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# PARTICIPATION CONTRACT

Classical Cottage School, Inc.

2019-20

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 serve in some way, Classical Cottage School 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, the result of 17 years of experience, is an essential means of maintaining an atmosphere of mutual respect and support essential to learning. The rules are intended to promote a school culture of safety and courtesy among teachers, parents and students. 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 aged 12 and up (by Oct.15, 2019) and one parent MUST attend the Back to School Orientation meeting in order to attend classes. Also, any adult other than a parent who will be conducting the children to classes should also attend one of the mandatory meetings since they also will need to be aware of this information. 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 12 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, in Chapel, or directly with a supervising adult at all times.

While in the past we have made every effort to provide waiting rooms, this is not guaranteed. Classes have first priority for space. Plan your day at CCS accordingly. It is the responsibility of the parents to arrange their children's schedules so that siblings of enrolled students have a place to be. The nursery is intended to serve teachers, parents in Latin classes and parents who are fulfilling their service position. The nursery can be used only during a teacher's teaching hour(s), a parent's Latin class hour or a parent's service time and only for the duration of their service commitment unless an exception is sought and given by the BOD. The nursery is not available as a general babysitting service.

Should parents need to have enrolled students under the care of another supervising adult 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 Directors' 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 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 for them. If a child is unsupervised, please guide him or her back into the building or to the greeter station to find the supervising adult.

It is imperative that parents realize that they have full responsibility for their children's actions and whereabouts throughout the school day on Thursdays. Thursday's open campus lunch policy means that students may only leave campus with clear permission from all responsible adults.

With permission of the teacher, parents are welcome to attend classes with their children. 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. In the case of Upper School Latin classes, parental attendance is required. Siblings of a student enrolled in any 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 parent must seek written permission from the Dean of Students and must present the permission letter to the teacher. Permission is also dependent upon numbers governing 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. Nursing infants may be brought to class only if they are quiet and are not a distraction. Ambulatory babies should never be brought to class, regardless of whether they are still nursing. Parents who must be in Latin should enroll babies in the nursery during that period unless the infant is young enough to rest quietly in the parent's arms.

### **Communication**

Managing a school requires good communication. For that reason, every family is responsible for checking and reading email each week, notably on Tuesday or Wednesday, to read communications from the school prior to Thursday. Most pertinent communications will come via the very important weekly email announcements called the **All School Weekly (ASW)**. To stay responsibly informed, it is necessary that every family read the ASW prior to classes on Thursday. Other important communications will come in the form of an email from the Administrator. In order to respect your time, we work hard to keep all email communication restricted to essentials.

The Classical Cottage School Yahoo group ([amatcottageschool@yahoogroups.com](mailto:amatcottageschool@yahoogroups.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@yahoogroups.com](mailto:amatcottageschool-subscribe@yahoogroups.com) with a request to join. They will then receive an "invitation" to join the group with instructions on how to do so. The Yahoo Group is open to current families only. Parents only, not students, are allowed to post on the Yahoo Group. Please contact the group moderator at [classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com) should you experience any problems.

The Greeter's Station is a hub of communication for the school. Located as you come into the entrance through the double doors, 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 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 each week.

As a matter of respect, please realize that while we are not affiliated with our host church, we are a guest using their facility, and any communications by attending families should go through the CCS Administration.

### **Nursery**

Parents who attend Latin classes with their older children, are teaching or have a service position and they need childcare, may register their children for the nursery during the times of their classes or service sessions. Only infants and toddlers 3 years of age and under as of October 15th that school year may enroll in the nursery. Children should be signed up during our spring registration; for summer enrollment by parents needing to fulfill a service role, parents must email the Registrar to enroll their children. For matters of safety and space, the nursery cannot accommodate any child over the age of 3. Children 4 years and older should be registered as students and should participate in classes. If a child cannot adjust to being in the nursery, parents may be asked to find another form of childcare and will be refunded their money. We request that parents be courteous and pick up children promptly as nursery attendants may need to attend class; parents may be assessed an additional childcare fee if nursery attendants are kept late. Please note: Parents who have children enrolled in the nursery MUST remain on the premises as the nursery is not a general babysitting service. Additionally, the nursery may not be used as a waiting room except during hours when no children are enrolled.

### **Study Hall**

Upper School students not enrolled in a class must be enrolled in Study Hall or with a parent. Students are required to enroll in Study Hall as with all other classes, and a modest fee needs to 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 their 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.

### **Chapel**

Chapel is held between second and third periods. All children not attending Chapel are expected to be with a supervising adult at all times. Anyone not attending Chapel who is in Discipleship Hall or the Discipleship Hall area must remain quiet during the presentation.

### **Lunch Period**

Lunch for students is in Discipleship Hall or outside with a designated adult. Children aged 14 and older may be outside without designated adult supervision ONLY during the lunch period, and only provided that lunch monitors are present. All other children must have designated adult supervision.

There is no eating or drinking in any area of the building by parents or students except Discipleship Hall unless special arrangements have been made. During lunch period, students are not permitted in any area other than Discipleship Hall or outside until the bell rings for fourth period. To protect students with severe nut allergies, please pack only nut-free snacks and lunches (this includes peanuts and tree nuts).

Two bells/bullhorns will ring during lunch:

- 1) Bell at 12:25 (inside & out) to announce the start of Mini Greek for those who are enrolled.
- 2) An announcement (not a bell) at 12:40 in Discipleship hall only signifies clean up and preparation for the class that meets in that room. All families who stay for lunch are expected to help clean up.
- 3) Bell at 12:45 (inside & out) to declare time to head to class. By that time all lunch boxes should be packed up and tables wiped so that classes in Discipleship Hall may begin on time.

### **Safety**

Only those associated with Classical Cottage School or Bethel Lutheran Church may be in the church building or on the church grounds. If you have a relative or friend visiting, they will need to sign in at the Greeter's Station and wear a visitor's badge during their visit so that we all can recognize an approved visitor.

Parents are assigned to supervise the church entrances, hallways and the playground during lunch; however, all parents should remain alert and be prepared to confront anyone in the building or on the church grounds who appears not to belong. Should you become aware of a stranger in the building or on the playground, or of anyone attempting to interact with students, please call 911 immediately. Use your best judgement to ascertain first whether they are a church member but the safety of the children is a priority.

**Please refer to the map below for the following safety guidelines and procedures:**



- Access to the building is allowed through the doors that open to the Greeter's Station. No other outer doors are to be used except in the case of an emergency.
- Students and parents should use the established crosswalks (marked in yellow) to travel back and forth between the building and the play area. Nobody should cross the parking lot outside of these designated areas. Orange cones will clearly mark the crosswalk area. Please help children establish the habit of using these crosswalks for maximum safety.
- Running is limited to the play area (marked in blue). Students must walk while in the parking lot or on the sidewalks.
- Students may not congregate in the parking lot. Soccer and football (or other games) may be played only in the grassy play area.
- Students are not to be outside the walking path (marked in orange). All off-limit areas are clearly labelled on the map (marked in red) and include the areas on the Rt. 522 side of the church and the grassy area behind the church.
- Available parking areas (marked in green) include all handicapped areas except where marked with RESERVED signs. If you arrive in the morning, we encourage you to back your vehicle into parking spaces. This will significantly assist your line of sight as you leave the parking lot.

### **Visitors**

It is Classical Cottage School policy to allow interested families to visit and observe classes during the

course of the school day. Likewise, friends and families of current Classical Cottage School families are permitted to attend classes on a limited basis provided their presence is not exceeding the size limit for that room. In addition, any visitors must be supervised by the sponsoring family and must be in compliance with Classical Cottage School rules. These visitors must sign in at the Greeter's Station upon arrival 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. All visitors must make every effort to avoid disrupting regular class routines. Individuals who plan to visit for more than two weeks must obtain permission from the Board of Directors. We ask current families and teachers to welcome visitors.

### **Friday Classes**

Friday is a closed campus. On Fridays, because parental attendance is not required, students are required to sign in upon arrival and to remain indoors under the monitors' supervision. The parent must come inside to pick up their student(s) and sign them out. Students are not permitted to wander outside unattended or to walk off the premises. Only student drivers may leave and return independently to the premises. They may not take students other than their siblings with them when they leave at the end of the day unless the parents of the students involved grant written permission handed directly to the Friday monitor.

Families with students who attend classes on Friday shall pay a Friday supervision fee of \$15 per student. The per-student supervision fee will be assessed at registration. The purpose of this fee is to compensate designated adults to provide competent, consistent, and safe supervision throughout the day. The rules for students who remain on Friday are the same as for Study Hall: as silence will be both conducive for study and necessary for classes in session, it will be strictly enforced by the monitors. A room will be available for students who during their time at CCS do not have a class to go to. It is required that students bring enough work to occupy their time. Students must be absolutely quiet, work independently, and may not disrupt the other students in any way. The Friday Monitors should not be expected to occupy the student or to assist with class work. Parents are always welcome to stay on Friday, but this provision allows flexibility with families' schedules and protects all students by having reliable monitors on site and in charge at all times. The Friday monitors 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.

### **Required Service Program**

Classical Cottage School parents are required to serve 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 service task. Having all families serve is necessary to keep the school running safely and efficiently and to keep it as affordable as possible for everyone. By serving with at least one task, 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 service signup form will be sent to all families listing service areas of need. Those who do not respond during the sign-up period will be randomly assigned to one of the remaining positions.

### **CCS Graduation**

Graduation is scheduled the week following the last day of classes. Parents of graduates will determine the best day early in the process and then communicate this date to the CCS Administrator who will set the date on Bethel's calendar. Graduation is held at **Bethel Lutheran Church** and the ceremony planning and costs are the responsibility of the families involved. Classical Cottage School cannot provide another venue for graduation. Graduation speakers will be approved by the Board of Directors.

### **Our Facility**

All non-emergency communications and concerns regarding our facility should go through our Administrator at [classicalcottageschool@gmail.com](mailto:classicalcottageschool@gmail.com). Should the administrator be unavailable, please

contact a board member. DO NOT contact the church office directly. If there is an emergency, call 911.

The church offices are on the parking lot side of the building. Please note that Bethel Lutheran Church is conducting church business while we are using the facility. In order to give the church the privacy that is needed, please do not enter the Church Offices at any time.

Entry and exit from the building will be through the main entrance. Except in cases of emergency, no other doors will be used for entry and exit.

Elevator use is limited to teachers and parents only. If a student needs to use the elevator due to physical limitations, they must be accompanied by an adult.

Due to narrow hallways, strollers are not permitted in the building.

### **Parking**

Families may park in any church parking space except those marked and reserved for teachers and the church office. Parking is also available on the upper gravel lot. (The map above in the "Safety" section clearly defines this parking lot.) Handicapped spaces are also available for parking unless marked RESERVED.

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 paved parking lot. Student drivers should park on the upper gravel parking lot.

### **Wi-Fi**

Bethel Lutheran Church has provided a "Church Guest" internet access point for teachers and parents. The quality and reliability of that access is not guaranteed. No password is required to access the wi-fi. 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.

### **Inclement Weather Policy & Extended Class Day Schedule**

For both Thursday and Friday classes, we will make an in-house determination by 6 am as to whether to hold classes. Families and teachers will receive a text when classes are canceled. Cancellations will also be listed on the website as soon as possible. Classes will not be canceled as a result of low attendance.

Every effort will be made to make up class days missed on Thursdays due to inclement weather prior to March 1st. Our aim is to provide the maximum allowable academic class time before spring activities make extended days difficult, and, because it is necessary that our Upper School classes meet for sufficient hours each school year to build classical skills, we have a strategy for making up missed classes. Any cancelled day of classes which occurs on a Thursday prior to March 1<sup>st</sup> will be made up using a variable approach including an extended schedule and will be in effect for three consecutive Thursdays, as well it could impact Roman Culture. The timing of the missed day results in a lot of variables that would determine which strategy we use. The revised schedule will be posted on the website and listed in the very important "All School Weekly" announcements. The extended school day is the result of many years of trying a number of configurations to make up the work.

The Friday schedule has more flexibility and so Friday teachers will contact families directly to apprise families of the adjustments to be made to each class when Fridays are cancelled.

***When classes are canceled, parents should check their email and expect to hear from teachers the same day with assignments for the week.***

In the event of cancellation of classes while Classical Cottage School classes are already in session (such as inclement weather, but not limited to this), all students and teachers must leave the premises

without delay so that Bethel Lutheran 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.

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

A student enrolled at Classical Cottage School who has paid Junior Classical League (JCL) dues may attend the Virginia Junior Classical League (VJCL) and/or National Junior Classical League (NJCL) conventions as a Classical Cottage School delegate IF the student:

- is a current Latin or Greek student in good standing, or
- has completed AP Latin, or is an active Classical Cottage School Certamen team player (as determined by the Certamen Coordinator).

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

### **Parental Responsibility**

Parental involvement is vital to a student's success at the Classical Cottage School. We believe 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 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. Our teachers 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 in our unique setting.

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

It is the responsibility of the parents to notify Classical Cottage School in writing at the time of registration of a 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 Classical Cottage School courses 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 being taught. Since we are concentrating on building skills, it is extremely difficult for our teachers to bring absent students up to date without re-creating the entire lesson. In fairness to students and teachers, our classes may not be approached as correspondence courses. Please note: Students who are dual-enrolled in other classes on Thursdays or Fridays may not miss Classical Cottage School classes due to these other conflicts. Students who miss three or more Upper School classes during the first 12 weeks of school will be notified by the instructor and/or Board of Directors that their enrollment in those classes is in jeopardy. In the event that makeup work is not feasible as determined by the teacher and the Board, the student will be asked to withdraw from the class with no refund of fees or tuition. If the teacher and Board agree that make-up work is achievable, the family may be asked to pay additional tutorial fees. Continued student absences will be reviewed by the Board and the outcome determined on a case-by-case basis. Furthermore, an Upper School student who has missed four or more classes prior to March will not be allowed to register for the following school year without prior approval by the Board of Directors.

### **Unexcused Absences**

An absence is considered unexcused if the teacher has not been given prior notice or has not been notified of the cause for the student's absence in a timely manner. Should a student elect to skip a class without the parent's knowledge, it is considered a serious breach of school policy and will

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necessitate a meeting between the student, parents, and the Board of Directors.

### **Sick Policy**

Children may not attend classes at Classical Cottage School 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, the timeframe of 24 hrs is inadequate when a norovirus is the cause; an individual recovering from a norovirus remains contagious for up to 3 days after they recover. If your child is sick Monday night or later in the week, your child should not attend classes on Thursday at CCS. Please keep this in mind when deciding whether or not your child is healthy enough to come to school.

## **III. Behavior Policy**

A school-like setting is an exciting, new social environment for many of our students. It is for 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. We, as a private Christian community, affirm the Biblical view of morality and human sexuality. Promiscuous or immoral behavior of any kind is grounds for dismissal from Classical Cottage School. Other offenses that may lead to dismissal include, but are not limited to: theft, plagiarism, dishonesty, slander, profanity, vulgarity and use of pornography.

### **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 clothing 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 and Electronics Policy**

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. Classical Cottage School is an electronics-free zone for students. No student is allowed to have a cell phone, smart watch, music device, electronic game, tablet (or any other device) at Classical Cottage School. All such items that distract from instruction will be taken from the student and given to the Principal. The item will 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 an approved class, and these should only be in the possession of students during the class period in the classroom. During off-campus extracurricular events, parents may elect to allow students to use cell phones.

### **Solicitation of Goods and Services**

The selling of any goods or services (i.e., Girl Scout cookies, tutoring, raffle tickets, etc.) is not permitted on school premises or via school emails unless associated with a CCS school-sponsored

function. Exceptions may be given if pre-approved by the Board of Directors. Other solicitations are allowed via the Yahoo group (see the Communication section above for information on how to join this group). Deliveries are permitted on school premises.

### **Use of Classical Cottage School Address List**

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

### **Reproduction and Use of Classical Cottage School Class Material**

Classical Cottage School class materials are for Classical Cottage School 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 Classical Cottage School 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 with other adults 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.
- Not bullying fellow students. A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself.
- 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 should 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 Discipleship Hall.
- Parents should supervise their children's lunchtime cleanup.
- Sitting only on chairs - not on tables or chair backs.
- Not moving any of the tables in Discipleship Hall.
- Taking care to not wear muddy shoes into the building.

**10 Basic Rules of Classical Cottage School:**

1. 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. Classical Cottage School is an electronic-free zone. No students are allowed to have cell phones, music devices, games, computers, tablets or any other electronic device at Classical Cottage School, period.
8. Lunch for all students (and parents) who are not off campus with a parent is either 1) in Discipleship 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 students and adults alike, as well as respond appropriately to any adult who corrects them.

## **IV. 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 encouraged to seek resolution by beginning with 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 BOD 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 BOD 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 BOD 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.

Please note: We cannot accommodate special needs at the Classical Cottage School. Most classes meet for only an hour a week, and our teachers have neither the time nor training necessary to help students who struggle with inattention or impulsivity. All students need to be able to sit quietly in class and participate appropriately in class discussions. Those whose behavior distracts other students in the class or requires repeated intervention from the teacher will be asked to withdraw from our program.

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

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*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 each 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 this year's classes (in May); the final twenty-five percent is due the second week of classes in the new school year (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 Bookkeeper for additional time and inconvenience. Chronic tardiness of payments may result in the termination of a family's participation at Classical Cottage School by the Board of Directors, and no refunds will be provided.

### **Tuition Payment Program**

A payment plan may be available based on a family's financial circumstances. Families should contact the 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 Program Coordinator 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 Program Coordinator and the Bookkeeper. Chronic tardiness of payments will result in the loss of enrollment in the school with no refunds. 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 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 should a student enter once classes are in session, as the instructor might need to 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 for a fee by notifying the 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 wait list 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. New families are required to submit an application and complete an interview before permission to register will be granted. Classes at the Classical Cottage School are for students aged 3 through 18 before October 15th of that school year. Any student who will turn 19 before October 15th of the designated academic year may not register without prior permission from the Board of Directors.

*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, \$55 per student to pay for the rental of Bethel Lutheran 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 and is assessed for every registered student, including those registered only for Nursery.
  - The Administration Fee, \$205 per family to help cover 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 income 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 a one time fee of \$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 returning family will not need to pay additional escrow fees.

### **Dropping Classes**

You must notify the 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 the case of a class that does not reach the minimum number of students required, the 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. In the rare event when a qualified substitute cannot be found, (as in the case of teacher emergency) the class period will be designated as a study hall.

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

### **Financial Aid – CARE Fund**

Families with special financial needs or who experience a financial crisis may email the 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 Classical Cottage School 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 providing meals for families in need. If you need prayer or support during a family crisis, please contact our CARE coordinator at [ccsprogramcoordinator@gmail.com](mailto:ccsprogramcoordinator@gmail.com) for assistance.

***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 nonessentials, liberty; in all things, charity."***