

# PARTICIPATION CONTRACT

Classical Cottage School, Inc.  
2015-2016

Homeschooling in the Commonwealth of Virginia requires parents to assume sole responsibility for the education of their children. While Classical Cottage School, Inc., provides a theoretical framework for classical education and provides the opportunity to work with qualified teachers, it is expected that parents will provide the structure and reinforcement to enable their students to learn. As a consortium of tutors where classes meet only once weekly, where administrators are volunteers, and where all parents are required to volunteer in some way, Classical Cottage School (CCS) is especially dependent upon parents for their cooperation both during a school day and at home during the remainder of the week. This Participation Contract is necessary to create an atmosphere of mutual respect and support essential to learning. By agreeing to abide by the Participation Contract, parents are not only supporting their own child's education, they are supporting the education of all students in the program.

## **Mandatory Meetings**

Students age 12 and up and one parent **MUST** attend the Back to School Orientation meeting in order to attend classes. There are two opportunities to attend this meeting: once in early August in the evening, and once in late August in the morning. Specific dates are in the registration packet and on the school calendar on our website. We recommend planning to attend the first meeting in August and using the second meeting only as a backup in case circumstances make it impossible to attend the first. Please plan accordingly. Failure to plan ahead will not be an excuse since families will have many months advance notice concerning the dates. Families who have not had all qualified students and a parent attend a full meeting will not be allowed to begin classes in September. In that case, parents will have to approach the Board of Directors after the first day of classes; the board will then meet to consider the case before the student(s) will be allowed to attend.

## **I. General Rules**

### **Parental Attendance and Supervision**

All students must have a parent or supervising adult on the premises at all times on Thursdays. On Fridays, which are reserved for students aged 14 and up only, parents are not required to remain on site. Students attending the Thursday program must either be enrolled in a class, in a study hall, or directly with a supervising adult or in Chapel at all times. Should parents need to leave the premises during the school day, they must indicate the name of the supervising adult, the name(s) of children being supervised by that adult, the time frame for the parent's absence, and the parent's contact phone number on the Sign-Out Sheet in the Binder at the Greeter's Station. In special cases such as lengthy illness or family emergency, parents must request permission from the Board of Director's Dean of Students (see the contact list at the end of this document) for an extended supervision situation. Once approved, this information may be recorded on a long-term Sign-Out list, also found in the Greeter Station Binder, so that it only needs to be recorded once.

We expect all adults to be aware of a child who appears to be unsupervised and to please ask the child which adult is supposed to be responsible. If a child is unsupervised, please guide him or her back into the building or to the waiting room to find the supervising adult.

With permission of the teacher, parents are welcome to attend classes with their children. In the case of Upper School Latin classes, parental attendance is required. In either case, siblings of a student enrolled in a class are **NOT** allowed to attend class with the parent. Special permission may be granted to a sibling who has already completed the class and who would like to refresh his or her knowledge; however, the

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parent must seek written permission from the Dean of Students and must present the permission letter to the teacher. Permission is also dependent upon fire code regulations regarding room capacity. Siblings who have not already completed the class may not attend the class under any circumstances. Siblings must be enrolled in another course or in Study Hall while the parent attends any class with a student. Please note that for some children in the Grammar School, it may be distracting to have a parent present and/or classroom space may be limited. Please use good judgment to determine if your presence is a disturbance.

## **Communication**

Managing a school requires good communication. For that reason, every family is responsible for checking email each week, notably on Tuesday or Wednesday, to read communications from the school. Most general communication will come in the form of the All School Weekly. Other important communications will come in the form of an email from the CCS Administrator. In order to respect your time, we work hard to keep all email communication restricted to essentials.

The CCS Yahoo group ([amatcottageschool@yahogroups.com](mailto:amatcottageschool@yahogroups.com)) is the place for nonessential communication, such as announcements of cultural opportunities, legislative alerts, or informative news articles. All families desiring access to this wider range of information should send an email to [amatcottageschool-subscribe@yahogroups.com](mailto:amatcottageschool-subscribe@yahogroups.com) with a request to join. They will then receive an "invitation" to join the group with instructions on how to do so. The CCS Yahoo Group is open to current CCS families only. Please contact the group administrator Judy Taylor at [judithtaylor415@gmail.com](mailto:judithtaylor415@gmail.com) should you experience any problems.

The Greeter's Station is a hub of communication for the school. Located on the first floor at the intersection of the two hallways, this station has both the Binder and the Family/Teacher file box.

The Greeters Station Binder contains class and student schedules, the Sign-Out Sheet for any parent who needs to leave the premises and therefore must designate another supervising adult to be responsible for her children, the Visitors' Sign-In & Sign-Out sheet, and a school map.

The Family/Teacher file box (affectionately called "the Blue Box") is used for in-house bookkeeper-to-family, teacher-to-family, family-to-teacher or family-to-family communication. Teachers' folders are in the front section and are clearly marked with the teachers' last names. Families' folders are in the back section and are clearly marked with the families' names. In addition to checking email weekly, families should check their folder in the Blue Box each week.

## **Nursery**

Only infants and toddlers 3 years of age and under as of the first day of class may enroll in the nursery. For matters of safety and space, the nursery cannot accommodate any child over the age of 3. Please be courteous and pick up children promptly as nursery attendants may need to go to the next class. Parents may be assessed an additional childcare fee if nursery attendants are kept late. Children 4 years and older should be registered as students and should participate in classes

## **Study Hall**

Upper School students not enrolled in a class must be enrolled in Study Hall or with a parent. Students must enroll in Study Hall as with all other classes, and a modest fee must be paid directly to the Study Hall Monitor as indicated in the Registration packet. As silence will be both conducive for study and necessary for classes in session, it will be strictly enforced by the Monitor. It is required that students bring enough work to occupy the time. Students must be absolutely quiet, work independently, and may not disrupt the other students in any way. The Study Hall Monitor should not be expected to occupy the student or to assist with class work.



- Running should be limited to the three Play Areas. Students may not run through the parking lot or on the sidewalks.
- Students are welcome to congregate in the parking lot area by the basketball hoop, but for safety reasons, there may be no horsing around or playing ball games of any kind in that area. Soccer and football may be played in the grassy play areas.
- If you arrive in the morning, please try to back into parking spaces. This will significantly assist your line of sight in the parking lot as you leave.

## **Visitors**

It is CCS policy to allow interested families to visit CCS and observe classes during the course of the school day. Likewise, friends and families of CCS families are permitted to attend classes on a limited basis provided their presence is not exceeding the fire code limit for that room. In addition, any visitors must be supervised by that CSS family and must be in compliance with CCS rules. These visitors must sign in at the Greeter's Station upon arrival at CCS and then sign out when departing. A "Visitor" badge, which may be obtained when signing in, must be worn at all times during the visit. We ask CCS families and teachers to welcome visiting families. All visitors must make every effort to avoid disrupting regular class routines. Individuals who plan to visit CCS for more than two weeks must obtain permission from the CCS Board of Directors.

## **Friday Classes**

On Fridays, because parental attendance is not required, students must remain indoors under the monitor's supervision. They are not permitted to wander outside unattended or to walk off the premises. Only student drivers may leave and return to the premises. They may not take students other than their siblings with them.

Families with students who attend classes on Friday shall pay a Friday supervision fee of \$10 per student. The per-student supervision fee will be assessed at registration and will be paid with the May tuition payment. The purpose of this fee is to compensate a designated adult to provide competent, consistent, and safe supervision throughout the day. Parents are always welcome to be at CCS on Friday, but this provision allows flexibility with families' schedules and protects all students by having one reliable person on site and in charge at all times. The Friday monitor will ask all students to provide phone numbers where both parents can be reached in case of an emergency. A Sign-In sheet will also be available so that students can update these phone numbers as necessary.

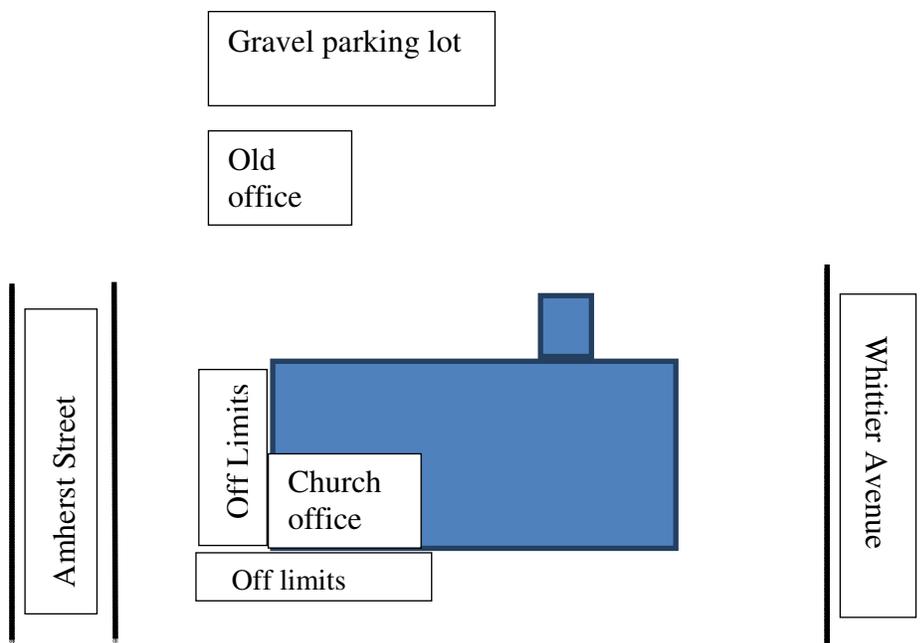
## **Volunteer Program**

Classical Cottage School parents are required to volunteer at least once during the year. If a family is registered at CCS, whether it is only on Friday or even for one class, that family is required to sign-up for a volunteer job. Having all families volunteer is necessary to keep the school running safely and efficiently and to keep it as affordable as possible for everyone. By volunteering at least once, all families have an opportunity to bless our regular volunteers and help them with the faithful and consistent service they provide to us.

Before the school year begins, an online volunteer sign-up form will be sent to all families listing volunteer areas of need. Please note: Volunteer positions are assigned in order of request. We will do our best to accommodate your preferences. Those who do not respond during the sign-up period will be randomly assigned to one of the remaining positions.

## **CCS Graduation**

Graduation is the Thursday following the last day of CCS classes unless otherwise noted in the annual school calendar. Graduation is held at Calvary Baptist Church and the ceremony planning and costs are the responsibility of the families involved. CCS cannot provide another venue for CCS graduation.



### Our Facility

All non-emergency communications and concerns regarding our facility should go through our CCS Administrator at [classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com). Should the administrator be unavailable, please contact a board member. DO NOT call the church directly. If there is an emergency, call 911.

The church offices are on the Amherst Street side of the building. Please note that Calvary Baptist Church is conducting church business while we are using the facility. In order to give the church the privacy that is needed, the entire front area of the building (both inside AND outside) near Amherst Street is strictly off limits to CCS parents, teachers, and children.

### Parking

CCS families may park in any church parking space except those marked and reserved for teachers and the church office. Overflow parking is available on Whittier Avenue and in the gravel parking lot to the west of the white house (the old church office.)

To conserve space for parents with young children as well as teachers hauling supplies, students who drive themselves to school are not allowed to park in the main parking lot or in the gravel parking lot. Student drivers should park on Whittier Avenue.

### Wi-Fi

Calvary Baptist Church has provided a "Church Guest" internet access point which is for teachers only. The quality and reliability of that access is not guaranteed; generally, connectivity is good in the area of the Chapel — but not in Parker Hall or other classrooms. On a case-by-case basis, this internet may be available to parents other than just teachers. The CCS Building Coordinator is the contact for password information. Other alternatives include using an Xfinity access point, bringing a personal 'hot spot,' or traveling to the local McDonalds or any other restaurant offering free Wi-Fi to guests.

### **CCS Inclement Weather Policy**

For both Thursday and Friday classes, we follow the Frederick County, VA Public Schools announcement regarding weather cancellations. We neither cancel nor delay for 1- or 2-hour delays. We will make every effort to limit missed class time to one snow day per year. Should a class day need to be made up, we reserve the right to extend the class periods over the course of several weeks in order to make up the time. Parents and students will have ample warning should this occur, and the revised schedule will be posted on the website and in the weekly announcements. Parents are advised to sign up for alerts at [www.schoolsout.com](http://www.schoolsout.com) to be notified by text or email regarding any weather cancellations in Frederick County.

In the event of cancellation of classes while CCS classes are already in session (such as inclement weather, but not limited to this) all CCS students and teachers must leave the premises without delay so that Calvary Baptist Church personnel may shut down the facilities in a timely manner. Any groups approved to meet after school will need to cancel for that day. Parents who are not on site will be called, so a valid emergency contact number must be indicated on the Sign-Out Sheet next to the name of the supervising adult every time a parent leaves the premises.

### **CCS Guidelines for Participation in State and National JCL Conventions**

A student enrolled at CCS may attend VJCL and/or NJCL conventions as a CCS student IF the student:

- is a current Latin student or
- has completed AP Latin or
- is an active CCS Certamen team player (as determined by the CCS Certamen coordinator)

## **II. Financial Matters & Registration Fees**

Please note that all fees are non-refundable.

### **Class Payments**

Please read our payment policy carefully. All checks should be made payable to the teacher of the class unless you are otherwise directed. Seventy-five percent of the yearly tuition and full materials fees are due the second to last week of CCS classes in May, and the final twenty-five percent is due the second week of classes in September. Please note: A payment plan may be available based on a family's financial circumstances (see Tuition Payment Program below).

### **Late Fees**

Failure to pay on time in May will result in immediate loss of a student's place in the class. Failure to pay on time in September will result in a \$10 bookkeeping fee per class to reimburse the CCS Bookkeeper for additional time and inconvenience.

### **Tuition Payment Program**

A payment plan may be available based on a family's financial circumstances. Families should contact the CCS Bookkeeper at [cottageschoolbookkeeper@gmail.com](mailto:cottageschoolbookkeeper@gmail.com) for special permission prior to registration. Families on a tuition payment schedule will submit checks (payable to the teacher of each class) to the CCS Administrator for efficient recordkeeping and distribution. Families who do not pay on time will not be allowed to use this installment option in the future. Tardy payments are not fair to our teachers and result in extra work for both the CCS Administrator and the CCS Bookkeeper. Nursery payments are not eligible for payment plans.

## Enrollment/Tuition Payment Obligation

Enrollment is considered a full year obligation. Any family who defaults on payment will lose their escrow money as well as their registration fees, and will not be eligible for future registration. In addition, families who enroll after classes have begun are still expected to pay for the entire year. We do not prorate classes for mid-year students as the instructor must spend extra time helping those students catch up.

We understand that circumstances change and other opportunities arise, and we want to reasonably accommodate those changes. We provide a grace period during which a family may drop or add a course without charge by notifying the CCS Registrar at [cottageschoolregistrar@gmail.com](mailto:cottageschoolregistrar@gmail.com). For the current year's grace period, please consult the calendar on our website [www.classicalcottageschool.org](http://www.classicalcottageschool.org) or refer to the registration packet. After this grace period, if you drop a class for which there is no waitlist, you are obligated to pay the full year tuition. If a waitlist exists and we are able to fill your child's spot, you will be assessed a \$25.00 service charge but will not be responsible for tuition. If we are unable to fill your child's spot, you are obligated to pay the full-year tuition. (We do not assess fees for waitlisted seats held and dropped, or for waitlisted seats offered and refused.)

## Registration, Insurance and Administration Fees

Classical Cottage School reserves the right to refuse registration to any family.

*In order to run the school fairly and efficiently, a Registration Fee, a Liability Insurance Fee, an Administration Fee and, if necessary, a Late Registration Fee, are assessed yearly. All fees are paid at the time of registration.*

- The Registration Fee, \$50 per student, is to pay for the use of Calvary Baptist Church. The Registration Fee applies to all students registered in a class. (Nursery is not considered a class.)
- The Liability Insurance Fee, \$10 per student, is for all students, including those registered only for Nursery.
- The Administration Fee, \$175 per family, is to pay for school expenses (administration, bookkeeping and registration costs, and non class-specific supplies.)
- The Late Registration Fee, \$25 per student, applies to all registrations not processed on a scheduled registration day to fairly compensate our volunteers for their time and effort.

## The Escrow Account

The Escrow Account protects costs for participating families in the event that a student drops a class and defaults on payment. The Escrow Account also protects our teachers whose salaries must be guaranteed. The escrow is refundable at the end of the year if a student has met all financial obligations for that year, but it is nonrefundable if a student pulls out of any classes and defaults on payment for any portion of the year.

The escrow fee for new students is \$100 for Upper School students and \$50 for students in the Grammar School. It is to be paid at the time of registration. Returning families may elect to use the "roll over option" and designate previous escrow payments for the current year. In that case, the family will not need to pay additional escrow fees.

## Dropping Classes

You must notify the CCS Registrar at [cottageschoolregistrar@gmail.com](mailto:cottageschoolregistrar@gmail.com) as well as the teacher if you decide to drop a class.

## Refunds

Registration Fees and Administration Fees are nonrefundable. The only circumstances in which Materials Fees and Tuition may be refunded is if a course is cancelled or if it does not reach a required minimum number of students. In such cases, the CCS Bookkeeper will notify families of a possible increase in tuition; families unable or unwilling to pay this increase will receive a refund of those Materials Fees and Tuition.

Families will not be reimbursed for missed classes due to student illness, vacation, inclement weather, or other school closings. In the event of a teacher absence, every effort will be made to provide a qualified substitute teacher.

Families should not approach teachers directly with requests for refunds under any circumstances. Not only does such a request put teachers in a very awkward position, this is expressly against the school tuition policy.

## Financial Aid – CARE Fund

Families with special needs or who experience a financial crisis may email the CCS Bookkeeper at [cottageschoolbookkeeper@gmail.com](mailto:cottageschoolbookkeeper@gmail.com) for information on how to apply for financial aid. In addition, aid recipients who receive more assistance than the amount of money in their escrow account are not eligible for escrow reimbursement.

## CARE Program

The CARE Program allows all CCS families to help each other in times of crisis or when temporary financial difficulties (e.g. job loss, illness) arise. We welcome donations to this fund, prayer support, or help with meals. If you have a prayer need or support during a family crisis, please contact our CCS Administrator at [classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com) for assistance.

# III. Protocol for Addressing Concerns

## Parental Concerns

In the event parents are dissatisfied with any aspect of the school, or have a disagreement with anyone associated with the school, they are to begin by privately addressing the matter only with the person(s) directly involved with the problem and to make a good faith attempt to resolve the issue in the spirit of peace and reconciliation (Mt. 18:15; Gal. 6:1; Eph. 4:15; Rom. 15:14). In general, parents have a responsibility to realize the negative effect gossip can have on others and on the school (Prov. 11:13; Lev. 19:16). For this reason they shall not discuss the matter with anyone else.

Should parents be dissatisfied with the result of this approach, they should bring the matter to the Board of Directors and all parties will promptly be given an opportunity to be heard and present their concerns. The Board of Directors and the parents will agree to cooperate in making arrangements to meet in person in a timely fashion at a location specified by the school and at a time mutually agreeable to all parties. Any such meeting is to take place no later than 8 days after the initial notice of the parent's request and shall be attended by the individuals (including particular parent, teacher or Board member) involved.

Should parents have concerns about the curriculum or the teacher of a class, they should first speak with the Upper School or Grammar School coordinator to discuss the matter. In some cases, parents may be advised to address the situation with the teacher directly. In other cases, the Upper School or Grammar School coordinator may find it necessary to intervene. The respective coordinator may bring the matter to the Board of Directors for further intervention if necessary.

With regard to all of the above situations, the school's Board of Directors will make findings with respect to the matter and determine what, if any, decision is appropriate, including a possible determination of suspension or termination of the school's relationship with parent(s), their child or children, teacher, or other person associated with the Classical Cottage School. In the event of a decision of suspension or termination, there will be no refund of tuition or fees. In the case of a teacher dismissal, the teacher will be expected to refund prorated tuition in order for the replacement teacher to be paid. The decisions of the school's Board of Directors are binding and final.

### **Failure to Abide by the Participation Contract or Egregious Conduct**

In the event that the Board of Directors believes that any terms of the Participation Contract have been breached by any person associated with the school, the BOD has the right to require a meeting in person to discuss its concerns. Additionally, should any conduct not enumerated in this contract be considered by the board to be egregious and a threat to the wellbeing of the school, the board reserves the right to require a meeting in person to discuss its concerns. For either circumstance, any such meeting is to take place no later than 8 days after the initial notice, and will be at a location specified by the school and at a time mutually agreeable to all parties. Failure to cooperate in scheduling and attending said in-person meeting will be grounds for the board to suspend or terminate the family's involvement with and attendance at the Classical Cottage School.

The school's Board of Directors will make findings with respect to the matter and determine what, if any, decision is appropriate, including a possible determination of suspension or termination of the school's relationship with parent(s), their child or children, a teacher, or other person associated with the school. In the event of a decision of suspension or termination, there will be no refund of tuition or fees. In the case of a teacher dismissal, the teacher will be expected to refund prorated tuition in order for the replacement teacher to be paid. The decisions of the school's Board of Directors are binding and final.

### **Classroom Disciplinary Issues**

Discipline by the teacher during class will follow this procedure: The student will be given one warning concerning inappropriate behavior. If the student continues to misbehave, he/she will be sequestered from that day's class and parents will be notified. If an issue persists after sincere attempts to address it with the parent and child, the teacher will bring it to the attention of the principal, who will confer with the family to reach a resolution. Repeated misbehavior will result in further disciplinary actions determined by the principal in consultation with the Board of Directors to be appropriate for the situation. In extreme cases, a student may be asked to withdraw from the class for the remainder of the year with no refund of fees or tuition.

## **IV. Parental Responsibility and Attendance Policy**

### **Parental Responsibility**

Parental involvement is vital to a student's success at the Classical Cottage School. A parent's first responsibility is not to overload children with too many well-intentioned enrichment activities. Students will not benefit from the core skills that are being taught at CCS unless given the appropriate time and atmosphere to focus. Parents also are expected to check their child's progress in class regularly and to ensure that all assignments are completed according to class guidelines as well as turned in on time. The teachers at CCS assume that each child has prepared fully for each week's class; it is the job of parents, NOT teachers, to make sure that a student is keeping up with the work. Only through parental monitoring will students learn effective study skills and responsible studentship. The honoring of the teacher-student-parent relationship is essential to achieving the educational goals of a classical education.

### **Disciplinary Action at Former Education Institutions**

It is the responsibility of the parents of any student to notify CCS in writing at the time of registration of the student's suspension or expulsion from any other educational institution. These matters will remain confidential and may require further inquiry from the Board.

### **Attendance Policy**

The CCS core classes are highly concentrated so that students can receive a week's worth of instruction each class. Missing a single class is equivalent to missing a full week of school. Any absence will diminish a student's ability to be prepared and to understand the higher concepts. Since we are concentrating on building skills, it is extremely difficult for our teachers to bring absent students up to date without recreating the entire lesson. In fairness to students and teachers, our classes may not be approached as correspondence classes. Please note: students who are dual-enrolled in other classes on Thursdays or Fridays may not miss CCS classes due to these other conflicts. Students who miss more than 10% of Upper School classes may be asked to pay additional tutorial fees, or in the event that makeup work is unattainable, be asked to leave the class with no refund of fees or tuition.

### **Sick Policy**

Children may not attend classes at CCS if they are running a fever or have a cough or runny nose (unless the parent is positive that the runny nose and cough are due to allergies). Children should remain at home for a full 24 hours after a fever has broken. Please remember that bringing a sick child to our school may prove dangerous to any immune-compromised individuals in attendance.

Some illnesses require those recovering to stay home longer than 24 hours. For example, a norovirus illness (commonly known as a stomach bug) causes inflammation of the stomach or intestines or both and symptoms include vomiting, diarrhea, fever, headache, body aches, stomach pain and nausea. According to the Center for Disease Control, that timeframe is inadequate when a norovirus is the cause; an individual recovering from a norovirus remains contagious for up to 3 days after they recover. Please keep this in mind when deciding whether or not your child is healthy enough to come to school.

## **V. Manners Policy**

A school-like setting is an exciting, new social environment for many of our students. It is to the benefit of all that we establish an atmosphere that supports learning. Such an atmosphere is based on respect for one another and the tasks we come together to undertake. Any behaviors which undermine or distract from the learning atmosphere are not allowed at school.

If deemed necessary, we may schedule additional mandatory school-wide meetings for all parents and/or students. These meetings will remind students about school policies needing attention including, but not limited to, policies regarding dress, manners, and/or behavior.

### **Attire**

Modesty is our policy. Skirts and shorts should be longer than a child's fingertips when arms are resting at the sides. Students should not wear overly-tight clothes, or t-shirts with rude or inappropriate sayings or images. Tank tops and hats are not allowed, and shirts must cover the entire midriff. Clingy yoga pants, leggings, or tights cannot be worn as trousers, but may be worn under a tunic or skirt. The skirt or tunic must still meet the fingertip rule.

**Distractions**

Students should bring to school only items necessary for class. Unnecessary items should be left at home. This includes, but is not limited to, items such as radios, tape players, electronic games, water guns, trading cards, and other toys. CCS is an electronic-free zone for students. No student is allowed to have a cell phone, music device, electronic game, tablet (or any other device) at CCS, period. All such items that distract from instruction will be taken from the student and given to the principal. The item will only be returned to the child's parent at the end of the school day. The only exception to this is when a laptop computer is being used for a computer programming class, and these should only be in the possession of students during the class period in the classroom.

**Solicitation of Goods and Services**

The selling of any goods or services (i.e., Girl Scout cookies, tutoring, etc.) is not permitted on school premises or via school emails unless associated with a school-sponsored function. Exceptions may be given if preapproved by the Board of Directors. Other solicitations are allowed via the CCS Yahoo group (see the Communication section above for information on how to join this group). Deliveries are permitted on school premises.

**Use of CCS Address List**

The CCS Address List is for CCS school business purposes only and for the sake of privacy, is not to be shared with third parties.

**Reproduction and Use of CCS Class Material**

CCS class materials are for CCS classes only and are not to be used for outside classes. The reproduction, adaptation, distribution, or use of any part or parts of class materials for commercial purposes (ex., for a similar course) without prior written permission from the instructor is forbidden.

**Attitude**

A vital component of a learning atmosphere is respect. This includes respect for the task we are at CCS to do, respect for the adults who are there to guide us, and respect for those with whom we share this school. A respectful attitude is the key to building both good character and true school spirit.

**Respect for a class includes:**

- Bringing all supplies with you to class, which means your notebook, text, homework, and writing utensil.
- Preparing your homework carefully and to the best of your ability. Families need to support their children's training in responsible studentship by helping them to check it over to be certain that it's complete. It is the student's responsibility to contact the teacher for assignments when absent from class. If a student repeatedly does not complete class assignments or participate in class activities, he may be asked to leave the class and no refund will be given.
- Not conversing socially in class. The appropriate time for that is outside of class. With the teacher's permission, parents are allowed in the classroom; however, they need to show the proper example by not conversing while class is in session.
- Being prompt for class by being in your seat and ready to start as class begins. If for some important reason you need to enter or leave while a class is in session, you must do that with utmost quiet so as not to disrupt the class. Chronic tardiness could result in expulsion from the class.

**Respect for adults includes:**

- Listening to ANY adult who corrects your behavior at school.
- Helping adults who are carrying burdens and/or holding doors for them.
- Helping to set up or break down chairs, tables, etc. as needed. Every family can contribute in some way. It is not respectful to expect others to do it for us.

**Respect for others includes:**

- Being considerate. For example, don't discuss social arrangements or exchange gifts in front of those who are not included.
- Refraining from all gossip. Gossip has no place in our school and is one of the most grievous offenses of school policy. Parents will be notified if their children are engaging in this destructive behavior. One easy way to check if you are gossiping is to ask yourself, "Is this something I'd be comfortable sharing in front of the person about whom I'm speaking?" If not, don't say it.
- Being open to new friendships. It's easy to fall into comfortable patterns with our friendships, but cliques are destructive and rob students of meaningful relationships with those outside their "group". We encourage all students to enjoy the blessings of new friendships.

Teachers may arbitrate to help children reconcile conflicts with others by following the Biblical pattern of confession, repentance, forgiveness, and reconciliation (Mt. 18:15; Gal. 6:1; Eph. 4:15; Rom. 15:14) and parents will be notified.

**Respect for our facility includes:**

- Remembering that we are meeting in someone else's church home and we should treat it with respect.
- Cleaning up after ourselves throughout the day and especially at lunchtime. This goes for both outside the building as well as in Parker Hall.
- Parents should supervise their children's lunchtime cleanup.
- Sitting only on chairs - not on tables or chair backs.
- Not moving any of the round tables in Parker Hall as they break easily.
- Taking care to not wear muddy shoes into the building.

**10 Basic Rules of Classical Cottage School that Sum Up Our Participation Contract:**

1. CCS students must be in a class, in Study Hall, or under the supervision of an adult at all times.
2. Students are expected to show respect for classes by being on time, bringing all necessary supplies, and preparing homework carefully.
3. Except in extenuating circumstances, late homework will not be accepted.
4. When a student is absent, it is his or her responsibility to contact the teacher for missed assignments.
5. Students must save all social conversation for lunchtime or after school, not during class.
6. Attire needs to be modest and not distracting.
7. CCS is an electronic-free zone. No students are allowed to have cell phones, music devices, games, computers, tablets or any other electronic device at CCS, period.
8. Lunch for all students who are not off campus with a parent is either 1) in Parker Hall or 2) outside within designated areas under adult supervision. Students are not permitted in any other areas.
9. No play of any kind is allowed in the parking lots. There is no running in the building or parking lots.
10. Students must show respect for and respond appropriately to any adult who corrects them.

## VI. CCS Administration

**Board of Directors:** The BOD oversees CCS Policy, Philosophy, and Procedures.

Nancy Juday (Principal): [nancy@thejudaygroup.com](mailto:nancy@thejudaygroup.com)

Cindy Leahy: [tceleahy@visuallink.com](mailto:tceleahy@visuallink.com)

Judy Taylor (Dean of Students): [judithtaylor415@gmail.com](mailto:judithtaylor415@gmail.com)

**Board of Advisors:** The BOA serves as advisors to the Board of Directors.

Taryn Bell: [bell.taryn@gmail.com](mailto:bell.taryn@gmail.com)

Dana Heidelberger: [dheid4@gmail.com](mailto:dheid4@gmail.com)

Leigh Ann Lynch: [ccsgslynch@gmail.com](mailto:ccsgslynch@gmail.com)

Beth Schloemer: [cottageschoolregistrar@gmail.com](mailto:cottageschoolregistrar@gmail.com)

Julie Shanabrook: [thirdpig1@gmail.com](mailto:thirdpig1@gmail.com)

Deanna Solomon: [dsolomon.ccs@gmail.com](mailto:dsolomon.ccs@gmail.com)

Jen Wright: [cottageschoolbookkeeper@gmail.com](mailto:cottageschoolbookkeeper@gmail.com)

**CCS Administrator:** Jan Wilkerson ([classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com))

Administrative duties include, but are not limited to Calvary Baptist Church Liaison and building coordination, CARE Program, CCS communications, CCS website maintenance, CCS volunteer coordination, and CCS visitor coordination.

**Please contact the following individuals for concerns and questions in the following areas:**

- Upper School Instruction and Curricula: Dana Heidelberger - [dheid4@gmail.com](mailto:dheid4@gmail.com)
- Upper School Science and Math Instruction and Curricula: Julie Shanabrook - [thirdpig1@gmail.com](mailto:thirdpig1@gmail.com)
- Grammar School Instruction and Curricula: Leigh Ann Lynch - [ccsgslynch@gmail.com](mailto:ccsgslynch@gmail.com)
- Registration: Beth Schloemer - [cottageschoolregistrar@gmail.com](mailto:cottageschoolregistrar@gmail.com)
- Payments, Invoices, Financial Aid: Jen Wright – [cottageschoolbookkeeper@gmail.com](mailto:cottageschoolbookkeeper@gmail.com)
- Junior Classical League (NJCL, VJCL): Deanna Solomon - [dsolomon.ccs@gmail.com](mailto:dsolomon.ccs@gmail.com)
- Certamen: Dianne Klopp - [dianne.klopp@gmail.com](mailto:dianne.klopp@gmail.com)
- CARE Program: Jan Wilkerson - [classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com)
- Nursery: Janette Cascio - [cascioj@wildblue.net](mailto:cascioj@wildblue.net)
- Student Council, School Activities, Advisors to the Student Council: Nancy Juday - [nancy@thejudaygroup.com](mailto:nancy@thejudaygroup.com) and Dan Dunn - [ccsdandunn@gmail.com](mailto:ccsdandunn@gmail.com)

If the matter is not urgent, please use e-mail to respect time and convenience factors.

We are so grateful to be making this journey in the company of such wonderful families. It is our humble prayer that through communication, mutual effort, and God's grace the school will continue to be an abiding blessing to all involved.

"In essentials, unity; in non-essentials, liberty; in all things, charity."