

BASTROP INDEPENDENT CHRISTIAN CO-OP



HANDBOOK

Dearest BICC Families:

Under the umbrella of BCHA, BICC (Bastrop Independent Christian Co-op) was formed over twenty years ago to provide an opportunity for our home-educated students to receive specialized instruction in a variety of courses. We are a group of like-minded Jesus-followers who want our children to grow in the Lord as they are educated in more academic areas. We are not a school, but rather something much richer; we are a cooperative learning center. It is by team effort we succeed.

Please prayerfully consider your goals for this upcoming school year, how you can lend your talents, and how BICC can be a tool for your family.

In His Service and Yours,

BCHA Board Members

TEXAS HOMESCHOOLING LAW

In Texas, homeschools are considered to be private schools. To legally homeschool, you will need to follow these requirements:

Teach the required subjects.

The required subjects are: math, reading, spelling and grammar, and a course in good citizenship. Although science and history are not required by state law, any college your student applies to will require them for admittance, so you'll want to make sure to teach those too.

Use a written curriculum.

The private school law as interpreted by the Texas Supreme Court requires that you use some form of written curriculum (online programs meet this requirement) and that you operate your homeschool in a "bona fide" manner.

EXPECTATIONS

In addition to the BCHA statement of faith, all BICC teachers and helpers will abide by the following.

- The teacher shall...
 - Cooperate with the Board in implementing all policies, procedures, Biblical principles, and directives governing the operation of BCHA-BICC.
 - Leave political biases out of any information presented, and when presenting material that may be controversial, though not unBiblical, present both sides of an issue.

- Supervise students in their charge and clearly communicate with classroom helpers in how they may assist you.
- Help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Uphold and abide by Biblical principles for all situations within co-op.
- Utilize Google Classroom and grades for academic classes in the upper grades.
- The helpers shall...
 - Cooperate with teachers to meet classroom needs.
 - Help quiet students so that teachers may teach.
 - Not spend time chatting with other teachers or scrolling on his/her phone.
 - Help students who need extra help or time.
 - Take students who have behavioral issues to a parent for redirection.

BICC MEMBERSHIP

GENERAL REQUIREMENTS

- Be a member of BCHA.
- Read the BICC Handbook and agree to abide by the contents therein.
- Complete a BICC application, and submit the \$50 non-refundable application fee.
- Interview with the BCHA-BICC Board. (Returning members will need to do this every three years as deemed necessary by the Board. Interviews are at the Board's discretion.)
- If you are accepted:
 - Fill out the Class Registration.
 - Pay monthly Co-op fees (\$20 for the first child and \$10 for each additional child with a cap of \$50/family).
 - Pay any extra fees for classes like music and cooking as appropriate.
 - Purchase or borrow required texts and materials for classes.
- Membership is "at will". Families may choose to terminate membership at any time, and Board members reserve the right to terminate a family's membership due to a violation of policies.
- New members will be admitted on a trial basis until the end of first semester, when the Board and the new member will meet to finalize membership based on attendance, behavior, and cooperation.

COSTS

- BICC Application: A \$50.00 non-refundable registration fee is due with your application. This fee helps cover building rental, curriculum, supplies, repair and replacement of church or Co-op property, reimbursing teachers for class supplies (which then become BICC property), additional insurance costs, etc.
- Insurance: All attending members will be covered by BCHA liability insurance while on campus. Insurance per participating person(s), including parents, is included in the tuition and is not a separate fee.
- Monthly Co-op Tuition:

- Due the last Thursday of the month prior to classes.
 - December's tuition is a full payment. (If you continue for the entire year, December's payment will also cover May. Families who join during the second semester will still have a May payment.)
- \$20 for 1st student; \$10 for students thereafter, with a cap of \$50 per family
- \$20 per student schooling with Co-op members during the week:
 - Students may attend with another family for no more than one school year.
 - Parents must sign a Liability Waiver in order for their student(s) to attend without them present.
 - Students will be on a six weeks probationary period to decide whether or not they may continue to attend with another family.
 - After two issues with the student, either disciplinary or medical, the ability to attend with another family will be discontinued for those students.
 - A maximum of three families per school year will be able to utilize this program, this includes, but is not limited to, students for whom the attending parent is their babysitter.
- Curriculum and Fees:
 - Some classes will have a curriculum that the student is expected to purchase. **We try to keep these costs as minimal as possible (preferably under \$50).** If there is a special circumstance where you cannot purchase the materials right away, contact the Board. However, if you are not willing to purchase the materials for the class, please do not sign up for that class.
 - All of our teachers are expected to obey copyright laws.
 - Some classes may have a small fee associated with them for supplies. These are payable directly to co-op, which will give the money to the teacher. Class fees are capped at \$20/semester.

REGISTRATION

- Early registration for the next school year begins around Spring Break for all current BCHA members. Early registration closes after April 30, unless stated otherwise by the Board.
- Open registration for new families will begin May 1, unless stated otherwise by the Board.
- Completed applications will be accepted on a first come, first-served basis. Interviews, if needed, will then be scheduled with the Board on that basis.
 - An application is not complete until all paperwork, except the class choice list, is completed and returned and any dues are paid.
- Once Co-op is at capacity, members, meaning those with completed paperwork and paid BCHA dues, may join the waitlist, provided they have gone through the interview process.
 - Waitlisted members need to provide the first half of the \$50 BICC dues to secure their spot. This will go toward their BICC dues once they are admitted to co-op.

- Waitlisted members will be asked to join the Co-op as space becomes available on a first come, first-served basis, depending on ages of the members' kids and room capacity at co-op.
- If waitlisted members are not admitted during the year, they will be allowed to register first during open enrollment, which is after the current co-op members register.
- Class registration, once all classes are available, will also be on a first come, first served basis for all accepted BICC members, with a possible waitlist for highly desired classes.
- **Only families who also have a student who is first grade or above may utilize the Nursery, Preschool 2s & 3s, or Kindergarten 4s & 5s classes. If you're looking for ideas on home educating little ones, our Educational Director would be happy to assist you.**
 - Children are not ready for first grade at our Co-op until they are at least 5 years old by September 1 AND able to SIT in a classroom setting for at least 20 minutes at a time.
 - For brand-new families, we ask that first graders be 7 years of age on September 1st of the year they are first attending BICC.

BICC GUIDELINES

DRESS

To ensure clothing is appropriate, modest, and non-distracting:

- Garments should be modest, not revealing undergarments, at least to the fingertips in length, not revealing the chest or midriff, having at least a two-inch shoulder, and without offensive content. This is for all co-op attendees.
- At no time should your undergarments be seen, but they should be worn.
- Any disagreements over the acceptability of a garment will be settled by the Executive Director.
- Anyone in violation of the dress code will be asked to wear a cover or sent home to change.

BEHAVIOR

To ensure that conduct is appropriate, respectful, and helpful:

- All members are expected to treat one another and the facilities respectfully.
- All members should be on task, in their designated areas, during the Co-op day.
- Members are not to bring weapons, drugs, alcohol, tobacco, or pornography to campus under any circumstances. Prescription drugs should remain with the parent only.
- Failure to comply with the above rules or the spirit thereof will lead to disciplinary measures at the discretion of the BCHA-BICC Board.
- Any disagreements over the acceptability of a member's behavior will be settled by the Executive Director.

LANGUAGE

To ensure that speech is appropriate, clean, and thoughtful:

- At no time are members to use inappropriate, degrading, disrespectful, or bullying language.
- Failure to comply with the above rules or the spirit thereof will lead to disciplinary measures at the discretion of the BCHA-BICC Board.
- Any disagreements over the acceptability of a member's language will be settled by the Executive Director.

DISCIPLINE

- The adult identifying misbehavior will talk with the parent(s) about misbehavior.
- Any disagreements over the acceptability of a member's dress, behavior, and/or language, will be settled by the Executive Director.
- Recorded Offenses due to behavior or any lack of adherence to Guidelines:
 - **1st Offense:** Parent notified by end of day.
 - **2nd Offense:** Parent notified immediately; student suspended for that day from BCHA-sponsored activity.
 - **3rd Offense:** Parent notified immediately; student expelled for the remainder of the school year from BCHA-sponsored activities.
 - **Zero Tolerance:** Any dress, behavior, or language offense that the BCHA-BICC Board deems worthy of the **3rd Offense** policy.

CO-OP OPERATIONAL RULES

ARRIVAL

- The building will open at 10:00 am for set-up.
- Building set-up: Families with children 13+ are encouraged to arrive by 10 to help with set-up.
 - Make coffee and set up concessions table, when in use
 - Tables and chairs are distributed and arranged
 - Attendance folders are distributed
 - All first hour teachers will need to set up their tables and chairs, where appropriate.

ATTENDANCE, ABSENCE and HEALTH ISSUES

- Attendance is mandatory except in cases of illness, medical emergencies or pre-approved absences. If you know in advance you will be absent, please contact the Co-op Board (board@bcha.cc) so they can get it on the calendar. If a member does not do this, it makes the scheduling of classes very difficult every week.

- Any family who is absent more than 80% of any given semester, generally more than 5 days, barring an emergency or medical crisis, will be asked not to return the following semester, allowing for families on the waitlist to use those spots.
- **Uncontrollable school and sports-related absences may count as a ½ day absence ONLY if it is presented to and approved by a Board member several days, preferably weeks, in advance.**
- Parental absence:
 - Children 2nd grade and younger may NOT remain at BICC when a parent is absent.
 - With Board approval, children 3rd grade and up MUST be assigned a “substitute” BICC parent. The Board must be contacted about this in advance of your leaving your child. Except in extenuating circumstances, this should not occur multiple times per year.
- For absences due to illness or medical emergencies, please:
 - Call or text the Executive Director ASAP
AND
 - Provide a helper or substitute with **lesson plans** for class.

HEALTH

- First Aid Kit (plastic bin) is available in the admin. room.
- Do not attend Co-op if children have had any of the following symptoms within the last 24 hours: temperature >100°F, vomiting, diarrhea, and/or yellow or white mucus
- Child showing signs of contagious sickness will be escorted to his/her parent
- Lice: Children with lice or undergoing lice treatment may NOT attend Co-op.

BUILDING CLEAN-UP

Before leaving each Thursday, the host church will be cleaned.

- Families are required to remove all belongings into vehicles or along the outside wall as soon as classes are dismissed. Please check to see that no possessions are left behind.
- Families are all needed for clean-up at the end of the day in some capacity.
 - Clean-up duties will be assigned at the beginning of each semester, and may change weekly if you are subbing in a class.
 - Classrooms will be cleaned by the teacher/class in which you are in the 4th hour. Boards and tables wiped down, floor checked for debris, and trash cans emptied.

CLASS and TEACHING REQUIREMENTS

- Class Schedule
 - A class schedule will be provided at the beginning of every year, and will also be posted on the BCHA Google Group, as well as several areas around the church
 - Check Class Descriptions on Facebook or Google Files to find out fees, books, and supplies needed

- Class sign-up: Students are asked to fill out a Co-op Class Sign-up Form in order to sign up for classes.
- Students may change classes only the first three weeks of classes each semester, with approval from the Educational Director. Teachers of both classes must be notified prior to the first day of the change.
- Classes must be supervised by two (2) adults unless otherwise approved by the Co-op Board.
- Students without a teacher for more than 5 minutes must notify the admin on duty (Hebrews Room).

TIME SCHEDULE

Announcements/Devotions	10:30 - 10:55
1st period	11:00 - 11:55
2nd period	12:00 - 12:55
Lunch	1:00 - 1:55
3rd period	2:00 - 2:55
4th period	3:00 - 3:55
Required Building Clean-up	4:00 - 4:30

- Teachers need to be in their classrooms on time so that students are not left unattended.

TEACHING REQUIREMENTS

- Full-time members are not expected to teach the first year. They must, however, assist in 3-4 periods throughout the day and help with class needs.
- Returning members are expected to teach and/or assist in 3-4 classes, as needed.
 - If a member fills a time-consuming administrative position, then it can count as a class. This will be approved by the Co-op Board.
 - The Co-op Board reserves the right to exempt a member for other reasons (pregnancy, etc.) on a case-by-case basis.
- Teacher assistants must check the Current Day Schedule for changes. They will also be responsible for keeping accurate attendance charts in each class.
- Teachers need to let the Assistant know in what ways they can help.
- Reimbursement for supplies:
 - In order to obtain reimbursement, the Teacher must obtain permission from the Co-op Executive Director and/or Treasurer prior to making purchases.

Reimbursement will be given once receipt is turned in to the Co-Op Treasurer. Co-op is NOT responsible for expenses made without following this procedure.

- All teachers may ask for up to \$30 reimbursement on classroom supplies.
- Teachers of heavy-materials classes like science, art, and cooking may request \$5/student (or \$40 minimum) on top of the regular class reimbursement allotment.
- Co-op will purchase the main curriculum books for any lead teacher, provided that the purchase had pre-authorization or an exception is granted by the Board, receipts are turned into the Treasurer or Executive Director, and that the book is included in the BCHA-BICC source materials for future years. This means the book will belong to BCHA-BICC and not to the teacher.

ACADEMIC PROGRESS

NOTE: Grading policy is to be clarified by each teacher for the individual class. Upper level teachers are strongly encouraged to give regular and consistent feedback regarding a student's progress in class. For academic classes, the issuing of grades is preferred. For non-academic classes, a pass-fail marking, or a note about participation would be helpful to the parent when tracking their student's progress.

- Homework
 - NOT mandatory for 5th and below.
 - Teachers will NOT assign homework during calendared school breaks (other than extra credit) (Homework may be assigned for the week we return to class.)
 - May be completed in Study Hall
 - Plagiarism (direct copying of another's materials, without appropriate citation) is not acceptable. The first offense of this nature will be met with a reprimand and a request to redo the assignment. A subsequent offense will be met with a grade of zero and possible suspension or expulsion from the class.
- Study Hall
 - Students should be studying during Study Hall; they may whisper quietly as to not disturb others.
 - Reading is a good option if no homework is available.
 - Parents are responsible to make sure students have assignments to work on during study hall.
 - Music with headphones is acceptable.
 - **Electronics are only allowed for school-related work.** No online gaming or phone play, please. Headphones are required for electronic schoolwork.

LESSON PLANS

Note: Teachers will provide lessons to their usual helper/sub in the event of being absent.

Teachers are to keep in contact with students' families via Google Classroom and/or their BCHA gmail to let them know of any class requirements.

LUNCH HOUR

Parents' Responsibilities:

- Church kitchen supplies are NOT to be used by ANYONE.
- Kitchen refrigerator MUST be emptied at the end of the day.
- Children may go outside as long as there are 2 outside supervisors present outside. Monitors will be assigned each week to both the playground and gaga ball areas. An additional monitor will roam around the campus to make sure all students are in safe locations.
- Students should not play in front of the church near the parking lot, in the hallways, in the classrooms, or behind the buildings.
- Clean-up starts at 1:45.
- Be sure students use restrooms and water fountains before going to their classes.

Inside:

- Backpacks may be placed in your next class or in the fellowship hall of the classroom building on the way to lunch.
- The main eating area is in the sanctuary. There are also picnic tables available outside. No other rooms should have students during lunchtime, unless a tutoring session has been announced for a particular class during lunchtime.
- Parent(s) are responsible for their family's lunchroom behavior and clean-up.
- Announce CLEAN UP at 1:50

Outside:

- Supervisors will be stationed outside at the playground area and at the gaga ball pit.
- At 1:50 supervisors should make sure children pick up all trash outside: under picnic tables, around swing set, etc. Check to make sure it is left cleaner than when they came out. At 1:50, a teacher will flicker lunch room lights to remind others to pick up trash around campus.

CHURCH FACILITY GUIDELINES

Property damage will be the sole financial responsibility of the parent(s) whose child caused such damage.

- The sanctuary, offices, and all church equipment are off limits except for pre-approved activities.
- Food and drinks are discouraged outside the fellowship hall/main sanctuary. In an effort to honor our host church, we ask that teachers minimize food and drinks outside these two areas and always clean up messes from their classes.
- Permanent attachments are NOT allowed on church walls, doors, or furnishings without prior church approval between Pastor and BCHA-BICC Board.
- Glitter, confetti, and super glue are NOT allowed at any time.
- Plastic sheeting should be used on tables, chairs, and floor surfaces during art projects.

- Any furnishings that are moved need to be put back where they were at the end of the day.
- No carpentry or construction is allowed on church premises without prior approval of the church and the BCHA-BICC BOARD.

NURSERY

- Special instructions should be provided to nursery volunteers by parents.
- Parents should supply all items in diaper bag that child should need in the nursery
- Label all cups, diaper bags, jackets, etc. with tape and/or permanent marker.
- Church supplies such as cups, toys, blankets, etc. may be used, but must be returned in the same/better condition.
- Release children to the child's guardian only.
- All snacks need to be provided by the parent, not taken from the church.
- Families with nursery children are required to provide the following supplies each semester:
 - A bottle of hand sanitizer
 - Box of baby wipes at the beginning of each year.
 - Snacks and/or bottles.

COMMUNICATION

- It is highly recommended to join our Facebook page for day-to-day communication and support.
- All BCHA members will be given a Google Apps for Education account and will be added to the bcha@bcha.cc group to assure communication between Board and members. Personal email accounts can also be added to the group but will not grant access to BCHA-BICC internal files.
- All active BICC participants will be added to the bicc@bcha.cc group.
- Meetings are held occasionally at lunch (e.g. winter formal and graduation planning).
- Important Email Addresses:
 - General Information and Outreach: bchabiccbastop@gmail.com
 - Board Members: board@bcha.cc
 - Distribute to all BCHA Members: bcha@bcha.cc (e.g. upcoming field trip or homeschool day information)
 - Distribute to all BICC Members: bicc@bcha.cc (e.g. Co-op schedule change information)
 - For Activity Suggestions and Questions: activities@bcha.cc

VISITORS

- Prospective BICC families or non-BCHA students may visit the Co-op during the school-year, but must notify the Co-op Board at least 48 hours prior to visit. They must check in with a Board member upon arrival and will be introduced during the chapel Assembly.

- Any Co-op Board Member may ask the student visitors to leave if they become troublesome in any way.
- BICC relatives or former BICC students are welcome, but the Board needs to be notified at least 24 hours prior to visit. Please introduce new people during the assembly.
- Non-family members are not permitted on campus as the co-op seeks to encourage a family atmosphere and ensure the safety of its members. This includes speciality weeks like spirit days and holidays.

LOST AND FOUND

- Lost and Found: is kept in the Co-Op Supply Closet. Co-op and/or Church are NOT responsible for them. They will periodically be donated to charity, so please check the lost and found semi-frequently.
- Because students leave things on a continual basis, the Co-op Board would be very appreciative if families would take the time to label all backpacks, binders, lunch boxes, coolers, jackets, etc. with permanent markers.

NEW MEMBERS

The BICC Google Drive will have copies of the BICC Handbook with Campus Guidelines. It will also have the Semester Schedule, Chapel Sign-up Sheet, Absentee Calendar, BCHA Volunteer Teams Forms, etc.

FIRE DRILL

At least one fire drill will be conducted each year.

PLEDGES

During opening activities, we will recite the Pledge to the American Flag and the Lord's Prayer. (Each year, within the first few weeks, we will go over both of these and their meanings to help students understand what it is they are reciting.)

- **Pledge to the United States of America:** I pledge allegiance to the flag of The United States of America, and to the Republic for which it stands, one nation under God indivisible with liberty and justice for all.
- **The Lord's Prayer:** Our Father, who art in heaven, hallowed be thy Name, thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our trespasses, as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom, and the power, and the glory, for ever and ever. Amen.

INTERNET/PHONE USAGE/TECHNOLOGY

- The Internet is being provided by the church and should only be used for activities that promote learning and are God-honoring.

- Do not share the internet password with non-Co-op members without permission from the Co-op Board. Students should have their parent's permission to log on to the internet at Co-op.
- The bandwidth is limited. Please limit any video streaming or large file transfer to learning activities for Co-op. Excessive use of the internet may prevent others from getting access.
- The internet will not be used to:
 - Download or upload obscene, offensive or illegal material. Yes, this includes all forms of pornography, hate speech, terrorism, etc.
 - Invade another person's privacy and sensitive information.
 - Download or upload movies, music and other copyrighted material and software.
 - Visit potentially dangerous websites that can compromise the safety of our network and computers.
 - Perform unauthorized or illegal actions, like hacking, fraud, buying/selling illegal goods and more.
- Nuisance use of the internet will be met with a reprimand and follow the disciplinary steps listed under **Discipline**.
- Utilizing the internet for obscene, offensive, or illegal material will be addressed under our zero tolerance policy under **Behavior and Language**.
- Study hall may have electronics (for school purposes alone) as supervised by a teacher.
- NO PHONES WILL BE ALLOWED OUT IN CLASSROOMS OR CHAPEL unless teachers have specifically asked. If a phone is out, it may be confiscated and given back to the parent.
- There should be no screen sharing at any time (unless instructed by a parent or teacher) for good purposes.
- Electronic devices are permitted at lunch under parents' supervision.