

# Bulverde United Class Days Student/Parent Handbook

<a href="#">Statement of Faith</a>	<a href="#">2</a>
<a href="#">Organization</a>	<a href="#">2</a>
<a href="#">Vision of Education</a>	<a href="#">2</a>
<a href="#">Codes of Conduct &amp; Other Rules</a>	<a href="#">3</a>
<a href="#">Dress Code/Relationships</a>	<a href="#">3</a>
<a href="#">Cell phones/Internet/Media</a>	<a href="#">3</a>
<a href="#">Facility Usage</a>	<a href="#">4</a>
<a href="#">Grace Fellowship Specific Rules (As set by Grace Fellowship Church)</a>	<a href="#">4</a>
<a href="#">Attendance/Pick Up</a>	<a href="#">4</a>
<a href="#">Academics</a>	<a href="#">5</a>
<a href="#">Conflict Resolution/Discipline Policy</a>	<a href="#">5</a>
<a href="#">Discipline Policy</a>	<a href="#">5</a>
<a href="#">Parent Participation Requirements</a>	<a href="#">6</a>
<a href="#">Parent Service Roles &amp; Descriptions</a>	<a href="#">6</a>
<a href="#">Parent Council (New as of 2024/25 school year)</a>	<a href="#">7</a>
<a href="#">Campus Monitors</a>	<a href="#">7</a>
<a href="#">Safety Patrol</a>	<a href="#">8</a>
<a href="#">Drama Mama Coordinator</a>	<a href="#">8</a>
<a href="#">Crew Coordinators</a>	<a href="#">8</a>
<a href="#">Volunteer Coordinator</a>	<a href="#">9</a>
<a href="#">Student Participation Requirements</a>	<a href="#">9</a>
<a href="#">Committees</a>	<a href="#">10</a>
<a href="#">Fall/Spring Dance Committee</a>	<a href="#">10</a>
<a href="#">Fall/Spring Spirit Night Committee</a>	<a href="#">10</a>
<a href="#">Grade Level Fundraising Committee</a>	<a href="#">10</a>
<a href="#">Service Project Committee</a>	<a href="#">10</a>
<a href="#">Winter Formal Committee (9th Grade-12th Grade Students ONLY)</a>	<a href="#">10</a>
<a href="#">Senior Gift to Class Days Committee (12th Grade Students ONLY)</a>	<a href="#">10</a>
<a href="#">Crew</a>	<a href="#">11</a>
<a href="#">Council</a>	<a href="#">11</a>
<a href="#">Registration, Tuition &amp; Class Enrollment</a>	<a href="#">12</a>
<a href="#">Registration Fee</a>	<a href="#">12</a>
<a href="#">Tuition Policy</a>	<a href="#">12</a>
<a href="#">Instructions for writing checks</a>	<a href="#">13</a>
<a href="#">Late Payment Fees</a>	<a href="#">13</a>
<a href="#">Add/Drop Policy</a>	<a href="#">14</a>
<a href="#">Parent/Student Agreement</a>	<a href="#">15</a>

Bulverde United Class Days (BU) is the combined effort of the co-ops formerly known as SAC Day and HAAC Day. In accordance with the Hill Country Christian Homeschoolers (HCCH) mission, BU has been established for HCCH member families to help meet an academic need. Classes are offered for 6th-12th grade students in core subjects and electives, as interest and available tutors allow. Due to the nature of our class days, the social component, as well as the freedom and trust extended to the students during their free time, we cannot accommodate students under 11 years old. Therefore, students must turn 11 by September 1st of the current school year in order to participate with us. There will be no exceptions. We meet at Grace Fellowship Church on Wednesdays and Thursdays. Most classes meet only one day a week, but some are offered to meet both days.

## **Statement of Faith**

Bulverde United is a Christian organization, adhering to the historical tenets of the Christian faith. Your participation with BU does not require you to agree with our [Statement of Faith](#). However, you will be required to conduct yourself in a manner consistent with it and not promote contrary doctrines or beliefs while participating with us. This includes but is not limited to: maintaining the gender designed by your Creator, as well as the name given to you by your parents, and the pronouns grammar requires of that gender/name; avoiding contrary messages on clothing/buttons/phone cases; not engaging in behavior and/or conversation promoting contrary beliefs.

Our tutors are in agreement with our [Statement of Faith](#) and therefore will be teaching from a Biblical perspective in all subjects. For example, science classes will be based on the Biblical account of creation, English students will hear perspectives on literature through a Biblical lens, and prayer will be a part of many of our activities. Please consider carefully if this is a good fit for your family.

## **Organization**

Bulverde United is organized by a committee of parents in a voluntary capacity with new members appointed as the need arises. We operate under the oversight of the HCCH Board, and the Director of BU serves on the HCCH Board. The BU Committee sets the class schedule and calendar, secures facility usage, interviews and approves all tutors, helps resolve conflicts between tutors, students, parents and others, and plans the HCCH graduation ceremony with assistance from parents of graduating seniors and juniors.

The program has remained viable due to the dedication of the many parents who invest heavily in their students with their time and talents. Unlike traditional co-ops, BU parents are not required to teach or remain on campus while their students receive support. It is only due to the partnership of the many tutors and volunteers who make this experience possible. Because of this, it is essential that every family becomes actively involved in the success of the program at Bulverde United. For this reason, each family will be asked to provide a minimum of one full class day of service per semester, two per year. More details under [Parent Participation Requirements](#).

## **Vision of Education**

Bulverde United Class Days do not replace your homeschool studies. BU cannot and should not meet the total academic needs of every student. BU families are still considered full time homeschool families and parents will be required to direct the education of their students. Tutors provide grades only; transcript preparation and

record keeping remains the responsibility of the parent. Per Texas law, parents must withdraw their student from public/private school in writing. If your student has never been a part of a Texas public or private school, there is no need to register with the school district or state. See [THSC](#) for more information. To ensure that families understand and are comfortable with homeschooling, we request that you have homeschooled for at least a year already, before taking more than one core class at BU (English, Math, Science, History). Elective classes will be allowed during your first year.

At Bulverde United Class Days, qualified tutors offer core and elective classes. High school level courses count for credit on high school transcripts. Our desire is to assist students in developing qualities needed for independent study that will help in college and/or the work environment. Classes meet once or twice per week and assignments are given to complete their studies at home for the rest of the week. In High School, expect core classes to require at least 1 hour per day of studying/ homework on the days they are not in class. Middle School and electives will have less time commitments outside of class. It is up to you and your student to make the most of their educational opportunities at home.

Due to our limitation of time, space, and staff, Bulverde United is unable to provide classes for students with special academic, emotional, or physical needs. Our tutors can work with some minor special needs, like dyslexia for example, but these need to be disclosed to the tutor prior to classes beginning. Students must be able to pay attention in class and complete their assignments at home. They cannot disrupt the learning environment.

## **Codes of Conduct & Other Rules**

Bulverde United expects from all students behavior that honors God, as well as words that encourage and show respect for all students, adult volunteers, teachers and church staff.

### **Dress Code/Relationships**

- You are on a church campus, attending academic classes, please dress respectfully.
- No inappropriate or immodest clothing, including but not limited to: t-shirts with offensive words or images, sheer tops to expose undergarments, pants below natural waistline, muscle/undershirts on boys, crop tops, strapless or spaghetti strap tops, V-neck or scoop tops that are cut especially low. A large shirt/pants/skirt may be provided as an option to wear for the rest of the school day to avoid a parent having to come to campus with clothing.
- Shorts and skirts must be longer than the tips of the fingers when the student's arms hang at their sides. Since some arms and legs are longer than others, shoot for at least a 5 in length inseam short and do the bend over test at home. Athletic shorts intended for track & field, etc. are not permitted for class days.
- Adults on campus, including Campus Monitors, Safety Patrol, tutors, and BU Committee Members are the determiner of violations of dress code and reserve the right to instruct students to comply with code.
- We understand many students carry small pocket knives, these must be left in their bag or pocket. If we see it, we will have to take it until the end of their class day. Students may not bring large knives or other weapons on campus.
- Respectable behavior is expected in boy/girl relationships. This includes no uncomfortable flirting, physical displays of affection, or one-on-one unsupervised interactions. We want everyone to feel comfortable and included, if you are in a dating relationship with another student, this should not be evident in your physical behavior on class days. This is a class day, not a date.

## **Cell phones/Internet/Media**

- Cell phones, headphones, and earbuds are not to be used in class and should be kept in backpacks either turned off or on silent so as not to disturb instruction. Tutors have the right to take phones for the duration of the class to prevent disruption.
- Students need to be aware that what they do and say in the form of texting, social media, YouTube, podcasts, etc. can lead to consequences at BU. We will not be monitoring their social media, but if a student/family/tutor were to come to the committee with a complaint that a student is doing any sort of online bullying, sharing inappropriate photos, etc. we may have to approach that student with disciplinary measures, depending on the offense.
- Parents are expected to have a very serious conversation with their students about phone usage including who they are allowed to give their number to, proper etiquette of when/how to communicate with peers/tutors, and what types of photos they should be sharing with each other.
- Each family has different rules for phone usage for their students. Remind your student that some of their peers may not be allowed to watch videos or scroll through pictures on phones.
- Headphones/earbuds must be used when listening/watching anything on campus.

## **Facility Usage**

Bulverde United has been blessed to be able to use Grace Fellowship for classes. Please be respectful of the property at all times. If something is accidentally damaged, please let an adult know as soon as possible.

## **Grace Fellowship Specific Rules (As set by Grace Fellowship Church)**

- Students are to only use the side entrance between the education building and the fellowship room.
- Students may not loiter in the hallways in the education building.
- Students are permitted to use the gaga ball pit/9 Square and the various picnic tables on the property.
- Students exclusively use the restrooms in the education building.
- Students may not use the playgrounds. Younger siblings (up to 5 years of age) may use the playground with parental supervision.
- No skateboards or anything that might cause bodily injury are allowed. Please be considerate of safety and cars in the parking lot while on campus.
- Students are not allowed to wander around the church facility/parking lot or wander into the woods. They must stay in the designated areas, where there is a monitor.
- Students are not allowed to sit in their vehicles alone or with other students except to enter and exit the campus.
- No vandalizing or harming Grace Fellowship property in any way. If there's an accident, just tell us right away.

## **Attendance/Pick Up**

- Regular class attendance is required. Remember that one absence is equivalent to a week of instruction. Please consider your family's schedule before committing to classes.
- Planned absences, such as family vacations need to be communicated in advance to the tutors. Tutors will provide instructions for how to make-up for missed work.
- Unexpected absences, such as illness or emergencies, need to be announced to the tutor as soon as possible. Tutors will provide instructions for how to make-up for missed work. Thank you for being sensitive to not spreading illness.

- In the case of unexcused absences, such as a student skipping class unannounced, the tutor will contact the parent and let them know about the absence and provide instructions to make up for missed work. These absences are subject to disciplinary measures if it becomes a problem.
- Students must be picked up at the end of their last class, or after their siblings' last class. If classes are only in the morning, we encourage students to stay through the lunch time to socialize. Please pick up students right after lunch if they have no afternoon classes. If your student (or their sibling's) last class ends at 3:30 you must be in the parking lot to pick them up by 3:25.
- Please be respectful of the volunteers who monitor BU during the class day and don't be late. Families more than 5 minutes late at the end of the day will be charged \$25 for after school care. Failure to pay this fee will affect the student's ability to attend classes.

## **Academics**

- Students need to maintain a passing average. Tutors will work directly with the student and parent to resolve any issues regarding failing grades. The BU Committee will only be involved at the request of either tutor or family. Students who do not turn in assignments or participate in class activities may be dropped from that class, and tuition will not be refunded.
- Most tutors use the main HCCH website, Homeschool-Life, found at [myhcch.com](http://myhcch.com) to communicate. An email will be sent out to each parent/student with login instructions. Keep your HCCH membership current to avoid missing class communication.

## **Conflict Resolution/Discipline Policy**

All conflicts should be handled following Biblical standards as found in Matthew 18:15-17, even those between parent/student and tutors. In short, first go straight to the offender and try to resolve the conflict. If this does not resolve the issue, bring in a parent or tutor to help resolve the issue. If needed, you can bring the issue to the Bulverde United Committee for help in resolving the conflict.

## **Discipline Policy**

1. Classroom Discipline
  - 1.1. Minor disruptions: Talking in class, phone use, etc.
    - 1.1.1. Give ONE warning. Phone issue: hold phone during class
    - 1.1.2. 2nd time, ask student to leave class and go to fellowship hall
    - 1.1.3. After class, email parents cc [Bulverdeunited@myhcch.com](mailto:Bulverdeunited@myhcch.com)
  - 1.2. Continued patterns: asked to leave multiple times, phone out often, etc.
    - 1.2.1. Contact parents by email, request response, cc [Bulverdeunited@myhcch.com](mailto:Bulverdeunited@myhcch.com)
    - 1.2.2. Have parent come sit in class with the student
  - 1.3. No response from parent, student not co-operating
    - 1.3.1. Come to Heather and/or David for help resolving the issue
2. AI/Cheating Policy
  - 2.1. Use of Chat GPT/BARD or other AI to write papers, etc. is not allowed.
  - 2.2. If a student is caught cheating in this or any other way, it is considered a Serious Infraction (See #4)
3. Campus Discipline
  - 3.1. Minor rule breaking: location, food in gym, trash left, rough play, etc.

- 3.1.1. Give a gentle correction with clear instructions
- 3.1.2. 2nd time, have student sit in fellowship hall until their class/pick up
- 3.2. Continued patterns: Multiple timeouts, disrespectful responses to correction
  - 3.2.1. Get Heather and/or David who will speak to the student and/or parent
  - 3.2.2. Parent may be asked to come get student or come sit with them during free time
- 4. Serious Infractions: violence/threats of violence, sexual displays/harassment, bullying, cheating, etc.
  - 4.1. Immediate action
    - 4.1.1. Get another committee member/parent monitor; remove student from the area
    - 4.1.2. Speak calmly to the student and call parent to come to campus to get student
    - 4.1.3. Get David and/or Heather involved in person or by phone
  - 4.2. Deferred action
    - 4.2.1. An incident report will be written including reports from all parties
    - 4.2.2. Heather and David will speak to the rest of the BU Committee and may involve the HCCH Board if needed
    - 4.2.3. Option 1: Suspension for certain number of weeks based on severity
      - 4.2.3.1. This will apply to campus and off campus BU events
    - 4.2.4. Option 2: Expulsion
      - 4.2.4.1. This will apply to both campus and off campus events
      - 4.2.4.2. Committee will decide if student will be allowed back in future school years
      - 4.2.4.3. Tuition will still be paid to the tutors for the rest of the year plus fees if checks bounce
      - 4.2.4.4. HCCH membership will be parked if tuition checks bounce
      - 4.2.4.5. HCCH Board will determine if student can still participate with HCCH

## **Parent Participation Requirements**

Parents are required to work diligently with the Committee and tutors to help resolve any behavior, discipline, and/or academic issues involving their students.

BU understands that all families have many commitments and responsibilities. To remain as flexible as possible, BU is extending the opportunity for any family member over the age of 18 to serve the minimum requirements. Parents, aunts, uncles, grandparents and even older siblings may serve on behalf of the family.

There are MANY ways to get involved in Bulverde United's parent volunteer program. Some roles are more active and have a greater impact on the student's experience. Other roles are filling important needs such as maintaining a safe environment on a day-to-day basis. Each family must provide a minimum of one full class day of service per semester, two per year.

Please study each of the following roles/positions to see where your family's time and talents can best be applied. You will need to select your top three options upon registering your student for classes.

*A Special Request: BU parents are encouraged to consider donating additional service days to serve families with extenuating circumstances. ANY family over the age of 18 is permitted to serve. Please consider if you are able to assist with additional service days.*

## **Parent Service Roles & Descriptions**

- Any Family Member Over The Age Of 18 May Serve
- (Mom/Dad/Grandparent/Aunt/Uncle or Even Older Sibling)
- BU Parents Can Donate Additional Service Days To Serve Families With Extenuating Circumstances

### **Parent Council (New as of 2024/25 school year)**

*This Position Exceeds the Minimum Service Requirement & Is For Parents Who Wish To Actively Shape Bulverde United*

Parent Council is an assembly of parents that are given the opportunity to actively shape the student experience at Bulverde United. The Parent Council will become the foundation for the future of Bulverde United.

Two parents from each grade level will be selected by the BU Committee to serve on the council. Parents can indicate their desire to serve during registration. Members of the council will be selected based on interest, availability, and past participation and involvement in Bulverde United.

The parent council will meet once a month, as needed throughout the school year. Meetings will be held on the 3rd Wednesday of each month from 3:00-4:00. Regular attendance will be required to remain in good standing.

The work of the Parent Council is to support the Bulverde United Committee and Student Council through participation in meetings, voting on important decisions, supervising student council members as they plan and execute events and activities, and unifying the graduating class for their selected grade level.

At the end of the school year, a parent council member in good standing will have the option to retain their position and move up with the grade level they serve from year to year. Council members are not required to serve additional years and are permitted to resign their position at the end of each year of service.

Parent Council will require additional work outside of monthly meetings as well as the possibility of additional Zoom meetings as the needs arise.

This is a role for a parent who wants to be **ACTIVELY** involved and BU requests that only the parents who have the ability to participate and meet the requirements of service consider a position on the Parent Council.

### **Campus Monitors**

*This position requires only one full day (or two half days) of service per semester, two full days or 4 half days per year.*

The role of the Campus Monitor is to supervise the interior learning environment. Parents need to remain alert and watch the students while actively correcting disruptive behaviors. Campus Monitors need to ensure the safety of our campus by ensuring that **ONLY** students enter the buildings. Campus Monitors must be comfortable issuing gentle correction and redirecting inappropriate or disruptive conduct. Additionally, Campus Monitors will need to redirect visitors to get permission of the Committee member “on duty” to remain on

campus.

A single full day of service (per semester) is preferable; however, two half-days of service will be permitted.

### **Safety Patrol**

*This position requires only one full day (or two half days) of service per semester; two full days (or 4 half days) per year.*

The role of Safety Patrol is to actively monitor the common areas of the learning environment. The Safety Patrol should be prepared to continually move between the parking lot, breezeway, and buildings while remaining alert and vigilant to any safety concerns. The Safety Patrol must be comfortable enforcing the safety of our students. The Safety Patrol will need to communicate any concerns to the campus safety officer and committee member “on duty”. Additionally, the Safety Patrol must be prepared to issue gentle correction and redirect inappropriate, disruptive, and dangerous behaviors.

While any member of the family over the age of 18 is permitted to serve as Safety Patrol, this role is ideal for fathers, grandfathers, uncles and even older male siblings.

A single full day of service (per semester) is preferable; however, two half-days of service will be permitted.

### **Drama Mama Coordinator**

*This Position Exceeds the Minimum Service Requirement*

All parents of students who participate in Middle or High School Theater classes have additional requirements for service. However, there is a need for two lead positions. Both the middle school and high school theater classes need a drama mama coordinator to lead the teams of drama mamas assisting the tutor with costumes, sets, fundraising, ticket sales & marketing.

The role of coordinator will be to take the leadership role in coordination and communication to plan and execute the needs of the theater program.

There are only two positions available for this lead role, one high school and one middle school. The drama mama coordinator will be selected by the theater tutor based on interest, availability, and past participation and involvement in the BU theater program.

### **Crew Coordinators**

*This Position Is On an As Needed Basis & Is Ideal For Parents Who Need A More Flexible Service Option*

Crew is our new student organization that embodies the heart of leadership on our campus. This is a student run program. However, parent assistance will be needed from time to time.

Parent Crew Coordinators will meet once a semester with the BU Parent/Student Liaison. Tentative Dates for meetings will be: August 12th & Jan 6th with the time TBD.

Parent Crew Coordinators will mainly assist with making trips to the store to ensure that Crew has replenished



all supplies when necessary. All supplies will be paid for by BU. Student Crew Captains will maintain an inventory and make requests for replacement items when needed. Additionally, Parent Crew Coordinators will maintain contact with Crew Captains about Crew attendance & participation. While Student Crew captains will maintain records, Parent Crew Coordinators will recommend removal of non-participating Crew members and replace with alternates/substitutes should it become necessary.

Parent Crew Coordinators will create a “treat schedule” with BU’s Parent Student Liaison. Additionally, they will ensure that shift “treats” are purchased and delivered according to schedule. This will be paid for by the student council.

Parent Crew Coordinators will assist to identify, design and purchase Crew “gear” to promote team spirit. This will be paid for by the student council. As such, it may be necessary to meet once in the summer to make sure crew “gear” is ready before the first day of class. A future time and date will be determined.

### **Volunteer Coordinator**

*This Position Requires A Small Weekly Commitment/ Can be Performed Offsite and is Ideal For Parents Who Need A More Flexible Service Option*

The Volunteer Coordinator will be responsible for maintaining contact with all parent volunteers.

The Volunteer Coordinator will be responsible to notify parent volunteers of their service days and role. The Coordinator will be responsible to send a monthly reminder email to parents who are assigned a service role at the end of the preceding month. Additionally, the coordinator will send the job description of the role to the parent volunteer. Coordinators will call/text two days prior to a shift ensuring that the parent volunteer has made arrangements to participate or have their job covered for the date assigned.

Volunteer Coordinators will confirm and record attendance after the service is completed and will be responsible for communicating with the BU Committee for any concerns of potentially unfilled roles as soon as possible.

### **Student Participation Requirements**

Bulverde United wants students to take pride in their experience. To facilitate this, it is important for each student to get involved and foster a sense of ownership and participation in activities that extend beyond the classroom.

*(Required) Each student will be asked to participate in a minimum of one role of service for the year.*

Upon registering for the new year, students will be asked to select a committee that interests them.

Students are only expected to participate in one committee per year, but students who wish to actively shape the Bulverde United experience can participate in as many committees as they wish provided there is space available.

*(Optional) Students can apply to serve on either of two leadership student organizations. “Crew” and/or*

*“Council”. During registration, all students will select a committee to be a part of, however, students who are selected to be on Crew or Council will not receive a committee assignment unless they request and receive approval. These two roles exceed the minimum service requirements for a student and therefore a committee assignment is not necessary.*

## **Committees**

(Required At Registration-Students Will Sign Up For One)

### **Fall/Spring Dance Committee**

Fall & Spring Dance committee members will host, market and participate in the planning and execution of the class days dances. Members will determine the themes, decorations, food, venues, music etc. Committee members will be under the direction of their two student council representatives who will chair the fall and spring dances.

### **Fall/Spring Spirit Night Committee**

Fall & Spring Spirit Night committee members will host, market and participate in the planning and execution of the class days spirit nights. Members will determine the themes, decorations, food, venues, music etc. Committee members will be under the direction of their two student council representatives who will chair the fall and spring spirit nights.

### **Grade Level Fundraising Committee**

Grade Level FundRaising committee members will participate in the planning and execution of their grade level’s fundraisers. These are mini fundraisers that happen during class days and include, but are not limited to, pizza lunches, breakfast tacos, snack bar, boo bags, valentine roses & candy, corsage sales, etc. Committee members will market the sale on class days, collect money, purchase and assemble products, and arrange pickup of their goods. Committee members are limited to only participate in the fund raiser that corresponds to their grade level. Committee members will be under the direction of their two student council representatives for their grade level.

### **Service Project Committee**

Service Project Committee members will plan, coordinate and recruit volunteers to participate in two service projects. There will be a spring and fall service project. Members will identify a community need and create a plan, budget, and schedule for completing the projects. Committee members will be under the direction of their two student council representatives who will chair the service project committee.

### **Winter Formal Committee (9th Grade-12th Grade Students ONLY)**

Student participation is strictly limited to students in the 9th through 12th grade. The grade level of a student (for the purpose of this event) will be determined by a student’s birth date. No exceptions will be made. Winter Formal Dance committee members will host, market and participate in the planning and execution of the Winter Formal. Members will determine the theme, decorations, food, venues, music etc. Committee members will be under the direction of their two student council representatives who will chair the Winter Formal Dance.

### **Senior Gift to Class Days Committee (12th Grade Students ONLY)**

Student participation is strictly limited to students who are in the current year’s graduating class. The Senior Gift to Class Days committee members will participate in the planning and execution of purchasing and raising

funds to present a gift to their campus and fellow students. The committee will determine the gift they wish to donate and will enjoy leaving their legacy to students who will follow in their leadership. Committee members will be under the direction of their two student council representatives who will chair the Senior Gift to Class Days Committee.

## **Leadership Positions Available (Optional)**

### **Crew**

Crew is a team composed of fifteen students who are the heart of Bulverde United. The Crew will demonstrate leadership through a spirit of servanthood. Crew member positions will be awarded to a limited number of students who will be selected by the Bulverde United Committee members.

Crew members will enjoy frequent incentives, activities, and gear reserved exclusively for team members. This elite group of students will demonstrate leadership for the entire student body through service and will be regularly rewarded for their dedication.

On class days, Crew will assist the “on duty” committee members serving in the administration of daily tasks such as set-up/break-down, student safety, monitoring and maintaining the learning environment, facility organization, tutor/teacher assistance, daily announcements, prayer as well as service to our host facility of Grace Community Church.

We are seeking students who are reliable, trust-worthy, and always demonstrating a willingness to help in the day-to-day functions of Bulverde United. Tutors and committee members will see these students as the “go-to” students when special needs arise as their function is to assist in the daily management of our class days.

All Crew members will select from one (or more) of the following timeslots that they are able to be on campus to be available. Regular attendance to the time selected will be necessary to maintain a place on the team.

### **Select One of the following: (or more if desired)**

Wednesday Mornings from 8:00-8:30

Wednesday Afternoons from 3:30-4:00

Thursday Afternoons from 3:30-4:00

*Three Crew Team Captains will be elected to report and meet with BU committee members as well as parent Crew Coordinators as needed.*

### **Student Council**

The Student Council will be organized to perform servant leadership for Bulverde United. The duty and role of the student council is to plan, organize and execute all BU events and fund-raising activities. Council members will each have an opportunity to sit in the role of chairperson for dances, spirit nights, Winter Formal, and various other activities determined by the Student Council body.

Two students per grade level will be selected for a position on the student council by the Bulverde United

Committee members, tutors, and members of the Parent Council. Student Council will require time outside of class days. There will be two required council meetings per month.

*Student Council will meet on the 1st & 3rd Wednesday each month from 3:30-4:30.* Frequent absences or lack of participation will result in a replacement with an alternate council member.

Additionally, student council members will be co-chairing one event and one mini fundraiser for the year. These events will require self-determined meeting times with their fellow committee members as well as time spent dedicated to the planning, organization and execution of these events.

Please do not sign up for Student Council unless you can commit to these meeting times for the entire year. Sport seasons need to be taken into consideration BEFORE making a commitment to being a student council member. Student Council members will be selected at the end of each year with the exception of the 6th grade representatives who will be selected in September.

### **Applying to A Leadership Position**

Applications will be provided for students requesting to hold a position on either Crew and/or Council. These two positions are limited to a small number of students and selection for these roles will be determined by BU's tutors, parent council, and committee members.

**Humility:** Students who are chosen to serve on either crew or student council must fully understand and embrace this as a position of servanthood. Students will be evaluated on their understanding that they are there to serve others and not self-serve. While they will be in a position of leadership, it will be required that students lead with humility to put the needs and desires of their committees and fellow students beneath their own self interests.

**Diligence:** Being selected for crew or student council requires students who will honor and keep their commitments.

### **Registration, Tuition & Class Enrollment**

Registration & Class Enrollment are two different things. Registration is when you provide student/parent information and select your mode of service. Once this is received, you will be sent an invoice for the \$100 registration fee. Once that is paid, you will be cleared to enroll in classes on specific dates. Committee members and tutors enroll first, then current families, and finally new families.

Please understand our policies before registering with our program. The registration fee is non-refundable, unless your preferred classes fill before you can enroll. It is especially important that families understand that each class has an ANNUAL tuition fee. Our tutors are making a commitment to teach your student for the full term, and you need to make that same commitment. You are hiring a tutor to do a job for your family. When you register for a class or classes, you are entering into a BINDING AGREEMENT with each tutor. Each tutor is making financial decisions for their family based on the number of students they have enrolled in their classes. For some of our tutors, this is how they earn a living for their families. Please view your commitment to FULLY pay for all classes as a business transaction. Be honorable and trustworthy and pay each person what is owed to them.

## **Registration Fee**

The registration fee for Bulverde United is \$100 and is NON-REFUNDABLE, it is paid via invoice that will be sent once your registration form is received and approved. Most of the registration fee will be donated to the church facility, a very small amount covers supplies for Bulverde United Class Days. This fee gets you access to all the classes offered on both days! You will not be able to enroll in classes until this fee is paid. If the classes you wanted are full or do not make, you will be refunded.

## **Tuition Policy**

Bulverde United meets for 16 weeks in the Fall and 16 weeks in the Spring. Since 32 weeks is equivalent to 8 full months, that is how we collect tuition. We collect for Aug/Sept/Oct/Nov in the Fall and Jan/Feb/Mar/Apr in the Spring. Note that the 2 weeks we meet in December and the week in May are absorbed by the other short months. *We will not be accepting any electronic payments this year.*

The first month tuition and supply fees are due by June 13, 2024 to hold your place in the class, these fees are NON-REFUNDABLE, unless the class is canceled by the tutor/committee. On June 14th, all unpaid students will be dropped from the classes without notice and their spots given to waitlisted students. If you register after June 13th, the first month/supply fee is due immediately by check written to the tutor, mailed to the BU Committee or handed to a committee member at another HCCH event. If payment has not been received 8 days after registration, your student will be dropped from the class without notice, their spot given to a waitlisted student. The rest of the annual tuition (Sept-Apr) is due IN FULL, 2 weeks prior to the first class, either by mail or at a drop off event. Once the first month/supply payment is made, there are 2 options for payment of the rest of your tuition:

### **Option 1:**

- Write 7 monthly, post-dated checks for each tutor for the rest of the year.
- Checks are written for the first of Sept/Oct/Nov/Jan/Feb/March/April.
- Your checks will be stored in a safe and distributed to the tutors on the first class day of every month as written.

### **Option 2:**

- Write one check per tutor for the remainder of the Fall semester (3 months) dated September 1, 2024 and one check per tutor for the entire Spring semester (4 months) dated January 1, 2025. The Fall semester check will be given to the tutor on the 1st Monday in September and cashed immediately.
- The Spring semester check will be stored in a safe and given to the tutor on the 1st class day of January and cashed immediately.

### **Want to pay everything all at once?**

- You can pay everything up front in cash or a check written to the tutor by June 13, 2024 or immediately upon class enrollment if you enroll after June 13th.

### **Instructions for writing checks**

- Make checks out to each individual tutor. See the fee schedule on the website for cost of tuition and supply fees. Make sure the dates are written correctly on each check.
- If you have more than one student taking a class or if your student is taking more than one class with a

particular tutor, you may combine payments, using one check per tutor as long as the student names and classes are labeled in the memo line.

- Mail checks to: Erin Torres @ 609 El Portal Dr., Hollywood Park, TX 78232 or hand them to her at a park day or other HCCH event.

### **Late Payment Fees**

- If tuition checks do not clear, a \$25 late fee will be added, and bank fees will apply in addition to the regular tuition payment. Your student will not be allowed to attend classes until this is resolved.
- If the matter is not resolved, the student will be dropped from the class. Your HCCH membership will be parked and your family will not be able to attend any HCCH/PAC/BU classes, field trips, or activities until all outstanding tuition and fees are paid.

### **Add/Drop Policy**

We realize there are extreme exceptions to any rule that a family might encounter during the year, so please discuss these issues with a Bulverde United Committee member. Do not go directly to the tutors with tuition questions. As part of their contract with BU, they agree to abide by our tuition policy.

### **To Drop a Class:**

Notify the BU Committee and the tutor of the intention to drop the class. Failure to notify us by the last Monday in September will result in payment of the full year's tuition.

- If a class is dropped BEFORE the first day of class, FALL AND SPRING SEMESTER TUITION will be refunded. First month tuition, supply fee, and registration WILL NOT be refunded.
- If a class is dropped BEFORE the last Thursday in September, only the checks for the SPRING SEMESTER TUITION will be refunded. Fall tuition/supply fee/registration will not be refunded.
- If the class is dropped AFTER the last Thursday in September, Fall and Spring semester tuition checks WILL NOT be returned and will be handed to the tutors each month or semester as agreed to.

### **Adding a Class/Mid-year Enrollment**

Adding a class is by approval of the committee and tutor, based on room in the class, as well as time of the year. If you would like to add a class, please contact the BU Committee by emailing [bulverdeunited@myhch.com](mailto:bulverdeunited@myhch.com) and we will see if it is possible.

- The Committee will contact the tutor to discuss adding the student to their class.
- Adds after the 6th week of classes are extremely rare and mostly occur with elective classes.
- The student must be able to pick up where the class is in the curriculum and make up any homework, tests, etc... as the teacher deems appropriate.
- The Committee will contact the parent to advise of the decision.
- If approval is given, the parent must complete the online BU registration form & pay the fee (if not done previously).
- When adding a class, the parent must follow the tuition policy in providing post-dated monthly/semester checks for tuition for the entire year and the supply fee. The months you missed cover the added difficulty of adding the student to the class mid-year.

## Parent/Student Agreement

*Please initial and sign below that you have read and agree to the Bulverde United policies outlined in our Handbook. Turn in this page with your tuition checks no later than 2 weeks prior to the start of classes.*

My student(s) and I understand that BU is a Christian organization, adhering to the historical tenets of the Christian faith. We agree to conduct ourselves in a manner consistent with the Statement of Faith and not promote contrary doctrines or beliefs while participating with BU.

\_\_\_\_\_ (Student(s) Initial) \_\_\_\_\_ (Parent Initial)

I understand that participation in BU does not replace my homeschool studies and it is up to me to make the most of my student's educational opportunities at home. I have homeschooled for \_\_\_\_ year(s).

\_\_\_\_\_ (Parent Initial)

My student(s) and I have read, understand, and agree to all of the Codes of Conduct & Other Rules, as well as the Conflict Resolution/Discipline Policy. \_\_\_\_\_ (Student(s) Initial) \_\_\_\_\_ (Parent Initial)

I understand that I am required to participate in a Parent Service Role and my student must also participate in a Student Committee, Crew and/or Council. \_\_\_\_\_ (Student(s) Initial) \_\_\_\_\_ (Parent Initial)

I understand that I am entering into a BINDING AGREEMENT with each tutor and that tuition is an annual commitment. I will turn in post-dated semester or monthly checks, OR the entire year tuition in cash or check, 2 weeks prior to the first class day. \_\_\_\_\_ (Parent Initial)

I understand that if I drop a class prior to the 1st class day, only my Sept-Apr tuition will be refunded. If I drop before the 6th week drop date, I will only get back my Jan-Apr tuition, and if I drop after that 6 week drop period, no tuition will be refunded. \_\_\_\_\_ (Parent Initial)

By signing below, I am stating that I have read the BU Handbook in full and agree to all the policies and rules included therein.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Parent/Legal Guardian Signature*

\_\_\_\_\_  
Date