

Celebrate & Dream



2018 Director Licensing Guidelines

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Many thanks to Lisa Benson for the beautiful cover artwork (<http://editorialcartoonists.com/cartoonist/profile.cfm/BensoL/>).

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Welcome!

You have been selected and contracted as a Classical Conversations®, Inc., Director to lead and administer a Classical Conversations (CC) academic program for your local area. This stewardship encompasses not only formal leadership within the organization, but also an informed position of influence. Classical Conversations is counting on you to provide the highest level of integrity, of character, and of execution of our programs. You have been chosen for such a time as this, so in accepting this leadership position, we look to you to fully embrace and uphold the duties, standards, and privileges inherent in this role.

As a licensee, you are contracted to promote all of our programs and conduct your business on behalf of Classical Conversations. Families may now purchase registrations from you. You may now advertise that you are a licensed Director, promote your program, and set up your business checking account.

Our mission, “To know God and to make Him known,” extends throughout our organization to assist you in successfully supporting parents as they navigate homeschooling from elementary through high school years. Classical Conversations understands that classical, Christian education may not be the choice of education for everyone; however, we continue to herald home education as the best educational option. We believe God has gifted parents with the tools and talents needed to achieve their educational goals for their children.

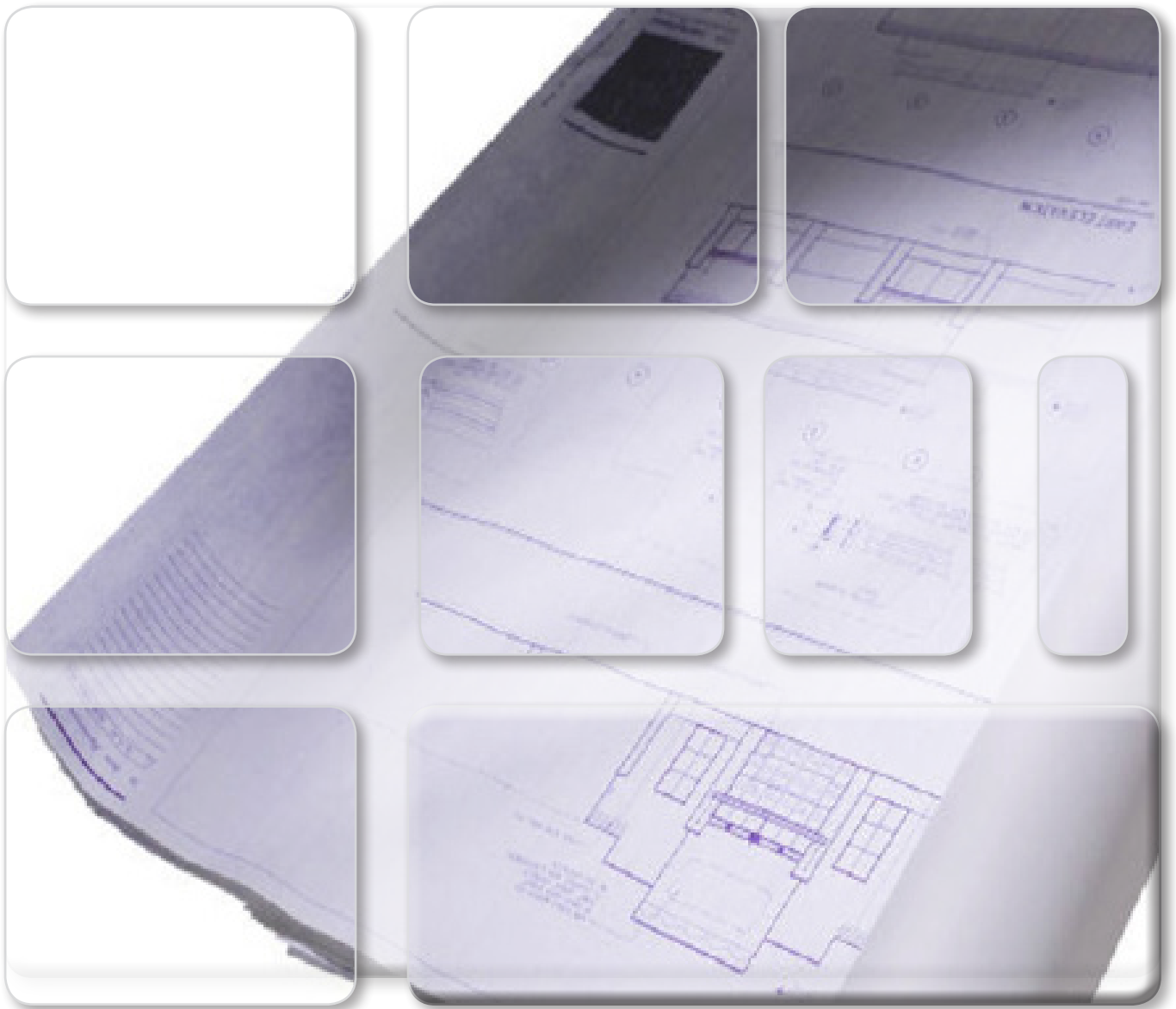
There is an academic standard and model of education that parents are expecting from you and Classical Conversations when they purchase and participate in Foundations, Essentials and Challenge programs. It is important that all licensed Directors follow the academic and structural guidelines contained in this document. Collectively, when Directors adhere to official guidelines and best practices as detailed here, parents experience success in the consistency and continuity that’s unique to our programs. Furthermore, words of wisdom incorporated throughout this set of guidelines represent over 20 years of program administration and delivery.

In operating a Classical Conversations program, you are commissioned to promote programs, to appropriately use the materials, to hold events (including IMs), to attend Director Licensing Orientation (DLO), to grow family memberships, and to attend 3-Day Practicum, as well as to attend academic and business webinars.

Since money is exchanged, you will be running a business. Successful Directors strive to be good stewards and operate within the legal expectations of local, state, and federal governments, as they fulfill the parameters of the Classical Conversations business agreement. No matter your business experience, Directors have an important level of stewardship to consider—money management. Money problems can easily interfere with your program administration, so be diligent up front and establish good business practices. There are professionals in the accounting and legal fields that can assist you, depending on how much help you may need. Also, Directors and families should be good stewards in our communities by leaving the facilities better than they found them.

Classical Conversations looks forward to going on this wonderful, servant journey with you. We wish you blessings and bountiful returns for you, your family, and community. God bless.

C orporate Structure



Our Faith



Statement of Faith

All Scripture is self-attesting, and, being truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts, culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation, we affirm these additional essentials of our faith:

- We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. To Him be all honor, glory, and praise forever!
- Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one person forever. He died on the cross a sacrifice for our sins, according to the Scriptures. On the third day, He arose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
- The Holy Spirit, the third person of the Godhead, has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives us new life, empowers us, and imparts gifts to us for service. He instructs and guides us into all truth and seals us for the day of redemption.
- Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight.
- We believe that (a) salvation is by grace, a free gift of God apart from works, (b) salvation involves repentance, a change of mind in respect to God and thus turning from one's own way to God's way, (c) salvation is through personal faith in the Lord Jesus Christ, in Christ alone, (d) all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and (e) true salvation will be manifested by a changed life.
- The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
- Jesus Christ will come again to Earth—personally, visibly, and bodily—to judge the living and the dead and to consummate history and the eternal plan of God. “Even so, come, Lord Jesus” (Rev. 22:20).
- The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to Him who loved us and gave himself for us. He calls us to a life of self-denying love and service. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them” (Eph. 2:10, ESV).

Our Mission

Purpose

The purpose of Classical Conversations® (CC) is to lead the home-centered education movement by teaching parents and students the classical tools of learning in order to discover God's created order and beauty, and as a result, enable others to do the same.

Vision

Classical Conversations fulfills its mission and purpose by establishing and supporting Classical Conversations communities across the United States and in several countries and also by empowering parents in the classical, Christian teaching of their children through Parent Practicums. We enable parents everywhere to equip their children with a Christ-centered worldview and the classical "tools of learning" in order to impact the world for God's glory.

Goals

1. Provide compelling, influential Christian leadership in the home-centered, classical education movement.
2. Provide weekly classical, Christian communities that hone students' academic and classical skills of recitation, logical thinking, and persuasive rhetoric.
3. Provide Parent Practicums across the United States that empower parents to teach any academic subject classically.
4. Provide a curriculum framework with a Christ-centered worldview while engaging the current culture in which we live.
5. Seek to partner with like-minded businesses to provide quality products and services for families.

Core Beliefs

1. Bible: A Christ-centered worldview is the foundation through which all subjects must be viewed and eventually integrated.
2. Parents: Parents are a child's first and most influential teachers.
3. Method: Modern education has failed, and we would like to recover the knowledge of how to teach and learn effectively and efficiently, using the "tools of learning" (i.e., the classical model).
4. Community: A healthy academic community provides accountability, structure, fellowship, and the ability to impact the culture on a grander scale.
5. Tutors: An experienced, inspirational, homeschooling mentor who facilitates a weekly community meeting, models learning, and offers exponential rewards in the "learning-life" of the parent and student.
6. Students: All students can learn to "train their brains to retain," use information logically, and communicate well.
7. Skills: There aren't any difficult subjects, just poor learning skills.
8. Curriculum: Classical Conversations provides visionary, skeletal curriculum guides, allowing parents to continue to direct and own the details that best suit their personal priorities and student dynamics.
9. Model: By nature, a homeschool family of younger children closely resembles a one-room schoolhouse model—multiple ages under one primary teacher, the parent.
10. Resources: If America's one-room schoolhouse teachers could produce some of our greatest leaders with very limited resources, then so can today's homeschool family!

*Classical
Conversations*
*Classical
Conversations
exists to know
God and to make
Him known.*

Your Support Representative Contact Information

Name _____

E-mail Address _____

Primary Phone Number _____

Other Phone Number _____

Address _____

Your Area Representative Contact Information

Name _____

E-mail Address _____

Primary Phone Number _____

Your Sales Manager Contact Information

Name _____

E-mail Address _____

Other Important Contact Information

CC Classical Portal www.ClassicalPortal.com

CC Connected www.ClassicalConversations.com/connected

CC Online Bookstore www.ClassicalConversationsBooks.com

Customer Service customerservice@ClassicalConversations.com

Technical Support From www.ClassicalConversations.com, use the link:
<https://www.classicalconversations.com/support>

From www.ClassicalPortal.com, click on the link at the bottom of the homepage that says
Click Here to contact our friendly Customer Service Staff.

Or e-mail customerservice@ClassicalConversations.com

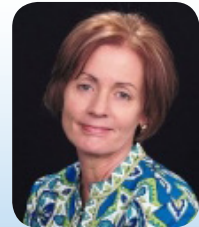
Your Leadership Team



Robert Bortins
Chief Executive
Officer



Mary Alphas
Chief Marketing
Officer



Jackie Bartlett
Director of Sales



Sherry Swigart
National Director
North



Andy Truitt
National Director
South

Sales Managers
(See Next Page)

Area Representatives

Support Representatives

Directors

Families

DEFINITIONS

Team Leader (TL) is an inclusive term that represents either an SR or AR and/or all of the SRs and ARs together.

Sales Managers serve Area Representatives by encouraging a broader vision for CC in their region so that local CC communities are available at every level for every family that desires to participate.

Area Representatives (AR) serve Support Representatives by equipping them with the vision and tools to seek and support local Directors in their area.

Support Representatives (SR) seek out and support local Directors by reaching out with information and training for their CC communities and their communities at large.

Directors are licensees who are responsible to serve the families in their local CC communities by administering the approved CC programs.

Families serve the other families in their local CC communities by participating together in parent-centered, classical, Christian education for the purpose of knowing God and making Him known.

CC SALES MANAGER TEAM

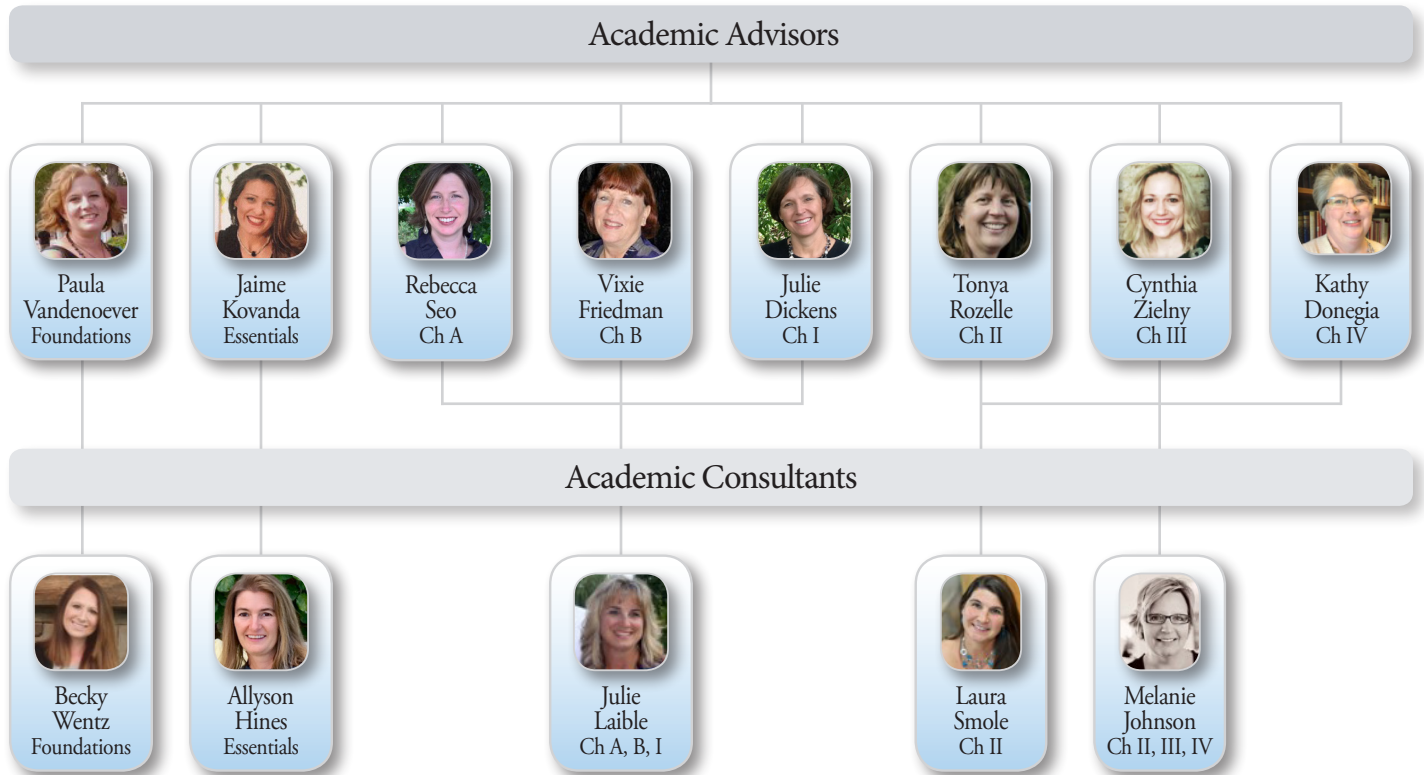
Sales Managers

Region	Name	E-mail
Northwest	Janet Hucke	JHucke@ClassicalConversations.com
Southern Pacific	Amanda Kleist	AKleist@ClassicalConversations.com
Southwest	Kristi Dye	KDye@ClassicalConversations.com
Texas	Christy Lynch	CLynch@ClassicalConversations.com
Great Lakes	Melisa Weaver	MWeaver@ClassicalConversations.com
Lake Erie	Heather Gleason	HGLEason@ClassicalConversations.com
Northeast	Eva Zaldumbide	EZaldumbide@ClassicalConversations.com
Eastern Mid-Atlantic	Gloria Bayne	GBayne@ClassicalConversations.com
Mississippi Valley	Tanya Newman	TNewman@ClassicalConversations.com
Mid-Atlantic	Dave Huggins	DHuggins@ClassicalConversations.com
Southeast	Julie Melendez	JMelendez@ClassicalConversations.com
Florida	Lynn Doto	LDoto@ClassicalConversations.com
International	Heidi Truitt	HTruitt@ClassicalConversations.com
Europe/Asia	Alexey Komov	AKomov@ClassicalConversations.com

CC Training Team



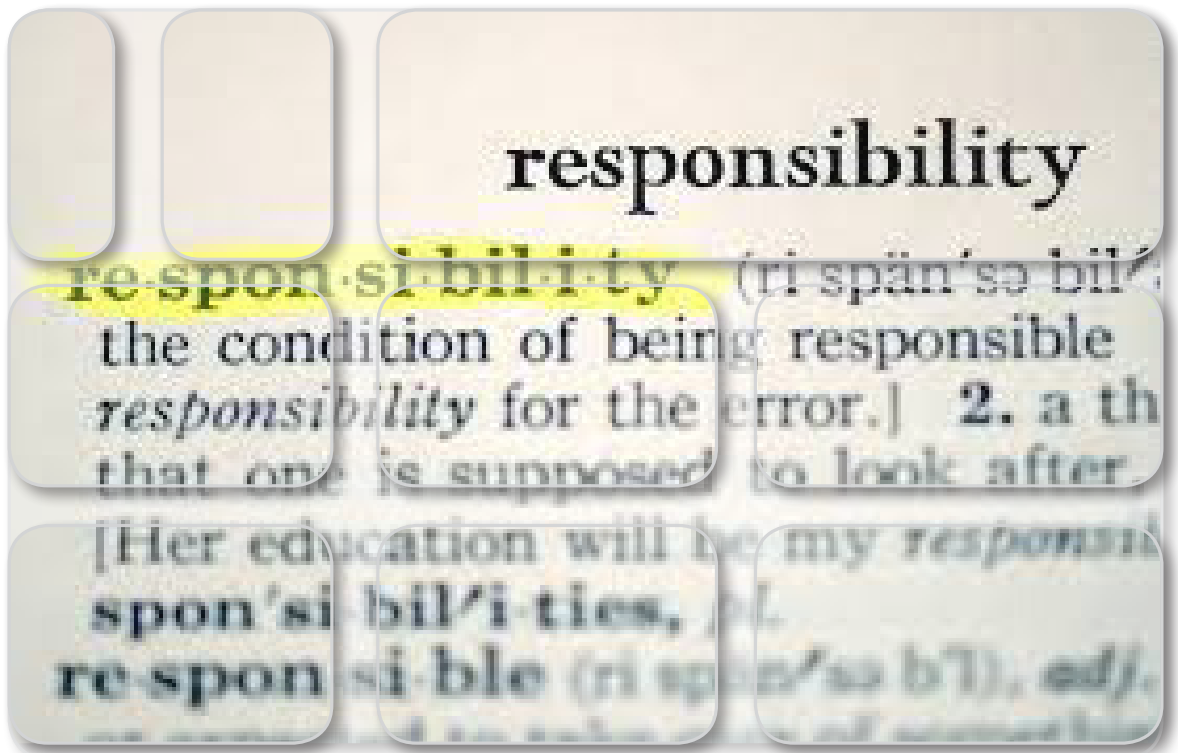
CC Academic Support Team



Academic Advisors

Program	Name	E-mail
Foundations	Paula Vandenoever	Foundations@ClassicalConversations.com
Essentials	Jaime Kovanda	Essentials@ClassicalConversations.com
Challenge A	Rebecca Seo	ChallengeA@ClassicalConversations.com
Challenge B	Vixie Friedman	ChallengeB@ClassicalConversations.com
Challenge I	Julie Dickens	ChallengeI@ClassicalConversations.com
Challenge II	Tonya Rozelle	ChallengeII@ClassicalConversations.com
Challenge III	Cynthia Zielny	ChallengeIII@ClassicalConversations.com
Challenge IV	Kathy Donegia	ChallengeIV@ClassicalConversations.com

Director Responsibilities



All Directors

Characteristics of a Director

General characteristics of a licensed Director that are consistent with operating a successful program:

- Model a love for lifelong learning
- Lead under authority
- Embrace and uphold a Christ-centered worldview
- Help children integrate subjects around a Christ-centered worldview
- Heart to help others homeschool their children

Responsibilities of a Director

General responsibilities of a licensed Director that are consistent with operating a successful program:

- Recruit families to participate in your program.
- Conduct transactions for enrollment into your program.
- Provide the structure and content of the Classical Conversations program for which you have been licensed.
- Set up your business entity according to the pertinent local, state, and federal laws.
- Develop relationships with students and families so that learning can occur in a supportive community environment.
- Provide a community meeting place that is a safe and inviting learning environment.
- Host Open Houses.
- Accept applications for current and new families.
- Work with other community Directors to develop an enrollment process for current and new families.
- Charge at least the Classical Conversations' published rate of tuition.
- Collect tuition and fees from families; it is recommended that the Director set a deadline of July 20 for collection of all Foundations and Essentials fees or first semester Challenge fees and January 5 for second semester Challenge fees.
- Host at least two individual Information Meetings (IMs) from January through July. If it is done in conjunction with another Director, it counts as one-half (½) IM.
- Use event registration on the portal to share contact details for all attendees at IM and other CC events. The best practice is to update the contact details within 24 hours of the event.
- Advertise IMs and the program in the CC Event Calendar, Facebook, e-mail groups, articles to newspapers and magazines, blogs, and at businesses, libraries, bookstores, and other public places.
- Submit program administration fee(s) (renewal fee) to your Support Representative (SR) by January 31.
- Work with community Directors to locate and maintain relationship with a facility for the CC community.
- Work with community Directors to develop a community directory of family information.

- Work with community Directors to develop an Emergency Action Plan.
- Work with community Directors to develop proper Risk Reduction Policies.
- Coordinate with other community Directors to establish a community calendar for the year.
- Communicate with families your plan for make-up days for cancellations.
- Schedule program-specific events: Memory Master testing and end-of-year celebration for Foundations, Science Fair for Challenge A, Mock Trial competition for Challenge B, Protocol for Challenges I–IV, etc., if not already scheduled.
- Promote Homeschool Testing Services.
- Host Excellence in Education (EIE), Window into Challenge, and various marketing events in conjunction with your Team Leader.
- Attend Director Licensing Orientation (DLO) hosted by your Team Leader.
- Take an active role in your local Parent Practicum:
 - Help or host during the Practicum.
 - Participate in the preparation and planning.
 - Promote to encourage 100 percent of enrolled family attendance.
- Beginning February 1, after your Support Representative has confirmed that your program has been added to the **2018–19 Academic Year** on the CC Classical Portal, enter program and family information into the CC Classical Portal.
- Submit licensing fees to Classical Conversations beginning May 1. Licensing fees for Foundations/Essentials and for first semester Challenge are due by September 5.
- Attend convention, if local, and work at the CC booth two or more hours.
- Attend all communication meetings with your Support Representative and all appropriate academic program orientation webinars.
- Host a Family Orientation Meeting.
- Individual communication with families is the best practice. Initially, communicate with new families weekly, and after the relationship is developed, communicate at least once every two weeks. This communication is face-to-face or voice-to-voice. E-mail is recommended to communicate logistics and/or information but does not replace conversation.
- Document and communicate incident information or unusual community activity to your Team Leader in a timely manner.
- Help facilitate 1-Day Parent Practicums, as needed.
- Work with your Team Leader and team members to serve the greater Classical Conversations community in the area.
- Refer potential Director candidates to the Support Representative.
- Participate in Academic Orientation and online equipping.
- Must attend both the morning and the afternoon sessions (Academic Orientation) of a Practicum.

Licensed Foundations/Essentials Directors

General responsibilities of a licensed Foundations/Essentials Director that are consistent with a successful program:

- Recruit, interview, contract or hire, and equip the appropriate number of Tutors to accommodate the number of registered students in Foundations and Essentials and assure they attend both morning and afternoon sessions of the Practicum.
- **As a licensed Director, you have the option to set up your Tutors as contractors or employees. CC recommends you consult with a tax/legal professional to determine the best business structure. CC has sample documents for both structures.**
- Keep your Team Leader updated on program enrollment status: 48 students is full.
- Create a Foundations calendar of family presentations, cleanup, and other activities/responsibilities.
- Attend all sessions (morning and afternoon) of 3-Day Practicum. It is a best practice for the Director to attend with her or his Foundations and Essentials (F/E) Tutors.
 - First-year F/E Director (or Director who has Essentials for the first time) must attend both Foundations and Essentials Academic Orientations.
 - F/E Directors with a new Essentials Tutor must attend both Foundations and Essentials Academic Orientations.
- Host four Tutor planning meetings throughout the year to review and plan for the material to be covered in the next six weeks. Meetings should last 2–4 hours with the purpose of covering the material to be presented for the next quarter. Information regarding parent and/or student information must be handled with professionalism and respect.
- Purchase and provide supplies for art activities and science experiments/projects each week.
- Evaluate each Foundations Tutor's coverage of the five crisp components and each Essentials Tutor's coverage of the three components to ensure program integrity.
- Facilitate Memory Master proofing.
- If holding an End-of-Year (EOY) Celebration, the event is held either on week 24 or within the three weeks following the last day (day 24) of the Foundations program.
- If needed, licensed Directors can subscribe to their own backgroundcheck.com account at the same CC discounted rate and purchase their own Tutor background checks.

Licensed Challenge Directors

- Review the Challenge Guide and plan for the semester.
- Facilitate all six strands.
- Integrate Christ-centered worldview throughout six seminars.
- Facilitate six (6) strands over six (6) hours each Community Day. Each strand should average 55 minutes per meeting over the 30 meetings.
- Challenge Directors should begin with Scripture and prayer.

- Facilitate a Parent Orientation Meeting. Distribute the entire guide to parents who are registered and have paid first-semester tuition.
- Keep your Team Leader updated on program enrollment status: 12 students maximum.
- Make a list of classroom management guidelines and communicate them to both students and parents on an ongoing basis.
- Keep and communicate an open-door policy where parents are always welcome in the classroom. Parents should be invited into the classroom to participate in their children's Classical Conversations experience at least once a semester. Many Directors do this multiple times during a semester, usually on special days like Debate or IE (Individualized Event for Public Speaking). Need to work with Foundations and Essentials Director.
- Make parents aware of resources available, such as CC Connected®, CC+, and [Homeschool Counselor](#) to assist them as they lead their student at home.
- Prepare lab materials or instruction sheets necessary for weekly seminar.
- Allow each student as much presentation time as possible.
- Provide to parents of enrolled students a written Report of Progress every seven weeks along with biweekly verbal reports each semester. (See Appendix F for an example.)
- Share tips with students and parents for learning the material in each subject.
- Model lifelong learning for both parents and students.
- Directors for Challenges A–II are responsible for leading and facilitating all six seminars.
- All Challenge A–IV Directors should understand the responsibility they bear when bringing a substitute into class and should consider background checks accordingly.
- Directors are responsible for providing a safe environment for their students from the time they arrive until they leave, which includes lunch.

C ommunication and Relationships



Overview

- Good communication KNITTs us together: Kind, Necessary, with Integrity, True, Timely.
- Communication is constructive and instructive.
- The primary method for resolving conflict is by using the Matthew 18 method.
- A Director’s first resource for questions is his or her Team Leader.

KIND
NCESSARY
INT^{WITH}TEGRITY
TRUE
TIMELY

Communicating with Families

Face-to-face and voice-to-voice are our primary means of communication.

- Directors communicate and lead with the purpose of mentoring and building relationships with the families in their CC community.
- In-person and phone communication will build relationships and are superior to e-mail or text communication, which is used primarily for logistics.
- All Directors conduct an orientation for families prior to the start of each year to acquaint the families with CC community expectations and policies, the facility, and the CC community leadership. At the orientation, Directors share Parent Overview of CC Structure and Protocol (see Appendix D).
 - Many Directors hold an additional orientation and may also hold equipping and/or get-to-know-each-other meetings prior to the start of the program. A practice that many Challenge Directors are implementing is to hold a second semester orientation prior to the start of the second semester.
 - Directors should remember that Classical Conversations is an academic platform, and Directors are not required to provide outside social activities. Should a Director have a parent who arranges social activities for his/her students, he/she should welcome it. Directors should not feel obligated to hold social activities even if parents are requesting it or a precedent has been set by a previous Director. Directors may offer parents the freedom to hold those types of activities if they so desire.
- Each Director provides her/his contact information to her/his students’ parents.
- Directors initiate face-to-face or voice-to-voice communication with parents on a regular basis. Communication should take place once a week (every 3–7 days) for new parents and at least every other week (every 10–14 days) for established relationships.
 - The primary opportunity for this communication is the program day.
 - The value-added communication, not just a quick hello, always provides an opportunity for feedback and an exchange between the Director and parent.
 - Directors use the communication opportunities to encourage parents to continue their child’s classical education in Classical Conversations Challenge programs. Specifically, Directors should invite parents to visit the next Challenge level and dialogue with either the Director or Support Representative.

All Directors conduct an orientation for families prior to the start of each year to acquaint the families with CC community expectations and policies, the facility, and the CC community leadership. At the orientation, Directors share Parent Overview of CC Structure and Protocol (see Appendix D).

- Directors are encouraged to use a tickler file or tracking sheet to record family communication. This will help to ensure that all families are receiving regular contact. See the sample tickler file in Appendix C.
- Conflict, progress, or performance issues are handled in person.
 - Performance-related items are communicated from the Director to the parent, not from the Director to the student without parental involvement.
 - Directors provide regular student feedback to parents of Challenge students.
 - Discipline issues are handled between the Director and the parent.
 - Your Team Leader is there to support you. Report any issues you are having to your Team Leader.
- Any communication regarding personal, explosive, religious, performance, or legal issues is handled in person. Communication over the phone or on another voice medium like GoToMeeting™ may be acceptable on rare occasions where face-to-face attempts have failed or communication needs to be expedited.

Personal
Explosive
Religious
Performance
related
Legal

E-mail

- Classical Conversations strongly suggests that a Director create a separate e-mail account from her/his personal e-mail for CC communication. A good practice is to choose a name that identifies the Director's program and the geographical location. (e.g., BristowFoundations@...)
- E-mail is used for logistical and informative purposes only. It is the best practice for a Director to copy her/his Team Leader on any nonroutine e-mail to families. A nonroutine business communication would be an e-mail that is not logistical or informative.
- If a Director e-mails any Classical Conversations representative laterally, above, or from another department, it is best practice for the Director to copy the Support Representative and ssteam@classicalconversations.com. Copying of e-mails facilitates good communication among various departments and levels of the same department.
- Do not communicate details of sensitive information by e-mail. If you need to go to the next level of leadership for a resolution, send an e-mail requesting a time to speak with that leader.
- Refrain from putting any information that is personal, explosive, religious, performance related, or a legal issue into an e-mail.
- Classical Conversations leadership will not acknowledge e-mails containing sensitive information (PERPL); if such an e-mail is sent to you, delete it and request a time to speak with the sender.

Communicating with Peer Leadership

- All Directors within a CC community function as peers and serve as members of their local Support Representative's team.
- Directors are encouraged to work together to coordinate their CC community calendar and daily schedule.
- Directors work together on responsibilities with facility logistics and maintenance in order to present a unified body and also balance the workload. (Directors consider one another's margins and give grace as well as exhort each other to a proper role as co-leaders in their community.)
- Directors support one another's programs and leadership. Directors support the relationships that other Directors have with one another and with their families by communicating positively, refraining from gossip or language that is not edifying, and addressing issues in a godly, prompt, and winsome manner.

Communicating with Classical Conversations Representatives

Discussion Forum

- The purpose of the Discussion Forum is to allow Directors to exchange best practices; to have specific questions addressed regarding content of a CC lesson, strand, or seminar; and to encourage one another.
- If it is not likely that another Director can add value or address the subject matter, it is not to be posted.
- Questions regarding the accuracy of academic content of the program guide are not to be posted on the discussion forum. Such questions should go to the Academic Advisor privately with the Team Leader copied. If you e-mail the Academic Advisor, please include three resources to support your feedback.

Internet Options

- When considering the use of social media, a Director needs to consult his or her Team Leader. Directors check the most recently dated policy documents on the CC Classical Portal for current policies regarding the use of social media.
- Whether on a CC forum, CC Connected®, e-mail loop, or other communication medium, Directors represent Classical Conversations. Directors practice communication that is Kind, Necessary, with Integrity, True, and Timely.

Academic Advisors

- Academic Advisors for each level provide frequent training opportunities to assist Directors with academic preparation.
- Academic Advisors can be reached by e-mail to help with program specific academic questions after consulting with the Team Leader. E-mail addresses are by program (e.g., ChallengeA@ClassicalConversations.com). Please copy your Team Leader on any correspondence with the Academic Advisors.

Classical Conversations provides opportunities to learn about current happenings, future events, and program changes and updates. The following are examples of ongoing communication from CC:

- Director Connector (emailed about the 15th of each month)
- Monthly Mentor (emailed about the first Friday of each month)
- Writers Circle (website)
- Homeschool Counselor webinars
- Cultivating Classical Parents
- CC Connected (monthly)
- CC Podcast channel
- Online bookstore specials and special events

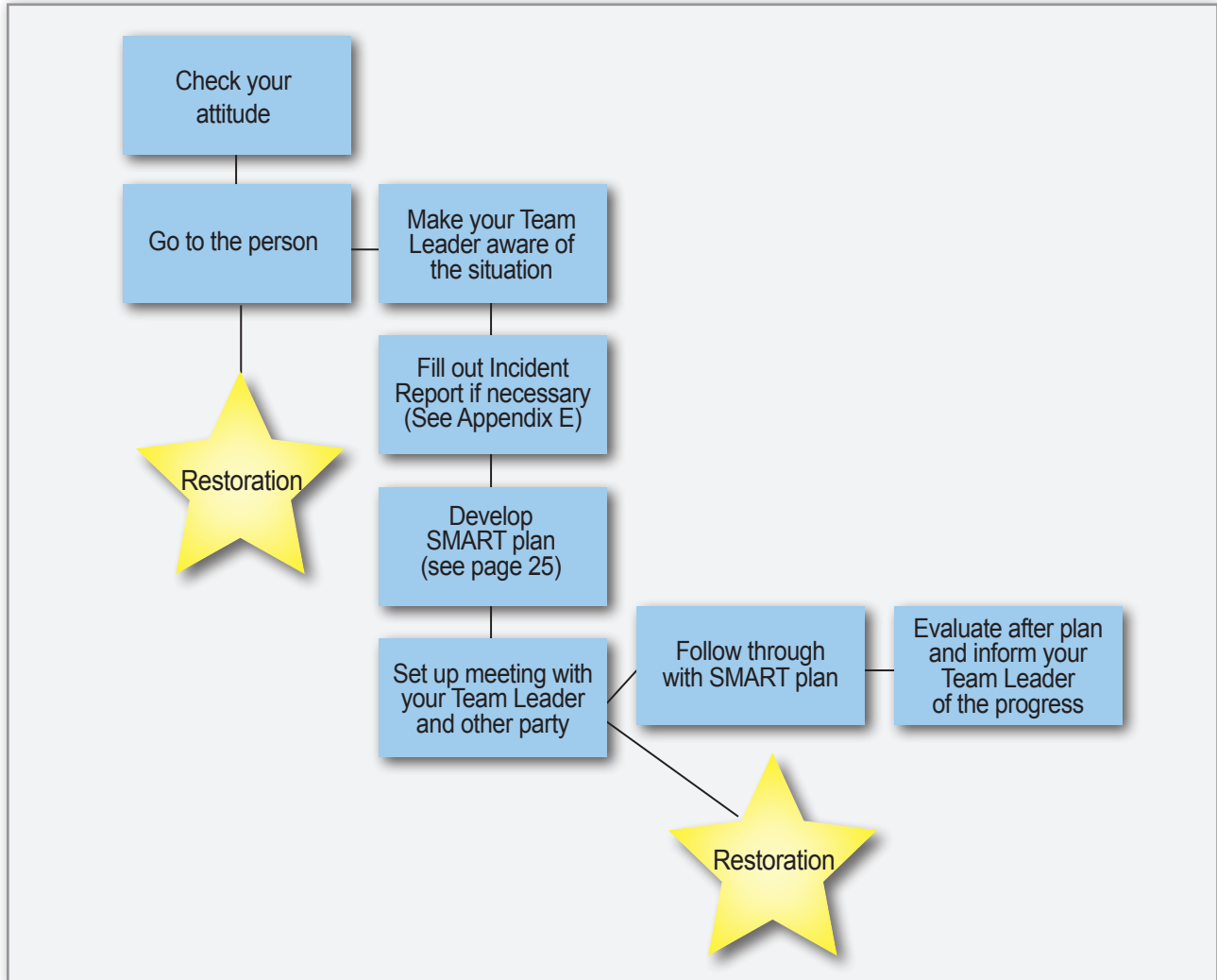
Conflict Resolution Guidelines and Procedures

When resolving conflict, Classical Conversations Team Leaders rely upon biblical principles, CC SMART (see page 25), and best practices. CC Directors and Team Leaders rely upon a sovereign God to guide them through any difficulty and resolution. Principles found in the Bible, including prayer and fasting, and practiced by peacemakers have become our standard practice. In order to walk Directors through the logistics of resolution, Classical Conversations has trained Team Leaders to pray with you and help give biblical counsel. Resources, such as Matthew 18, CC SMART, *The Peacemaker* and *Relational Wisdom 360* by Ken Sande, *Humility: The Journey Toward Holiness* by Andrew Murray, and *The Power of Integrity* by John MacArthur, have built the foundation of our conflict resolution process.

Steps to resolution:

1. Align your attitude with God's Word, His objectives, and His sovereignty.
"If possible, so far as it depends on you, be at peace with all men" (Rom. 12:18, NASB).
2. Go directly to the person with whom you have conflict and discuss the situation in person and alone.
"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother" (Matt. 18:15, ESV).
3. If conflict is not resolved after the first meeting, make your Team Leader aware of the incident, document the incident, and set up a time for a mediation meeting/call with the parties involved. This could be done in person or using some other means of communication remotely.
"But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses" (Matt. 18:16, ESV).
4. As part of your licensing agreement, CC provides support in case of community disagreements or conflict by helping you to develop a SMART plan to assist with resolving the conflict or reconciliation. It is recommended you seek assistance early in the process. Please do not wait too long to ask for help or get an unbiased opinion of a situation.
5. Keep your Team Leader informed of the progress of the situation.

Steps to Conflict Resolution and Attitudinal Checklist



Attitudinal Checklist

- My assessments are undistorted by personal feelings or bias.
- My assessments are free of fictional matter.
- My perceptions are based on observable criteria.
- My assessments are capable of being verified.
- My assessments take place in reality.
- My assessments are unemotional.



CC SMART

Specific

Classical Conversations has a CC SMART plan. There are three ways to use CC SMART: Goal Setting, Conflict Resolution, and Course Correction.

Goal Setting

As Directors, you will have goals to set. When you set a goal, you make it CC SMART and write it down. A goal not written down is merely a wish. Start with a specific, measurable activity that is reasonable. A wise person once said that if you aim for the moon, then you might hit the side of the barn; but if you aim for the side of the barn, you may only hit a puddle. The point is to aim high but make your goal reasonable. Every goal has a beginning time and an ending time. At the end, you can reflect on and evaluate your progress. "A" is for "Accountable." Accountability helps us realize our goals. Your Support Representative is there to help hold you accountable for your own CC goals as well as for those objectives that are common to all CC leaders.

Measurable

Conflict Resolution

When we communicate with each other, we need to be specific in assessing and resolving a situation. CC SMART helps in resolving conflict. In assessing a situation, we must work with specifics—who, what, where, and when. We need to know how much and how often; that is where "measurable" comes in. If someone says, "always," we need to know how often always is. In working with complaints, offenses, and issues, at some point we need to determine (according to God's Word) if this is something that we ought to overlook or pursue. Is it reasonable? Are we being reasonable?

Accountable

Course Correction

Specific—What is the expected behavior? **Measurable**—What is our tolerance level? **Accountable**—Accountability for a CC SMART Plan is weekly. **Reasonable**—Are the expectations to be set reasonable? For example, if you have a teen in class who texts, is zero tolerance a reasonable expectation if his or her parent is home with a sick child? Can a wiggly child be expected to sit still 100 percent of the time? Set reasonable expectations. **Timely**—What is the time of your CC SMART plan? For course correction, the most common time frame is three weeks. With situations that we deal with within Classical Conversations, we are able to see progress each week. If we choose to address a situation because it is what we ought to do, we communicate with the party eye-to-eye and face-to-face in a timely manner.

Reasonable

Timely

Operational Guidelines and Procedures



General Operational Guidelines

1.1 General Director Qualifications and Contract Responsibilities

- 1.1.1 **Homeschooling**—Directors are committed to homeschooling all of their children through high school.
- 1.1.2 **Christ-centered Worldview**—Directors love God’s Word and are able to apply it to the academics of their programs, defending a Christ-centered worldview. Challenge Directors grow in their ability to integrate God’s Word and the six strands into a conversation that equips children to know God and to make Him known.
- 1.1.3 **Child Enrollment Requirements**—In order to show commitment to the mission “To know God and to make Him known” through a classical education and to provide continuity to the progress of each program, each Director should enroll all of their children in an appropriate local community (if there is one within a 25-minute drive).
- 1.1.4 **Referring a Director Candidate**—All Directors must go through the contracting process with the Team Leader before taking over or beginning a new community. Directors may recommend a candidate to the Team Leader but may not promise anyone a directorship, even if it is in her/his own community.
- 1.1.5 **Information Meetings**—Each Director is contracted to host at least two Information Meetings; however, holding more IMs and working with the Support Representative as a strategic team member should be important to each Director. It is recommended if a Director’s community has openings, that the Director continue to hold IMs every two to four weeks during outreach season (January through July). When a Director’s program has no openings, the Director contacts the Support Representative to see where IMs are needed.
- 1.1.6 **Insurance**—Directors are responsible for acquiring adequate insurance for their community. See the Insurance and Legal section for more detailed information.
- 1.1.7 **Contract**—The Director Licensing Agreement is a contract signed by all Licensed Directors and covers responsibilities of CC and Licensed Directors. In October or early November, your Support Representative will initiate conversations concerning the continuation of your license. Following the conversation, your Support Representative will invite you to submit a non-binding Letter of Intent which will give you an opportunity to express the outcome of the conversation and decision about license for the coming academic year.

1.2 Financial

1.2.1 Director Admin Fee Submission Process

- 1.2.1.1 **Foundations/Essentials and Challenge Directors**—Newly contracted Foundations/Essentials and Challenge Directors pay \$100 to their Support Representative (SR) prior to attending Director Licensing Orientation (DLO).

Additional financial tips and guidance can be found in the Finances section of the DLG.

For each program a re-contracting Challenge Director directs, the Director pays an administration fee of \$85 to the Support Representative.

1.2.1.1.1 **Challenge Directors contracted to direct two (2) or more programs**—Newly contracted Directors pay \$100 to the Support Representative for their primary location. If a Challenge Director is directing a second program, \$85 should be paid to the SR of the secondary location.

1.2.1.2 By January 31, renewing Directors pay \$85 to their Support Representative prior to attending Director Licensing Orientation (DLO).

1.2.1.2.1 If the Challenge Director is directing a second program, the Director pays an administration fee of \$85 to the Support Representative. Foundations and Essentials Directors may only direct one program.

1.2.2 Director Program Registration Fees

1.2.2.1 With the collection of registration fees beginning in January, Directors submit licensing payments to Classical Conversations, Inc., at the earliest possible date. We suggest Directors begin submitting licensing fees May 1.

1.2.2.2 Directors monitor their community registrations and submit payments for family registrations to Classical Conversations. They do not have to wait until 100 percent of the registrations have been collected but can send them throughout the registration season (May 1 – September 5).

1.2.2.3 Directors look at the September deadline as a final payment to Classical Conversations, Inc., instead of using it as the date to send in all of their fees. Directors paying in May or shortly thereafter are less disheartened by collection responsibilities. All fees include the Directors' payments of licensing fees for their own children enrolled in the program they are directing.

1.2.2.4 Directors submit licensing fees regardless of whether all the student's fees have been paid in full by the parent.

1.2.2.5 When students are added during the school year, licensing fees should be submitted within two weeks of enrollment.

1.2.3 **Supply Money:** A Director is responsible for collecting a supply fee for registered students. Use of this money is at the discretion of the Director; however, it is the responsibility of the Foundations/Essentials Director to provide the supplies necessary for program activities such as the items necessary for the science experiments and fine arts projects. If the Director sets up her Tutors as independent contractors, this money does not cover the personal supplies of the Tutors. (As contractors, the IRS stipulates that a contractor must provide her own tools of the trade, e.g., dry erase markers.) If the Director sets up her Tutors as employees, she can cover the personal supplies of the Tutors.

1.2.4 **Tuition:** A Director charges at least the CC published rate of tuition.

1.2.4.1 Children of Directors and Tutors: All Directors and Tutors are responsible for the payment of their own children's tuition and fees to other Directors and to Classical Conversations, Inc. They cannot be marked "exempt" on the CC Classical Portal.

Foundations and Essentials Directors may only direct one program.

If the F/E Director sets up her Tutors as independent contractors, she does not provide the personal supplies of the Tutors. If the F/E Director sets up her Tutors as employees, she can cover the personal supplies of the Tutors.

1.2.4.2 See the Finances Section for current fees (page 53).

1.2.4.3 While it is stated that tuition and registration are nonrefundable, we do refund monies when (1) it is prior to the school year start; (2) there is a legitimate reason for withdrawal; and (3) replacement student(s) register(s). Consult your Team Leader if you feel you have a legitimate reason for refunding money.

1.2.5 Licensing Fees

1.2.5.1 **Payment Deadlines**—Directors are responsible for paying all licensing fees in a timely manner. Directors do not have to wait until 100 percent of the family registrations have been collected but can send them to Classical Conversations throughout the registration season. This is done as early as May 1 and no later than September 5 and January 25, as outlined in the Financial portion of the guidelines (see page 53).

1.2.5.2 **Mismanaged Funds Policy**—If a licensed Director develops a special financial situation, she/he should contact her/his Support Representative for advice. If the Director is delinquent or has mismanaged funds, the Director may lose the privilege of being a licensed Director in the future.

1.2.6 Director Transition

1.2.6.1 **During the Academic Year**—If the Director moves or must resign for any other reason during the program year, the proportionate funds of the program need to be transferred to the new Director or designated local responsible community member who has signed off to handle the program administration temporarily. Funds transferred are the prorated Director portion, the Tutor portion (already allocated for the Tutors), and the remaining supply and facility fees for that year. The prorated funds are based on the remaining weeks of the program. Additionally, the supplies for the program for that academic year are left with the community.

1.2.6.2 **Between Academic Years**—If a transition occurs between school years, no supply fees or supplies are transferred to the new Director. However, in the spirit of mission and community, the Director often gives the supplies to the incoming Director. The Director transitions the current roster and any monies collected for the coming academic year. Previous years' remaining supplies are the property of the Director who purchased the supplies but may be donated to the incoming Director.

1.2.7 Families in Need

1.2.7.1 [Homeschool Foundation](#) has funds for widows, children of single parents, children with special needs, military families, and families affected by a natural disaster. When a disaster takes place, the foundation helps families replace curriculum.

1.3 Director Integrity and Relationships

1.3.1 **Director Relationships**—As a part of being in community, Directors should work together cooperatively and give honor and consideration in scheduling, room assignments, communications, enrollment and risk-reduction policies, or in any other community decisions.

1.3.1.1 Directors operate for the good of all Classical Conversations communities, not regarding oneself as superior, but deferring to and working in such a manner as to build the entire CC community.

1.3.2 **Forum and Social Media Etiquette**—Communications using the CC Classical Portal and social media must be constructive and Christ-honoring, never divisive or rebellious. Advice given by an Academic Advisor or other CC authority should not be contradicted publicly but may be discussed privately. Conflict resolution is resolved via Matthew 18 principles.

1.3.3 **Promotion**—All Directors actively promote, encourage, and build the three programs: Foundations, Essentials, and Challenge.

1.3.4 **Stepping Down**—If a Director is stepping down during the term of her contract, after a verbal conversation with her Support Representative or other Team Leader, a letter of resignation should be sent. The minimum notice period is 45 days unless it is an emergency situation. The Support Representative or other Team Leader should then send an exit letter back to the Director who is leaving, thanking her/him for her/his service and detailing the transfer of the directorship.

1.4 Enrollment

1.4.1 **Enrollment**—CC communities are open to all church, homeschool, and people groups.

1.4.2 **Dropping**—All registration, supply, and facility fees are nonrefundable. If a student drops in the middle of the semester, no refund is given for the remainder of the semester. The registration form states that the fees are nonrefundable. A Director may, however, choose to provide a proportionate refund of her or his percentage of these fees.

Supply fees, facility fees, and tuition percentages or portions are not refunded as they are already allocated. Even if a family does not participate in the program after registering, the registration fee is not returned but is still sent to Classical Conversations.

Challenge students may leave at semester's end and are not responsible for paying the next semester's tuition.

1.4.3 **Moving/Transfers**—If a family moves and transfers to a new community and the move is more than 60 miles, the registration fee will be waived. Though the family is technically still responsible for paying all tuition, facility, and supply fees at the new community, as determined by the Director, we ask the Directors to work together with the family in order to balance the monies, serve the family, and not burden either Director financially. Though Directors are not required to provide a prorated tuition refund for families who started

As part of being in community, Directors should work together cooperatively and give honor and consideration in scheduling, room assignments, communications, or in any other community decisions.

the year with them and move, often the current Director will transfer a third of the remaining prorated amount to the new Director. The families in turn pay another third and the receiving Director discounts the tuition by another third, resulting in the families not paying two full tuitions for the same program. This process is most often implemented within Challenge programs. Foundations and Essentials Directors have usually allocated a portion for the contracted Tutors and may not be able to refund a third of the remaining prorated tuition amount.

Directors who are receiving transfer families prorate tuition and charge supply and facility fees as needed.

1.5 CC Community Policies

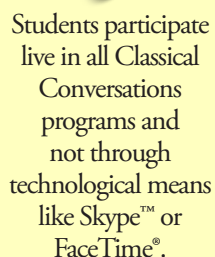
1.5.1 Using Technology—Technology is not used in the Foundations or Essentials classrooms for academic purposes. Even CD players and iPads should be used judiciously. Challenge Directors consult with their Support Representatives for guidelines on the occasional use of technology for demonstration purposes in their classrooms. Students participate live in all CC programs and not through technological means like Skype™ or FaceTime®.

1.5.2 On-Site Policy

1.5.2.1 Challenge Students—Students remain in community unless the parent has personally requested permission for the child to leave early by speaking with the Director or by providing written documentation. Students cannot come and go. In Challenge III and IV, students who are not fully participating in all seminars will be picked up by their parents (or drive themselves) and leave the community, or, if their parent is present in the Foundations or Essentials program, the child can be with the parent during that strand. Challenge-age students who are not enrolled at a particular community should not be present during community hours. Part of the Community Day for Challenge is lunch, so it is best practice for Challenge students to remain in community for lunch, and the Director is responsible for providing a safe environment.

1.5.2.2 Foundations/Essentials Students—Parents of Foundations and Essentials students and parents of all students younger than twelve must remain on site. On the rare occasion a parent must leave for any reason, another adult other than the Director is left in charge of and responsible for the student(s). The Director is informed and the action is formally documented on paper with signatures from the parent and the responsible adult.

1.5.2.3 Younger Siblings—If a community provides childcare for younger siblings during the morning Foundations program and/or the afternoon Essentials program, the parents of the children should be responsible for that childcare by establishing a childcare rotation in which they take turns participating, or by contracting with a childcare provider. Though the Director may interview and/or negotiate with a facility regarding a provider, the parents should understand that the Classical Conversations Director does not provide childcare, so



Students participate live in all Classical Conversations programs and not through technological means like Skype™ or FaceTime®.

the agreement is between the parents and the childcare provider. Consequently, monies should be paid by parents directly to the provider. This practice will ensure adherence to our policy that while at CC Community, parents are the ones responsible for their children, not the Director.

- 1.5.3 **Dress Code**—Our goal is to establish a dress code that honors our Father in heaven, that is, dressing to please Him and to make others comfortable around us. We are to honor the body of Christ and not our personal desires. A Director looks at his or her own attire first and then proactively communicates dress code expectations to parents and children at the orientation. Should there be an issue, Directors need to address the parent and remember to proceed with grace in the interaction.
- 1.5.4 **Action Plans**—Directors should have emergency action, security protocol, risk reduction, and inclement weather plans in place for their communities.

Foundations and Essentials Guidelines

2.1 Structure

2.1.1 Size

2.1.1.1 **Community Size**—A community may have no more than one Foundations program and one Essentials program.

2.1.1.2 **Program Size**—A Foundations Program of 48 is considered full. There are legacy programs that might have a maximum of 64 in eight (8) classes; however, over a period of several years the enrollment should move toward the norm of 48 students. Directors who are re-enrolling current students should not be concerned. When Directors have 48 students, any new families should be referred to the Support Representative.

2.1.1.3 **Number of Classes**—Within a single F/E community, a Foundations program consists of no more than six (6) classes, and an Essentials program consists of no more than three (3) classes.

2.1.1.4 Class Division

2.1.1.4.1 Foundations—Communities may have up to six (6) Foundations classes with eight (8) students in each class. Approximate age distributions are below.

2.1.1.4.1.1 Abecedarians—four- and five-year-olds.

2.1.1.4.1.2 Apprentices—six- and seven-year-olds.

2.1.1.4.1.3 Journeymen—eight- and nine-year-olds.

2.1.1.4.1.4 Masters—ten- and eleven-year-olds. (In many cases, this class can include students who are older than eleven years old.)

2.1.1.4.1.5 Some age overlap will occur in smaller communities.

2.1.1.4.2 Essentials—Communities may have one (1) to three (3) Essentials classes with a total of 32 students in the program. Students are divided according to the Essentials of the English Language (EEL) experience of the parent.

2.1.1.5 **Class Size**

2.1.1.5.1 Foundations—Classes have no more than eight (8) students in a class and may rarely have nine (9) students in some classes but not every class. Inform your Support Representative if ever making a decision to have nine (9) in a class. This should happen infrequently and for no more than half (½) of the classes in a Foundations program. Under no circumstances should a community have ten (10) enrolled children in any class for even one week.

2.1.1.5.2 Essentials—Essentials has a maximum class size of sixteen (16) students (can flex to 17 students with Support Representative approval). If a Director has more than sixteen students, CC recommends two Essentials classes for that community.

Essentials students are divided according to the EEL experience of the parent.

2.2 CC Community Policies

2.2.1 **Program**

2.2.1.1 **Opening**—The Foundations program opening lasts 15 minutes prior to the five half-hour Foundations segments. From prior experience, CC recommends a starting time of 9:15 a.m. The Team Leader may grant approval for an additional 5–10 minutes for the opening in certain instances.

2.2.1.2 **Duration**—The program consists of 24 weeks: 12 weeks before Christmas break and 12 weeks ending before May 1.

2.2.1.3 **Foundations Components**—All five Foundations segments (new grammar, science experiment/project, grammar review, presentations, and fine arts) are required and receive equal emphasis in accordance with CC standards. No additional components may be added.

2.2.1.4 **Memory Master**—Memory Master consists of a student completing the Memory Master testing process for all subjects (in current cycle), which include geography, history, science, English grammar, math, Latin, and timeline as laid out in the Foundations Curriculum, at one sitting. Memory Master is only for students currently enrolled in a licensed Foundations program.

2.2.1.5 **Essentials Components**—Essentials programs have three components: 45 minutes for English grammar, 30 minutes for math, and 45 minutes for writing.

2.2.2 On-Site Policies

2.2.2.1 **Parent Involvement**—All Foundations and Essentials children need to be accompanied by a parent unless the parent is directing a Challenge Program.

2.2.2.2 **Nursery Duty**—Even though the nursery is a parent-driven program, parents are expected to attend class with their Foundations-age children. On an occasional basis, a parent may assist in the nursery.

2.2.2.3 **Discipline Policy**—Foundations and Essentials parents are in community to oversee their own children and address any concerns. The Director's responsibility is to protect the community and the learning atmosphere of the classes. Directors and Tutors go to parents with disciplinary concerns in a timely manner. Directors are responsible for proactively presenting any specific disciplinary guidelines in their parent orientation or handbook.

Students must be respectful of the Tutor and other students as well. Dismissal is an option if parental involvement does not help.

A student may not be dismissed until the Director and Tutor have documented communication regarding the situation and in most cases have worked through a SMART plan.

2.2.2.4 Foundations Directors develop a plan to ensure that each Foundations class has at least two adults present during class (one of them being the Tutor).

2.3 Enrollment

2.3.1 Foundations

2.3.1.1 **Age of Enrollment**—Children who are on site, aged four or older by June 1, must be enrolled in the program. Children aged three or younger may stay with their parent while the parent attends Foundations class, provided they are not a consistent distraction or participating in the class. Children who turn four after June 1 may be enrolled at the discretion of the parent and Director, providing there is room in the program and they are not taking the space of a student that is aged four or older by June 1.

2.3.2 Essentials

2.3.2.1 **Essentials Only**—Students may be enrolled in Essentials only; however, priority goes to families enrolling in the combined Foundations/Essentials (F/E) programs. Essentials-only students can lose their place in the program to a registered F/E student.

2.3.2.2 **Age of Enrollment**—Enrollment age for Essentials is nine (by September 30) and older.

2.3.3 Families may register a student for only Foundations or only Essentials even though the child is eligible for both programs. However, families committed to both programs are given priority for enrollment.

2.4 Foundations and Essentials Director Qualifications and Contracting Responsibilities

2.4.1 **Child Enrollment Requirements**—Classical Conversations’ programs are a fit for the Director’s entire family.

2.4.1.1 Directors have all their age-appropriate children enrolled in Foundations and Essentials programs. To be eligible to direct Foundations/Essentials, one must have a child that is Foundations age and enrolled in the program.

2.4.1.2 Directors have all age-appropriate children enrolled in CC’s programs where programs are available within a reasonable distance (25-minute drive from parents’ home).

2.4.2 **Co-directors**—There are no co-directors in Classical Conversations. Support Representatives maintain a relationship with one person as the Director of each program.

2.4.2.1 Foundations/Essentials Directors may delegate some of the activities of directing to another person. Only the Director may attend Director Licensing Orientation (DLO) and have access to the CC Classical Portal.

2.4.3 **Substitute Tutors**—If a Director chooses to set up Tutors as independent contractors, then substitute Tutors can be identified by the licensed Foundations/Essentials Director, but the Foundations/Essentials Tutor should PAY the substitute directly since they are subbing for them as independent contractors. If they have employees, then the substitute Tutors should be paid by the Director. Substitute Tutor pay is consistent, although the amount may vary by program (i.e., substitute Essentials Tutors may be paid more than substitute Foundations Tutors, but it is best practice to pay all Foundations substitutes the same amount).

2.4.3.1 **Substitute Academic Orientation**—A Foundations/Essentials Director may send two to three (2–3) contracted substitute Foundations Tutors and two (2) contracted substitute Essentials Tutors to academic orientation, depending on the size of the program. Consult your Team Leader.

2.4.3.2 A substitute Tutor is not required to attend Academic Orientation.

2.4.4 **Multiple Communities**—Foundations/Essentials Directors may only be licensed to direct one Foundations/Essentials program.

2.4.5 **Foundations/Essentials Directors do not tutor.** A Director’s responsibility is to recruit, contract or hire, and manage Foundations and Essentials Tutors, and not to put herself in a position of needing to tutor. Speak with your Team Leader concerning temporary extenuating circumstances.

2.4.6 **Foundations Tutor Responsibilities**

2.4.6.1 One Tutor must tutor all five (5) half-hour segments.

Directors have all their age-appropriate children enrolled in CC’s programs.

F/E Directors may only direct one program and should not tutor.

2.4.6.2 It is best practice for Tutors to be committed to homeschooling through high school and have all their age-appropriate children enrolled in Foundations. Tutors must have a child that is enrolled in Foundations.

2.4.6.3 Tutors must agree to CC's Statement of Faith.

2.4.7 Essentials Tutor Responsibilities

2.4.7.1 One Tutor must tutor each of the three (3) unique segments.

2.4.7.2 It is best practice for Tutors to be committed to homeschooling through high school and have all their age-appropriate children enrolled in Essentials. Tutors must have a child that is enrolled in Essentials.

2.4.7.3 Tutors must agree to CC's Statement of Faith.

F/E Tutors must agree with CC's Statement of Faith.

It is best practice that F/E Tutors homeschool all their children with Classical Conversations.

Challenge Guidelines

3.1 Structure

3.1.1 Size

3.1.1.1 To present the Challenge Program appropriately and effectively, licensed Directors should not exceed twelve (12) students. When a Director has eight (8) registrants, the Director should contact the Support Representative to initiate conversations about starting a new program in the area. (The ideal discussion size is five to seven students.)

3.1.1.2 Only one class of each Challenge level is permitted at any CC community.

3.2 CC Community Policies

3.2.1 Program

3.2.1.1 **Duration**—The program consists of 30 weeks: 15 weeks before Christmas break and 15 weeks after. Classes end before May 1.

3.2.1.2 Seminars are 55 minutes in length. In order to keep in unison with other Directors, Classical Conversations suggests the following schedule:

3.2.1.2.1 Start Time—Between 8:30 a.m. and 9:00 a.m.

3.2.1.2.2 Lunch Start—Between 11:30 a.m. and noon (half hour).

3.2.1.2.3 End Time—Between 3:00 p.m. and 3:30 p.m.

3.2.1.3 In order to make sure that we are starting each CC day with a solid Christ-centered worldview, we encourage Directors to read or have the students read directly from God's Word. Classical Conversations maintains that the parents are primarily responsible for the spiritual education of their Challenge child; however, we want to foster

biblical conversations and give our Lord and Savior the first fruits of the morning. In Challenge, we often also begin each seminar with an opening prayer. In order to build community, Challenge groups can take a few minutes at the beginning of the morning and read together. This should not be a time of preaching, but a time of reading and sharing. A Director can choose to begin before the normal start time between 8:30–9:00 a.m., or use 15 minutes of the day by utilizing 2.5 minutes from each strand.

3.2.2 On-Site Policies


- 3.2.2.1 **Discipline Policy**—Challenge Directors/Tutors supervise the students during breaks and lunch. Students are not left in the classroom or outside without adult supervision. Challenge Directors/Tutors always include the parent in any performance or discipline communication and/or action. Directors can suspend a student from attending until parents have addressed the discipline issue with the child.
- 3.2.2.2 Public displays of affection between students are not permitted during Community Days and community events.
- 3.2.2.3 Any adult, other than the parent, is never alone with any student.
- 3.2.2.4 If a Challenge III or IV student is not participating in a strand and a parent is present in Foundations or Essentials, the child should be in Foundations or Essentials with the parent during the strand, or the child will be picked up by his/her parents, or drive themselves and leave the community.

3.3 Enrollment

- 3.3.1 In order to promote integration in Challenge, students will pay for all six strands in Challenges A–II. Challenges III and IV may pay per seminar, at the discretion and approval of the Director. Prorated tuition is not evenly distributed per seminar. Check the portal for rates.

Seminar selection is still available for Challenge III/IV but is not encouraged. A full-time student enrollment takes priority over a part-time enrollment. Directors are not required to accept part-time students. Many Directors will only accept full-time students in order to keep the continuity of seminar integration and dialectic conversation throughout the day.

- 3.3.2 Directors are responsible for purchasing all supplies needed to conduct their class. Students are responsible for providing their own supplies such as binders, notebooks, and books.
- 3.3.3 Students must be at least twelve (12) years old by September 30 to enroll in Challenge A; the subsequent Challenge programs have successive minimum age requirements as well.
- 3.3.4 When filling a Challenge III or IV program, a full-time student registration takes priority over a part-time Challenge student. The part-time Challenge student has the option to commit to all seminars before losing his spot to a new full-time student.



Challenge
Directors are not
required to accept
part-time students.

3.4 Challenge Director Qualifications and Contracting Responsibilities

- 3.4.1 **Child Enrollment Requirements**—Classical Conversations' programs are a fit for the Director's entire family.
- 3.4.1.1 All age-appropriate children are enrolled in Classical Conversations' programs where programs are available within a reasonable distance (25-minute drive from parents' home).
- 3.4.1.2 Depending on other factors, an individual may be considered as a Director if they have graduated from Challenge IV (four years removed) and/or have homeschooled a child to within two years of the program they wish to direct. For example, if a parent has a child going into Challenge A, he/she may direct a Challenge program up to Challenge I. In addition, homeschooling parents who have graduated all their children are eligible to direct Challenge.
- 3.4.2 **Co-directors**—There are no co-directors in Classical Conversations. Support Representatives maintain a relationship with one person as Director of each program.
- 3.4.3 **Multiple Communities**—With Team Leader approval, a Challenge Director may direct the same program at more than one CC community. Since the goal is to have parents within the community to model, this is reevaluated yearly.
- 3.4.4 **Sub-contractor**—In the first year of directing, a Challenge III or IV Director may subcontract up to two seminars to the same person to assist them. The expectation is the Director will sit in on these strands to help integrate the content. In the following year (or sooner), the Director will facilitate all strands with no assistance. When appropriate, Directors at a specific community consult with each other to ensure consistent subcontractor pay throughout the CC community.

T ask Management: Making the Most of Your Time



Director Year-at-a-Glance Calendar

As licensed Directors, you have flexibility and choices in the administration of your programs. The items on this calendar have been found to contribute to the maximum success of Directors, though some Directors may choose to alter the events and/or timing of some items. Should you have questions, concerns, or noteworthy changes, please consult your licensing Support Representative.

January

- Communicate intent to renew with your Team Leader, if not done by the December 31 deadline.
- Preview and promote the next Challenge program with the new year's catalog, once received.
- Host an Open House (existing programs).
- Hold renewal conversations and invite current families to apply. Directors of new communities may begin extending invitations to apply as soon as they have been contracted.
- Schedule and inform your Support Representative of IMs to recruit students and families to programs.
- Advertise IMs and the program in the CC Event Calendar, Facebook, e-mail groups, articles to newspapers and magazines, blogs, and at businesses, libraries, bookstores, and other public places.
- Conduct Information Meetings. (January through March are premium months for holding IMs.) Share contact information for all attendees with your Support Representative by using event registration on the CC Classical Portal for all attendees.
- Submit Program Administration Fee(s) (renewal fee) to your Support Representative by January 31.
- Challenge Directors collect the January licensing payment (second semester tuition) from participating families and mail to Classical Conversations, Inc., by January 25.
- Renew facility contract.
- Schedule end-of-year (EOY) testing.
- Schedule program-specific events: Mock Trial competition for Challenge B, Protocol for Challenges I–IV, etc., if not already scheduled.
- Consider hosting an IM during National School Choice Week.

February

- Host an Open House (existing programs).
- Attend an annual Director Licensing Orientation (DLO) hosted by your Support Representative.
- Hold renewal conversations and invite current families to apply. Directors of new communities may begin extending invitations to apply as soon as they have been contracted.
- Open registration for new families if you are directing an established program.
- Add the families/students to your program roster in the CC Classical Portal under the new academic year. If the family is new, make sure they are registered in CC Connected®

so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.

- Contract/hire Tutors and substitutes for the coming year.
- Schedule and inform your Support Representative of your IMs to recruit students and families to programs.
- Continue to advertise IMs and the program in the CC Event Calendar, Facebook, e-mail groups, articles to newspapers and magazines, blogs, and at businesses, libraries, bookstores, and other public places.
- Conduct an Information Meeting. (January through March are premium months for holding IMs.) If you have no openings, please offer to help your Support Representative with IMs in other areas, as Directors are contracted to conduct two IMs.
- Attend or hold an Excellence in Education event near Presidents Day.
- Renew facility contract if not already finalized.

March

- Attend an annual Director Licensing Orientation (DLO) hosted by your Support Representative.
- Ask your Support Representative how you can help at your local Practicum.
- Host an Open House (existing programs).
- Hold renewal conversations and invite current families to apply. Directors of new communities may begin extending invitations to apply as soon as they have been contracted.
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Continue to contract/hire Tutors and substitutes.
- Continue to schedule and inform your Support Representative of your IMs and share attendee contact details.
- Continue to advertise IMs and the program in the CC Event Calendar, Facebook, e-mail groups, articles to newspapers and magazines, blogs, and at businesses, libraries, bookstores, and other public places.
- Conduct an Information Meeting. (January through March are premium months for holding IMs.) If you have no openings, please offer to help your Support Representative with IMs in other areas.
- Support your local homeschool conference/convention by working at the CC booth a minimum of two hours.
- Test Memory Masters on week 24 or 25.

April

- Attend an annual Director Licensing Orientation (DLO) hosted by your Support Representative (if you did not attend in March).
- Host a final Open House for families.
- Hold renewal conversations and invite current families to apply. Directors of new communities may begin extending invitations to apply as soon as they have been contracted.
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Continue to schedule, advertise, and conduct IMs if your program has any openings.
- Continue to advertise IMs and the program in the CC Event Calendar, Facebook, e-mail groups, articles to newspapers and magazines, blogs, and at businesses, libraries, bookstores, and other public places.
- Hold an IM if you didn’t hold one in March or if your program is not at capacity.
- Support your local homeschool conference/convention by working at the CC booth a minimum of two hours.
- Continue contracting/hiring Tutors and substitutes for the coming year.
- Host end-of-year celebration.
- Host end-of-year testing.
- Test Memory Masters on week 24 or 25.
- Complete program by April 30 and prepare for Practicum season.

May

- Attend a 3-Day Parent Practicum/Academic Orientation.
- Help at your local 3-Day Parent Practicum if it is scheduled in May.
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Support your local homeschool conference/convention by working at the CC booth a minimum of two hours.
- Begin collecting tuition from families; it is recommended the Director have total tuition due by July 20 (first semester for Challenge Directors).
- Licensing fees can be sent in (as of May 1).
- Continue to schedule, advertise, and conduct IMs if your program has any openings. The best practice is to hold these every two weeks.
- Host end-of-year testing if not done previously.

June

- Attend a 3-Day Parent Practicum/Academic Orientation if training has not been completed.
- Help at your local 3-Day Parent Practicum if it is scheduled in June.
- Support your local homeschool conference/convention by working at the CC booth a minimum of two hours.
- Collect supply fees.
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Directors should pay fees to Classical Conversations.
- Licensing fees can be sent in (as of May 1).
- Continue to schedule, advertise, and conduct IMeetings if you still have openings in your program.
- Begin the process of finalizing the program and community calendar for next year.

July

- Host Parent Orientation Meetings.
- Attend a 3-Day Parent Practicum/Academic Orientation if training has not been completed.
- Help at your local 3-Day Parent Practicum if it is scheduled in July.
- Support your used-book fair, if local, by working at the CC booth a minimum of two hours.
- Continue to submit appropriate licensing fees to Classical Conversations (as of May 1).
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Purchase supplies.
- Continue to schedule, advertise, and conduct IMs if you still have openings in your program.
- Collect final tuition payment by July 20 (first semester for Challenge Directors).
- Attend Academic Advisor-hosted equipping seminars.
- Finalize the program and community calendar.

August

- Host Parent Orientation Meetings if not already held.
- Help at your local 3-Day Parent Practicum if it is scheduled in August.

- Complete program or community directory.
- Finalize program or community calendar.
- Foundations Directors hold first Tutor planning meeting. After the start of the community, subsequent Tutor meetings are held every six weeks.
- Add the families/students to your program roster in the CC Classical Portal. If the family is new, make sure they are registered in CC Connected so their information is available in the CC Classical Portal. There is a *Walk Me Through* option in the CC Classical Portal to help with this process to ensure there are no duplicates! It can be found under the “program” section of *Walk Me Through*.
- Licensing fees can be sent in (as of May 1) and are due by September 5.
- Begin Challenge program in order to complete first 15 weeks before year-end and possibly begin Foundations and Essentials programs.
- Consider planning an Excellence in Education (EIE) event and begin making preparations now.

Licensing fees should be submitted by end of August to meet September 5 deadline. This includes Licensing Fees for Director's own children enrolled in the program.

September

- Begin Foundations and Essentials programs in order to complete first twelve weeks before year-end.
- Submit final licensing fees by September 5.
- Invite and host your Support Representative for a community visit.
- Hold or attend Excellence in Education Event near Constitution Day.
- Complete written student feedback every seven weeks (Challenge Directors).

Challenge Directors should be giving written student feedback to the parents every seven weeks

October

- Schedule Information Meetings for first quarter/winter.
- Host an IM followed by an Open House if start-up program or have openings.
- Invite and host your Support Representative for a community visit (if not previously done).
- Select Testing Coordinator.
- Promote Challenge with extra focus on promoting it internally.
- Foundations and Essentials Director sits in class with each Tutor at least once a semester to understand the class dynamics and provide encouragement and feedback.
- Complete written student feedback every seven weeks (Challenge Directors).
- Discuss with your Support Representative your plans for directing next year.

November

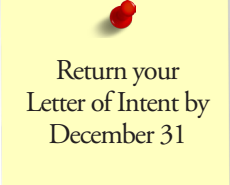
- Host internal Essentials and Challenge Open Houses for upcoming families.
- Host a Window into Challenge event or IM to begin promoting your Challenge program.
- Invite and host your Support Representative for a community visit (if not previously done).
- Hold Memory Master Orientation.

Task Management: Making the Most of Your Time

- Recruit testing coordinator. Send them to [Homeschool Testing Services](#).
- Begin Practicum planning for next year.
- Complete written student feedback every seven weeks (Challenge Directors).
- Attend a Director Appreciation event hosted by your Support Representative.
- Hold or attend an Excellence in Education Event near Veterans Day.
- Have a conversation with your Support Representative concerning directing next year if not already completed.
- Begin second-semester Challenge tuition collection.

December

- Host a Window into Challenge event or IM to begin promoting your Challenge program.
- Attend a Director Appreciation event hosted by your Support Representative if you haven't already done so.
- Return your Letter of Intent by December 31.
- Begin second-semester Challenge tuition collection.



Return your
Letter of Intent by
December 31

Director Task Management

Though the following time ranges are estimates and may not reflect your efficiency in your role as Director, we provide the task time frames for you to evaluate a Director's annual time commitment and for you to better manage your time, your margin, and your priorities. This list is not exhaustive but will give you a good basis to plan and to balance your Classical Conversations' responsibilities with your other commitments. We regard Directors' time with their families as paramount. Should managing your time become difficult in any regard, please consult your Team Leader, who not only has helpful resources but also is there to walk alongside you and to help you in your position.

Right things and right times

Foundations/Essentials

Estimated Time

Develop relationships with your families through regular face-to-face and voice-to-voice communication.

<p>Facility search In the beginning this could take 6–8 hours or longer. After a facility is secured, it will take time to foster the relationship. Check with your Support Representative for best practices.</p>	Variable
<p>Regular face-to-face and voice-to-voice communication</p> <ul style="list-style-type: none"> • Weekly (every 3–5 business days) until a relationship is established. • Every two weeks (or every 7–10 business days) after a relationship is established. • Each communication per family is 10–15 minutes. 	On average, 1/2 hour per family per month
<p>Gathering supplies This responsibility can be done in various ways and according to individual personalities. It is recommended that a Director purchase all supplies for the 24 weeks over the summer months. On average this could take 10–12 hours.</p>	Variable
<p>Weekly preparation Time spent depends on the science/art emphasis and if supplies have been purchased previously.</p>	Average 2–4 hours weekly
<p>Quarterly Tutor meeting 1–2 hours in preparation; 2 hours for the meeting.</p>	Average 3–4 hours
<p>Orientation meeting</p> <ul style="list-style-type: none"> • Preparation: includes having rosters, directories, and all other pertinent materials for families ready (3–5 hours). • Hosting (average 2 hours). 	Average 5–7 hours
<p>Weekly set-up Community set-up, brief Tutor meeting, and prayer.</p>	1 hour
<p>Weekly clean-up This is a community responsibility. If properly delegated, this does not consume too much extra time.</p>	1 hour
<p>Equipping Tutors Develop relationships with Tutors, helping them on an ongoing basis; time varies.</p> <ul style="list-style-type: none"> • It is strongly recommended that a Director sit in the class with a Tutor at least once per semester to provide encouragement and feedback. • Be sure Tutors have access to and are aware of materials and resources to help them succeed. • Follow up to provide assistance and exchange feedback. 	<p>Average for new Tutors: 2 hours (less for renewing Tutors)</p> <p>15–30 minutes weekly for new Tutors; every two weeks for established Tutors</p>
<p>Academic Attend 3-Day Parent Practicum—both morning and afternoon sessions.</p>	27 hours
<p>Administration After initially entering families and submitting funds, the administrative duties are minimal.</p>	<p>Startup: 6–10 hours Ongoing: less than 1 hour per week</p>

Challenge

Estimated Time

<p>Facility search In the beginning this could take 6–8 hours or longer. After you obtain your facility, it will take time to foster the relationship. Check with your Support Representative for best practices.</p>	Variable
<p>Regular face-to-face and voice-to-voice communication</p> <ul style="list-style-type: none"> • Weekly (every 3–5 business days) until a relationship is established. • Every two weeks (or every 7–10 business days) after a relationship is established. • Each communication per family is 10–15 minutes. • Four student feedback reports (approximately every 7 weeks). (See Appendices F and G.) 	On average, ½–1 hour per family per month
<p>Gathering supplies This responsibility can be done in various ways and according to individual personalities. It is recommended that a Director purchase all supplies for the 30 weeks over the summer months. On average this could take 6–10 hours.</p>	Variable
<p>Weekly preparation Time spent depends on the understanding of the concepts by the Director. First-year Directors will spend significantly more time preparing than recontracting Directors tutoring the same level as the previous year.</p>	Average 1–3 hours per seminar
<p>Orientation meeting</p> <ul style="list-style-type: none"> • Preparation: includes having rosters, directories, and all other pertinent materials for families ready (3–5 hours). • Hosting (average 2 hours). 	Average 5–7 hours
<p>Academic Attend 3-Day Parent Practicum—both morning and afternoon sessions.</p>	27 hours
<p>Weekly set-up Classroom set-up, brief meeting of Challenge Directors, and prayer.</p>	1 hour
<p>Weekly clean-up This is a community responsibility. If properly delegated, this does not consume too much extra time.</p>	1 hour
<p>Administration After initially entering families and submitting funds, the administrative duties are minimal.</p>	Startup: 3–4 hours Ongoing: less than 1 hour per week



Develop relationships with your families through regular face-to-face and voice-to-voice communication.

General

	Estimated Time
Information Meetings (a minimum of two 2-hour events)	Minimum 2–3 hours per event
Director Licensing Orientation (DLO)	8–9 hours required
3-Day Academic Orientation, which includes morning and afternoon sessions at the 3-Day Practicum. (attends two practicums if a new Foundations and Essentials Director or contracting a new Essentials Tutor)	3 days at 9 hours per day required
Personal additional equipping opportunities held by Team Leader or Academic Advisor	Average 1–2 hours per webinar
Dedicated time to pray for Tutor and families	Incessant

Fⁱnances



Points of Emphasis

- Monies collected for running and operating your business as a licensed CC Director should be kept separate from your personal finances.
- Keep careful records of payments made.
- Payments by check or other traceable methods are preferred as best practices. (This includes a receipt from the church for payment of the Facility Fee.)
- It is strongly recommended that Directors do not accept third-party checks from government programs providing funds for education.

Setting Up Your Program

Collecting funds

Application Fee (collected with application form)

FOUNDATIONS for first student in family	\$85
for subsequent children in same family	\$55
ESSENTIALS for first student in family	\$85
for subsequent children in same family	\$55
CHALLENGE	\$125

Tuition

FOUNDATIONS AND ESSENTIALS	\$335/student
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There is no multi-child discount on tuition because the cost is low and the majority of our families have more than one child enrolled in our program. Tuition payment recommended by July 20.

CHALLENGE A-IV	\$637.50/semester
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First semester payment recommended due by July 20, second semester payment recommended due by January 5.

Supply fee (due by summer)

FOUNDATIONS	\$50
ESSENTIALS	\$20
CHALLENGE	\$20-\$50*

* Sometimes Challenge supply costs exceed \$50/child. For example, microscopes in Challenge II are costly items. Parents may volunteer more money. Raising money outside of CC, as well as increasing the amount, should be discussed with your Team Leader.

Facility fee (due on or before first day)

Varies greatly according to facility; amount is approximately \$50 per student

Keeping Records

- Classical Conversations has provided you with an administrative and communication tool called the CC Classical Portal. You can administrate your program enrollments and fees, record payments from your families, print or send PDF invoices, and reference your Classical Conversations Licensing Payment.

Foundations and Essentials payments require separate entries on the CC Classical Portal.

- Track fee amounts (e.g., Facility Fee \$35 within the “Manage Fees” portion of your program listing).
- Enter family payments (within the “Manage Payments” portion of your program listing). Foundations and Essentials payments require separate entries on the CC Classical Portal. Directors must pay for licensing fees even if they have not collected money from families.

If you would like to provide receipts, you may print them from here also.

- When handling delinquent payments, face-to-face discussions are the best way to make arrangements for payments. Document the conversation and action steps.

Classical Conversations suggests that students be dismissed until they pay for the semester.

For families who continue to be delinquent in payments, use the sample letter for collecting delinquent payments (see Appendix G).

Paying Licensing Fees

- Within the “CC Payment” portion of your program listing on the CC Classical Portal, check to make sure everything has been entered correctly and the totals are accurate.
- Click on “Generate Licensing Payment Invoice.” Invoices for licensing fees can be printed and sent in beginning May 1. These invoices can be printed multiple times and sent in with licensing fees as they are collected. We have the option to send in your payments electronically. You can process your payment with the new electronic ACH (Automatic Clearing House) option through a secure gateway. We would love to see as many people as possible use this service. There is no fee associated with the payment. If they prefer, Directors can still choose to print the payment invoice and mail it with the check to the Classical Conversations address on the invoice.
- Make a check payable for the appropriate amount. The address to mail in the payment is printed on the invoice. Checks mailed in will go to a bank lockbox.
 - No later than September 5 for first semester and January 25 for second semester.
 - After the school year begins, any additional fees are sent to Classical Conversations, Inc., within two weeks of receipt.

Directors who are delinquent in paying licensing fees

- » will incur a \$25/month late fee until payment is made or other arrangements are made.
- » are at risk of losing the privilege to direct their program.
- » are at risk of losing the privilege to direct in the future.

Remember, licensing monies belong to Classical Conversations, not to you. They are entrusted to you for delivery to Classical Conversations, Inc., in a timely manner.

(If, for some reason, total payment of fees is not possible, the Director may contact her/his Support Representative for direction on how to establish a regular payment schedule until all fees are paid.)

Proper handling of Director finances is expected of a Christian leader.

Checking the Details

- Directors are licensees of Classical Conversations, Inc. and operate their business independently of CC but under their license agreement. Directors should operate their business with integrity and honesty.
- Check with your state's Department of State and Department of Labor whether a business license is required when setting up your business.
- Business and personal finances must be maintained in separate bank accounts. CC has partnered with Thrivent Credit Union to assist you in this area. (See Appendix K.)

Taxes

- Each Director is responsible for tax and form submission to the proper agencies. The reporting forms needed are determined by the business model established by the Director.
- Please seek a CPA or tax accountant for professional advice.
- Classical Conversations has negotiated with Flex-Pay on behalf of our Directors to provide discounted professional payroll services for both contractors and employees.
- How Foundations/Essentials Directors set up their business relationship with their Tutors determines the types of tax documents required and when they need to be filed.

For additional information, please refer to Appendix M and to [this document](#).

Distributing Funds

Licensing Fee

- Foundations/Essentials Directors pay all application fees for both programs to CC as a licensing fee to be a licensed Classical Conversations program with all of the rights, privileges, and support therein. This total can be found in the "CC Payment" window on the CC Classical Portal, based on your program details.
- First-year Challenge Directors pay 27% of the combined total of the application fees and tuition for each student to be a licensed program with all of the rights, privileges, and support therein. Recontracting Challenge Directors pay 26% of the combined total of the registration fees and tuition for each student. This total can be found in the "CC Payment" window on the CC Classical Portal.

Supply Fees

- Supply fees are used by the Foundations/Essentials or Challenge Director to provide the supplies necessary to operate the program as put forth in the Foundations Curriculum or Challenge Guide (minimal copies, science and art material, geography maps).
- Supplies needed by the students are supplied by the Director.
 - If the Foundations or Essentials Tutor is an independent contractor, other items a Tutor feels are necessary for use in the classroom are provided by the Tutor (e.g., markers, CD player, etc.).
 - Extraneous supplies, such as props, treats, incentives, are supplied by the Tutors.

Facility Fees

- If a facility fee is required, the Directors collect from the families and pay the appropriate fees to the appropriate contact in a timely manner. (This usually falls to the F/E Director but can be another Director within the community. However, all Directors participate as needed.) Facility fees can be charged per student or per family as determined by the CC community's facility coordinator.

Tutor Pay (see samples on final page of this section)

- At the beginning of the program year, the F/E Director communicates to the Tutors the expected schedule for their payments for the year. It is a best practice to make payments every four weeks after the work is completed or in sixths by the first Friday of October, November, and December for the first semester and by the first Friday of February, March, and April for the second semester.
- If the Tutor is an independent contractor, they should invoice the Director for the services they provided.
- Tutors should be equally compensated based on the total community enrollment versus individual class enrollments.
- It is a best practice to pay all substitutes the same amount. If Tutors are independent contractors, they should schedule their own substitute and have the substitute invoice them for services provided. If Tutors are employees, the Director can hire the substitute and pay them directly.

Sample incomes and payments follow.

Foundations Earnings

The data below is subject to change and will be verified when the contract for the operating license is signed. For ease, the example below is based on a program with a Director, six Tutors, and forty-eight students. It shows registration fees of \$85 per first student and \$55 per additional student with one-third of students being a first child. It is strictly a sample of what a Foundations/Essentials Director might earn for a Foundations Program. Directors earn varying amounts, depending on the number of students in a particular program.

Monies Collected

Registration Fees	48 students × \$64.99 (to Classical Conversations, Inc. as Program Licensing Fee)	\$ 3,119.52
Tuition	48 students × \$335 (or \$13.96/wk × 24 weeks per student)	\$16,080.00
Supply Fee	48 students × \$50	\$ 2,400.00
Facility Fee	(if needed) approximately \$50 per student	\$ 2,400.00
		\$23,999.52

It is recommended that Foundations Tutors receive 60% of the \$16,080 (\$9,648 in the example, which is equally shared among the Tutors) and the Foundations and Essentials Director receives 40% (\$6,432 in the example). Tutors who are contractors or employees are paid from 60% of the tuition. The Foundations and Essentials Director often establishes a CC community and facility and handles much of the administrative duties and communications. Directors will need to choose the business relationship they wish to have with the Foundation and Essentials Tutors. Directors will contract them as independent contractors or hire them as employees. Directors should set up that relationship in compliance with local, state, and federal laws. Classical Conversations has available resources for payroll services at a very cost-effective rate called Flex-Pay—check the Portal Library for details (also Appendix J). Directors may choose to handle their payroll on their own or via a local accounting professional.

Tuition Allocation

Tuition Total	\$16,080
Total Pay to Tutors (60% of tuition total, \$1,608 per Tutor based on 6 Tutors)	\$ 9,648
Director Pay (40%)	\$ 6,432

Directors and Tutors pay for their own student's tuition just like other parents. The Director will then pay each Tutor with a separate check. This will help keep accounting practices clearer. It is strongly recommended that Classical Conversations' money not be mingled with personal money. If you have questions about how to manage these monies, please consult a CPA or tax accountant to ensure you are handling your accounting properly for tax season.

Directors and Tutors pay for their own student's tuition just like other parents.

Essentials Earnings

For ease, the example below is based on a program with a Director, two Tutors, and two classes with eight students in each class. It shows \$85 per first student and \$55 per additional student registration fee with one-third of students being a first child. It is strictly a sample of what a Foundations/Essentials Director might earn from an Essentials Program. Directors earn varying amounts, depending on the number of students in a particular program.

Income

Registration Fees	16 students × \$64.99 (to Classical Conversations, Inc., as Program Licensing Fee)	\$ 1,039.84
Tuition	16 students × \$335 (or \$13.96/wk × 24 weeks per student)	\$ 5,360.00
Supply Fee	16 students × \$20	\$ 320.00
Facility Fee	(if enrolled only in Essentials) approximately \$50 per student	\$ 800.00
		\$ 7,519.84

It is recommended Essentials Tutors receive 70% of the \$5,360 Essentials tuition (\$3,752 in the example) and the Foundations and Essentials Director receives 30% (\$1,608 in the example). If there is more than one Essentials class, it is recommended the Tutor pay is equally split among the Tutors. Tutors who are contractors or employees are paid from 70% of the tuition.

Tuition Allocation

Tuition Total	\$ 5,360
Monies allocated for Tutor pay (70% of tuition total) (\$1,876 Each)	\$ 3,752
Director Pay (30%)	\$ 1,608

Essentials Tutor Earnings

The Essentials Tutor is not a Director; he or she is contracted as an independent contractor or hired as an employee by the Foundations and Essentials Director. It is recommended that Tutors are equally compensated based on the total community enrollment versus individual class enrollment. The Foundations and Essentials Director is responsible for organizing and handling the payment when the contract for operating licenses is signed.

Challenge Earnings

Challenge Director Earnings

The data below is subject to change and will be verified when the contract for operating license is signed. The following example is based on a Challenge program with a Director and eight full-time students. It is strictly a sample of what a Challenge Director might earn. Directors earn varying amounts, depending on the number of students in a particular program.

Income and Payment

Challenge A-IV		26% Licensing Fee	27% Licensing Fee
Registration Fees	8 students × \$125	\$1,000	\$1,000
Tuition	8 students x \$1,275	\$10,200	\$10,200
Registration and tuition total		\$11,200	\$11,200
Licensing Fee Payment	26% or 27% of registration and tuition total (Paid to CC as licensing fees)	(\$2,912)	(\$3,024)
Director Pay		\$8,288	\$8,176

Supply fees and facility fees will depend on the program and facility location.

I nsurance & Legal



Types of Insurance

Common types of insurance programs are:

- **General Liability coverage:** This provides protection from lawsuits involving bodily injury such as slips and falls and damage to physical property. It covers liability claims resulting from bodily injury or property damage arising from group activities. For example, if the coffee maker brought by a family or the Director causes a fire, the Director may be liable for any damages to the church's building.
- **Accidental Medical coverage:** This would cover an organization if a child is injured while at a CC program. This may not be necessary since many general liability policies will include medical payments for any accidents that occur. Consult your local agent for best practices in your area.
- **Director and Officer Insurance:** Commonly called "D&O Insurance," this provides defense for leaders if they are sued for wrongful acts in their capacity as leaders.

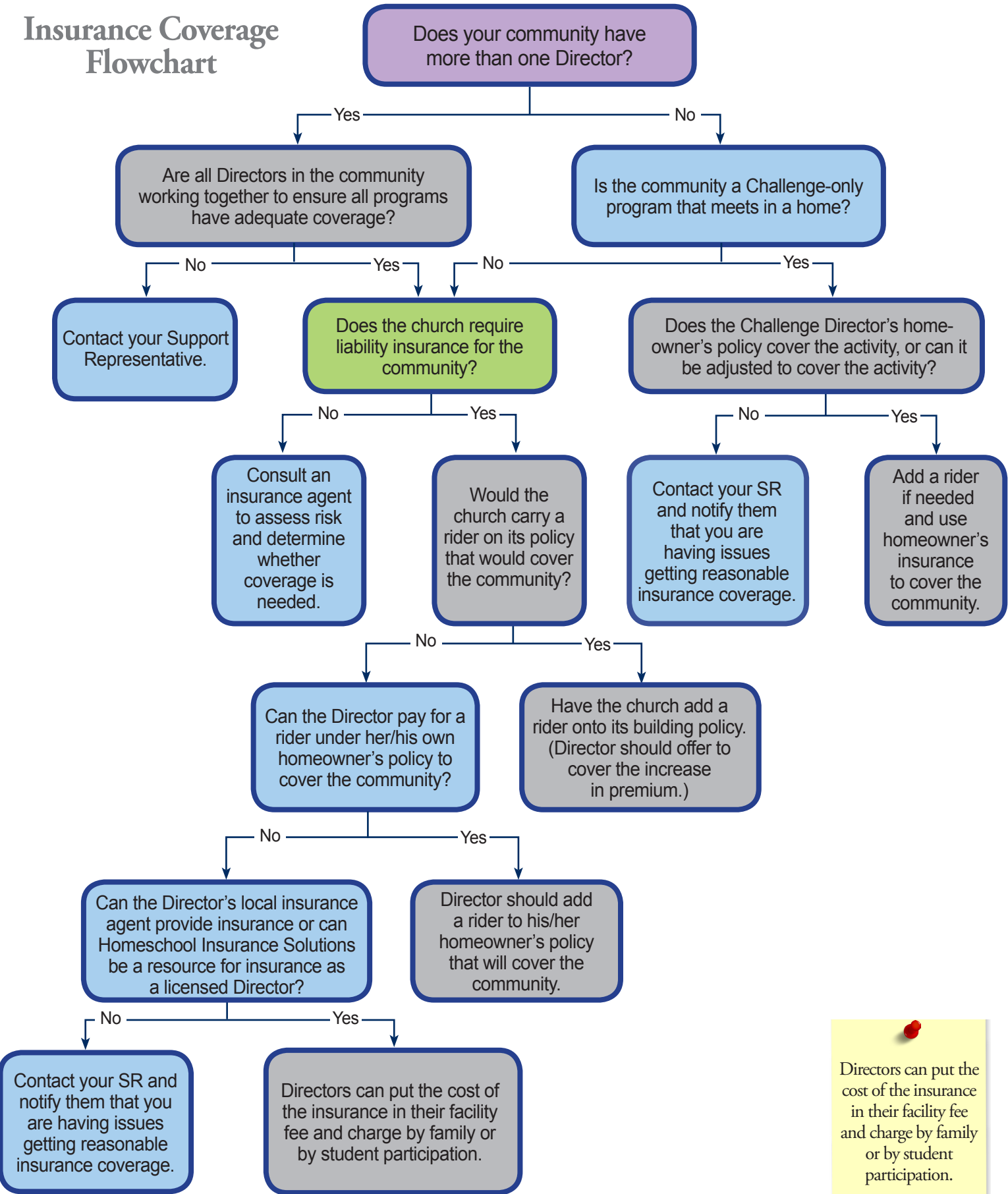
Resources:

- Home School Insurance Solutions: www.HomeschoolInsuranceSolutions.com.
(See Appendices H and I.)
- Peacemaker Ministries: www.Peacemaker.net.

(Remember that insurance requirements vary from state to state and can be quite complex. Though the above resources are helpful, no one can speak to specifics for your area better than your local insurance agent.)

Refer to the CC Classical Portal Library for more information on insurance and options.

Insurance Coverage Flowchart



Directors can put the cost of the insurance in their facility fee and charge by family or by student participation.

Reducing Risk

- Read and know Director Licensing Guidelines.
- Inform Tutors and families of the policies you have established for your licensed community during the application process and during orientation.
- Create an Emergency Action Plan for all reasonably foreseeable emergencies, including inclement weather or need for evacuation of the building due to fire or other situation.
- Ensure proper stewardship of the property.
- Walk through the facility weekly before families arrive and make sure there are no safety hazards that may cause injury.
- For accountability purposes, ensure you are never alone with a child of whom you are not the parent or guardian.
- Familiarize yourself with Classical Conversations' conflict-resolution methodology.
- Adhere to CC Director Financial Responsibilities and Financial Guidelines.
- Community Liabilities
 - Students under 12 must be supervised by parents at all times. Challenge students must be supervised by a Director at all times.
 - Parents must be present and remain in community with children who are Foundations and Essentials students or younger than twelve years old.
 - Children not participating in the Classical Conversations program that day must not be on site, except for the nursery-aged children. Exceptions are addressed with the Team Leader.
 - All Challenge students must remain in community unless other arrangements have been made in writing by the parent or guardian.
 - No unauthorized weapons are allowed in community.
 - Keep community roster and family contact information secure.
 - Ensure restroom policies protect the children.
 - Adhere to "Release and Authorization to Use Name, Image, and Likeness" for each family.
 - This covers submission of your program and community photos to Classical Conversations, Inc.
 - By receiving permission from families ahead of time, Directors are being proactive to ensure photo releases are acceptable to the families of her/his community.

Legal Issues

Handling Copyrighted Material

- No non-Classical Conversations material may be uploaded to CC Connected.
- No copyrighted material is copied and/or distributed for use in the classroom or home outside of materials/curriculum that have already been purchased by the family.

Handling Classical Conversations Material

- As a Foundations and Essentials Director, you are responsible for the integrity and quality of the Classical Conversations program. Consequently, materials used on Community Day should be accurate and appropriate. (Although the CC Connected downloads are monitored, materials are being submitted daily and by parents/Tutors, etc.) Only materials from the CC Classical Portal Library are thoroughly checked BEFORE being uploaded, ensuring their integrity with the program. We need to walk with integrity at all levels.
- Ask your Support Representative or Academic Advisor before using suspect materials.
- While individual files on CC Connected are not CC proprietary materials, the CC Connected site is a proprietary product, and copyright laws apply to its content as well.
- CC Connected materials are not to be distributed within the community or among families.

In short, Directors/Tutors are vigilant about what they are presenting to students and parents, taking care to assure the legality of the materials used, as well as the integrity of their content.

The definition of a “copyright infringement,” according to the National Copyright Office:

“As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner.”

<http://www.copyright.gov/help/faq/faq-definitions.html>

The original and primary purposes of CC Connected® are to provide:

- Online tutorials and resources for students and parents
- A place to share questions and ideas and connect with an “official” CC-provided moderator
- A place to share at-home ideas

Well-meaning families often infringe upon our copyright. We encourage you to know which sites are legitimate.

Legal resources available on the Portal Library

[CC Licensed Director Legal Resources](#)

[ADF Partnership with Classical Conversations—Legal help for churches](#)

[Help for Christian-based Businesses](#)

Appendices

Appendix A

Classical Conversations Product Checklists

Since integrity is an important part of the Classical Conversations product, please take a quick assessment as to your integrity of the process and product of CC. Are you delivering the program that Classical Conversations would want you to give the children as outlined through your training and your leadership? This list is not exhaustive, so please, with insight from our Lord, check yourself. Let us be men and women of integrity.

General:

- Do you promote the services and resources offered by Classical Conversations?
- Do you support the efforts and follow the recommendations of your Support Representative?
- Do you address seminar and program questions and contracting, referring, and changing of Directors with your Support Representative?
- Do you use the Discussion Forums as a constructive tool and refrain from divisive or derogatory comments?
- Are you conducting Information Meetings and Open Houses?
- Do you prepare adequately for Community Days?
- Do you consistently refer questions concerning other program levels to the appropriate Director in your community?
- Did you read the dress code?
- Do you use the Matthew 18 principle of addressing concerns personally?
- Do you refrain from gossip or disrespectful, dishonoring talk?
- Have you kept your CC Classical Portal Discussion Forum notifications up to date?
- Are your own children enrolled and have you paid your fees?
- Do you promote all three programs at your community—Foundations, Essentials, and Challenge?
- Do you communicate on an ongoing basis with the parents of the students?
- Do you have all your students entered on the CC Classical Portal, etc.?
- Are you utilizing the resources available on the CC Classical Portal?
- Are you familiar with the documents and training webinars on the CC Classical Portal?

Foundations and Essentials:

- Do your class sizes follow Classical Conversations' criteria?
- Do you have no more than eight students in each Foundations class?*
- Do you have no more than 16 students in each Essentials class?
- Is your Foundations program 2-½ hours long with a 15-minute opening?
- Is your Essentials program 2 hours long?
- Do you consistently follow the 3Ps: Pledge, Prayer, and Presentation?
- Are your family presentations 5–7 minutes in length?
- Are your Foundations program classes named as outlined by Classical Conversations (i.e., Abecedarians, Apprentices, Journeymen, Masters)?
- Are the Tutors drilling the grammar rather than teaching the grammar context?
- Do the Tutors use a white board (the “stick in the sand” approach) for memory work?
- Does each Foundations child get individual presentation time weekly?

* Notified and discussed with Team Leader any class size over eight.

Classical Conversations Product Checklists (continued)

- Do your Foundations Tutors follow the five crisp core 30-minute components?
- Do your Essentials Tutors follow the 45-minute-, 45-minute-, 30-minute-breakouts consistently?
- Is there any area in which you have veered from the guidelines of the program?

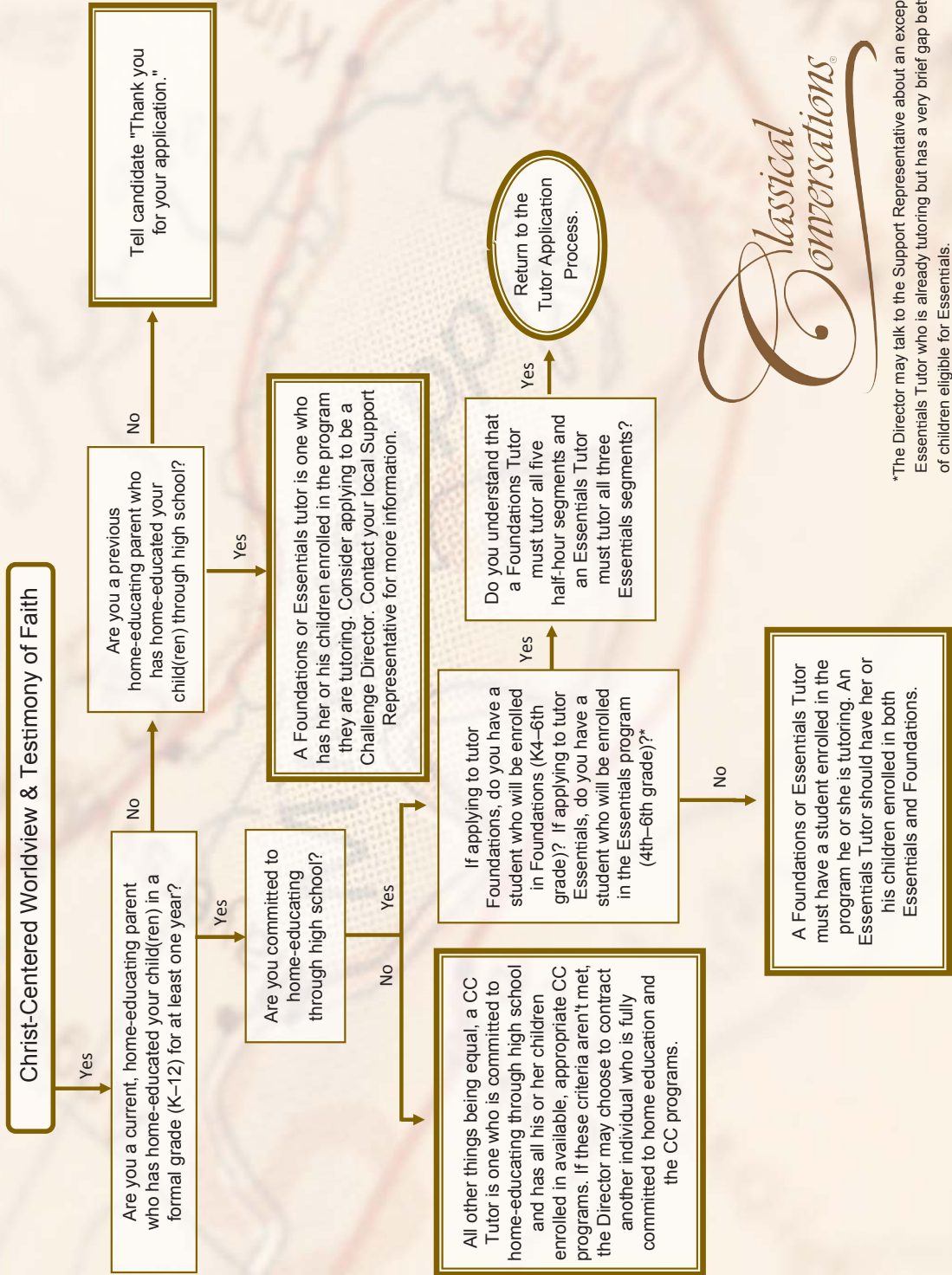
Challenge:

- Is your class size limited to 12 students or less?
- Are you fully prepared for each seminar?
- Are you using all of the books and assignments as written in the Challenge Guide?
- Do you respect the parents' ultimate authority, or do you usurp that authority?
- Is the appropriate number of seminars for each student listed on the CC Classical Portal?
- Are your own children enrolled and have their fees been paid?
- Does the environment of your classroom encourage and inspire your students to learn?
- Are you focusing on the appropriate dialectic and rhetorical opportunities?
- Are you using all six hours to the best advantage?
- Are you walking through all six seminars every Community Day?
- Are you integrating the strands and God's Word and wisdom throughout the day?

Appendix B

Qualifying a Foundations or Essentials Tutor Flowchart

Qualifying a Foundations or Essentials Tutor



*The Director may talk to the Support Representative about an exception for an Essentials Tutor who is already tutoring but has a very brief gap between ages of children eligible for Essentials.

Appendix D

Parent Overview of CC Structure & Protocol

Your Local Team Leader Contacts

Director

Name: _____

Phone: _____

E-mail: _____

Support Representative

Name: _____

Phone: _____

E-mail: _____

Area Representative

Name: _____

E-mail: _____

Sales Manager

Name: _____

E-mail: _____



Your Leadership Team



Executive Team
Robert Bortins CEO • Mary Alphs CMO



Mary Alphs
Chief Marketing Officer

Director of Sales

National Directors

Sales Managers

Area Representatives

Support Representatives

Directors

Parent Overview of CC Structure & Protocol



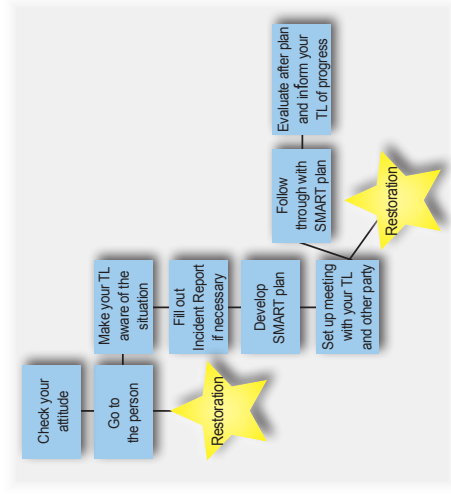
A simple document outlining procedure and protocol expectations when participating in a Classical Conversations Community

Parent Overview of CC Structure & Protocol (continued)

Matthew 18 Model

We strive to follow the Matthew 18 model of conflict resolution. We encourage you to refer to *The Peacemaker* by Ken Sande for additional equipping and assistance.

- Go directly to the person with whom you have conflict and discuss the situation in person and alone.
- If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. Matthew 18:15 ESV
- If the conflict is not resolved after the first meeting, make the appropriate Team Leader aware of the incident, document the incident, and set up a time for a mediation meeting/call with the parties involved. This could be done in person or using some other means of communication remotely.
- But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. Matthew 18:16 ESV
- Work with your Team Leader to set up a SMART plan and follow through with the suggested plan of action with all parties involved.
- Keep your Team Leader informed of the progress of the situation.



Our Families' Participation

Parents

Though our families come from diverse backgrounds and experiences and are unique in various ways, we share the common goal of wanting to give our children the very best classical, Christian education. Parents' ongoing contribution to the Classical Conversations program and their CC community is essential to a healthy and productive environment. Parents who enjoy the benefits of a strong community contribute in many ways.

- What Classical Conversations expects from you:
 - Foundations parents remain in class with their Foundations students.
 - Essentials parents remain in class with their Essentials students.
 - All communication protocol is observed and followed.
 - If a parent has an issue with someone, the parent needs to approach that person before going to anyone else, including the leadership.
 - Parents are expected to refrain from gossip, unkind and belittling speech, and divisiveness.
 - Parents are expected to submit to the Matthew 18 model should conflict arise and respectfully follow the leadership of the Director.

Serving Our Families

Program Directors

Our program Directors are here to serve you and your family. Classical Conversations recognizes Directors as our hands that minister to the CC families in their home-educating endeavors. Though as a licensee each Director has flexibility and choices in his or her program, there are consistencies that Classical Conversations' families have come to enjoy.

- What you can expect from your Director:
- Face-to-face or voice-to-voice communication is provided every two weeks.
 - A Christ-centered worldview is integrated and defended.
 - Director is available to answer questions.
 - Director leads with professionalism and kindness.
 - The Challenge class is led as a dialectic discussion integrating all subjects.
 - Students enrolled in Challenge A through Challenge D are enrolled in all six seminars for optimal discussion.
 - Challenge parents receive two written reports of progress per semester.
 - Five half-hour components are led by each Tutor in Foundations.
 - Three components are led by each Essentials tutor.

Communication Protocol

- When registering for a Classical Conversations program, parents put themselves under the authority and leadership of that particular Director in regard to participation in your CC community. This means they should be open to face-to-face and voice-to-voice communication every two weeks.
- Any group communication should be approved by the Director.
- Member contact information is not to be used to solicit activities, events, products, or other ministries without the prior approval of the Director.
- When dealing with a conflict, face-to-face communication is best.
- Do not communicate details of sensitive information by e-mail. If you need to go to the next level of leadership for a resolution, send an e-mail requesting a time to speak with that leader.
- Refrain from putting any information that is personal, explosive, religious, performance-related, or a legal issue into an e-mail.
- Emails with sensitive information that ought not have been sent will not necessarily be answered. Leaders should use the phone to communicate information that is sensitive or timely.

Our communities are warm and conducive to growing in Christ, so our parents refrain from engaging in gossip and divisive behavior.

Please refer to Widen for the [most current version](#) of this document.

Appendix E
Community Incident Report



INCIDENT REPORT

The director should keep on file and share a copy with their TL who will share it with the Sales Manager.

Community Location: _____
Date of Report _____

Person(s) Involved (name/age/gender):

Parent(s)/Guardian (s), if minor:

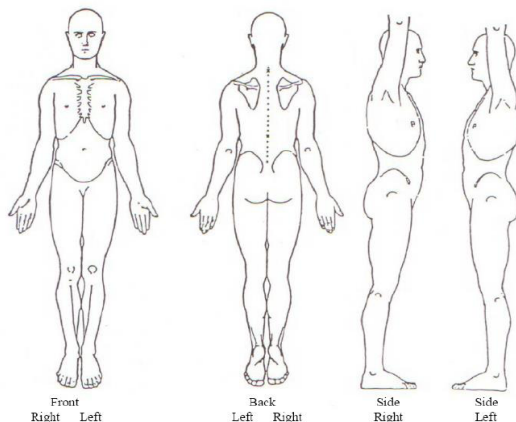
INCIDENT

Type of Incident: Behavioral ___ Injury ___ Illness ___ Other _____

Location: _____ Date: _____ Time: _____

Briefly describe the nature and extent of the injury or incident:

Directions: If it applies, on the body diagram below, please mark with a dot (•) the area(s) of your body you feel has been injured as a result of this incident.



Community Incident Report (continued)

INCIDENT REPORT Page 2

Care provided/Action taken:

Multiple horizontal lines for text entry.

Describe any instructions provided to the patron: (cautioned to obey the rules, issued a warning, etc.)

Horizontal line for text entry.

Person(s) supervising:

Were parents notified? Yes ___ No ___

Parent's response:

Who contacted the parents & when?

Adult to participant ratio at time of incident:

Refusal of Care:

Was care refused? Yes ___ No ___

If yes, victim (parent or guardian for a minor) signature:

Horizontal line for signature.

Released To:

Self ___ Parent/Guardian ___ EMS ___

Transported off-site Medical Facility:

Attachments:

Note any attachments such as EMS personnel report or follow-up conversations with the person(s) involved and/or parents or guardian.

Person completing report:

Contact phone number:

Please refer to Widen for the most current version of this document.

Appendix F
Progress Report Template

Classical Conversations Progress Report

Student's Name: Challenge:
 Tutor's Signature: Date:

Preparation - Comments on how the student seems prepared for seminars. P C I

Participation - Comments on how the student participates in seminars. P C I

Presentation - Comments on how the student presents assignments in seminar. P C I

Specific Observations of Skills (P, C, I, and/or short note reference)

Grammar =

Exposition and Composition =

Debate =

Research =

Rhetoric =

Logic =

Task and Skills Ledger:

Proficient = understood, tasks ably explained or demonstrated to others, able to lead discussion

Consistent = growing in understanding, tasks completed, contributes to discussion

Incomplete = needs further understanding, tasks uncompleted, observes only

IMPORTANT!

You as the parent/teacher have the best knowledge of how well your child is learning and what is necessary to succeed in your own home school. Please use this information as an observation of skill growth displayed in these seminar levels only. The amount of effort it takes for your child to put together the work brought to seminar is not always evident. It is hoped that this information gives additional support as you evaluate your child's educational progress this semester.

Please refer to Widen for the [most current version](#) of this document.

Appendix G

Sample Letter to Collect Delinquent Payments

***Classical Conversations®*, Inc.**

Collection Letter for Late Payments

Date _____

Dear _____:

Our records show that you have an outstanding balance of \$_____ for these items:

Is there a problem with this bill? If so, please contact me so that we can resolve the matter. Otherwise, please send your payment at this time to bring your account current. There is a late fee of 2% monthly that has been applied to your balance.

Sincerely,

(Contact phone number and/or email address)

Tips for resolving debt balance due

Save this letter on your e-mail and use as a first warning. Often people just forget to pay. Send it through the mail after talking with a parent who promises to pay and then doesn't.

Sometimes telling both parents can make a difference, as generally one will be better about finances than the other.

It can help to list the checks received on your correspondence and what they were for in case you have entered some information in error. We all make mistakes.

As soon as you suspect you may have trouble collecting a payment, pray for wisdom. If you have a waiting list of students, you may want to let the student go and welcome someone new. If you want to work with this student, suggest a way to spread out the payments. Sometimes parents intend to pay with tax refunds or Christmas bonuses.

Sometimes suggesting that a grandparent may help out financially brings in the tuition.

You hate to do it because we love the students more than the money, but sometimes we just have to let a student go if their parents aren't honoring their financial commitments.

One time a tutor mentioned in passing to another parent that a child was about to quit because of finances and that she was sad as the student was thriving and loved the program. That parent went home and wrote a check for the other child as a donation. You never know how the Lord will bless each of us! Just ask Him.

If all else fails, you can go to small claims court, but this involves some expense. Build the cost into your claim so the court makes them reimburse the total amount. The time spent doing this may not be worth it to you. Just let other Directors in your area know so they do not enroll the student. Homeschool parents are generally honest and want to pay you. Having everyone pay up front for the year will alleviate this issue, though you still could receive a bad check.

Appendix H

Home School Insurance Solutions—Program Highlights

**HOME SCHOOL INSURANCE SOLUTIONS
FOR CLASSICAL CONVERSATIONS COMMUNITIES**

PROGRAM HIGHLIGHTS

- Affordable General Liability and Accident Medical Protection for your Classical Conversations Communities
 - General Liability Limits - \$1,000,000 Each occurrence
\$2,000,000 General Aggregate
\$300,000 Damage to Premises Rented to You Limit
\$5,000 Medical Expense (any one person)
 - \$25,000 Full Excess Accident Medical & Dental Maximum per Accident with no deductible for your home school activity participants
 - \$10,000 Accidental Death Benefit
 - \$10,000 Accidental Dismemberment Benefit
- Broadened Definition of Who is An Insured to include Non-Employee Tutors and Non-Employee Directors
- Multiple Directors of the same Community may apply jointly
- Your first two Certificates of Insurance (“proof of insurance”) are issued at no charge.
- Policy is in effect for one year from your date of application.
- Optional protection available (subject to availability in your state), including:
 - Directors’ and Officers’ Liability
 - Sexual Misconduct Liability
 - Limits available: \$50,000, \$100,000 and \$500,000 per occurrence
 - Waiver of Subrogation
 - Hired & Non-owned Automobile Liability
 - Workers’ Compensation Insurance
 - Excess Liability up to \$5,000,000

Please refer to Widen for the [most current version](#) of this document.

Appendix I

Instructions for Applying for Insurance Coverage for Your CC Community

HOW TO APPLY FOR INSURANCE COVERAGE FOR YOUR CLASSICAL CONVERSATIONS COMMUNITY

- 1) **Accessing the Application:** Visit our website www.homeschoolinsurancesolutions.com to access the Classical Conversations Communities application form. The application is a live on-line form, and will calculate the rates for you before you submit the application. You will know the exact premium due before you submit the application! If for any reason you would prefer to complete a paper application, please send your request to homeschoolsupport@ncginsurance.com and we will forward it to you promptly.
- 2) **Required Information:** Prior to completing the application, you will need to gather the following information:
 - a. **The name of your Classical Conversations licensed Community**, along with the **Authorized Contact** (or Director), mailing address, email, and phone number. Multiple Directors operating within the same Community may be insured together on the same policy (i.e. Foundations/ Essentials/Challenge). However you should decide which Director will be the main point of contact for insurance purposes and have him/her complete the application.
 - b. **The total number of enrolled students** for the entire program.
 - i. If a student is enrolled in more than one class, he/she only need to be entered once under the highest level class attended.
 - ii. There is no need to project numbers for future possible enrollment as students may be added to the policy at any time during the year. Please provide actual current enrollment.
 - iii. If at any time your student numbers increase by more than 10%, simply send your request to: homeschoolsupport@ncginsurance.com to update your policy and determine how much additional premium may be due.
 - c. **Total number of non-employee tutors** used for the entire Community.
 - d. **Total number of volunteers** (typically parents) used for the entire Community.
 - e. **Total number of licensed non-employee Directors** that operate within the Community.

All fields marked with a red asterisk must be completed. The blue box in the upper right hand corner will tell you if you have missed any.
- 3) **Finalizing your Application:** Upon completion of all required fields, a “Click to Sign” button will appear at the bottom of the screen. Once you click that button, a confirmation email will be sent to the address provided on the application.
 - a. You must validate the email address by following the instructions on the email in order to finalize the submission of your application.
- 4) **Cost of Insurance:** The minimum premium for this policy is \$335 annually, but your actual premium may be higher depending upon the total number of participants.
- 5) **Payment Options:** We accept check or credit card
 - a. If you choose to pay by credit card, please complete the information on the Payment Options page (3) and sign in two places. You will not need to mail us anything!
 - b. If you choose to pay by check, please complete the top portion of the Payment Options page, print out page 3 only, and mail it with your payment to the address shown on the top of the form. To expedite processing of your application, you may also fax (or email) a copy of your check with this form to 1-800-466-0026. Otherwise your application will be delayed until receipt of your check. **Please make checks payable to: Special Markets Insurance Consultants, Inc.**
- 6) **Effective Date of Coverage:** Your policy will be effective the same day we receive payment, however it may take up to 10 business days for your policy documents to be sent to you via email. Your completed application constitutes temporary proof of coverage.
- 7) **Policy Term:** The policy term is for 12 months beginning from the effective date of coverage. We do not offer short term policies at this time. The policy will transfer should a new director take over the community mid-term, and the policy will continue for the remainder of the 12 month term.
- 8) **Renewing Your Coverage:** An updated application is due every 12 months, and you will be notified via email approximately 30 days in advance of your renewal date. There is a 30-day grace period should you forget to renew, or need more time to collect dues.

Please refer to Widen for the [most current version](#) of this document.

Appendix J

Flex-Pay Directors Payroll



Directors Payroll

Monthly Pay Frequency 4 or 8 Pay Periods in 12 month period

Flex-Pay Service	Base Charge	# Employees	Total
Monthly - Email / Call	\$34.00	unlimited	\$34.00
Per Check Fee	\$ 1.35	6	\$ 8.10
Per Direct Deposit Fee	\$ 0.32	6	\$ 1.92
Delivery* Via Online Pay Statement	\$ 0.65	6	\$ 3.90
Total per Pay Period Processing*			\$47.92

Flex-Pay Service	Base Charge	# Employees	Total
Monthly - Email / Call	\$34.00	unlimited	\$34.00
Per Check Fee	\$ 1.35	9	\$12.15
Per Direct Deposit Fee	\$ 0.32	9	\$ 2.88
Delivery* Via Online Pay Statement	\$ 0.65	9	\$ 5.85
Total per Pay Period Processing*			\$54.88

*Minimum Annual Payroll Processing \$300 (If total annual is less than \$300, an additional flat fee may be applied to last payroll in April.)

1099 Annual Fee: \$35.00, includes shipping, and \$5.50 per Independent Contractor
Plus employer and employee copies available electronically at no charge, eliminating reprint fees

One-Time Set-Up Fee: ~~\$100~~ \$50 (listed at 50% off due to referral by Classical Conversations)

Flex-Pay Business Services, Inc. will provide each of the following services as part of your Payroll and Tax package at No Additional Charge:

- Unlimited training and support
- Designated customer service representative
- Flex-Pay takes responsibility for accurate and timely filings of your tax payments
 - Federal and State Quarterly Tax Reports each Quarter
 - Reports available on SecureView each pay for easy access
- All of your taxes including unemployment are handled by one source
 - Payroll reports each payroll period (over 80 available)
 - Reports available to your CPA on SecureView

Online Pay Statements* - If all employees have an email address and are 100% direct deposit, employees can access payroll detail/history via the Internet, and payroll reports available online with SecureView. This fee replaces the delivery charge.

Contact Name Sabrina Lewallen, District Manager, if you have any questions.
 Cell Phone: 336-442-2199 Email: slewallen@flex-pay.com
 Office Hours: Monday-Friday 8:00 am - 6:00 pm EST

Please refer to Widen for the [most current version](#) of this document.

Appendix K
CC Partnership with Thrivent

**Separate and simplify to better
manage your banking**
Introducing Licensed Director Business Banking



Appleton, Wisconsin • Minneapolis, Minnesota

When it comes to managing your money, one healthy practice includes separating your business finances from your personal finances. By aligning your accounts with your roles, you can more easily attend to the different types of income, expenses, taxes, and savings.

Classical Conversations is partnering with Thrivent Federal Credit Union to start this service. Learn more from Thrivent FCU in their article, “Why you need a business banking account.” at Thriventcu.com/separateandsimplify. Receive \$100* from Thrivent as a welcome bonus. Open your business account in 6 steps by starting at Thriventcu.com/ccbusinessaccount.

For more information, review documents on our digital library at:
<http://bit.ly/LicDirBanking>

**Cash bonus for new Thrivent Business Rewards Checking account with Thrivent Federal Credit Union; \$100.00 cash bonus is earned when you open a new Thrivent Business Rewards Checking account using the promo code CCD100. You must deposit \$25 within 60 days of opening the account. Bonus will be paid 60 days after the account is opened if the required \$25 deposit is made.*

Offer begins January 8, 2018 and ends December 31, 2018. Limit one (1) bonus offer per new member; must be primary owner on account and cannot be combined with any other offer. Offer is subject to change without notice.

The TFCU Membership, College Checking or Emergency Share Savings Account is a requirement for membership in Thrivent Federal Credit Union. To maintain membership, a par value of one share (\$1.00) must be kept in the account at all times. If the member’s account falls below the par value, the member has six months to bring it back to par value.



Please refer to Widen for the [most current version](#) of this document.

Appendix L

Authorization to Issue Agreements to Licensed Directors



255 Air Tool Drive, North Carolina 27376

(910) 673-0100

CLASSICAL CHRISTIAN COMMUNITY

CLASSICALCONVERSATIONS.COM

January 1, 2018

To: Licensed Directors

From: Classical Conversations Corporate

Subject: Authorization to issue agreements to Licensed Directors

Classical Conversations has contracted Support Representatives to be the corporate representatives in designated areas around the country. We are authorizing them as Classical Conversations' representatives to issue and sign off on Licensing Agreements for the designated director for each program in their designated community. The licensing agreement is in effect when signed and will expire per the time frame noted in the agreement with both parties agreeing to the terms so stated.

Thank you for choosing Classical Conversations and the classical Christian model of education as your preferred home-education experience.

Thank you.

In HIS Grip,

Keith Denton
COO

Appendix M
Addition of Reference Document on Operating Your Business



Classical Conversations, Inc.
255 Air Tool Drive
Southern Pines, NC 28387
www.classicalconversations.com
910-673-0100

March 12, 2018

Dear Licensed Directors:

We are adding a reference document to the *Director Licensing Guidelines* that will provide more information on setting up your own business, filing taxes, and operating your business with integrity. We believe that local advice is generally going to be the best advice, and we encourage you to talk with a local attorney or tax accountant about the local and state laws and regulations affecting small businesses.

The author of this document is a licensed insurance agent who markets to the homeschooling community, and we appreciate her willingness to help educate our Directors. Please remember that, while this document may help you make business decisions, we continue to emphasize the importance of getting help locally whenever possible. Small business regulations and tax law laws vary widely from state to state.

Thank you for all that you do for Classical Conversations!

Peace be with you,

A handwritten signature in black ink, appearing to read "Robert Bortins".

Robert Bortins
CEO, Classical Conversations

"To Know God and to Make Him Known"