

Study and do your best to present yourself to God approved, a workman [tested by trial] who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth.

2 Tim. 2:15 amp



Blue Springs Enrichment Member Handbook

**2024/2025
Academic Year**

bluespringsenrichment@gmail.com

Blue Springs Enrichment

2024/25 Member Handbook

Mondays 9:30 am to 1:40 pm
August - April

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Study and do your best to present yourself to God approved, a workman [tested by trial] who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth.

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Welcome!

The purpose of this Handbook is to help new and returning members know what to expect when they join our co-op. It is to inform you of our values to ensure that our standards are in line with your values so that we may compliment each other. *When we get together, we want to encourage you in the faith, but I also want to be encouraged by yours.” Romans 1:12*

Second, our Handbook is to help answer any questions you may have when it comes to the operating procedures of BSE. It is also meant to prevent miscommunication so that all members are clear on policies, procedures, and expectations.

If you are considering joining BSE, we recommend you read the Handbook, the Indemnification and Hold Harmless Agreement, our FAQs and the Statement of Faith BEFORE requesting membership.

All returning members are required to read and agree to the Handbook and the Indemnification and Hold Harmless Agreement annually.

These policies exist for three reasons:

1. The facility we are currently using requires us to adhere to specific requests for the use of their building.
2. For the overall safety and well-being of all persons on campus.
3. To adhere to our purpose and principle values.

Student Code of Conduct: this is a subset of our handbook that outlines the specific rules and expectations for student behavior. It is a simplified list of all expectations that BSE has for its students.

Teacher Code of Conduct: this is a subset of our handbook that outlines the specific rules and expectations for the teachers of BSE.

Questions or concerns should always be taken to the Directors.

Blue Springs Enrichment, Corp.

2024/25 Member Handbook

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About Us

Blue Springs Enrichment was organized in 2016 by several local homeschooling families, to supplement the homeschool experience with academic and enrichment classes as well as social interactions.

Our program is not intended to replace your homeschool curriculum but is a cooperative effort among families to work together on subjects that are difficult to teach at home or are best taught in a group setting. This is not forming a private school but applying homeschooling methods to a group larger than just one family. Parents still have the primary responsibility for their child's education.

It is your responsibility to determine whether the content of a BSE class is adequate to meet your curriculum criteria or whether it is a class that will be added to your program for enrichment. We offer high school classes, but we are not accredited to establish credit hours. Tracking high school credits and hours is the responsibility of the parent and student.

BSE is open to all homeschooling families who agree to our Statement of Faith, submit to a background check and whose oldest child is at least 8 years of age and in the 3rd grade or older.

Our Purpose

And whatever you do, do it heartily, as unto the Lord, and not unto men. Col 3:23

To serve Christ by providing academic enrichment that encourages our children to maximize their God-given talents and potential in Christ. To provide educational experiences that are an extension of the home setting and create an opportunity for families to fellowship and support one another in the Lord.

Principle Values

BSE is committed to the philosophy of providing an excellent education in a Christ-centered, biblically based environment. An essential part of this is to promote the development of students with strong Christian ethics and moral values. As a result, fostering personal integrity and responsibility among our students is essential. The responsibility for ensuring proper development has been charged to the BSE **Directors, teachers, and parents**. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words. At BSE, we value community and mutual respect, and feel strongly that all students and teachers have the right to an educational setting that is supportive and encouraging.

Statement of Faith

- We Believe in God the Father, God the Son, God the Holy Spirit and that they are distinct personalities with distinct roles, but one God. And that One God is the Creator of the universe. (Genesis 1:1; Matthew 28:19; John 10:30).
- We Believe the Bible is the divinely inspired Word of God in its entirety and that it does not contradict itself. It is our guide. (2 Timothy 3:15; 2 Peter 1:21).
- We Believe Jesus Christ is the Messiah, the Savior, the Son of God (John 10:33), who was born of a virgin (Isaiah 7:14), lived a sinless life (Hebrews 4:15, 7:26), died on a cross (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), and was raised from the grave (John 11:25; 1 Corinthians 15:4). He will return as our victorious Lord (Acts 1:11; Revelation 19:11).
- We Believe our salvation comes only through Jesus Christ and cannot be earned. It is a gift of God. (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).
- We Believe the church, as the body of Christ, is the extension of Jesus Christ's character, attitude, behavior, and mission in our world today. (Ephesians 1:22-23; 4:15-16).
- We Believe faith in Jesus requires repentance, confession of that faith before witnesses, and obedience to His Word. Baptism demonstrates our faith and obedience while it depicts our union with Christ in His death, burial, and resurrection. (Acts 2:38).
- We Believe man was created in the image of God and that He gives gifts to both men and women through the Holy Spirit for the benefit of the church's ministry. (Genesis 2:26-27; Ephesians 4:7-16; Colossians 1:18-20).
- We Believe everyone who accepts Christ has the indwelling presence of the Holy Spirit who acts as a Comforter, Guide, and Advocate. (Romans 8:12-14).
- We Believe that humility in prayer is the foundation for all we do, and that celebrating communion together is beneficial for all Christians (1 Thessalonians 5:17-18; Acts 2:46-47).
- We Believe marriage has been established by God. BSE defines "marriage" as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles. (Genesis 2:21-24, Mark 10:6-9)
- We Believe that God created male and female as substantiated by biology and the Bible, gender is determined at birth to be male or female by DNA, observable physical characteristics. (Genesis 5:2; Genesis 1:27; Mark 10:6)
- We Believe God designed men and women to unite as one in marriage with the capability of creating new life. (Genesis 1:28; Matthew 19:5-6)

Student Code of Conduct

Don't let anyone look down on you because you are young, but set an example for believers in speech, in conduct, in love, in faith, and in purity. 1 Timothy 4:12

1. Students will be on time to class.
2. Students will come to class prepared. Bring supplies, books and homework.
3. Students will conduct themselves with academic integrity.
4. Students will dress modest and respectfully – refer to the Dress Code Policy.
5. Students will refrain from using crude language, this includes but is not limited to cursing, name calling or slang that could be offensive to others.
6. Students will respect their fellow students, teachers, and other members of BSE and FBCM.
7. Students will communicate with an adult when they see or have a problem.
8. Students will demonstrate respect for the campus grounds.
9. Students will have reverence for their own beliefs as well as the beliefs of others. (i.e. some families allow Santa Claus to be a part of their Christmas customs while others do not.)
10. Students will respect and follow the rules and policies set forth in this Handbook.

Teacher Code of Conduct

As each has received a gift, use it to serve one another, as good stewards of God's varied grace.

1 Peter 4:10

1. **Respect:** Teachers must respect the dignity and worth of each student; teaching all students fairly without discrimination or favoritism and provide equitable opportunities for learning and participation.
2. **Preparedness:** Be on time to class, be prepared to teach; lesson plans/books/supplies.
3. **Modesty:** Teachers will adhere the Dress Code Policy.
4. **Honesty:** Teachers must be truthful in their communication with students, families and the Directors. Communicate conflicts or concerns directly to the Directors.
5. **Responsibility:** Teachers must take responsibility for their actions, including their personal/spiritual development. Be cautious of what is posted on social media. Negative words or actions should be diffused so that the wrong perception is not given to others. Emphasize and model positive, biblical character traits such as diligence, responsibility, cooperation, and respect for BSE's policies and fellow members.
6. **Collaboration:** Teachers are to work collaboratively with other teachers and members to improve student learning and well-being.
7. **Safety:** Teachers must adhere to BSE's safety policy and protocols, supervising students effectively and respond appropriately in emergency situations.
8. **Positive Learning Environment:** Teachers must create a positive and inclusive learning environment that promotes student engagement, motivation, and success; one that fosters respect, kindness, and empathy for others. Present educational material in an unbiased fashion.
9. **Ethical use of technology:** Teachers are to use technology in an ethical and responsible manner, including respecting member privacy, and avoiding inappropriate online communication.
10. **Support:** Teachers will support and promote the rules and policies set forth in this Handbook.

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BSE Organizational Structure

BSE is made up of a God-fearing volunteer Board of Directors, gifted teachers, and committed parents and students.

BSE Board of Directors

BSE has a Board of Directors of two current members. The team is self-perpetuating, meaning the leaders serve until they step down and the existing team determines the replacement.

A fundamental rationale for a self-perpetuating board structure is its ability to provide continuity of purpose over a long period of time. Existing Directors select those new Directors who they believe are best able to preserve BSE's core values and carry out its mission. All Directors are BSE members. We also seek Directors who are homeschoolers of more than one year and are well respected and active within the homeschool community.

The Directors are made up of the following primary volunteer positions.

President: The president is responsible for overseeing the administrative details of BSE.

Vice-President: partners with the president in decision making and administrative details and fills in when the president is not available.

Secretary: The secretary is responsible for getting students registered for classes, maintaining meeting minutes, and ordering BSE supplies, such as office and cleaning supplies.

Treasurer: Keeps track of all the money associated with BSE.

The BSE Directors work closely together to set policy, make decisions, and ensure that the mission and vision of BSE is upheld, and acts as a disciplinary board when necessary. Each administrator facilitates the concerns pertaining to their position, but decision-making power lies in the majority vote of the team. A founding member may be called upon to cast a vote in the event of a split decision.

Blue Springs Enrichment, Corp.

BLUE SPRINGS ENRICHMENT, CORP. is an Active company incorporated on August 7, 2017, with the registered number N17000008132. This Domestic Non-Profit company is located at 3165 HWY 73 N, MARIANNA, FL, 32446, US and has been running for seven years. There are currently two active principals.

This means that BSE has a set of Bylaws that govern how to operate that are included within the Articles of Incorporation.

A domestic nonprofit corporation is a corporation not for profit that is incorporated under the relevant laws of a country. It is a more complex business structure. Nonprofit corporations are formed to serve the public good, such as for charitable, religious, educational, or other public service reasons, rather than purely for the creation of profit itself. Nonprofit organizations are granted tax-exempt status by the Internal Revenue Service (IRS) because they further a social cause and provide a public benefit. Nonprofit corporations are governed by state laws, and the rules may vary depending on the state. A nonprofit corporation must be organized for a purpose other than making a profit and usually receives special tax treatment. It is a special type of corporation where there are no owners, and it provides personal liability protection. Members or shareholders of a nonprofit corporation may not receive any of the pecuniary profits of the corporation, except as salaries and expenses. Nonprofit corporations may be formed for any lawful purpose, including but not limited to charitable, educational, and religious activities. Nonprofit corporations must keep good records, record meetings of minutes, and set up a separate bank account. All profits must be used in the organization's work, and nonprofit organizations are not allowed to distribute profits to members for any reason.

Registration Details

NEW MEMBERS

Membership Requirements:

1. You must agree to our Statement of Faith.
2. Review the entire BSE handbook, sign, and return the *Acknowledgement of Rules and Policies*.
3. Have at least one child 8 years old and in the 3rd grade or older. Then younger siblings may attend.
4. Agree to pay the membership fee, class/textbook fees, and any additional fees on time.
5. Complete the criminal background check through the link found on our website.
6. Agree to volunteer either in a class or in another capacity weekly.
7. Attend *New Member Orientation* in August.
8. Complete and submit all registration forms along with the notarized *Hold Harmless Agreement*.

RETURNING MEMBERS

Membership Requirements:

1. Review the entire BSE handbook, sign, and return the *Acknowledgement of Rules and Policies*.
2. Agree to pay the membership fee, class/textbook fees, and any additional fees on time.
3. Complete the criminal background check through the link found on our website if applicable.
4. Agree to volunteer either in a class or in another capacity weekly.
5. Complete and submit all registration forms along with the notarized *Hold Harmless Agreement*.
6. Complete the Member Survey.
7. Be in good standing with BSE.

New Member Orientation

In August, BSE hosts a New Member Orientation to familiarize newcomers with the ins and outs of our organization. Hear about the many areas where you can serve, meet other new members, learn about member only benefits, become familiar with policies and procedures and ensure that all necessary paperwork has been completed. Any returning member that has been gone for 2 years or more should also attend.

Open House

BSE hosts a parent/student Open House on the first Thursday in August. We kindly request that all members attend. This is an opportunity for students to meet their teachers, see their classrooms and meet fellow classmates. Parents will receive a packet with important information such as your students' schedule, where you will be serving as well as other important information pertaining to the overall operating procedures of BSE.

New Teacher Orientation

BSE cannot operate without our volunteer teachers. Our teachers are not required to hold degrees or certifications of any kind, but we do feel it is important to equip our teachers with the tools necessary for a successful year in the classroom. New Teacher Orientation's purpose is to prepare teachers for their role at BSE. As part of this orientation training, BSE Leadership will train and guide teachers on classroom policies and procedures, lesson planning, curriculum and classroom supplies purchasing procedures, website instruction, and overall expectations for the upcoming year.

Teacher's Luncheon

Prior to Open House, all teachers are required to attend the Teacher Luncheon. In addition to sharing a meal with our committed teachers, the Directors reviews health and safety policies, classroom disciplinary protocol, and overall classroom responsibilities including how to utilize the classroom dashboard on our website.

The Parents Role At BSE

BSE classes are a cooperative effort among several families to supplement their children's home education by working together on subjects that are difficult to teach at home or best taught in group settings. We believe that we can accomplish more as a group by taking advantage of each other's strengths and experiences. BSE is truly a cooperative effort. We need every participating parent to keep BSE functioning smoothly. By registering your children, you agree to work during their class periods with at least one period as your break time. While our classes are designed to provide students with specialized instruction, BSE classes do not absolve the parents from their responsibility for their children's education. Parents must ensure that their students keep up with assigned work each week as well as administer tests and determine final grades. Our desire is to help provide instruction and structure, along with support, accountability, and other tools to assist homeschooling families. Ultimately, the parents are still considered their child's primary teacher, but BSE's expectation is that all parents will be taking an active role in the education of their student. We rely on the support and assistance of every member of BSE. Not only is it vital that parents be active participants in their child's education, BSE also requires each parent to invest in the co-op by serving where assistance is needed.

VOLUNTEER OPPORTUNITIES

Lead Teacher: Takes on the responsibility of teaching the subject of your choice, with approval from the Directors, to the grade level of your choice. We are here to help you with curriculum options, planning and budgeting should you request it. This commitment is for one academic year so we ask that before making this obligation, you are sure you will be attending BSE for the entire year. Members that have attended BSE for at least one full year and are in good standing with BSE are eligible for this volunteer position. Lead teachers receive a membership fee discount depending upon the number of classes they teach.

Teacher Assistant: Assists the lead teacher in the classroom with tasks such as taking role, handing out supplies, helping students with projects or activities, collecting homework, etc. The Teacher Assistant may be asked to teach the class in the absence of the Lead Teacher.

Nursery Supervisor: Responsible for overseeing all aspects related to the nursery, this includes making sure it is ready to welcome students in the morning and left clean and sanitized at the end of the day. The Nursery Supervisor is also responsible for purchasing items needed and for scheduling a replacement for an absent helper. Additional responsibilities include scheduling buggy walks or playground time as well as making sure parents are signing their child in/out of the classroom. The Nursery Supervisor will be required to serve in the nursery for at least 2 class periods. This position receives a membership fee discount.

Study Hall Monitor: Remains with the students throughout the class period to ensure that students are quietly working on assignments. To help students with homework if needed.

Hall Monitor: The safety of our members is of the utmost importance. As a hall monitor, the parent walks the halls during class periods making sure students are not in classrooms unattended, in areas that are off-limits or loitering in the restrooms, hallways, etc. The Hall Monitor should immediately alert a Director of any “strangers.”

Set up/Cleanup Crew: Many hands make light work. With everyone working together, BSE is bound for success. While we are all responsible for cleaning up after ourselves, there are specific areas that require specific attention. The set-up crew is responsible for setting up tables/chairs in the FLC as well as the coffee station. At times, classrooms also need to be arranged prior to the start of class. The Clean-up crew is responsible for breaking down the tables and chairs, cleaning up the coffee station, sweeping the stairway and removing all garbage from the FLC.

We want to give students opportunities outside the classroom that will help unite and strengthen our community. We have ideas which include field trips, clubs, social gatherings, etc. However, for these ideas to come to fruition, parents are needed to help execute these existing plans. Without parent participation additional community activities are not possible.

Fundraising: Fundraisers help us keep our member fees down as well as provide the funds to offer events/activities for the families of BSE. Organizing even one fundraiser is a tremendous help.

Prom Coordinator: The Prom Coordinator or Coordinator (no more than 2) oversees the prom committee and are responsible for reporting all prom details to the Directors. This includes but is not limited to keeping records of funds raised, tickets sold and an expense report.

Prom Committee: The prom committee plans, organizes, and oversees all aspects of our homeschool prom under the direction of the Prom Coordinator. Attendance of prom planning meetings is required.

Senior Committee: The senior committee plans, organizes and oversees all events/activities for the graduating class, including but not limited to graduation. Attendance of planning meetings is required.

Youth Activities: To plan events/activities for BSE youth (7th grade and up.) This gives our youth opportunities to develop relationships with their peers and participate in activities that are age appropriate.

Field Trips: Field trips are another way to learn about the community we live in. Organizing trips that benefit all members of BSE provides an opportunity for students to gain first-hand experience with local attractions, museums, nature centers, historic sites, etc.

Workshops: Organizing short educational programs that teach and introduce hands-on, practical skills, techniques, or ideas which can then be used in the students' daily lives. This supplemental form of teaching enhances the student's education and real-world experience. Examples of a workshop could be a self-defense class, learning about wild, edible plants, how to build a birdhouse, etc.

Student Ministries: To provide opportunities for our students to make an impact on the lives of both domestic and international missions. To share the gospel with others and to instill in students a love for community and a boldness for Christ. Examples of past student ministries BSE has participated in: Operation Christmas Child, gift baskets for first responders, collecting diapers for the Pregnancy Center, and even raising funds to aid in the rehabilitation of rescued victims from human trafficking.

Social Gatherings: Planning and overseeing social events for the families of BSE. These events are meant to build relationships outside of the weekly BSE Monday's and for the whole family to participate in.

Club Sponsor: Students can organize a club of their choice, with Director approval, but an adult (an active member of BSE) must agree to sponsor the club. The club sponsor is responsible for guiding students in decision making, such as planning an activity, safety procedures, fees, budget setting, etc. Past clubs have included, "The Outdoor Club," "Tennis Club", and "Arts & Crafts Club."

Have a suggestion? Without the talents and skills of our members, BSE could not operate. If you have an idea, you think the families of BSE could benefit from, please see a Director.

Class Information

BSE offers two types of class options. One is considered core curriculum, and the other is referred to as enrichment.

Core classes: This refers to a series or selection of courses that all students are required to complete before they can move on to the next level in their education or earn a diploma. They are defined as Language Arts, (Literature or Writing), Math, Science, History, and Bible. (We consider a Bible class to be essential.)

- Parents must ensure that their students keep up with assigned work each week.
- A grade may or may not be issued by the teacher, but a high school credit can be obtained if the course is a high school course and all credit requirements have been met.
- The parent does not need to provide the course at home only ensure that assignments are completed.
- Can be an elective course for high school, such as Yearbook or Health.

Enrichment classes: Aim to cultivate, develop, enhance, or extend the students' skills, knowledge, and well-being, by allowing them to explore individual interests and socialize with peers.

- Homework can be issued but is not required work.
- Can be customized to fit the needs or capabilities of the students.
- A high school credit is not issued.
- Parents would need to provide the basic courses at home to fulfil the educational requirements.
- Interest based.

All students are expected to participate in class with minimal disruption to the learning process. Should a student become a disruption during class and does not obey the teacher's instructions, the student will be escorted out of the class and taken to their parent. Should the disruptions persist week after week, it may become necessary to have the parent be a "helper" in that class or have the child removed from the class entirely and will then be required to remain with their parent for the remainder of the year. (Please see "[12 Reasons Not to Join BSE](#)" and our [FAQs](#) on our website.) Please refer to our Disciplinary Policy on page 21.

CLASSROOM SUPPLIES: Classroom supplies vary from class to class. Some teachers will request the parent supply the student with the necessary items while others will collect a class fee to cover class supplies. Some examples of classroom supplies may be markers, colored pencils, rulers, 3-ring binder, pencils, etc.

TEXTBOOKS: Some teachers will require the parent to provide the student textbook or workbook, some teachers will collect a book fee and will purchase the books to issue to the students in class. All information regarding textbook fees and/or what curriculum will be used and where to purchase, will be posted on the class registration page as well as the class forum.

SUBJECT ROTATION

There are courses that we have decided to rotate to make home teaching easier for parents with children at different levels. This rotation reflects the current plan for rotation; however, each year's schedule is subject to change.

School Year	History	Language Arts	Science	Bible	Math	H.S. Electives
2020/21	Am. History, Civics		Life Science	The Biblical Feasts		Debate
2021/22	World Geography		Biology			Personal Finance, Economics
2022/23	Ancient World History	Writing, Themes in Literature	Physical Science	Biblical Worldview	Algebra I	Yng. Professionals
2023/24	Am. History, Civics	World Literature	Anatomy & Physiology		Pre-Algebra, Algebra II, Geometry	Personal Finance
2024/25	World Geography	Literature	Life Science	Bible	Math	Economics
2025/26	World History	Writing, Literature	Biology	Bible	Math	Young Professionals
2026/27	Am. History, Civics	Literature	Chemistry/Physical Science	Bible	Math	Debate, Personal Finance

HIGH SCHOOL: 7th – 12th Grade

1. Some high school teachers send homework home, particularly those offering credit hours, it is expected that the assignment be completed and returned upon the requested date. Our teachers are all volunteers and put a lot of extra hours into their classes here at BSE to offer your student/s the best possible education they can provide. When assignments are handed in on time, this shows respect to the teacher and equips the students with all the necessary requirements to achieve the earned high school credit.
2. **High school credit hours:** 120 to 135 hours of bona fide instruction in a designed course of study that contains student performance standards. [Florida Statutes 1003.436 Definition of "Credit."](#) Students should complete 45 minutes to 1 hour worth of work daily per class. (5 days weekly.)
3. **Dropping a class/changing a class:** Some students enrolled in a class suddenly realize they have too much on their plate and need to drop a class. This can be done within the **first 2 weeks** of BSE. After this date, all students will be required to remain in the classes they are currently enrolled in or remain in study hall. Here are some FAQs related to this topic:
 - a. Can I be refunded the class/book fees if my child drops a class? *No. All fees are non-transferable and non-refundable. A \$15 cancelling fee will also apply.*
 - b. Can I enroll in another class that has less work if we drop the more time-consuming class? *Once classes are closed, students can no longer enroll in classes. Study Hall will be the only option for students once classes are closed.*

ELEMENTARY: Pre K – 6TH Grade

1. Our Pre K – 6th grade classes typically do not assign homework, however, some classes offer projects or class activities that may require some extra effort at home, such as working on a project board or research for a specific assignment. This can vary from class to class and is minimal. These home assignments are not mandatory but can help the student gain a better understanding of the subject and always add some extra fun to the learning process.

NURSERY:

Any member with a child enrolled in our nursery will be required to be the adult leader for at least one class period. Children may be dropped off before class but **MUST** be picked up at the start of Assembly and again at the start of lunch. Parents are responsible for signing their child in and out of the classroom. Our insurance does not permit males to work in the nursery.

SPECIAL NEEDS OR LEARNING DIFFERENCES:

The terms "special needs" and "learning differences" cover a vast array of diagnoses. Children with special needs may have mild learning differences or profound mental challenges; food allergies or terminal illness; developmental delays that catch up quickly or remain entrenched; occasional panic attacks or serious psychiatric problems. Because most parent-teachers are not equipped to teach or maintain discipline in classrooms containing children with severe learning differences, please prayerfully consider if BSE is right for your special needs child before enrolling. Depending on the parent, teacher, and the Director's assessment of a child's ability to participate in classes with minimal disruption to the learning process, it may be necessary for the parent of any child to be assigned as a helper or teacher in some or all of their child's classes.

Fee Schedule and Payment Policy

Payments can be made on our website by clicking the “Balance” tab found on the top right corner of the website. You must be logged in. There will be a 3% charge for using the online service. (This is a NewTek fee, BSE does not earn any funds from this service.) You may also pay via **check** or **cash**. Email bluespringsfinancials@gmail.com for details.

Checks made payable to BSE.

All payments are non-refundable and non-transferrable.

To register for the next school year, families must be in “good standing” with Blue Springs Enrichment. This includes but is not limited to having all fees paid in full and on time and good attendance.

FEE SCHEDULE:

2024/2025-member fee schedule

Membership: due upon registration

Book fee: due April 1st

Class fee: May 1st

MEMBERSHIP FEES:

\$330 Registration (\$270 membership plus \$60 insurance)

Book fees: vary.

Class fees: vary.

****Beginning September 2, 2023, any past due invoices will be charged a \$35 late fee that will accrue monthly until paid in full. Students may not participate in classes, workshops or activities until your account has been settled and brought to a zero balance.**

Dropping A Class/Changing A Class

Once you enroll in a class and then decide to either drop a class or drop a class and then enroll in another class, you will be charged a \$15 cancelling fee for each class you have dropped. This fee must be paid in full before you can enroll in the chosen class/before participating in any class/activity/event. Classes close July 1, 2024. After that date, there will be no more changing classes, the student would then be required to go to Study Hall.

Activity/Event Payment Policy

BSE defines an event to be a planned occasion that involves a large number of people gathering to participate in a particular activity or celebration. It is a one-time occasion that is organized to achieve a specific goal or purpose. An example of an event would be the Winter Market and prom.

BSE defines an activity to encompass any task, interest, or action regularly or occasionally that spans across multiple dates and can include any number of people. An example of an activity would be a workshop or field trips.

Activities often have a separate fee for participants. This fee varies depending on the activity and if the instructor requires payment. These fees are to be collected up front, unless otherwise noted, and are to be paid in full on a specified date. Any participant with a balance due will not be able to participate in the activity. Once fees have been transferred to the appropriate host/venue, reimbursements will not be issued.

Events have a separate fee associated with them. These fees vary depending on the event. Event fees are to be paid in full BEFORE the event date. All fees associated with an event are non-transferable and non-refundable regardless of participation.

STEP UP/PEP:

If you participate in Step Up/PEP, and require an invoice to reimburse fees, please see a Director or email bluespringsenrichment@gmail.com.

BACKGROUND CHECKS:

All members are required to submit to a background check once every two years. The cost is \$18.95 and is the responsibility of the member to pay for, BSE does not reimburse this fee. Link to submit background check: [Registration \(ministryopportunities.org\)](https://ministryopportunities.org) If you are unsure if your background check has expired, please email bluespringsenrichment@gmail.com. The criminal background check must be completed through this website. Background checks done through other companies, including law enforcement agencies, are not acceptable.

New members are required to submit a background check upon registration. The on-campus parent/guardian is required to submit the background check however, both parents/guardians are required to submit the background check if the parents/guardians will both be on campus.

Returning members: A message will be sent through the website forum, a text message, and an announcement at Assembly with the list of members requiring to re-submit the background check. The deadline for returning members is **July 1, 2024**.

Off-campus members: At least one parent/guardian must submit the background check.

SICK POLICY:

If any member of your family has a fever of 99 °F or higher, vomiting, diarrhea, severe cough, or other contagious symptoms (e.g., excessive runny nose, eye drainage) within 24 hours of a BSE Monday or field trip/activity, please remain home and rest. Members with head lice or a rash, such as ringworm or even a bleeding diaper rash should also remain home.

VISITOR POLICY:

If you are a family member or friend of a current BSE member and will be on-campus (i.e. lunch or special event) please sign in on our Sign-In/Sign-Out Sheet. You will be issued a visitor tag that must be worn for the duration of your visit. If you are not a member but would like a tour of our campus because you are considering joining BSE, please contact us at bluespringsenrichment@gmail.com.

ABSENCE POLICY:

If you need to be absent, please make sure your responsibilities are covered. This means if you are a lead teacher, you have contacted your Assistant to cover your class. If you are an Assistant in a classroom, you have notified the teacher. Please notify a Director of the arrangements. **Please note** that we understand the occasional sickness or other obligation requiring you to be absent, but please understand that this is a parent-led co-op where we all rely on each other; constantly being absent causes other members to “do more than their share.” When a member makes a habit of excessive late arrivals, no-call no-shows, and early departures, it affects the productivity of our co-op. More than 3 absences may contribute to your membership eligibility at BSE in the future.

DROP OFF POLICY:

It is a blessing that we can keep costs as low as possible. Part of that means sharing our time and talents to educate our children and splitting responsibilities as evenly as possible. There are no paid employees. The responsibility to supervise your child/ren falls solely on the parent/guardian. BSE is NOT a drop-off co-op. We do, on a case-by-case basis, offer off-campus privileges. However, certain criteria have been met for the Directors to approve the off-campus members.

Parents must make sure their children are supervised at all times. A parent/guardian is to be on campus each week. We know that emergencies happen, so if you are absent on a day that your child is attending classes, you must have a parent/guardian that has agreed to take the responsibility and “stand in” for you. The “stand in” parent must be a current BSE member. Please inform a Director if you will be absent and who the parent is that has agreed to be responsible for your child/ren.

****Please complete the *Emergency Contact* information****

GRIEVANCE POLICY:

All grievances should be resolved by following the process outlined in Matthew 18.

1. First, go to the person with whom you have the conflict or trouble and try to resolve the matter in a Biblical way.
2. If not resolved, take the matter to one of the Directors. The two of you will then address the offending person/s.
3. If the grievance is still not resolved, it should then be taken to all members of the Leadership Team/Directors. The matter will then be addressed between the Directors and the offending person/s.

MEMBER & SAFETY GUIDELINES:

FBCM has been extremely generous in allowing us to use their facility. We want to make sure our members honor and always respect their property and rules. **NOTE:** not all rules listed here are FBCM rules, some are BSE rules that are instituted for the overall safety and well-being of our members as well as adherence to our purpose and principle values.

1. There is NO running allowed anywhere in the building.
2. No chewing gum on campus.
3. All food/drinks are limited to the FLC or the Burns Auditorium.
4. Only the front doors (doors facing the FLC parking lot) are to be used. All other doors are off limits to BSE members with the exception of the east doors (near the library) that may be used for playground time only. All doors are locked from the outside so you will need to use the doorstopper if going outside to the playground area.
5. Students should not open doors to anyone they do not know.
6. The stage in the FLC is off-limits to students unless it is used during a specific class.
7. Contact a Director if the temperature on a thermostat needs to be changed.
8. If you leave campus, please sign out. Upon returning, please sign back in.
9. Our contract with FBCM allows specific rooms for BSE use. Members should not be found in any rooms NOT listed on our contract.
10. Students are expected to be respectful to all adults, this includes BSE members, FBCM staff and associates, and any visiting guests. (Please see [“12 Reasons Not to Join BSE”](#) and our [FAQs](#).)
11. Hats and hoods should NOT be worn while inside the building.
12. Occasionally BSE offers activities that are age restricted, while most are open to any age, some have specific age requirements. This is due to a variety of factors and can vary from event to event. We ask that you kindly respect any age restriction put in place.
13. Students are not permitted to be in classrooms unattended. A parent or teacher must always be present.

PLAYGROUND GUIDELINES: Pre K – 2nd Grade

1. FBCM playground is the only playground available to BSE members.
2. Only Pre K – 2nd grade will be permitted on the playground.
3. Use only the east facing doors (near the library) when going onto and returning from the playground.
4. Cell phones are not permitted. Students should hand in their cell phones to either their parent/guardian or their teacher **BEFORE** going onto the playground.
5. Two adults must always remain on the playground as supervisors. Please refrain from being on your cell phone while on playground duty.

RECESS GUIDELINES: 3rd – 6TH Grade

1. FBCM field/basketball court is to be used for lunchtime recess where a variety of group games will be played.
2. Only 3rd– 6th graders are permitted on the field/basketball court.
3. Use the front doors (doors facing the FLC parking lot).
4. Cell phones are not permitted. Students should hand in their cell phones to a parent/guardian or their teacher **BEFORE** going out to recess.
5. Two adults must always remain on the recess grounds as supervisors. Please refrain from being on your cell phone while on recess duty.

PLAYGROUND/RECESS INCLIMATE WEATHER:

In the event of inclement weather such as rain or colder temperatures, students will be escorted to the Burns Auditorium for a special activity.

DRESS CODE:

“If you belonged to the world, it would love to have you as its own. As it is, you do not belong to the world, but I have chosen you out of the world.” John 15:19

All members are required to adhere to the dress code. Modesty is always expected at any BSE event/activity including co/extra-curricular activities. All clothing must be properly sized, modest, and unrevealing in cut, fit and texture. Clothing should not draw undue attention. The purpose of our dress code is to encourage modest, neat, clean, and appropriate dress to promote a positive learning environment. See our FAQs for details.

Males:

Hats and hoods are not permitted to be worn inside FBCM.
Shirt logos should not contain profanity, violence, drugs, alcohol, or sexual content.
Fabric should not be sheer, see-through or anything similar.
Shorts should be modest in length. A good rule of thumb is the finger-tip length.
No visible undergarments.
No pajamas.

Females:

Hats and hoods are not permitted to be worn inside FBCM.
Shirt logos should not contain profanity, violence, drugs, alcohol, or sexual content.
Fabric should not be sheer, see-through or anything similar.
No visible undergarments.
No pajamas.
Skirts/dresses/shorts should be modest in length. A good rule of thumb is the finger-tip length.
No cleavage.
Shirts should be long enough to cover the midriff, even when arms raised.

CELL PHONE USE:

- Cell phones are not permitted in class unless the teacher has asked specifically for them to be used. (i.e., some teachers allow their students to take screenshots of homework assignments that may be written on the board.)
- Cell phones are NOT permitted on the playground or on the field/courts.
- Cell phones should remain in the student's bag or be handed to the parent.
- Teachers may collect cell phones at the start of class.
- We ask that volunteers refrain from cell phone use while in the classroom and while on playground/recess duty.

MEMBERSHIP CARD:

As a BSE member you can save money on homeschool supplies, admission to parks, cell phone service and more. Login to our website and click the tab "Member's Stuff," then click the tab "Membership Card." You can then print out a family card or individual cards. A list of participating companies is also listed.

KNIFE POLICY:

All members that carry a knife are expected to always keep their knife in their pocket or bag.

FIRE/TORNADO DRILL:

Fire: Teachers/Assistants are to line up students in a single-file line and escort students to the nearest exit and make their way to the FLC parking lot. Students are to remain in a single-file line with their class so the Teacher can conduct a headcount. Once the "all-clear" has been given, teachers/assistants will then escort students back to class. Walking only – NO running!

Tornado: Should a tornado warning be issued, teachers/assistants will line students up in a single-file line and escort students to the FLC (as close to the stage as possible.) Students are to sit on the floor with their class until a head count can be conducted. Once the "all-clear" has been issued, teachers/assistants will then escort students back to class. Walking only – NO running!

Drills will be conducted at random times throughout the year to help members know exactly what to do to ensure the safety of all members.

INCLEMENT WEATHER:

If Jackson County schools are closed, BSE will also be cancelled.

FORMS OF COMMUNICATION:

BSE communicates with our members via our website forum, text message, private Facebook page, announcements during Assembly and at Park Day.

SAFETY:

Keeping our members safe is important to us. Unfortunately, we live in an uncertain world, and we need to plan for a variety of situations. All adult members are asked to be vigilant while on campus or when attending an event/activity. See something – say something.

DISCIPLINARY POLICY:

*BSE believes that a clear disciplinary policy is an important part of our program for the safety and well-being of our members. Undesirable behavior inside and outside the learning environment encourages disrespect and prevents others from learning. It is our goal to minimize student misconduct not only in the classroom but throughout the BSE campus, including off-campus special activities and events. Our teachers are responsible for providing quality instruction in the classroom and the interference of disruptive students is detrimental to this process when the following behaviors are exhibited:

1. Excessive talking. When a teacher or assistant has asked the student repeatedly to stop talking or interrupting. The teacher may determine the number of times she/he feels is excessive.
2. Difficulty transitioning in the classroom. Changing classes and teachers may cause some students to feel unsettled and have trouble adjusting to different teaching styles, etc. While we offer a grace period to students to become familiar with these changes, students are expected to remain respectful.
3. Students not following simple directions, such as; please sit down, please take out your homework, please sit in a circle for story time.
4. Crawling under or over tables or chairs; not staying in their designated area.
5. Hitting, biting, scratching, cursing, or fighting (verbally or physically) with anyone.
6. Sleeping in the classroom and not completing in-classroom assignments.
7. Disrespect: Students are expected to show courteous behavior toward each other, BSE members as well as FBCM staff and visitors. Disrespecting any member or guest. This could be verbal or nonverbal. Verbal examples include but are not limited to negative statements, arguing with the teachers' instructions, or threat to inflict immediate injury upon another person or property which puts any person in a reasonable fear of such injury or any direct threat against campus property or BSE related activity/event. Nonverbal examples of disrespect include but are not limited to obscene gestures, wearing a hat/hood on campus during BSE hours, or ignoring a direct request from a teacher/adult member.
8. Tardiness: promptness to class is mandatory. Exceptions: Dual enrolled students, students that were assisting another teacher or students that were with a parent are permitted a five-minute tardy pass. If the student is more than 5 minutes, the student should go directly to study hall or remain with their parent. If a test is being administered, these exceptions do not apply.
9. Cutting class: is not tolerated.
10. Loitering: in the halls, bathrooms, or classrooms is not permitted.
11. Cell Phone Misuse: Students are not allowed to have their cell phones out in class unless the teacher has permitted students to use their phones for a specific purpose, such as, a calculator, to upload photos (Yearbook class) or to take snapshots of assignments, PowerPoint slides, etc.
12. Bullying/cyberbullying: will not be tolerated.

BSE's policy is to **first** issue a verbal warning and to inform the parent. An incident form may be filled out.

Should the misconduct continue (at any point throughout the year), the student will be removed from the classroom and escorted to the parent and will be required to remain with the parent for the duration of the day. An incident form is filled out and the student may be suspended from any BSE class/event/activity for one week. The student may be placed on disciplinary probation.

If there is consistent misconduct/disregard for the rules, or the offence has been deemed "excessive disruptive behavior," the student is escorted to the parent and asked to immediately leave BSE. An incident form is filled out and the student will be removed from BSE classes/events/activities for the remainder of the year, this includes prom and graduation. The family of the student is still eligible to remain at BSE and finish out their year as well as participate in BSE activities and events. No funds will be reimbursed for classes, textbooks, activity, or event fees.

*The Directors reserve the right to determine the severity of the misconduct and the action necessary.

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Calendar

-First Semester-

	<i>Aug 1</i>	<i>New Member Orientation, Teacher Luncheon, Open House</i>
<i>Week 1</i>	<i>Aug 5</i>	<i>First Day of BSE</i>
<i>Week 2</i>	<i>Aug 12</i>	
<i>Week 3</i>	<i>Aug 19</i>	<i>Fire Drill (1st period)</i>
<i>Week 4</i>	<i>Aug 26</i>	
	<i>Sept 2</i>	<i>Labor Day - NO BSE</i>
<i>Week 5</i>	<i>Sept 9</i>	
<i>Week 6</i>	<i>Sept 16</i>	
<i>Week 7</i>	<i>Sept 28</i>	
<i>Week 8</i>	<i>Sept 30</i>	
<i>Week 9</i>	<i>Oct 7</i>	
	<i>Oct 14</i>	<i>Fall Break</i>
<i>Week 10</i>	<i>Oct 21</i>	
<i>Week 11</i>	<i>Oct 28</i>	<i>Tornado Drill (2nd period)</i>
<i>Week 12</i>	<i>Nov 4</i>	
<i>Week 13</i>	<i>Nov 11</i>	<i>Mid-Term Exams</i>
<i>Week 14</i>	<i>Nov 18</i>	<i>Mid-Term Exams</i>
	<i>Nov 25 - Dec 30</i>	<i>Winter Break</i>
	<i>Dec 2</i>	<i>Winter Market & Family Fun Day</i>

Calendar

-Second Semester-

<i>Week 15</i>	<i>Jan 6</i>	<i>Member Survey</i>
<i>Week 16</i>	<i>Jan 13</i>	<i>Annual Business Meeting</i>
	<i>Jan 20</i>	<i>MLK Day - NO BSE</i>
<i>Week 17</i>	<i>Jan 27</i>	<i>Fire Drill (3rd period) Class Descriptions Due</i>
<i>Week 18</i>	<i>Feb 3</i>	
<i>Week 19</i>	<i>Feb 10</i>	
<i>Week 20</i>	<i>Feb 17</i>	
<i>Week 21</i>	<i>Feb 24</i>	
	<i>Mar 1</i>	<i>2025/26 Teachers: Class Registration</i>
<i>Week 22</i>	<i>Mar 3</i>	<i>Tornado Drill (Assembly)</i>
	<i>Mar 8</i>	<i>Current Member Registration</i>
<i>Week 23</i>	<i>Mar 10</i>	
	<i>Mar 17</i>	<i>Spring Break</i>
<i>Week 24</i>	<i>Mar 24</i>	
<i>Week 25</i>	<i>Mar 31</i>	
	<i>Apr 1</i>	<i>Open Registration</i>
<i>Week 26</i>	<i>Apr 7</i>	<i>Final Exams</i>
<i>Week 27</i>	<i>Apr 14</i>	<i>Final Exams</i>
<i>Week 28</i>	<i>Apr 21</i>	<i>Last Day of BSE</i>

A full event/activity calendar can be found on our website.

BSE General Schedule

1 st Period	9:30 – 10:25
Assembly	10:30 – 10:45
Snack Break	10:45 – 11:00
2 nd Period	11:05 – 12:00
Lunch	12:05 – 12:30
Lunch Clean Up	12:30 – 12:40
3 rd Period	12:45 – 1:40

Playground/Recess Schedule

12:25 – 12:30	Clean up your area & line up
12:30 – 12:40	Playground/Recess
12:40 – 12:45	Line up & head to class

Lunchtime Clean Up Procedure:

Pack up your lunchbox items.

Place your lunchbox in the designated area.

Throw away any garbage.

Push in your chair.

Line up to go onto the playground or out to the recess field.

Acknowledgement of Rules and Policies

WHEREAS, the undersigned recognize and agree that adherence to the Statement of Faith as set forth by Blue Springs Enrichment, Corp., is required for membership and participation in Blue Springs Enrichment, Corp., classes and functions; and

WHEREAS, the undersigned acknowledges and agrees they have read Statement of Faith and the undersigned acknowledges and consents that should any student and his/her family knowingly violate or disavow the Statement of Faith, such actions shall be considered an immediate withdrawal and resignation from the co-op and all fees paid are non-refundable; and

I understand and agree to the rules and guidelines set forth by Blue Springs Enrichment, Corp.

I acknowledge that FBCM is not a member nor partner with Blue Springs Enrichment, Corp. and is not responsible for the acts, actions, nor activities of Blue Springs Enrichment, Corp., its members, parents, and volunteers.

*Name: _____

Signature: _____

Date: _____

Please return THIS SHEET ONLY to a Director no later than **Thursday, August 1, 2024.**

Emergency Contact Information

Member's Name: LAST	Member's Name: FIRST	Member's Phone:
Emergency Contact Name:	Emergency Contact Phone:	Secondary Phone:
Emergency Contact Name:	Emergency Contact Phone:	Secondary Phone:

☐ I am an off-campus member

*The Signer of this document is representing each member of his/her family that is participating in BSE and has fully explained the policies stated in this document as well as our Statement of Faith, [FAQs](#), "[12 Reasons NOT to Join BSE](#)" and "[12 Reasons TO Join BSE](#)", to those participating at BSE. The undersigned also acknowledges that they have read, understood, signed, and returned the **Indemnification and Hold Harmless Agreement RE: Blue Springs Enrichment, Corp.**