



# Brook Hills Co-op Handbook

## Lower School

### Grades K-6th

#### 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 moms 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 lower and upper school students, grades K-12. Kindergarten students must be 5 years of age by September 15th, to be enrolled. BHC Administration 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. A referral from a church leader (pastor or elder) or current BHC family is also required for new families. 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.

Although we are offering classes a la carte, we strongly recommend parents enroll their student(s) in all classes offered for his/her grade. Some benefits we feel that come from your student participating in more than one class are the focus, perseverance, and self-control it takes to participate in consecutive classes and transition to other classes; participation in the social aspects of lunch and recess; and building relationships with other kids based on time together and common academic exposure, which can then carry over into friendships outside of class.

### III. BHC Administration

#### Lower School:

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

#### 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))

## IV. Fees

### Registration

- A \$125/Student Registration Fee is required prior to registration, and is payable to BHC via Venmo @BHCoop 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.
- 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                              Deposits Due
  - June 1, 2021                                Late Registration Begins and Fees Apply
  - July 1 - 31, 2021                         BHC Lower School Office CLOSED

### Deposit

- A Deposit Fee of \$50 per student/ per class is due by **April 15, 2021**, or at the time of registration if registering after April 15th, and is made payable via Venmo directly to the teacher. Teacher Payment Information can be found on the website.
- This deposit secures your students' place in 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 Fee 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 made payable via Venmo directly to the teacher.
- Tuition is handled on a per class basis. If you need to divide tuition into two equal payments, you may pay half by August 1st, and the remaining tuition by the first day of Spring Semester.
- 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

- BHC is charged by The Church at Brook Hills to use its facilities. This fee is divided equally among all students to cover this expense.
- A Facility Fee of \$40 per student is due by **August 1, 2021**, and is payable to BHC via Venmo @BHCoop.

### Late Registration

- Beginning **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 Lower School will meet on Thursdays, 8:55 a.m. - 2:25 p.m.

### Annually

<b>August 16, 2021</b>	<b>Mandatory Parent/Teacher Meeting</b>
<b>August 19, 2021</b>	<b>1st Day of Fall Semester (Lower)</b>
<b>October 11-15, 2021</b>	<b>Fall Break</b>
<b>November 22-26, 2021</b>	<b>Thanksgiving Break</b>
<b>December 2, 2021</b>	<b>Last Day of Fall Semester (Lower)</b>
<b>January 6, 2022</b>	<b>1st Day of Spring Semester (Lower)</b>
<b>March 21-25, 2022</b>	<b>Spring Break</b>
<b>May 12, 2022</b>	<b>Last Day of Spring Semester</b>

### Daily

<b>8:45 - 8:55 a.m.</b>	<b>Carpool</b>
<b>8:55 - 10:25 a.m.</b>	<b>First Period</b>

Kindergarten

1st - Science	4th - Passport
2nd - Art	5th - Science
3rd - TOG	6th - TOG

**10:30 a.m. - 11:55 a.m.      Second Period**

Kindergarten

1st - TOG	4th - Science
2nd - Science	5th - TOG
3rd - Art	6th - Passport

**12:00 - 12:25 p.m.      Lunch**

**12:25 - 12:55 p.m.      Recess**

**1:00 - 2:25 p.m.      Third Period**

1st - Art	4th - TOG
2nd - TOG	5th - Passport
3rd - Science	6th - Science

**2:25 - 2:35 p.m.      Carpool**

## **VI. Carpool**

### **Drop-Off Procedure**

- Carpool starts at 8:45 a.m., and concludes by 8:55 a.m. All students registered for 1st period are expected to be in their classrooms by 8:55 a.m.
- Carpool instructions are provided on the attached map.
- BHC Leadership and/or student helpers will unload your student(s).
- It is not permissible to park and allow your student(s) to walk across the parking lot unattended.
- Seat belts must be unbuckled by parent/student(s).
- Please be respectful of the teaching environment and refrain from entering/disrupting the classroom.
- 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 yourselves or the rest of the class. Please be on time!

### **Pick-Up Procedure**

- Carpool starts at the end of class time following each period.
- Parents are required to use the identification hanger provided by BHC.
- If someone other than the parent is involved in pick-up, please notify administration in advance and advise the substitute to have identification ready to present.
- If your child is leaving campus with another BHC family, please notify administration in advance.
- 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 of the parent for each late pick-up.

## VII. Expectations

### Classroom Conduct

We believe that 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.
- **Excellence:** We expect students and parents to make every effort to have the student prepared for class each week. This includes completing all of the assigned work and having needed supplies each week in class. We expect parents to set their child up for success by insisting he/she complete the homework and classwork with his/her best effort. This includes engagement and participation in class. Failure to do so could result in a meeting with BHC Administration to determine the best path forward.
- **Grades:** Grades will be provided for students 3rd grade and higher. 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.
- **Google Classroom:** All assignments are posted on Google Classroom. New students will be given a BHC Google account before the school year begins. Parents are expected to keep up with weekly assignments through this platform. Families must have access to a computer and printer.
- **No Electronics:** Lower School students are not permitted to have electronics of any kind in classrooms or on campus during BHC hours. No exceptions.
- **Make a Proper Appeal:** We expect students and parents to make a proper appeal regarding a problem with an assignment or classroom policy. A “proper appeal” means speaking respectfully to the teacher in private, 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 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.

## Attendance

Attendance is an important aspect of academic success. If a student misses 3 or more classes in a semester, his/her parent will 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.

***If your student is out sick or will be out of town for any reason, it is the responsibility of the parent to communicate this to the teacher -- ahead of time if you are traveling, or on the day of absence if there is illness. It is also the responsibility of the 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!!***

## Dress Code

Please do not allow your children to wear things that draw attention to themselves. All students need to dress in a manner that is modest, respectful, and conducive to learning! Please consider the following when dressing for BHC:

- No athletic wear or sports uniforms (athletic shorts or pants, sweats, yoga pants, joggers, 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

## Lunches

- Only students enrolled in both 2nd and 3rd period classes, and enrolled in Lunch/Recess may eat lunch on TCABH campus.
- Students will not have access to the microwave or drink machine. Please prepare lunches accordingly.
- Please only send water for your children to drink.
- Do not send soup or messy liquid items in the lunch.
- Lunch/Recess will be supervised by BHC leadership and parents. Parents will be expected to serve approximately six times during the school year as volunteers in the lunchroom and during recess. A current background check is required.
- Students are expected to sit to eat, use manners, engage in appropriate conversation with peers and clean up after themselves.

## **Parents Serve and Background Checks**

- 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 6 times during the school year in the lunchroom and during recess. We follow the procedures recommended to us by TCABH, of requiring background checks for BHC leadership, teachers, and childcare workers serving with us.
- A nominal fee (\$15) will be required to process non-TCABH member background checks and will be made to BHC via Venmo @BHCcoop.
- 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) is allowed to return to class the following week.
- Parents must make alternate plans for children not enrolled at BHC during serve times.

## **Friendships**

The Bible charges us to seek humility in our relationships with others, so BHC leadership 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 this pledge. All students and parents are required to read and sign the Peacemaker's Pledge.

## **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 and administration 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/her disruptive or disrespectful behavior, the student will be referred to administration for further disciplinary action and the parent will be notified.
- If a student refuses to submit to the authority of his/her teacher or BHC administration, the student will be removed from class, the parent will be notified and asked to come and pick up the student from co-op, and the student will sit out of school for the rest of the day. A meeting will be scheduled with the parent, student, and administration to discuss the situation and a plan of action will be made.

Continued behavior issues or extraordinarily serious issues may result in the student's dismissal from BHC.

## **Health**

We desire a healthy environment for all of our students. If your student has been ill or had fever, please make sure he/she is fever free and well for 24 hours before returning 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 the germs, allowing 48 hours, symptom free, before returning your student(s) to co-op.

## **Medical and Liability Release**

To participate in BHC you must read the Medical and Liability Release Form prior to the first day of class to waive and release TCABH, its members/employees, and the BHC teachers, administrators and volunteers from all liability for injuries or illnesses incurred while on TCABH property/BHC Class.

Please make BHC aware of any medical conditions or issues concerning your child, or important medications he/she may need during the day.

## **Mandatory Parent Meeting**

At least one parent is required to attend the BHC Parent Meeting that will be held **Monday, August 16, 2021**. The lower school meeting is intended for parents only.

Forms should be printed by parents and will be collected by BHC Administration at this meeting, 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 Lower School Handbook, Peacemaker Pledge, and Medical Release and Liability.
- Covid Liability Waiver Form (both parents must sign)
- Background Check Form (per family of students enrolled in lunch/recess unless current with TCABH)