BULVERDE UNITED
CLASS DAYS

Parent/Student Handbook

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At any time, this handbook and the policies within may be added to, altered, or changed as the BU council deems necessary.

Purpose

Bulverde United Class Days is a homeschool co-op that operates under the governance of Hill Country Christian Homeschoolers (HCCH). The purpose of Bulverde United Class Days is to provide a Christian worldview through academics, social interactions, and adult role models.

Eligibility

Classes are offered for 6th-12th grade students in core subjects and electives. 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 also require high schoolers to be defined as turning 14 by September 1st of the current school year and taking high school classes. This applies to social events and student organizations as well.
*Fifth grade students enrolled in our Interdisciplinary Studies class must be 10 years old by September 1st of the current school year. These students' enrollment is limited to only the Interdisciplinary Studies class; they cannot mix and match with any other courses, regardless of age. These students are ineligible to attend BU Student Life events.

Location and Days

We meet at Grace Fellowship Church on Tuesdays and Wednesdays. See the Academic Calendar and course schedule for year specific dates.

Vision of Education

Bulverde United Class Days do not replace your homeschool studies. BU will not meet the total academic needs of every student. BU families are still considered full time homeschool families, and parents are required to direct the education of their students. Tutors provide grades only. Transcript preparation and record-keeping remain the responsibility of the parent. Per Texas law, parents must withdraw their student from public/private school in writing. For more information on homeschooling in Texas, consult Texas Home School Coalition (THSC). 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, behavioral, emotional, or physical needs. Our tutors can work with some minor special needs, but these need to be disclosed to the tutor prior to class enrollment. Students must be able to pay attention in class and complete their assignments at home. They cannot disrupt the learning environment.

Statement of Faith

HCCH is a non denominational Christian support group that provides social and academic opportunities for homeschooled students of all grade levels in Bulverde/Spring Branch and surrounding areas. HCCH is an organization that adheres to the historical tenets of the Christian faith. Your participation with HCCH and BU

does not require you to agree with our beliefs, however you will be required to conduct yourself in a manner consistent with them and not promote contrary doctrines or beliefs while participating with HCCH events and BU classes. 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.

We believe:
1. The Bible is the only inspired and infallible Word of God and constitutes His completed and final revelation to man. The Bible, in its original autograph is without error in whole and in part including theological concepts as well as geographical and historical details.
2. God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit. Jesus Christ is God come in human flesh being fully God and fully man except without sin.
3. All men are in violation of God's righteous requirements and His holy character both by nature and act and are therefore under His wrath and just condemnation. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His death on the cross. The successful accomplishment of this was attested to by His subsequent visible bodily resurrection.
4. Salvation is offered as a free gift to mankind. We receive this gift through faith in Jesus Christ. We rest upon Him alone, not our works, for salvation.
5. Mankind is created in the image of God, male and female exclusively, which is accurate, correct, and complete (Gen 1:27). Marriage is the covenantal union of one man and one woman and this is the foundation of the family (Gen 2:24).

Organization

Bulverde United is organized by a volunteer council with new members appointed as the need arises. We operate under the oversight of the HCCH Board, and the Executive Director of BU serves on the HCCH Board. The BU Council sets the class schedule and calendar, secures facility usage, interviews and approves all tutors, and helps resolve conflicts between tutors, students, parents and others. The BU Council can be reached at bulverdeunited@myhcch.com.

Duties of the Bulverde United Volunteer Council

- Executive Director: serves on the HCCH Board as the BU liaison. Leads the BU council in all matters concerning Bulverde United Class Days.
- Administrative Director: assists the Director with administrative duties, including scheduling, calendar, and tutor hiring Also assists as liaison between families and tutors when/if needed.
- Treasurer: handles expenses and income for BU.
- Registration/Communication Coordinator: works with the Executive Director and Tuition Coordinator in

all administrative duties in regards to registration. Manages the email account.
- Tuition Coordinator: responsible for collecting, tracking, and distributing tuition checks.
- Social Media/Marketing Director: responsible for marketing BU and managing social media outlets.
- Student Life Coordinator: runs student council and events
- Volunteer Coordinator: coordinates all parent volunteers for class days and events.
- Facility/Crew Coordinator: selects Crew Members via application and coordinates their schedule and set-up/take down responsibilities as established by Grace Fellowship staff.

Parent Participation Requirements

Every family will meet certain on campus participation requirements as outlined below:

- The amount of service hours and shifts required per family will be determined by the total number of families enrolled. It is estimated that each family will serve a minimum of 20-24 hours per year.
- Shifts can be either on campus or off campus
    - Buck Stop Attendant: On Campus, indoors. Monitor the Buck Stop (lunchroom) area. Sell snacks. May include some set up or clean up responsibilities.
    - Lower Campus Ranger: On Campus, outdoors. Actively monitor the outdoor spaces and lower parking lots.
    - Upper Campus Lookout: On campus, indoor/outdoor. Actively monitor the hallway of the new building and the upper parking lot.
    - Off campus: Activity chaperones, photographer, etc.
- Each family will sign up for their service dates BEFORE their student will be allowed to attend classes.
- It is your responsibility to get a substitute to cover your shift if needed.
- Any family member over the age of 18 is permitted to serve.
- Failure to sign up for service hours does not entitle you to a refund for classes missed.
- It is your responsibility to ensure your service hours are completed.
- Families who do not complete their participation requirements will not be permitted to return the following year.

Policies & Guidelines

Overview

Instruction is held on private property, and BU has been given the authority to invoke and uphold the rules and regulations set forth by the property owners and what is governed by HCCH/BU Policies & Guidelines (P&G's). Bulverde United expects behavior that honors God, as well as words that encourage and show respect for all students, adult volunteers, tutors and church staff. It is a privilege to be a part of this community. Please read these policies carefully to determine if this program is a good fit for your students. If the P&G's are not honored, the privilege can be revoked without a refund at any time. Violations of these policies and guidelines will be referred to our discipline liaison and the consequences will be administered utilizing the discipline policy.

Academics

- Students are expected to follow the tutor policies regarding classwork.
- Students are expected to have academic integrity. Academic dishonesty is defined as cheating, plagiarism, and the use of AI (unless specifically allowed for an assignment). Tutors may have their own policies for handling academic dishonesty.
- Misbehavior in class will be reported to the discipline liaison.

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.
- Each tutor will have their own individual policy for unexcused absences. The Council is not responsible for monitoring or tracking attendance.
- Students must be picked up at the end of their last class, or after their siblings' last class. You must 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.
- Families more than 5 minutes late at the end of the day will be charged $50 for after school care. This fee must be paid before the student returns to classes.
- Students who drive themselves to campus must leave campus after their last class or no later than 3:30, when the last class ends. Students cannot loiter in the parking lot or other areas on campus. If a student fails to leave campus by 3:35 their parents will be charged $50 for after school care. This fee must be paid before the student returns to classes.
- Fifth grade students must be picked up promptly at noon on Tuesdays. Families more than 5 minutes late will be charged $50 for after school care.

Bullying/Harassment

Bullying and harassment are strictly prohibited and will not be tolerated. Bullying can take on various forms, including but not limited to:

- Physical - when a student engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal - when a student uses their words to belittle or call another person hurtful names, intimidates, teases, or threatens harm.
- Non-Verbal or relational - when a student manipulates a relationship or desired relationship to harm another person. This can take on various forms such as social exclusion, friendship manipulation, or gossip.
- Hazing - an activity expected of someone joining or participation in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
- Sexualized bullying - when bullying involves behaviors that are sexual in nature. Examples of sexualized behaviors include sexting, exposures or private body parts, and sexualized language or innuendos.
- Stalking - when a student harasses or persecutes a person with unwanted and obsessive attention.
- "Cyberbullying- the intentional and overt act of aggression towards another person by way of any technological tool or social media, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyber bullying can involve:
    - Sending vulgar, or threatening messages or images.
    - Posting sensitive, private information about another person.
    - Pretending to be someone else in order to intimidate, harass or harm another person.

Cell phones/Internet/Media

The BU council, tutors, and adult volunteers reserve the right to enforce immediate removal of any electronic device if it poses a distraction, risk, or violation of the policies in this document.

- Cell phones, headphones, laptops, tablets, smartwatches 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.
- Headphones/earbuds must be used when listening/watching anything on campus.

Dress Code

- You are on a church campus, attending academic classes; dress respectfully.
- No inappropriate or immodest clothing, including but not limited to: t-shirts with offensive words or images, sheer tops, exposed undergarments, pants below natural waistline, muscle/undershirts on boys, crop tops, strapless or low necklines, clothing that is skin tight and excessively short shorts.
- Adults supervising on campus or at events are the determiner of violations of the dress code.

Facility Usage

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

- Students are to only use the side entrance between the education building and the fellowship room.
- Students may not loiter in the hallways in any building.
- Students are permitted to use the gaga ball pit/9 Square and the various picnic tables on the property. Students are not permitted behind the building, past the gaga ball pit.
- Students exclusively use the restrooms in the education building.
- Students are not permitted to have food delivered to the Grace Fellowship campus.
- Students should not leave the Grace Fellowship campus on foot.
- 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 sit in their vehicles alone or with other students except to enter and exit the 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.
- No outside fundraisers permitted.
- No vandalizing or harming Grace Fellowship property in any way.

Relationships

- Respectable behavior is expected in boy/girl relationships. If a student is in a dating relationship with another student, this should not be evident in their physical behavior during class days. This includes (but is not limited to): inappropriate flirting, physical displays of affection including but not limited to hand holding, extended hugging, kissing, or one-on-one unsupervised interactions.

Parking Policy

Student parking on the BU Campus is a privilege Parking privileges may be revoked if students do not honor the parking policies.

- Students may park in the lower parking lot only.
- Student drop off and pick up is in the lower parking lot only.
- Students are not allowed to sit in their vehicles alone or with other students except to enter and exit the campus.
- Students should not leave their vehicle on campus at the conclusion of the class day.
- BU is an open campus. The council and volunteers are not responsible for students who leave campus during a class day.
- The upper parking lot is for Church staff and tutors only per church request. There is no drop off or pick up in this parking lot.

Substance Use

The use of alcohol, tobacco products, vaping, controlled substances, and illegal drugs are prohibited on campus and at all BU/HCCH events.

Weapons

Weapons of any kind, including but not limited to large knives and guns are prohibited on campus and at all BU/HCCH events.

Discipline Policy

1. Purpose

As a Christ-centered homeschool co-op, we strive to cultivate a community where students can grow academically, spiritually, and socially. This discipline policy reflects our commitment to mutual respect, responsibility, and grace, in line with biblical principles such as:
"Do to others as you would have them do to you." — Luke 6:31

We believe in the power of repentance and restoration. When students make mistakes, we aim to guide them toward reconciliation with peers, parents, and God. Disciplinary actions are handled with compassion and the goal of personal growth.

2. Student Code of Conduct

Students are expected to:
- Honor God in their words and actions.
- Respect authority (teachers, volunteers, and parents).
- Treat peers with kindness, avoiding gossip, bullying, or exclusion.
- Take responsibility for their actions and schoolwork.
- Use language and behavior that is uplifting and appropriate.
- Refrain from disruptive behavior in class and during co-op activities.
-Refrain from damaging church and co-op property.
- Dress modestly and appropriately in line with our dress code (see Dress Code).
-Refrain from public displays of affection (see Relationships).

3. Progressive Discipline Steps: The consequences are cumulative for the school year. The offenses can be the same or of different kinds. Each tutor is able to have their own discipline policy in their class.
1: Verbal Warning
- The teacher or volunteer will address the behavior with grace and clarity. Parents will be notified via email.

2: Written Reflection
- The student may be asked to complete a short written reflection on their behavior, its impact, and how it can be improved. Parents will be notified via phone call and email.

3: Meeting with Leadership
- The student, parent, discipline liaison, and one other BU council member will meet to discuss the issue and restoration efforts. Clear expectations will be set and a behavior plan may be implemented. For example, the

parent may be required to stay on campus with the student. The HCCH Board will be notified.

4: Suspension or Dismissal
- Continued misconduct or serious infractions may result in temporary suspension or permanent dismissal from the co-op. The HCCH Board will be notified.

4. Zero Tolerance Offenses

The following behaviors may result in immediate suspension or dismissal:
- Threats or acts of violence
- Bullying or harassment (including online)
- Possession of weapons, drugs, or inappropriate materials
- Sexual misconduct (see Relationships)
- Destruction of church property
- Repeated defiance of authority or disruption of the co-op environment

5. Parent Responsibilities

- Support the discipline policy and reinforce respectful behavior at home.
- Communicate openly with leadership if issues arise.

Procedures

Communication

BU utilizes multiple means of communication including email, the HCCH message board, social media, and the Band app.

- Band app: For quick announcements, weather updates, lost and found reminders and other communication that needs to be done quickly, BU utilizes the "Band" app. Band app is the only approved communication service.
- Message Board: On the myhcch.com website, BU utilizes the message board to advertise events and to send messages that require more detail. Be certain to "opt in" on receiving emails when a post is made to the message board.
- BU, BU Student Council, and HCCH have accounts on Facebook & Instagram
- Direct communication from a BU Council member or tutor will most often come through email.
- Most tutors use the main HCCH website, Homeschool-Life, found at 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.

Parents On Campus

- Parents should park in the lower parking lot anytime they visit campus or are waiting for a student.
- Parents should check in at the desk with the Council member on duty before proceeding to any other part of the campus.
- Parents need to obtain and wear a visitor's badge to remain on campus.

Registration

- Registration begins with applying. Families and students must reapply every year. An interview may be required to ensure that a family or a student is a good fit for the BU program. An application may be denied if the BU Council determines that a family or student are not/or are no longer a good fit for the program.
- All families must be members of HCCH at the time of registering for BU. The annual membership dues must be kept up-to-date.
- Once your application is processed, you will be sent an invoice for the $130 per family registration fee. This fee is NON-REFUNDABLE unless the class(es) you wanted are full or cancelled. You will not be able to enroll in classes until this fee is paid. The registration fee is $100 for families with ONLY a fifth grade student.

Class Enrollment

- Tutors reserve the right to accept or reject students into their classes regardless of a student's acceptance into the program.
- Class enrollment is the process of selecting classes for your student. After the registration fee has been paid, each family will be assigned an enrollment date. Enrollment occurs on a rolling basis, with specific dates for each group.
- Tuition is an annual obligation. When you register for a class or classes, you are entering into a

BINDING AGREEMENT with each tutor. Families may either pre-pay all tuition or must provide all post dated checks that will be used for tuition throughout the year by the tuition due date.

Tuition Policy

Bulverde United meets for 16 weeks in the Fall and 16 weeks in the Spring. Tuition is collected for the months of 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 do not accept any electronic payments for tuition.

- Supply Fees are NON-REFUNDABLE unless the class is canceled by the tutor/council.
- Supply fee and the first month's tuition is due June 8, 2026. Postdate this check June 8, 2026.
- Checks will be distributed to tutors on June 16, 2026 and will be cashed immediately.
- On June 9, 2026 all unpaid students will be dropped from the classes without notice, and their spots given to waitlisted students.
- If you register after June 8, 2026, the first month/supply fee is due immediately by check written to the tutor and mailed to the tuition coordinator. 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.
- All post dated checks for the remaining annual tuition (Sept-Apr) are due IN FULL, by orientation on August 11 or 12. You may mail them or drop them off in person at orientation.
- We will no longer allow checks to be exchanged for cash each month.

Checks may be post-dated in one of the following ways:

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.
- Checks will be 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, 2026 and one check per tutor for the entire Spring semester (4 months) dated January 1, 2027. 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 given to the tutor on the 1st class day of January and cashed immediately.

Option 3:

- The full year's tuition can be paid in advance by cash or check written to the tutor by June 8 or immediately upon class enrollment if you enroll after June 8.

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. These dates should be for the first of the month that they will be cashed.

- 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.
- Do NOT send checks to the P.O. Box for HCCH. Your checks for tuition will not be received in time.

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.

Class Drop Policy:

- 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: Email bulverdeunited@myhcch.com to notify the Tuition Coordinator, Administrative Director of the intention to drop the class. Also notify the tutor. Failure to notify us by September 30 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 September 30, 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 September 30, 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 council 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 Tuition Coordinator by emailing bulverdeunited@myhcch.com, and we will see if it is possible.
- The Tuition Coordinator 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 tutor deems appropriate.
- The Tuition Coordinator will contact the parent to advise of the decision.
- If approval is given, the parent must complete the online BU registration form & pay the supply fee (if not done previously). Tuition will be prorated with the tutor's consent.
- When adding a class, the parent must follow the tuition policy in providing post-dated monthly/semester checks for tuition for the remaining year and the supply fee.

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 checks at orientation.

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.
_____(Parent Initial)

My student(s) and I have read, understand, and agree to all of the Policies, Procedures, and Guidelines.
_____(Student(s) Initial)_____(Parent Initial)

I understand that I am required to serve a minimum of 24-30 service hours during the school year.
_____(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)

I understand that at any time, this handbook and the policies within may be added to, altered, or changed as the BU council deems necessary. _____ (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. Failure to sign or turn in this form will result in your student not being able to attend classes.

_____ _____
Student Signature Date

_____ _____
Parent/Legal Guardian Signature Date

_____
Printed last name

Student Behavior 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 checks at orientation.

As a member of this co-op, I understand that my behavior should reflect Christian values and help create a respectful, safe, and encouraging environment for everyone.

I agree to:

✅ Show respect to teachers, parents, and fellow students

✅ Use kind and appropriate language

✅ Listen and follow instructions

✅ Keep my hands and personal belongings to myself

✅ Take care of co-op and church property and materials

✅ Dress modestly (see Dress Code)

✅ Refrain from public displays of affection (see Relationships)

I will NOT:

🚫 Bully or exclude others

🚫 Use hurtful or offensive language

🚫 Be disruptive or disrespectful in class

🚫 Bring anything dangerous or inappropriate to co-op

If I break the rules:

1. I may receive a verbal warning.

2. I may be asked to take a break or complete a reflection.

3. My parents will be contacted.

4. I may have a meeting with leaders or be suspended.

5. Serious behavior may lead to being dismissed from the co-op.

I understand that this co-op is a community where we seek to honor God in everything we do. I will do my best to represent Christian values with my words and actions.

Student Signature: _____. Date: _____

Parent/Guardian Signature: _____. Date: _____