



Brook Hills Co-op Handbook

Lower School

Grades K-6th

2019-2020

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. BHC Leadership may request 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. Participation in the co-op will be determined at that point.

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)

Upper School:

Amy Watkins (amy.watkins@bhco-op.com)

Leanne Rogers (leanne.rogers@bhco-op.com)

Sheryl Turner (sheryl.turner@bhco-op.com)

IV. Fees

Registration

- A \$100/Student Registration Fee (with a family cap of \$300) is required prior to registration, and is payable to BHC via Venmo @BHCoop to cover registration, administration, and website expenses.
- Registration Fees are non-refundable
- Registration Dates:
 - March 1 - March 7, 2019 Current BHC Families
 - March 8 - March 14, 2019 The Church at Brook Hills Members
 - March 15 - April 1, 2019 Open Registration
 - April 1, 2019 Open Registration Closes, All Deposits Due
 - As of June 1, 2019 Late Registration Fees Apply
 - July 1 - 28, 2019 BHC Lower Office CLOSED

Deposit

- A Deposit Fee of \$50 for each class is due by April 1st, or at the time of registration if registering after April 1st, and is made payable directly to the teacher. Please see the list *Teacher Payment Preferences* on the website or refer to the appropriate class syllabus.
- This deposit is per student per class and holds your student's place in the class. 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 for the year.

Tuition

- Tuition Fees for each class are due on the first day of class, August 22, 2019, and are made payable directly to the teacher.
- Tuition is handled on a per class basis. Individual teachers choose how they will collect payment (Venmo, Paypal, or check/cash). If you need to divide tuition into two equal payments, you may pay half on the first day of each semester.
- Tuition Fees and payment preferences for each class are listed in the course description on the website: www.homeschool-life.com/al/bhc

Facility

- The Church at Brook Hills charges BHC to use the facilities. This fee is divided equally among all student to cover this expense.
- A Facility Fee of \$40 per student is due the first day of class, August 22, 2019, and is payable to BHC via Venmo @BHCoop.

Late Registration

- Open registration concludes on April 1, 2019. As of June 1, 2019, an additional \$50 Late Registration Fee per family (which may exceed the \$300 family cap) will be required to join BHC and will be payable to BHC via Venmo @BHCoop.

V. Schedule

BHC Lower School will meet on Thursdays from 9:00 a.m. - 2:30 p.m.

Annually

August 13, 2019	Mandatory Parent/Teacher Meeting
August 22, 2019	1st Day of 1st Semester (Lower)
November 28, 2019	Thanksgiving Break, No BHC
December 5, 2019	Last Day of 1st Semester (Lower)
January 9, 2020	1st Day of 2nd Semester (Lower)
March 23-27, 2020	Spring Break, No BHC
May 7, 2020	Last Day of 2nd Semester

Daily

8:45-8:55 a.m.	Carpool
9:00-10:30 a.m.	First Period Kindergarten 1st - Science 2nd - TOG 3rd - Art 4th - Passport 5th - Science 6th - TOG
10:30 a.m.-12:00 p.m.	Second Period Kindergarten 1st - TOG 2nd - Art 3rd - Science 4th - Science 5th - TOG 6th - Passport
12:00-12:30 p.m.	Lunch
12:30 p.m.-1:00 p.m.	Recess
1:00-2:30 p.m.	Third Period 1st - Art 2nd - Science 3rd - TOG 4th - TOG 5th - Passport 6th - Science
2:30-2:40 p.m.	Carpool

VI. Carpool

Drop-Off Procedure

- Carpool starts at 8:45 a.m., and ends at 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. Guidelines for Students and Parents

Classroom Conduct/Expectations

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 help your student(s) 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:** Guide your student(s) to show respect to the teacher and their 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. Please set your child up for success by insisting he/she complete the homework and classwork with excellence.
- **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.
- **Attendance:** Attendance is an important aspect of academic success. If a student misses 3 or more classes in a semester, the student and his/her parent will be required to meet with the teacher and BHC Administration to receive permission to continue the class. In addition, three tardies equals one absence.
- **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. A mandatory meeting will be required to maintain enrollment at BHC.
- **No Electronics:** Students are not permitted to have electronics of any kind in classrooms or on campus during BHC hours.
- **Make a Proper Appeal:** We encourage 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. Encourage your student to be a respectful and courteous representative of your family while on campus.
- **Learning Challenges:** We are aware that all children learn differently and being aware of this as a parent is crucial to the success of your homeschool journey. Therefore, it is important to know that BHC is not structured in a way that would be academically successful for those with moderate to severe learning challenges. If you feel your child might fall into this category, please contact BHC administration for further discussion.

Dress Code

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

- Respect
- Modesty and Humility
- No Halloween costumes
- No sports uniforms, gym shorts or athletic wear
- No hats
- Finger length shorts, skirts, and dresses
- Bike shorts or leggings are to be worn under dresses, but not as the outer layer without finger length tops
- No visible undergarments or tight clothing
- No strapless, thin straps, or low-cut tops

Lunches

- Only students enrolled in both 2nd and 3rd period classes, and enrolled in Lunch/Recess may eat lunch on the TCABH campus.
- There is an annual fee of \$25/student for Lunch/Recess.
- Students will not have access to the microwave or drink machine. Please prepare lunches accordingly.
- Please only send water for your children to drink.
- Please do not send messy or juicy items in the lunch.
- Lunch/Recess will be supervised by BHC Leadership and parent volunteers. Parents will be expected to serve six times during the school year as volunteers in the lunchroom and during recess.
- Students are expected to sit to eat, use manners, engage in appropriate conversation with peers and clean up after themselves.

Volunteers and Background Checks

- One parent from each family is required to complete a simple background check and will be expected to serve 6 times during the school year as a volunteer 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 @BHCop.
- Parent Volunteers are essential for helping to provide a safe environment during lunch and recess. If the parent fails to report for her/his assigned volunteer 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 volunteer 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, unkind speech or actions will be tolerated.

Peacemaker's Pledge

When confrontation is required to reconcile a grievance, all members of BHC and Leadership 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 before these procedures are initiated.

- **First Offense:** A Formal Written Warning will be given by the teacher via e-mail to the parent and administration. The teacher has the option to discuss the matter with the parent.
- **Second Offense:** If the student does not change his/her disruptive or disrespectful behavior, the student will be taken to the administration, the parent will be notified and the student will sit out the remainder of that class.
- **Third Offense:** If the student refuses to submit to the authority of his/her teacher or BHC Administration, the student will be taken to the administration, 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 that 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 the germs, allowing 48 hours, symptom free, before bringing your student(s) to co-op.

Medical and Liability Release

To participate in BHC you must sign a 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/Co-op Class. Please make BHC aware of any medical conditions or issues concerning your child, or important medications he/she may need during the day.

HIGHWAY 119

MODULARS 1-17

WORSHIP ROOM

PLAYGROUND

EDUCATION & OFFICES

ELC

SOUTH ANNEX

Main Entrance

BROOK HIGHLAND PARKWAY

Parking for Students

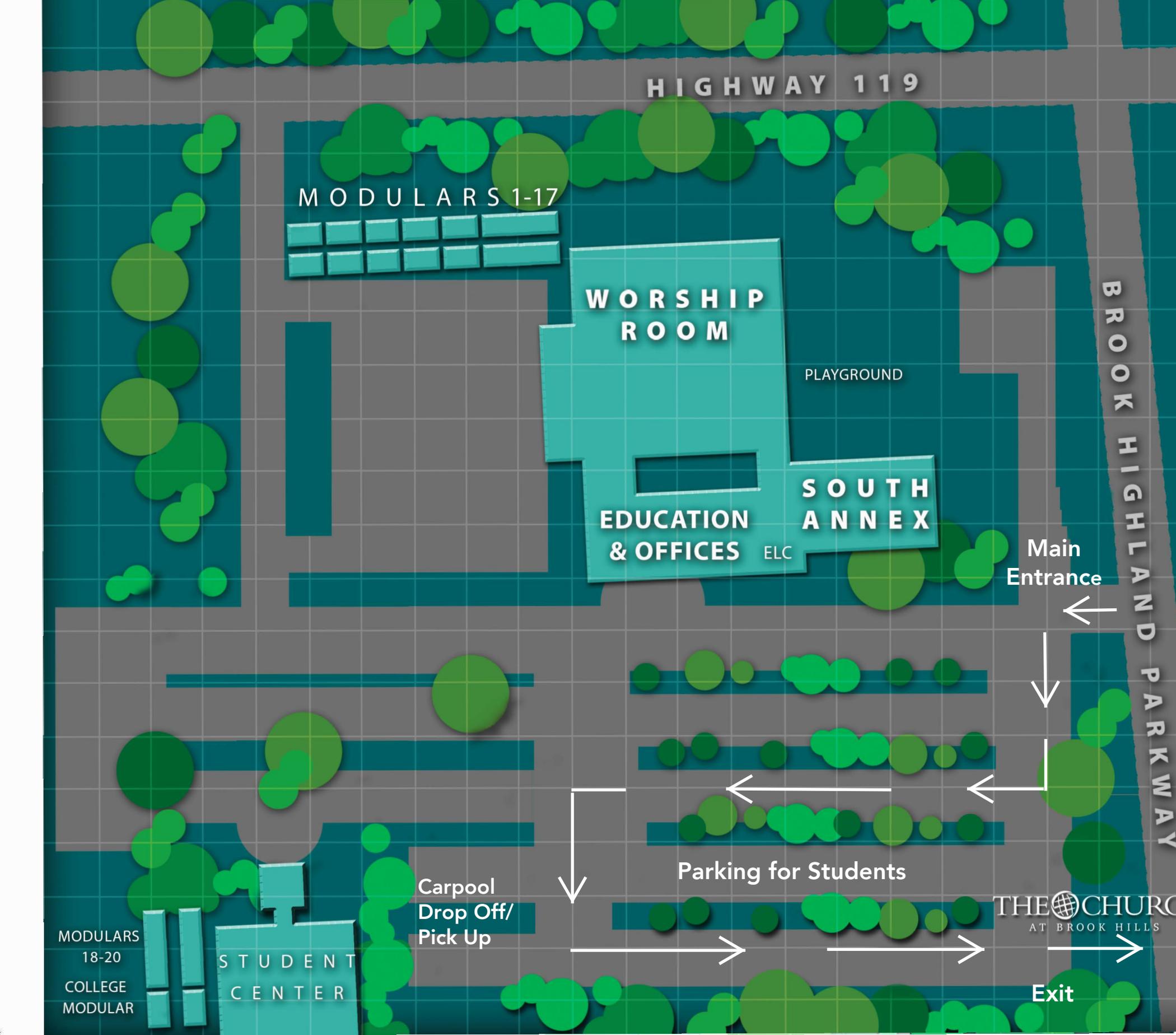
Carpool Drop Off/ Pick Up

MODULARS 18-20
COLLEGE MODULAR

STUDENT CENTER

THE CHURCH AT BROOK HILLS

Exit



HIGHWAY 119

MODULARS 1-17

WORSHIP ROOM

PLAYGROUND

EDUCATION & OFFICES ELC

SOUTH ANNEX

Main Entrance

BROOK HIGHLAND PARKWAY

Parking for Students

THE CHURCH AT BROOK HILLS

Exit

MODULARS 18-20
COLLEGE MODULAR

STUDENT CENTER

Drop Off/Pick Up (Under Canopy)

