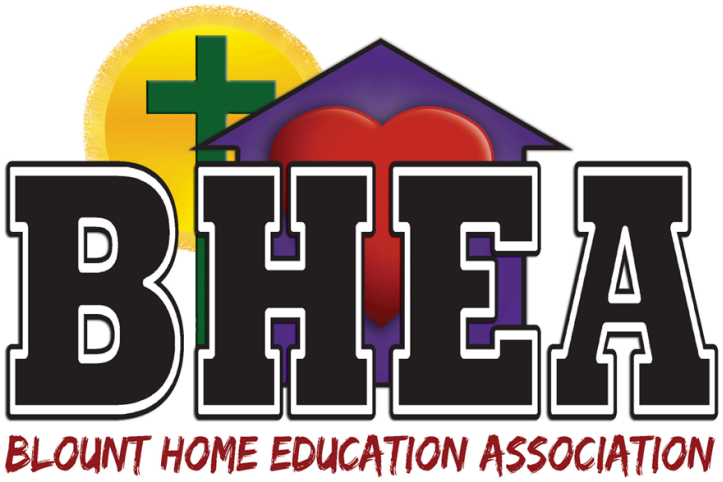


Home, where each lives for the other,
and all live for God.

2026-2027

Mission Statement: Blount Home Education Association (BHEA) is a community rooted in Christian values, comprised of independent homeschooling families, and dedicated to promoting and encouraging home education in Blount County. It is essential to the success of this organization that each member understands that BHEA operates as a Christ-centered cooperative effort, relying on the contributions and support of each member.

"Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself, do not merely look for your own personal interests, but also for the interests of others." −Philippians 2:3-4 (NAS)

This handbook is a valuable tool containing essential information about your membership. By joining BHEA, you agree to adhere to the guidelines and policies contained within.

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BHEA MEMBERSHIP

Blount Home Education Association (BHEA) is open to all homeschooling families with children of preschool age through high school age who are legally registered to homeschool pursuant to the laws of the State of Tennessee. Membership benefits are from June 1, 2026- May 31, 2027. Members (both parents and students) are expected to respect and abide by the BHEA behavior policy and dress code at all BHEA functions.

BHEA maintains the right to request proof of legal registration to homeschool, and to refuse, suspend, or rescind membership. Participation in our optional Enrichment Program is a privilege and not a right.

All members are responsible for knowing and adhering to BHEA guidelines/policies, as defined in this handbook.

Member Responsibilities

Founded over 35 years ago and beginning with just a few families, BHEA is now a non-profit organization with hundreds of member families. BHEA is not a school. We are a homeschool support group offering many activities, including an optional Enrichment Program (co-op), to enhance the education you are providing for your children at home.

Together, we are a community of, and ministry to, homeschool families. The contribution of member time and talent is what makes BHEA successful. We have no paid employees. Each member family is expected to use their gifts to contribute to the community in some way. Volunteering provides a great opportunity to get to know other BHEA parents and children. Contact the Board of Directors to learn about the most pressing areas of need.

Membership Fee & Benefits

The membership fee for the 2026-2027 academic year is $50 per family and is non-refundable. Extended family members living in separate households are required to maintain a separate BHEA membership.

Membership fees are used to cover costs such as: liability insurance, website hosting, rent/donations to the many facilities which allow us to host events, supply purchases, and much more. For just over $4 per month, member families can enjoy some incredible benefits:

Partial List of Membership Benefits*

- New member support
- High School Awards and Honors Program
- Two Senior Scholarship opportunities

- HSLDA discount (request our group code)
- Private BHEA Membership Directory
- Email alerts to keep you informed
- Membership cards to use for area discounts
- Student Council (high school)
- Annual Homeschool 101 seminar
- Field Day
- Park Days
- Yearbook (staffed by high school students)
- Used Curriculum Fair
- Mom's Night Out events
- New Member Brunch
- Topical roundtable discussions
- Kindergarten graduation ceremony
- High School graduation ceremony
- Field trips for all ages
- Boy Scout Troop 442
- Cub Scout Pack 442
- National Homeschool Honor Society chapter
- 4-H Clubs (including Shooting Sports)
- Dances, including high school Spring Formal
- Organized High School social activities
- Organized Middle School social activities
- Facebook groups
- School-level Spelling Bee for the Scripps National Spelling Bee
- Science Bowl Team
- Presidential Volunteer Service Award
- Boys and Girls State sponsorship
- Enrichment Program
- Book Bonanza Community Literacy Project

*****_The benefits listed above are dependent upon having adequate parent volunteers to staff them. Therefore, not everything listed may be offered each year. Additional costs may be associated with participation in some events and programs._

Leadership Structure

BHEA's leadership structure consists of an administrative Board of Directors. Each director is a volunteer who works to coordinate one or more of our major service activities or tasks. The following roles are filled annually by BHEA members who serve on the Board of Directors: Academic Advancement Coordinator, Communications Coordinator, Enrichment Team Leader, Membership Coordinator, High School Event Coordinator, Middle School Event Coordinator, Ministry Coordinator, and Treasurer.

The day-to-day administration of our Enrichment Program is carried out by a team of volunteers, with the leadership of a dedicated coordinator who sits on the Board of Directors.

Member Safety

At BHEA, the safety and well-being of every member family is of utmost importance. While we acknowledge that no single measure can eliminate all risk, we are committed to minimizing risk through reasonable and proactive safeguards. We achieve this by drawing on best practices from similar organizations and implementing a layered approach to protection for both adults and children through two-deep adult leadership, specific adult:child ratios, criminal background checks, and more.

Our safety policies apply to all individuals involved with BHEA—including members, volunteers, staff, and participants—and are in effect for all programs, events, and activities.

Additionally, out of concern for safety and security, BHEA does not post enrichment or group location in public places, and we ask that members abide by the same guideline.

Adult-Child Contact & Supervision

One-on-one contact between adults and youth members is prohibited, not including parent/child interactions. In situations requiring individual adult-student interaction, the interaction is to be conducted with the knowledge of, and in view of, another adult.

This policy also applies to digital communication. Adults may not have one-on-one private online communications (email, text, messengers) or other digital activities (games, social media, etc.) with youth members. Leaders should always copy a parent or another leader in digital and online communication. Parents are responsible to ensure that their child includes the parent in communication with BHEA adults.

Two-deep leadership is required on all BHEA-sponsored activities or events. Two registered and background-check-approved adults (not related) are required at all BHEA activities, including Enrichment day. While two-deep leadership is a minimum requirement, the adult:child ratios below will be used to ensure that adequate supervision is provided:

- Age 0-2: 1 adult: 2 children
- Ages 3-5: 1 adult: 5 children
- Grade K-5: 1 adult: 10 children
- Grade 6+: 1 adult: 12 children

As an extra layer of supervision, during Enrichment sessions, there will always be at least 2 non-related adults present in classrooms with children nursery age through grade 3. Classrooms for students in grade 4 and beyond will have at least one adult present. Additionally, there are Family Work Commitment positions monitoring hallways and observing classroom activity through windows during instructional sessions.

Criminal Background Checks

A**ll enrichment instructors, adult enrichment attendees, event chaperones, group/club leaders, enrichment team, and board of directors** must complete and pass a criminal background check before participating in any capacities. Students who are 18 years old as of June 1 of the upcoming academic year must complete a background check if participating in Enrichment sessions.

Screening will be conducted through a partnering company and require renewal every two years**.** Individuals requiring a criminal background check are responsible for the full cost of the screening. BHEA does not cover or reimburse this expense. Please submit your background check well in advance of your expected participation to allow time for processing, record updates, and confirmation of clearance. Participation is not permitted until you have been officially cleared. Negative background check information will be reviewed by board members, and approval is up to Board discretion. Felony convictions within the previous 10 years or ANY crimes against children will be disqualifying events on a background check.

Please note that we are unable to accept background checks conducted through other organizations. This policy ensures uniformity and allows BHEA to maintain accurate and centralized records for all participating adults.

Exception: In recognizing that there may be clubs chartered under BHEA that require members to complete a separate background check through their own parentering company (i.e. Scouting America, American Heritage Girls, 4-H, etc), be advised that those background checks will be adequate for serving in the specified club role only. If the BHEA member

participates in any of the other capacities listed, they MUST complete a criminal background check through BHEA's screening partner.

Adults without an approved criminal background check on file will not be permitted to volunteer or be present on the premises during Enrichment activities, club/group meetings, or drop-off events. Guest speakers or guest instructors who have not completed a background check must be accompanied at all times by a background-check-approved adult.

As an organization committed to creating a safe environment for children, we reserve the right to restrict participation based on criminal background check findings that indicate offenses potentially affecting child safety or appropriate participation.

Reporting Abuse or Misconduct

BHEA upholds a zero-tolerance policy toward all forms of abuse, including, but not limited to, physical, emotional, sexual, and financial abuse. All concerns regarding safety policy violations, abuse, or misconduct should be reported immediately and confidentially to the BHEA Board of Directors at **directors@bhea.net**.

An impartial investigation will be conducted, which may include interviews, review of documentation, or the engagement of an external investigator. In applicable cases, the matter will be referred to local law enforcement or other regulatory authorities, and BHEA will cooperate with investigation requests. Based on the findings, BHEA may take disciplinary measures, up to and including the suspension or termination of membership or volunteer roles.

BHEA recognizes that everyone in Tennessee is considered a mandated reporter under state law. Any person with reasonable cause to believe that a child is being abused or neglected must, by law, immediately report it to the Tennessee Department of Children's Services or to local law enforcement. The reporter may remain anonymous (source: https://www.tn.gov/dcs/program-areas/child-safety/reporting/faqs.html).

All reports and related information will be kept confidential and will only be shared with those directly involved in the process. Retaliation against any individual who raises a concern or participates in an investigation in good faith is strictly prohibited and will result in disciplinary action.

BHEA Community Guidelines

BHEA is home to a diverse group representing a variety of backgrounds, Christian denominations, and traditions. These differences might be apparent in how and when we worship and practice our faith in our church communities or how we approach teaching our faith in our homes. We will also hold different convictions and applications of our faith

that might affect our viewpoints on politics, the age of earth, gender, sexuality, marriage, our physical and mental healthcare decisions, and many other topics.

To ensure that we keep BHEA functions and gatherings a positive and respectful space, we ask that our members not allow our differences to become a point of contention or division, but rather that we would foster connection by focusing on our shared beliefs and purposes as found in our bylaws and handbook. BHEA gatherings and online groups are not the place for debate, discussion, instruction, or influence of these topics of disagreement and potential controversy. Such communication will not be permitted among adults or students.

"How good and pleasant it is when God's people live together in unity!" Psalm 133:1 (NIV)
"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another." John 13:34-35 (NIV)

Conflict Resolution

Unfortunately, personality conflicts and misunderstandings can happen. It is important that we agree on how to deal with these situations, should they arise. In using Matthew 18 as our guide, if a conflict arises, members should seek to resolve the issue on their own, with the following guidelines:

- Child-child conflict: Parents may encourage their child to seek relationship restoration with the other child directly, if appropriate. Otherwise, parent of the offended child will seek reconciliation with the other parent alone or with both children and parents together.
- Adult member-child conflict: Adult member and the student's parent meet together to seek reconciliation.
- Adult member-adult member conflict: Adult members meet together to seek relationship restoration.
- Adult member-instructor or group leader: Adult member and instructor or leader meet together to seek reconciliation.

If either party is unsatisfied or a resolution (when all parties reach mutual agreement or understanding) cannot be met, the parties then need to seek the assistance of the Enrichment team (if the conflict occurs during our Enrichment program) or the Board of Directors in achieving a resolution. The Board of Directors will prayerfully consider the matter to make a final decision. If a party is unwilling to abide by the decision or is unwilling to follow these guidelines, that party may be restricted in their participation in BHEA.

BHEA COMMUNICATION

Important Contact Information

As questions arise at BHEA, we invite you to reach out via email. Please use the list below to identify the best email address for the topic at hand. We ask that you do not post questions on Facebook, as the emails below are directed to teams which ensure that questions are answered by the correct person, and that you receive an accurate response.

- BHEA Board questions (all board members): **directors@bhea.net**
- Membership and General questions about homeschooling and BHEA for new homeschoolers: **membership@bhea.net** & **info@bhea.net**
- Enrichment program : **enrichment@bhea.net** or **865-268-3832** Call or text *(Save this number in your phone if you attend enrichment!)*

  Enrichment Program Business Hours: The volunteer Enrichment Team is available to answer questions & concerns **Mon-Fri 9am-6pm.** If you email, call, or text outside of these hours, you can expect a response once business hours resume. During business hours, please allow 24 hours for a response.
- Activity & calendar questions, as well as liaison for the use of our host facility: **activities@bhea.net**
- High School Activities and events: **highschool@bhea.net**
- Middle School Activities and events: **middleschool@bhea.net**
- Academic Advancement Coordinator for all grades: **advancement@bhea.net**
- Communications Coordinator: **communications@bhea.net**
- General alerts: E-alerts (communications team) **ealert@bhea.net**
- Ministry needs: **ministry@bhea.net**
- Accounting, fees, payment questions: **treasurer@bhea.net**
- Website issues and questions: **webmaster@bhea.net**

Clubs & Awards:

- Questions about the Presidential Volunteer Service Award: **service@bhea.net**
- Yearbook inquiries: **yearbook@bhea.net**
- National Honor Society: **advancement@bhea.net**
- Science Bowl Team: **advancement@bhea.net**
- 4-H Club: **bhea4h@bhea.net**

- Graduation committee for High School Seniors: **graduation@bhea.net**
- Kindergarten Graduation: **kgrad@bhea.net**

BHEA Scouting:

- Cub Scout Pack 442 & Boy Scout Troop 442: **Troop442@bhea.net**

Member Directory and Privacy Policy

The BHEA Membership Directory is the group's contact list. It is available at **www.bhea.net**, secured behind a password. While it is possible to opt-out, please do so only in extreme circumstances. This directory is confidential and for members' personal use only. Please respect everyone's privacy and never share this information with anyone who is not a BHEA member. **Misuse of this directory may result in suspension of your membership.**

Do not use the BHEA Membership Directory to solicit business. BHEA members have access to a Business Directory. If you would like to list your business, log in at **www.bhea.net** and click on the "business directory" tab. You will have the option of sharing that information publicly or to the membership only.

Communication Systems

- **Email** - Since BHEA's main form of communication is email, it is imperative that all members submit a current email address that they check on a regular basis. To ensure that you are receiving the information that is relevant to your family, please be sure to keep your account updated with your children's correct grade levels. The official grade promotion date for students who are not graduating is June 1st.

- **BHEA Website (www.bhea.net)** - The website, through its email system, serves as our primary means of communication and connection with all members. It contains our calendar of field trips and events, Enrichment Program schedules and sign-ups, activities, club contact information, membership directory, & business directory. To stay up-to-date on various activities, it is essential to check the calendar frequently, and check the home page for important messages. Disclaimer: The activities and organizations listed on this page are provided for informational purposes only as a convenience to homeschooling families in our community. While our organization is a Christian homeschool community, we do not evaluate or verify the beliefs, practices, or affiliations of the businesses or organizations listed. Inclusion on our website should not be interpreted as an endorsement or recommendation. Families are encouraged to conduct their own research and exercise personal discretion when determining where a particular activity or organization is a good fit for their family.

- **E-Alerts** - The e-alert system serves our community by broadcasting special and time sensitive announcements. If you are organizing an official BHEA activity or event which

has been approved by the activities coordinator, please remember to send appropriate announcements to ealert@bhea.net for distribution. These e-alerts are distributed via email to the relevant sections of our membership. If your family's homeschool/public school status changes you may log into your profile and unsubscribe from emails there and/or email the membership coordinator and ask for your family to be "parked" in our membership database.

- **The "Weekly Update" -** This automatically-generated email will be delivered to your inbox every weekend and contains detailed information pulled directly from our calendar at www.bhea.net. It also includes the current sub list for Enrichment work commitments, so you can easily find a substitute if needed.

- **Facebook** - We have four main Facebook groups that are only open to members (our main *BHEA* members-only group, *BHEA High School*, *BHEA Middle School*, and the *BHEA Official Marketplace*, as well as an official Facebook page that acts as our public "face." We also have a *BHEA Learning Differences Help* and *BHEA Homeschool 101* group. Please note that, while closed and moderated, the BHEA Homeschool 101 group page ministers to non-members as well as members, so out of concern for safety and security, no personal or group location info should ever be given there. Please read and observe all rules for the various Facebook groups.

  All items posted for sale, except for those items related to a direct BHEA activity (t-shirt fundraisers for a sports program, bake sales for the drama club, etc.), should only be posted in the *BHEA Official Marketplace* group. Any classes, events, or items related to a MLM program (essential oils, Usborne Books, etc.) may only be posted in the *Marketplace*.

  If you are personally offering an event relevant to homeschooling such as a club, camp, academic or extracurricular classes, etc., please feel free to post a notification in the main BHEA Facebook group, as well as the marketplace group. Since the natural presumption is that all events posted on the BHEA page are official BHEA events, please do not create Facebook event pages for non-BHEA events to which our members are invited on any of our group pages.

  To avoid confusion, misunderstandings, and disappointment our page admins have been directed to delete such event pages. You may, however, make one post about an outside opportunity, but in doing so you must clearly communicate within the text or image on the post who the sponsor or organizer is, and clarify that it is not an official BHEA event. Please note that information promoting other co-ops and homeschool support groups are limited to only one single Facebook post on our pages.

  The purpose of the Facebook groups is to provide support to one another. Christian kindness should always guide our communication. Please choose your words carefully

and consider the tone of your messages. Please refrain from engaging in political discussion or endorsement, non-educational business promotion, excessive promotion of other co-ops and support groups, debates, or producing or extending controversy. If in doubt, contact an admin at communications@bhea.net. The Board of Directors maintains the right to ban or place individuals or the entire group under moderation at their discretion.

Disclaimer:

The activities and organizations listed on this page are provided for informational purposes only as a convenience to homeschooling families in our community. While our organization is a Christian homeschool community, we do not evaluate or verify the beliefs, practices, or affiliations of the businesses or organizations listed. Inclusion on this page should not be interpreted as an endorsement or recommendation. Families are encouraged to conduct their own research and exercise personal discretion when determining whether a particular activity or organization is a good fit for their family.

BHEA ACTIVITIES & PARTICIPATION

Field Trips

One of the very best things about homeschooling is having the ability to occasionally drop everything and go adventuring! At BHEA, **anyone** can organize a field trip at any time. Some trips have space for hundreds of people, and others can support just a few participants. No matter the situation, here are just a few tips to maximize the fun and efficiency for everyone involved.

- When scheduling a field trip or activity, please submit your plan for approval using the "submit new event" feature at the top of the calendar at **www.bhea.net**. It looks like a '+' sign. You will be prompted through the system for required information. You will typically be notified by the Activity Coordinator about whether your activity has been approved as a BHEA-sanctioned event within 24 hours.

  When selecting a date, we prefer that you try to avoid conflicts within the demographic you are planning for, but occasional overlaps of field trips or club functions may be approved at the discretion of the Activity Coordinator.

  Note: Non-BHEA events, such as activities or fundraisers for other organizations, cannot be added to the calendar. If you wish to promote an outside event to BHEA members, please carefully review the guidelines for that in the "BHEA Communication System" section of the handbook.

- BHEA field trips are available to all members, unless specific age or group size restrictions are posted. See the *Event Registration & Attendance, Guest Event Attendance* section of the handbook before inviting any non-member guests.

- All BHEA behavior expectations and dress code guidelines will apply during field trips.

- Advance sign-up is typically required and is usually completed through the BHEA calendar at www.bhea.net. When you register for a field trip, you are committing to attend and become financially responsible for your family's participation fee.

- Payment deadlines for field trips and activities are firm and non-negotiable. If payment is not received by the stated deadline, your reservation will be canceled and your space will be offered to families on the waiting list.

- Payment methods are determined by the organizer and will be listed in the sign-up description. If you do not personally use one of the payment methods offered, you are welcome to ask whether an alternative method can be accommodated. If the organizer is unable to accommodate your request, please understand that organizers are often coordinating many participants and have established payment methods based on what they can reasonably manage. Please respond with kindness and grace. You are always welcome to organize a separate field trip at another time with different payment arrangements.

- If a check is returned for insufficient funds, you are responsible for all associated bank fees and must promptly remit payment and any related charges. If you pay through PayPal and do not select the "Friends and Family" option when instructed to do so, you are responsible for any resulting transaction fees. Such fees are the responsibility of the participating family and not the organizer.

- Parents are encouraged to attend field trips with their children. If your child must attend with another family, you are responsible for providing that family with emergency contact information.

- Be punctual. Your tardiness could delay the entire group. If you are not on time and the field trip starts without you, it will be up to the venue to determine if you can still join the group. If they do not allow you to enter, please don't blame the organizer! We know this situation is always frustrating and disappointing, but please be kind.

- You are financially responsible for your field trip reservations. Please do not expect a refund if you must cancel. Please contact the field trip coordinator or adjust your reservation at the calendar if you will be unable to attend a trip you are registered for. If you have canceled early and conditions permit, you are welcome to find someone to take your family's spot. Either way, it is very important that you adjust your reservation at the

calendar/website and also inform the organizer of any relevant changes. Other families may be on a waiting list.

- Show respect to the organization, business, or venue in which the field trip has been organized. Our behavior informs the opinion of those we encounter about homeschooling and homeschoolers. Let's be sure to leave a good impression, by following the rules, listening when representatives are speaking, and meeting any challenges with grace.

- All organizers are volunteers. They are busy homeschool parents just like you, so please be respectful of them and be sure to treat them with kindness – even when something about the trip has not worked out as intended or expected. After all, we want people to keep organizing fun field trips for us!

- Finally, please remember that all BHEA activities are optional and there is an inherent risk of illness or injury that you assume in anything your family chooses to take part in. However, we do our best to follow expert advice on how we can help our member families to stay safe. You can help us with that by carefully observing our Illness Policy (below). BHEA is not responsible for any illness or injury resulting from field trips.

Clubs, Teams, & Groups

BHEA is blessed with many groups, teams, and clubs, all started by members with an interest in enhancing the lives of our children. Thank you to those who already serve to provide quality extracurricular experiences in the BHEA community.

Guidelines for Starting a New Club, Team, or Group within BHEA

Step 1: If you wish to start a new official BHEA club, team or group, or if you are thinking about taking over leadership of an existing group, please request the document *Guidelines for BHEA Clubs, Teams, and Groups* from our activity coordinator at activities@bhea.net. This contains detailed information that we put together to assist you. Keep in mind that:

- By definition, all BHEA-related clubs, teams, and groups ultimately fall under the supervision of the Board of Directors. Therefore, the board is responsible for the final approval of all groups and group leaders serving in the BHEA community.

- All leaders of BHEA-related clubs, teams, and groups must be members for at least one year and be a member in good standing. While anyone can recommend someone to leadership, only the board can confirm an appointment to leadership.

- The Board of Directors requires that each group have two-deep leadership by adults from different households. If this is unable to be secured, the meetings need to be held in a public space.

Step 2: The next step in the approval process is to organize a request and submit it to the board for review and approval (email the request to directors@bhea.net). The request should be as informative as possible and include:

1. The group, team, or club's name and purpose. If your new group is to be a chapter of a larger organization, please provide information about that.
2. The target sub-membership within BHEA, if applicable (preschool, teens, parents, etc.).
3. Proposed meeting days, times and location.
4. Leader(s) contact information (full name, email, and cell phone number).
5. Information about any fees associated with the team, group, or club. If there are fees, who will be responsible for keeping track of the money?
6. Information about any fundraising associated with this group, team, or club.
7. Any other pertinent information about the team, group, or club.

Please allow sufficient time for the board to review your request. You may also present your request in person at one of our scheduled board meetings. If approved, follow the instructions in *Guidelines for BHEA Clubs, Teams, and Groups. Only the Activity Coordinator and/or the designated liaison is to contact our host facility for use of the facility.*

Please direct any questions about these guidelines to directors@bhea.net.

Guiding Principles for Adult Members/ Leaders

As a Christian organization, BHEA is committed to positively encouraging our students to reach their God-given potential. Whether you teach or assist an Enrichment session, coach a team, sponsor a club, care for children in the nursery, or lead students in any way, BHEA expects leaders to treat children with the utmost respect and care.

The following are some guiding principles required as a leader within BHEA:

- Inspire and uplift our children to moral and academic excellence through positive, encouraging words, and attitudes.
- Recognize individual strengths and weaknesses. Affirm strengths and use positive feedback to address weaknesses.
- Seek to identify each student's unique potential and endeavor to help him grow and learn.

- Remember that each child entrusted to our leadership is never to be demeaned or belittled in any way. Rather, we are to build them up and motivate them through love, kindness, and patience.

Behavior Policy

All BHEA members are expected to reflect Christian standards in their behavior, demonstrating respect, kindness, and responsibility during all BHEA events, classes, and activities.

Inappropriate behaviors include, but are not limited to:

- Disrespect toward leadership, instructors, staff, or other members
- Unkind or aggressive treatment of others, including name-calling, bullying, or harassment
- Use of aggressive language or behavior, including cursing and inappropriate conversation
- Hate speech, threats, or acts of violence toward anyone
- Destruction or misuse of property
- Excessive displays of affection
- Dress code violations
- Academic dishonesty (plagiarism or cheating)
- Loitering
- Running in hallways, horseplay, or other unsafe conduct

Behavioral Consequences:

1. A verbal correction will be given, and the parent will be contacted.
2. Parents are expected to respond quickly and respectfully to others when their child has received verbal correction.
3. If misbehavior continues, the parent will receive a written notification outlining the issue and required corrective action.

4. Continued misbehavior will result in the child being required to leave the event or session.

5. Participation privileges will be reviewed for any student whose behavior is repeatedly addressed.

Serious infractions or repeated incidents may result in a required meeting with the BHEA Board of Directors to determine next steps. Consequences may include suspension or expulsion from the program.

For additional details specific to Enrichment Days and host venue expectations, please refer to the BHEA Enrichment Program Guidelines.

Event Registration & Attendance

Member Event Attendance

BHEA events are designed primarily for BHEA members. Members will sign up to participate in BHEA events through the website calendar. You must be logged in to your BHEA account to access this full functionality. A few select events may not require sign ups, but will always be indicated as such on the calendar (i.e., graduation, local festivals, & park days, etc.).

School-aged, non-homeschooled children of BHEA member families may not be present at BHEA events held during normal school hours, including Enrichment sessions. They are welcome to attend BHEA events held on school holidays, breaks, or after school hours.

Guest Event Attendance

Non-member homeschooled students, or families considering membership, may make a request to the Membership Coordinator to attend one BHEA function as guests before being required to join. Permission will be granted or denied at the discretion of the event's coordinator, based on space or other considerations, and the Membership Coordinator will maintain records of such.

Out of fairness to our members, any homeschooler desiring to attend more than one BHEA activity must join BHEA. Attending Spring Formal as a guest does not count against that total. Exceptions to this may be considered on a case-by-case basis. People seeking an exception should appeal to the Board of Directors.

Current members may bring one guest (non-member homeschooled/public/public school at home/private schooled student) to a BHEA event *(above paragraph addresses single event limitation for non-member homeschooled students)*. The guest attendee will be added to the BHEA member's own registration for the event. The BHEA member must attend with the guest.

Event guests must be in the age range that the event is designed for (example: only high school students may attend high school events) and must follow both the BHEA Behavior Expectations and BHEA Dress Code. It is the member's responsibility to ensure that the guest is informed of both. Guests not following these guidelines will be refused attendance at future events. Guests attending Spring Formal must also sign a Guest Agreement Form.

Please note that most events are designated for members only and guests may not be allowed outside the above parameters. It is not appropriate to bring a guest whose membership privileges have been revoked or suspended. Guests, whether adult or child, must adhere to BHEA Behavior Policy and BHEA Dress Code.

Illness

If any member of your family who would be attending Enrichment sessions, field trips, or any other BHEA function is sick, please keep him or her home. We want your family to take the time to recover. This is one of the many blessings of homeschooling! Here are a few general guidelines to use. If ANY of these apply, please do NOT attend any BHEA event:

- Fever within the previous 48 hours
- Vomiting or diarrhea within the previous 48 hours
- Questionable rash
- Infection/discharge in one or both eyes
- Persistent cough (this does not apply to allergy or asthma-related coughing)
- Lice

Please be advised that our decision to hold events or sessions is not dependent on any school system's decision to close due to illness. We will announce our own illness closures, when applicable.

Dress Code

BHEA recognizes the diversity of beliefs within our membership and, out of a desire to be considerate of all, has developed a minimum standard for dress commensurate with that of area schools. The following policy applies to dress for <u>all members – both parents and children - and their guests</u> at any BHEA event.

Violations of the dress policy are to be corrected immediately or you may be asked to leave the event. Membership privileges will be reviewed for those who are repeatedly asked to leave events.

- Clothing should completely cover the body from armpits to mid-thighs as defined below:
    - Shorts should be fingertip length when hands are at rest by sides.
    - Skirts and dresses should be no shorter than 2 inches above knees.

    - Any holes in clothing (such as jeans) should not be any higher than fingertip length.
- No midriff should show, even while raising arms or bending over.
- Sleeveless shirts and dresses should have straps at least 2 fingers wide.
- Please carefully select t-shirts appropriate to our group's Christ-centered beliefs.
- If leggings are worn, they should be opaque. Tops worn with leggings should not be form-fitting and should be of a length to cover the rear end.
- Underwear should be worn, but not seen.
- Costumes and extreme fashions are not appropriate at BHEA functions.
    - Exceptions may be made for specific events.
- Swimwear (at designated events) should be limited to one-piece suits or tankinis for girls and swim trunks for boys.

BHEA-sponsored athletic events (such as Cross Country or Field Day): Appropriate athletic wear, including sports shorts that provide adequate coverage, may be worn.

Dances: We have special dress codes for our dances, and they are slightly different for regular dances than for the Spring Formal. You will find this information in the calendar descriptions and e-alerts for each specific event. Dances with alternative attire must be approved by the board. Please do not purchase any clothing for the dances before reading the applicable code in its entirety.

Halloween: We recognize that families have a variety of perspectives on Halloween. To respect our entire community, we ask that no costumes be worn to any BHEA event, including Enrichment days. Non-scary Halloween attire is permitted. Thank you for helping us create an environment that is comfortable for all.

If you have any questions about the Dress Code Policy, please contact the BHEA Board of Directors by email at directors@bhea.net for clarification.

Spring Formal Dance Guidelines

Who may attend? This annual event is hosted for BHEA students who began the school year in grades 9 - 12, and who are at least 14 years old at the time of the dance. Guest attendees must also be in at least the 9th grade, and between the ages of 14 and 19. If you are bringing a guest who is not an alumni of BHEA, you are required to fill out a Guest Agreement Form in advance of the event. This form must be turned in by the deadline set by the High School Event Coordinator.

Please refer to the Event Registration/Guest Event Attendance policies to ensure all BHEA guidelines are understood and followed by both members and guests.

Because of the exorbitant cost of formal wear, we require all participants to read the Spring Formal Dress Code guidelines very carefully. The dress code will be made available months before the event and is quite detailed. It will be enforced for all attendees, including guests, and any parents in attendance. There are yearly additions and changes made to this code, so please be sure you are looking at the updated guidelines published for the current year's formal.

BHEA's Spring Formal is a special, elegant evening designed to honor our students with a refined and classy celebration. This is a formal event, and all attire should reflect that tone. **Costumes, joke outfits, or novelty attire are not permitted under any circumstances.** Students are expected to dress in a manner that is respectful of the event's atmosphere and of their fellow attendees.

Do not purchase formal wear until you have read the dress code in its entirety. **By purchasing your ticket, you are agreeing to abide by the Spring Formal Dress Code.**

BHEA Code Of Conduct

BHEA is home to a diverse community of homeschoolers. As such, we recognize that there is also a wide diversity of beliefs amongst its members. As a Christian organization, we strive to be a welcoming community that does not restrict membership based on religious beliefs. We also recognize that our Enrichment Program meets in a host facility with their own set of defining beliefs which must be respected by our organization. Thus, the BHEA Board of Directors requires that all members agree to the following code of conduct.

In joining or renewing my membership, I agree to the following:

- I have read the BHEA Handbook and Bylaws and will not knowingly lead, teach, or conduct myself in a way counter to them.
- I recognize that my actions, both in my personal life and as a volunteer of BHEA, reflect on BHEA as an organization and on our host facility. While serving BHEA, I will use discernment in my actions and speech.
- I know that controversial topics and disagreements may arise and that our membership has a diversity of beliefs. I will seek discernment in my handling of these issues, keeping love, grace, unity, and discretion at the forefront of my actions, remembering at all times to carefully consider and respect the particular beliefs of our host facility.

BHEA ENRICHMENT PROGRAM

BHEA Enrichment Program Guidelines & Policies 2026-2027

It is our desire at BHEA that your experience with our Enrichment Program be filled with joy and good memories. The importance of proper conduct at our Enrichment Days cannot be underestimated. Because we may have differing views on what is considered appropriate behavior, we have provided some basic guidelines so that we may have unified standards for parents and children when we are together as a group. Remember, we are not only ambassadors for homeschooling wherever we go, but we are ambassadors for Christ, above all else.

First and foremost, each family is responsible for their own children. After that, we are all responsible to one another, and with this responsibility comes respect and common courtesy. Above all, we are to "Love the Lord your God with all your heart, all your mind, all your soul, and all your strength, and love your neighbor as yourself." Matthew 22:37, 39

Please read the following guidelines carefully and understand that by paying the Enrichment Program Registration Fee, you agree to these guidelines and promise to uphold them. We ask that parents and students review these guidelines together, as well as the BHEA Handbook.

Enrichment Participation

In addition to the general membership benefits, BHEA provides families with the *option* of participating in our weekly Enrichment Program. This is a co-operative environment designed to complement and enhance your homeschool journey. Our Monday sessions offer a variety of classes for all ages, planned and led by fellow BHEA parents. Participation is not required by BHEA or the state, but nearly half of our membership chooses to participate.

Please note that BHEA's Enrichment Program is not a drop-off program. Every child must have a background-check-approved adult on premises at all times (unaccompanied attendance is offered for students age 16+, as long as the Family Work Commitment is fulfilled).

Enrichment Leadership & Communication

The Enrichment Program is led by the Enrichment Team, a volunteer group of parents just like you. They can be contacted via email at enrichment@bhea.net and phone/text at (865) 268-3832 during the **Business Hours of 9am-6pm Monday-Friday.** Please allow 24 hours for a response during business hours. Contact outside of business hours will be answered when business hours resume.

Participation Fees

Once registered as BHEA members, families choosing to participate in the Enrichment Program will begin the Enrichment Program registration process. The total cost for participation varies, but consists of a $80 family registration fee, plus the cost of the individual session fees selected by your family.

Individual session fees vary and are set by the class instructor. These fees are payable directly to the instructor and must be paid by the deadline unless the instructor has provided other arrangements. All students with outstanding session fees after the payment deadline WILL be dropped from the session.

Your $80 Enrichment Program registration fee covers:

- Facility usage rental fee
- Website hosting
- Extra paper products (paper towels, toilet paper) and trash bags
- Scan cards and readers for security
- Computers to run scanning systems.
- Replacement of well-used items (chairs, tables, kitchen towels, white boards, electronics)
- White boards
- Televisions
- Audio/Visual resources
- Insurance Coverage
- Printing of signage
- First aid supplies
- Savings for future program improvements

Registration Deadlines

Registration for the Enrichment program will close 2 weeks prior to the start of classes.

Family Work Commitment (FWC)

ALL participating families must fulfill a specified number of Family Work Commitment (FWC) sessions. The required number of sessions is based on the total number of classes your family enrolls in:

- Families signed up for 3 class sessions or less must fulfill 1 FWC every week.
- Families signed up for 4-7 class sessions must fulfill 2 FWC every week.
- Families signed up for 8+ class sessions must fulfill 3 FWC every week.

FWC fulfillment is not optional, and is the means by which we are able to provide this amazing cooperative learning environment for our children and uphold the mission of BHEA to support homeschool families. As a cooperative, volunteer-only program, we ask that **ALL** parents be prepared to jump in and stand in the gap whenever needs arise on Enrichment Days.

It is essential that FWC fulfillment is taken seriously and executed diligently. If you know in advance that you will be unable to fulfill your service position on a given day, you must attempt to find a replacement from the list of substitutes provided on the BHEA website under the Enrichment Program Menu or directly at www.bhea.net/sublist . This list is kept up-to-date and organized by availability.

The only valid way to find a substitute is by using the official FWC Sub List. DO NOT post this need in the BHEA Facebook. You will need to contact substitutes directly and individually via phone call, text, or email. Reach out only to individuals who are marked as available during your shift.

DO NOT send group texts, group emails, or mass messages. Please note that if your child's session is cancelled for any reason, you are still expected to fulfill your FWC or find a substitute.

After securing a replacement, you must contact the Enrichment Team by TEXT at **865-268-3832** and explain that you will not be present and that you have either found, or are seeking, a replacement.

Be sure to provide:

- Your full name
- Date of absence
- Your FWC position and time of service
- Phone number where you can be reached
- Name and phone number of your secured substitute

For example: "This is Jane Doe. My number is 555-1234. I am scheduled to work in the nursery this week at 10:30. My replacement is Mary Poppins. Her contact number is 867-5309."

Posting on Facebook or emailing are not a valid means of communicating FWC concerns or substitute needs to the Enrichment Team. Please text 865-268-3832.

Because we rely on all adult members to operate our program, failure to fulfill your FWC is a serious issue that impacts all participants. Failure to serve your FWC three times without arranging a substitute or notifying the Enrichment Team will result in dismissal from the program.

Family Work Commitment (FWC) Positions

The following is a sampling of the types of positions we must fill during each Enrichment Program day. While you will be given the opportunity to sign up for your preferred FWC

position(s), please be aware that the Enrichment Team is not always able to accommodate preferences and will make the final assignments based on the overall needs of the program.

- **Instructor Assistants:** All sessions, classes, and nursery rooms for children younger than nine are required to maintain two-deep leadership. At least two background-check-approved adults must be present at all times during any session involving children younger than age nine. Occasionally an instructor assistant is also needed in sessions for older children. Assistants may be asked to do everything from helping a child complete a task, to guiding young students to and from the restroom. The time required for an instructor assistant FWC depends on the length of the session and ranges from 60-90 minutes.
- **Nursery Workers:** You will be watching toddlers play while holding, rocking, and changing babies. This job also involves sanitizing toys. Unlike most positions, nursery workers cannot leave until all babies are picked up in the room where you are assigned, or your replacement arrives. This is an ideal position for families with children under 5 years old, if older siblings can move safely from one session to the next. Adults are placed in either the 0–2-year-old room or the 3–5-year-old room. This position is active, but not as physically taxing as a roaming monitor or outside monitor. Families with an infant under 1 year old are given priority to serve their Family Work Commitment in the nursery.
- **Roaming Indoor Monitor:** Monitors ensure that all members are using our host facility in a respectful way. This is not a seated position. You will be moving in hallways, stairs, restrooms, classrooms and the sanctuary as needed, helping students navigate to and from sessions and ensuring that members are following behavioral guidelines. Our facilities can have lots of nooks and crannies where children and teens do not need to be left unattended. Roaming monitors also assist with cleaning door knobs and other infection prevention measures. Children **MAY NOT** accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.
- **Main Door Monitor:** This position is a seated security position. You will be required to monitor the scan card station, watch for any person entering the building who does not have a scan card, and issue visitor badges. You will need to be comfortable being assertive with members who have forgotten badges and with confronting potential intruders. You will need to reference the list of approved Enrichment participants. Children **MAY NOT** accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.
- **Outside Parking Monitor:** This is an outside, weather-independent, security position. Adults will actively walk and monitor the parking lot and the perimeter outside of our host facility and will serve in all weather, so please be dressed appropriately. Children

MAY NOT accompany adults serving in this position. However, nursery services are available for children through age 5 while parents fulfill this FWC position.

- **Playground Monitor:** This is an outside, weather-independent position. Adults will actively monitor the playground to ensure parental supervision of children and the proper use/non-destruction of equipment.
- **Instructors:** Members who meet the criteria for instructing (i.e., Enrichment participant in good standing for at least 1 year, BHEA fees paid, FWC fulfilled, etc.) are eligible to submit proposals for sessions they would like to instruct. Due to space, time, and programming considerations, not all session proposals will be accepted. Additionally, first-year instructors are limited to instructing no more than two sessions, including sessions in which one co-teaches. Being an instructor with our Enrichment program requires a great deal of dedication and time outside of our meeting hours each week. Therefore, if you are an instructor, this will satisfy your FWC for the semester in which you are teaching.

  Special Consideration: In certain circumstances, the Enrichment Team may consider approving a student-led session. In these instances, the co-instructor must be the student's parent, who will closely supervise the student. The parent must remain in the classroom with the instructing student at all times. A second adult assistant may be required in the session to fulfill our requirement to have two-deep adult leadership. A student instructor may be required to provide the Enrichment Team with a class syllabus or lesson plans for review at any time.

Scan Card Policy

For the safety and security of all our Enrichment families, BHEA utilizes a scan card process for entry and exit of our host facility. These scan cards are created for new families at the Gear-up meetings. Returning families who need to update or replace cards may also do that at the meeting.

- Each family member, including infants, must have a scan card to attend Enrichment days.
- All members must wear the scan card in full view on a lanyard around the neck or clipped to the upper chest. This must be worn the entire time one is on campus. Please do not allow your children to clip it at their waist, wear it around their wrist, or place it in their pocket. For safety reasons, it must be immediately visible to anyone scanning any room or hall. Children under 3 may have their scan card affixed to a diaper bag or carried by their parent.
- If you have forgotten your scan card, please stop at the front desk to ask for a visitor card.

- After 3 times of forgetting a family member's scan card ID, we will automatically issue you a replacement card (for $5 each). If you have lost a scan card and need to purchase a replacement, you may do so at the cost of $5.
- When your student reaches the age of 16, please see the Enrichment Team for an updated scan card.

Behavioral Conduct & Disciplinary Procedures

We believe that as homeschooling parents, we are all working to instill in our children Christ-like behavior, a positive attitude, and a respect for authority. Conduct that is deemed inappropriate by instructors, parents, or facility staff will not be tolerated.

Continued offenses by a student will result in the parent being required to attend sessions with the student. If inappropriate conduct persists, the student will not be allowed to continue in the BHEA Enrichment Program. (Fees will not be refunded.)

Again, the responsibility for instructing children in proper behavior rests on each parent; however, there may be times when other parents or instructors may need to verbally correct (*not* corporally punish) a child if the parent is not available or if the parent is not responding.

Disciplinary Procedures *(BHEA reserves the right to make adjustments in extreme cases)*

1. The child will be given verbal correction by the adult in authority. The child is expected to respond quickly and respectfully to verbal correction.
2. If the misbehavior continues after the verbal correction, the parent will be expected to address the issue with the child. The parent will be notified in person or electronically, A follow up email will be sent to properly document the incident. The child may return to the session with the instructor's permission.
3. If a child continues to misbehave, they will be required to leave the Enrichment Day. The BHEA Board of Directors will review Enrichment Program privileges for those who are repeatedly asked to leave. Refunds will not be provided.

Examples of Behavior Warranting Verbal Discipline:

- Students being in "off limits" areas of the building and grounds.
- Disrespectful language and attitudes directed toward instructors, other members (adults or children), or facility staff.
- Loud voices and aggressive language and behavior, including cursing and inappropriate conversation, name calling, hitting, etc.
- Excessive displays of affection.
- Running in the hallway is NOT permitted. If a child continues running in the hallways, a parent will be asked to escort the child to each of his or her sessions.

- Dress code violations. Please refer to the BHEA Dress Code Policy for the standard dress code.
- Unwillingness to cooperate with the instructor.
- Damaging the facility.
- Taking part in potentially destructive activities on the facility grounds. (More instructions on facilities use follow.)
- Plagiarism and cheating.
- Littering.

Illness Policy

Out of concern for the health and safety of our members, BHEA has long had an Illness Policy. This offers guidelines you may use to help decide whether your child should attend Enrichment sessions. You will find these guidelines in the main portion of the BHEA Handbook. Please be advised that our decision to hold sessions is not dependent on any school system's decision to close due to illness. We will announce our own illness closures, when applicable.

If you are unable to fulfill your FWC because of illness, please find a replacement by following the process we have laid out in the section that pertains to that. However, if you are absolutely unable to locate a replacement and are sick, please contact the Enrichment Team at 865-268-3832 and do not come. Likewise, parents, please be understanding if an instructor needs to cancel due to illness.

We will try our best to have wipes and hand sanitizer available at Enrichment sessions. Please remind your children to be extra diligent with hand washing (particularly before eating).

We do not have any policies regarding masks in place. If extraordinary circumstances should arise, the priority of the Board of Directors will be to continue serving our member families. Therefore, we do reserve the right to enact such a policy should it become necessary to perform our mission to support and encourage the homeschool community.

We appreciate your cooperation in helping to keep all our children as healthy as possible so that we can all continue to enjoy a fun and, hopefully, illness-free academic year.

Use of Host Facility

We are so thankful to our host facility for their hospitality. We want our presence to be a blessing to the staff and congregation, rather than a burden. As your children become comfortable in these beautiful surroundings, please remind them that we are guests who are expected to be respectful of both staff and facility. Take the time to greet their staff and thank them if you see them in the hallways. You might make someone's day! If you would like to use the host facility for a BHEA

function you MUST go through the BHEA Activities Coordinator. This must only be arranged by the activities coordinator.

Due to fire code regulations, all Enrichment participants MUST be out of the building and off of the playground 15 minutes after the last session of the day.

Inside Use:

- Children age 10 and under are to be in a class session or with their parents at all times, and are not permitted to be in hallways, unless traveling to/from class. If the parent is serving their FWC and the child does not have a corresponding class session, they must be under the supervision of another Enrichment parent.
- Children age 16 years or older do not require a parent/guardian on site at all times. As long as the adult FWC is fulfilled each week, students are free to come and go as arranged with their parents. If you (the adult) choose to leave the premises please be advised that no other adult is responsible for preventing your child(ren) from leaving.
- When the sanctuary is in use it should be respected as such. NO FOOD IS ALLOWED IN THE SANCTUARY. When the sanctuary is *not* in use by BHEA for classes, please do not enter unless it is for prayer and quiet meditation. Our host facility has generously supplied plenty of other spaces for gathering, fellowshipping, childcare, nursing, etc.
- Please do not ask the staff to use the printer or copy machine in the host facility office.
- *Do <u>not</u> call the office for BHEA matters! If you need to contact someone on-site during an Enrichment Day, please call or text the Enrichment Team at 865-268-3832.*
- Please help us maintain kitchen privileges by cleaning up after yourselves. BHEA Members should not borrow their silverware or kitchen items. Instructors may borrow items from the kitchen for use in an Enrichment session with Enrichment Team permission. Items used must be washed, dried, and returned where found.
- Children should not be entering the kitchen at all without adult supervision. Please remember at all times that we are guests of our host facility and we strive to leave the building as clean as when we arrived.
- Food and beverages may be consumed in the Fellowship Hall, but never in the sanctuary. Please clean up all spills, trash, leftover food and deposit in the appropriate trash cans. Please do not have food or drink around padded chairs, including those in classrooms.
- No signs should be hung on the walls without permission of the Enrichment Team.
- Students should not climb on furniture, run in halls, jump over fences, or climb onto the roof.
- Smoking is not allowed on the premises.

- Please always pick up trash that you see on the floors, tables, and grounds. We want to leave the facility cleaner than when we arrived!

Outside Use:

- The playground is for children age 10 and under, and only with adult supervision that has been arranged by the parent.
- Children age 10 and under should always be under direct adult supervision while outdoors, including when at the pavilion and walking in the parking lot.
- Please use extreme caution as you drive through the parking lot as children are often present. Remind your students often not to run in the parking lot and to look both ways. We have teen drivers.
- The use of skateboards, roller blades, bikes, scooters, etc., is not allowed on the premises. Our parking lot is too congested and busy to ride them safely.

Lunchtime at Enrichment

While some of our clubs and teams occasionally hold fundraising lunches (always taking orders well in advance), we do not generally provide lunch. You are encouraged to bring your lunch and enjoy the opportunity to visit and make new friends. Picnic blankets and camp chairs are welcome on the lawn and playground area.

- Lunch time is 11:50am to 12:30pm. However, you are welcome to eat at any time.
- Children 10 and under must be supervised by their parents during the lunch period. The Fellowship Hall is a perfect place to eat. *No food or drink is permitted in the sanctuary.*
- When you and your children are finished eating, please pick up your trash and put it in the trash cans provided and clean up any mess that has been made.

Emergency Drop-off & Pick Up

Children age 15 and under may NOT be dropped off or unaccompanied by a parent/guardian at Enrichment sessions, nor may they be left in the care of older siblings of school age who are on site. In the event of an emergency or unavoidable circumstance, a parent may drop off a child who is 15 years old or younger under the following conditions:

- The parent or guardian must **designate a temporary guardian** who is a background-check-approved adult.
- The parent must complete a **Temporary Responsibility Form**, which can be obtained from an **Enrichment Team member**, before leaving the child.
- This form is valid for **part or all of one day only** and may be used **no more than twice per semester**.

In the event of an emergency or unavoidable circumstance, a non-background-check-approved adult may be permitted to pick up a child from the **main desk entrance area**, under the following conditions:

- The parent or guardian has followed all required emergency procedures, including assigning temporary responsibility for the child to another background-check-approved adult at Enrichment.
- The member's FWC is being fulfilled by another Enrichment participant and the Enrichment team has been notified.
- The non-background-check-approved adult may **not enter the building beyond the check-in desk** under any circumstances, and may pick the child up from this area.

These exceptions are for **one-time or emergency situations only** and are **not permitted for recurring arrangements**.

Nursery Guidelines

- Nursery care for young children is available exclusively for those who are instructors, their assistants, and those performing their FWC.
- Due to the limited volunteer-to-child ratio, except for the time in which you are instructing or serving out your FWC, the nursery is *not* available to care for your child(ren).

Inclement Weather Policy

The decision to cancel Enrichment sessions due to inclement weather will be made by the Enrichment Team and all families will be notified via email and Facebook. We do not automatically follow any school districts' cancellations.

Refund & Cancellation Policy

Voluntary Withdrawals

If a parent voluntarily withdraws a student from a session *prior* to the beginning of the second meeting of that session, the parent shall be given a refund of the session fee, less expenses incurred by the instructor. This amount will be determined at the discretion of the instructor. If the student is withdrawn from the session *after* the beginning of the second meeting, no refund should be expected.

While we encourage parents to speak with instructors before removing their child from any sessions, please be advised that parents must themselves log in and manually drop the session(s) from their family registration online. This is not the responsibility of the instructor or the Enrichment Team.

Enrichment Program Registration Fee Refunds

Families may request a refund of their Enrichment Program Registration Fee ($80) after manually dropping each child's session(s) from the family schedule and contacting the BHEA Treasurer prior to the beginning of the second week sessions. Contact the BHEA Treasurer at treasurer@bhea.net. No refunds will be given after the second week of Enrichment sessions or if you have already participated in Fall sessions and are not attending Spring sessions.

In the Event of a Program Cancellation

In the event BHEA must cancel the semester for reasons beyond its control - as determined by its Board of Directors - the percentage of completed session meetings will have an impact in determining whether there is a refund, as well as the amount of the refund. Also, please note that the only instructors who can issue refunds are those who do NOT have the ability to continue their sessions in any way and have funds remaining after purchasing supplies. If the semester is canceled on or following 9 of the 12 session meetings, there will be no refund.

Ending Sessions After an Unavoidable Program Cancellation

Our instructors have been asked to develop transparent contingency plans so that you can have some idea of what to expect should a cancellation have to occur. You will find each instructor's individual plans for finishing or ending the semester within his or her session description. Examples of plans that could be implemented include, but are not limited to, Zoom calls, weekly email with assignments and/or educational links, Google classroom, pick-up, or delivery of assignments/activities, etc. Please evaluate this information before making your session selections.

Be advised that while there are cases in which the Enrichment Program Registration Fee is refundable, BHEA's (separate) Family Membership Fee of $50 is not refundable.

2026-2027 BHEA Enrichment Program
Parent and Student Responsibility Agreement*

The BHEA Enrichment Program is a cooperative effort among BHEA families. This document is a summary of the guidelines we have set to help our program run smoothly & safely. Please read this form with your children.

1. I understand BHEA is a volunteer organization and that there are no paid positions. The Enrichment Program is maintained by a team of busy parents, just like me. I resolve to handle any offenses with grace and in the spirit of Matthew 18:15, always seeking a resolution that preserves the unity of the group.
2. As members of a volunteer organization, we each have an obligation to help when it is needed and to serve with a glad heart. I will do my best to fill in when needs arise.
3. BHEA is a Christian organization; however, instructors are not required to sign a statement of faith. I understand that it is my responsibility to read each instructor's session description and bio and to make decisions appropriate for my own family.
4. I have read all BHEA Handbook, including the Dress Code Policy, with my child(ren). I understand that I am responsible for helping my child to behave respectfully and courteously.
5. I understand that, as a BHEA member, I should help remind ALL BHEA children to be courteous and respectful on the host facility property.
6. I realize that I will be financially responsible for any damages caused by deliberate acts of vandalism or negligence by my child to the building or its equipment.
7. I understand that my non-homeschooled children, or visiting school-age relatives and guests cannot attend BHEA Enrichment sessions during regular school hours. If their traditional school is not in session and they attend Enrichment with you, they must remain in the common fellowship hall area, and use the restrooms nearest to it.
8. I am aware that BHEA uses a scan card process for entry to and exit from our Enrichment host facility. I agree to wear my scan card visibly throughout the entire time that I am on campus and will ensure that my children do so as well. Replacement cost of scan cards is $5 each, and I agree to pay this amount if a card is lost or forgotten more than 3 times in a semester.
9. I understand that I am required to perform the FWC that I am assigned, regardless of my preference. The amount of FWC sessions assigned is determined by the total number of class sessions that I and my children are taking. If I am unable to fulfill my obligation on a given day, I will follow the process laid out to secure a replacement, reporting all the pertinent information to the Enrichment Team at 865-268-3832.

10. I understand that failure to serve my FWC three times without arranging a substitute or notifying the Enrichment Team will result in dismissal from the program.
11. I have read BHEA's Illness Policy in the BHEA Handbook and agree to stay home if I am ill or keep my child at home if they are ill.
12. I understand that children age 10 and under must be in class or with their parent/guardian at all times. If my child does not have a session during my assigned FWC, my child must be under the supervision of another Enrichment adult.
13. I understand that children age 15 and under may <u>not</u> be dropped off unless I have an emergency. In case of emergency, I will find a background-check-approved adult to be my child's temporary guardian and will fill out the proper paperwork with the Enrichment Team. I understand that this is a temporary form for all or part of one day only. This is for emergencies only and may only be used twice per semester.
14. I understand that if my child is 16 years or older that I do not have to be on the premises at all times, but I must still satisfy my weekly FWC.
15. If I have children age 16 or older, I understand that it is my responsibility to set rules with my children about whether they are allowed to leave the building at lunch or between sessions — either by themselves or with other students. No other adult is responsible for stopping them from leaving.
16. I understand that my family MUST be out of the building and off of the playground 15 minutes after the last session of the day.

**** By paying the Enrichment Program Registration Fee, you are agreeing to ALL of the above Enrichment Program Guidelines.***

BHEA BYLAWS

Bylaws for Blount Home Education Association, Inc.

ARTICLE I. IDENTIFICATION

Section 1.01. NAME

This non-profit, non-stock Membership Corporation is known as Blount Home Education Association Inc. (“BHEA”).

Section 1.02. RELIGIOUS ORIENTATION

ALL officers, programs, meetings and facility use of BHEA shall be governed by Christian principles as set forth in the Bible and as defined by the Apostles’ Creed.

Apostles’ Creed

I believe in God, the Father Almighty,
creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried;
he descended to the dead.
On the third day he rose again;
he ascended into heaven,
is seated at the right hand of the Father,
and will come again to judge the living and the dead.

I believe in the Holy Spirit,
the holy *Christian church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.

*Christian: the ancient text reads “catholic,” meaning the whole Church as it confesses the wholeness of Christian doctrine.

ARTICLE II. PURPOSE

Section 2.01. PURPOSE

BHEA is a regional member-supported organization dedicated to providing support, information and encouragement to homeschooling families. We seek to provide programs and activities that enrich the educational standards established by the family.

We propose that all our efforts be consistent with the following principles:

We place a strong emphasis on spiritual maturity and development of Christian character along with the other educational disciplines.

We seek to plan programs, classes and other activities for our children that support a Christ-centered education with a Biblical world and life view.

BHEA shall actively encourage public expressions of Christian faith such as prayer, personal testimonies, or Biblical teaching. BHEA shall not encourage public expressions of other religions.

ARTICLE III. MEMBERSHIP

Section 3.01. MEMBERS

BHEA is open to all homeschooling families with children preschool through high school age who are legally registered to homeschool as required by Tennessee law. Alumni of BHEA may also be members, as can the parents of graduated BHEA homeschooled children. All members are expected to respect and abide by the BHEA conduct and dress codes at all BHEA functions. BHEA does maintain the right to refuse, suspend, or rescind membership. While we strive to follow the purpose and mission of BHEA in all that we do, it must ultimately be the responsibility of the members to make individual choices concerning which instructors, leaders, classes, Enrichment sessions, and/or activities are best for their family.

Section 3.02. DUES

Membership dues for BHEA are and shall be determined by the Board of Directors and shall be payable at the time of registration. A membership card and handbook shall be made available. This handbook is a valuable tool containing essential information about membership. By paying membership dues, members are agreeing to adhere to the guidelines and policies contained within the handbook and these bylaws. Membership dues are annual, with the fee being determined on a year-to-year basis. Membership dues are on a per household basis. Membership runs from June 1st thru May 31st of the next year, regardless of when you join.

Section 3.03. MEMBERSHIP BENEFITS

BHEA members may have access to BHEA-sponsored and/or associated activities. BHEA members shall have access to the e-alert system and other electronic media, and any other special publications. BHEA members shall have the opportunity to participate in business meetings and may request copies of all meeting summaries, and financial reports. Additionally, it may be possible for BHEA members to attend BHEA Board of Director meetings; however, their ability to participate shall be determined by the board president on a case-by-case basis.

Section 3.04. MEMBERSHIP RECORDS

Membership records shall be kept for the sole purpose of matters related to this organization. No records shall be sold, published or distributed outside the organization, and the Board of Directors shall have access to these records at all times.

ARTICLE IV. MEETINGS

Section 4.01. SPECIAL MEETINGS

Special meetings of the Board of Directors and the membership may be called at any time and for any purpose.

Section 4.02. ANNUAL MEETING

An annual meeting shall be held. The financial report will be available at these meetings.

Section 4.03. NOTICE OF MEETINGS

The date, hour, location and major purpose of defined meetings of the organization shall be announced in writing to members.

Section 4.04. QUORUM / VOTING AT BHEA BOARD OF DIRECTORS MEETINGS

At all meetings of the Board of Directors, the presence of 2/3 of the entire board shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise provided by law, by Articles of Incorporation, or by these bylaws. After reasonable efforts to reach consensus are made, all motions before the board are approved by a majority vote.

Section 4.05. CONDUCT OF MEETINGS

The president, and in his or her absence, the vice president, and in his or her absence, any director chosen by the directors present, shall call meetings of the Board of Directors to order and shall act as their chair of the meeting. The secretary of the Corporation shall act as secretary of all meetings of the Board of Directors, but in the absence of the secretary, the presiding officer may appoint any director present to serve as acting secretary.

Section 4.06. VACANCIES

A vacancy in any Board of Directors position because of death, resignation, removal, disqualification, or otherwise, shall be filled by the Board of Directors for the unexpired portion of the term.

ARTICLE V. BOARD OF DIRECTORS

Section 5.01. GENERAL POWERS AND NUMBERS.

The affairs of the Organization shall be governed by the Board of Directors, which consists of seven (7) or more members. The BHEA Board of Directors may be chosen to represent, but not limited to the following members: president, vice president, secretary, treasurer, Enrichment Program coordinator, membership coordinator, ministry coordinator, high school events coordinator, middle school events coordinator, communications coordinator, academic advancement coordinator, and activities coordinator.

Section 5.02. QUALIFICATIONS

All directors except for the initial Board of Directors shall be appointed by the Board of Directors. Each director elected to the board shall hold office a base term of three years, with the possibility of extending their term for one additional year upon approval of the Board of Directors (said term not to exceed four years of consecutive service). After twelve months, a former board member is eligible to rejoin the Board of Directors. The directors by resolution may stagger the terms of elected directors. A director may be removed from office by affirmative vote of the majority of directors at a meeting of the Board of Directors. A director may resign at any time by filing his or her written resignation with the secretary of the corporation.

Officers and Directors shall be individuals striving to live Christ-centered lives focusing on a Biblical worldview and whose reputation of personal conduct is consistent with Biblical standards. They must also be currently homeschooling, the parent of a graduated homeschooler, or a graduated homeschooler who has been active in BHEA for at least three years beyond graduation. Spouses from the same family or household may not serve at the same time. While we feel it is important that BHEA leaders share similar Christian beliefs, BHEA will not have any type of written or verbal statement of faith to which all potential leaders must agree. The standard for a prospective member's Christianity shall be by his/her personal profession of faith, agreement with the Apostles' Creed, BHEA's Mission Statement, and BHEA's Code of Conduct. A minimum of three (3) years of membership in BHEA is a prerequisite for service on the Board.

Section 5.03. COMPENSATION

The members of the board shall serve without compensation.

ARTICLE VI. OFFICERS

Section 6.01. NUMBER

The principal officers of the corporation shall be president, vice president, secretary, and a treasurer. With the exception of the treasurer (which is a coordinator position) each principal officer shall be elected from within the body of the Board of Directors by the Board of Directors annually. No person shall serve in more than one office at any time, except that one person may serve as secretary-treasurer.

Section 6.02. PRESIDENT

The president shall be the principal Executive Officer of the corporation and, subject to the control of the Board of Directors, shall in general supervise and control all business affairs of the corporation. He or she shall, when present, preside at all meetings of the Board of Directors. He or she shall have authority to sign, execute and acknowledge, on behalf of the corporation, all contracts, reports and all other documents or instruments necessary or proper to be executed in the course of the corporation's regular business, as authorized by resolution of the Board of Directors. The president may authorize the vice president or other officer or agent of the corporation to sign, execute, and/or acknowledge such documents or instruments in his or her place and stead. In general he or she shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board of Directors from time to time.

Section 6.03. VICE PRESIDENT

In the absence of the President or in the event of his or her death, inability or refusal to act, or in the event for any reason it shall be impracticable for the President to act personally, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and be subject to all the restrictions upon the president. The vice president shall perform such other duties and have such authority as from time to time may be delegated or assigned to him or her by the president or by the Board of Directors. The execution of an instrument of the corporation by the vice president shall be conclusive evidence, as to third parties, of his or her authority to act in the stead of the president.

Section 6.04. SECRETARY

The secretary shall keep all the minutes of the meetings of the members and of the Board of Directors in one or more formats that can be readily accessed by the Board of Directors; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; in general perform all duties incident to the office of secretary and have such duties and exercise such authority as from time to time may be delegated or assigned to him or her by the president or by the Board of Directors.

Section 6.05. TREASURER

The treasurer shall have charge and custody of and be responsible for all funds, securities, and records of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever; and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors and in general perform all of the duties incident to the office of treasurer and have such other duties and exercise such other authority as from time to time may be delegated or assigned to him or her by the president or by the Board of Directors. If required by the Board of Directors, the treasurer shall give bond for the faithful discharge of his or duties in such sum and with such sureties as the Board of Directors shall determine.

ARTICLE VII. CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 7.01. CONTRACTS.

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the corporation, and such authorization may be general or confined to special instances. In absence of other designation, all deeds, mortgages, and instruments of assignment or pledge made by the corporation shall be executed in the name of the corporation by the president or the vice president, and by the secretary or the treasurer.

Section 7.02. LOANS.

No indebtedness for borrowed money shall be contracted on behalf of the corporation and no evidences of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board of Directors. Such authorization may be general or confined to special instances.

Section 7.03. CHECKS, DRAFTS, ETC.

All checks, drafts, or money orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agents or agents of the corporation and in such manner as shall from time to time be determined by or under the authority of a resolution of the Board of Directors.

Section 7.04. DEPOSITS.

All funds of the corporation not otherwise employed shall be deposited in a timely manner to the credit of the corporation in such banks, trust companies, or other depositories as may be selected, and shall be drawn from such accounts only by check or other order of payment of money signed

by such persons, and in such manner, by or under the authority of a resolution of the Board of Directors.

ARTICLE VIII. FISCAL YEAR

The corporation's fiscal year shall be from August 1 through July 31.

ARTICLE IX. DISSOLUTION

If the corporation dissolves, its assets, after payment of legitimate debts, shall be distributed to an organization or organizations that qualifies under 501(c)(3) of the Internal Revenue Code, and not to any private individual or individuals. This distribution of the assets will be determined by a majority vote of the sitting Board of Directors.

ARTICLE X. AMENDMENTS

The Board of Directors may from time to time by vote of the board, adopt, amend, or repeal any and all of the bylaws of this corporation.

The foregoing bylaws constitute the bylaws of Blount Home Education Association Inc. (BHEA) as adopted by resolution at a meeting of the original Board of Directors held on February 21, 2013, in Blount County, TN, and revised on May 20, 2024, in Blount County, TN.

BHEA WAIVER, RELEASE, AND INDEMNITY AGREEMENT

In consideration of being allowed to participate in any way in Blount Home Education Association (BHEA) related events and activities, the undersigned agrees to the following:

1. **Applicability**: This agreement covers all BHEA programs, activities, and events—such as Enrichment classes, field trips, fairs, socials, dances, nursery care, and more—whether hosted on-site or off-site, now and in the future.

2. **Covered Parties**: For the purposes of this Agreement, the term "BHEA" includes its directors, officers, board members, employees, contractors, volunteers, agents, representatives, affiliated clubs or organizations, and any sponsoring entities, as well as the owners or lessors of premises used for BHEA activities (collectively referred to as the "Released Parties").

3. **Inspection & Responsibility**: Adults participants and volunteers are responsible for inspecting the facilities and equipment before participating. If any unsafe conditions are noticed, they should notify a BHEA leader and the individual should not participate. Parents/guardians are responsible for inspecting conditions on behalf of their minor children.

4. **Acknowledgement of Risk**: Everyone understands that participating in BHEA activities involves inherent risks, including but not limited to physical injury, illness, permanent disability, death, emotional harm, and property damage. These risks may result from my own actions or inactions, those of others, or the condition of the premises or equipment and may not be foreseeable.

5. **Assumption of Risk**: I voluntarily accept and assume all such risks, known and unknown, associated with my participation and the participation of my minor child(ren) in BHEA activities.

6. **Waiver and Release of Liability - Including Negligence:** I, on behalf of myself, my spouse, my heirs, and my minor child(ren), hereby waive, release, discharge, and covenant not to sue BHEA or any of the Released Parties for any and all liability, claims, demands, losses, or damages caused or alleged to be caused in whole or in part by the negligence of the Released Parties or otherwise, to the fullest extent permitted by law. This release includes claims relating to personal injury (including death), illness, and property damage arising from participation in any BHEA activity.

7. **Indemnification and Hold Harmless**: I agree to indemnify and hold harmless the Released Parties from any claims, liabilities, costs, and expenses (including attorneys' fees) arising from my own or my child(ren)'s participation in BHEA activities, including any claims brought by third parties or by or on behalf of my child(ren).

8. **Medical Authorization**: In the event of a medical emergency, I authorize BHEA to obtain emergency medical care for me or my child(ren). I understand that I am responsible for all costs associated with such care and that BHEA does not provide medical or health insurance.

9. **Code of Conduct**: I agree, and will ensure my child(ren) agree, to follow all BHEA guidelines, policies, and behavioral expectations, including refraining from bullying, harassment, inappropriate language or behavior, destruction of property, and any actions that compromise the safety, values, or integrity of the BHEA community.

10. **Duration of Agreement**: This agreement will remain in full force and effect for the duration of my and my child(ren)'s participation in any BHEA activities unless revoked in writing by the undersigned.

11. **Governing Law**: This agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to conflict of law principles.

12. **Severability**: If any provision of this agreement is held to be invalid or unenforceable, such provision shall be severed, and the remainder of the agreement shall remain in full force and effect.

13. **Acknowledgement of Understanding**: I have carefully read this agreement and fully understand its terms. I understand that I am giving up substantial legal rights, including the right to sue, and that I sign this agreement freely and voluntarily. I certify that I am the parent or legal guardian of any minor listed below and have the legal authority to execute this waiver on their behalf.

Signatures
****All adults & minor children listed on your BHEA membership form must be included below ****

By typing my name below or submitting this form electronically, I affirm that this serves as my legal signature and agreement to the above terms. Date: _____

Adult Participant or Parent/Guardian 1: _____Printed Name: _____

Adult Participant or Parent/Guardian 2: _____Printed Name: _____

Adult Participant or Parent/Guardian 3: _____Printed Name: _____

Full Legal Name of All Minor Participants Covered by this Document (list all minors in your household:_____