



BROOK HILLS CO-OP

# Brook Hills Co-op Handbook Grades 7-12 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 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 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 or study hall.

## **III. BHC Administration**

### Lower School:

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

### Upper School:

Amy Watkins ([amy.watkins@bhco-op.com](mailto:amy.watkins@bhco-op.com))

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 Fee

- A \$100/per student non-refundable registration fee (with a family cap of \$300) 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 1-7, 2019        | Current BHC Families                                       |
| ● March 8-14, 2019       | The Church at Brook Hills Members                          |
| ● March 15-April 1, 2019 | Open Registration  |
| ● April 1, 2019          | Open registration closes, all deposits due                 |
| ● April 2-May 31, 2019   | Registration open to new families and class additions only |
| ● As of June 1st, 2019   | Late Registration - fees apply (see below for details)     |

### Deposit

- A deposit of \$50 per student per class is due by April 1st and is payable directly to the teacher. You may pay this upon registration for classes or elect to pay it between registration and April 1st. This deposit secures your student's place in the class. Your place is held until April 1st, and your deposit must be paid by this date or you may lose your spot in the class. This amount is applied toward the total tuition cost.
- A listing of teachers along with their preferred payment method(s) can be found at the bottom of your Registration Summary as well as on the Logistics page.
- 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 on the first day of class, August 20, 2019, and are payable directly to the teacher.
- Tuition is handled on a per class basis. Individual teachers choose how they will collect payment (check/cash, Paypal, or Venmo). If you need to divide tuition into two equal payments, you may pay half on the first day of each semester.
- Payment preferences can be found on the *Teacher Payment Preference* document on the website in the following places: Registration Summary page and Logistics page
- Tuition Fees for each class 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 Brook Hills to use its facilities. This fee is divided among all students equally to cover this expense.
- \$40 **per student** is due the first day of class
- Payable to BHC via Venmo (@BHCoop)

**Late Registration**

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

**Refunds**

- Refunds for registration, deposits, or tuition fees will not be provided unless determined and approved by BHC Administration.

**Grades Held**

- Grades will be held by administration if there are outstanding tuition payments due to a BHC teacher(s). Grades will be released to parents once tuition payments have been made and the account is clear.

## V. Schedule

### BHC 7th-12th grades

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

#### **Annually**

August 13, 2019	Mandatory Parent Meeting
August 20, 2019	First Day of 1st Semester (Upper)
November 25-29, 2019	Thanksgiving Break
December 12, 2019	Last Day of 1st Semester
January 7, 2020	First Day of 2nd Semester (Upper)
March 23-27, 2020	Spring Break
May 7, 2020	Last Day of 2nd Semester

#### **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. 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 attached map.
- Student drivers should park in the designated area marked on the attached carpool instructions map.
- All student drivers must have a copy of a valid driver's license on file with the administration of BHC.
- 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 BHC Administration.

## VII. Guidelines for Parents

### Classroom Conduct/Expectations

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 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.
- **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 students' 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 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 student up for success by insisting they complete their homework and classwork with excellence.
- **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 classrooms (unless specifically required by the teacher). Phones should be kept in a pocket or backpack while at co-op.
- **Making 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 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. 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 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. A student who misses 3 or more classes in a semester will be required to meet with the teacher and BCH 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 the administration for the withdrawal form and steps for the withdrawal process.

### **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 respectful and conducive to learning!

- Respect
- Modesty and Humility
- No holiday costumes
- No sports uniforms or athletic wear (gym shorts, sweat pants, 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 for girls. No strapless, thin straps, or visible cleavage.
- No leggings except for under knee length dresses or skirts.

## **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 email to the parent and administration. The teacher has the option to discuss the matter with the parent.
- If the student does not change his disruptive or disrespectful behavior, he/she will be taken to the administration, the parent will be notified and the student will sit out the remainder of that class.
- If the student continues to refuse 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.

## **Friendships**

The Bible charges us (Phil. 2:3-4) 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 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 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 BH campus.
- Students will NOT have access to the microwave or drink machine. Please prepare lunches accordingly.
- Students 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).
- Please only send water for your student to drink.
- Lunch will be supervised by BHC Leadership

**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 BH, its members/employees, and the BHC teachers, administrators and volunteers from all liability for injuries or illnesses incurred while on BH property/Co-op Class.

Please make BHC aware 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 helpers have a completed background check on file.

**Mandatory Parent Meeting(s):**

At least one parent is required to attend the parent meeting that will be held on August 13th, 2019. There will be one make-up meeting on Tuesday, August 20th at 12:00. This is required unless there is a family emergency and you have contacted BHC Administration. A second mandatory meeting may be held at the beginning of the spring semester to provide essential information as deemed necessary.