



ASSOCIATION POLICY & PROCEDURES HANDBOOK

2018-2019

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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, 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. Therefore, we 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.

We believe that 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 are the governing principles by which DasCHE intends to conduct its day-to-day business.

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, and 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.

EXPECTATIONS

DasCHE Association Expectations from Families

1. DasCHE expects all families to comply with all rules and policies published in this Handbook and all DasCHE-related events and activities. These include all requirements for Co-Op and adhering to the dress code.
2. DasCHE Association Family members are also expected to treat all DasCHE staff and leaders with respect at all times and follow the documented process for resolving conflicts and problems.
3. DasCHE Association reserves the right to remove any family or individual for cause in the event of negligence, non-compliance, or unethical behavior, or any other action deemed egregious by the Board on the part of the Association member.

Family Member Expectations

1. DasCHE Association members will have access to all events and activities sponsored and facilitated by DasCHE.
2. DasCHE Association members can expect to be treated fairly and with respect.
3. DasCHE Association members may attend all open Board meetings and have access to Board members as well as members of leadership to ask questions and seek guidance.
4. In accordance with the DasCHE Open Communication Policy, if a conflict resolution is unsuccessful, DasCHE Association members have the right to appeal any conflict to the Board for a formal hearing.

BEHAVIORAL & DISCIPLINE GUIDELINES

Parent Guidelines

1. **Illness:** Do not bring a child who is not feeling well to any DasCHE event. This includes a child who 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 an Activity Coordinator 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. **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.

6. **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 or tutor). 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.
7. **Fees:** Membership fees, Co-op related 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.
8. **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.
9. Parents are responsible for checking the website (dasche.org) for information regarding DasCHE events.
10. Students must be picked up promptly at the end of the DasCHE event.
11. **We do not have a phone available for student or parent use. Do not call the church office** to ask for directions, DasCHE events, or lost and found items. **Call the church office for emergencies only.**
12. Please do not park in the fire lane at main entrance to the church building. Park only in designated parking spaces. Any assessed fines, even those assessed to the church, will be payable by the person failing to comply with parking guidelines.
13. All DasCHE members and guests are to show respect for each other, tutors, and any adult in charge of a 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.). Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated. Warnings by an administrator or another adult regarding any dangerous behavior constitutes 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. **"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.
4. **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.
5. **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.
6. All DasCHE students and guests are to show respect for each other, tutors, and any adult in charge of the 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, 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 in the front and not more than three (3) inches in the back with hands raised above the head. 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 Communication 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, or other DasCHE sponsored outings and activities. In the event a student refuses to conform to these guidelines, a Tutor, Administrator, 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 activity. The adult, tutor, 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 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. Tutors 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

In the event of student misconduct, the Activity Coordinator or other responsible adult will file an incident report. This report should be emailed or typed and mailed to the Co-op Administrator or Board President.

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

In accordance with the DasCHE Association Bylaws, families and/or students may be asked to leave DasCHE for cause such as 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, and DasCHE leadership.

Families may have a hearing with the DasCHE Board prior to dismissal according to the Open Communication Policy.

DasCHE ASSOCIATION BOARD

Board Meetings and Responsibilities

1. All DasCHE Association Board meetings, except as noted below, shall be open meetings. Any Association member may attend a Board meeting.
2. The Board shall observe the parliamentary procedures as stated in *Robert's Rules of Order*, except as otherwise provided in Board procedural rules or DasCHE Bylaws. The Board may request someone be removed from the Board Room if they are disruptive to the meeting.
3. All discussions at a Board meeting 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 will halt discussion that does not apply to the business before the Board as posted on the agenda.
4. The Board corporately has the following authority:
 - a. Govern and oversee the management of DasCHE Association.
 - b. Approve Activity Coordinators.
 - c. Select and evaluate, at least annually, Activity Coordinators. The evaluation shall be conducted in accordance with DasCHE policy. (see ARTICLE 6.1 DasCHE Bylaws)
 - d. Require Co-op Activity Coordinator to develop an operational Handbook to be reviewed annually by the Board
 - e. Set annual dues (see ARTICLE 3.2 DasCHE Bylaws)
 - f. Call elections and canvass the returns (see ARTICLE 3.5 DasCHE Bylaws)
 - g. Adopt and periodically review DasCHE policy.

5. Each Board director will:
 - a. Abide by the laws of the United States and the State of Texas.
 - b. Recognize that he has no legal authority as an individual outside of DasCHE Board meetings and will conduct himself with sensitivity to that fact.
 - c. Will refer any member complaints to the proper authority within the DasCHE Association.
 - d. Will support all Board decisions, regardless of his personal vote.
 - e. Will not discuss confidential information outside of Board meetings.
 - f. Will support DasCHE, and home schooling in general, in the community and on social media.
6. According to the DasCHE Association Bylaws, the DasCHE Association Board will hold the following meetings:
 - a. An Annual Board Meeting following the annual meeting of the members in which the new Board will take office.
 - b. Regular meetings to be held at least 3 times each fiscal year.
 - c. Executive Board meetings which will be reserved for an item or items that cannot wait until a scheduled Board meeting or are sensitive in nature.
 - d. Executive Session during a public meeting when discussion of very sensitive subjects arises. 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. 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.

Activity Coordinator & 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, Gala, Graduation, and other activities is the function of the Activity Coordinator. The Board recognizes that the Activity Coordinator may delegate certain responsibilities to other personnel. Such delegation does not relieve the Committee Chair of the final responsibility for actions taken.
2. The Board holds the Activity Coordinator responsible for:
 - a. Complying with all applicable laws, rules, and regulations
 - b. Administering Board policies and decisions
 - c. Operation of the activity
 - d. The system of supervision and evaluation of staff
 - e. Keeping the Board informed about operations, problems, and opportunities
 - f. Submitting an annual report to the Board.
3. The Board shall:
 - a. Recognize the Co-op Administrator/Director as the educational leader of DasCHE Co-op, and other Activity Coordinators, such as Gala Coordinator and Graduation Coordinator, as leaders of their respective activities.
 - b. Provide direction for and set policy for the Association through written policies, objectives, and goals.
 - c. Give the Activity Coordinator 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 and other Activity Coordinators, and provide appropriate opportunities for the Coordinators to share their perceptions regarding the working relationship between the Board and Activity Coordinators. The Board will evaluate by scheduling the Activity Coordinator to meet in person at least one time annually for a review at a regularly scheduled Board meeting.
 - f. The evaluation of the Activity Coordinator will be conducted in accordance with DasCHE policy. The evaluation instrument will have been developed collaboratively between the Activity Coordinator and the Board, adopted in advance, and will be based upon observable, job-related behavior.
 - g. The Activity Coordinator's evaluation is confidential.

Complaints & Appeals

1. The Board should inform the association member of his/her due process and refer the Association member back to the appropriate section of the DasCHE Handbook.
2. The Board members may want to inform the appropriate Activity Coordinator (Co-op Administrator, Gala Director, etc.) of complaints brought to them if they feel it is appropriate or necessary.
3. Complaints should first be handled as previously noted between members/families concerned.
4. If the concern is not resolved after the meeting between members/families has been conducted, the matter should be handled on the Activity level.
5. If the concern is still not resolved, the Activity Coordinator may ask the President or Board designee to meet with him/her and family(s) concerned.
6. If at that point the family still feels the issue is not resolved, they may appeal to the Board.
7. 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 Activity Coordinator who must be a member of DasCHE.

Box Tops

1. Box Tops Activity Coordinator 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 Activity Coordinator.
 - b. DasCHE board, in conjunction with the Activity Coordinator, will decide how the Box Tops proceeds will be spent.

Career Pathways Club

1. Career Pathways Club Activity Coordinator 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 Activity Coordinator Responsibilities
 - a. Oversees and assists association members who want to offer a field trip to the association.
 - b. Posts field trips online and disseminates 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.
3. Field Trip Policy

All field trips will not be considered to be DasCHE events or in any way sponsored or sanctioned by any leadership or entity of the DasCHE organization. All extracurricular activities which occur outside of the academic co-op are considered to be parent led and parent sponsored. The Field Trip Activity Coordinator will be available to publish activity information and assist parents in coordinating with each other. DasCHE will not be able to provide any financial resources, transportation, or material resources required for the event. All reservations and financial arrangements will be the responsibility of the adults leading and directing the event. Adults leading an event will agree that DasCHE will not bear any legal responsibility for any issues that might occur at any field trip activity or event.

Gala & Other DasCHE Dances

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

1. Gala and Other Dances Activity Coordinator Responsibilities
 - a. Selects at least one additional committee member.
 - 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 by the first week in January.
 - e. Gives an 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. Gala is open to DasCHE students who are in 7-12 grades who are at least 12 years of age and their parents. Any parents wishing to attend must have a paid registration. Seventh grade students must be accompanied by a parent or other designated adult with a paid registration who will be responsible for that student. Alumni of DasCHE are also permitted to register and attend Gala.
 - c. Registration for Gala is a two-step process – register online and pay in person. Your spot at Gala is not confirmed until both steps are complete.
 - d. The Gala ticket is a keepsake only. Entrance to Gala is by reservation. If your name is not on the Gala registration list with the Gala Coordinator, your registration is invalid, and you will not be admitted into Gala. This means that tickets are NON-TRANSFERABLE. If you are unable to attend or would like to sell or give your spot to another association member, you must first contact the Gala Coordinator and the new ticket holder must register before the transaction is complete. NO REFUND will be issued by the Gala committee. You are responsible for getting payment from the person the ticket is given to. If your name has not been changed and officially registered, you will not be allowed entry into Gala.
 - e. Reservations for Gala are limited. If all spots are filled, registration will close, and no other guests will be permitted to register. Please register and pay for your spot early! NO WAITING LIST will be kept by the Gala Coordinator or committee.
 - f. Only DasCHE students may invite guests. Students ONLY are allowed to purchase one guest ticket per student ticket purchased (non-DasCHE guest). Parents may register and attend, but may not purchase a guest ticket.
 - g. Only people with a paid reservation may enter the venue. This policy will be enforced the entire duration of Gala. Entrance to take a few pictures or for a few minutes at the end of Gala is prohibited. Violators will have an incident report filed. No entrance permitted without advance registration and payment.
 - h. Those who are not in compliance with policies and dress code will be denied admittance to the Gala.
 - i. Seniors: In order to be recognized as a senior at Gala, the family must be a DasCHE Association member. Seniors and their parents 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.
 - j. No exceptions will be made for dietary or environmental allergies. If you have allergies, please communicate with the coordinator to see if attendance is safe for you.
 - k. 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 proof of original entry upon returning to the Gala. **Parents:** Please make sure your student understands this prior to attending. We cannot be responsible for students leaving the premises. Anyone picking up a student must wait outside the Gala venue – no exceptions.
 - l. Conflict – If you have any questions or issues, please communicate directly with the Gala Activity Coordinator. Other committee members are not able to make final decisions.
 - m. Dress Code - When purchasing tickets for the Gala, each Gala attendee 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.

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. Two-piece dresses must completely cover midriff. Backless dresses must not extend lower than the natural waistline.
- d. Dresses are to be NO SHORTER than two (2) inches above the top of the knee in front and no more than three (3) inches above the knee in with hands raised above the head. A sheer skirt overlay is NOT considered as the skirt of a dress.

3. 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 Activity Coordinator Responsibilities

- a. Selects at least one additional committee member.
- b. Responsible to set Graduation Information Meeting.
- c. Responsible for setting the agenda of the event and for choosing the Master of Ceremony and speakers for the prayers, charge to the graduates, and other parts of the ceremony.
- d. Responsible to set date of graduation rehearsal and graduation.
- e. Responsible to negotiate a venue and price.
- f. Responsible to present to DasCHE board a proposed budget.
- g. Gives annual report to DasCHE board at a board meeting set by the board.

2. Participation Guidelines

The primary reason for the graduation ceremony is serve and honor those parents and students who have been members of the DasCHE 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 graduation ceremonies.

- a. Each family wishing to participate in the DasCHE graduation ceremony must be members in good standing of DasCHE by September 1st of the year preceding the graduation year, or be an actively involved member the year of graduation.

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.
- 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. Our chapter is currently only open to members of DasCHE Association. In consideration of this, the Board has adopted the following guidelines to determine eligibility for participation in the Chi Chapter of the ESA Home School Honor Society:

- a. Each family wishing to participate in the honor society must be members in good standing of DasCHE by September 1st of the anticipated induction year.

1. Honor Society Activity Coordinator Responsibilities

- a. Selects at least one additional committee member.
- b. Will confirm student meets age, community service, and testing requirements.
- c. Will set and conduct annual induction ceremony.
- d. Will announce new members via the DasCHE website.

- e. Shall give annual report to DasCHE board at a board meeting set by the board.
- 2. Guidelines
 - a. Only open to members of DasCHE. Student's family must be a member of the DasCHE Association by September 1st of the anticipated induction year.
 - 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.
 - d. The following parameters are required for testing:
 - i. 1800 (Old SAT) or 1200 (New SAT 2016);
 - ii. 26 (ACT);
 - iii. 1200 (PSAT) 1200 (PSAT 10), 1200 (PSAT 8/9);
 - iv. 90% composite score on the Iowa (ITBS), or
 - v. 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. Deadline for application will be March 31st.

Monthly Meetings

- 1. Monthly Meetings Activity Coordinator Responsibilities
 - a. Monthly meetings are scheduled as needed, generally the 2nd Tuesday of the month, though another day may be chosen as need dictates with Board approval.
 - 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.

Newsletter

- 1. Newsletter Activity Coordinator Responsibilities
 - a. Give annual report to DasCHE board at a board meeting set by the board.

Spelling Bee

- 1. Spelling Bee Activity Coordinator Responsibilities
 - a. Give annual report to DasCHE board at a board meeting set by the board.

Student Council

- 1. Student Council Activity Coordinator Responsibilities
 - a. Give annual report to DasCHE board at a board meeting set by the board.
 - b. Coordinate activities and opportunities for community service.
- 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. 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 Activity Coordinator Responsibilities
 - a. Post DasCHE related activities on DasCHE calendar.
 - b. Assist Activity Coordinator(s) with website to include training and giving administrative access with Board approval.
 - c. Clean up the website (dasche.org) and remove outdated information during summer months.
 - d. Serves as Membership Activity Coordinator and is responsible to keep an updated yearly directory of DasCHE association members and associate members in the DasCHE directory online.
 - e. Give annual report to DasCHE board at a board meeting set by the board.
- 2 Guidelines

CHILD SAFETY 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 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, 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, board members, and volunteers agree not to physically, sexually, or emotionally abuse or neglect a child or youth.
3. DasCHE tutors, board members, and volunteers agree to comply with The Guidelines for Appropriate Affection with Children and Youth.
4. DasCHE tutors, 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, 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, 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, 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, board members, and volunteers transport children and youth for a DasCHE sponsored activity or for any purpose.
5. DasCHE tutors, 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, 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 or tutoring 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, board members, and volunteers are prohibited from dating or becoming romantically involved with a child or youth.
8. DasCHE tutors, board members, and volunteers are prohibited from having sexual contact with a child or youth.
9. DasCHE tutors, 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, 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, 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, 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, board members, and volunteers are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
14. DasCHE tutors, 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, board members, and volunteers are prohibited from using harsh language, profanity, degrading punishment, or any mechanical restraint for behavior management.
16. DasCHE tutors, 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, board members, and volunteers from any misunderstandings. Stating which behaviors are appropriate and which are inappropriate allows DasCHE tutors, 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, 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

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, 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, board members, and volunteers aged 18 or older must directly supervise student volunteers younger than 18 and be physically present during all activities.
4. An up-to-date list of approved substitute 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 for Children or Youth Programs and Activities

1. 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.

2. An adult caregiver or approved student helper must accompany all children age two (2) through kindergarten to the restroom. If the restroom is in the classroom with only one toilet, the child should go alone into the restroom.
3. The caregiver will assist the child only if necessary, in which case the stall door and the outer door will 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.
4. 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.

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 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 President or Secretary 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.