



# Blue Springs Enrichment

## **Member Handbook**

**Includes all sections**

Updated 6/16/2026



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 complement 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, agree to, and sign the Handbook 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.

## DISCLAIMER

- BSE reserves the right to substitute a teacher or cancel/substitute a class.
- The beliefs, doctrines, or policies of facilities used by BSE are not necessarily upheld by the BSE Board of Directors or its members. This includes the host church, field trip venues, meetings or event space, etc.
- BSE reserves the right to deny or revoke membership or participation to anyone at any time for any reason.

This handbook is not a contract and does not promise specific treatment in specific situations. BSE reserves the right of the Board of Directors, in its sole discretion, to unilaterally revise, suspend, revoke, terminate, or change any of its policies, in whole or in part.

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## About Us

Blue Springs Enrichment was organized in 2016 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.

We are a Christian homeschool co-op. We are governed by a set of BYLAWS that protect our organization and its members. The purpose of our volunteer Board members is to ensure that BSE's purpose (mission) is adhered to and to have "checks and balances" within the co-op. BSE does not have paid employees. As a member, parents are asked to serve in a classroom either as a lead teacher, helper or in another capacity. For more information, please see our [FAQs](#).

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 6 years of age (by August 1 of that academic year) **and** in the 1st grade or older.

## Our Purpose (Mission)

*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)

# 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

(Leadership Team)

BSE has a Board of Directors. 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 an extended 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 member announcements/communication, maintaining meeting minutes, and overseeing BSE supplies, such as office and cleaning supplies.

**Treasurer:** Manages all accounting responsibilities pertaining to BSE. This includes but is not limited to Enrollment/Registration, tuition fees, events and the general operating budget.

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 domestic non-profit organization, incorporated on August 7, 2017, under registration number N17000008132.

BSE is recognized by the IRS as a public charity under Section 509(a)(2) and maintains an active EIN: 82-2445743.

BSE operates in accordance with a set of Bylaws, which are included in its Articles of Incorporation, and serve as the governing framework for its operations.

# Membership

## Membership Options & Benefits

Academic Membership	Social Membership
*Class enrollment (Two 14-week semesters of classes for grades 1 through 12, one day per week.) <i>*additional fees</i>	Classes not available
Access to BSE's secure member website and emails	Access to BSE's secure member website and emails
Access to our private Facebook group (optional)	Access to our private Facebook group (optional)
Discount code for HSLDA membership (optional)	Discount code for HSLDA membership (optional)
Opportunity to participate in BSE sponsored activities/events and field trips	Opportunity to participate in BSE sponsored activities/events and field trips
Receive a BSE membership card which can save money on homeschool supplies, admission to parks, cell phone service and more.	Receive a BSE membership card which can save money on homeschool supplies, admission to parks, cell phone service and more.
Register for classes before opening to the public for the following academic year.	Register for classes before opening to the public for the following academic year.
Receive discounts on select events/activities sponsored by BSE.	Receive discounts on select events/activities sponsored by BSE.
Sign up for preferred classroom volunteer positions before they open to the public.	Sign up for preferred classroom volunteer positions before they open to the public.

## Membership Requirements

### New Member Requirements:

1. Read and agree with our Statement of Faith.
2. Review the entire handbook, sign, and return the *Acknowledgement of Rules and Policies*.
3. Have at least one child 6 years old (by August 1<sup>st</sup> of that academic year) and in the 1<sup>st</sup> grade or older.
4. Agree to pay all invoices on time.
5. Complete the criminal background check through the link found on our website.
6. Agree to volunteer on campus weekly.
7. Attend *New Member Orientation*.
8. Complete and submit all enrollment/registration forms along with the notarized *Indemnification and Hold Harmless Agreement*.

### Returning Member Requirements:

1. Review the entire handbook, sign, and return the *Acknowledgement of Rules and Policies*.
2. Agree to pay all invoices on time.
3. Complete the criminal background check through the link found on our website every two years.
4. Agree to volunteer on campus weekly.
5. Complete the annual Member Survey and attend the annual Business Meeting every January.
6. Be in good standing with BSE.

## How to Request Membership

To request membership, visit our website and click JOIN to complete the Membership Request I-form. You will then receive an email with a link to complete a background check. After submission, a member of our leadership team will review your request.

**Please note:** Your membership will remain in *pending status* until your background check has been received and reviewed. During this time, you will not have access to the member website, classes, or participation in BSE activities.

Once your background check is approved, you will receive a second email confirming your membership. This email will include step-by-step instructions to complete your membership setup. After completing all steps, you will gain full access to the member website, and you'll be able to enroll in classes and participate fully in BSE.

## Member Meetings

Attending member meetings is essential for staying informed, participating in decision-making, and strengthening collaboration within the organization.

- **New Member Orientation**

*New Member Orientation* is designed to help new members familiarize themselves 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.

- **Meet & Greet**

BSE hosts a parent/student Meet & Greet, formerly known as Open House, on the first day of BSE prior to the start of classes. We kindly request that all members attend. Parents and students will hear essential information pertaining to the upcoming year. Parents will also receive a copy of your students' schedule, where you will be serving as well as additional information pertaining to the overall operating procedures of BSE.

- **Teacher's Meeting & Breakfast**

All teachers are required to attend the Teacher Meeting & Breakfast the Thursday before the start of BSE. In addition to sharing a meal with our committed teachers, the Directors review health and safety policies, classroom disciplinary protocol, and overall classroom responsibilities including how to utilize the classroom dashboard on our website.

- **Business Meeting**

Every member is kindly asked to attend our annual business meeting held every January. Our Leadership Team presents information pertinent to your membership, such as how funds are managed, class budgets, and enrollment requirements. Members also vote on agenda items such as our academic calendar and schedules.

## Lunch at BSE

BSE has a 45-minute lunch period that provides an opportunity for members to eat, socialize, and build friendships. Younger elementary students also enjoy a supervised 15-minute playground time as part of the lunch period.

Families may bring a packed lunch in a cooler, lunchbox, or bag. Microwaves are available for reheating food, and BSE provides basic dining supplies such as plates, napkins, forks, and other utensils. Many families also choose to order takeout from local restaurants for lunch.

Please note that the kitchen is not available for preparing or heating lunches. The stove and other kitchen equipment are reserved for classroom use only.

## Snack Shack

The Snack Shack offers members the opportunity to purchase snacks and beverages for a nominal fee. It is open during scheduled snack breaks and lunchtime and is operated by a parent volunteer or high school student.

The Snack Shack serves as a fundraiser for BSE, with proceeds helping to support special events and activities hosted throughout the year.

*Snack Bucks* are a fun incentive used throughout BSE to encourage and reward students. Teachers may award Snack Bucks for a variety of reasons, such as completing assignments, demonstrating outstanding effort, participating in class activities, winning games, or simply as a special surprise.

BSE also celebrates students by gifting Snack Bucks on their birthdays. Students can redeem their Snack Bucks at the Snack Shack

## High School Graduation

BSE is honored to celebrate the achievements of homeschool seniors through our annual graduation ceremony held each May. Participation is open to all homeschool graduates in our area, regardless of BSE membership status. BSE members receive a discount on the Graduation Package, which includes a cap, gown, tassel, diploma, senior outing, and more. Visit our website for additional information and registration details.

## Grading

**Elementary:** BSE does not issue grades for elementary-level classes.

**7<sup>th</sup> – 12<sup>th</sup> Grade:** For students taking courses for high school credit, BSE teachers provide a *suggested grade* based on the student's completion of assignments and overall performance in the course. This suggested grade reflects the teacher's assessment of the work earned by the student.

Teachers may use different grading methods, including weighted or unweighted assignments. Each instructor determines how grades are calculated and the value assigned to individual assignments. BSE uses the traditional 10-point grading scale:

- A = 90–100
- B = 80–89

- C = 70–79
- D = 60–69
- F = Below 60

As the homeschooling parent, you remain the administrator of your student's education and have the authority to accept, adjust, or modify any suggested grade as you deem appropriate. Grade changes may be made without consulting the instructor. If you use BSE's report card or transcript services, you may also make any necessary adjustments directly on those records.

## Transcripts & Report Cards

As part of your BSE membership, you have access to student report cards and high school transcripts through our record-keeping system.

Parents can create, manage, and store academic records for their students from elementary school through high school. These reports are fully customizable and can be printed as needed for your records, portfolio reviews, scholarship applications, or college admissions.

Student information will remain securely stored in the BSE system for as long as your family maintains an active membership.

## BSE Scholarship

The BSE Scholarship Fund is available to current and prospective members who may need financial assistance. This fund is generously supported by local families and businesses who desire to give back and bless families who have chosen to homeschool their children.

Through the generosity of our donors, scholarship assistance is available to help make participation in BSE more accessible for families who may need additional support on their educational journey.

Scholarships are awarded based on the availability of funds and the applicant's eligibility. All applications and related information are kept strictly confidential and are reviewed only by the BSE Leadership Team.

If you would like to be considered for scholarship assistance, please contact a BSE Director to discuss available options and the application process.

## The Parents Role At BSE

BSE classes are a cooperative effort among 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 the 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, but BSE also relies on the support of each parent to invest in the co-op by serving in areas needed.

### PARENT EXPECTATIONS

- Read all materials and communications. All official BSE communication is sent by email.
- Adhere to the policies and procedures set forth in this handbook.
- Demonstrate an attitude of cooperation and embrace the cooperative nature of BSE's mission.
- Supervise and monitor your children when they are not in class. We are not a school, and we do not provide childcare unless otherwise specified.
- One parent (or sponsor) must remain on campus when children are on campus.
- Provide required materials for your child's classes. Ensure that they are brought to class weekly.
- Promptly pick up your child from the nursery for breaks.
- Provide supervision for your children at all BSE activities, field trips, and events.
- Wear a name tag when on campus. BSE will provide each attending family member a name tag.
- Not miss more than three (3) BSE academic days. We rely on every member to serve weekly to keep BSE functioning smoothly. When members are absent, this pulls on other members causing them to do more than their fair share.
- Sign out when leaving campus early and sign in upon returning to campus.
- Complete the criminal background check every two years.
- Attend annual member meetings and any additional meetings called throughout the year, this includes but is not limited to Assembly.
- Serve in three (3) class periods weekly, with one free period. (See Parent Sign-Ups on our website.)
- Pay all fees on time.

## PARENT 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 either one semester or the full academic year so we ask that before making this obligation, you are sure you will be attending BSE with limited absences. Lead Teachers receive a membership discount depending upon the number of classes she/he teaches. There are additional benefits for this volunteer position. (See page 9 for details.)

**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:** Oversee 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 is required to serve in the nursery for at least two class periods. *This position receives an enrollment/registration 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.

## EXTRA-CURRICULAR ACTIVITIES

**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.**

**Prom Coordinator:** The Prom Coordinator or Coordinators (no more than 2) oversees the prom committee and is 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.

**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."

**There are other areas to serve at BSE, view our website for details.**

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.

# Teachers

## Teacher Qualifications

Any \*parent can offer to teach a class; however, BSE does have some requirements to be a lead teacher. No degree is required, just a heart to serve.

- Must have been an on-campus member for at least a year.
- Must be in good standing with BSE.
  - All financial obligations have been paid in full and on-time.
  - Regularly attended BSE weekly; not missed more than 3 days in the previous academic year.
  - Willing to commit to at least a semester class.
  - Attend annual meetings such as the Business Meeting every January.
  - Was in attendance the previous academic year at annual meetings such as the Business Meeting.
  - Support and adhere to BSE's purpose and principle values.
  - Agree and adhere to the BSE Handbook.
  - No disciplinary issues.
  - No grievances that have gone unresolved or gossiped about with either members or non-members.
  - Live a sound Christian life outside of BSE.
  - Complete the Member Survey and the Class Description I-forms.
  - Have a heart to serve others.

## Teacher Perks

- Register for classes first.
- Sign up for preferred classroom positions first.
- Fewer playground duty dates.
- Choice of playground duty.
- Receive a \$75 discount off registration per full year class. \$37.50 for a semester class.

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*\*We currently do not permit team teaching.*

# 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. **Support:** Teachers will support and promote the rules and policies set forth in this Handbook
2. **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.
3. **Preparedness:** Be on time to class, be prepared to teach; lesson plans/books/supplies.
4. **Modesty:** Teachers will adhere the Dress Code Policy.
5. **Honesty:** Teachers must be truthful in their communication with students, families and the Directors. Communicate conflicts or concerns directly to the Directors.
6. **Responsibility:** Teachers must take responsibility for their actions, including their personal/spiritual development. Be cautious of what is posted on your social media. Emphasize and model positive, biblical character traits such as diligence, responsibility, cooperation, and respect for BSE's polices and fellow members.
7. **Collaboration:** Teachers are to work collaboratively with other teachers and members to improve student learning and well-being.
8. **Safety:** Teachers must adhere to BSE's safety policy and protocols, supervising students effectively and respond appropriately in emergency situations.
9. **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.
10. **Ethical use of technology:** Teachers are to use technology in an ethical and responsible manner, including respecting member privacy, and avoiding inappropriate online communication.

# Student Expectations

Parents, please read the following section with your children to make sure they understand the following expectations.

## STUDENT CODE OF CONDUCT

*Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things. Philippians 4:8-9*

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 as well as inappropriate topics and gossip.
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 be sensitive to the differences in 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.

### GENERAL

- Assist parents with the set-up and break-down jobs.
- Wear a name tag when on campus.
- Listen and pay attention to all announcements.
- Walk – no running – when changing classes, during drills, or anywhere in the building.
- Refrain from inappropriate conversations/gestures, explicit or foul language, aggressive physical contact, bullying or threatening behavior.
- Do not bring any drugs or weapons to the campus or any BSE activity, event, or field trip.
- Clean up after yourself in class and after lunch and snack breaks.
- Do not litter while on campus, during field trips, or when attending BSE activities or events.

### CLASS

- Remain in the classroom during class time unless you have permission to leave the class.
- Refrain from eating or drinking in the classrooms. Food is only permitted in the FLC or Burns Room.
- Give your attention to the teacher and participate in class discussions or projects.
- Bring all the required materials to class.
- Complete in-class assignments.

## Class Information

BSE offers two types of class options. One is considered core curriculum, and the other is referred to as enrichment. Parents determine which class option they would like to classify their child's courses. High school classes are considered enrichment if the student is only attending weekly classes and not completing homework assignments. All elementary classes are considered enrichment, however, the parent does not need to provide additional courses at home to fulfil the educational requirements. See Florida Homeschool Statutes for homeschool educational requirements.

**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, Math, Science, Social Studies/History, Religious Studies, and Consumer Science.

- 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 parents do not need to provide the course at home only ensure that assignments are completed.
- It 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.
- Grades are not kept.
- Parents may want to provide the basic courses at home to fulfil the educational requirements.
- Interest based.
- More hands-on projects

**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.**

# CLASS ENROLLMENT

## Enrollment Periods:

- *Teachers:* Enrollment begins **March 1st**.
  - *Current Members:* Enrollment begins **March 8th**.
  - *Open Enrollment:* Begins **April 1st** and continues through **July 1st**.
- **CLASSROOM SUPPLIES:** Classroom supplies vary from class to class. A supply list is posted for all grade levels so that teachers and parents can avoid unnecessary purchases. Your student uses the supplies you send throughout the year and a binder with their work is sent home for your records. Examples of classroom supplies may be markers, colored pencils, rulers, 3-ring binder, or pencils.
- **TEXTBOOKS:** Textbooks and/or workbooks are included in the tuition fee for all elementary classes. For students in grades 7<sup>th</sup> through 12<sup>th</sup> grade, parents are responsible for providing the necessary textbooks and/or workbooks. All information regarding textbooks/workbooks, such as what curriculum will be used and where to purchase, will be posted on the individual class page.
- **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. This list does not consist of all classes offered year after year. For details on what classes are offered for the current academic year, please visit our website. (See table on following page.)

School Year	History/Social Studies	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	Geometry, Algebra 1	Careers & Trades
2026/27	Am. History	Literature	Chemistry or Physical Science	Bible		Economics
2027/28	World Geography		Life Science			Debate

**Class titles, descriptions, and curriculum may vary from year to year; however, the subject matter remains consistent. For example, 'Personal Finance' and 'Economics' may be used interchangeably to cover the same subject area.**

## HIGH SCHOOL: 7<sup>th</sup> – 12<sup>th</sup> Grade

Students in 7<sup>th</sup> grade can begin earning high school credit hours unless the class has indicated otherwise. To achieve high school credit, students must complete classwork and homework assignments.

1. Some high school teachers assign homework, 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 classes:** 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 enroll in study hall.

### Here are some FAQs related to this topic:

- a. Can I be refunded the tuition fee if my child drops a class? *No. All fees are non-transferable and non-refundable.*
- b. Can I enroll in another class that has less work if we drop the more time-consuming class?  
**Enrollment in Open Classes:** *If the desired class is still open (accepting students), a \$15 transfer fee must be paid in full before the student can participate. The class fee must also be paid in full prior to the student participating.*  
**Closed Classes:** *If the desired class has already been closed to new enrollments, the student cannot enroll in that class.*  
**Alternative Option:** *If no enrollment options are available, the student will need to join Study Hall instead.*

## ELEMENTARY: Pre K3 – 6<sup>TH</sup> Grade

- Our Pre K3 – 6<sup>th</sup> 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. 5<sup>th</sup> and 6<sup>th</sup> grade students are often given homework assignments in one or two of their classes, this is to prepare them for the more advanced courses they will be taking upon entering the 7<sup>th</sup> grade.
- At the elementary grade levels, classes are organized in a block structure, meaning student schedules are predetermined and not based on individual course selections. Students typically remain in the same classroom throughout the day and do not rotate between classes, although they may be taught by more than one teacher.

## NURSERY

**Parental Involvement:** A parent must serve at least one class period in the nursery if their child is enrolled.

**Drop-Off and Pick-Up:** Children can be dropped off before class but need to be picked up at snack break and lunch.

**Sign-In/Out:** Parents are responsible for signing their child in and out of the classroom.

**Restrictions:** Due to insurance policy restrictions, males are not permitted to work in the nursery.

**Personal Items:** All personal belongings must be labeled with the child's name.

**Safety Requirements:** A safety document must be completed and submitted to the Nursery Administrator on the first day of BSE.

## SPECIAL NEEDS OR LEARNING DIFFERENCES

The terms “special needs” and “learning differences” covers a vast array of conditions. 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.

We strongly recommend that prospective families tour our campus before requesting membership. This visit can help answer questions you may have about our facilities and ensure we are a good fit for your child's needs.

Tours are scheduled beginning in March through April. Please visit our website to schedule a tour. If tours are unavailable, please contact us by emailing [bluespringsenrichment@gmail.com](mailto:bluespringsenrichment@gmail.com).

### Special Needs & Learning Differences – Frequently Asked Questions

#### 1. Does BSE accommodate students with special needs or learning differences?

BSE is a parent-led co-op and does its best to provide a supportive and inclusive environment. However, we are not a therapeutic or specialized program, and we may not be equipped to meet all needs. Families are encouraged to discuss their child’s specific situation during the campus tour and intake process.

#### 2. Are there aides or specialized staff on campus?

BSE does not have dedicated aides, therapists, or special education professionals on staff. Parents are expected to remain on campus and be available to support their child as needed.

#### 3. Can I stay with my child during classes?

Yes, if your child requires additional support, a parent may remain in the classroom to assist. We ask that this be arranged in advance with the class teacher and leadership team.

#### 4. How are accommodations handled in classes?

Accommodations may be made on a case-by-case basis depending on the teacher’s ability and the

nature of the class. Communication between the parent, teacher, and leadership team is essential to determine what is feasible.

**5. What if my child cannot participate in all four class periods?**

If your child cannot attend all four periods due to sensory or learning needs, you may choose to keep them with you during their open periods. However, this should be discussed during enrollment to ensure proper planning.

**6. Should I disclose my child's learning differences during enrollment?**

Yes, we encourage full transparency so we can determine if BSE is a good fit and how best to support your child. All shared information is kept confidential.

PLEASE NOTE: Most classes are upstairs and not wheelchair accessible.

# Fees & Payment Schedule

## ENROLLMENT/REGISTRATION

(formerly Membership Fee)

*Option A - Single Payment	**Option B – Semester Payments
One annual payment of \$300 due July 1 <sup>st</sup>	First payment of \$150 due July 1 <sup>st</sup>
	Second payment of \$150 due January 1 <sup>st</sup>

Must be paid in full to enroll in and participate in classes/events

\*Step Up Marketplace payment requests are due no later than June 30<sup>th</sup>

\*\*Step Up recipients can submit invoices for reimbursement to Step Up

## SECURITY FEE

(formerly Insurance fee)

\$20/student, annually	Paid in full by October 1 <sup>st</sup>
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## TUITION FEE

(formerly class/book fees)

Due upon enrolling your student for classes.

<b>Kindergarten:</b> \$75/student	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> Grade:</b> \$125/student	<b>3<sup>rd</sup> &amp; 4<sup>th</sup> Grade:</b> \$135/student
<b>5<sup>th</sup> &amp; 6<sup>th</sup> Grade:</b> \$150/student	<b>7<sup>th</sup> – 12<sup>th</sup> Grade:</b> \$35/class	*Nursery; \$40/child
*Pre-school: \$75/child		

\*These classes are for the siblings of students aged 6 and up and are enrolled in BSE classes.

Elementary level fee includes books.
High school level fees do not include books.

## WAYS TO PAY

- Directly on our **website**: Fees can be made via NewTek (with a 3% fee. This is a NewTek fee, BSE does not earn any funds from this fee.)
- **Step Up** Recipients need to visit Marketplace "Find Providers". Then search for *Blue Springs Enrichment* then choose the applicable Offerings.
- **Check**: Blue Springs Enrichment, C/O Dori Ruiz, 3165 Highway 73 North, Marianna, FL 32446
- **Zelle**
- **Cash** payments: please email [bluespringsfinancials@gmail.com](mailto:bluespringsfinancials@gmail.com) to arrange payment.

To view payment details, click on the "Balance" tab found on the top right corner of the website. You must be logged in.

***All payments are non-refundable and non-transferable.***

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.

# Policies A-Z

## 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 the Assistant in a classroom, you have notified the teacher. A Director should be notified 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 puts undue stress on other members. 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 three absences may contribute to your membership eligibility at BSE in the future.

## ACTIVITY/EVENT PAYMENT POLICY

BSE **defines an event** as a planned occasion by a BSE committee, which 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 may 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.

## BACKGROUND CHECK

All background checks must be submitted no later than July 1<sup>st</sup>

All members are required to submit 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://www.ministryopportunities.org) The criminal background check must be completed through this website. Background checks done through other companies, including law enforcement agencies, are not acceptable. \*The fee is subject to change

**New members** are required to submit a background check upon registration. The on-campus parent/guardian is required to submit the background check.

**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.

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

## CELL PHONE/TABLET POLICY

- At BSE, we have implemented a policy that prohibits student use of cell phones and tablets during school hours. The primary aim of this policy is to minimize distractions and disruptions in the classroom, ensuring that students remain focused on their learning. Additionally, this policy serves to protect students from potentially inappropriate content that may be encountered on personal devices, including social media platforms.
- We recognize that many parents are careful about the type of content their children are exposed to, and as part of our commitment to supporting families, we have chosen to restrict the use of cell phones and tablets while on campus. This approach not only creates a better learning environment but also helps safeguard students' well-being.
- Smartwatches are permitted.
- **Volunteer Guidelines:** We kindly ask that volunteers limit their use of cell phones or tablets while in the classroom or on playground duty. This helps ensure that volunteers remain fully engaged with students and focused on creating a positive and supportive environment.
- Please see our Cell Phone/Tablet FAQs for more information about this policy.

## CLASSROOM ATTENDANCE

BSE offers **four (4) class periods** for each grade level. If a student is **not enrolled in all four periods**, they must remain **with their parent** during unscheduled times. High school students have the option to enroll in either study hall or to serve as a student aid.

## CLASSROOM EXPECTATIONS

- Students are not permitted in the classrooms without their parent or teacher during class time. If the teacher is not yet in the classroom, the students should wait in the hallway.
- Students should come prepared and ready to learn.
- Students should participate in classroom activities and assignments.

## 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. Difficultly 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 or tablets during BSE hours. See page 19 of this handbook for further details.
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.*

## 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 or off-the-shoulder shirts/dresses.
- Shirts should be long enough to cover the midriff, even when arms are raised.

## 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 dividing 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 membership.

Parents must make sure their children are supervised at all times. A parent/guardian or sponsor 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 BSE on-campus member, who has agreed to take the responsibility and “stand in” for you. 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\*\***

## DUEL ENROLLED STUDENTS

High school students who are dual enrolled are granted a 5-minute grace period to arrive to any BSE class without being considered tardy when coming directly from a college class. Additionally, students are permitted to leave early to attend their scheduled college classes. All dual enrolled students must **check in and out** at the designated sign-in table and **grab their name tag** before proceeding to class.

## 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.

## FORMS OF COMMUNICATION

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

## 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 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 person/s.
3. If the grievance has gone unresolved, it should then be taken to all members of the Leadership Team/Directors. The matter will then be addressed between the Directors and the other person/s.

## GUEST SPEAKER

Guest speakers are welcome to participate in both classes and Assembly. All guest speakers must first be approved by the Directors and must check in upon arrival. A **GUEST** name tag will be issued at check-in and must be worn at all times while on campus. We encourage teachers who invite a guest to speak in their class to consider purchasing a small gift card as a token of appreciation.

## INCLEMENT WEATHER

If Jackson County schools are closed, BSE will also be cancelled. Members will be notified via text message, the website forum, and the private Facebook Page.

## LUNCH/BREAKS

- Parents must supervise their own children during lunch and breaks. During playground time, adults are assigned to the playground area.
- Each member is responsible for cleaning up the area where they eat.
- After lunch, all belongings should be placed either in your vehicle or along the wall in the FLC. This is so the clean-up crew can begin their task.

## 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 call a member to come open the doors for re-entry.
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. Designated rooms will be labeled BSE on the door.

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 or upstairs unattended. A parent or teacher must always be present.

## MEMBERSHIP CARD

As a BSE member, you can enjoy exclusive discounts on homeschool supplies, park admissions, cell phone service, and more. Your membership card is valid from the date of your approved membership through **May 31st**. A card can be printed for each family member enrolled at BSE. If a card is misplaced, you may reprint it at home at no additional cost.

## NURSERY

- Males are not permitted to serve in the nursery.
- Students are not allowed to change diapers or escort other students to the restroom.
- If a child is in the process of potty training, a parent must complete a permission form authorizing the nursery attendant to assist their child with restroom use.
- Any child who bites another child or a nursery attendant will be immediately taken to their parent. If a second biting incident occurs, it may result in the child no longer being permitted to attend BSE.
- All toys, books, and other nursery items must be sanitized at the end of each BSE day. Cleaning products will be provided.
- See page 15 of the handbook for further details.

## OFF-CAMPUS POLICY

*This privilege is reviewed annually by the Directors and granted on a case-by-case basis at the discretion of the Leadership Team. Approval is limited and not guaranteed. An off-campus member is defined as a parent who does not regularly attend BSE, typically due to a work conflict or medical need. Off-campus enrollment is capped based on the number of on-campus members. This cap reflects how many students can reasonably participate under the off-campus privilege and may vary from year to year.*

### 1. Eligibility Requirements

- a. Complete the Off-Campus Request Form and submit the request to the Leadership Team.
- b. Students must have an on-campus emergency contact.
- c. Additional forms signed by the parent and the on-campus contact (sponsor).

### 2. Fees **\*\*Due July 1<sup>st</sup>\*\***

- a. \$350 for the first student
  - i. \$75 per off-campus period
  - ii. \$50 for playground duty
- b. \$150 for each additional child
  - i. \$50 per period will be charged, up to a maximum fee of \$150 per child.
- c. Upon Off-campus approval, parent will be invoiced for the total fees and must be paid on time.
- d. This fee is not eligible for scholarship assistance and must be paid as an out-of-pocket expense.

## OVERALL 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.

## PLAYGROUND POLICY

1. FBCM playground is the only playground available to BSE members.
2. Only Pre K – 4<sup>th</sup> grade will be permitted on the playground during this time.
3. Use only the east facing doors (near the library) when going onto and returning from the playground.
4. For safety reasons, the door cannot be propped open with the door stop.
5. Two adults must always remain on the playground as supervisors. Please refrain from being on your cell phone while on playground duty.
6. Students must be escorted to and from the playground by an adult.

*In the event of inclement weather such as rain or colder temperatures, students in grades Pre K3 – 2<sup>nd</sup> will be escorted to the Elementary Playroom for a special activity. All other students will remain in the FLC until the next class period.*

## RESTROOM GUIDELINES

- Restroom use should be limited during class time, as frequent trips can disrupt the learning process.
- Elementary grade levels should have a scheduled group restroom break. This ensures the safety and overall well-being of each member.
  - In the event of an emergency during class time, younger students should be escorted by the teacher assistant. However, no adult should enter the restroom alone with a child that is not their own. Should the child need assistance, the parent will be notified.
  - Students are not permitted to escort other students to the restroom.
- Guests must use the downstairs restroom located between the Burns Room and the FLC.

## SCHOLARSHIP (BSE In-House) POLICY

*The BSE Scholarship Fund exists to support families within our community by providing access to Christ-centered academic enrichment, while encouraging students to grow in their God-given talents, character, and faith.*

New or returning members are eligible but must be an active, on-campus member for at least one year. Circumstances such as sickness or certain health conditions are taken into consideration. Families receiving funds from other scholarship programs (such as Step Up or AAA scholarships) are not eligible for BSE scholarship assistance. To apply, families must complete the Scholarship Application form.

## 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.

## STEP UP/PEP

BSE is now a Step Up provider. You will FIRST need to visit the BSE website to submit the necessary enrollment/registration submissions. SECONDLY, visit the Step Up website and choose Blue Springs Enrichment then choose the Offerings (Service Request) you would like to participate in. If you require an invoice for fee reimbursement, please see the Treasurer or email [bluespringsfinancials@gmail.com](mailto:bluespringsfinancials@gmail.com).

## STUDY HALL

- Study Hall is available to students in grades 7–12 and must be selected during course enrollment, just like any other class.
- Students are expected to work independently and remain quiet during Study Hall.
- Respect toward the Study Hall Supervisor is required at all times.
- All standard classroom and restroom policies apply during Study Hall.

## TARDINESS

- BSE allows five minutes between classes. Once classes begin, the hall monitor will check restrooms, classrooms, and common areas to ensure all members are in their assigned locations and not loitering.
- Adults arriving late to class not only disrupt the learning environment but may also compromise our two-adult supervision policy.
- Frequent tardiness—to class, assigned areas of service, or BSE activities in general, may result in a loss of good standing with BSE.
- For student-related consequences, please refer to #8 in our Disciplinary Policy.

## TUTOR REQUIREMENTS & POLICY

All tutors must meet the following requirements:

1. **BSE Membership and Certification:**
  - Tutors must be current members of BSE.
  - Tutors must hold a valid certificate and/or license in the subject area(s) they offer tutoring services for.
2. **Subject and Grade Level Declaration:**
  - Tutors are required to submit a list of the specific subject(s) and grade level(s) they will be tutoring.
3. **Background Check Compliance:**
  - All tutors must comply with BSE's Background Check Policy prior to offering services.
4. **Time Sheet and Payment:**
  - Tutors must submit a monthly time sheet to BSE for payment processing.
  - Tutors are classified as independent contractors and will receive a 1099 form for services rendered through BSE.
5. **Marketplace Participation:**
  - Tutors are permitted to offer their services through Step Up under BSE's Marketplace platform.

## 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 [bluespringssenrichment@gmail.com](mailto:bluespringssenrichment@gmail.com).

## WAITLIST POLICY

Classes that reach capacity will be closed. Students will be placed on a waitlist, and if space becomes available, parents will be contracted via email. Parents will have 24 hours to respond before the seat is offered to the next student on the list.

# 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 the 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 **Monday, August 17, 2026**

## 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 the Policy Handbook 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.**

## **GLOSSARY OF TERMS**

**Enrollment/Registration:** *Formerly Membership Fee*

**Registration:** establishes a family as members of BSE by completing the Family Registration Process (Family Profile) and paying the fee of \$300 as well as signing and returning required documents and submitting to the criminal background check. This step establishes your commitment to BSE.

**Enrollment:** entering the BSE program fully by participating in classes and committing to volunteering in the classroom. This step solidifies a student's status as a part of BSE classes. \*A family can register and not enroll but you cannot enroll without being registered. Registration is a prerequisite to enrollment. Families can register with BSE and actively participate in BSE events and activities as well as receive any member discounts related to those events/activities.

**Security Fee:** *Formerly Insurance fee*

**Household:** Members of a single immediate family living at the same address. Each household is required to complete the registration process.

**Parent/Guardian:** Person or persons responsible for children's legal liability.

**Sponsor:** Person responsible for a child/ren while at BSE. These are adults that accept the released responsibility from the guardian of the child/ren while at BSE or events. \*Additional documentation required

**Off-Campus Parent/Guardian:** A parent/guardian who does not attend BSE regularly due to work schedule or medical issues. Requires Leadership approval and has additional fees. Must have an on-campus sponsor.

**Dual enrollment** is a program that allows secondary students, including home education and private school students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an associate or baccalaureate degree at a Florida public or eligible private institution.