

COTTAGE GARDEN POLICY

May 2022 – April 2023

I. Religious Beliefs

A. Statement of Faith

We give thanks to Jesus Christ, the one and only manifestation of God in the flesh, for Cottage Garden (“Cottage Garden”). He alone has provided for all our needs. He alone is our Savior and Lord, and we want this co-op to honor Him. Cottage Garden is an overtly Christian organization and is operated as a Christian non-profit ministry for the benefit of member families.

The following statements represent a good summary of some of the fundamental religious beliefs that are at the core of the ministry and operation of this Co-op:

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. [*See, e.g.*, 2 Tim. 3:15-17; 2 Pet. 1:20-21 and 3:14-16]

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. [*See, e.g.*, Gen. 1:26; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; I John 5:7]

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. [*See, e.g.*, John 1:14; Luke 1:26-38; Heb. 2:14-18 and 4:15; Acts 2:22; 2 Cor. 5:21; I Pet. 3:18; I Cor. 15: 3-4, 20; Mark 16:6-7, 19; Acts 1: 9-11]

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential, and that salvation is by grace alone received through faith alone in Jesus Christ alone as Savior and Lord and not as a result of good works. [*See, e.g.*, John 3:3; Ro. 3:19-26; Eph. 2:1-9]

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works. [*See, e.g.*, Ro. 8:15-16, 26-27; Eph. 2:10; I John 3:9]

We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life and they that are lost unto the resurrection of damnation. [*See, e.g.*, Matt. 25:31-46; John 5:25-29; Acts 17:30-31; Ro. 14:10, 12]

We believe in the spiritual unity of believers in our Lord Jesus Christ. [*See, e.g.*, Eph. 2:11-22 and 4:1-6, 11-13]

For purposes of our religious foundations and application of same to the operation of this co-op, our Board is the final interpretive authority on the Bible’s meaning and application in any given issue.

B. Statement on Marriage, Gender and Sexuality

We believe that the term “marriage” has only one meaning which is a “marriage sanctioned by God which joins only one man and one woman in a single, exclusive union, where two shall become one flesh as defined and delineated in Scripture.” We believe that God intends sexual intimacy to occur only between one man and one woman who are legally married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s gender, or disagreement with one’s biological gender, is sinful and offensive to God. [*See, e.g.*, Gen. 1:26-27, 2:18-25; Ex. 20:14, 16, 22:18; Lev. 18:22-23, 20:13, 15-16; Deut. 22:5; Matt. 15:16-20, 19:4-6, 9; Rom. 1:26-31; I Cor. 6:9-20, 15-20; Eph. 5:5-10; Phil. 2:14-16; Col. 3:5-8; I Tim. 1:8-11; Heb. 13:4; Jude 7] We believe that, in order to preserve the function and integrity of the purposes and mission of this co-op and to provide a biblical role model to the member families we serve, members of Cottage Garden and the community as a whole, it is imperative that all members of, persons employed by or acting in any capacity for, and/or all who serve as volunteers with, should agree to and abide by this Statement on Marriage, Gender and Sexuality and conduct themselves accordingly. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ alone. We believe firmly in the Biblical principle of “speaking truth in love” and that every person must be afforded a Biblical view of God’s standard of right and wrong with compassion, love, kindness, respect, and dignity. We believe that in dealing with people in this co-op, we should encourage confession and repentance from sin, but hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the mission of this co-op.

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C. Statement on Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including all pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. [See, e.g., Ps. 139:13-16; Jer. 1:4-5] We are therefore called to defend, protect and value all human life.

II. Goals of Cottage Garden

Through Cottage Garden, we seek to:

- A. provide classes, activities, and teaching assistance for one another
- B. expose our children to the concept of authority outside of the home.
- C. enjoy close fellowship and support among children and parents,
- D. provide training for new co-ops.
- E. provide a system of academic accountability at the secondary school level.

III. General Guidelines for Achieving Our Goals

- A. Provide classes, activities, and teaching assistance for one another-
 - 1. The Cottage Garden will seek to offer physical education, science, math, language, and elective courses for all school-age (kindergarten or older) children. Preschool classes are designed to emphasize gross and fine motor learning.
 - 2. Children receive instruction one day a week at Cottage Garden in a classroom setting. Older children generally have homework assignments to complete during the rest of the week which are assigned at age-appropriate levels.
 - 3. Parents stay on-sight for the entire school day, assisting in a variety of ways
 - 4. The vast majority of classes are taught by returning, parent volunteers. Paid instructors are occasionally recruited, but simply provide an additional option regarding class selection.
 - 5. Cottage Garden meets one day a week (Mondays), following a calendar that has been approved by the membership. The calendar is generally set to allow for a field trip or school holiday every third or fourth Monday. Older students continue to complete their assignments at home during these "off" weeks.
 - 6. Students register for at least three periods of classroom instruction. Please see section IX, "High School Policies," for attendance options of older high school students.
 - 7. Class sizes, age appropriateness, and any prerequisites are determined by the teachers of each class.
- B. Expose our children to the concept of authority outside of the home-
 - 1. Students are expected to obey and respect authority figures at school, which would include their teachers and any parent on campus. All adult members are encouraged to correct any misbehavior they observe.
 - 2. Children who create a distraction to learning will be taken to their parent by the teacher assistant for the remainder of that class period. A hall monitor is also available to assist teachers in this way.
 - 3. Public displays of affection that become a source of discomfort or distraction to other members are to be avoided.
 - 4. The advisory council reserves the right to possibly expel a family if disciplinary problems create a continuing threat to stability and learning.
 - 5. Parents must repair or replace any property damaged by a family member.
 - 6. Students are not allowed to bring toys or electronic games or devices to Cottage Garden (unless instructed to do so by a teacher) since these items can create distractions. If a student has a cell phone, the cell phone needs to be turned off and put away while at Cottage Garden. Parents are asked to stay off of their phones as much as possible.
- C. Provide training for new co-ops
 - 1. Cottage Garden members occasionally begin new co-ops in nearby communities. Support and training is available to assist in these endeavors, if desired.

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2. When requested to do so, a Cottage Garden administrator provides training for individuals who are interested in starting new co-ops.
- D. Provide a system of accountability at the secondary school level
1. High school teachers grade student assignments and tests and keep parents informed regarding their child's progress. Students must pass subjects at Cottage Garden in order to register for the next level of that training.
 2. Please see section IX, "High School Policies," for a detailed description of the accountability program for secondary school classes.
- E. Enjoy close fellowship and support among children and parents-
1. Relationships among children are developed through the cooperative experience of the classroom setting. Students treat one another respectfully.
 2. After registration, Cottage Garden mothers are assigned a period to attend women's group. Women's groups play an important role in fostering strong, supportive relationships among families. Fathers who attend are simply assigned an off period.
 3. Offenses are inevitable in a diversified group, but they can often be avoided with forethought and planning. Listed below are some preventative ideas concerning three general areas of offense (student behavior, clothing, and teaching styles) that have arisen in previous years.
 - a) student behavior
Please think about your child's response at home to correction and the language that your family uses. Responses and language that are acceptable in your home may not be considered acceptable among some families at Cottage Garden. Please prepare your child to make adjustments before classes begin at Cottage Garden.
 - b) clothing
Cottage Garden has a dress code. Students are asked to dress in a modest and neat fashion that will help maintain a safe and orderly atmosphere. Parents are also asked to model the same appropriate dress. Thank you for your careful consideration regarding modest clothing. (1 Corinthians 8:13) Guidelines below:
 - No clothing with inappropriate or disrespectful writing or pictures; or clothing with distracting lights or sounds is not permitted. No pants or shorts with writing across the seat.
 - Shorts, skirts, and dresses must be no shorter than their middle fingertips. Shorts or tights must be worn under skirts or dresses for the playground.
 - Leggings or legging-style pants (not thin tights) or capri leggings are also acceptable if they are worn with shirts/tops that are midhigh length or longer in the front and back. Shirts should be at least finger-tip length.
 - Necklines should be modest. Midriffs and backs should be covered.
 - c) teaching styles
Please address students respectfully. What is considered playful teasing or correction in your home could be hurtful to others. If you are a teacher, communicate with the students and parents in a timely fashion concerning assignments or problems that have arisen.
 4. When an offense does occur, Cottage Garden members have the Biblical responsibility (Matthew 18:15) to address the issue privately with the other parent as gently as possible. Other individuals are not to be brought into the issue until this initial appeal has been made. Guidelines are listed below to help you if you find that it is necessary to seek assistance in conflict resolution. Most importantly, please prepare yourself for the possibility that you may be the recipient of a message appealing to you to adjust your family's freedoms for the sake of others.
- F. Support and care for hurting families.
1. Advisory council may extend grace to Cottage Garden families who present themselves to have extenuating circumstance. This may result in temporary waiver of policies until the situation is resolved. But only after prayerful consideration and unanimous approval of the advisory council.

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Guidelines to Assist in Conflict Resolution

Our policy form states that we will follow Biblical guidelines in our efforts to resolve conflicts. The first step is to talk to the other individual privately. If the conflict is not resolved after you have spoken to the individual privately, members are asked to follow the guidelines below so that a peaceable agreement for all parties can be arrived at.

Chain of support for teachers when there are unresolved behavior issues with students:

1. When a child does not respond to your efforts for behavior correction in the classroom and continues to be disruptive, the child should be taken to the parent by your classroom assistant. If you do not have a classroom assistant, call a coordinator for assistance. Be sure to speak to the parent as soon as possible about the problem after class is over. It is much better to do this in person (as opposed to email, text, or a phone call) to avoid misunderstandings. Your grade level coordinator will also check with you on a regular basis to see how things are going in your classroom in an effort to support you. A teacher may take a grade level coordinator to speak to the parent about their child if they are uncomfortable.
2. If you have spoken to the parent and the behavior change you have desired has not occurred, please talk to your coordinator. The coordinator will set up a meeting between the three of you to discuss the situation and help formulate a workable plan for change. The coordinator will keep a record of the date of the meeting and the plan that was put into place. You as a teacher may need to make adjustments, but generally the child needs to adapt to you and your teaching style.
3. You (the teacher) and the coordinator need to continue to stay in touch to be sure the student is adjusting. If so, the plan was a great success! If not, the coordinator will set up another meeting with the three of you (you, the coordinator, and the parent) and also the director. Concrete expectations will be decided upon and recorded, with the possibility of a temporary suspension of the family if the disruptive behavior issues continue.
4. Communication will continue between you and the coordinator. If disruption of the classroom continues, the director will contact the parent and temporarily suspend the family. The director and curriculum coordinators involved with the care of this family will make those who need to know (the other teachers of the child, the teachers of the siblings, the communication coordinators) aware of the temporary suspension and clarify any questions the teachers may have.
5. If the behavior resurfaces and continues after the temporary suspension, the director will convene the advisory council to discuss possible expulsion.

If the behavior problem involves the child of the coordinator or the director, please seek the assistance of another council member.

Chain of support when there is an unresolved offense between two adults, not involving a child:

1. If you are in conflict with another Cottage Garden member, go to the individual privately and address the issue.
2. If your effort to resolve the matter with the other person one-on-one is not effective, ask an advisory council member to help mediate the issue. The advisory council member will hear your side of the story but will then go to the other person and speak to him or her privately to hear his or her version of the conflict. The council member will then prayerfully seek a solution.
3. When the council member believes she has a workable resolution in mind, she will meet with the two individuals again. Peace will hopefully be made between the two individuals.
4. If the needed changes are not successfully implemented and the conflict continues, the council member and the two individuals will meet and the director will give a final warning concerning the need for a peaceful resolution.
5. If the director finds that the problem is continuing, a meeting of the council will be called. Both individuals will then be dismissed from the meeting and the council will then make a decision about how the problem will be resolved, with the possibility of a short-term suspension.
6. If the problem continues after this, then the council will convene again to discuss and perhaps implement a suspension of one or both families.

IV. Cottage Garden Attendance Policies-

A. Parental attendance

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1. A Cottage Garden member is defined as a parent or legal guardian with at least one kindergarten or older aged student.
2. Since Cottage Garden is a cooperative effort, a commitment to attendance for the full day is very important. Attendance for the day is required on Cottage Garden class days, including opening assembly and all the responsibilities in which you have committed.
3. Absences should only be in association with sickness, emergency, or other unusual circumstances. Individuals that are ill with a contagious disease, including fever and/or vomiting in the previous 24 hours, thick nasal discharge, or head lice, do not attend Cottage Garden. Fever must be absent for at least 24 hours without the use of fever reducers, such as Tylenol or Advil. If a family contracts head lice, all family members must stay home until the entire family is clear from signs of lice for ten consecutive days.
4. A student who is seven years old or older may attend with another Cottage Garden parent in rare situations when their parent cannot attend if a parental absence form (available on the website) has been turned in to the communications coordinator. Students cannot attend without this form in place. In the event an emergency arises during the school day and the parent must leave Cottage Garden for even a short time, a parental absence form must be filled out and turned in to the communications coordinator or hall monitor in order for the student to stay on campus without the parent. These forms are available at school through the hall monitor.
5. A maximum of five absences are allowed each school year in order to volunteer to teach in the coming year. **Three tardies and/or leaving early three times will count as an absence.** If the member provides another adult (such as a grandparent) to attend in their place, fulfill their work responsibilities, and take responsibility for their children for that day, the absence will not be counted. No more than 6 substitutes for an absence are allowed.
6. Members who are absent more than six times during a school year or who have had on-going disciplinary issues must receive permission from the advisory council to register for a new school year. Each case will be considered on an individual basis.
7. If you know you will be absent, contact the communications coordinator as soon as possible. Due to the hardship that unreported absences place on Cottage Garden, parents who do not contact the communications coordinator about an absence even once will forfeit early positions in registration for the following year. Three such unreported absences will prohibit registration.
8. If a member provides another adult (such as a spouse or grandparent) to attend in their place as a substitute, a \$10.00 background fee check is required and must be completed before a sub can be approved. After this is completed, the approved sub can fulfill your work responsibilities and take responsibility for your children for that day. The absence will be excused.

B. Student attendance

1. Students do not attend Cottage Garden on a regular basis without their parents. Please see information above regarding parental absences and emergencies.
2. All registered students must be the children, or under the legal guardianship, of Cottage Garden members. Bringing occasional guests must be cleared in advance with the Cottage Garden administrator.
3. In case of an absence, it is the responsibility of a student or their parent to contact the teacher regarding missed assignments.
4. If a teacher assigns homework, students will be expected to complete the homework unless the teacher indicates that it is optional. Students who do not complete homework assignments on a regular basis may be reassigned to a different class or study hall.
5. Student attendance records are only kept at the high school level by individual teachers. Please see section IX, "High School Policies," for details.
6. Students who are 16 years old or older are allowed to attend partial days at Cottage Garden. The parent of the student must assist at Cottage Garden while their child is there. Please see section IX.

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V. Registration and Enrollment Guidelines-

- A. Reservations for registering for a new school year are made in the spring through an on line reservation process. Members register in blocks according to the number of absences and tardies they have accumulated during the school year. Members with the best attendance register first. A pattern of leaving early may also affect registration.
- B. New members are admitted according to the number of parental working positions that need to be filled, not according to available space for students. New members must:
 - a. be screened through an on-line questionnaire and background check before being invited to join. A \$10 application fee will be charged to cover the cost of the background check
 - b. understand that Cottage Garden is a Christian organization. Instructors are expected to teach from a Biblical perspective. New members pledge to in no way proselytize children or parents away from the Christian faith
 - c. personally attend an orientation meeting to discuss the policy form
 - d. have at least one school-age child (defined as Kindergarten age 5 by September 1st or older) who will be attending Cottage Garden
- C. Through the on-line process, members reserve classes for each of their children. Each family must register for at least the first three class periods. These reservations do not equate to registration. Registration is complete once reservations are verified and fees are collected.
- D. Each member's reservations are verified by email, fees are then collected by the active CG treasurer only.
- E. Relative continuity of ability level is important to the success of classes. Students will follow their normal grade and age level. If a parent desires to register a child out of their normal grade and age level, the registrar will first check with the grade-level coordinator before the reservation is secured.

VI. Costs-

- A. Fees for the fall semester are collected in early spring before the semester ends on or before the last class day.
- B. Fees for classes that are taught by an outside professional teacher will be collected in full for the school year before classes begin.
- C. Dues are paid per family, not per individual. Dues vary in amount from year to year but are generally very reasonably priced.
- D. Your family may not be allowed to attend Cottage Garden if all fees are not paid in full by the given due date.
- E. No refunds are given after registration. Unusual circumstances will be considered on a case-by-case basis regarding exceptions.
- F. There will be a \$5 transfer fee per class for any transfers other than to study hall after registration.
- G. Fees for the spring semester are collected in the fall before the semester ends on or before the last class day.
- H. Class Fees must be paid in cash, in exact amounts. Cottage Garden fee may be paid in cash or check.

VII. Governing policies and administrative positions

A. The policy form

This policy form is the governing policy for Cottage Garden. The policy form is reviewed, discussed, and revised each year during the second semester by a vote of the membership. Any potential changes to the policy form must pass the approval of the voting membership by a 75% or greater vote. Proposals for changes to the policy form are generally presented by the advisory council, but individuals may propose changes as well. All proposals for change are turned in to the advisory council in writing by the end of January and are then added to the proposed policy form.

The potential changes will be discussed in the women's group meetings or in called meetings outside of regular school hours. All discussion meetings concerning possible changes will be held with the consent and under the guidance of the advisory council.

B. The advisory council

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An advisory council, consisting of returning members who wish to serve Cottage Garden in an administrative position, serves as a leadership team. The advisory council provides long term direction for Cottage Garden, monitors and meets needs that arise during the school year, and seeks to represent the concerns of the entire group. Early in the second semester, the currently serving council will select a director from among themselves for the upcoming school year. This individual will be a person with two or more years of experience on the advisory council who has also been a member of Cottage Garden for the previous four years. This individual must also have met policy form requirements to qualify to teach in the coming year. If the current council is unable to agree upon a director for the coming year, an advisory council alumni may be asked by the current council, and by majority vote, to serve as director for the coming school year.

After the director has been selected by the current advisory council, the general membership will select the remaining council members for the upcoming school year by nomination. This nomination process will be based on the directive of Acts 6:3- *choose individuals of good, attested character and repute who are full of the Holy Spirit and wisdom*-and will be conducted in a private, controlled setting under the supervision of the communication coordinator and assistant. Nominees will be individuals who have indicated a willingness to serve on the council, who have attended Cottage Garden for the full two consecutive previous years, and who have also met the requirements for teaching in the coming year.

The six individuals who receive the highest number of nominations will meet with the newly appointed director and will have the responsibility of wisely assigning their own roles and the remaining roles on the council, assigning these positions to the individuals who have received the next highest tallies.

If the first five nominees cannot clearly be determined because of a tie, the communications coordinator will set up and direct a runoff nomination. In the runoff nomination, only the names of the individuals with the highest tallies, for the tie up, will be listed. If ties still remain after a second nomination, the currently serving advisory council will break the tie after discussion and by secret ballot.

Council members will act in an advisory capacity to each other, but final decisions are made by the member who has been assigned a specific responsibility.

Council positions **may** include, but are not limited to, the following roles.

1. Director-
 - a. acts as a public representative of Cottage Garden
 - b. acts as the liaison with host church, fielding communications between the two organizations
 - c. turns in the calendar and building requests to host church
 - d. sees that background checks and liability waivers are completed and turned in to host church
 - e. works closely with the communication coordinator to set up and oversee registration
 - f. works with the building supervisor to assign classrooms for the coming school year
 - g. provides and updates a hall monitor folder
 - h. directs and oversees all aspects of opening assembly, including the seating arrangement for classes during assembly
 - i. plans and oversees all aspects of Meet the Teacher Day
 - j. works with the communication coordinator to oversee the general workings of the co-op each week, as needed
 - k. leads advisory council meetings- seeks out and initiates discussions in council meetings regarding topics that affect the co-op
 - l. works with the building supervisor to plan and fire and safety drills, as needed
 - m. seeks to act as a support to all other advisory council positions
2. New Member Coordinator -
 - a. oversees all aspects of new member contacts
 - i. responds to new member questionnaires from the website
 - ii. checks references given on the questionnaires
 - iii. schedules visits of prospective new members

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- iv. conducts an orientation for them when they visit
 - v. introduces them at opening assembly, so classroom visits will be expected
 - vi. introduces them to curriculum coordinators at appropriate anticipated worker level
 - vii. fields future contact with these individuals
 - b. sets worker schedules for the new year, working closely with the curriculum coordinators
 - c. works with curriculum coordinators to invite new members to fill positions
 - d. attends planning meetings for the upcoming school year and assists curriculum coordinators, as needed, in setting the school schedule
 - e. the assistant director may appoint instructors outside the normal method of teacher selection if an emergency vacancy arises, working closely with the curriculum coordinator in this appointment.
 - f. visits women's groups on a regular basis to field concerns and ideas from members- sees that these ideas/concerns are addressed
 - g. fields input concerning the new school year calendar- makes and communicates final decisions regarding the calendar
3. High school, middle school, and elementary coordinators-
- a. initiate and field ideas from the membership concerning potential classes for the upcoming school year
 - b. coordinate the planning of classes and placement of teachers in the grade levels for which they are responsible
 - c. collect and help write class descriptions, as needed- review/adjust these descriptions prior to website posting
 - d. consult with parents, teachers, and assistant director to set the schedule of classes for the coming school year- this may include planning for and leading parent planning meetings
 - e. see that class descriptions and schedules are posted on the website prior to registration
 - f. seek to oversee all aspects of successful instruction/learning for these grade levels
 - g. help facilitate communication between teachers and parents
 - h. responsible for seeing that all Cottage Garden curricula are maintained and not misplaced
4. N-K coordinator-
- a. helps the assistant director choose and place teachers and helpers
 - b. acts as a coordinator of the curriculum and sees that materials are cared for if not in use
 - c. works with the teachers to set the daily schedule, as needed
 - i. plans times with shared equipment or rooms
 - ii. looks at the best ways to maximize workers, especially during free plan and nap times
 - d. makes a master schedule of the daily activities and gives this to the communications coordinator for floaters' use
 - e. floats and assists in classrooms to help as needed with absences, lunch times, or special needs
 - f. works with children who may need special attention on days when they are having trouble adjusting to the classrooms
 - g. helps facilitate communication with the parents, which may include-
 - i. a report sheet for parents (when baby napped, skills achieved, etc.)
 - ii. communication of monthly themes, if used
 - iii. keeping parents informed as needed during the day, including bringing the mother to the child if needed on any given day
5. Communication coordinator-
- a. serves as the registrar during registration
 - i. counts annual absences for all members and divides them into registration groups

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- ii. prepares email reservation forms
 - iii. communicates with members regarding how the registration process works
 - iv. works with the director to lead and monitor registration
 - v. checks with teachers or curriculum coordinator before reserving a place for a student that does not fit the class description (older, younger, skills possibly lacking, etc.)
 - vi. sends family contact information to the technical director for the directory
 - b. makes class lists of student and worker assignments for future references
 - c. updates the school mail box with the following information-
 - i. a file folder and inner folder for each family, listing where the parent is at the time mail will be delivered
 - ii. copies of student and parent assignments for future reference
 - iii. extra copies of parent absence form, class transfer form, and liability waivers
 - iv. a printed directory
 - d. updates the email list after registration
 - e. forwards/screens group emails throughout the school year
 - f. fields contact from absent members each week and fills worker positions as needed
 - g. acts as a general overseer of class days, and brings attention to needs
6. Assistant communications coordinator-
- a. assists/supports the communications coordinator
 - b. serves as the communications coordinator in case of absence
7. Treasurer-
- a. prepares the fee schedule for registration
 - b. collects and manages money collected during registration
 - c. pays building usage fees and other costs associated with the co-op
 - d. keeps accurate financial records
 - e. conducts a needs assessment among the teachers during the second semester to see what purchases may need to be made for the coming school year that are beyond regular class fees
 - f. makes financial decisions about expenditures that potentially affect entire co-op
8. Women's ministry director-
- a. communicates with women's group leaders on a regular basis to see if there are any pressing needs among families
 - b. makes and executes plans to help meet these needs
 - c. works with other advisory council members in the planning of parent meetings not held during regular co-op hours
 - d. acts as hostess of these meetings
 - e. fields interest from the membership and hosts special parent events, such as baby showers and Mom's Night Out activities
 - f. Acts as a new member liaison, checking with new members to see if there are adjustment problems or questions that might arise.
9. Special events coordinator-
- a. plans special events and field trips that are offered for the families on Mondays
 - b. that are not class days
 - c. may field ideas from members about these events, but makes final decisions regarding the number and types of activities that will be offered each school year
 - d. recruits volunteers to help with these activities, as needed
 - e. consults with the treasurer and makes necessary purchases for the events
 - f. attends events and serves as the leader and public representative of Cottage Garden at the event

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10. Building supervisor-

- a. communicates with teachers for the upcoming school year concerning particular classroom needs (running water, overhead projectors, bathroom facilities, etc.)
- b. with this information, works with the director in assigning classrooms for the upcoming school year
- c. works with the assistant director in scheduling cleaners for the last two hours of the school day
- d. creates work assignments and trains the building cleaners in their tasks
- e. as needed, recruits volunteers to help set up the building each week before classes begin
- f. arrives early each week to supervise building set-up
- g. oversees cleaning and building restoration duties each week
- h. makes a final check each week to see that the building is completely restored for the church
- i. collects items that have been left at school and places them in the lost and found container for parent pick up on Wednesday evenings when the church is open
- j. sees that items that are not claimed are donated to charity, as needed

11. Technical director-

- a. creates the directory, working with the registrar to make sure that all members have created and updated profiles on the website director.
- b. makes all updates to the website
- c. acts as a technical assistant as needed in co-op events and operations

VIII. Service Positions

- A. Teachers- plan and teach the appropriate number of lessons each semester, provide substitute lesson plans for the communications coordinator to use in case of absence, and turn in any supply fees to the treasurer prior to registration. Teachers are usually returning members who have met the attendance requirements for early registration, but occasionally new members are brought in to teach classes when a teacher is otherwise not available. Volunteers who are not members of Cottage Garden occasionally teach classes as well. Classes with paid instructors are possible option for some classes.
- B. Assistant teachers- act as a “hands on” helper for the teacher and as a substitute teacher if the teacher is absent.
- C. Floater- work under the supervision of the communications coordinator to fill in as necessary for absent members.
- D. Nursery and preschool workers- supervise the safety, needs, and behavior of children, clean and reorder classrooms and playground areas as needed, and monitor the care of equipment.
- E. Building clean-up- Clean and restore the building at various times during the school day. All members who are not teaching or assisting in teaching during the last class period of the day generally help clean the building.
- F. Hall monitors- monitor building safety during class and help contact parents when they are needed by their children.
- G. Women’s group leaders- lead a women’s group during a class period at Cottage Garden, facilitating and helping build supportive relationships among the group members.

IX. High School Policies

A. Grading System

1. Grades are generally based on a 50/50 split between daily work and test grades. This split helps ensure that students who turn in daily assignments on time have very little chance of failure.
2. Because of the generous split between daily work and test grades, and in order to assure that an additional burden is not added to the teacher's workload, no grades will be dropped.
3. The grading system will be as follows:

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90-100: A

80-89: B

70-79: C

below 70: failing

4. Extra credit will be offered only at the teacher's initiative and will consist of predetermined assignments offered to the entire class.

B. Responsibilities of Teachers

1. Teachers will provide accurate class descriptions before registration. The class description will include information about prerequisites, the amount of anticipated homework, class fees, and textbooks.
2. Teachers will also provide a clear syllabus that includes homework assignments and deadline dates. Changes to the syllabus will be made rarely, if at all. The syllabus allows students to plan ahead so their assignments can be turned in on time.
3. Teachers will generally contact parents about student progress every three weeks, on non-class, field trip weeks. This contact may be made in a variety of ways: personally, by email, by phone, with a note in the parent's mail file at school, or with an updated grade account in the student's folder. If a student shows signs of failure for two weeks (or two science modules) in a row, the parent will be contacted earlier.
4. Teachers will offer many daily grade opportunities at the beginning of the school year so that any failure to turn in work can be identified and corrected quickly.
5. Teachers are not allowed to accept late work from students unless instructed to do so by the high school coordinator.

C. Responsibilities of Parents

1. It is important for parents to carefully read class descriptions of any class before registering their child. The class description will include information about the format and amount of homework required for the class.
2. In the rare incident that a child may need special provisions made, it is the responsibility of the parent to discuss possible options with the teacher before registering for the class. The parent and teacher must come to a mutual agreement about this arrangement prior to registration. For example, if a child cannot take notes in class, the parent might send a recording device with the child each week. Any agreement that is reached is not to create an extra burden for the volunteering teacher.
3. If a child's photograph should not be published (Cottage Garden website, newspaper, etc.), parents will bring this need to the attention of the advisory council.
4. Parents assume ultimate responsibility for the monitoring of their child's progress and are encouraged to frequently contact teachers.
5. Parents are responsible for high school transcripts. Records of grades at Cottage Garden will be kept for registration prerequisite purposes, but Cottage Garden in no way seeks to prove accreditation.
6. Parents are aware that assignments are due by the due date and late work is not accepted.
7. When absent, assignments can be sent to school by a friend, emailed or scanned, or mailed to the teacher if postmarked by the due date. In the case of an emergency, parents can contact the high school coordinator, who will decide if a special provision will be made for the late work to be accepted.

D. Responsibilities of Students

1. The bulk of learning will occur at home and is the responsibility of the student. It is not unusual for each high school class to require one to two hours of study at home each day.
2. Students are encouraged to contact teachers if they need help or clarification in understanding an assignment.
3. Students need to complete and turn in assignments by their due date in order to succeed. Students

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who turn in assignments on time have very little chance of failure. Late work is not accepted except in unusual situations that have been approved by the high school coordinator.

4. Students who are consistently failing a class will be removed from the class and reassigned to study hall when it is no longer mathematically possible to pass the class. This action will be taken so that the other students in the class will not be hindered. The student who has been relocated to study hall will not be readmitted to the class but can finish the class at home under the guidance of their parent.
 5. Students are not allowed to audit classes.
 6. High school students are allowed a maximum of five absences each school year. Students with more than five absences may be pulled from the class.
- E. Responsibilities of the high school curriculum coordinator
1. Initiate, field suggestions for, and coordinate the planning of classes and the high school schedule for the upcoming school year.
 2. Recruit and place teachers for the classes.
 3. Seek to oversee all aspects of successful learning throughout the school year.
 4. Monitor student progress in all high school classes.
 5. Communicate with parents and teachers concerning student progress, as needed.
 6. Make decisions about excused absences for high school students.
- F. Dual credit option for 16-18 year olds-
- Many home school students take dual credit courses during their junior and/or senior years of high school. Special provisions are made for these students, so they may better access the courses they need for graduation.
1. A student who is at least 16 years old may register for a partial school day at Cottage Garden as long as the parent is in attendance with the student while at Cottage Garden.
 2. The parent cannot leave younger children at Cottage Garden to transport the high school student to classes.
 3. This partial day option is available only to returning Cottage Garden members and new members who will present for the school day with younger children. Cottage Garden is not available for drop-off students.
- G. Additional opportunities for high school students
1. Honor roll
Students who have an A for the semester in at least 3 of their designated Cottage Garden high school classes and passing grade in other classes will be acknowledged as honor roll students in special recognition ceremonies.
 2. Student council
The student council is a service organization that offers an open membership for all high school students. The student council is governed by their own policy form document, which they review, revise, and vote on each year. A member of the advisory council serves as an adviser and liaison for the student council.
 3. Student Helper
A student can apply to be a teacher's helper for a class. The student helper would have to complete an application. Teacher would need to be willing to have a student helper that they would mentor. Student Helper could not be left alone in the class, but always have a supervising adult. Student helpers cannot take younger children to the bathroom.