

Bulverde United Class Days Handbook

Starting in the Fall of 2023, 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. We meet at Bulverde Baptist Church on Mondays and Grace Fellowship Church on Wednesdays. 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, ASL students may learn to sign Christian songs, 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 board of parents in a voluntary capacity with new board members appointed as the need arises. The BU Board will set the class schedule and calendar, secure facility usage of Bulverde Baptist Church and Grace Fellowship Church, interview and approve all tutors, help resolve conflicts between tutors, students, parents and others, and plan the HCCH graduation ceremony with assistance from parents of graduating seniors and juniors. We also oversee the student council and lots of social activities with the help of parent volunteers. We need lots of help!

Vision of Education

Bulverde United Class Days do not replace your homeschool studies. BU cannot 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 classes at BU.

At Bulverde United Class Days, qualified tutors offer core and elective classes that 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 a 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 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, crop tops, strapless or spaghetti strap tops, V-neck or scoop tops that are cut especially low.
- Shorts and skirts must be longer than the tips of the fingers when the student's arms hang at their sides, it must be obvious that your student is wearing shorts/skirt.
- For gym clothing, bike/compression shorts or yoga pants must be worn under athletic shorts.
- Adults on campus are the determiner of violations of dress code and reserve the right to instruct students to comply with code.
- Respectable behavior is expected in boy/girl relationships. This includes no uncomfortable flirting, physical displays of affection, or one-on-one unsupervised interactions. This is a class day, not a date.

Cell phones/Internet/Media

- Cell phones 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 if there is a disruption.
- Families, students, tutors, and Board members are expected to work together to create an encouraging and uplifting environment while they attend BU. Disciplinary action will be administered to any person for inappropriate, violent, crude, or foul language and images exhibited in a public form, including, but not limited to all social media platforms, YouTube, and texting.
- 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 two churches for classes. Please be respectful of the properties at all times.

BBC (Monday) Specific Rules (As set by Bulverde Baptist Church)

- Students are allowed in the education building, study hall, lunch room and gym only, the main church building is off limits to all students.
- Hallways are not to be used for visiting while classes are in session.
- Lunch/snacks may be eaten in the designated lunch room, or study hall only. No eating or drinking (except water) in the gym, hallways, or classrooms. All trash must be disposed of by the student in every area.
- The gym can be used only if a monitor is present and there is not a class using the gym.
- Students may not use the church's equipment. BU has basketballs for students to use.
- Students are allowed to use the gaga pit and picnic table area outside behind the gym when a monitor is present. They cannot go in the BBQ pit area next to the gaga pit.
- Students may not climb trees.
- Students may not use the playgrounds. Younger siblings (up to 5 years of age) may use the playground with parental supervision. Do not take the equipment apart and make sure the gate is closed and locked when you leave.
- 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. They must stay in the designated areas.
- 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 BBC property in any way.

Grace Fellowship (Wednesday) Specific Rules (As set by Grace Fellowship Church)

- Students are to 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.

- 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.

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.
- 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 3:00 you must be in the parking lot to pick them up right at 3:00.
- 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. BU Board 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.
- NEW THIS YEAR: We will no longer use NEO for tutor assignments/grades/ communication. We will be using the main HCCH website, found at myhcch.com. All students will be assigned a login and password. All parents will also have a separate account allowing them to access their student's assignments and grades. An email will be sent out to each parent/student with login instructions.

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 Board for help in resolving the conflict.

Discipline Policy

- Tutors will use their own judgment for class management. They might require seating assignments, hand raising to speak, etc.

- Once class has started, students must remain in class unless given permission by the tutor (i.e. infrequent bathroom breaks or class letting out early after a test).
- Students will be given one reminder to not disrupt class. If a student continues to talk/ disrupt class they can be asked to sit in the hallway or go to a board member in the Fellowship Hall for the remainder of the class. If this occurs, the tutor will inform the parent through email or a phone call after class day.
- For discipline issues outside of the classroom such as dress code violations, etc. The issue will be brought to the student's attention by the adult on duty. Depending on the severity of the offense and the number of times it has happened, parents may be notified.
- Probation may be used when a student has habitually disobeyed the rules or his/her behavior is cause for immediate concern. When possible, we give this discipline as a means of grace, giving the student time to align his/her heart, mind, and will with what is expected of all students. However, probation is not possible in some cases, and the Board may deem it necessary to move directly to expulsion.
- Expulsion from Bulverde United classes and activities for the remainder of the school year may be necessary for severe behavioral or academic problems. No fees will be refunded to families when a student has been expelled. The BU Board has the authority to expel any student at any time that exhibits inappropriate or unacceptable behavior that affects the positive learning environment promoted at class days.

Parent Responsibilities

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

Bulverde United requires parents to take one parent job or be a campus monitor for 2 half-day shifts. You will be sent a sign up link before the school year begins. If you cannot serve in this way, we do offer a \$60 buyout to be paid online at the time of registration. If we don't have enough monitors, we will have to close certain areas of campus that can't be supervised.

Registration, Tuition & Class Enrollment

Please register for classes carefully. 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 at the time of registration online at myhcch.com. A portion of the registration fee will be donated to the churches for use

of their facilities, the rest covers supplies/activities for Bulverde United Class Days. This fee gets you access to all the classes offered at both locations on both days! You will not be able to register for classes until this fee is paid. If the classes you wanted are full, 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 or two in May are absorbed by the other short months.

The first month tuition and supply fees are due by June 15, 2023 to hold your place in the class, these fees are NON-REFUNDABLE. On June 16th, all unpaid students will be dropped from the classes without notice. If you register after June 15th, the first month/supply fee is due immediately either electronically (if the tutor accepts that) or by check written to the tutor, mailed to the BU Board. If payment has not been received 8 days after registration, your student will be dropped from the class without notice. 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 3 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 safety deposit box 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, 2023 and one check per tutor for the entire Spring semester (4 months) dated January 1, 2024. 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 safety deposit box and be given to the tutor on the 1st class day of January and cashed immediately.

Option 3:

- You can pay everything up front in cash or a check written to the tutor by June 15, 2023 or immediately upon registration if you register after June 15th. Some tutors may allow electronic payments for this option, with a possible additional fee.

Instructions for writing checks

- Make checks out to each individual tutor. See the fee schedule (add link) 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: 20540 Hwy 46 West Suite 115-157, Spring Branch, TX 78070 or hand them to a board member.

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 Board 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. They cannot agree with you to disregard it.

To Drop a Class:

Notify the BU Board and the tutor of the reason you want 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 class is dropped BEFORE the last Monday in September, only the checks for the SPRING SEMESTER TUITION will be refunded. Fall tuition/supply fee will not be refunded.
- If the class is dropped AFTER the last Monday 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 board 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 Board and we will see if it is possible.

- The Board will contact the tutor to discuss adding the class.
- Adds after the 6th Monday 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 Board 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.

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 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). _____ (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 Initial)
_____ (Parent Initial)

I understand that I am required to sign up for one parent job or be a campus monitor for 2 half-day shifts unless I pay the \$60 buyout online at the time of registration. _____ (Initial)

I understand that the registration fee (\$100) as well as the first month tuition and supply fees are NON-REFUNDABLE. I understand that August tuition and the supply fees are due June 15, 2023 to hold my place in the class and if not paid, my student will be dropped from the classes without notice on June 16th. _____ (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 electronically, 2 weeks prior to the first class day. _____ (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. _____ (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