to enter the year ready to participate appropriately in class by obeying the Tutor's instructions, following classroom rules, and completing classwork at their seat as required.

How can I help my 1st 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 the class is studying. After classes have begun in September, we also offer a Shurley Grammar seminar, where parents will learn more about teaching Shurley to their G2 student.

How can I assist my student in Grammar and/or Writing and/or Latin?

After classes have begun in September, we offer a Shurley Grammar seminar, an IEW writing seminar, and a Latin seminar, all of which are designed to assist homeschooling in these subjects.

How can I assist my rising Dialectic student to perform well in those grades?

After classes have begun in September, we offer a Dialectic Skills seminar, which is designed to assist parents and students in making the transition from the Grammar to the Dialectic level and to teach necessary study skills.

Costs for the Academy

What are the costs involved with enrolling in the Academy?

The costs are: a non-refundable application fee (cost dependent on the number of your students and when your application is postmarked); \$2300 per student annual tuition plus \$250 for Math Lab (if enrolled); curriculum (books and supplies), the cost of which is dependent on the student's grade level; uniforms, which are very basic. See the "Tuition and Fees" page in the "Prospective Family Application" for full details.

Is the application fee applied towards the tuition?

No, it is in **addition** to the tuition.

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

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

What happens if we enroll our child(ren) in the Academy after classes have begun?

The full annual tuition plus Math Lab (if enrolled) will be due. Our budget is intentionally tight, and the tuition is set as low as we can make it to meet the budget and still serve homeschooling families. For these reasons, we do not offer prorated tuition.

Academy Curriculum

What curriculum does the Academy use?

We use a variety of curricula, including Shurley Grammar, Story of the World, Apologia Science, Answers in Genesis, The Mystery of History, Latina Christiana, as well as a wide selection of literature.

Do I order my own books and supplies, or does SRCCHA 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. A supplies list will also be emailed, organized by grade level, and you are responsible for purchasing the supplies needed by your student(s).

How much homework do the students receive each day?

Homework will take the average child approximately 30 minutes per subject for Grammar Levels 1–4, and approximately 45 minutes to one hour for Grammar Level 5–Dialectic Level 1 and 2. Literature reading and projects may require more time. Each student is emailed a homework 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, however communication with the Tutor prior to the day of class is necessary. 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. We teach cursive in G2 and encourage students to practice it from then on. Tutors may write on the board in cursive and require some assignments to be completed in cursive, and its use is 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. With the exception of D2 students and History Fair, 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:

- 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, sits in on classes, and assists the Tutors and Administrators in any way necessary. See the section titled "Parent of the Day ("POTD") Responsibilities" in the Family Handbook for further information.
- serve on a committee designed to enrich your child(ren)'s experience at SRCCHA. (e.g., Photography Committee, Social Committee, Yearbook Committee, etc.)
- support the Academy in prayer.
- participate in our social events, field trips, Christmas program, Fine Arts Evening, and Science and History Fairs.

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

Students' progress is continuously monitored throughout the year by the Tutors and the Academic Administrator. Any shortcomings will be identified and addressed during the year to ensure that their advancement into the next-higher grade level is warranted. Benchmarks used include the student's and family's commitment to completion of homework, student's comprehension of material, testing (including midterms and finals at the G6-D2 levels), etc.

Resource List

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

Articles

1. "The Lost Tools of Learning" by Dorothy Sayers, <http://classicalhomeschooling.com/classical-homeschooling-second-issue/the-lost-tools-of-learning/>
2. "Classical Worldview" by Fritz Hinrichs, <http://www.gbt.org/text/worldview.html>

Books

1. *Recovering the Lost Tools of Learning* by Douglas Wilson ISBN # 0-89107-583-6
2. *Repairing the Ruins* by Douglas Wilson ISBN # 1-885767-14-5
3. *The Seven Laws of Teaching* by John Milton Gregory ISBN # 0-8010-5272-6
4. *The Well-Trained Mind* by Jessie Wise and Susan Wise Bauer ISBN # 0-393-04752-0

Publishers

1. Canon Press 1 (800) 488-2034, <http://www.canonpress.org>
2. Greenleaf Press 1 (615) 449-1617, <http://www.greenleafpress.com>
3. Veritas Press 1 (800) 922-5082, <http://www.veritaspress.com>

Additional Resources

1. Association of Classical Christian Schools, (208) 882-6101, <http://www.accsedu.org>
2. Classical Christian Education Support Loop, <http://www.classicalhomeschooling.org>
3. Combining the Classical Model with Homeschooling, <http://www.classical-homeschooling.org/trivium.html#dialectic>

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.

Severn Run
CLASSICAL
CHRISTIAN
Homeschool Academy



*A Ministry of Severn Run
Evangelical Presbyterian Church*