



ASSOCIATION POLICY & PROCEDURES HANDBOOK

2016-2017

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INTRODUCTION

Statement of Purpose

Dallas Christian Home Educators (DasCHE) is comprised of individuals or families interested in the concepts of educating children in the home and in providing a support group to encourage the highest standards and excellence throughout its membership. In addition, this organization furthers the appreciation of home education in the local communities through educational forums and other media communications.

This group provides the opportunity for fellowship and idea exchange among many peoples including families that home school and those who are merely interested in home education. To accomplish this, the organization provides moral support through the exchanging of resources, curriculum ideas and open discussions of educational issues and by promoting educational opportunities through field trips and group activities. In addition, DasCHE establishes a network for communicating political and legal information, including state and federal legislation which effect home education, by providing open meetings where qualified speakers address home educational topics and by providing a venue where children can present their accomplishments and be recognized for excellence.

Biblical Basis (from the DasCHE By-Laws, 2009)

Though any homeschooler is welcome to participate, this support group is doing all things in a manner which honors Biblical principles. We are adopting a limited statement to these fundamental principles: We believe the Scriptures to be inspired of God, inerrant and supreme, and the final authority of faith and life. We, therefore, hold as belief and conviction that children are given by God as a stewardship to the parent and not the state and that parents have the wherewithal and authority to teach and educate their own children. (Pr. 22:6; Deut. 6:6, 7)

We are establishing this position to avoid conflict, which could arise within a support group with differing motivations and philosophical approaches to education. By incorporating the Biblical Basis section in our By-Laws we are not saying that all or any of our members have to be Christian. We are simply saying that as we implement laws and rules for our organization, we will acknowledge the Bible as the final source of authority for all of our decisions.

We are not trying to establish a religious group, for "acknowledgment" does not have the same meaning as establishment. One can acknowledge the presence and authority of a person, even a person with whom one disagrees, without having that acknowledgment lead to the establishment of a religious group. To acknowledge that the Speaker of the House wields much influence and power, and to acknowledge his position as possibly the most important position in Congress is certainly not the equivalent of establishing a religion to him; even to ask for his aid or assistance in a matter is not the establishment of a religion to him. The same is true of the acknowledgement of God and Bible in our home school group.

The acknowledgment of God is an ingredient that must be included in our home school group in order for us to enjoy any form of widespread, continuing success. The Book of Proverbs declares: "In all your ways, acknowledge Him, and He will direct your paths." (Pr. 3:6) The Bible also records God as having promised: "Whoever honors me, I will honor. And whoever disregards me, I will disregard." (I Sam. 2:30)

Statement of Faith/Nicene Creed

The Statement of Faith/Nicene Creed is the governing principles by which the Management Team, and our parent organization, DasCHE, intend to conduct the educational commerce of the Cooperative.

Statement of Faith:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration of the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

Nicene Creed:

We (I) believe in one God, the Father, the Almighty, maker of heaven and earth of all that is seen and unseen. We (I) believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through Him all things were made. For us men and for our salvation He came down from heaven; by the power of the Holy Spirit He was born of the Virgin Mary, and became man. For our sake He was crucified under Pontius Pilate; He suffered, died, and was buried. On the third day He rose in fulfillment of the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We (I) believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshiped and glorified. He has spoken through the Prophets. We (I) believe in one holy catholic and apostolic Church. We (I) acknowledge one baptism for the forgiveness of sins. We (I) look for the resurrection of the dead, and the life of the world to come. Amen.

FREQUENTLY ASKED QUESTIONS

1. What is the Dallas Christian Home Educators? The Dallas Christian Home Educators, DasCHE, is a support group that holds monthly meetings and provides many activities to support homeschoolers in the southwest Dallas area. Please see www.DasCHE.org for further information.
2. What is the DasCHE Co-op and how do I join? The Co-op is under the umbrella of DasCHE. You must be a member of DasCHE to apply to DasCHE Co-op. For more information, please refer to the Co-op Handbook found online at www.dasche.org.
3. How may my child participate in DasCHE Spartan sports? Spartan sports are under the umbrella of DasCHE. If accepted into the program, player's family must be a member of DasCHE to participate. For more information, please refer to the Spartan Sports Handbook found online at www.dasche.org.

BEHAVIORAL & DISCIPLINE GUIDELINES

Parent Guidelines

1. **Illness:** Do not bring a child to DasCHE event who is not feeling well, has a fever or has had a fever within the last 48 hours, has a bad cough or purulent nasal discharge, vomiting, diarrhea, "pink-eye," possible contagious rash, or any other signs of illness.
2. **Behavior:** Unruly, dangerous, and/or disrespectful behavior will not be tolerated. Parents have a responsibility in helping their children understand and follow the rules for behavior. Parents will be notified of any unacceptable behavior by their child(ren). Warnings by a committee chair or another adult regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/DasCHE representative conference will be convened depending on the situation or if a student has 3+ Incident Reports on file for the academic year.
3. Please help your child observe the **dress code** for all DasCHE events as outlined in the Handbook. Parents are also asked to observe the dress code while at DasCHE events.
4. Parents are responsible for monitoring their student in "**Boyfriend-Girlfriend**" type activities at DasCHE events.
5. **Social activities**, such as birthday or party invitations, need to be conducted outside of DasCHE event.
6. **Supervision:** Unsupervised children are not allowed at DasCHE events unless otherwise stated. Failure to observe this rule may result in dismissal from the activity up to and including dismissal from DasCHE.
7. **Education:** DasCHE Association is not a school. Parents have the responsibility to carefully choose those classes and activities that add to their home schooling effort and are of benefit to their child's education. Parents have the responsibility to contact the tutor for any information that the parent needs for their own home school records and/or transcripts. (Transcripts and grades are the responsibilities of the parent, not the Co-op). Parents have a responsibility, along with their children, to make sure students are fully prepared for classes and complete all assignments. Students not completing homework assignments on a repeated basis may be asked to leave that class at the tutor's discretion. In the case of absences, parents or students are responsible for contacting the tutor to report the absence and to obtain any make-up work.

8. **Fees:** Membership fees, Co-op related fees, Sports fees, Gala fees, etc. are due as prescribed in the Handbook and signed form. Parents are responsible for timely payments and for all Late Fees if payments are tardy. Failure to pay fees may result in dismissal from the activity up to and including dismissal from DasCHE. Please discuss any extenuating circumstances concerning payment of fees with appropriate DasCHE representative.
9. **NO** smoking, alcoholic beverages or illicit drug use by students, parents, guests, or any attendee at DasCHE sponsored activities is allowed. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.
10. Parents are responsible for checking the website (dasche.org) for information regarding DasCHE events.
11. Students must be picked up promptly at the end of the DasCHE event.
12. All DasCHE members and guests are to show respect for each other, tutors, coaches, and referees to include adult in charge of DasCHE activity. Disrespect includes but is not limited to yelling, profanity or threatening speech or gestures. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.

Student Guidelines

1. Appropriate **behavior** is required at all times. No profanity or disrespectful behavior is allowed. To this end, adults will be addressed by their proper titles (for example, Miss, Mrs., Mr., Coach). Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated. Warnings by a coach, administrator or another adult regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/DasCHE representative conference will be convened depending on the situation or if a student has 3+ Incident Reports on file for the academic year.
2. Modest dress is expected of all students. Please refer to the **Dress Code**.
3. Social activities are **not** appropriate at DasCHE events. Party invitations should not be distributed at a DasCHE event. In order to minimize hurt feelings among the students, discussion of social activities should be kept to a minimum.
4. **“Boyfriend-girlfriend”** type activities, including displays of affection, should be reserved for parental guidance outside of DasCHE event. Refusal to abide by this rule may result in dismissal from the activity up to and including dismissal from DasCHE.
5. **Leave at home:** knives, weapons (play or real), or any other item that could lead to danger or disruption during the DasCHE event. If any item causes a disruption, it may be taken up by the adult in charge and returned at an appropriate time.
6. **NO** smoking, alcoholic beverages or illicit drug use by students, parents, guests, or any attendee at DasCHE sponsored activities is allowed. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.
7. All DasCHE students and guests are to show respect for each other, tutors, coaches, and referees to include adult in charge of DasCHE activity. Disrespect includes but is not limited to yelling, profanity or threatening speech or gestures. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.

Dress Code

Students, tutors, administrators, coaches and parents are expected to dress modestly and respectfully, in keeping with a Christian worldview, while attending DasCHE related activities. To this end, a dress code will be enforced. Failure to comply with the dress code will fall under the Open Communication Policy and/or Student Misconduct Policy. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.

Shirt/blouses will have sleeves or normal armholes, modest neckline, and be of modest length, i.e., no tank tops or halter-tops, no spaghetti straps, no bare midriffs. No midriff skin, front or back, may be seen while the wearer is standing, sitting, bending over, reaching or moving. All association members and their guests will be required to wear proper foundational garments. No disruptive writing or pictures (vulgarity, violence, etc.) on T-shirts or other articles will be allowed. No see-through, skintight or other distracting clothing. Pants, shorts and skirts will fit properly around the waist. Shorts and skirts will be no more than two (2) inches above the knee when standing and not more than three (3) inches in the back when bending over. Shoes should be worn at all times. Shoes should be appropriate for all scheduled activities.

DasCHE reserves the right to make on-going decisions concerning clothing and grooming issues. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.

Open Communication Policy

In order to maintain unity and balance within DasCHE, we encourage each member to bring any concerns and problems about DasCHE to the adult in charge of the event. Without honest and open communication, we cannot hope to function and grow as a group.

In order to facilitate this process, an open-door policy will be in effect for all DasCHE members. This policy will be two-fold in purpose. The first will address the need of any DasCHE member to voice an opinion or suggestion to the DasCHE leaders. The second will enable DasCHE leaders to address a DasCHE member in regard to neglect of DasCHE guidelines.

FIRST: If a member has difficulty or complaint against someone, that person should first be contacted to discuss this; the Bible instructs us to go to the offending person(s).

SECOND: If that does not resolve the issue, the member may ask for assistance from the DasCHE representative in charge of the activity where offense occurred. The member has the right to discuss his/her problems or concerns freely, openly, in confidence, and without fear of retaliation. Complaints or problems with DasCHE policy may be directed to the DasCHE representative.

THIRD: Depending on the nature of the complaint, the member or DasCHE representative may take the problem to the Board member assigned for evaluation.

While the Open Communication Policy guarantees any member family will be heard, this policy cannot promise any one individual's opinion will prevail. If the member believes, after the initial meeting with the DasCHE representative, that his/her concerns were not adequately addressed, the member may request to meet with the DasCHE Board.

From time to time, member families may need to be reminded of the DasCHE guidelines as set forth in the Handbook. These include, but are not limited to late payments or general conduct. The DasCHE representative will contact and/or meet with said member. Confronting the situation in a timely manner will hopefully encourage members to support DasCHE in action, word and spirit. It is the policy of DasCHE for the DasCHE representative to meet with a family if the situation warrants or if the family/student has 3+ Incident Reports on file for the current academic year. Should the situation warrant, and the behavior continues without regard to DasCHE policy, the DasCHE member family may be asked to withdraw from the DasCHE event or from DasCHE itself.

In summary, the DasCHE board desires that all members act according to biblical principles in our efforts to communicate with one another. All are encouraged to address their concerns as set forth in this Open Communications Policy, and not discuss concerns or problems with other members. We are admonished biblically to refrain from gossip and idle talk, and to take our concerns first to any who have offended us. It is the hope of DasCHE that this Open Communications Policy will provide for the needs and concerns of all families and officers in DasCHE.

Student Misconduct Policy

Section III of the DasCHE Handbook addresses the behavioral standards expected for all DasCHE students. These standards apply for the duration of the Co-op day, any field trips, DasCHE sporting events or other DasCHE sponsored outings and activities. In the event a student refuses to conform to these guidelines, a Tutor, Administrator, Coach, DasCHE representative or other responsible adult has the authority to correct the student and expect obedience. Should the student continue the unacceptable behavior, the adult has the authority to remove the child from the classroom and/or activity. The adult, Tutor, Coach, or DasCHE representative will contact the parent(s) of the child and inform him/her of the student's misconduct. After correction from the parent, the student will be permitted to return to DasCHE events on a probationary status. Should the student refuse to come under scriptural obedience, she/he will refrain from attending Co-op, sporting events, and/or other DasCHE activities until willing to do so. Continued misconduct may be grounds for dismissal from DasCHE. This policy shall not be used lightly or without fair warning to the student. Over-correction for simple childish behavior should not be the norm. In this case, the child should be redirected and encouraged. Talking with a parent for any insight in dealing with a child is advisable. However, this does not give permission for behavior to continue unchecked that disrupts the entire class. Tutors, Coaches or other responsible adults will NOT use corporal punishment in correcting students.

If the parent wishes, or in the rare case when the situation cannot be resolved, the Open Communication Policy may be invoked.

Information Included in DasCHE Incident Report

Date/Time/Location: _____

Parties Involved: _____

Detailed Description of the Incident: _____

Action Taken (if applicable): _____

All parties notified (or to be notified) about results/outcome: _____

Signature: _____ Date: _____

DasCHE will take no action until the parties involved have exhausted ALL biblical avenues of resolution.

Dismissal from DasCHE

Families and/or students may be asked to leave DasCHE for failure to responsibly comply with behavioral guidelines, failure to pay fees, disruption of DasCHE activities, or infractions of policies stated in the DasCHE Handbook. All effort will be made prior to dismissal using the Open Communication Policy to try to resolve any problems or issues. It is our sincere wish that all situations be resolved for the benefit of everyone--families, students, tutors, coaches and DasCHE leadership. Families may have a hearing with the DasCHE Board prior to dismissal according to the Open Communication Policy.

BOARD OF DIRECTORS RESPONSIBILITIES

Though not specified in DasCHE Bylaws, it is strongly recommended that Vice Presidents shall have homeschooled for a minimum of three (3) years and Presidents for a minimum of four (4) years prior to taking office.

1. The Board shall observe the parliamentary procedures in *Robert's Rules of Order*, except as otherwise provided in Board procedural rules or DasCHE Bylaws.
2. Anytime a quorum of Board members is gathered to discuss DasCHE business, it is considered a meeting. (see ARTICLE 4.10 DasCHE Bylaws)
3. According to DasCHE Bylaws, Board members may designate a proxy in writing to represent them at a Board meeting. The proxy may vote for the Board member if authorized by said Board member. (see ARTICLE 4:15 – DasCHE Bylaws)
4. The Board may request someone removed from the Board Room if they are disruptive to the meeting.
5. All discussions shall be directed solely to the business currently under discussion as posted on the agenda. The Board President has the responsibility of keeping the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board as posted on the agenda.
6. The Board President may make motions, second motions, enter into debate or discussion and vote on all matters coming before the Board.
7. No member shall vote on a motion in which he/she has a direct pecuniary interest not common to other members of the board. (see ARTICLE 5.10 DasCHE Bylaws)
8. Except in a conflict of interest as defined by DasCHE Bylaws, Board members shall cast a vote. (see ARTICLE VIII, DasCHE Bylaws)
9. All votes, including dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting. (see ARTICLE 4.12 DasCHE Bylaws)
10. Voting shall be done by a show of hands, voice, or electronic medium. (see ARTICLE 4.17 DasCHE Bylaws)
11. Each Board decision, even when there are dissenting votes, shall be an action by the whole Board and binding upon each member. Individual members are encouraged to express their opinions during the discussion of motions, but following the vote, members shall publicly discuss only the decision of the whole Board.
12. The Board corporately has the following authority:
 - a. Govern and oversee the management of DasCHE
 - b. Select, and evaluate, at least annually Committee Chairs. The evaluation shall be conducted in accordance with DasCHE policy. (see ARTICLE 6.1 DasCHE Bylaws)
 - c. Require Committee Chairs to develop an operational Handbook to be reviewed annually by the Board
 - d. Set annual dues (see ARTICLE 3.2 DasCHE Bylaws)

- e. Adopt and file an annual budget (see ARTICLE 6.3 DasCHE Bylaws)
- f. Have financial accounts reviewed by a Texas certified public accountant annually
- g. Receive bequests and donations (see ARTICLE 7.4 DasCHE Bylaws)
- h. Select a depository for DasCHE funds (see ARTICLE 7.3 DasCHE Bylaws)
- i. Call elections and canvass the returns (see ARTICLE 3.5 DasCHE Bylaws)
- j. Acquire and hold real and personal property in the name of DasCHE
- k. Execute, perform, and make payments under contracts, including leases, leases with options to purchase, and installments (see ARTCILE 7. 1 DasCHE Bylaws)
- l. Adopt and periodically review DasCHE policy
- m. Select Committee chairs (see ARTICLE 6.1 DasCHE Bylaws)

Code of Ethics

- 1. Board director (BD) will abide by the laws of the United States and the State of Texas.
- 2. BD will work to provide high quality home school education and extra curricula opportunities for the children of DasCHE in accordance with the Mission and Vision Statement.
- 3. BD will consider the educational and extra curricula needs of home school families and how they will be affected in all my deliberations and decisions.
- 4. BD recognizes that they have no legal authority as an individual outside of DasCHE Board meetings and will conduct themselves with sensitivity to that fact.
- 5. BD will refer any citizen complaints to the proper authority within the DasCHE association.
- 6. BD will endeavor to attend and be prepared for every Board meeting. If personal circumstances prevent them from attending regularly, BD will consider resigning my position.
- 7. BD will not make promises about how they will vote on matters before the Board, and will vote based on the available facts and their own judgment.
- 8. BD will support all Board decisions, regardless of their personal vote.
- 9. BD will not discuss confidential information outside of Board meetings.
- 10. BD will not use their Board position for personal gain.
- 11. BD will support DasCHE and home schooling in general in the community and on social media.

Board Meetings

- 1. *Annual Meeting.* The directors will hold an annual meeting immediately following the annual meeting of the members and the new Board will take office at such annual meeting of the directors. At such annual meeting of directors, the directors will elect the officers for the ensuing year and will transact any other proper business. (ARTICLE 4.4 DasCHE Bylaws) Annual Meeting is typically held the same day as Co-op Open House. At the Annual Meeting in May the board will agree on the dates for the 4 regular meetings for the coming year.
- 2. *Regular Meetings.* In accordance with Section 22.156 of the Code, the Board may provide by resolution the date, time, and place, either within or without the State of Texas, for the holding of additional regular meetings of the Board without other notice than that resolution. Regular Board meetings are to be held at least 3 times each fiscal year. (ARTICLE 4.5 DasCHE Bylaws)

Executive Committee (see ARTICLE 6.2 DasCHE Bylaws)

- 1. The Executive Board consists of President, Vice President, Secretary, Treasurer, and Past President.
- 2. The Executive Committee may act in place and instead of the Board between Board meetings on all matters, except those specifically reserved to the Board by these Bylaws. The President may call such meetings of the Executive Committee as the business of the Corporation may require. If possible, a special Board meeting should be called and determined that a quorum cannot be met before an Executive Committee meeting is called.
- 3. Actions taken by the Executive Committee are to be reported to the Board by mail, e-mail or at the next Board meeting. All efforts will be taken to communicate with entire Board within a week following the meeting.
- 4. Executive Committee shall be reserved for an item or items that cannot wait until a scheduled Board meeting or is sensitive in nature.

Executive Session

1. Sometimes during a public meeting something of a very sensitive nature may arise. It may have to do with discipline of members, discussing an employment contract, or consulting with an attorney. State law allows and provides for the DasCHE board to go into executive session or a closed meeting. This means that everything said or done in executive session is secret or confidential. Anyone who breaks the confidentiality of executive session can be disciplined by the organization.
2. To go into executive session a board member must make a motion; it needs a second and is debatable. It takes a majority vote to adopt. If the members vote to go into executive session, all nonmembers must leave the room until the board votes to end executive session. Minutes should state that the board members voted to go into executive session and the reason for doing so. It also might be helpful to include the time the board went into executive session and when it ended executive session.
3. Usually boards only go into executive session to discuss a matter and not take action. All minutes of executive session can only be approved in executive session. Since minutes state actions adopted rather than discussion, only those actions approved in executive session are recorded in those minutes.
4. The purpose of executive session for the DasCHE board is not to hide important information from the members or the public, but to protect the innocent. Keep in mind the information given in executive session may be false. It would be very harmful to the person(s) being discussed to have his/her good name smeared by these falsehoods if made public. It would also expose the board to criticism and possible legal action for spreading falsehoods. If any of the information is divulged, it could open the board to a lawsuit by the person(s) being discussed. The member who leaked the information could be removed from office.
5. Those serving on the DasCHE board should use executive session judiciously and wisely. It should never give the appearance of doing something behind the backs of the members.

Committee Chair & Board Relationship

1. The Board believes that exercising its legislative function through policymaking is its most important responsibility. The Board is also responsible for setting the direction for DasCHE and evaluating progress towards goals. The management of the Co-op, Athletics, Gala, Graduation, and other Committees is the function of the Committee Chair. The Board recognizes that the Committee Chair may delegate certain responsibilities to other personnel. Such delegation does not relieve the Committee Chair of the final responsibility for actions taken. The Board holds the Chair responsible for:
 - a. Complying with all applicable laws, rules, and regulations
 - b. Administering Board policies and decisions
 - c. Operating the Co-op, sport, etc. program
 - d. Supervising and evaluating staff
 - e. Keeping the Board informed about operations, problems, and opportunities.
2. The Board shall:
 - a. Recognize the Co-op Administrator/Director as the educational leader of DasCHE Co-op, the Athletic Director as sports leader of DasCHE sports, and other Committee Chair (such as Gala Chair, Graduation Chair, etc.) as leader of their respective committee.
 - b. Provide direction for the Co-op Administrator, Athletic Director, or other Committee Chairs through written policies, objectives, and goals for DasCHE
 - c. Give the Committee Chair full administrative authority and support for properly discharging his/her professional duties, while holding him/her responsible for acceptable results
 - d. Refer complaints, criticisms, and requests to the Co-op Administrator or other appropriate personnel, and discuss them at Board meetings only after administrative solutions have been exhausted
 - e. Evaluate the Co-op Administrator, Athletic Director, and other Committee Chairs, and provide appropriate opportunities for them to share his/her perceptions regarding the working relationship between the Board and Committee Chairs. The Board will evaluate by scheduling the Committee Chair to meet in person at least one time annually for a review at a regularly scheduled Board meeting.
3. Each committee described in these Bylaws is to hold at least one (1) meeting each fiscal year and submit an annual report to the Board and to the membership at least annually. (see ARTICLE 6.1 DasCHE Bylaws)

Committee Chair Evaluation

1. Each Committee chair is evaluated annually by the Board. (see ARTICLE 6.1 DasCHE Bylaws)

2. The evaluation of the Committee chair shall be conducted in accordance with DasCHE policy. The evaluation instrument shall have been developed collaboratively between the Committee Chair (such as Co-op Administrator, Athletic Director, Gala, Graduation, Yearbook, etc.) and the Board, adopted in advance, and shall be based upon observable, job-related behavior.
3. The Board will develop and review outcome-based evaluation instruments annually for Committee Chairs.
4. The Committee Chair's evaluation is confidential.

Communication

1. Unless otherwise approved or authorized by the Board, individual members cannot speak in an official capacity or otherwise represent the views of the Board.
2. The Board President and/or his/her designee shall be the official spokesperson for the Board to the media/press on issues of media attention.
3. The Board is committed to, and encourages, community input through the use of surveys, public forums, the DasCHE web site, and on-going communication forums.
4. Board members are entitled to the information they require to make informed decisions on the matters before them. If a member requests information that requires an excessive amount of time to compile, the Board President shall consult with the member to find a reasonable solution. Board members may email or call the President, Secretary, or Treasurer with information requests. When appropriate, information requested by a Board member will be provided to all Board members. (see ARTICLE 7.6 DasCHE Bylaws)

Complaints & Appeals

1. Board members should inform the association member of his/her due process and remind them that the Board member needs to remain impartial in case the situation is appealed to the Board at a later date.
2. Board members may want to inform the appropriate Committee chair (Co-op Administrator, Athletic Director, Coach, Gala Director, etc.) of complaints brought to them if they feel it is appropriate or necessary.
3. Complaints:
 - a. Complaints should first be handled between families concerned.
 - b. If the concern is not resolved after the meeting between families has been conducted, the matter should be handled on the Committee level – e.g. between coach and families concerned, Co-op Administrator and families concerned.
 - c. If the concern is still not resolved, the Committee chair may ask the President or Board designee to meet with him/her and family(s) concerned.
 - d. If at that point the family still feels the issue is not resolved they may appeal to the Board.
 - e. Appeals to the board may be conducted in an Executive Session but all attempts should be made to call a special meeting of the entire Board.

Association Activities

All DasCHE sponsored activities must have an ADULT coordinator/committee chair who must be a member of DasCHE.

Athletics (see DasCHE Athletics Handbook)

- a. Shall give annual report to DasCHE board at a board meeting set by the board.

Box Tops

1. Box Tops Committee Chair Responsibilities
 - a. Send out announcements to encourage participation.
 - b. Send out announcement of fall and spring winner.
 - c. Give annual report to DasCHE board at a board meeting set by the board.
2. Guidelines
 - a. Twice a year the family who donates the most Box Tops will be designated winner of reward set by the Box Tops Committee Chair.
 - b. DasCHE board will decide how the Box Tops proceeds will be spent.

Career Pathways Club

1. Career Pathways Club Committee Chair Responsibilities
 - a. Give annual report to DasCHE board at a board meeting set by the board.

Co-op (see DasCHE Co-op Handbook)

- a. Shall give annual report to DasCHE board at a board meeting set by the board.

Field Trips

1. Field Trips Committee Chair Responsibilities
 - a. Oversees and assists association members who want to offer a field trip to the association.
 - b. Posts field trips online and disseminate information to association but is not necessarily required to attend said field trip.
 - c. Gives annual report to DasCHE board at a board meeting set by the board.
2. Guidelines
 - a. Field Trips may be offered for specific age groups or for the entire family.
 - b. Field Trips may be educational or in general wholesome family activities.

Gala & Other DasCHE Dances

Each family must follow the guidelines and keep in mind that we are a Christian organization. We request that parents please partner with us in this area.

1. Gala and Other Dances Committee Chair Responsibilities
 - a. Selects committee members if a committee is needed.
 - b. Selects venue
 - c. Selects theme, food, senior prizes, etc.
 - d. Selects D.J. and music. All music shall be submitted to board designee for review two (2) weeks prior to event.
 - e. Shall give annual report to DasCHE board at a board meeting set by the board.
2. Gala Guidelines
 - a. Gala is a benefit of DasCHE Membership. Inviting other associations to participate does not fit into this model.
 - b. Those who wish to attend may join the association. (Joining in January is only \$17.50 prorated for the half year). This is consistent with other Association benefits such as basketball, baseball, and graduation.
 - c. Gala is open to DasCHE students who are in 7-12 grades and are at least 12 years of age, and their parents. 7th grade students shall be accompanied by a parent or other designated adult who will be responsible for that student.
 - d. Only DasCHE members may invite guests. Members of the association are allowed to purchase one guest ticket per member ticket purchased (non-DasCHE guest). So a family of 6, who purchases 6 tickets can invite and purchase 6 tickets for guests (as available). This precludes one person inviting twenty. This also avoids non-association overload.
 - e. Those who do not hold a valid ticket and/or are not in compliance with policies and dress code may be denied admittance to the Gala.
 - f. Seniors - In order to be recognized as a senior at Gala, the family/student must be a DasCHE Association member (even if membership is obtained for just that purpose). This is different than the requirements for graduation. Seniors will receive priority in obtaining tickets for a specified time and then release the tickets for association purchase. Tickets will be available to seniors only for two (2) weeks prior to general ticket sales. All graduating seniors will be recognized, so parents are encouraged to attend.
 - g. Security - Students may not leave with anyone during the Gala unless their parents are attending and allow them to leave. Students who do leave and come back must submit to a purse/bag search, and will need to show the stamp received upon leaving the Gala. **Parents:** Please make sure your student understands this prior to attending. We cannot be responsible for them leaving the premises. If you do leave and come back, your purse/bag will be subject to search and you will need to show the stamp you received upon leaving the Gala.
 - h. Dress Code - When purchasing tickets for the Gala, each member family will sign stating they and any guest they may bring agree to the dress guidelines. The dress code will be strictly enforced. A Board designee will check all dresses at the venue. If your dress is questionable, please choose another dress. Any person not complying with the dress code may be denied entry. Dress code may change per board approval as fits the theme

of the Gala.

Men:

- a. No jeans, t-shirts, shorts, flip flops, or anything that would be considered shabby.
- b. Shirts should be tucked into the waistband of the pants.
- c. Pants should be worn at the natural waist. No “sagging” will be allowed.
- d. No make-up or dressing in drag will be allowed.

Ladies:

- a. Should wear dresses or dressy pant suits. Again, no jeans or shorts.
 - b. No cleavage should be visible when standing straight, dancing, or twisting.
 - c. Dresses are to be NO SHORTER than two (2) inches above the top of the knee in front with hands raised above the head, and no more than three (3) inches above the knee in back when bending over. A sheer skirt overlay is NOT considered as the skirt of a dress.
3. Homecoming & Other Dances Guidelines
- a. All dances are required to follow DasCHE dress code.
 - b. Age restrictions, date, venue, and theme is subject to Board approval.

Graduation

1. Graduation Committee Chair Responsibilities
 - a. Responsible to set Graduation Information Meeting.
 - b. Responsible for choosing the speaker and setting the agenda for the event.
 - c. Responsible to set date of graduation rehearsal and graduation.
 - d. Responsible to negotiate a venue & price.
 - e. Responsible to present to DasCHE board a proposed budget.
 - f. Shall give annual report to DasCHE board at a board meeting set by the board.
2. Participation Guidelines

The primary reason for our graduation ceremony is serve/honor those parents and students who have been members of our association and have reached the culmination of their high school efforts with at least one student. In consideration of this, the Board has adopted the following guidelines to determine eligibility for participation in our graduation ceremonies.

 - a. Each family wishing to participate in the DasCHE graduation ceremony be members in good standing of DasCHE by September 1st [or the date of our first association meeting] of the year preceding the graduation year.
3. General Guidelines
 - a. Rehearsal is MANDATORY. Graduating senior and at least one parent shall be present unless an exception has been made prior to signing up.
 - b. Graduates will have the opportunity to decorate a table for the reception with pictures, favorite books, awards, future plans, etc. However, we have had some graduates in the past choose pictures only from their high school years.
 - c. The total graduation/reception cost will be communicated at Graduation Information held in the fall.
 - d. All graduation paraphernalia including tassels, diplomas, diploma covers, etc. is to be purchased by each individual family.
 - e. Every graduate needs to purchase a black cap and robe. This is not included in the cost of graduation. However, graduates are free to choose any color for their individual tassels.
 - f. Only those inducted by a nationally recognized honor society can wear a yellow cord.

Honor Society

Eta Sigma Alpha, or ESA, is the first national home school honor society. Eta, the Greek letter that is shaped like an “h” and Sigma, the letter for “s” were chosen, along with Alpha, the first letter of the Greek alphabet to create the name of Eta Sigma Alpha. Eta Sigma Alpha means the “first home school” honor society. Our chapter is currently only open to members of DasCHE association.

1. Honor Society Committee Chair Responsibilities
 - a. Chair will confirm student meets age, community service, and testing requirements.
 - b. Responsible to set and conduct annual induction ceremony.
 - c. Responsible to announce new members at the DasCHE Open House (usually 2nd Thursday in May).

- d. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines
 - a. Only open to members of DasCHE.
 - b. Student must have at least 20 hours of community service.
 - c. Student must have required score on one of the national standardized tests. The national standardized testing is required to establish a standard in a totally non-standard educational environment. The test scores provide an accepted method of measuring the homeschooled student's achievement against national and standardized norms. The following parameters are required for testing:
 - d. 1800 (Old SAT) or 1200 (New SAT 2016), 26 (ACT), 1200 (PSAT) 1200 (PSAT 10), 1200 (PSAT 8/9), a 90% composite score on the Iowa (ITBS), or 90% on the total battery on the Stanford nationally normed standardized achievement tests.
 - e. The test score must come from one test. Section scores from different tests may not be combined to achieve the required test score for membership.
 - f. Test scores should not be more than one (1) year old.
 - g. All tests must be administered in a group setting if a parent is helping with the test administration. If a group setting is not possible, a non-family member may administer the test in a one-on-one setting as long as the parent does not have access to the test. Parent administered tests are not acceptable.
 - h. Applications are available online at www.dasche.org and are usually submitted in the spring (March or April).

Association Meetings

- 1. Association Meetings Committee Chair Responsibilities
 - a. Association meetings are scheduled as needed (see ARTICLE 3.6 of DasCHE Bylaws).
 - b. Select meeting theme, secure location and speaker with board approval
 - c. Coordinate with DasCHE treasurer for speaker payment
 - d. Send out announcements to encourage participation and post on DasCHE calendar.
 - e. Give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines

Newsletter

- 1. Newsletter Committee Chair Responsibilities
 - a. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines

Spelling Bee

- 1. Spelling Bee Committee Chair Responsibilities
 - a. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines

Student Council

- 1. Student Council Committee Chair Responsibilities
 - a. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines

Summer Camps

- 1. Summer Camps Committee Chair Responsibilities
 - a. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines

Teen Edge

- 1. Teen Edge Committee Chair Responsibilities
 - a. Responsible to schedule teen activities and announce through the website to association members.
 - b. Shall give annual report to DasCHE board at a board meeting set by the board.

2. Guidelines
 - a. Teen Edge is for teens 13 years and up.
 - b. Activities offered for wholesome social interaction and opportunities for community service.

Website

1. Website Committee Chair Responsibilities
 - a. Responsible to post DasCHE related activities on DasCHE calendar.
 - b. Assist Committee Chair(s) with website to include training and giving administrative access with board approval.
 - c. During the summer is responsible to clean up the website (dasche.org) and remove outdated information.
 - d. Serves as Membership Committee Chair and is responsible to keep an updated yearly directory of DasCHE association members and associate members in the DasCHE directory online. (see ARTICLE 6.5 of DasCHE Bylaws)
 - e. Shall give annual report to DasCHE board at a board meeting set by the board.
2. Guidelines

Yearbook

1. Yearbook Committee Chair Responsibilities
 - a. Responsible to schedule photographer for pictures and set date and make-up date(s) in consultation with DasCHE Co-op Administrator and DasCHE president.
 - b. Responsible to set yearbook price.
 - c. Responsible to have yearbook completed and ready for delivery by DasCHE Orientation usually first Tuesday in September.
 - d. Shall give annual report to DasCHE board at a board meeting set by the board.
2. Guidelines
 - a. Yearbook is available to all members of DasCHE for purchase.
 - b. Senior page is available to any senior who purchases a yearbook by the date set by the committee chair.
 - i. Students not meeting the deadline forfeit the senior page.
 - ii. Any pictures taken by a Professional Photographer must come with a release. If yearbook chair does not get the release with the picture, the picture is illegal to use.
 - iii. Pictures are to be submitted in the requested format.

MOLESTATION & ABUSE POLICY

These policies apply to all DasCHE activities and anyone who performs a service, whether or not they have been selected or assigned to do so. Therefore, all DasCHE members and hired contractors will submit to Criminal Background Check and are required to abide by stated policies.

Types of Abuse

1. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth.
2. Sexual abuse is any contact or activity of a sexual nature that occurs between a child or youth and an adult, or child and other child or youth. This includes any activity which is meant to arouse or gratify the sexual desires of the adult, child, or youth.
3. Sexual abuse can include youth to youth activity which is meant to arouse or gratify the sexual desires whether both youth are willing or activity when one youth is willing and one is unwilling.
4. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and material impairment in the child's or youth's growth, development or psychological functioning.
5. Neglect is the failure to provide for a child's or youth's basic needs or the failure to protect a child or youth from harm.

The Code of Conduct for Protection of Children and Youth

1. DasCHE tutors, coaches, board members, and volunteers agree to do their best to prevent abuse and neglect among children and youth involved in association activities and services.
2. DasCHE tutors, coaches, board members, and volunteers agree not to physically, sexually, or emotionally abuse or neglect a child or youth.

3. DasCHE tutors, coaches, board members, and volunteers agree to comply with The Guidelines for Appropriate Affection with Children and Youth.
4. DasCHE tutors, coaches, board members, and volunteers acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate DasCHE leaders and state authorities in accordance with these policies.
5. DasCHE tutors, coaches, board members, and volunteers understand that the association will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
6. In the event that DasCHE tutors, coaches, board members, and volunteers observe any inappropriate behaviors or possible policy violations with children or youth, they agree to immediately report their observations as outlined in this policy.

General Guidelines for the Protection of Children and Youth

The following guidelines are intended to assist DasCHE in monitoring and supervising behaviors and interactions with children and youth. These guidelines will help identify and stop those behaviors and interactions which may be used by child molesters to “groom” children, youth and their parents, or which may create conditions where abuse can more easily occur. These guidelines are also used to make decisions about interactions with children and youth in DasCHE sponsored and affiliated programs. They are not designed or intended to address interactions within families.

1. No person will be allowed to volunteer to regularly work with children or youth until the person has been known to the association for at least six months.
2. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
3. DasCHE tutors, coaches, board members, and volunteers are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs or prescription medications while participating in or assisting with programs or activities specifically for children and youth.
4. Parents or guardians must complete written permission forms before DasCHE tutors, coaches, board members, and volunteers transport children and youth for a DasCHE sponsored activity or for any purpose.
5. DasCHE tutors, coaches, board members, and volunteers will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, national origin, disability, sexual orientation, culture, or socioeconomic status. DasCHE tutors, coaches, board members, and volunteers will portray a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They will avoid even the appearance of favoritism.
6. One-to-one counseling with children and youth will be done in an open or public or other place where private conversations are possible but occur in full view of others.
7. DasCHE tutors, coaches, board members, and volunteers are prohibited from dating or becoming romantically involved with a child or youth.
8. DasCHE tutors, coaches, board members, and volunteers are prohibited from having sexual contact with a child or youth.
9. DasCHE tutors, coaches, board members, and volunteers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, computer files, e-mails, films, clothing, etc.) on church property or in the presence of children and youth except as expressly permitted as part of an educational program that is preauthorized by the co-op administrator.
10. DasCHE tutors, coaches, board members, and volunteers are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children and youth.
11. DasCHE tutors, coaches, board members, and volunteers are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the Internet, with children or youth.
12. DasCHE tutors, coaches, board members, and volunteers are prohibited from sleeping in the same beds, sleeping bags, or tents with other children or youth unless the adult is an immediate family member of one of the children or youth in the bed, sleeping bag, or tent. An adult may sleep in the same hotel room with no fewer than three (3) other children, providing adult and all children are of the same sex. The adult must sleep alone in a bed or on a cot or rollaway bed. The adult must never be alone with a child. The adult will use the bathroom facilities alone, dressing/undressing in the bathroom with the door closed and with no children present. Exception to the above is given if any of the children are related to the adult, in which case, the adult may sleep in the same bed with a child

who is an immediate family member. A best practice rule is no situation in which one adult is alone with one child unless they are immediate family members.

13. DasCHE tutors, coaches, board members, and volunteers are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
14. DasCHE tutors, coaches, board members, and volunteers are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth, or others.
15. DasCHE tutors, coaches, board members, and volunteers are prohibited from using harsh language, profanity, degrading punishment, or any mechanical restraint for behavior management.
16. DasCHE tutors, coaches, board members, and volunteers are prohibited from participating in or allowing others to conduct any hazing activities or behaviors which could be construed as hazing.

Guidelines for Appropriate Affection with Children and Youth

Dallas Christian Home Educators is committed to creating and promoting a positive, nurturing environment for our children and youth that protect our children and youth from abuse and our DasCHE tutors, coaches, board members, and volunteers from any misunderstandings. Stating which behaviors are appropriate and which are inappropriate allows DasCHE tutors, coaches, board members, and volunteers to comfortably show positive affection and yet identify individuals who are not maintaining safe boundaries with children and youth. The guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to “groom” children, youth, and their parents for future abuse. The following guidelines are to be carefully followed by all DasCHE tutors, coaches, board members, and volunteers working around or with children and youth.

Positive and appropriate forms of affection:

1. Brief hugs.
2. Pats on the shoulder or back.
3. Handshakes.
4. “High-fives” and hand slapping.
5. Verbal praise.
6. Touching hands, faces, shoulders and arms of children or youth.
7. Arms around shoulders.
8. Holding hands while walking with small children.
9. Sitting beside small children.
10. Kneeling or bending down for hugs with small children.
11. Holding hands during prayer.
12. Pats on the head when culturally appropriate. (For example, this gesture should typically be avoided in some Asian communities).

Inappropriate forms of affections with children and youth

1. Inappropriate or lengthy embraces.
2. Kisses on the mouth.
3. Holding children over three years old on the lap.
4. Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers.
5. Showing affection in isolated areas such as bedrooms, closets, staff only areas, or other private rooms.
6. Occupying a bed with a child or youth.
7. Touching knees or legs of children or youth.
8. Wrestling with children or youth.
9. Tickling children or youth.
10. Piggyback rides.
11. Any type of massage given by a child or youth to an adult.
12. Any type of massage given by an adult to a child or youth.
13. Any form of unwanted affection.
14. Comments or compliments (spoken, written, or electronic) that relate to physique or body development.
15. Snapping bras or giving “wedgies” or similar touch of underwear whether or not it is covered by other clothing.
16. Private meals with individual children or youth.

Monitoring and Supervision of Programs Supervisory

1. Every program for children and youth must meet established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
2. DasCHE tutors, coaches, board members, and volunteers are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
3. DasCHE tutors, coaches, board members, and volunteers aged 21 or older must directly supervise student volunteers younger than 21 and be physically present during all activities.
4. An up-to-date list of approved substitute coaches, volunteers, and tutors for children and youth will be maintained and posted online at www.dasche.org.
5. Each program will follow age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
6. When supervising or assisting private activities such as dressing, showering or diapering infants or children, staff and volunteers will remain in an area observable by other adults or work in pairs.
7. Doors of occupied classrooms must be unlocked at all times during activities. Unused rooms should be locked.

Procedures for Restroom Use, Showers or Baths for Children or Youth Programs and Activities

1. No adult may shower, bathe, or use the restroom facilities in the presence of children or youth. Hand washing is required of all persons after any use of restroom facilities.
2. Diapering should be done in diapering stations in close proximity to other care providers. It is not appropriate for diapering to occur behind closed doors or in isolated places.
3. An adult caregiver must accompany all children age two (2) through kindergarten to the restroom. If facilities are removed from the classroom, the caregiver must check the bathroom to see if other adults are present before allowing the child to go in. If there is no stall in the restroom, the caregiver stands outside the door while the child uses the bathroom. If there are stalls, the child goes in alone.
4. The caregiver will assist the child only if necessary, in which case the stall door and the outer door shall remain ajar. The caregiver should not go into the restroom with the child and close the door, or into the stall and close the door.
5. If the restroom is in the classroom with only one toilet, the child should go alone into the restroom. If the restrooms are removed from the classroom, the caregiver must accompany children age two (2) through kindergarten, following the procedures outlined above.
6. In a classroom with attached restrooms with only one toilet, the first through fifth grade child will go alone. If the restrooms are located away from the room, another child of the same sex will accompany the child to the restroom. Children in this age group may not go to the restroom alone. In no instance should a door be completely closed if adult assistance is needed.
7. Youth in sixth through twelfth grades are encouraged to use the buddy system if restrooms are located some distance away from the activity.
8. When there are special needs or extenuating circumstances, a specific policy may be formulated, approved by the director and the parent(s) of the child, and implemented with appropriate monitoring and supervision.

Reporting Instances of Inappropriate Behavior or Policy Violations with Children or Youth that are Inconsistent with the Guidelines for Appropriate Affection with Children and Youth

1. A telephone call or meeting with the co-op administrator, sports directors, or executive board. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
2. Reporting of suspected abuse of children or youth is required by this policy and by the laws of the State of Texas.
3. Reports to Child Protective Services (CPS) may be made in either of the following ways:
 - a. Call the toll-free 24-hour, 7-day a week, nationwide abuse Hotline: 1-800-252-5400
 - b. Report through CPS secure web site (you will receive a response within 24 hours: www.txabusehotline)
 - c. E-mail reports are not accepted.
 - d. Failure to report suspected abuse of children or youth is a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.

OTHER

Building Use

Any request for use of the church building will be directed to the DasCHE board member serving as church liaison and is subject to DasCHE board approval.

Website Use

The use of direct email communication via the DasCHE website will be for DasCHE approved events only. The member page “classified/bulletin board” is for members to post home school related information. DasCHE is not responsible for what members post on “classified/bulletin board.” DasCHE website coordinator or the DasCHE board reserves the right to remove any postings it determines as inappropriate.

CHANGES TO HANDBOOK

Any changes to the handbook will be listed as **Amendments** under Section XI. Amendments will be dated and added to the Handbook as needed. We recognize that the needs and wishes of the parents, students, and board of directors may change over time regarding the DasCHE Association. DasCHE welcomes and wants to hear your suggestions and/or ideas. Please put them in writing and email or hand to any board director.