

COACH ACADEMIC CLASSES HANDBOOK

STATEMENT of FAITH

- The Bible is the inerrant, infallible, inspired Word of God from beginning to end.
- God exists in three persons-God the Father, God the Son, and God the Holy Spirit. All three equal in power and glory.
- Christ is fully God and fully man.
- Christ was born of a virgin, was tempted by Satan, but remained sinless in His life. Without spot or blemish, He died on the cross as a substitute for all who would repent and believe in Him, rose bodily from the grave, was ascended into heaven where He now reigns with the Father. He will return personally and visibly to earth both in salvation and judgement.
- All humans are sinful by nature and can only be forgiven by repentance and saved by the expression of trust in Jesus as Savior, brought about by the regenerating work of the Holy Spirit.
- The work of the Holy Spirit continues and indwells the believer at the point of salvation, enabling the Christian to live a godly life.
- We believe in the Biblical assertion of only two sexes, male and female, as assigned at birth.

STATEMENT of PURPOSE

COACH Academic Classes is an overtly Christian organization that strives to serve Christian homeschool families. We are not a school and are not claiming responsibility for your child's education. Our desire is to assist families as they educate their children by coming alongside you, the teachers at home, as a participant as you educate your children. Our goal is to provide a Christian learning environment where decisions are based on Biblical mandates, and our classes are taught with a Biblical worldview. We want students to graduate and succeed in life in whatever career field they desire. We hope to encourage and embolden students in their faith so as to inspire them to leave us to be great lights in the world. We desire for them to have the courage and strength to do great and mighty work for the Lord.

PUBLIC SCHOOL at HOME (PSAH) STANCE

COACH Academic Classes defines homeschool as parent-led, parent-funded, and parent-directed without the inclusion or interference from government funded schools. We stand with HSLDA, CHEA and Homeschool Oklahoma in the definition of, and separation of public school at home, and homeschool. We believe these are two distinct options for families. Therefore, we do not allow enrollment by families participating in Public School at Home options including, but not limited to, K-12, Epic, Connections and Braintree. Families with any students being educated by a public-school at home option are not eligible for enrollment.

POLICIES and PROCEDURES

Illness: Please keep your student home if he/she has not been fever free for at least 24 hours. We make every effort to provide a safe and healthy location to learn and fellowship. We ask if your student does not feel well to use your best judgement and not join us in person. We are not responsible for anyone's health while attending COACH.

Weather: If COACH decides to close for dangerous weather or road conditions it will be posted on BAND and the Website. It is up to each teacher to determine make-up work or online class options for weather related closures. Parents and students are responsible for communicating with teachers about assignments.

Lunch: We have a lunch break every week from 12:30-1pm. All students must remain in the fellowship hall during the lunch period. All food must remain in the fellowship hall. Drinks in the classroom are up to each teacher's discretion. If allergy protocol is required, parents are responsible for making sure that all administrators and teachers of their child are informed. Students having lunch delivered by a service such as Door-dash, must ensure that delivery is made to the West side doors and not the church's main doors.

Communication: BAND is our main form of communication, along with the website. All families are required to have access to both. Teachers may also have Band pages for their classes and require families to join those individual pages. Band page participation is not optional. Mass communication will be posted on BAND and the website www.homeschool-life.com/ok/coachacademicclasses.

Safety: COACH Academic Classes will follow the church's policies for fire evacuations. Highland Baptist Church has ultimate authority of their property. In the event of possible tornado threats, they may therefore decide it is unsafe for us to be on their campus and COACH will not open at their request. If there are not enough adults signed up to serve on a given week, COACH may not operate in person on those days. We require that all families serve to help facilitate the safety of all students while on campus.

STUDENT EXPECTATIONS

Behavior: Respectful, honorable behavior is always expected while at COACH. Any form of bullying will not be tolerated, as well as any disrespectful behavior or attitude towards a teacher, adult, or any fellow student. Any form of hate speech, defamation, profanity, or excessive discussion of weapons or violence will not be tolerated on campus. Any infraction will result in a meeting between COACH administrators and the parties involved, and disciplinary action will be taken.

Electronics: Cell phones should remain in backpack or bags while in class unless specified by the teacher. A cell phone or any electronic device is allowed in the study hall but must remain where screens are in plain sight. Cell phones can and will be confiscated if a student is found to be using the device in any inappropriate manner or against a teacher's policy in the classroom. Headphones and earbuds are not allowed to be used during class time unless the teacher has given permission to that student.

Classes: Students should be on time for class and prepared for class with the completed assignments and necessary materials. **Assignments are not optional.** Problems with assignments should be personally discussed with the teacher. Please contact teachers by their preferred methods and during their preferred times. Teachers' office hours are listed in their syllabus. Students will attend class for the entire class period unless previous arrangements have been made. If your student is absent, please contact your teachers before class if possible. In the event of an absence, it is the student/parent's responsibility to make sure work due that day is turned in and the next week's assignments are picked up. This may be done at the sign-in table.

Weapons/Other: Weapons of any kind (authentic, 3D printed or homemade), including pocket knives, are not allowed at COACH, in backpacks, on your person, or at any COACH sponsored event. Any student found in violation of the weapons policy will be subject to confiscation of the weapon, and a parent will be called.

Public Displays of Affection (PDA): PDA is not permitted on campus. In keeping with Christian principles of purity, self-control, and respect for one another, we maintain an environment that is honoring to God and appropriate for all ages.

Gum is not allowed anywhere on campus.

DRESS CODE

Shirts/Jackets- All students, regardless of the number of classes attending or time offered, are required to be in an official COACH shirt while on campus. Any previous year's shirts, including BASH shirts, may be worn. For the safety of everyone our COACH logo must be visible while inside the building, therefore no coats can be worn inside the building. Students may wear warm clothing **under** COACH shirts provided there are no visible graphics or lettering. Students may also wear any previous year's COACH pullover hoodies, zip up hoodies, sweatshirt, or COACH Aviation jacket.

Bottoms- Students may wear jeans, basic cargo pants, or dress slacks- without holes, rips, tears, or shreds in any color *except* for white or light tan. **Only** official COACH sweatpants or COACH joggers are permitted.

Skirts- Must be below the knee in length, solid color or they may have traditional patterns, but no words or inappropriate graphics.

The following items are **not allowed**: leggings, non-COACH sweatpants, non-COACH joggers, athletic pants, shorts, pajama pants and convertible pants (pants with multiple zippers &/or zip off pant bottoms). No cardigans, flannels, vests etc as each COACH logo must be visible and on the outside layer at all times.

Articles of clothing that are see through, nearly see through, or light enough in coloring to see through are prohibited.

Hats- Hats may be worn if they do not have profanity, alcohol, tobacco, drugs, or inappropriate graphics.

Dress Code Violations: COACH maintains a dress code at all times-no exceptions based on the number of classes you attend or the time of day you arrive on campus.

If your student arrives out of dress code, parents will be contacted to bring appropriate clothing. **Returning families** are expected to be familiar with our dress code policy and therefore **will not receive warnings**, you will be asked to bring your student clothing or to pick them up. New families will be given one warning, parents will still be notified to bring appropriate clothing.

Important Note:

*****While students are awaiting their T-shirt orders they must be in a solid-colored crew neck shirt, and jeans that adhere to the dress code. *****

Special Events and Dress-up Days: All dress-up days and special event attire must still adhere to the COACH dress code. The following are **not allowed**: Spaghetti straps, slits above the knee, see-through or sheer portions, bare or see-through midriffs, leggings worn without a knee-length dress, tunic, or other approved dress-up attire covering them.

If students do not follow the dress code during dress-up days these events will be cancelled without further notice and removed from the schedule. These opportunities are fun, but it is essential that we maintain the same standards across all activities.

Updated January 2026

INFORMATION for FUNDRAISING, EVENTS & CLASS OFFICERS

Fundraisers

- Fall and Winter COACH Apparel Sales (these are for dress code and allow a small profit)
- Fall Pecan Sale (orders placed prior to Thanksgiving; pickup the Thursday before Thanksgiving break)
- Valentine Fundraiser
- Additional Junior-Selected Fundraisers throughout the year

Our fundraisers support a major end-of-year event, Senior Honor Banquet. These efforts reflect our commitment to stewardship, service, and a *pay-it-forward* mindset as we honor and serve one another.

Freshman and Sophomore Class Responsibilities

- Students may be asked to serve at the Formal Practical Protocol Dinner hosted by Mrs. Webb.
- Students are requested to serve and parents are requested to volunteer at the Senior Honor Banquet, the largest event of the year, held in the spring and hosted by the junior class to honor our seniors.

Junior Class Responsibilities

The junior class is responsible for planning and hosting the Senior Honor Banquet, including fundraisers and all event details (theme, décor, food, invitations, music, and the after-party/BASH).

- Junior class meetings are held on the second Thursday of each month at 5:30 p.m.
- Juniors also assist with graduation day duties, including ushering, program distribution, reception setup, and cleanup.

Senior Class Responsibilities

Seniors assist with planning portions of their graduation, including photo location, photographer, and reception details, and work with the junior class to provide needed information for the Senior Honor Banquet.

- Senior class meetings are held on the first Thursday of each month at 5:30 p.m.

Class Officers

Junior and senior classes each elect class officers (President, Vice President, Secretary, Treasurer) at the first class meeting in the fall.

Students interested in running for office may request a Class Officer Expectations and Duties Form from the administrators.

SERVICE HOUR REQUIREMENTS

In alignment with our commitment to fostering a collaborative and supportive community, each family at COACH is required to complete a minimum of **two service shifts per semester**, totaling **four service shifts per academic year**. These service hours support and enhance our co-op environment and ensure a shared effort in achieving our educational goals. As such, **service is required, not optional**.

At the time of enrollment, families are required to pay a **\$100 service hours fee**. Families who complete their required service hours will be eligible to receive a **\$50 reimbursement at the end of each semester**. Reimbursements are issued using the same method by which payment was received.

Completion of service hours is a **non-optional condition of COACH enrollment**, and all families are expected to fulfill their designated hours. Families may choose to serve additional hours if desired; students benefit from having parents present on campus, and many families value the opportunity to contribute more fully to the life of the co-op.

In order to re-enroll for the upcoming academic year, **all required service hours must be completed and any outstanding balances paid in full**. Please refer to the *Payment and Fees* section for additional details.

(See pages 12 and 13: **Service Hours Commitment & Participation** and
Service Hours Commitment & Availability)

PAYMENT AND FEES

Fees- This includes COACH fees, material fees, tuition, service hour fees, late fees, and study hall. COACH annual enrollment fees are to be paid at the time of enrollment. Annual enrollment fees begin at \$75 for your first student and increase by \$35 for each additional student. (ex. 2/\$110, 3/\$145). Annual enrollment fees are capped at \$145 max per family.

Study hall fees are \$20 per semester, per family if used by a student during the year.

Service hour fees are \$100 per family. Families will have the opportunity to receive a refund of \$50 per semester for **completed** service hours. (See section on service hours requirement)

Tuition- Teachers are paid directly by each family. Tuition begins in September and goes through April and is due on the first Thursday of each month. August tuition is combined with December tuition and is paid in December. Late fees are assessed and are up to each teacher. Material/supply fees are due **within two weeks from the time of enrollment** into each class. When enrollment occurs during the summer months, supply fees will need to be mailed to the teacher or paid electronically.

Drop/Add Period

Families have a **two-class add/drop period** at the start of each new class.

- For fall classes, this includes the **first two class meetings in August**.
- For spring-only classes, this includes the **first two class meetings in January**.

During the applicable drop/add period, families may drop a class **without tuition obligation**; however, **all supply fees are non-refundable**.

If a student's withdrawal causes a class to fall below the minimum enrollment required to run successfully, **refund eligibility may be reconsidered and the class may be subject to cancellation**.

COACH is an eight-month commitment. If your student does not remain in a class, after our 2 week allowed drop period, you are still responsible for any tuition payments remaining for the academic year, including any fees. In order to re-enroll for the upcoming year, all required service hours and any outstanding payments must be fully completed and paid. Please refer to the Service Hours section for details.

Payments- COACH fees, including study hall and service hours, can be paid with check or CashApp. Teachers accept various forms of payment including electronic, check, money order and cash. Please check the **Payment Method List** in the enrollment packet, the website, contact the teacher directly, or ask an Admin to verify each teacher's accepted forms of payments.

COACH enrollment, study hall and service hour fees are paid to COACH

FAMILY/TEACHER COMMUNICATION PATHWAY

Our communication pathway outlines the best way to handle any concerns or conflicts should they arise in a way that honors both relationships and resolutions.

Start with the Source: If a concern involves a teacher, assistant, or another student or family, we ask that you begin by addressing the issue **directly and respectfully** with the person involved whenever possible. Most misunderstandings are resolved quickly with a simple, honest conversation.

“If your brother sins against you, go and tell him his fault, between you and him alone.” —Matthew 18:15
This approach reflects our desire for holy living and love for one another.

If the concern is still unresolved after a direct conversation, the next step depends on the situation:

- **Families** may reach out to the **teacher** (if that wasn't their original point of contact) to discuss the issue calmly and respectfully.
- **Teachers** may address concerns directly with the **student** and then follow up with the **parent** to seek resolution.

When Administrative Involvement Is Needed: If, at any point, either party determines that a concern cannot be adequately resolved through one-on-one conversation—or if the situation escalates—the COACH Administrative Team may become involved to assist in resolution. The Admin Team will generally request an in-person meeting to review the matter, facilitate resolution, and outline appropriate next steps for moving forward together.

Our goal is always to work through challenges relationally and with mutual respect before involving leadership. The Admin Team exists to **come alongside families and teachers**—not to override, replace, or take over—but to provide clarity, support, and accountability when needed.

Regardless of whether a concern is **academic, behavioral, logistical, or relational**, all matters are reviewed collectively by the Admin Team to ensure fairness, consistency, and clear communication. Families and teachers may contact the Admin Team by email or speak with any admin member to begin this process.

We Resolve—We Don't Gossip: We ask that our families **and teachers avoid discussing grievances with others before seeking resolution through the appropriate pathway**. This protects trust, prevents division, and models maturity for our students.

We're Here to Help: Conflict is part of life—but it doesn't have to divide us. At COACH, we are committed to resolving issues with **grace, truth, and unity**, trusting that working through challenges together ultimately strengthens our community.

FAMILY CODE OF CONDUCT

At COACH, we are committed to building a community marked by excellence, integrity, and mutual support. We are not just a collection of classes, we are a partnership of families, teachers, and leaders working together to provide a thriving homeschool environment. By enrolling at COACH, families agree to uphold the following expectations:

Commitment to Community

- We will treat all COACH teachers, leaders, families, and students with respect and courtesy.
- We will speak kindly and constructively, whether offering feedback, raising concerns, or working through challenges.
- We will approach COACH classes with a cooperative mindset, recognizing that instructors are investing time, preparation, and care to serve our students well.
- We recognize that COACH is a cooperative effort, and we commit to contributing positively to the community culture.

Commitment to Integrity

- We will complete assignments honestly and on time, and support our students in taking responsibility for their work.
- We will communicate concerns directly and respectfully, following the proper channels rather than airing frustrations publicly or with other families.
- We will represent our homeschool status truthfully, in alignment with COACH's homeschool-only policy.
- We will uphold the guidelines and boundaries established by COACH leadership, trusting that these are in place to serve the good of the entire community.

Shared Purpose

We understand that COACH is not just a service, it's a shared investment. We're here because we believe in what COACH stands for, and we're committed to helping it flourish. We will do our part to build up, not tear down; to support, not compete; and to serve, not just consume.

Together, we are stronger.

Family Acknowledgment

By signing below, we affirm that we have read and agree to uphold the COACH Family Code of Conduct in both spirit and action for the duration of our enrollment. We also affirm and attest that we have read the COACH Academic Classes Handbook in its entirety and agree with all the policies and procedures herein.

Parent/Guardian 1 Name (Printed): _____

Signature: _____

Parent/Guardian 2 Name (Printed): _____

Signature: _____

Date: _____

Student Name(s): _____

COACH LIABILITY WAIVER 2026-2027
Highland Baptist Church

In exchange for the participation of attending homeschool extension classes organized by The Alliance of Christian Homeschoolers Inc dba COACH and Highland Baptist Church, 2425 SE 4th St., Oklahoma City, OK 73160 (herein referred to as COACH and HBC), and/or use of property, facilities, and services of COACH and HBC, I agree for myself and all my family members to the following:

1. I agree to follow any and all oral and written instructions or directions given by COACH and HBC or the representatives or employees of COACH or HBC.
2. I assume full responsibility for personal injury or illness to myself and all family members and further release & discharge COACH & HBC for injury, loss of damage arising out of me or my family's use of or presence on the facilities of COACH & HBC or other 3rd parties.
3. I agree to indemnify & defend COACH & HBC against all claims, causes of actions, damages, judgments & costs of expenses including attorney fees & other litigation costs, which may in any way arise from me or my family's use of or presence upon the facilities of COACH & HBC.
4. I agree to pay for all damages to the facilities of COACH or HBC caused by me or my family's negligence, reckless or willful actions.
5. Any legal or equitable claim that may arise from participation in the above shall be resolved under Oklahoma Law.

Parent Name(s): _____

Children: _____

Address: _____
_____, OK _____

In Case of emergency, please call: _____ Relationship:
_____ Cell # _____

Email: _____

I HAVE READ THIS DOCUMENT AND UNDERSTAND IT; I FURTHER UNDERSTAND THAT BY SIGNING THE RELEASE, I VOLUNTARILY SURRENDER CERTAIN LEGAL RIGHTS (see 1-5 above).

Signature: _____

Date: _____

Service Hours Commitment & Participation

COACH operates as a cooperative community and relies on family participation to function effectively. Each enrolled family is expected to either complete required service hours or elect to forfeit the service hours fee in lieu of participation.

At the time of enrollment, each family must indicate their service hours intent and availability by selecting the applicable option(s) on the enrollment form. Failure to communicate intent or availability does not waive service hour expectations.

Service Hours Options

Families must select one of the following:

1. Standard Participation

The family agrees to fulfill service hour requirements as scheduled by COACH and understands assignments may vary based on operational needs.

2. Limited Availability Participation

The family agrees to fulfill service hour requirements within stated limitations. Availability restrictions must be disclosed at enrollment and may limit placement options.

3. Opt-Out With Fee Retention

The family elects not to participate in service hours and understands that the service hours fee will be retained and not refunded.

4. Extenuating Circumstances

Families unable to participate due to documented or ongoing circumstances must contact Admin for review and approval prior to the start of the academic year.

Acknowledgment

By completing enrollment, families acknowledge that:

- Service hours are an integral part of COACH's cooperative model.
- Clear communication regarding service hours intent and availability is required.
- Payment of the service hours fee alone does not imply exemption from service hour participation unless the opt-out option is explicitly selected.

**Failure to accurately disclose service hours intent may impact enrollment status
or participation eligibility.**

Service Hours Commitment & Availability

To help us schedule service hours effectively and honor each family’s capacity, please review and select the option(s) that best reflect your availability and intent for the upcoming academic year.

(Checking a box serves as acknowledgement and agreement.)

I am willing to serve as needed and understand I may sign up for service hours throughout the year. I am flexible and open to serving wherever help is needed.

I am able to serve, but with limited availability.

I understand service hours are still required and may be scheduled within these limits.

Please indicate any constraints:

Mornings only

Afternoons only

Specific days: _____

No more than ___ service shifts per year

I prefer to serve in a consistent or predictable role (same area, similar times, etc.) when possible.

Preferred roles (optional): _____

I do not intend to personally serve service hours and understand that my service hours fee will be retained in lieu of participation. I understand that this may have an effect on my re-enrollment status.

I am unable to serve service hours due to extenuating circumstances and will contact Admin to discuss this prior to the start of the year.

Additional Disclosures Related to Service Hours (Use this space to share any relevant information regarding availability, limitations, or considerations not addressed above.)

Acknowledgment

I understand that service hours are a vital part of the COACH community model, and that clear communication regarding my availability helps ensure smooth operations for students, families, teachers, and Admin.

Signature: _____

Date: _____