



# Brook Hills Co-op Handbook

## Upper School

### Grades 7th - 12th

### 2021-2022

#### **I. Purpose**

Our mission is to support and encourage families as they lay a foundation for lifelong learning and discipleship.

Our desire is to implement a simple, peaceful and cooperative educational environment that benefits and blesses homeschooling families and honors the Lord in the process. We want to come alongside and support parents by giving core guidance, with freedom for families to school as the Lord leads and provide community for homeschool students to thrive.

#### **II. Overview**

The Brook Hills Co-op is a fee-for-service tutorial designed for elementary, middle, and high school students, grades K-12. BHC leadership requires an interview in order to meet families and ensure that we are like-minded in our goals, and that it is a good fit both for the family and the co-op. Expect to hear back from administration within one week of the interview regarding participation in the co-op.

Enrollment is a la carte. You are not required to enroll your student(s) in every class offered; however, please keep in mind that your student should only be on campus during times in which he/she is enrolled in class or study hall.

#### **III. BHC Administration**

##### Upper School:

Leanne Rogers ([leanne.rogers@bhco-op.com](mailto:leanne.rogers@bhco-op.com))

Sheryl Turner ([sheryl.turner@bhco-op.com](mailto:sheryl.turner@bhco-op.com))

##### Lower School:

April Palmer ([april.palmer@bhco-op.com](mailto:april.palmer@bhco-op.com))

## IV. Fees

**All fees should be paid through Venmo.** Teacher Payment Information can be found on the website.

### Registration Fee

- A \$125/per student non-refundable registration fee is required prior to class enrollment and is payable to BHC to cover registration, administration, and website expenses. Once you receive an email that your payment is received, you will be able to register for classes.
- All payments to BHC must be made through Venmo (@BHCcoop)
- Registration fees are non-refundable

### Registration Dates:

- March 12-18, 2021                      Current BHC Families
- March 19-25, 2021                      The Church at Brook Hills Members
- March 26 - May 31, 2021              Open Registration
- April 15, 2021                              All deposits due
- June 1, 2021                                Late Registration begins - fees apply (see below for details)

### Deposit

- A deposit of \$50 per student per class is due by April 15th and is payable directly to the teacher. This deposit secures your student's place in the class in the event the desired class reaches capacity. This amount is applied toward the total tuition cost.
- Deposits are non-refundable.
- ***Once you have paid the deposit for a class, you, as the parent, assume responsibility for the entire Tuition Fee for the year.***

### Tuition

- Tuition Fees for each class are due by **August 1, 2021**, and are payable directly to the teacher.
- Tuition is handled on a per class basis and should be paid to individual teachers via Venmo. If you need to divide tuition into two equal payments, you may pay half by August 1st and the remaining tuition the first day of classes in January, 2022.
- Tuition Fees and individual teacher Venmo account information are listed in the course description on the website: [www.homeschool-life.com/al/bhc/](http://www.homeschool-life.com/al/bhc/)

### Facility fee

- BHC is charged by The Church at Brook Hills to use its facilities. This fee is divided among all students equally to cover this expense.
- \$40 **per student** is due by August 1st
- Payable to BHC via Venmo (@BHCcoop)

**Late Registration**

- On June 1, 2021, an additional \$50 late registration fee per student will be required to join BHC and will be payable to BHC via Venmo (@BHCoop).

**Unpaid Balances**

- In the event there are any unpaid balances, students will not be able to register for future classes.

## V. Schedule

### BHC 7th-12th grades

Tuesdays and Thursdays - 8:30 a.m. until 3:00 p.m.

#### **Annually**

August 12, 2021	Mandatory Parent and Student Meeting
August 17, 2021	First Day of Fall Semester - Tuesday Classes
August 19, 2021	First Day of Fall Semester - Thurs. Classes
October 11-15, 2021	Fall Break
November 22-26, 2021	Thanksgiving Break
December 2, 2021	Last Day of Fall Semester - Lower School
December 7, 2021	Last Day of Fall Semester - Upper Tuesday Classes
December 9, 2021	Last Day of Fall Semester - Upper Thurs. Classes
January 4, 2022	First Day of Spring Semester - Tuesday Classes
January 6, 2022	First Day of Spring Semester - Thurs. Classes
March 21-25, 2022	Spring Break
May 10, 2022	Last Day of Spring Semester - Tuesday Classes
May 12, 2022	Last Day of Spring Semester - Thurs. Classes

#### **Daily**

8:30 - 10:00 a.m.	First Period
10:00 - 11:30 a.m.	Second Period
11:30 - 12:00 p.m.	Lunch
12:00 - 1:30 p.m.	Third Period
1:30 - 3:00 p.m.	Fourth Period

## VI. Placement Tests

To find the most appropriate class level for success at BHC, students are required to complete placement tests for math and English as a rising 7th, 8th or 9th grader if they are new to BHC or have not taken math or English classes at BHC. These tests must be completed **independently with parental supervision** to ensure no help is sought from any outside sources (parents, siblings, internet, textbooks). See website for instructions and placement test links.

## **VII. Carpool**

### **Drop-Off Procedure**

- Carpool starts at 8:15 a.m. and ends at 8:25 a.m. All students registered for 1st period are expected to be in their classrooms by 8:25 a.m.
- Carpool instructions on the attached map.
- Student drivers should park in the designated area marked on the attached carpool instructions map.
- Student drivers must make sure their driver's license number, car make/model/color and tag number are filled in on the Student Information Form.
- If your student begins his/her day at a later period, please follow the above instructions and drop-off 5 minutes before class time.
- Students and parents need to understand that tardiness is neither beneficial to yourself or the rest of the class. Please be on time!

### **Pick-Up Procedure**

- 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 meeting with the BHC Administration.

## VIII. Expectations

### Classroom Conduct

We believe the Bible instructs us to submit to authority and be respectful to all. In light of those commands, students at BHC will be held to the following standard:

- **Submission:** Please understand that teachers and administrators are the authority both in the classroom and throughout the day, and therefore, submission to their authority is expected.
- **Respect:** Show respect to the teacher and fellow students by not being a disruption to the teaching efforts and/or hindering the learning environment.
- **Google Classroom:** All assignments are posted on Google Classroom. New students will be given 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 keep tabs on their student's account as well. There will be a Google Classroom training for new students and parents on a date to be determined. Returning students/parents are welcome to attend this training if you feel it would be helpful.
- **Excellence:** We expect students to make every effort to be prepared for class each week: completing all assignments, having needed supplies, etc. We expect parents to set their students up for success by requiring them to bring their best effort to the classroom and to their homework assignments. This includes engagement and participation in class. Failure to do so could result in a meeting with the BHC Administration to determine the best path forward.
- **Grades:** All students are required to maintain a C average per semester. Anything below this will be reviewed by BHC Teachers and Administration to determine the student's continued enrollment in that class. A mandatory meeting with a parent will be required to maintain enrollment at BHC.
- **No Electronics:** Students are not permitted to have electronics of any kind in the classroom (unless specifically required by the teacher). Phones should be kept in a pocket or backpack while at co-op. If they choose, teachers have permission to collect all phones at the beginning of class.
- **Making a proper appeal:** We expect students and parents to make a proper appeal regarding a problem with an assignment, classroom policy, teacher or administrator. A "proper appeal" means speaking respectfully to the teacher in private and not arguing or complaining in a public forum. Also, please follow the Biblical model of going to the teacher FIRST regarding any classroom issue.
- **Represent:** We are sharing the building with the staff and ministries of The Church at Brook Hills. Please be a respectful and courteous representative of Christ and your family while on campus.
- **Learning Challenges:** We are aware 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. We want to be forthright in stating that BHC is not structured to

automatically provide accommodations for students with learning challenges; however, we are happy to 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.

### **Attendance**

Attendance is an important aspect of academic success. A student who misses 3 or more classes in a semester may be required to meet with the teacher and BHC Administration 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.

***If your student is out sick or will be out of town for any reason, it is the responsibility of the student and/or parent to communicate this to the teacher -- ahead of time if you are traveling, or on the day of absence if you are sick. It is also the responsibility of the student and/or parent to check Google Classroom and make sure all assignments are turned in on time unless other arrangements have been made with the teacher. The teacher is not required to make accommodations for you in these circumstances but most are happy to assist as long as you are communicating with them. So remember: Communication and Google Classroom!!***

### **Withdrawal**

To withdraw from a class, please contact administration for the withdrawal process.

### **Dress Code**

Please do not wear things that draw attention to yourself. All students need to dress in a manner that is modest, respectful and conducive to learning!

- No athletic wear or sports uniforms (gym shorts, sweat pants, joggers, etc.)
- No visible undergarments or tight clothing
- Clothing with advertisements must be respectful and courteous to everyone in the co-op
- No hats
- Shorts, skirts, and dresses must be knee-length
- No strapless, thin straps, visible cleavage or short shirts showing midriff
- **No leggings or yoga pants**
- No holiday costumes

## **Disciplinary Procedures**

Our goal is to foster a good working relationship between the parent and the teacher to create the best learning environment for our students. Every effort will be made on the part of the teacher to resolve discipline issues. If resolution/compliance is not achieved then the following procedures will be initiated.

- A formal written warning will be given by the teacher via email to the parent and administration. A response from the parent is expected.
- If the student does not change his disruptive or disrespectful behavior, he/she will be referred to administration for further disciplinary action.
- Continued behavioral issues or extraordinarily serious issues may result in the student's dismissal from BHC.

## **Friendships**

The Bible charges us (Phil. 2:3-4) to seek humility in our relationships with others, so the BHC Administration will encourage and foster healthy, uplifting relationships among students and families involved with our co-op. We understand that part of 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.

## **Peacemaker's Pledge**

When mediation is required to reconcile a grievance, all families of BHC, administration and teachers agree to the Peacemaker's Pledge and to respond to conflict mindful of the principles in the pledge. All students and parents are required to read and sign the Peacemaker's Pledge.

## **Lunches**

- 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 or drink machine. Please prepare lunches accordingly.
- 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).
- Lunch will be supervised by BHC Administration and/or BHC parents.

## **Health**

We desire a healthy environment for all of our students. If your student has been ill or had a fever, please make sure they are fever free and well for 24 hours before bringing them to 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 germs, allowing 48 hours symptom free, before allowing your student(s) to attend co-op.

**Medical and Liability Release:**

To participate in BHC, you must read the Medical and Liability Release Form and sign the Signature Page prior to the first day of class to waive and release The Church at Brook Hills, its members/employees, and the BHC teachers, administrators and volunteers from all liability for injuries or illnesses incurred while on TCABH property/Co-op Class.

**Covid Liability Release:**

To participate in BHC, **both** parents must read and sign the Covid Liability Release form prior to the first day of class.

Please make BHC aware (via the Student Information Form) of your student's medical conditions/issues or any prescription medication he/she needs during the day.

**Background Checks:**

Following the recommendation of The Church at Brook Hills, all BHC administrators, teachers, and substitute teachers have a completed background check on file.

**Mandatory Parent and Student Meeting(s):**

At least one parent and all registered Upper School students are required to attend the Parent and Student meeting that will be held on August 12, 2021. There will be one make-up meeting on Tuesday, August 19th at 3:15pm. This is required unless there is a family emergency and you have contacted the BHC Administration. A second mandatory meeting may be held at the beginning of the spring semester to provide essential information as deemed necessary.