



BROOK HILLS CO-OP

**Parent & Student Handbook
2026-2027**

BHC Parent & Student Handbook
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Brook Hills Co-op 2026-2027

Administration

Becca Davis - Upper School Administrator

Courtney Childress - Lower School Administrator

Hours of Operation & Physical Address

Upper School (Grades 7-12): Tuesdays & Thursdays, 8:30 a.m. - 2:50 p.m.

Lower School (Grades K-6): Thursdays 8:45 a.m. - 2:25 p.m.

3145 Brook Highland Parkway, Birmingham, AL 35242

BHC Purpose & Mission

Brook Hills Co-op is a fee-for-service tutorial designed for students in grades K-12. We support and encourage families as they lay a foundation for lifelong learning and discipleship. BHC implements a cooperative college-preparatory educational environment with the goal of benefiting and blessing homeschooling families and honoring the Lord in the process. With freedom for families to school as the Lord leads, we partner with parents by giving guidance and providing a community for homeschool students to thrive.

Core Values

- Biblical Worldview
- Cooperative Partnership
- Structured Academics
- Intentional Community

Statement of Faith

Brook Hills Co-op stands on the solid foundation of Christ and His Word and partners with families who do the same. This partnership thrives when the school and the parents are like-minded regarding faith convictions and values. We are a Christian co-op and teach from a Biblical worldview. BHC agrees, adheres, and gladly submits to the Statement of Faith from The Church of Brook Hills (attached in the appendices). Administrators, teachers, parents, and students of BHC agree to submit to Biblical mandates of behavior, honor, and respect as outlined in the code of conduct.

History of BHC

BHC began in 2014 due to the common desires of homeschooling parents at The Church at Brook Hills. Their faithful efforts developed a program where students were shaped by Biblical truth, challenged in academics, and encouraged in friendships. BHC enjoys a strong cooperative relationship with but is not an official ministry partner of The Church at Brook Hills.

Cooperative Code of Conduct

It is our goal to be a community that lives a lifestyle of grace inseparable from obedience to God and seeks to outdo one another in showing honor (Romans 12:10). Families, teachers, and administrators at Brook Hills Co-op should strive to conduct themselves in a way that reflects a commitment to holy living: doing what the Bible requires, abstaining from what the Bible forbids, and carefully discerning the will of God in every area of life. Our goal is to obey the Scripture that says, “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17). In the best interest of the entire co-op community, certain guidelines of conduct are expected, both on and off campus, so that we might live in unity and with a common goal to glorify God (Ephesians 4:20-24).

- *Put On:* Practice the virtues taught in the Scriptures, such as discipline, modesty, patience, honesty, and be active in a local church. Students should respect the authority of teachers, administrators, and staff members and treat them courteously, respectfully, and obediently as unto the Lord. This respect should extend to all co-op facilities and property, as well as to other classmates. Students, parents, teachers, and Administration will follow the dress code while attending BHC functions.
- *Put Off:* Abstain from all activities that violate Biblical teachings, such as abuse, theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, adultery, homosexual behavior, the use or possession of obscene or pornographic material, etc), and any other sinful practices defined by Scripture. Put off sinful attitudes, such as greed, jealousy, pride, lust, and prejudice against those of a different race, gender, or socio-economic status.
- *Above Reproach:* Use wisdom and Christ-like discretion in applying Biblical principles to decisions regarding all areas of life. We seek to exhort one another graciously to live lives that are above reproach. While BHC has no control over student activity off campus that is not co-op sponsored and does not supervise student conduct off campus during an activity that is not co-op sponsored, misconduct during such activity may come to the attention of BHC leadership and may require discussions or decisions about changes in partnership.

Peacemaker Pledge

All students, parents, and teachers are required to read and sign the Peacemaker Pledge (attached in the appendices). The Bible charges us (Phil. 2:3-4) to seek humility in our relationships with others. Parents, students, teachers, and Administration encourage and foster healthy, uplifting relationships among students and families involved with our co-op both

inside and outside the classroom. The learning environment includes learning how to Biblically relate to others. We encourage a kind and respectful environment. No bullying or unkind speech or actions will be tolerated.

“Instead of pretending that conflict doesn’t exist or [gossiping] about others behind their backs, we will overlook minor offenses, or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask [Administration] to help us settle the matter in a biblical manner.”

Considerations in Behaviors

BHC recognizes that not all behaviors that need correction flow from the same motivation. When correcting a student, BHC seeks to rightly discern with parents from which category each behavior stems. Factors will be considered related to intent, degree of responsibility, repeat offenses, other disciplinary issues, student leadership, and evidence of repentance and reconciliation in code of conduct infractions. While not all behaviors fit neatly into these listings, we believe generally that most misbehavior manifested will fall into one of these categories:

- Sin: When students willfully or unthinkingly go against commands expressly given in the Scriptures, that is sin. Students must put off sinful attitudes, such as abuse, theft, drunkenness, slanderous or profane language, all forms of dishonesty including cheating, and sexual sins (such as premarital sex, homosexual behavior, the use or possession of obscene or pornographic material, etc) and any other sinful practices defined by Scripture. The expectation is not sinlessness but rather that students would continue to aim at God-honoring behavior rather than intentionally aiming at sin.
- Responsibility: Part of BHC’s role is to partner with parents in helping their student(s) to become more responsible. Many areas of correction within the co-op setting fall into this category. Repeated violations of responsibility will also need to be addressed as a sin issue.
- Safety: Because parents are entrusting their students to our care, BHC takes measures to maintain a safe environment. When students act in ways that put themselves or others at risk, correction is needed.

Disciplinary Process

The aim of discipline at BHC is restoration and renewal. We desire to come alongside parents as they shepherd their students not merely for behavior modification but for heart transformation that can only come through repentance and spiritual renewal through Jesus Christ. When discipline is approached in this way, the educational process can reach its maximum potential.

Student behavior contrary to the code of conduct that occurs on campus during class hours will be handled in the following manner:

1. Behaviors in class will be addressed by the teacher of that class. Teachers will address the student directly. Each teacher's Classroom Management plan outlines specific class guidelines and the teacher's discipline plan. Parents and Administration will be contacted if necessary.
2. Behaviors occurring outside of the classroom (at lunch, in the hallways, etc.) will be addressed by Administration or a present teacher.
3. Any behaviors reported will be handled by teachers or Administration to first make generous assumptions and second to verify the truth of what has been reported. Honesty is expected from all involved.
4. If necessary, the parent(s) will be contacted, and the issue will be discussed with them. Depending on the severity and/or frequency of the issue, this may require an in-person meeting. Lower school parents will be contacted with any behavior contrary to the code of conduct that occurs on campus.
5. On-campus behavior that repeatedly ignores the code of conduct may result in the evaluation of the partnership with BHC.

Student behavior contrary to the code of conduct that occurs off campus (including social media posts) will be handled in the following manner:

1. Parents and students should follow the Peacemaker Pledge by going directly to the classmate or the parent of the student whose actions fall outside the code of conduct. Students should speak with students; parents should speak with parents. If the parent does not personally know the other parent, BHC Administration is willing to be a helpful liaison and meet with all parties involved in the situation.
2. Make generous assumptions of the student and family involved.
3. Families will do their due diligence and exercise wise discretion to secure accurate information before privately going to the family in question. Gossiping within or outside the BHC community in attempts to verify information is contrary to the Peacemaker Pledge and may result in the evaluation of the partnership with BHC.
4. If the parents do not reach a suitable resolution, please contact Administration for additional help.
5. Off-campus behavior that repeatedly ignores the code of conduct may result in the evaluation of the partnership with BHC.

Policies & Procedures

Alabama Homeschool Law Notification

Brook Hills Co-op does not function as a church school, a private school, or a state-certified group of teachers. BHC's role is to support the parent's role as the primary educator of their student. Parents who choose not to join a church school or have their home function as a "private school" must follow state guidelines for homeschooling. BHC recommends parents join a church school as they see fit in the lower school grades. Registration with a church (cover) school is a requirement for enrollment in the upper school.

Safety & Security

All illegal activities should be reported to the proper authority.

Abuse allegations involving BHC students should be reported to the Department of Children's Services of the county in which the abuse occurred, as well as communicated to BHC Administration.

- BHC contracts off-duty deputies from the Shelby County Sheriff's Department during co-op hours of operation. Substitute deputies may be hired from surrounding police departments if the regular deputies are unavailable. As a last resort, Administration and/or parent volunteers will provide additional presence on campus.
- All exterior doors will remain shut and locked during class hours, except for the front doors of the student building.
- There is a front desk attendant present in the lobby at all times.
- Parents serve throughout the carpool and lunch times to provide security to the exterior doors as students enter and exit the building.
- Please review the Emergency Protocols document included in the appendices for more information on scheduled drills and fire/severe weather/hostile event procedures.

Visitor/Front Desk Policy

All visitors to the BHC campus during co-op hours, including parents, must sign in with the front desk attendant.

- Parents who are serving during carpool or lunch hours obtain a visitor's name tag and sign the visitor's log. Parents must also sign out after they have finished their responsibilities.
- For the safety of our students and teachers, the co-op building is not open for visitors throughout the day. Understandably, parents may need to drop off lunches or belongings left at home and/or check out their student(s) early from the class day. The front desk attendant will assist parents with those tasks.
- Visitors do not have hallway or classroom access unless accompanied by a teacher or BHC staff.

- When students move to a new classroom between class hours, visitors must wait in the lobby with the desk attendant. This helps keep the building as secure as possible during class changes.

Inclement Weather

BHC follows the Shelby County School system for inclement weather cancellations and school closings.

Health

We desire a healthy environment for all our students. If your student has been ill or had a fever, please make sure he/she is fever-free and well for 24 hours before returning to the co-op. If your family is suffering from a stomach virus, flu, or other contagious illness, please be considerate of other co-op families by not spreading the germs and allowing 48 hours symptom-free before returning your student(s) to co-op.

The 2026-2027 Co-op Year

New Families - Interviews and Google Classroom Training

BHC Administration requires an interview to meet families and ensure that we are like-minded in our goals and a good fit both for the family and the co-op. New families applying to BHC and rising 7th graders from the lower school are included. We ask that families provide the referral form links (lower school and upper school) to a current BHC family or a member of your church leadership (pastor or elder) and the student's former/current teacher. These two referrals should be submitted 24 hours prior to the scheduled interview. Interviews will be scheduled by the end of the registration period. Please note that the referral forms for upper and lower schools differ and are both linked on the website.

The primary homeschooling parent(s) from each new upper and lower school family and all new upper school students are required to attend the provided Google Classroom training prior to the beginning of the school year.

Registration

BHC employs a rolling registration schedule as shown below:

• March 6, 2026	Current eligible BHC students
• March 9, 2026	Siblings of current eligible BHC students
• March 13, 2026	Members of The Church at Brook Hills
• March 18, 2026	Open to the public
• April 2, 2026	Late registration begins, and fees apply
• April 30, 2026	Late registration ends
• June 1-July 15, 2026	BHC school office CLOSED

In the lower school, priority is given to students desiring enrollment in all classes offered for his/her current grade level. Students must be enrolled for both second and third periods to register for lunch and recess. If a student is registered for all classes and then drops one or more classes prior to April 1st, the student will forfeit priority placement in the remaining classes.

Kindergarten students must be 5 years of age by the first day of class in August.

All upper school classes are a la carte registration.

Fees

- A \$175/Lower School Student and \$225/Upper School Student Registration Fee is required prior to registration and is payable to BHC via Venmo @BHCcoop to cover administration expenses. See the detailed registration process listed on the website.
- Registration Fees are non-refundable.
- A Security and Facility Fee of \$160 per student is due by August 1, 2026, and is payable to BHC via Venmo @BHCcoop to cover security, front desk, facility, website, and supply expenses.
- Late Registration Fee: On or after April 2, 2026, an additional \$50 Late Registration Fee per student will be required to join BHC and will be payable to BHC via Venmo @BHCcoop.

Deposits

- A Deposit Fee of \$50 per student/ per class is due by April 1, 2025, or at the time of registration if registering after April 1st, and is made payable via Venmo directly to the teacher. This deposit secures your student's place in class. This amount is applied toward the total tuition cost.
- Deposits are non-refundable.
- **Once the deposit has been paid, the parent assumes responsibility for the full year of tuition.**
- To withdraw from a class, please contact the teacher directly and include BHC Administration in your correspondence.

Tuition

- Tuition Fees for each class are due by August 1, 2026, and are made payable via Venmo directly to the teacher.
- Tuition is handled on a per-class basis. Tuition may be divided into two equal payments with half due by August 1st, and the remaining tuition due by Monday, January 4, 2027 at 12:00 p.m. CST.
- Tuition fees and individual teacher Venmo account information are listed in the course descriptions and under the Fee Schedule icon on the website.

- All textbooks and other classroom materials necessary for the class, according to the class descriptions, are the responsibility of the parent for each student and are not included in any tuition fees.

Forms and Meetings

New and returning families must complete all forms on a yearly basis. Forms should be printed by parents and will be collected by BHC Administration at the August Parent meetings, including the following:

- Student Information Form (per student)
- Signature Page (per family): The acknowledgement and agreement to abide by all the policies and procedures as outlined in the BHC Parent and Student Handbook, Peacemaker Pledge, and Medical Release and Liability.
- Background check (lower school only)
- Parents are expected to attend any meetings required by the Administration, including the BHC Parent Meeting on Tuesday, August 11, 2026 (upper school) and Thursday, August 13, 2026 (lower school). The lower school meeting is intended for parents only, but students should attend the upper school meeting with their parents.

Placement Tests for Upper School Students

To find the most appropriate class level for success at BHC, students are required to complete placement tests if desiring to take courses in math, English, or Spanish 2. If they are a new student, rising 7th grader, or a current student who has not successfully completed these courses at BHC in the 2025-2026 school year. All placement tests will be proctored on campus by BHC Administration on specific testing dates. See the website for instructions about placement tests.

Learning Challenges

We know that all children learn differently, and respecting this as a parent is crucial to the success of your homeschool journey. It is also crucial to their success in our classes. Some students have learning challenges that prevent them from completing classwork, assignments and/or tests independently, and others may have disruptive behaviors that prevent them from participating successfully in a classroom setting. BHC is not structured to automatically provide accommodations for students with learning challenges; however, we will discuss the possibility of reasonable accommodations. If your child has learning challenges, please contact BHC Administration for discussion and determination about whether our classes could be a successful environment for your child. Please be prepared to share any formal diagnoses or observable concerns you have.

Upper School Parent Serve

- BHC partners with families for academics and community. One parent from each family is required to serve at least 4 times a year in carpool and/or lunch (no extended family members). For parents who are unable to serve, he/she may pay another BHC parent \$20 for each opportunity (up to 2 slots).
- The sign-up form is available on the website (under Parent Serve) beginning in May. All families must sign up for service slots before August 1st.
- Cancellation of a serve slot within 24 hours of the service opportunity results in a \$25 fee payable to BHCoop via Venmo.
- Parents serving must be dressed in BHC dress code attire.

Lower School Parent Serve

- One parent from each family is required to complete a simple background check or have a current background check with TCABH, and will be expected to serve approximately 4-5 times during the school year in the lunchroom and during recess. We follow the procedures recommended to us by TCABH requiring background checks for BHC leadership, teachers, and childcare workers serving with us. Background Checks (per lower school family of students enrolled in lunch/recess unless current with TCABH) are due by the start of school.
- A nominal fee (\$25) will be required to process non-TCABH member background checks and will be made to BHC via Venmo @BHCoop.
- Parents are essential for helping to provide a safe environment during lunch and recess. If you are unable to serve, you may trade the week with another parent, or elect to pay \$25/week for another parent to serve for you. If a parent fails to report for her/his assigned day, a \$25 fee will be required to be paid to BHC before her/his student(s) returns to class the following week.
- Parents must make alternate plans for children not enrolled at BHC during serve times.
- Parents serving must be dressed in BHC dress code attire.

Unpaid Balances/Incomplete Accounts

Students will not be able to attend class until all unpaid balances have been paid. Students will not be able to register for future classes if balances remain unpaid.

All forms, fees, and BHC Serve sign-ups must be completed before a student may attend class.

Due at August mandatory parent meetings:

- Upper School: signature page, student information sheet

- Lower School: signature page, student information sheet, background check, Parent Serve sign-ups
 - Background check information must be completed by the first day of classes. Failure to complete this file in a timely manner may result in your student not being able to attend class until the background check is approved.

Schedules

Upper School Daily Schedule

- BHC 7th-12 grades meet Tuesdays and Thursdays from 8:30 a.m - 2:50 p.m.

1st Period	8:30-9:50 a.m.
2nd Period	10:00-11:20 a.m.
Lunch	11:20-11:55 a.m.
3rd Period	12:00-1:20 p.m.
4th Period	1:30-2:50 p.m.

Lower School Daily Schedule

- BHC 1st-6th grades meet Thursdays from 8:55 a.m.-2:25 p.m.
- BHC Kindergarten meets Thursdays from 8:55 a.m.-11:55 a.m.

1st Period	8:55-10:25 a.m.
2nd Period	10:30-11:55 a.m.
Kindergarten Carpool	11:55-12:05 p.m.
Lunch/Recess	11:55-12:55 p.m.
3rd Period	1:00-2:25 p.m.

Annual Schedule

August 11, 2026	Mandatory Upper School Parent and Student Meeting
August 13, 2026	Mandatory Lower School Parent Meeting
August 18, 2026	1st Day of Fall Semester - Upper
August 20, 2026	1st Day of Fall Semester - Lower
November 23-27, 2026	Thanksgiving Break
December 10, 2026	Last Day of Fall Semester - Lower & Upper
January 5, 2027	1st Day of Spring Semester - Upper
January 7, 2027	1st Day of Spring Semester - Lower
March 22-26, 2027	Spring Break
April 29, 2027	Last Day of Spring Semester - Lower
May 6, 2027	Last Day of Spring Semester - Upper

Attendance

Attendance is an important aspect of academic success. If a student misses 3 or more classes in a semester, his/her parents may be required to meet with BHC Administration for the student to receive permission to continue the class.

Parents must notify the teacher beforehand if a student has to leave early from class for any reason.

Upper School Distinctives

Absences

If your student is out sick or will be out of town for any reason, it is the responsibility of the student to communicate this to the teacher -- ahead of time if you are traveling or on the day of absence if there is an illness. Students should always copy their parent(s) in email correspondence with the teacher. Please remember to include study hall teachers, as they are also counting attendance.

Upper school students are responsible for checking Google Classroom and making sure all assignments are turned in on time as well as communicating with the teacher (an email from the student to the teacher with the parent copied is appropriate for all communication). The teacher is not required to make accommodations for students in these circumstances, but most are happy to assist as long as students are communicating with them.

Carpool

- Carpool routes are provided on the attached maps (in the appendices).
- Upper School carpool begins at 8:15 a.m. and concludes by 8:30 a.m. All students registered for 1st period are expected to be in their classrooms before 8:30 a.m. Every student - being dropped off or driving on their own - must wait until Mrs. Becca comes out to start carpool at 8:15 a.m. before the student exits his/her vehicle.
- If your student begins his/her day at a later period, please follow the above instructions and drop-off no earlier than 10 minutes before class time.
- Carpool starts at the end of class time following each period.
- Please be respectful of teachers and Administration and arrive promptly at the end of your student's class time to pick him/her up. Continual late pick-up will require a \$10 Late Fee from the parent for each late pick-up.

Student Drivers

- All student drivers (who will be driving independently to campus by May 2027) must attend the mandatory drivers meeting held within the first week of fall classes.
- Student drivers must make sure their driver's license number, car make/model/color, and tag number are completed on the Student Information Form.
- Student drivers should park in the designated area marked on the carpool instructions map. Please do not arrive before 8:00 a.m. or exit your vehicle before 8:15 a.m.
- Student drivers are allowed to leave campus for lunch but not allowed to take other students with them unless they are siblings or have been given permission from a parent. BHC Administration must be notified by the parent beforehand (text, email or phone call).
- Student drivers leaving campus for lunch must exit the parking lot by 11:30 a.m. Eating lunch in their car or hanging out in the parking lot is not allowed for security reasons.
- Student drivers must exit the parking lot within 10 minutes of their class being over. Administration cannot leave the campus until all students have left the parking lot.

Grades/Technology/Google Classroom

All students are required to maintain a C average (70 or higher) per semester. Anything below this will be reviewed by BHC Teachers and Administration, and a mandatory meeting with a parent and/or student will be required to determine the student's continued enrollment in that class. If a student cannot continue in a class, the parent is still responsible for the full tuition for that class.

Continuation in the class with a grade average below 70 will ultimately be at the discretion of the teacher in collaboration with Administration. If a student is unable to complete coursework by the end of the semester (due to extenuating circumstances), the teacher may offer extended deadlines for completion of work and exams.

Students are not permitted to use electronics of any kind in the classroom (unless specifically required by the teacher). Students should silence their phones and put them in the phone bags assigned to each classroom. Students may retrieve their phones at the end of each class period. In study halls, students may use a computer only if he/she is working on academics. Phones will not be allowed during study hall. Students may use headphones for academic purposes with the permission of the study hall teacher.

All assignments are posted on Google Classroom. New students are provided with a BHC Google account before the school year begins. Students are expected to check GC daily and keep up with all assignments through this platform. Parents are expected to regularly monitor their student's account as well. There will be Google Classroom training during May and July for new students and parents. Returning students/parents are welcome to attend this training if it would be helpful.

Study Hall

Students may register for up to two study halls per class day. The goal of offering study halls is for students to have a place to study/further their academic work while they wait for their next academic class. Students who are registered for more than 2 study hall classes in a day will be canceled from the rosters, and parents can register for a study hall and academic class with current availability.

Students need to be registered for an academic class in order to register for study hall.

Tardies

Teachers will close their classroom doors at the top of each class hour (8:30 am, 10 am, 12 pm, and 1:30 pm). Students, if you arrive at a closed classroom door, you will need to:

- Go to the front desk attendant or the admin room and get a PASS to CLASS card to present to your teacher in order to attend that class.
- Be prepared to quickly record your name, date, and time in order to receive the PASS.
- Be quick to get your PASS and get to class. You are already late and don't need to miss any more instruction! Your teacher will quickly take your PASS while continuing to teach. You are responsible for getting missed work from a classmate; your teacher is not required to go back and catch you up on what you missed.
- Parents will be contacted on the 3rd tardy for a student each semester. A meeting with the student, parents, and Administration may be scheduled if tardiness continues.

Dress Code

We desire a dress code that is not too formal but also not too casual. All students, teachers, and staff should dress in a way that does not distract from the learning environment. Students should dress in a manner that is modest, respectful, and does not seek to draw attention to themselves. The outlined dress code allows us all to pull in the same direction the 1-2 days a week students are at co-op. Students who do not comply with the dress code will receive a reminder from Administration for the first offense. A second dress code violation will result in parents being called to bring a change of clothing

to the student. A third offense will result in the student being unable to attend class until the dress code situation is resolved.

- Accessories:
 - No hats - this includes ball caps and beanies. Hoodies or sweatshirts also need to not cover the head.
 - No sunglasses in class unless medically necessary.
 - No holiday costumes or accessories.
 - Shoes must be appropriate for outdoor wear. No slippers.
- Top clothing:
 - Collared shirts are welcomed but not required. T-shirts and sweatshirts need to look clean and neat. Cut-off shirts are not permitted. Dry fit shirts are permissible, provided they meet other dress code guidelines.
 - No see-through uniforms or sleeveless jerseys.
 - No visible undergarments, tight clothing, visible cleavage, or short shirts showing bare midriff.
 - Camis are a layering piece and do not substitute for a shirt.
 - Shirts must cover the shoulders (no sleeveless unless used as a layering piece) and be long enough to cover the stomach and back at all times.
 - Clothing with advertisements must be respectful and courteous to everyone in the co-op. Please refrain from wearing clothing advertising political slogans or candidates.
- Bottom clothing:
 - Material should be denim or school uniform material (e.g. khakis, chinos, twill, linen). Jeans (colored or traditional) and typical chino pants (colored or traditional) are preferred. A cotton blend pant that is less easily wrinkled is also fine, but it still needs to look like a traditional pant.
 - Clothing that is 100% Nylon (AFTCO or like brand) or a fabric blend that resembles sports joggers/athleisure wear (Lululemon or like brand) is not permitted.
 - Clothing should be free of rips and holes of any kind; no skin should be showing through the material at all. Fraying at the bottom of the pants is fine.
 - Shorts, skirts, and dresses must be closer to the knee and very clearly past the thigh.

* The length of shorts and permitted fabric of pants/shorts has been a continued struggle, particularly for the guys. Please make sure that your choices are within the dress code.

Lunch

- Only students enrolled in either 2nd or 3rd period classes may eat lunch on the Brook Hills campus.

- Students will NOT have access to the microwave, ice dispenser, or kitchen. Please prepare lunches accordingly.
- Students must remain in the designated lunch area, if eating on campus.
- Electronics, including smartwatches, are not to be used during the lunch period. We encourage students to spend their time conversing face-to-face.
- Lunch will be supervised by BHC Administration and/or BHC parents.

Lower School Distinctives

Absences

If your student is out sick or will be out of town for any reason, it is the parent's responsibility to communicate this to the teacher -- ahead of time if you are traveling or on the day of if there is an illness. Parents should check Google Classroom and turn in all assignments on time unless other arrangements have been made with the teacher. The teacher is not required to make accommodations for students in these circumstances, but most are happy to assist as long as parents communicate with them.

Carpool

- Carpool routes are provided on the attached maps (in the appendices).
- Lower School parents should not begin lining up for carpool until after the conclusion of upper school carpool at 8:30 a.m.
- Lower School carpool begins at 8:45 a.m. and concludes by 8:55 a.m. Any student that arrives after 8:55 a.m. will need to be walked into the building by a parent to sign in with the desk attendant. Three or more tardies will count as an absence.
- BHC Leadership and/or student helpers will unload your student(s). Seat belts must be unbuckled by parent/student(s).
- It is not permissible to park and allow your student(s) to walk across the parking lot unattended.
- Kindergarten Pick Up is at 11:55 a.m (see Kindergarten carpool map).
- Parents are required to use the identification tag provided by BHC.
- If there are any changes to your normal carpool plans, please notify Administration in advance.
- Please be respectful of teachers and Administration and arrive promptly at the end of your student's class time for carpool. Continual late pick-up will require a \$10 Late Fee for each late pick-up.

Grades/Google Classroom

- The primary homeschooling parent in each lower school family will be issued a BHC parent Google account. This account will be used to access

the student's Google Classroom(s), as well as the primary email for all co-op communication.

- All assignments will be posted on Google Classroom and parents will be expected to keep up with weekly assignments.
- Families should have access to a computer and printer.
- Grades will be provided for students 3rd grade and above. All students are required to maintain a C average per semester. Anything below this will be reviewed by the BHC teacher and Administration to determine the student's continued enrollment in that class. Mid-Semester Reviews are provided for all students to communicate with parents how their student is doing academically and socially at co-op. If it is determined that a student cannot continue in a class, the parent is still responsible for the full tuition for that class.
- Students are not permitted to use electronics of any kind in the classroom (unless specifically required by the teacher). There is no exception to this in the Lower School.
- Parents are encouraged to allow their child opportunities to practice uploading and turning in assignments as they advance in 3rd-6th grades.

Dress Code

All students, teachers, and staff should dress in a way that does not distract from the learning environment. Students should dress in a manner that is modest, respectful, and does not seek to draw attention to themselves.

Students who do not comply with the dress code will receive a reminder from Administration. A second dress code violation will result in parents being called to bring a change of clothing to the student. A third offense will result in the student being unable to attend class until the dress code situation is resolved.

- No athletic wear or sports uniforms (athletic shirts, shorts, or pants, sweats, t-shirts, yoga pants, etc.)
- Fingertip length shorts, skirts, and dresses
- Bike shorts or leggings are not to be worn as an outer layer, but with fingertip length tops or under dresses
- No visible undergarments or tight clothing
- No strapless, thin straps, low-cut tops, or short shirts showing midriff
- No Halloween or holiday costumes
- No hats or hoodies

Lunch

- Only students enrolled in both 2nd and 3rd period classes, and enrolled in Lunch/Recess may eat lunch on the campus of The Church at Brook Hills (TCABH).
- Students will not have access to the microwave or kitchen. Please prepare lunches accordingly. Do not send soup or messy liquid items.

- Please only send water for your children to drink.
- Lunch/Recess will be supervised by BHC Administration and parents through BHC Lower School Parent Serve.
- Students are expected to sit to eat, use manners, engage in appropriate conversation with peers, and clean up after themselves.

The guidelines in this handbook are intended to strengthen and unite our community to the glory of God. We ask for your prayerful consideration of this handbook and whether this partnership is what God desires for your family for the 2026-2027 school year. We are praying for you as well!