



## **Academic Cooperative Handbook**

### **Mission Statement**

Beacon Hill Homeschool Community (BHHC) seeks to provide homeschooling parents and children with a supplement to homeschool instruction. We desire to fill our children with light—through both rigorous academic training and an emphasis on moral development—and then encourage them to share their light with the world through community engagement and civil discourse.

We seek to achieve this by offering an academic cooperative that supports at-home learning for core classes and elective courses, planning wholesome events in the community, and incorporating service projects into our activities.

### **Values Statement**

While BHHC is a Christian cooperative, we welcome members from any faith background. All members are required to sign a values statement, stating that they will not teach material or ideas contrary to the official values set forth by the board.

### **Attendance**

BHHC is a true cooperative, so a parent or legal guardian must be on the premises at all times while their children are present. That adult is expected to teach a class, assist a teacher, or contribute to the cooperative in another significant way. If, in the case of special circumstances, children need to occasionally be present on campus without the parent/legal guardian, a consent form must be signed by the individual leaving the children and the individual responsible for the children in the absence of the parent/guardian. Students are not permitted to drive themselves to cooperative.

Attending adults should not miss cooperative except in circumstances that can reasonably be avoided. If absences are excessive, membership may be withdrawn.

All teachers and assistants are expected to arrange for a substitute and inform the board of plans in the case of absence. Assistant teachers are expected to be available to substitute for the lead teacher in case of absence.

## **Registration**

A registration form is available on [www.beaconhillhomeschool.com](http://www.beaconhillhomeschool.com). After the form is complete, a member of the board will reach out to set up an informal interview to discuss the cooperative. Registration is complete after all forms are signed and due fees have been paid.

## **Lead Teachers**

We aim to focus on hands-on projects, group discussions, presentations, and other activities that are difficult to accomplish at home. Lessons should be planned accordingly. Teachers should provide a syllabus for families so they can align their at-home studies with cooperative lessons. If lead teachers will be providing students with documents, recorded lectures, etc. they will use Google Classroom. Lead teachers also need to turn in a class fee budget each semester to account for expenses and materials used.

## **Communication**

We communicate primarily through the use of the Band app and e-mail. When registration is complete, members will be added to the appropriate groups.

## **Fees**

Registration for cooperative is \$50 per student per semester for the first 4 students per family, and \$25 per student per semester for any additional students. An additional building rent fee will be assessed. Rent fees will be dependent on enrollment numbers, but are estimated to be \$35 per month per family, or \$140 per semester. All fees must be paid to the treasurer with CASH ONLY. Because we divide the rent between participating families and class fees are assessed and distributed to teachers at the beginning of each semester, fees are non-refundable on a semester basis.

## **Financial Assistance**

Financial assistance is available to a select number of families. If an individual experiencing financial hardship brings a unique skill to the cooperative, their fees may be reduced or waived so the cooperative can benefit from their membership. These costs will be absorbed by the rest of the cooperative members' standard registration fees.

## **Dress Code**

All clothing is expected to be neat and modest. Shoulders, backs, and stomachs must be covered, and clothing should not be inappropriately tight, low-cut, or revealing in any other way. Shorts must be at least mid-thigh length. Dresses and skirts must be knee-length or longer. Pants or shorts must be worn at or near the waist. No inappropriate graphics or language will be permitted.

## **Language**

All language should be clean and uplifting. Swearing or crude language will not be tolerated. We expect respectful dialogue in all situations. Disrespect, gossip, or any behavior that purposely causes conflict or threatens the safety of another person is not allowed. All participants should refrain from physical displays of affection indicative of romantic relationships during co-op hours.

**Cell Phones**

We understand that many students may have cell phones at cooperative. They are expected to keep them in backpacks during cooperative hours. If any inappropriate media is shared or viewed by cooperative participants, phones will be confiscated and given to parents, parents will be notified, and membership may be suspended or terminated.

**Discipline**

If a student becomes disruptive or is breaking rules as set forth by handbook and/or the teacher, they will be given up to two verbal warnings. If the behavior continues, the child will be promptly taken to their parent/legal guardian. In cases of excessive and/or repeated disruptiveness, cooperative membership may be withdrawn or suspended and fees will not be refunded.

**Safety**

The safety of our participants is of the utmost importance to BHC. Our safety policy is as follows:

- All classes will have 2 adults present.
- When weather permits, lunch will be outside. There will be at least two supervising adults outside for lunch.
- Doors to the building are locked during cooperative hours.
- A foyer/hallway monitor will be present during cooperative hours.
- Any student who is unable to use the restroom on their own will be taken to their parent/legal guardian. No other adults are permitted to help with bathroom needs, diaper changes, etc.
- If a parent/legal guardian is leaving their student(s) in the care of another adult as approved by a board member, they must fill out a consent form and leave it with the responsible party.
- Any adult or student found in possession of a firearm or knife (or weapon of any kind), tobacco, alcohol, or drugs will be asked to leave immediately, the appropriate authorities will be contacted as warranted, and membership will be terminated. Students may NOT bring pocket knives to cooperative.

Violation of these policies may result in termination of membership and fees will not be refunded.

The undersigned has read, understands, and agrees to the policies set forth in the Beacon Hill Homeschool Community academic cooperative handbook.

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Name

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Date