

BASTROP INDEPENDENT CHRISTIAN CO-OP



HANDBOOK

Dearest BICC Families:

Under the umbrella of BCHA, BICC (Bastrop Independent Christian Co-op) was formed nearly 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

PARENTS AND STUDENTS: Please familiarize yourself with the entire BICC Handbook. You can use it as a reference as well.

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 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.

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.)
- 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.

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 Friday 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.)
 - A late tuition fee of \$5 will be assessed separately for tuition, unless prior arrangements were made with the Co-op Treasurer.
 - \$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. 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 the teacher. (Teachers, please discuss any fees with the Board before assessing them.)
 - Music lessons are provided some years at an extra monthly fee, paid directly to the music teacher. The cost of these classes will always be dependent upon the number of students who sign up for music classes. (\$40+/- per month).

REGISTRATION

- Early registration for the next school year begins around Spring Break for all current BCHA members. Early registration closes after April 30.
- Open registration for new families will begin May 1.
- Completed applications will be accepted on a first come, first served basis. Interviews will then be scheduled with the Board on that basis. All families desiring to participate in BICC the following year must be interviewed.
 - 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 dues, may join the waitlist, provided they have gone through the interview process.
 - Waitlisted members will be asked to join the Co-op as space becomes available on a first come, first served basis.
- 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 in 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 Preschool 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 40 minutes at a time.

BICC GUIDELINES

DRESS

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

- Garments should be modest, not revealing undergarments, at least to mid-thigh in length, not revealing the chest or midriff, having at least a two-inch shoulder, and without offensive content.
- 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

- Building opens at 7:45 am for set-up.
- Building set-up. Families with children 13+ are encouraged to arrive by 8 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

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 3 days, barring an emergency or medical crisis, will be asked not to return the following semester, allowing for families on the waiting list to use those spots.
- Parental absence:
 - Children 3rd grade and younger may NOT remain at BICC when a parent is absent.
 - Children 4th grade and up MUST be assigned a “substitute” BICC parent. The Board must be contacted about this in advance of you leaving your child.
- For absences due to illness or medical emergencies, please:
 - Call or text the Executive Director ASAP and e-mail Co-op Board (mailto:board@bcha.cc);
 - **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 $\geq 100^{\circ}\text{F}$, 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 Friday, 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 assigned to rotating cleaning duties.
 - 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, outside the Copy Room and Fellowship Hall
 - 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 two weeks of classes. Parents/Teachers must be notified.
 - 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 | 8:30 - 8:55 |
| 1st period | 9:00 - 9:55 |
| 2nd period | 10:00 - 10:55 |
| 3rd period | 11:00 - 11:55 |
| Lunch | 12:00 - 12:55 |
| 4th period | 1:00 - 1:55 |
| Required Building Clean-up | 2:00 - 2:30 |

- Nursery through Kindergarten teachers need to be in class by 8:55 in order for teachers to get to their classrooms on time.
- All other teachers need to be in their classrooms by 9:00 am.
- Classes begin at 9:00 am sharp.

TEACHING REQUIREMENTS

- Full-time members are not expected to teach the first year. They must, however, assist in three periods throughout the day and help grade class work when needed.
- Returning members are expected to teach and/or assist in three classes.
 - 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.
 - We will purchase the main curriculum books for any lead teacher, providing 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; 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
 - NO ONLINE GAMING!
- Music Classes: Students without supplies will be sent to Study Hall.

LESSON PLANS

Note: Teachers will provide lessons to their replacement 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. Lower building supervisors will keep an eye on lower building classrooms.
- 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 12:50
- Be sure students use restrooms and water fountains before going to their classes.

Inside:

- Please do not place backpacks in the lunchroom. Backpacks may be placed in your next class or in the sanctuary on the way to lunch.
- The main eating area is in the lunchroom. Preschool and kinder families only may also utilize the preschool and kinder rooms. Those wanting a quiet lunch, especially for families with a child who needs less sensory input, may use Kappa as a quiet lunch room. 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.
- On bad weather days, students may congregate in the lunchroom, the quiet lunchroom, or in the sanctuary. On those days, the outdoor supervisors will be posted in the sanctuary to supervise. The quiet lunch and roaming supervisors will stay in their regular areas.
- Parent(s) are responsible for their family's lunchroom behavior and clean-up.
- Announce CLEAN UP at 12:50

Outside:

- Supervisors will be stationed outside at the playground area and at the gaga ball pit.
- Picnic tables are located near the playground and gaga ball pit.
- At 12:50 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.

Classes start at 1:00 PM sharp.

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 or drinks are NOT permitted outside the fellowship hall. This includes chewing gum.
- 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**
- Families with nursery children are required to provide the following supplies each semester:
 - A bottle of hand sanitizer and
 - Box of baby wipes at the beginning of each year.

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: info@bcha.cc
 - 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 24 hours prior to visit. They must check in with a Board member upon arrival and will be introduced during the 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.

LOST AND FOUND

- Lost and Found: is kept in the Co-Op Supply Closet. Co-op and/or Church are NOT responsible for them. If not claimed within the semester they will be donated to charity.
- 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 USAGE

- 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**.