



Brook Hills Co-op Handbook

Upper School

Grades 7 - 12

2024-2025

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 peaceful and cooperative college-preparatory 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 a community for homeschool students to thrive.

Core Values

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

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.

Enrollment is à 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:

Becca Davis (becca.davis@bhco-op.com)

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

Lower School:

Courtney Childress (courtney.childress@bhco-op.com)

IV. Fees

All fees should be paid through Venmo. Teacher Payment Information is available on the website.

Registration Fee

- A \$225 per student non-refundable registration fee is required prior to class enrollment and is payable to BHC to cover administration expenses.
- All payments to BHC must be made through Venmo (@BHCoop).
- Registration fees are non-refundable.

Late Registration

Beginning April 2, 2024, a registration fee of \$275 per student is required (this includes a \$50 late fee) and is payable to BHC via Venmo (@BHCoop).

Registration Dates

- March 1, 2024 Current eligible BHC families
- March 6, 2024 Siblings of current eligible BHC students
- March 8, 2024, The Church at Brook Hills members
- March 15, 2024 Public Registration
- April 1, 2024 All deposits due
- April 1, 2024 Late Registration begins - late fees apply

Deposit

- A deposit of \$50 per student per class is due by April 1st 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 for the year.*

Tuition

- Tuition for each class is due by August 1, 2024, and is 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 on January 3, 2025 (the Friday before classes begin).
- Tuition and individual teacher Venmo account information are listed in the course description on the website: www.homeschool-life.com/al/bhc/

Security and Facility Fee

- The security and facility fee covers security officers, front desk attendants, facility rental, website, and supply expenses.
- \$160 per student is due by August 1, 2024.
- Payable to BHC via Venmo (@BHCoop)

Unpaid Balances/Incomplete Accounts

- In the event there are any unpaid balances, students will be unable to register for future classes.
- All forms (signature, Student information), fees, and volunteer sign-ups must be completed before a student may attend class on August 20th or January 7th.

V. Schedule

BHC 7th-12th grades

Tuesdays and Thursdays: 8:30 a.m. until 2:55 p.m.

Annually

August 13, 2024	Mandatory Parent and Student Meeting (Upper School)
August 15, 2024	Mandatory Parent Meeting (Lower School)
August 20, 2024	First Day of Fall Semester - Tuesday Classes <i>(Upper School Only)</i>
August 22, 2024	First Day of Fall Semester - Thursday Classes <i>(Upper and Lower School)</i>
Nov. 25-29, 2024	Thanksgiving Break
Dec. 5, 2024	Last Day of Fall Semester - Lower School (15 w)
Dec. 10, 2024	Last Day of Fall Semester - Upper Tuesday Classes
Dec. 12, 2024	Last Day of Fall Semester - Upper Thursday Classes
January 7, 2025	First Day of Spring Semester - Tuesday Classes <i>(Upper School Only)</i>
January 9, 2025	First Day of Spring Semester - Thursday Classes <i>(Upper and Lower School)</i>
March 24-28, 2025	Spring Break
May 6, 2025	Last Day of Spring Semester - Tuesday Classes
May 8, 2025	Last Day of Spring Semester - Thursday Classes (17 w)

Daily

8:30 - 9:55 a.m.	First Period
10:00 - 11:25 a.m.	Second Period
11:30 - 11:55 a.m.	Lunch
12:00 - 1:25 p.m.	Third Period
1:30 - 2:55 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 if they are a rising 7th grader, new to BHC, or have not taken math or English classes at BHC. A placement test is also required for every student taking Spanish 2. See website for instructions about placement tests.

VII. Carpool

Drop-Off Procedure

- Carpool starts at 8:15 a.m. and ends at 8:30 a.m. Every student - being dropped off or driving on their own - must wait until Mrs. Sheryl or Mrs. Becca comes out to start carpool at 8:15am before the student exits his/her vehicle. All students registered for 1st period are expected to be in their classrooms before 8:30 a.m.
- Carpool instructions are located on the website under logistics as well as on the map in the appendix.
- Student drivers should park in the designated area marked on the carpool instructions map.
- Student drivers must make sure their driver's license number, car make/model/color and tag number are completed 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.

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 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 keep tabs on 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.

- **Excellence:** Students should 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.
- **Honesty:** We expect students to display integrity when taking tests and completing assignments. Cheating is not allowed. ONLY information that comes out of the student's brain at the time of the test or homework is permitted. Homeschool curriculum often includes an answer key; however, students should not have access to this at any point. All at-home tests should be taken under parental supervision.
- **Grades:** 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 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.
- **No Electronics:** Students are not permitted to have 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.*
- **Making a proper appeal:** We expect students and parents to make a proper appeal regarding a problem with an assignment, classroom policy, fellow student, 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 foundational 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 before August 1st 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.

Tardiness is neither beneficial to the student or the rest of the class. For security and academic purposes, students are to be on time for all classes including study hall. Persistent tardiness will result in meeting with administration to determine a proper course of action. Please be on time!

Parents must notify the teacher beforehand if a student has to leave early from class for any reason. To check out a student, the parent or guardian must sign in with the desk attendant in the lobby. An administrator will bring the student to the lobby to meet the parent or guardian.

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. Please email the teacher (do not text). If a student sends the email, the parent should be copied on the message. 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.

Withdrawal

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

Prohibited Items

No alcohol, drugs, vapes, smoking, or weapons are allowed at BHC.

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.

Dress Code

We desire a dress code that is not too formal but also not too casual. All students, teachers, and staff need to dress in a way that does not distract from the learning environment. The outlined dress code allows us all to pull in the same direction for 2 days a week.

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.
- No see through uniforms or sleeveless jerseys. Dry fit shirts are fine.
- 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 dress code.*

Students who do not comply with the dress code will receive a warning 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.

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, ice dispenser, or drink machine. Please prepare lunches accordingly.
- Students must remain in the designated lunch area, if eating on campus.

- 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 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 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 Brook Hills' property/Co-op 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 13, 2024 . This is required unless there is a family emergency, and you have contacted the BHC Administration.

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 \$15 for each opportunity. The sign-up form is available on the website (under Parent Serve) beginning in May. All families must sign up for service

slots before the first day of classes. Cancellation of a serve slot within 24 hours of the service opportunity results in a \$25 fee payable to BHCoop via Ven mo.

We ask for your prayerful consideration of all that is discussed in this handbook, and whether this partnership is what God desires for your family for the 2024-2025 school year. We are praying for you as well!