



Home, where each lives for the other, and all live for God.  
2018-2019

Blount Home Education Association (BHEA) is an association of independent homeschooling families established to promote and encourage home education in Blount County. It is vital to the success of this organization that each member understands that BHEA operates as a cooperative effort and depends on the contributions 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 are agreeing to adhere to the guidelines and policies contained within.*

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## About Your BHEA Membership

Please remember that BHEA is not a school, but a homeschooling support organization. Membership is from June 1, 2018 to June 30, 2019, and dues are on a per family basis.

## Member Responsibilities

BHEA is an all-volunteer, non-profit organization. At its heart, BHEA is a ministry. We have no paid employees. The contribution of member time and talents is vital to its success. Each member should be willing to volunteer in some capacity. This is really the best way to get to know other BHEA members. If you don't know where to volunteer, contact any member of the board of directors for ideas.

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

## Membership Benefits\*

- HSLDA discount
- New member support
- Member directory
- E-mail alerts
- Membership cards
- Homeschooling 101
- Field Day
- Park Day
- Yearbook
- Used Curriculum Fair
- Enrichment program
- Theater programs
- Swimming & cross-country teams
- Mom's Night Out
- New Member Brunch
- Topical roundtable discussions
- Kindergarten graduation
- High School graduation
- Field trips
- Boy Scouts & Cub Scouts
- Lego Club
- American Heritage Girls
- 4-H Clubs
- Spring Formal
- Teen activities
- Facebook groups and website forums
- Science Bowl, Science Olympiad
- Destination Imagination
- Spelling Bee
- And more!

\*Please note that the benefits listed above are dependent upon having volunteers to staff them. Therefore, there are a few that may not be offered every year.

## Your Membership Fee

Treasurer's reports are available upon member request. If you would like a copy, please contact the BHEA Treasurer at [treasurer@bhea.net](mailto:treasurer@bhea.net).

The following list includes some of the expenses incurred in running BHEA:

- Miscellaneous supplies & copies
- Liability insurance
- Roundtable venues
- Field Day venue and supplies
- Donations to facilities
- Guest speakers
- Website hosting and fees
- Kick-off & Welcome Picnic
- Homeschool 101

## Leadership of BHEA

- BHEA's leadership structure consists of an administrative board of directors. Each director works to coordinate one or more of our major service activities or tasks. Some current coordinator positions are: Membership, Ministry, Enrichment for Elementary, High School Enrichment, Teen Activities, Treasurer, Communications, Security, and Activities.
- The day-to-day administration of our Enrichment program is carried out by a team of volunteers with the leadership of a dedicated coordinator on the board of directors for each Enrichment Day.
- Please bring any concerns, ideas, questions, or comments to the appropriate coordinator.

**Board of Directors:** [directors@bhea.net](mailto:directors@bhea.net)

*The following members serve on the 2018-19 board of directors:*

Interim President: Sarah Small

Vice President: Sarah Small

Secretary and Treasurer: Rebecca Sardella

Ministry Coordinator: Melanie Hoffman

Membership Coordinator: Sarah Small

Activities Coordinator: Allison Elder

Elementary Enrichment Team Leader: Wendy Hicks

High School Enrichment Leader: Leanne Phagan

Teen Coordinator: Rachel Myers

Communications Coordinator: Laurie Leslie

Security Coordinator: Scott Prichard

## Important Contact Information for BHEA

Announcements to all members: [ealert@bhea.net](mailto:ealert@bhea.net)

Activities: [activities@bhea.net](mailto:activities@bhea.net)

BHEA Board questions: [directors@bhea.net](mailto:directors@bhea.net)

Enrichment program: [enrichment@bhea.net](mailto:enrichment@bhea.net)

Enrichment Team: 865-268-4369 (Call or text)

General questions about homeschooling and BHEA: [info@bhea.net](mailto:info@bhea.net)

Membership: [membership@bhea.net](mailto:membership@bhea.net)

Ministry needs: [ministry@bhea.net](mailto:ministry@bhea.net)

Teen activities and events: [teens@bhea.net](mailto:teens@bhea.net)

Treasury, fees, payment questions: [treasurer@bhea.net](mailto:treasurer@bhea.net)

Website issues and questions: [webmaster@bhea.net](mailto:webmaster@bhea.net)

### **BHEA Membership Directory - *Misuse of this directory may result in suspension of your membership:***

- The BHEA Members Directory is the group's contact list. It is available at [www.bhea.net](http://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.
- 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](http://www.bhea.net) and click on the "business directory" tab. You will have the option of sharing that information publically or to the membership only.

## BHEA Communications System

- **Email Policy** - 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 make sure the info you receive is relevant to you, please be sure to keep your account updated with the correct grade levels of your children.
- **BHEA Website** - The website is our key virtual meeting place. It serves as our primary means of communication and connection with all members. The website contains our calendar, enrichment program schedules and sign-ups, activities, clubs, membership directory, business directory, alumni directory, forums, classifieds, field trips, and teen events. To stay up-to-date on various activities, it is essential that you opt-in to the forums that interest you, check the calendar frequently, and check the website for additional details.
- **E-Alerts** - The e-alert system serves our community by broadcasting special and time sensitive announcements. If you are organizing an activity or event, please remember to send appropriate announcements to [ealert@bhea.net](mailto:ealert@bhea.net) for distribution. E-alerts are distributed via email to targeted sections of our membership.
- **This Week at BHEA** - During the academic year, *This Week* is a collection of reminders and announcements assembled into one convenient e-zine, designed to help you stay on top of upcoming events, sign-ups, and other deadlines. This will come via email and Facebook.
- **Weekly Update** - This is an automatically-generated email with information from the website calendar, which comes out every weekend.
- **BHEA's Yahoo! Group\***- BHEA's "chatty loop" is a great way for members to contact one another directly outside of Facebook. You can ask questions, share tips and ideas, buy or sell homeschooling items, and much more via email. With over 15 years of archives maintained at the group page, you can often find your answer just by using the search feature. Members are not automatically signed up when becoming a member of BHEA. Please sign yourself up at <http://groups.yahoo.com/group/BHEA/>.
- **Facebook\***- We have three main Facebook groups that are only open to members (our regular BHEA group, a teen group, and a group that is specifically for parents who are homeschooling high schoolers), as well as an official Facebook page that acts as our public "face." We also maintain a Homeschool 101 group. Please note that, while closed and moderated, this group ministers to non-members as well, so no personal or group location info should ever be given.

*\* The purpose of these groups is to provide support to one another. Christian kindness should always rule. 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, debates, or producing or extending controversy. If in doubt, contact the moderator. The board of directors maintains the right to place individuals or the entire group under moderation at their discretion.*

## Activities and Field Trips

All members are encouraged to plan and host field trips. Information to help make planning easy is available from the activities coordinator at [activities@bhea.net](mailto:activities@bhea.net).

- When scheduling a field trip or activity, please submit it for approval using the "submit new event" feature at the top of the calendar at [www.bhea.net](http://www.bhea.net). You will be prompted through the system for required information. You will be notified within a few days whether your activity has been approved as a BHEA-sanctioned event. While we would prefer you try to avoid conflicts within the demographic you are planning for, occasional overlaps of field trips or club functions are to be expected within a group this large. Members are at liberty to determine their participation.

- Field trips are available to all BHEA members, unless a specific age or group size restrictions are posted.
- Advance sign up is normally required; usually at the BHEA calendar at [www.bhea.net](http://www.bhea.net).
- Please call or email the field trip coordinator if you will be unable to attend a trip you are registered for. Other families may be on a waiting list.
- 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 might hold up the entire group.
- You are financially responsible for your field trip reservations. Please do not expect a refund if you must cancel.

## **BHEA Behavior, Attendance and Dress Policy**

We sincerely desire that our children's behavior and dress in public and at group events will reflect Godly character brought about by the extra time and effort spent training them. Since we are all still in the process of child training, discipline is sometimes needed at homeschool events. This behavior and dress policy will be in effect for each and every BHEA event, unless otherwise stated.

### **Guiding Principles for Leadership of Children within BHEA:**

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, 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 spoken to in a harsh manner, demeaned or belittled in any way. Rather, we are to build them up and motivate them through love, kindness and patience.

***Please read this policy carefully and understand that it will be strictly observed.  
Please do not be surprised or offended when this policy is enforced.***

## Behavior Policy

BHEA is a Christian organization. Demeanor and behavior should reflect Christian standards. Inappropriate behavior will be handled in this manner:

- Verbal correction will be given and parent contact will be made.
- Parents are expected to respond quickly and respectfully to verbal correction.
- If misbehavior continues after the verbal correction, the parent will be required to respond to written notification of the issue.
- Children misbehaving after these corrections are required to leave the event/session. BHEA will review participation privileges for those who are repeatedly asked to leave events.
- Refer to BHEA Enrichment Program Guidelines for additional behavior policy information pertaining to Enrichment Days and host venue rules.

## Attendance and Guests

**School-aged, non-homeschooled children** should not be at BHEA events held during their normal school hours. They are, however, welcome to attend BHEA events held on school holidays, breaks, or after school hours.

Non-member homeschooled students or families considering homeschooling may attend BHEA functions as guests if space allows. Out of fairness to our members, anyone attending more than one activity must join BHEA. It is not appropriate to bring guests whose membership privileges have been revoked or suspended.

## Dress Policy

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. We have adopted the following policy concerning dress for all members – both parents and children - and their guests at any BHEA event.

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

- Extreme fashions are not appropriate for BHEA functions.
- The wearing of hats is based on the beliefs of our host facilities. Religious or special classroom use excepted.
- Shirts must cover the entire torso. (No midriff or cleavage should be showing.)
- Shorts should be longer than your longest finger when hands are to your sides.
- Skirts should be no shorter than 2" above the knee. If leggings (not tights) are worn, skirts should be longer than your longest finger when hands are to your sides (approved shorts length).
- Clothing must not be form fitting (bike shorts, tight tops, etc.).
- Underwear should not be seen.
- Please carefully select T-shirts appropriate to our group's Christ-centered beliefs.
- Sleeveless tops must be modest and meet the above criteria concerning shirts, underwear, etc. (No spaghetti straps or halters. Shoulder straps should be at least three-fingers wide.)
- Proper swimwear should be MODEST — one-piece suits or tankinis for girls and swim trunks for boys.
- Special note on the Spring Formal: A separate dress policy will be distributed each year for this event. Please request a copy and review it prior to purchasing your formal wear.

**Special note about Halloween:** In recognition of the diversity of beliefs and traditions within the Christian community about Halloween and its observance, we respectfully request that there be NO costumes or clothing with Halloween symbols worn to any BHEA event, including Enrichment Days. We thank you for your understanding.

*Anyone arriving at BHEA events disregarding this dress policy may be asked to put on appropriate clothing or a cover-up, or to leave the event.*

## Spring Formal Dance Guidelines

The Spring Formal is a special event for students in high school. It is for this reason, and because of the sometimes exorbitant cost of formal wear, that we require all participants to read these guidelines very carefully. The dress code is quite detailed and will be strictly enforced. There are frequent additions and changes made to this code, so please do not assume you know the criteria already. Do not purchase formal wear until you have read the dress code in its entirety. ***You will not be permitted to purchase a ticket without signing a Dress Code Agreement.***

**Who may attend?** This event is 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. Guests/Escorts must also be in at least the 9th grade, between the ages of 14 and 19, and of the opposite sex.

## Spring Formal Dress Code

***Please note: If you arrive in inappropriate dress, you will be asked to leave and no refund will be granted.***

**Gentlemen** must wear a suit or tuxedo and a tie.

- No blue jeans.

**Ladies** must wear formal dresses with the following guidelines:

- No backless dresses are permitted, defined as lower-cut than the normal bra line. No skin should be showing below this point, such as with cut outs or see-through/sheer fabric — like mesh or lace.
- Appropriate undergarments must be worn.
- No plunging necklines and no cleavage should show. Halter styles are permissible as long as they meet these criteria.
- Strapless dresses may be worn, so long as they meet all other guidelines.
- The shortest point of the skirt, including any slits or overlay of mesh or lace, must be no higher than two inches above the top of the kneecap when standing.
- The regular BHEA dress code stands in the event of an omission or misunderstanding.

***If you have any questions about the guidelines or dress code, please contact the BHEA Board of Directors by email at [directors@bhea.net](mailto:directors@bhea.net) for clarification.***

# BHEA Enrichment Program Guidelines 2018-2019

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. Although each family sets standards of its own, we need 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 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.”

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

## Conduct

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 church 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\*

1. The child will be given verbal correction by the parent and/or adult in authority. The child is expected to respond quickly and respectfully to verbal correction. If parents are unaware of, or are ignoring problem behavior, another parent or adult will address the misbehavior.
2. If the misbehavior continues after the verbal correction, the parent will be expected to discipline the child. The child may return to the session with the instructor’s permission.
3. If a child continues to misbehave, he or she 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.

***\* BHEA reserves the right to adjust this procedure in extreme cases.***

## Examples of Behavior Warranting Verbal Discipline:

- Students being in “off limits” areas of the building and grounds.
- Disrespectful language and attitudes directed toward instructors, parents, or church 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 church facility.
- Taking part in potentially destructive activities on the church grounds. (More instructions on facilities use follow.)
- Plagiarism and cheating.
- Littering.

## Service Contribution and Policies

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. That being said, there are specific service needs that must be routinely met every hour. To make sure that those needs are consistently attended to, that the work is spread around fairly, and that our Enrichment program operates smoothly, safely, and enjoyably for all, we must maintain a schedule of specific service assignments. All participating families are required to meet a minimum service contribution for the fulfillment of those assignments, based on the number of sessions they are signed up for as well as the number of days they participate. If a family participates in both days of Enrichment, they must contribute to both. Through this system, we each help to provide this amazing cooperative learning environment for our children as well as uphold the mission of BHEA to support other homeschoolers. Here's how it works:

- Families whose total enrollment is four sessions or less are required to contribute a minimum of one service position on the Enrichment day or days they are participating in. Families whose total enrollment exceeds four sessions are required to contribute two service positions on the Enrichment day or days they participate in. Examples: A family with two children signing up for three sessions each in the Monday program is enrolled in a total of six sessions, so two positions must be fulfilled on Monday. However, if a family has one child who is enrolled in one session on Monday and one session on Wednesday, that family must serve for one position on each of the days.
- The service positions that are scheduled are for the duration of the semester. Typically, this is 10 weeks for Monday Enrichment (preK - 8) and 13 weeks for Wednesdays (grades 6 - 12).
- Families with an infant under 1 year old are exempt from the minimum service position requirements. There are no other exemptions.
- In rare situations, a teen over 16 years of age can take on a position to fulfill his or her family's minimum service contribution. If you feel your family's exceptional situation would require that a very responsible teen be permitted to do that, you must email the Enrichment Team as soon as possible at [enrichment@bhea.net](mailto:enrichment@bhea.net). There are a limited number of these positions and once they have all been assigned, no new teen positions will be created.
- It is essential that service positions be taken seriously and executed diligently each week. If you know in advance that you will be unable to fulfill your service position on a given day, you must make every attempt to find a replacement for yourself, either by contacting a friend or posting a message on BHEA's Facebook page or Yahoo! Group. After putting in a good faith effort, we ask that you contact the Enrichment Team by phone or text at **865-268-4369** and explain that you will not be there and that you have either found or are seeking a replacement. Be sure to provide your full name, the name, day and time of the service position you were scheduled to fulfill, and a number where you can be reached. Important: You must also leave the

name of your replacement and his or her cell phone number.

We understand that true last minute emergencies happen even on the way to an Enrichment Day. At those times, you must call the Enrichment Team right away so that an effort can be made to find a replacement on-site. Failure to follow these steps or habitual disregard of your scheduled minimum service contribution will affect your family's prospects for future participation in the Enrichment program.

### Service Positions:

Following is a sampling of the types of positions you will have the opportunity to sign up for to fulfill your minimum service contribution. This will be one of the steps you encounter while taking part in sign-ups for individual sessions.

- **Instructors:** After one year of participation in our Enrichment program and one year of BHEA membership in good standing (i.e., BHEA fees paid, service requirements fulfilled, etc.), members 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. One session of instructing is equivalent to one service hour, which is the minimum service contribution for a family taking four sessions (combined). Instructors whose families are taking more than four sessions or whose children take sessions on a second Enrichment Day in which they do not lead a session are required to fulfill a second service assignment.
- **Instructors' Assistants:** All sessions grades 5 and below are required to have two-deep leadership. Assistants may be asked to do everything from helping a child complete a task to bathroom runs.
- **Hallway and Roaming Monitors:** Monitors ensure that all members are using our host church in a respectful way. They will supervise activity in the halls and stairways, helping students navigate to and from sessions and watching for conduct violations.
- **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 can't leave until all the babies are picked up. This is an ideal position for families with infants or toddlers whose older children can move safely from one session to the next.
- **Door and Parking Lot Monitors:** Door monitors will ensure that everyone who enters the building is a member or expected guest, and will assist with the proper use of the scan card system. Parking lot and other monitors will be watchful for potential challenges to safety and security both in and out-of-doors on Enrichment Days. *Please note: Parents in these positions cannot be accompanied by their children, nor can these roles be fulfilled by teenagers.*
- **Welcome Table:** Those serving at the welcome table will greet visitors and members and provide information and assistance as needed.
- **Set-up and Clean-up:** A few volunteers are needed immediately before and after the lunch hour and at day's beginning and end for set-up and clean up. This will include light cleaning such as washing tables, taking out the trash, light sweeping, and possibly putting up and taking down a few tables or chairs, etc.

## Use of our Host Facility

We are so thankful to our host church 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 to be respectful of both staff and facility. Take the time to greet church staff and thank them if you see them in the hallways. You might make someone's day!

## Inside Use:

- When the sanctuary is in use, please remember that it *is* a church sanctuary and should be respected as such. No food is allowed in the sanctuary. When the sanctuary is *not* in use by BHEA for chapel services or other prearranged activities, please do not enter. Our host church has generously supplied plenty of other spaces for gathering, fellowshiping, childcare, nursing, etc. You may ask any member of the Enrichment team about where the best place for you to wait for your child/ren might be.
- Because of the age of the elevator at our host church, we would prefer that it be used only when necessary. It is fine to use the elevator for wheelchairs, strollers, or overburdened teachers and parents. The elevator may not be used by children unless in the company of their parents.
- Please do not ask church staff to use the printer or copy machine in the church office.
- Do not call the church office for BHEA matters! If you need to contact someone on-site during an Enrichment Day, please call or text **865-268-4369**.
- The kitchen may be used by our members. You, as the parent, are responsible to clean up any mess, and wash, dry, and replace any dishes or utensils you or your children borrow. Families should bring their own paper products. *Please do not enter the kitchen when there is an Enrichment session in progress.*
- Food and beverages may be consumed in the Fellowship Hall and in session areas (according to each instructor's preference). Please clean up all spills, trash, and leftover food and deposit in the appropriate trash cans. *Please note that our host church would appreciate the use of non-padded chairs only for eating and drinking.*
- No signs should be hung on the walls. Please use the BHEA bulletin board located in the Fellowship Hall or bulletin boards in the classrooms. Please be aware that classroom bulletin boards are being shared with the church and are not for our exclusive use.
- Students should not climb on furniture, run in halls, slide down railings, dangle from the stairwells, jump over fences, or climb onto the roof.
- The use of skateboards, roller blades, bikes, scooters, etc., is not allowed inside this facility or outside on its grounds.
- 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 church cleaner than when we arrived!

## Outside Use:

- Children under 11 years of age should be under direct adult supervision at all times they are outdoors, including when walking in the parking lot.
- Please use extreme caution as you drive through the parking lot as children are often present.
- Please remind your students often not to run in the parking lot and to look both ways. We have teen drivers.
- Please leave skateboards, bicycles, roller blades, and scooters at home. Our parking lot is too congested to ride them safely.
- The playground structure is for children 10 years old and younger. The structure's roof is not designed to hold a child, so do not climb on it. Reminder: Children under 11 must be under direct adult supervision at all times while outdoors.

- No one should enter the neighbor's yard, beyond the designated marker, except to retrieve a lost ball.
- Please remember that if you, your child/ren, or your teens leave the property to take a walk, visit Parks and Recreation across the street, or go to play at the park just down the street, our security plan ends at the boundaries of church property.

***Incidents of misconduct or other behavior deemed disrespectful to the church in which we are guests, may result in a loss of certain privileges. Parents, please make sure your children are properly supervised. Consequences for violations will be enforced.***

## Drop-off Policy

- Children under 16 years of age may NOT be dropped off, nor may they be left in the care of older siblings.
- In the case of an emergency, another adult may be your child's temporary guardian. Please complete the proper paperwork at the Welcome Table.
- If your student is over 16 and is dropped off or drives him/herself, it is your responsibility to set rules for your student about whether or not he/she is allowed to leave the building, either alone or with other students. No other adult is responsible for stopping them from leaving.
- Due to fire code regulations, all children MUST be picked up by 2 p.m. on Mondays and 4 p.m. on Wednesdays. No exceptions can be made.

## Lunch Policy

- While some of our clubs and teams occasionally hold fundraising lunches (always taking orders well in advance), we do not generally provide lunch. We encourage you to bring your lunch to Enrichment Days. It is a great time to socialize and make new friends. Picnic blankets and camp chairs are welcome in the church yard and playground.
- Lunch time is 11:20 to noon on Mondays, 11:20 to noon for middle schoolers on Wednesdays, and 12:20-1:00 for high schoolers on Wednesdays, but you are welcome to eat at any time.
- Children must be supervised by their parents during the lunch period. The Fellowship Hall is a perfect place to eat. *Please note that our host church would appreciate the use of non-padded chairs only for eating and drinking.*
- 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.

## Nursery

- Nursery care for young children is available exclusively for those who are instructors and their assistants, and those serving in a security capacity, such as door or parking lot monitor.
- Do to space limitations, and unless you are serving in a security role (such as door or security monitor), the nursery is *not* available to watch your child/ren while you fulfill your minimum service contribution. Please choose a position that will enable you to keep your child with you.
- The playrooms are available for parents to hang out with their very young children while older children participate in sessions. One room is for children ages 2 and under and the other is for children ages 2 years to 4 years. Please choose the one which best fits your family's needs. This is a great place for moms to get to know one another while children play, learn, and make friends.

## What Does Your Enrichment Program Fee Cover?

- Facility rental
- Enrichment website license fees
- Extra paper products (paper towels, toilet paper) and trash bags
- Welcome table supplies (nametags, envelopes, paper, pens, copy supplies)
- Scan cards and readers
- Electronics (projectors, DVD players)
- Replacement of well used items (chairs, tables, kitchen towels, white boards)
- White board markers and chalk

# 2018-2019 BHEA Enrichment Program

## Parent/Student Responsibility Agreement

The BHEA Enrichment Program is a cooperative effort among BHEA families. This form is a summary of the above guidelines to help our program run smoothly and safely. Please read this form with your children. Thank you!

1. I understand BHEA is a volunteer organization and that there are no paid positions.
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.
3. BHEA is Christian-based; 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 conduct guidelines with my child(ren), including the Dress Code Policy from the BHEA Handbook. I understand that I am responsible for helping my child to behave respectfully and courteously.
5. I realize that I must be financially responsible for any damages caused by deliberate acts of negligence by my child to the building or its equipment.
6. I understand that I must sign up for at least the minimum required number of service positions. This number is determined by the total number of sessions that my children are taking and/or the number of Enrichment Days in which we are participating.
7. I understand that as a parent, I should help ALL children be courteous and respectful in the building.
8. I understand that children under age 16 may not be dropped off unless I have an emergency. In case of emergency, I will find an adult to be my child's temporary guardian and will fill out the proper paperwork at the Welcome Table.
9. If I have children ages 16 or older, I understand that it is my responsibility to set rules with my children about whether or not 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.
10. I understand that my children MUST be picked up by 2 p.m. on Mondays and by 4 p.m. on Wednesdays. No exceptions can be made.

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

# 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 Ten Commandments.

## 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 is open to all families who choose to homeschool. All members are expected to respect and abide by the BHEA conduct and dress codes. BHEA does maintain the right to refuse, suspend, or rescind membership.

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 families who choose to homeschool. All members are expected to respect and abide by the BHEA conduct and dress codes. BHEA does maintain the right to refuse, suspend, or rescind membership.

Membership shall consist of any homeschooling family with children preschool through high school age who are legally registered as required by TN law. Alumni of BHEA may also be members, as can the parents of graduated BHEA homeschooled children. Members are expected to respect and abide by the BHEA behavior policy and dress code at all BHEA functions. While we strive to follow the purpose and mission of BHEA in all we do, it must ultimately be the responsibility of the parents to make individual choices concerning which teachers/leaders, classes, 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 & Handbook shall be given as acknowledgement of payment.

### 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 may enjoy reduced fees for most of the BHEA-sponsored activities. BHEA members shall have the responsibility to participate in semi-annual business meetings and may request copies of all meeting summaries, budget, and financial reports. It may be possible for BHEA members to attend BHEA Administrative Council meetings; however, their ability to participate shall be determined by the Administrative Coordinator on a case-by-case basis.

Membership dues are annual, with the fee being determined on a year-to-year basis. Membership dues are on a per family basis. Membership runs from June 1st thru June 30 of the next year, regardless of when you join. Dues pay for the handbook and other printed materials that we use throughout the year; insurance; building fees and donations; meetings and other activities; expenses related to Kick-off, Homeschooling 101, seminars, and other BHEA functions; information for new members and those interested in homeschooling; and other miscellaneous supplies for BHEA functions.

#### **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 may be called at any time and for any purpose.

#### **Section 4.02. ANNUAL MEETINGS**

A kick-off and a year-end meeting. An annual budget and financial report will be available at these meetings as well.

#### **Section 4.03. NOTICE OF MEETINGS**

The date, hour, location and major purpose of defined meetings of the organization shall be announced in writing (in e-alert) to Members.

#### **Section 4.04. QUORUM / VOTING**

At all meetings of the Board, 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 by-laws. All motions before the Board are approved by consensus 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 assistant Secretary or any Director or other person present to act as Secretary of the meeting.

#### **Section 4.06. VACANCIES**

A vacancy in any principal office 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: Chairperson, Vice Chairperson, Secretary, Treasurer, Enrichment Class Coordinator, Membership Coordinator, Ministry Coordinator, Teen Activities Coordinator, Large Events 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 for a term of office not to exceed two consecutive three year terms and until his or her successor shall have been elected, or until his or her prior death, resignation, or removal. 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 special meeting called for said purpose. 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 world-view and whose reputation of personal conduct is consistent with Biblical standards. They must also be currently homeschooling or be the parent of a graduated homeschooler. 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. 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, each of whom shall be elected by the Board of Directors. 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 and 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 books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-laws or as required by law; be custodian of the corporation records; 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 and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever; and deposit all such moneys 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 duties in such sum and with such sureties as the board of directors shall determine.

## **ARTICLE VII. CONTRACT, LOANS, CHECKS AND DEPOSITS; SPECIAL ACTS**

### **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 January 1 through December 31.

## **ARTICLE IX. AMENDMENTS**

The board of directors may from time to time by vote of the board, adopt, amend, or repeal any and all of the By-laws of this corporation.

The forgoing By-laws constitute the By-laws 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, Tennessee.