
FAMILY CONTRACT

Classical Cottage Consortium, Inc.
2024-25

Homeing in the Commonwealth of Virginia requires parents to assume sole responsibility for the education of their children. While Classical Cottage Consortium, Inc. provides a theoretical framework for classical education and provides the opportunity to work with Classical Cottage Consortium 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 primarily volunteers, and where all parents are required to serve in some way, Classical Cottage Consortium is especially dependent upon parents for their cooperation both during the class day and at home during the remainder of the week.

This Family Contract is an essential means of maintaining an atmosphere of mutual respect and support essential to learning. The rules herein are intended to promote an academic culture of safety and courtesy among teachers, parents and students. By agreeing to abide by the Family 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, 2024) and at least one parent MUST attend one of two Back to Classes (BTC) orientation meetings 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 too will need to be aware of this information. There are two opportunities to attend a BTC meeting towards the end of the summer. Specific dates are in the registration packet and on our website. We recommend planning to attend the first meeting 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 of meetings. Families who have not had all qualified students and a parent attend a full meeting will not be allowed to begin classes in September. The parents will need to approach the Board of Directors to set up a meeting after the first day to discuss the case. After the parents have met with the Board the students can attend classes.

I. General Policies and Rules

Parental Attendance and Supervision

All students must have a parent on the premises at all times on Thursdays. On Fridays, which are reserved for students age 12 and older only, parents are not required to remain on site except for the days they monitor.

Students attending the Thursday program must either be:

- 1) enrolled in a class,
- 2) in no more than one study hall period during the class day,
- 3) in Chapel, or directly with a parent at all times.

There are **no exceptions to the above rules** except with permission from the Directors. Thursday's open campus lunch policy means that students may only leave campus with clear permission from all responsible adults.

While in the past we have made every effort to provide waiting rooms on Thursdays, this is not guaranteed. Classes have first priority for space. Please plan your day at CCC 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. (*see Nursery section for more information regarding Nursery use.*)

PARENTS ARE EXPECTED TO BE ON CAMPUS AND SHOULD ONLY SIGN THEIR CHILDREN OUT TO OTHERS SPORADICALLY. If they need to have their children signed out permanently for more than 2 periods a day, they will need to get special exemption from the Board of Directors. When signing their children out to a supervising adult, 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. Additionally, the student/s should be made aware of who their supervising adult is. In special cases such as lengthy illness or family emergency, parents must request permission from the Board of Directors 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 who 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 a parent.

It is imperative that parents realize that they have full responsibility for their children's actions and whereabouts throughout the academic day on Thursdays.

With permission of the teacher, parents are welcome to attend classes with their children. Please note that for some children in the Grammar Level, 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 Level 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 the Consortium 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 prior to Thursday. Most pertinent communications will come via the very important weekly email announcements called the **C3 Weekly**. To stay responsibly informed, it is necessary that every family read the C3weekly 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 Consortium Google group (classicalcottageconsortium@googlegroups.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 classicalcottageconsortium@googlegroups.com with a request to join. They will then receive an "invitation" to join the group with instructions on how to do so. The Google Group is open to current families only. Parents only, not students, are allowed to post on the Google Group. Please contact the group moderator at classicalcottageconsortiumc3@gmail.com should you experience any problems.

The Greeter's Station is a hub of communication for the C3I. Located as you come into the entrance through the double doors, this station has both the Greeter's Station Binder and the Family/Teacher file box.

- **The Greeter's Station Binder** contains 1) class and student schedules, 2) 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, 3) the Visitors' Sign-In & Sign-Out Sheet, 4) and a building 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 and families each have folders listed alphabetically by last name. 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 guests using their facility, and any communications by attending families should only go through the Consortium Administration. You may contact the Consortium Administrator at classicalcottageconsortiumc3@gmail.com with any communication for the Church.

Nursery

Parents who attend Latin classes with their older children, are teaching, or have a service position and 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 academic year may enroll in the nursery. Children should be signed up for the Nursery 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 either be registered as students and participate in classes or with a parent at all times. 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 Level students not enrolled in a class are allowed to be enrolled in only ONE Study Hall per day. Students are required to register for 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. Students are limited to no more than one study hall per Thursday and/or Friday. If an additional Study Hall is desired, parents will need to seek an exception from the Board prior to registering. 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, or a book to read. Students must be absolutely quiet, must 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. If a student does not attend a study hall they are signed up for, the parent must notify the Study Hall monitor who takes roll weekly, much like they inform the child's teachers in case of an absence. If desired, a parent herself may certainly go to the study hall teacher and sign her student out for the hour -- so long as the student will remain under the parent's direct supervision.

Chapel

Chapel is held between second and third periods. Please remember that during chapel, all children not attending chapel are expected to be with their parent at all times. There are no monitors in other areas during chapel and it is a liability to have children outside or wandering through the facility without direct intentional supervision. While chapel is voluntary, it is also encouraged as a community-building break in the day to celebrate and remember our mutual Christian belief in salvation through the work of our LORD Jesus Christ. Anyone attending Chapel must remain quiet and respectful during the presentation and remain in the room until the speaker is finished.

Lunch Period

Lunch for students is held in F3 Hall, 7A 1 & 2, 7B or outside with a designated adult. Children ages 12 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 be with their parent or have adult supervision arranged among parents.

There is no eating or drinking in any area of the building by parents or students except in the Lobby area or lunch room, unless special arrangements have been made. During the lunch period, students are not permitted in any area other than Lobby area, lunch room, 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).

At the end of lunch:

- 1) An announcement (not a bell) at 12:45 only in lunch areas signifies clean up and preparation for the class that meets next in that room. All families who stay for lunch are expected to help clean up. The next class begins at 12:55.
- 2) A bell at 12:50 (inside & outside) declares time to head to class. By that time all lunch boxes should be packed up and tables wiped so that classes in the lunch areas may begin on time.

Safety

Only those associated with Classical Cottage Consortium or our host 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 such a person as an approved visitor at both locations. See "Visitor" section for more information.

Parents acting as monitors are assigned to supervise our church entrance and hallways during lunch; however, all parents should remain alert and be prepared to alert the security team of anyone who appears not to belong. Should you become aware of a stranger in the building, or of anyone attempting to interact with students, please call 911 immediately. Use your best judgment to ascertain first whether they are a church member, but the safety of the children is a priority. At St. Bridget's there is an outside safety monitor and at FBC our Security team uses the Church's security cameras to monitor the outside of the building when we are there. But they only monitor close in to the building so your observations are important.

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

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- **Access to the building is allowed only through the doors that open to the Greeter's Station on the east side of the building. No other outer doors are to be used except in the case of an emergency.**
- **Running is limited to the play area (the area closed to cars or in fields with supervision). 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 as designated by monitors.**
- **The pavilion is available for our use with parental or monitor supervision.**
- **All parking spaces south of the building are available for parking except in the coned off area to the east. 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.**
- **There is a children's fenced play area on the south side of the building that is available for parental supervised use. While using this play area, follow all rules posted by the church.**

Visitors

It is Classical Cottage Consortium policy to allow interested families to visit and observe classes during the course of the academic day. Likewise, friends and families of current Classical Cottage Consortium families are permitted to attend classes on a limited basis provided their presence does not exceed the size limit for that room. Any visitors must be supervised by the sponsoring family and must be in compliance with Classical Cottage Consortium 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) at the end of their day to 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.

Parents are always welcome to stay on Friday, but this closed campus 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.

Families with students who attend classes on Friday will be required to take their turn monitoring on Fridays. A Friday monitor fee may be charged to pay one permanent monitor who will be onsite every Friday along with the rotating parent monitors. Friday monitoring is separate from and additional to a family's service task and will be made available through a separate Sign Up Genius, sent out in early summer. Families who choose not to do their share and not sign up for a Friday monitoring slot will be required to come every Friday with their student but must contact the Board of Directors for this exception. Otherwise they may not be allowed to attend Friday classes.

Friday Study Hall rules are the same as for Thursday: a limit of one study hall per day per student, and as silence will be both conducive for study and necessary for classes in session, it will be strictly enforced by the monitors. This is not a social hour for the students. A Study Hall room will be available for those students who have a break in their schedules between classes. It is required that students bring enough work to occupy their time, or a book to read. Students must be quiet, work independently, and may not disrupt the other students in any way. Attendance will be taken weekly, and parents will be notified if ever the student is absent. The Friday Monitors should not be expected to occupy the student or to assist with class work.

Required Service Program

Classical Cottage Consortium parents are required to serve at least once during the year. If a family is registered at C3, Thursday and/or Friday, even for only one class, that family is required to sign-up for a service task. Having all families serve is necessary to keep the classes 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 academic year begins, a SignUpGenius service sign-up form will be sent to all families listing service areas of need. Those who do not sign up for a service task or do not follow through on their assigned service task for the academic year will not be allowed to register for the next academic year. This failure to follow through on the contractual relationship with CCC to share in the responsibility that enables the Consortium to run, breaks the relationship with the Consortium.

C3 Graduation

Graduation is usually scheduled the week following the last day of classes. Parents of graduates will determine the best date early in the process and then communicate this date to the C3 Administrator who will set the date on the calendar. Graduation is held at a site chosen by families and the ceremony planning and costs are the responsibility of the families involved. Classical Cottage Consortium cannot provide another venue for graduation other than the church buildings to which they are contracted. Graduation speakers must be approved by the Board of Directors.

Our Facility

All non-emergency communications and concerns regarding our facility should go through our Administrator at classicalcottageconsortiumc3@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.

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

Families should not bring dogs to a class day at either location.

Parking

Families may park in church parking spaces in the south parking lot except those marked and reserved for teachers.

Wi-Fi

The host Church has provided an internet access point for teachers and parents. The quality and reliability of that access is not guaranteed. See the Program Coordinator to get passwords. Other alternatives include using an Xfinity access point, bringing a personal 'hot spot,' or traveling to any restaurant offering free Wi-Fi to guests.

Inclement Weather Policy & Missed Classes

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. Classes will not be canceled as a result of low attendance. We may have a delayed start. For communication purposes, families are responsible to keep their texting cell number and email address up to date.

Since it is necessary that our Upper Level classes meet for sufficient hours each academic year in order to build classical skills and/or cover certain content, Thursday or Friday classes missed due to inclement weather after the first* (forgivable) missed day will be taught through distance learning. This will be the main approach and solution for handling a snow day or other necessary class day cancellation on the second snow day and subsequent missed days.

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

***PLEASE NOTE:** From now on our inclement weather policy will allow for one "free" first snow day; any further snow days or class day cancellations will be handled with distance learning methods. When that occurs, online classes will follow the regular in-person schedule** (but may need to be held for only 40 minutes per class period, due to the Zoom platform's restrictions). We will no longer be utilizing the Extended Day Schedule of previous years to make up for lost class time.

**The regular in-person schedule is slightly altered for an online class day. The following are start-times for each class period:

1st period - 8:00 or 8:30 start time

2nd period - 9:30am

3rd period - 11:00am

4th period - 1:00pm

5th period - 2:00pm

In the event of cancellation of classes while Classical Cottage Consortium 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 Church personnel may shut down the facilities in a timely manner. Any groups approved to meet at the end of the class day 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.

Standard Protocol for C3 Online Classes

For online math classes and for use when there is a snow day and distance learning is implemented.

Expectations for LIVE Online Classes:

- Parents need to ensure class conferencing is taking place in a well-supervised area with minimal distractions. Please use a public space so parents can be close by in case their help is needed and also for accountability sake. We know this can be a creative challenge to set up with several students in one household, but we ask that the location not be a bedroom or outside.
- Unless there is a technical problem, everyone should be assembled a full 5 minutes before class so roll can be taken.
- Students' names should be obvious and accurate so that the teacher can take roll.
- Students need to have their books opened, homework out (having been checked by a parent), and all handouts/supplies in arm's reach.
- Students should not obscure their faces with a logo or any other image (background or otherwise), and please do not use virtual background screens. Students' faces should be visible and well-lit so teachers can see the students' eyes. The benefit of online class platforms (as opposed to a recorded lecture) is that they can mimic the "in-person" dynamic of a traditional classroom.
- Unless the teacher asks otherwise, students should be muted for most of the class. On Zoom a student can unmute to contribute to class discussion by hitting the space bar or the microphone icon. Students should re-mute themselves after answering a question by either another click on the microphone icon or by holding down the space bar.
- Select "Speaker view" — in the upper right hand corner of your screen. That makes the speaker's image larger than the rest, which will help the class follow one another in discussions.
- Whether or not the teacher allows the chat function, students should use the chat box only for class-relevant questions, and no messaging or chatting may take place during class via another open internet window or electronic device.
- Normal "classroom etiquette" is expected: students should be present for class dressed as they would for in-person classes, wearing no hat (as it can obscure the face), and always showing respectful attention to the speaker - no eating during class, or other distracting behavior.

Consequences for poor behavior:

After an initial correction, students who persist a second time to disrupt the class will lose their privilege of participating, necessitating a week off to re-evaluate their behavior before re-registering with Zoom or other online platform. Additional consequences may also result.

Guidelines for Participation in State and National JCL Conventions

A student enrolled at Classical Cottage Consortium who is either enrolled in a Latin or Greek class or 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 Consortium delegate IF the student:

- is a current Latin or Greek student in good standing (Latin or Greek students are automatically enrolled in the JCL), or
- has completed AP Latin, or
- is an active Classical Cottage Consortium Certamen team player (as determined by the Certamen Coordinator), and has paid JCL dues.

II. Parental Responsibility and Attendance Policy

Parental Responsibility

Parental involvement is vital to a student's success at Classical Cottage Consortium. We believe a parent's first responsibility is not to overload children with too many well-intentioned enrichment activities (for an expanded view of this philosophy, please carefully review *The Classical Cottage Consortium Approach* document). 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 Educational Institutions

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

Attendance Policy

The Classical Cottage Consortium 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 classes. Any absence will diminish a student's ability to be prepared for the next week's class 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: dual-enrollment conflicts do not excuse students from missing their registered C3 classes on Thursdays or Fridays. Students who miss three or more Upper Level classes during the first 12 weeks of classes 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 to the teacher. Continued student absences will be reviewed by the Board and the outcome determined on a case-by-case basis. Furthermore, an Upper Level student who has missed four or more classes prior to March will not be allowed to register for the following academic 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 Consortium policy and will necessitate a meeting between the student, parents, and the Board of Directors.

Sick Policy

Children may not attend classes at Classical Cottage Consortium if they are running a fever or have a heavy or wet cough or an excessively 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 a day of classes 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 hours 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 with the norovirus Monday night or later in the week, your child should not attend classes that Thursday at C3*. Please keep this in mind when deciding whether or not your child is healthy enough to come to class.

The CoronaVirus, Covid-19, continues to be a threat. Any student or C3 family member who contracts Covid-19 should follow CDC guidelines for quarantine.

III. General Policies

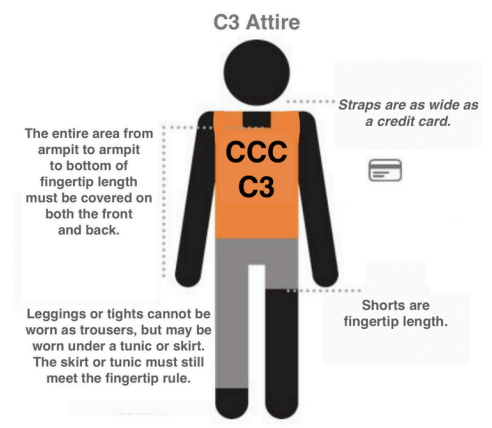
An academic setting is an exciting, new social environment for many of our students. It is for the benefit of all that we establish an atmosphere that supports learning. Such an atmosphere is based on respect for one another and the tasks we come together to undertake. Any behaviors which undermine or distract from the learning atmosphere are not allowed at the Consortium. This includes public displays of affection between non-siblings. This also applies to all CCC events.

If deemed necessary, we may schedule additional mandatory Consortium-wide meetings for all parents and/or students. These meetings will remind students about Consortium 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. Offenses that may lead to dismissal include, but are not limited to: theft, plagiarism, dishonesty, slander, bullying, 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.
- Ripped jeans openings should also follow the fingertip rule.
- 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.
- Tops need to follow the armpit to armpit bodice standard: no plunging necklines or backs.



Distractions and Electronics Policy

Students should bring to class 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. We consider it a safety issue that Classical Cottage Consortium be an electronics-free zone for students. No child is allowed to have a cell phone, smart watch, music device, electronic game, tablet (or any other such device) at Classical Cottage Consortium. *If an item is brought to campus on Thursdays for whatever reason, the item is to remain in the car or be kept by the parent during the day. It is not to be with the student or used by the student during the class day while on campus.* 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.

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 student's parent with the student present at the end of the class day. Please note there will be no exceptions to that timing. Additionally, a meeting between the child, the parent, and members of the Board of Directors may need to take place before the student will be permitted to return to C3, depending on the degree and severity of the infraction.

The cell phone policy on Fridays allows our Upper Level students a bit more freedom, as reflects their age and responsibility. Students attending Friday classes are permitted to bring cellphones to the Consortium, but MUST leave them in a designated basket at the Greeter's Station where they can be used under the supervision of the adult monitor on site for communication with rides after classes. The same consequences (outlined above) will be given should a Friday student not abide by this policy. The phone will be taken and only returned to the student's parent with the student present at the end of the class day. Please note there will be no exceptions to that timing. Additionally, a meeting between the child, the parent, and members of the Board of Directors may need to take place before the student will be permitted to return to C3, depending on the degree and severity of the infraction.

Electronics policy at C3 off-campus events:

PLEASE NOTE: During off-campus extracurricular events (such as Consortium dances, family potluck picnics, or field trips), students may bring cell phones, but they should be left in a collection basket or with an adult for use under supervision only.

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 the Consortium's host church premises or via Consortium emails unless associated with a C3 sponsored function. Exceptions may be given if pre-approved by the Board of Directors. Other solicitations are allowed via the Google group (see the Communication section above for information on how to join this group). Deliveries are permitted on the Consortium's host church premises.

Use of Classical Cottage Consortium Address List

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

Reproduction and Use of Classical Cottage Consortium Class Material

Classical Cottage Consortium class materials are for Classical Cottage Consortium 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 for a different educational organization) 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 Consortium to do, respect for the adults who are there to guide us, and respect for those with whom we share this educational experience. A respectful attitude is the key to building both good character and true Consortium spirit.

For the students:***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 verify that all work is complete.] For Upper Level classes, 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 in the classroom 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 so 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 during a class day.
- 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 in your stead.

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 the Consortium and is one of the most grievous offenses of our policies. [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 students 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 of such situations.

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 common areas used for Chapel or lunch.
- Supervision by parents of their children's lunchtime cleanup.
- Sitting only on chairs - not on tables or chair backs.
- Not moving any of the tables in the Church, unless directed by the Program Coordinator
- Taking care to not wear muddy shoes into the building.

10 Basic Rules of Classical Cottage Consortium:

1. Students must be in a class, in a 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 to get missed assignments.
5. Students must save all social conversation for lunchtime or after class, not during class.
6. Attire needs to be modest and not distracting.
7. C3 is an electronics-free zone. No students are allowed to have cell phones, music devices, games, computers, tablets (or any other electronic device) during an academic day.
8. Lunch for all students who are not with a parent off campus is either 1) inside in the designated lunch areas or 2) outside within designated areas, both places under adult supervision. Students are not permitted in any other areas.
9. No play of any kind is allowed in the parking lots reserved for parking. 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.

IV. Protocol for Addressing Concerns

Parental Concerns

In the event parents are dissatisfied with any aspect of the Consortium, or have a disagreement with anyone associated with the Consortium, 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 effects gossip can have on others and on the Consortium (Prov. 11:13; Lev. 19:16). For this reason they should 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 Directors 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 Level or Grammar Level 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 Level or Grammar Level Coordinator may find it necessary to intervene. The respective coordinator may bring the matter to the Board of Directors for further intervention if necessary.

Failure to Abide by the Family Contract or Egregious Conduct

In the event that the Board of Directors (BOD) believes that any terms of the Family Contract have been breached by any person associated with the Consortium, 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 well-being of the Consortium, 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 Consortium.

With regard to all of the above situations, the Consortium'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 Consortium's relationship with the parent(s), their child or children, a teacher, or other person associated with the Consortium. 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 Consortium'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 Classical Cottage Consortium. Most classes meet for only one hour per week, and our teachers have neither the time nor the 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

Please note that all fees are non-refundable.

Class Tuition Payments

Please read our tuition 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 100% of

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 academic 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 Consortium 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 c3bookkeeper23@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 Consortium 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 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 after 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 short grace period following Registration during which a family may drop or add a course for a small fee by notifying the Registrar at registrarc3@gmail.com. For the current year's grace period, please consult the calendar on our website www.classicalcottageconsortiumc3.com 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.) There are rare occasions where a change in teachers occurs after registration. There will be no refunds for dropping classes if there is a change in teachers.

Registration time frame, revised (updated during June 2022 BOA meeting):

Regular registration begins in mid-March and runs until mid-May. Unless posted otherwise on the website, rolling registration is open to new families until June 30.

Registration, Insurance, and Administration Fees

Classical Cottage Consortium 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 Classical Cottage Consortium are for students ages 3 through 18 before October 15th of that academic 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 Consortium 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, \$65 per student to pay for the donation to the host Church for the use of

the building and cleaning costs. The Registration Fee applies to all students registered in a class. (Nursery is not considered a class.)

- The Liability Insurance Fee, \$10 per student; assessed for every registered student, including those registered only for Nursery.
- The Administration Fee, \$225 per family to help cover operating expenses (administration, bookkeeping and registration costs, and non-class-specific supplies.)
- The Late Registration Fee, \$25 per student, applies to all registrations postmarked after the designated registration cut-off date to compensate for work involved in late processing.

Dropping Classes

You must notify the Registrar at registrarc3@gmail.com as well as the teacher if you decide to drop a class. After the advertised Add/Drop grace period found in the Registration Packet, there is a service fee of \$5.00/class for dropping and for adding 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 canceled or if it does not reach a required minimum number of students. In the rare case of a class not reaching the minimum number of students required but still likely to be offered, the Bookkeeper will notify families of a possible increase in tuition; families unable or unwilling to pay this increase may drop the class without penalty and 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 class cancellations. 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 Consortium's tuition policy.

Financial Aid

Families with special financial needs or who experience a financial crisis are invited to submit a request for financial aid by completing the Financial Aid form found in the Registration Packet. This completed form should be submitted to the Bookkeeper by mail or email prior to Registration. In addition, aid recipients who receive more assistance than the amount of money in their escrow account are not eligible for escrow reimbursement.

Dana Heidelberger Financial Aid Fund

The DHFAF provides a means by which all Classical Cottage Consortium families may 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 AID coordinator through the administrator at classicalcottageconsortiumc3@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 Consortium will continue to be an abiding blessing to all involved.

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