



# BLI Family Handbook

2026-2027

## **Handbook Purpose**

The Handbook has been designed to provide each family with the rules, guidelines, and procedures for the benefit of the students and the school community. We want each family and student to be informed and prepared before attending our school.

Please read this completely with your student. Families and students are expected to be familiar with the Handbook to always follow the rules and regulations. Administration reserves the right to interpret, add, delete, or modify all rules, guidelines, and procedures as deemed necessary.

Parents should direct any questions concerning the information contained in this document to Leah Veal at veall@blilearning.org. After carefully reviewing this with your student, please sign, detach, and return the agreement located on the last page. Families will not be admitted until the Handbook signature page is returned.

### **BLI Community School Pinellas Park K -6th**

7790 61<sup>st</sup> Street, Pinellas Park, Florida 33781

#### **School Hours**

8:00 a.m. - 2:30 p.m.

#### **Contact Information**

School # 727- 900-1440

Administration – 404 – 308 – 0295

Email: [Hello@blilearning.org](mailto:Hello@blilearning.org)

Website: blilearning.org

### **BLI Community School Clearwater 7<sup>th</sup> – 12<sup>th</sup>**

10300 49<sup>th</sup> Street N., Clearwater, Florida 33762

#### **School Hours**

8:00 a.m. – 2:30 p.m.

### **BLI Community School Tarpon Springs K – 6th**

400 S. Walton, Tarpon Springs, Florida 34689

#### **School Hours**

8:00 a.m. – 2:30 p.m.

#### **Contact Information**

School # 727-600-1379

Administration – 404-308-0295

Email [hello@blilearning.org](mailto:hello@blilearning.org)

### **BLI Community School Tarpon Springs 7<sup>th</sup>- 12<sup>th</sup>**

210 S. Pinellas Ave, Tarpon Springs, Florida 34689

#### **School Hours**

8:00 a.m. – 2:30 p.m.

#### **Contact Information**

School #

Administration – 404-308-0295

Email [hello@blilearning.org](mailto:hello@blilearning.org)

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HANDBOOK: PARENT AND STUDENT SIGNATURE

**Mission Statement**

Our mission is to improve the quality of children’s lives through high-impact educational programming. Our team envisions a world where finances don’t dictate educational attainment. BLI Community School is built from a child-centered framework, and our founding belief is that children learn best when the family, the school, and the broader community work together to support children and families.

### **Our Vision**

A network of intentionally small learning communities that teach children to believe in themselves, learn new skills every day, and inspire people to work together for the common good.

### **Our Values**

Community | Creativity | Integrity

### **Our Motto**

Believe in yourself, learn something new every day, and inspire people to work together for the common good.

### **Admission Policies and Procedures**

#### *Admission Statement*

BLI Community Schools are intentionally small private schools enrolling an average of 50 students per campus.

#### *Non-Discriminatory Statement*

BLI Inc. admits students of any race, color, and national ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs. The Leadership Team, however, reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school’s regulations or meet academic or behavioral standards.

#### *ACCOMMODATIONS*

BLI understands that some students may need special accommodation to fully succeed in school. “Accommodations” refers to simple changes to allow students with disabilities the chance to succeed in a school setting. Here are some examples of “Reasonable Accommodations”:

- Allowing a student in a wheelchair to leave the classroom a few minutes early to account for longer passing time.
- Providing a student who is visually impaired books with larger print to keep up with schoolwork.
- Allowing a person with ADD or other learning disability extra time for test-taking.
- Providing a student with low-distraction work areas.
- Preparing a student for upcoming changes in routine.

#### *Enrollment Requirements*

- **Academic Readiness:** To be admitted, a student aged 5-12 must demonstrate the ability to ask and answer questions in a group setting and put forth 100% effort in all academic and enrichment classes. Children aged 13-18 must be motivated learners and proficient in the foundations of reading, writing, and arithmetic.
- **Social-emotional Readiness:** To be admitted, a student must exhibit appropriate age behaviors, as well as an unwavering commitment to our core values: community, creativity, and integrity. A child who exhibits a pattern of defiant, noncompliant, or destructive behavior is deemed unfit for school.

Class placement is determined by the Administrator and is based on age and social-emotional intelligence.

### ***STUDENT ENROLLMENT PROCEDURES***

Current students must enroll annually. All forms must be completed, and all registration fees must be paid before a student is accepted. If attending on a scholarship from Step Up for Students, the award ID must be shared via email.

#### **NEW FAMILIES**

1. Contact the school to schedule a Tour Day. Based on information given during the tour, staff will schedule up to five (5) trial days for the family. Tours are scheduled before school between the hours of 7:00-8:30 or after 6:00 p.m.
2. After the trial day(s), Administration and the family will meet to review all data to determine if BLI is an appropriate fit.

#### **RETURNING FAMILIES**

When a student is invited back for the next school year, parents and students must complete an annual registration packet and pay the \$250 registration fee to hold the seat.

Along with the enrollment forms, the following must be current: a copy of the student's birth certificate, and immunization records, and all the acknowledgment pages attached to the application packet and handbook.

### ***STUDENT SHADOWING POLICY***

Families that have taken a tour of BLI and are interested in pursuing admission may set up an appointment to shadow the school for a maximum of five (5) days. This must be pre-arranged through Administration. All student visitors must agree to adhere to the discipline and dress code policies of BLI while they are under our care. The family must complete the inquiry form found on our website at [blilearning.org](http://blilearning.org). If the student visitor becomes ill, the parent will be contacted to pick them up. The visiting student should bring a notebook and lunch and adhere to all school rules and procedures. A

reading, writing, and math sample will be taken, as well as a social-emotional evaluation, to aid in the admissions decision.

### ***GROUNDS FOR REVERSAL OF ACCEPTANCE***

Acceptance may be reversed if there is evidence that the information provided to the school has been falsified. If an attempt has been made to gain acceptance by falsifying information, the student will not be permitted to attend school even if prior acceptance has been granted. This includes information obtained from written records as well as from comments made during interviews.

### ***CONFIDENTIALITY***

BLI will safeguard personally identifiable information in its possession to ensure confidentiality and compliance with all local, state, and federal laws. Additionally, BLI will only collect personally identifiable information that is required to pursue its educational or business operations and to comply with reporting and disclosure requirements.

Personally identifiable information collected by BLI may include but is not limited to a student's full legal name, authenticated birth date, place of birth, race or ethnicity, sex, contact information, name of parents/guardian, medical documentation/reports, etc. Personally identifiable information collected will be stored as hard copies in a locked cabinet in the student's cumulative folder.

BLI will also collect and create company-assigned information, which may include but is not limited to organizational charts/schedules, spreadsheets, coding and recording systems, telephone directories, e-mail lists, mailing lists, etc. which is considered by BLI to be proprietary company information to be used for internal purposes only. BLI maintains the right to communicate and distribute internally such company information as it deems necessary to conduct educational and business operations.

### ***RELEASE OF STUDENT RECORDS***

A parent/guardian must provide a signed and dated Records Release Form before BLI will disclose any personally identifiable information from a student's records unless a circumstance arises in which a release is not required. The release must specify the records that may be disclosed, the purpose, and identify those to whom the information will be disclosed. BLI Inc. will not release any student records if there is a remaining balance owed. Families should make sure they are current before requesting records.

#### **Release of Records Requirements:**

- Authorized parties must physically come to the school to collect school records, if asked. Records will typically be shared via email.
- An Educational Institution may send a Records Request. It must come via email and, if the student is under the age of 18, it must have a parent's signature authorizing the release.
- The Florida Health Department and Social Security Administration may send a Records Request. BLI Inc. will contact the families to verify the reason for their request.

Release of Records Requirements **Do Not Need to be Met** if the Following Conditions Apply:

- The disclosure is to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities in connection with an audit or evaluation or state-supported education programs or for the compliance with federal legal requirements.
- The disclosure is in connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility, the amount, the conditions for the aid, or to enforce the terms and conditions of the aid.
- The disclosure is to accrediting organizations to carry out their accrediting functions.
- The disclosure is to the appropriate parties, in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student.
- The disclosure is to comply with a judicial order or lawfully issued subpoena, only if BLI makes a reasonable effort to notify the parent of the eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action. Unless the order of subpoena is from a Federal grand jury or for law enforcement purposes and specifies the existence of the order not to be disclosed.
- The disclosure is to a parent/guardian of a student who is over 18 years of age but under the age of 21 and is regarding a violation of federal, state, or local law, or any rule or policy of BLI, governing the use or possession of alcohol or a controlled substance.
- The disclosure is to the parent/guardian or eligible student over 18 years of age.

### ***Tuition and Fees***

If paying privately, the tuition for the 26-27 school year is \$9,500 per child. A \$1,000 deposit, along with the nonrefundable \$250 registration fee, must be paid to hold a seat. If applying to school using a state scholarship through the School Choice program, only the registration fee is required. **You must submit an award ID number along with the registration fee. Tuition payments paid through a scholarship must be approved monthly or quarterly, depending on the annual payment schedule provided by Step Up for Students/FLDOE. All state tuition payments must be approved by parents within 48 hours of receiving the notification from the school. Refusal to approve a payment will cause the student to lose their seat and records will not be released until payment is received.**

**The annual registration fee is \$250 per family and is due upon enrollment each year. This fee is non-refundable. Additionally, a \$50 monthly activity fee per family will be due on or before the 5<sup>th</sup> of each month. BLI's learning design includes a morning academic block and an afternoon block where students get to choose from elective classes in STEM, the arts, and health and sports. BLI contracts with coaches in tennis, soccer, and hockey (to name a few) art, dance, and drama companies, music teachers, St. Pete Chess Club, and science companies such as Mad Science and Mobile STEM Academy. The \$50 activity fee will help offset some of these costs as scholarship payments do not fully cover the annual cost per student. The monthly activity fee will also cover the monthly field trip. All payments must be submitted through the Procure app.**

## ***REFUNDS AND TUITION BALANCES***

Families enrolling in BLI Community School fully understand that they are making a year commitment. If for any reason a family chooses to disenroll their student during the academic school year, the full year's tuition must be paid in full to receive a release of records. We do not issue any refunds.

## ***SCHOLARSHIPS***

BLI accepts Family Empowerment Scholarships (FES-UA and FES-EO), Florida Tax Credit (FTC). The parent/guardian must provide the award ID and complete the registration packet to enroll. If a student attending on scholarship disenrolls before the end of the school year, the parent is liable for the remaining tuition balance, which becomes immediately payable to the school. If your child attends school on a state scholarship, tuition payments from the state will be deducted from the annual tuition of \$9,500.

## ***STUDENT ACADEMIC POLICIES***

BLI is a safe, creative learning environment where students of all ages and academic levels excel. With small classrooms and innovative teaching techniques, BLI encourages students to reach their fullest potential — intellectually, emotionally, socially, and spiritually. We are a non-traditional learning environment focused on community service and academic excellence and families and students who share our values thrive.

## ***ASSESSMENTS***

BLI believes it is important to assess students informally and formally to continuously improve results in academic pursuits. To further this purpose, information gathered through BLI's assessment procedures is used to measure student learning essentials to achievement of elementary grade level expectations and secondary course expectations; provide performance feedback to students, staff, and parents; inform effective instruction for all students; evaluate school performance; and improve curriculum and teaching methods. BLI administers The Measure of Academic Progress (MAP) test two to three times per year. Students aged 14+ will receive competency-based transcripts through Master Transcript Consortium (MTC).

## ***PROGRESS REPORTS AND FAMILY ENGAGEMENT***

BLI's school year is divided into four quarters, and the student's Progress Tracker will be reviewed with the family at least twice annually. BLI is focused on competency-based learning, which is demonstrated through project-based learning exhibits three to four times per year. Family involvement is mandatory.

Homework in the traditional sense is not a part of the BLI learning design. **We do believe that learning happens everywhere, and parents and teachers share the responsibility of teaching children.** Instead of homework packets or worksheets, we encourage parents to work with their children on the goals outlined on the Progress Tracker. Home learning should be tailored to the child's interest and specific needs. Please see recommended durations below.

Ages 5-7 – 20-30 minutes of daily reading, writing, and problem solving without screen time.

Ages 8-10 – 30-45 minutes of daily reading, writing, and problem solving without screen time.

Ages 11-13 - 60-75 minutes of daily reading, writing, and problem solving with limited screen time.

Ages –14-18- 75-90 minutes of daily reading, writing, and problem solving with limited screen time.

### ***STANDARDIZED TESTING***

BLI will administer MAP annually. Students' test results will be shared with families during quarterly meetings. If receiving a scholarship and your child is at least nine years old, scores must be reported to the FLDOE.

### ***STUDENTS INELIGIBLE TO RETURN***

The Network Administrator, along with recommendations from the Community School Coordinator, will determine who should not be allowed to return for academic, behavioral, attendance, or discipline reasons.

### **STUDENT CONDUCT POLICIES**

#### ***DISCIPLINARY POLICIES***

BLI maintains standards of behavior in the classroom with kindness, love, and genuine regard for students. We believe the discipline of children is primarily the parent's responsibility, but parents and the school must cooperate to assist children toward self-discipline.

#### ***BEHAVIORAL EXPECTATIONS***

Our goal at BLI is the academic training of students within a positive and supportive environment and philosophy. Any student having consistent problems with behavior and proper respect for authority will be dismissed from school. Similarly, BLI does not accept students with a behavioral diagnosis, such as Oppositional Defiant Disorder (ODD) Conduct Disorder, untreated ADHD, or Educational Behavioral Disorder, as these disorders require regular therapy, and we are not equipped to meet their needs.

**Parents and guardians should not attempt to enroll a student who does not want to attend BLI.** A student entering with rebellious or negative feelings affects other students to the detriment of our academic objectives; our desire is to foster student growth in these areas. Teachers expect the attention of students when speaking, or during class discussion. There will be times when students are expected to work quietly and by themselves. There will also be times when the atmosphere is not meant to be a strictly structured situation.

If minor infringements occur, or if more serious incidents occur, the student will be sent to see the Community School Coordinator. He or She may contact the Administrator and parent or guardians about the situation; or other measures as deemed necessary. A student who shows a pattern of non-compliance will be placed on a 15-day behavior plan. The student must show progress toward a stated goal(s) to remain enrolled.

BLI requires its students to conduct themselves according to all school standards during school time. This list cannot be all-inclusive, nor is it intended to be. Rather, it serves as a guideline by which students may learn about appropriateness and develop self-control. In all cases, Administration reserves the right to

clarify policies, delineate whether specific behavior is acceptable and determine which disciplinary consequences, if any, are required.

**STUDENTS ARE EXPECTED TO:**

- Be courteous and respectful to all students and adults.
- Students are to be at school on time and prepared to begin work and try their best on all assignments.
- Be honest, fair, respectful in their conduct. Zero tolerance will be shown for cheating, lying, bullying, or stealing. Students should follow these policies and encourage their peers to comply. Students who know of serious violations of school standards are expected to assist staff in maintaining a respectful and inclusive environment.
- Bring only necessary items to school. Pets, games, radios, and other electronic devices may be brought to school only with special permission. No phones or cell watches are permitted in our K-6<sup>th</sup> schools. If brought to school, they will be stored in a locked cabinet until the end of the day.
- Show respect for the school and other people by never destroying, vandalizing, or defacing the property of others.
- Students may not possess or chew gum, or other candies, on campus at any time, unless given permission by a teacher.
- Treat others with respect, including staff and students. Do not use foul language, tease, or participate in name-calling. Absolutely no bullying or gossiping at school at any time, on or off campus. Bullying and repeated gossiping will result in expulsion.
- Follow a "hands off" policy: no fighting, no hitting, no slapping, or play-fighting. Causing injury to another student, on or off campus, is grounds for expulsion.
- Remain in class until dismissed by the teacher.
- Limit personal grooming to the restroom, not in class.
- Reserve the use of sunglasses for outdoors.
- Online chats and messages are prohibited on all campuses.
- Only clear bags are permitted on any BLI campus. PLEASE DO NOT BRING A PURSE OR LARGE BAGS TO SCHOOL.
- Absolutely no tobacco, cigarettes, drugs, alcohol, vaping, or weapons on campus at any time. This will result in immediate expulsion.

***EXPULSION PROCEDURES***

When Administration determines that a student should be expelled from the school, every attempt will be made to reach the parent or guardian by phone and email to schedule a face-to-face meeting. Students who are expelled from any BLI Community School are ineligible for re-admission.

THE FOLLOWING MAJOR OFFENSES MAY RESULT IN EXPULSION FROM BLI:

Repeated Insubordination/defiance against authority.

Possession of knives, dangerous weapons Immorality; possession of obscene literature.

Fighting; causing physical harm to another person

Sexual harassment and body shaming

Willful disobedience

Possession/use of narcotics, drugs, alcohol, or tobacco, or being under the influence of these substances.

Any form of bullying including, but not limited to, cyber, online, or face-to-face.

Misuse of technology

Vandalism of school property

Unauthorized leaving of school grounds

On or off campus arrest

Please note: The final decision regarding all discipline consequences will be left to the discretion of the School Administrator.

### ***ATTENDANCE AND TARDINESS***

The families of students found to be absent, who did not send any communications of expected absence, will receive a phone call and a text by 9:00 am. School attendance is essential for continuity of learning. Consequently, the only excused absences are those involving the student's illness, family illness, scheduled vacations no more than 3 consecutive days, and family emergencies; all other absences are considered unexcused or anticipated absences. A written excuse from the parent-guardian must be provided the day following the absence. The note must include the specific reason for the absence, and the dates missed. Students should take their excuse directly to the School Coordinator. Families should call the school to report absences or tardies no later than 8:00 a.m. A student with more than 5 unexcused absences during a quarter will be disenrolled from school.

In addition to the academic school day, attendance at school functions is expected unless prior arrangements are made. Family Engagement functions are a special opportunity for students to showcase their work and are an important part of BLI maintaining a positive school community. These events are a time to celebrate our students and families and not a time for formal conferencing.

### ***TARDINESS***

Students are expected to be present and ready to study when each class begins. Any student who is tardy must report to the Community School Coordinator upon entry so attendance can be recorded. Students with excessive tardies (10 or more per quarter) will require a meeting with Administration to determine why the student isn't arriving at school on time. A tardy is defined as arriving at school later than 8:45. Students must be present and on time for school regularly to ensure adequate academic progress.

## ***DRESS REGULATIONS***

BLI is a uniform school, and parents are responsible for ensuring that their child(ren) wear a uniform each day. Uniforms include BLI issued T-shirts, polos, and crewnecks. Khaki, navy, or black pants, shorts, or skirts can be worn. The school's philosophy is that both dress and appearance should be clean, neat, and modest. Students should not dress in such a way that would detract from the educational process or BLI's mission. Students who are non-compliant with the dress code will wait in the lobby until the family can bring a change of clothes. **NO HOODIES CAN BE WORN AT SCHOOL.**

- No tank tops allowed.
- Hemlines for skirts, shorts, and dresses should be no shorter than 2 inches above the knee.
- Shorts must be worn under dresses and skirts.
- No bandanas, **hoodies**, do-rags, hairnets, ski caps, shower caps, or head covering allowed for either boys or girls.
- No obscene language or graphics on shirts, caps, or pants.
- Closed in shoes only. No combat or steel-toed boots, flip-flops, slides, or slippers. Heels must be no more than 1 inch.
- Bulky jackets are not permitted at school.
- Hoodies are only permitted outdoors during the winter months. No hoodies allowed inside.

No accessories are allowed. This includes, but is not limited to, purses, make-up bags and kits, and large backpacks. Only clear backpacks are permitted on any school campus.

## ***BAGGAGE AND PHONE CHECKS***

All students are subject to random bag or phone searches by any school personnel at any time, without prior notification to the family. On our intermediate and secondary campuses, phones should only be used with teacher approval for school related research and within the eyesight of the teacher. No Apple or cell watches are allowed.

## ***TECHNOLOGY ACCEPTABLE USE POLICY PURPOSE***

BLI maintains a computer network and computer systems to provide students, staff, and team members with access to resources available both at BLI and through the world wide web. Resources include desktop and laptop computers, printer machines, email, and telephones. The network is established to support the school's educational and business operations.

## ***RESPONSIBILITIES***

BLI students and staff are expected to use all electronic resources in a mature, ethical, and responsible manner. Access to the BLI network and internet access point is a privilege, not a right.

## ***UNACCEPTABLE ACTIVITIES AND BEHAVIORS***

Activities that are considered violations of these electronic resources acceptable use policy and school rules include: Involvement in any activity prohibited by law including but not limited to:

- Adversely affecting the ability of others to use BLI equipment or services.
- Use of any invasive software including all malicious software.
- Any attempt to gain unauthorized access to the internet or any BLI electronic resource.
- Violating copyright laws or license agreements. This includes software and all digital files.
- Sharing passwords or using someone else's password or the act of attempting to gain another's password.
- Plagiarizing
- Trespassing in another's folders or files including changing information.
- Use of personal electronic devices by students unless previously approved.
- Creating, transferring, viewing, or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, vulgarity, obscenity, or language that offends or tends to degrade others.
- Inappropriate use of a camera, microphone, or smartphone or taking pictures of individuals which could be considered inappropriate, illicit, or sexual in nature. The use of electronic devices in bathrooms or unsupervised rooms is prohibited.
- Posting or sending textual information or images that are construed as personal attacks including information that is prejudicial, discriminatory, racist, or sexist in nature. Political information is included in this section.
- Using any BLI electronic resources for financial and/or personal gain or for political activities except as approved by BLI.
- Installing any software not previously approved by BLI.

## **PERSONAL SAFETY**

Listed below are precautions considered paramount by BLI to ensure the safety of their students, employees, and other individuals.

- Personal Contact Information - Students will not post or email personal contact information about themselves or others unless it is in conjunction with a specific teacher approved assignment.
- Inappropriate Meetings - Students will not agree to meet with someone they have met online without their parent/guardian's approval.
- Inappropriate Messages - Students will promptly disclose to an administrator, teacher, or team member any message they receive that is inappropriate or makes them feel uncomfortable.

## EXPECTATION OF PRIVACY

**Individuals do not have an expectation of privacy in the use of BLI's email, equipment, or Internet access points. There is no expectation of privacy if personal electronic communications are brought to school (cell phone, watch, laptop).**

## STUDENT RELATIONSHIPS

BLI Community School is co-educational, operating on the premises that it is wholesome for any gender to develop many friendships during the school year. We discourage the practice of dating at school because it can be a distraction and may cause dissention among the student body. Outward shows of affection such as holding hands or any bodily contact beyond hugging are prohibited during school and all school activities. **Dating is reserved for home time, not school time.**

## TRANSPORTATION

Families must list the family members and/or friends that are approved for pick-up. Additionally, all BLI families understand that monthly field trips and service projects are key components of our learning design. By enrolling your child, you fully understand and authorize your child to be transported in school vans/vehicles registered to BLI Learning Labs. All our teachers/drivers have clearance to operate our vehicles.

## STUDENT DRIVERS

Any student who holds a current, valid Florida driver's license and has a good driving record may drive to school with the permission of the parent. The campus speed limit of 5 mph must be observed, traffic flow patterns must be observed, and student parking designations must be observed. Vehicles may not be visited or driven during school hours without prior permission from Administration. All vehicles parked on campus are subject to search and families will be notified.

## HEALTH AND SAFETY POLICIES

### *BIRTH CERTIFICATE*

Parents and guardians must submit upon enrollment an official copy of the student's birth certificate.

### *IMMUNIZATIONS*

Parents and guardians are expected to submit as well as keep their children's immunizations and health records up to date with BLI. Immunization records must be submitted upon initial enrollment. Failure to ensure these records are current will result in a temporary dismissal until your child's records are updated. Immunizations should be updated using the current Florida State HRS 680 –blue card or an exemption for religious circumstances certificate. These records must be sent to the school before the student can be admitted. When entering, attending, or transferring to the sixth grade, Florida students are required to have a Scoliosis screening.

### *PHYSICAL EXAMINATIONS*

Parents are expected to submit as well as keep their children's physical health examinations up to date with BLI. Physical health examinations must be submitted upon initial enrollment.

### *COMMUNICABLE DISEASES*

BLI desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. This policy covers, but is not limited to, such diseases as head lice, chickenpox, and pinworms. BLI asks that employees contact the school immediately if they have or notice that another BLI member has contracted a communicable disease. Any teachers or team members who reasonably suspect that a student or employee has a communicable disease will notify the Head of School and the student or employee will be sent home. BLI reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### *SICKNESS, HEALTH, AND ACCIDENTS*

Sick children should not be brought to school. If your child develops symptoms at school, the student will be isolated, and the parents will be notified to pick up the child as soon as possible. If your child is exhibiting any of the following symptoms an action must be taken:

- Fever (100.4 degrees or more)
- Excessive Nasal Discharge
- Rash
- Diarrhea
- Flu-like Symptoms (runny nose, sore throat, coughing, etc.)
- Vomiting

\*This list is not exhaustive; please listen to your child and keep them at home. Students must be symptom-free for twenty-four hours before they may return to school. While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and incident forms are completed by the teacher. Should your child have a serious accident or medical emergency, on or off campus, we will make every effort to contact you. If you are not available, we will contact one of your designated emergency contacts for instructions. Please keep your emergency contacts up to date.

## *MEDICATIONS*

BLI staff will not dispense medications to students at any time. Medications are the sole responsibility of parents and guardians. Please do not send any medications to school without written permission from the Network Administrator.

## *ALLERGIES*

BLI Inc. is NOT a peanut-free or tree-nut-free environment. It is our policy to establish measures to ensure a safe environment for students with different allergies, based on individual needs. However, BLI is not considered an allergy free environment.

## **PARENT INVOLVEMENT**

### *PARENT INVOLVEMENT PARENT AND VISITOR GUIDELINES*

We welcome our families to visit if time permits and the visit is scheduled in advance. However, BLI ensures that Administration and staff members will strongly enforce the safety and security of our students. Parents must also assist us in this goal by complying with our written guidelines and/or verbal instructions given throughout the school year or at BLI sanctioned events. Any act of non-compliance will be treated as an unnecessary risk or threat and will be handled accordingly. To maintain an orderly, respectful, and secure educational environment for the students and staff, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth.

### *PUBLIC CONDUCT ON SCHOOL PROPERTY*

Schools are a place of work and learning. Certain limits must be set for parents and other community members who visit our schools. Everyone on school property or attending a school function must conduct themselves in a respectful and orderly manner or be escorted out.

### THE FOLLOWING RULES APPLY TO SCHOOL VISITORS:

- Anyone who is not a regular staff member or student at the school will be considered a visitor.
- Teachers are expected not to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to Administration and will be considered as a trespasser. Unauthorized individuals will be asked to leave.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Student Handbook.

### *CONDUCT PROHIBITED ON SCHOOL PROPERTY*

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other employee, or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass, or discriminate against any person on the basis of race, ancestry, color, creed, ethnicity, national origin, legally protected medical condition, genetic information, religion, age, sex, gender, sexual orientation, physical or mental disability, citizenship status, protected activity (such as opposition to or reporting of prohibitive discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies. • Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school functions, except in the case of law enforcement officers. Loiter on or about school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

#### PERSONS IN VIOLATION OF THE CODE OF CONDUCT

The authorization of a visitor to remain on school grounds or at any school function shall be governed by the School Coordinator. Depending on the severity of the violation or the number of violations, a verbal and or written warning may be given, or the individual may be denied access to school property indefinitely and they will be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Pinellas County Sheriff's Department. Additionally, BLI's code of conduct extends to written communications in the form of hand- written and digital notes, texts, and emails. Aggressive or threatening behavior is in violation of the code of conduct.

## *VOLUNTEERING*

BLI requires each family to volunteer 2 hours per quarter or make a \$100 tax-deductible donation to the school. Volunteer hours can easily be fulfilled by chaperoning field trips, assisting with school functions, such as family engagement events, and helping with campus beautification projects. Parents may bring their ideas for fulfilling their volunteer requirements to the School Coordinator for approval. Volunteer hours are per family.

## *ARRIVAL AND DEPARTURE*

Students are expected to arrive on time each day and depart on time. If there is a pattern of late pick-up, as defined by being more than 15 minutes late, a meeting with administration may be required.

## **GENERAL INFORMATION**

### *LUNCH PROCEDURES*

Students will have a scheduled snack and lunch period during the day and eat in a designated area. All students are required to bring their own lunch. BLI's Healthy Living Initiative requires students to eat a balanced meal for lunch and bring a healthy snack each day. Whole foods emphasizing vegetables and protein sources are required. Chips, cookies and other pastries should be limited and no sodas are permitted at school.

### **BEVERAGES IN THE CLASSROOM**

Students should bring a water bottle to school each day to stay hydrated. Teas, coffee, sugary juices, and sodas are prohibited during school hours. Water must be kept in a bottle or container with a lid.

### **Qualifications for all Instructional Personnel**

All BLI instructional personnel have one or more of the following:

1. Bachelor's Degree or higher with special skills, knowledge, or expertise that qualifies them to provide instruction in K-12 subjects. Teachers must provide documentation such as certifications, professional development, and curriculum training. Pre-K experience and certifications would not meet this requirement.
2. Three or more years of K-12 teaching or tutoring experience with written proof of professional references.
3. Current Florida teaching certificate or certification eligible in the state of Florida.

## Handbook Acknowledgement and Agreement

This Handbook was written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if families are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of this Handbook. The Handbook must be signed by the student and two family members.

Place Initials on All Statements That Apply Below:

\_\_\_\_ I have read the BLI Student Handbook and agree to abide by all the policies and procedures therein.

\_\_\_\_ I have read the BLI Internet Usage and Technology Acceptable Use Policy Permission Form.

\_\_\_\_ I understand the policies and procedures and agree to abide by them.

\_\_\_\_ I understand that I am responsible for completing 10 Volunteer hours over the school year.

\_\_\_\_ I understand that I am enrolling my child(ren) for 1 academic school year. If I choose to disenroll before the end of the year, I am responsible for any remaining tuition or fees. A withdrawal form must be filled out in person.

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Family Member 1 Signature \_\_\_\_\_

Family Member 2 Signature \_\_\_\_\_