



Train up a child in the way he
should go.

ASSOCIATION POLICY & PROCEDURES HANDBOOK

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INTRODUCTION

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 homeschool 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 affect 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, rev. 2020)

We believe that the acknowledgment of God is an ingredient that must be included in our homeschool 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)

This association 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 by 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 an association with differing motivations and philosophical approaches to education. As we implement laws, rules, and policies for our association, we acknowledge the Bible as the final source of authority for all of our decisions.

The Statement of Faith and Nicene Creed are the governing principles by which DasCHE intends to conduct 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 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

Expectations

DasCHE Association Expectations of Members

- DasCHE expects all families to comply with all rules and policies published in this Handbook at all DasCHE related events and activities.
- DasCHE Association members are also expected to treat all DasCHE representatives with respect at all times and follow the documented process for resolving conflicts and problems.
- 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 to include, but not limited to, criminal activity, clear abrogation of the policies of DasCHE and willful subversion of the administration of the organization's

order.

Family Member Expectations of DasCHE

- DasCHE Association members will have access to all events and activities sponsored and facilitated by DasCHE.
- DasCHE Association members can expect to be treated fairly and with respect.
- 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.
- In accordance with the DasCHE Open Communication Policy, if a conflict resolution is unsuccessful, DasCHE Association members have the right to submit a written request to appeal any conflict to the Board for a formal hearing.

BEHAVIOR & DISCIPLINE

Behavior & Discipline

Parent Responsibilities

- **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,” rash, or any other signs of illness. Admins should be notified of any medical issues or alerts.
- **Behavior:** Unruly, dangerous, and/or disrespectful behavior will not be tolerated. All DasCHE members and guests are to show respect for each other and any DasCHE representative. 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. Parents have the responsibility to ensure their children understand and follow the rules. Parents will be notified of any unacceptable behavior. Please see the Student Misconduct Policy in this Handbook. A parent conference with a DasCHE representative will be convened depending on the situation or if a Student has 3+ Incident Reports on file for the academic year.
- **Dress code:** Parents have the responsibility to ensure their family members observe the dress code for all DasCHE events as outlined in this Handbook.
- **Supervision:** Parents are responsible for the supervision of their children at all DasCHE events. Failure to observe this may result in dismissal from the activity up to and including dismissal from DasCHE.
- **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. Transcripts, grades, and diplomas are the responsibilities of the parent.
- **Fees:** Parents are responsible for timely payments for all DasCHE activities to include any late fees. Failure to pay fees may result in dismissal from the activity up to and including dismissal

from DasCHE. Any extenuating circumstances concerning payment of fees should be discussed with the appropriate DasCHE representative.

- **Smoking, vaping, alcoholic beverages, or illicit drug use:** Use of and/or distribution of these by any DasCHE member or guests at DasCHE- sponsored activities is not allowed. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.
- **Communication:** Parents are responsible for checking their emails and the website (dasche.org) for information regarding DasCHE events.

Student Guidelines

- 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 this 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.
- Modest dress is expected of all students. Please refer to the **Dress Code**.
- Public displays of affection are prohibited amongst students at Dasche or Dasche events. Parents are encouraged to monitor their children at Dasche events. Students who fail to observe this policy are subject to removal from said event. Public displays of affection are defined as a physical act of intimacy between a romantic couple done in the view of others.

In order to maintain a professional atmosphere of learning, mutual respect and safety in school, students should refrain from inappropriate, intimate behaviors on campus or at school-related events & activities. Students are expected to conduct themselves respectfully at all times.

Guidelines:

- It is acceptable to demonstrate care for each other in physical expressions such as friendly side hugs, handshakes, high fives, fist bumps, or pats on the back or shoulders. All such contact should be open and inclusive within a social group to be acceptable.
- Intimate physical expressions of affection that are not considered acceptable for co-op days are frontal hugs, kissing, holding hands, cuddling, stroking/petting, back rubs, or isolating from a group to be alone. In addition, lying down with another student; hand on another's lap; head on another's lap; sitting on another's lap; touching in sexual ways either under or through clothing are all not acceptable behavior at co-op.

Consequences:

Students involved in inappropriate expressions of affection will be spoken to privately and respectfully with a view to modifying their behavior and educating them. Continued failure will be considered a discipline violation and will result in parent notification and consequences as outlined in the discipline policy.

- **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.

- **NO** smoking, vaping, alcoholic beverages or illicit drug use and/or distribution of 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.
- All DasCHE students and guests are to show respect for each other and for any DasCHE representative. Disrespect includes, but is not limited to yelling, profanity or threatening speech or gestures, frequent interruptions or disruptions in class. 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 or DasCHE-related activities such as Gala, Showtunes, Graduation and any additional events. 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. 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.

- 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, skin tight or other distracting clothing
- Athleisure bottoms such as tights, yoga pants, and leggings are prohibited as pants. They must be worn with a dress code appropriate dress or skirt.
- Pants, shorts and skirts will fit properly around the waist. Shorts and skirts will be no shorter than two (2) inches above the knee, front and back, with hands raised above the head. Rips, tears and holes in pants or jeans that expose skin are to be no higher than 2 inches above the knee. Leggings or tights are acceptable to wear underneath exposed holes and rips in jeans or pants to cover the exposed skin, Shoes should be worn at all times. Shoes should be appropriate for all scheduled activities.

Open Communication Policy

In order to maintain unity within DasCHE, we encourage each member to bring any concerns and problems about DasCHE to the adult in charge of the event. In order to facilitate this process, an open-door policy will be in effect for all DasCHE members. This gives the DasCHE member an opportunity to voice an opinion or suggestion to the DasCHE leaders or to enable DasCHE leaders to address a member in regard to neglect of Association guidelines.

- If a member has difficulty or a complaint against someone, that person should first be contacted to discuss this; the Bible instructs us to go to the offending person(s). Matthew 18:15

- If that does not resolve the issue, the member may ask for assistance from the DasCHE representative in charge of the activity where the offense occurred. The member has the right to discuss his/her problems or concerns freely and without fear of retaliation.
- Depending on the nature of the complaint, the member may take the problem to the DasCHE Board.

Members may need to be reminded of the DasCHE guidelines as set forth in this Handbook. The DasCHE representative will contact and/or meet with the 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 behavior continue, the DasCHE member may be asked to withdraw from the DasCHE event or from the DasCHE Association. Certain violations may warrant immediate dismissal.

In summary, the DasCHE Board desires that all members act according to Biblical principles in our efforts to communicate with one another. All members are encouraged to address their concerns as set forth in this Open Communications Policy and not discuss concerns or problems with other members.

Student Misconduct Policy

The DasCHE Handbook addresses the behavioral standards expected for all DasCHE students. These standards apply for the duration of the Co-op day, , or other DasCHE-sponsored outings and activities. In the event a student refuses to abide by these guidelines, DasCHE representatives have the authority to correct the student. Should the student continue the unacceptable behavior, the representative has the authority to remove the child from the activity. The DasCHE representative will contact the parent(s) of the child and inform him/her of the student's misconduct. Continued misconduct may be grounds for dismissal from DasCHE. This policy shall not be used lightly or without fair warning to the student.. Whenever possible, 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. DasCHE representatives are NOT to use corporal punishment in correcting students.

Information Included in DasCHE Incident Report

Link: <https://www.dasche.org/iform/9954>

In the event of student misconduct, the DasCHE representative will file an incident report. This report should be mailed or emailed 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:

Dismissal from DasCHE

In accordance with the DasCHE Association Bylaws, families and/or students may be asked to leave DasCHE

for reasons that include, but are not limited to: failure to responsibly comply with behavior guidelines, failure to pay fees, disruption of DasCHE activities, or infractions of policies stated in the DasCHE Handbook. All efforts will be made prior to dismissal using the Open Communication Policy to try to resolve any problems or issues. Members may appeal to the DasCHE Board at the Board's discretion.

DASCHE ASSOCIATION BOARD

DasCHE Association Board

Board Meetings and Responsibilities

The Board corporately has the following authority:

- Govern and oversee the management of DasCHE Association.
- Appoint the advisory board to assist the DasCHE Co-op Administrator
- Appoint the CARES Team committee chair
- Interview and select the co-op Administrator and Management Team
- Approve the DasCHE Association activity coordinators.
- Annually review activity coordinators in accordance with the DasCHE policy.
- Require Co-op Committee to review the operational handbook and bring any/all proposed changes to the Board for approval.
- Set annual dues.
- Call elections and canvass the returns.
- Adopt and periodically review DasCHE policy.
- Review all contracts annually (including rental, independent contractor agreements, event contracts, etc.)....

Each Board director will:

- Abide by the laws of the United States and the State of Texas.
- Recognize that he/she has no legal authority as an individual outside of DasCHE Board meetings and will conduct himself/herself accordingly.
- Will refer any member complaints to the proper authority within the DasCHE Association.
- Will support all Board decisions, regardless of his/her personal vote.
- Will not discuss confidential information outside of Board meetings.
- Will support DasCHE, and home schooling in general, in the community and on social media.
- Will review the DasCHE Bylaws, Association Policy & Procedures Handbook annually.
- Review this document and sign that read and knowledge the roles and positions of the organization.

The DasCHE Association Board will hold the following meetings:

- An Annual Board Meeting to be convened within 30 days following the annual meeting of the members in which the newly elected Board will elect officers and transact any other necessary business.
- Regular meetings to be held at least 3 times each fiscal year.
- Executive Board meetings are closed door meetings which will be reserved for an item or items that cannot wait until a scheduled Board meeting or are sensitive in nature.
- 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. This means that everything said or done in the executive session is confidential. Anyone who breaks the confidentiality of executive sessions can be disciplined by the organization.

DasCHE Committee Chairs & Board Relationship

General requirements for all committees

- If a member wishes to create a new committee, a proposal must be submitted to the board for approval
- The chair must be 21 years of age or older and a member of the association
- The chair is voted on by the board and will be reviewed and voted on annually no later than the fall semester
- The chair forms the committee
 - At least one board member is required to be on the committee
 - The committee must consist of a minimum of two members
 - The chair presents the list of committee members to the board for approval
 - The chair should submit a budget to the board at least 60 days in advance
 - Any expense over the budget must be approved by the board
 - All activities must be submitted to the board for approval
- All monies collected by the committees must be submitted to the association treasurer within seven (7) business days.
- Receipts for reimbursements - all receipts for reimbursements must be submitted to the association treasurer within 30 days for reimbursement.
- The chair sets the agenda and activities for the event which is executed with the assistance of the committee members.
- All contracts must be submitted to the board for approval prior to being signed by the President, Vice President, and/or Secretary.

The Board holds the committee chairs responsible for:

- Complying with all applicable laws, rules, and regulations;
- Administering Board policies and decisions;
- Keeping the Board informed about operations, problems, and opportunities;
- Submitting an annual report to the Board one month after the event

The Board shall:

- Provide direction for and set policy for the Association through written policies, objectives, and goals.
- Refer complaints, criticisms, and requests to the appropriate committee chair.
- Evaluate the committee chairs annually 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. The Coordinators' evaluation will be confidential.

DASCHE Co-op Committee

Dasche Scholastic Cooperative is a committee under Dasche Association and is operated by the Management Team. All independent contractors on the management team are encouraged to attend board meetings (virtual or in person). All management team positions are contracted and will be reviewed annually by the Board for the following academic year. The Board has the authority to terminate a contract at any time.

Scholastic Cooperative Management Team

The DasCHE Scholastic Cooperative Management Team consists of:

- Co-op Administrator
- Classes/Academic Coordinator
- Dasche Registrar/Web Coordinator
- DasCHE Treasurer
- Service Coordinator
- Events Coordinator

Co-op Administrator:

- Is selected and approved by the board and is the team lead for the Cooperative Management Team.
- Reports to the board.
- Must meet with the Advisory Board at a minimum of once a month.
- See job description in the Appendix.

Cares Team Committee:

- Is selected and approved by the board
- Reports to the board
- Responsible for safety and security of the campus

Advisory Board Committee:

- Is selected and approved by the board
- The Advisory Board Committee should consist of 2-3 members and should meet with the Co-op Admin at a minimum of once a month or as needed.
- The Advisory Board Committee is to provide support to the admin in “gap areas” and to facilitate conflict resolution.
- The Advisory Board Committee will advise the Admin regarding policies and procedures as needed in order to stay legally compliant.
- In the event that the committee and Admin do not agree, and a resolution is not met, it is then presented to the Board.

Honor Society Committee

- Is selected and approved by the board
- Set application deadline.
- Confirm applicant meets age, community service, and testing requirements.
- Set and conduct an annual induction ceremony.

Event Committees:

The following are recognized as approved DasCHE association committees and must follow the guidelines set forth above. In events requiring ticket purchases, only the designated chair of the committee receives free admission to the event. This does not include spouses and/or children of the chair of the committee.

- **Open House/Showcase:**
 - Responsible for submitting a budget to the Board 60 days prior to the event
- **Kickoff:**
 - Responsible for submitting a budget to the Board 60 days prior to the event
- **Graduation:**
 - Responsible for setting the Graduation Information Meeting.
 - 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.
 - Responsible for negotiating a venue and price subject to board approval.
 - Responsible for submitting a budget to the Board 60 days prior to the event
- **Gala/DasCHE Dances :**

- Selects date, venue, and theme which is subject to Board approval;
 - Selects DJ and music.
 - All music shall be submitted to the board for review by the first week in January.
 - Responsible for submitting a budget to the Board 60 days prior to the event
- **Science/Art Fair/Writing Competitions:**
 - Responsible for advertising and promoting the event
 - Responsible for submitting a budget to the Board 60 days prior to the event

Student Council Committee:

Is selected and approved by the board and reports to the board. The committee collaborates with the committee chairs to determine where assistance is needed.

Confidentiality Policy:

It is the policy of DasCHE that independent contractors, employees, staff, volunteers, and board members of the DasCHE Association will not disclose confidential information belonging to or obtained through their affiliation with DasCHE Association to any person, including their relatives, friends, business and professional associates, unless the DasCHE Board has authorized disclosure (even after separation/termination of service). All persons functioning in one or more of the roles mentioned above are required to sign the Confidentiality Agreement. Failure to sign the document will result in the inability to function or continue to function in the roles specified above. **This policy is not intended to prevent disclosure where disclosure is required by law.**

Complaints & Appeals (See Open Communication Policy, pg. 5)

ASSOCIATION ACTIVITIES

Association Activities

Co-op (see DasCHE Co-op Handbook) Field Trips 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 parent sponsoring the field trip will be able to publish activity information via the DasCHE forum. DasCHE will not provide any financial resources, transportation, or material resources required for the event. All reservations and financial arrangements (including collecting monies) will be the responsibility of the parent(s) leading and directing the event. Parents 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.

DasCHE Dances

All DasCHE Association dances are subject to Board approval and are required to follow the DasCHE dress code and behavioral guidelines as outlined in the Dasche Association Handbook.

Gala/Dances Guidelines

Gala is a benefit of DasCHE Membership. Inviting other associations to participate does not fit into this model. Gala is open to DasCHE students who are in 8-12 grades.

- All attendees must have a paid registration.
- All student attendees must be at least **13 years of age**, including children of committee members.
- Students 13 years of age must be accompanied by one of their parents.
- Registration for Gala is a two-step process:
 - register online
 - pay by deadline.
 - The attendee's spot at Gala is not confirmed until both steps are complete.
- Entrance to Gala is by reservation and all attendees must be on the list. If the attendee's name is not on the Gala registration list, the registration is invalid, and the attendee will not be admitted into Gala.
- If the registered attendee is unable to attend or would like to sell or give his/her registration to another association member, the registered attendee must first contact the Gala Coordinator and the new attendee must register before the transaction is completed. NO REFUND will be issued by the Gala committee. The original registrant is responsible for getting payment from the new registrant. If the name has not been changed and officially registered, the new attendee will not be allowed entry into Gala.
- 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.
- Each DasCHE student may register and pay for only one additional registration for a non-DasCHE student. Student's guests must be between the ages of 14-20. Students who are inviting non-DasCHE students as their guests, must get a signed approval from the member's parent(s) stating that they will abide by the dress code and behavioral guidelines. Any DasCHE student bringing a guest between the ages of 18-20 will be required to complete a background check and be approved by the board.
- Those who are not in compliance with policies and dress code will be denied admittance to the Gala. Any alterations made to acceptable attire, even after admittance, will result in removal from Gala.
- DasCHE parents may register and pay for a ticket(s), but are not permitted to purchase a guest registration. Only people with a paid registration may enter the venue. No exceptions will be made to this rule. This policy will be enforced for the entire duration of Gala. Entrance to take a few pictures, to participate in the senior walk or dance, or for a few minutes at the end of Gala, requires a ticket purchase. Violators will have an incident report filed. No entrance permitted

without advance registration and payment.

- Anyone picking up a student must wait outside the Gala venue – no exceptions.
- 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 registration for a specified time prior to general registration.
- All graduating DasCHE seniors will be recognized, so parents are encouraged to attend.
- No exceptions will be made for dietary or environmental allergies. Dietary restrictions - If the food at the venue does not meet your dietary restrictions, you are encouraged to bring your own provisions.
- DasCHE will not assume responsibility for any student and/or guest who leaves the venue during the Gala. Anyone who leaves and comes back must submit to a purse/bag search, and will need to show proof of original entry upon returning to the Gala.
- ***If you have any questions or issues, please communicate directly with the Gala Activity Coordinator or the activity designated board member, not other committee chair members.***
- Other committee members are not able to make final decisions.
- When registering for the Gala, each Gala attendee will sign stating they, and any guest they may bring, agree to abide by the dress code. 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 will be denied entry.

Dress Guidelines for Gala/Dances

Men:

- Men should wear dress pants. No jeans (unless specified by the theme), t-shirts, shorts, flip flops, or anything that would be considered shabby.
- Shirts should be tucked into the waistband of the pants.
- Pants should be worn at the natural waist. No “sagging” will be allowed.
- No make-up or dressing in drag will be allowed.

Ladies:

- Ladies should wear dresses or dressy pant suits. No jeans or shorts.
- Side panels of dresses may not be cut below the bust line. The bust continues around your sides directly under the armpit. With arms at your sides, if flesh touches flesh below the bust line, the dress is inappropriate.
- No cleavage should be visible when standing straight, dancing, or twisting.
- Midriffs should not be exposed. No dresses with cut-outs, including those with sheer or flesh-colored fabric. Backless dresses must not extend lower than the natural waistline.
- Dresses are to be NO SHORTER than two (2) inches above the top of the knee in front and back with hands raised above the head. A sheer skirt overlay is NOT considered as the skirt of a dress.
- A slit in a dress should be no higher than two (2) inches above the knee.

Graduation

Participation Guidelines

The primary reason for the graduation ceremony is to serve and honor those parents and students who are members of the DasCHE Association and have reached the culmination of their high school efforts. In consideration of this, the Board has adopted the following guidelines to determine eligibility for participation in graduation ceremonies:

- Each family wishing to participate in the DasCHE graduation ceremony must be members in good standing of DasCHE by September 1st of their student's senior year.
- New students entering after the deadline may participate in graduation if approved by the committee chair and the board.
- Any family that is not current with all fees and has not completed all service hours may not participate in graduation.

General Guidelines

- Rehearsal is MANDATORY. The graduating senior and at least one parent shall be present unless an exception has been made prior to signing up.
- Graduates will have the opportunity to decorate a table for the reception with personal memorabilia. However, these items MUST fit on the table. Nothing will be allowed on the floor around the table.
- The total graduation/reception cost will be communicated at Graduation
- Information meeting held in the fall.
- All graduation paraphernalia including tassels, diplomas, diploma covers, etc. is to be purchased by each family.
- 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.
- Only those graduates inducted by a nationally recognized honor society may wear a gold cord.

Honor Society Guidelines

- The Chi Chapter of the Eta Sigma Alpha National Home School Honor Society is only open to current DasCHE Association members.
- 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.
- Applicant must have at least 20 hours of community service.
- Applicant must have the required score on one of the national standardized tests. Approved tests and scores are available on the DasCHE website.
- Test scores must come from ONE test. Section scores from different tests may not be combined to achieve the required test score for membership.
- Test scores will not be more than one (1) year old.
- All tests must be administered in a group setting if a parent is helping with the test

administration. If 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.

- Applications are available online at www.dasche.org. Deadline for application will be set by the Coordinator.

CHILD SAFETY POLICY

Child Safety Policy

The DasCHE Association takes the safety of all children within the Association seriously. Therefore, it is the policy of the DasCHE Association to maintain Zero Tolerance for any type of behavior that threatens their safety. All DasCHE members, volunteers, or anyone who performs a service for the Association will abide by these policies and will submit to a Criminal Background Check prior to attending or serving any DasCHE activity.

Types of Abuse

- **Physical abuse:** Physical injury that results in substantial harm to a child, or the genuine threat of substantial harm from physical injury excluding an accident or failure to make a reasonable effort to prevent an action by another person that results in substantial harm to the child or youth.
- **Sexual abuse:** Any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.
- **Emotional abuse:** Mental or emotional injury to a child resulting in an observable and material impairment in the child's growth, development, or psychological functioning as well as failure to prevent the child from being in a situation in which the child sustains observable and material impairment in the child's growth, development, or psychological functioning.
- **Neglect:** The failure to provide for a child's basic needs or the failure to protect a child from harm.

Reporting of Suspected Abuse

- All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
- Reporting of suspected abuse of children or youth is required by this policy and by the laws of the State of Texas.
- Any suspected abuse must be reported to CPS first, and then to administration and the board president.
- Reports to Child Protective Services (CPS) may be made in either of the following ways:
 - Call the toll-free 24-hour, 7-day a week, nationwide abuse Hotline: 1-800-252-5400.
 - Report through CPS secure web site (you will receive a response within 24 hours: www.txabusehotline).
 - E-mail reports are not accepted.
- 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.

The Code of Conduct for Protection of Children and Youth

- DasCHE members and volunteers agree to do their best to prevent abuse and neglect among children and youth involved in association activities.
- DasCHE members and volunteers agree not to physically, sexually, or emotionally abuse or neglect a child s or youth.
- DasCHE members and volunteers agree to comply with The Guidelines for the Protection of Children and Youth.
- DasCHE members and volunteers acknowledge their obligation and responsibility to protect children and youth, and to report known or suspected abuse of children or youth to appropriate DasCHE leaders and state authorities in accordance with these policies and State law.
- DasCHE members and volunteers understand that the association will not tolerate abuse of children and youth and will comply in spirit and in action with this position.

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 are not designed or intended to address interactions within families.

- DasCHE 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.
- DasCHE 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.
- One-to-one counseling or tutoring with children or youth will be done in an open or public or another place where private conversations are possible but occur in full view of others.
- DasCHE members and volunteers are prohibited from dating or becoming romantically involved with a child or youth.
- DasCHE members, and volunteers are prohibited from having sexual contact with a child or youth.
- DasCHE 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 11 educational program that is pre authorized by the co-op administrator.
- DasCHE 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.

- DasCHE 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.
- DasCHE 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 another child or youth.
- DasCHE members and volunteers are prohibited from using harsh language, profanity, degrading punishment, or any mechanical restraint for behavior management.
- DasCHE members and volunteers are prohibited from participating in or allowing others to conduct any hazing activities or behaviors which could be construed as hazing.

Monitoring and Supervision of Programs

- 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.
- 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.
- 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.
- Each program will follow age-appropriate procedures to ensure the safety of children and youth.
- When supervising or assisting private activities such as dressing or diapering infants or children, staff and volunteers will remain in an area observable by other adults or work in pairs.
- Doors of occupied classrooms must be unlocked at all times during activities.

Bullying Prevention Policies (Tx. Education Code 37.0832)

- **Bullying:** A single significant act or pattern of acts by one or more students directed at another student that abuses an imbalance of power and has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm. This includes any written or verbal communication, communication through electronic means, or physical conduct.
- **Cyberbullying:** Bullying that is done through the use of any electronic communication device including cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

These policies apply to bullying that occurs on or is delivered to a DasCHE Association activity; on a

privately-owned vehicle used for transportation of students to and from a DasCHE-related activity; and cyberbullying that occurs outside of DasCHE-related activities if the cyberbullying disrupts the orderly operation of a DasCHE-sponsored or DasCHE related activity.

- All DasCHE members and guests will refrain from the bullying of another student.
- All DasCHE members and guests will refrain from retaliation against any person, including a victim, a witness, or another person who, in good faith, provides information concerning an incident of bullying.
- DasCHE members or guests will immediately report any incident of bullying to the appropriate activity coordinator and may be reported anonymously and confidentially.
- DasCHE activity coordinators will report any incident of bullying to the DasCHE Association Board.
- The DasCHE Association Board will provide notice of any incident of bullying to the parent or guardian of the alleged victim within three business days after the incident is reported.
- The DasCHE Association Board will provide notice of any incident of bullying to the parent or guardian of the alleged bully within 3 business days after the incident is reported.
- Every report of bullying will be taken seriously and will be investigated to determine if a reported incident of bullying occurred.
- After an investigation, no disciplinary actions will be taken against a student who has been found to be a victim of bullying on the basis of that student's use of reasonable self-defense in response to the bullying.
- After investigation of a report of bullying, any student determined to be involved in the bullying of another student, will face disciplinary actions which may include dismissal from the DasCHE activity, suspension from DasCHE activities, or dismissal from the DasCHE Association.

SOCIAL MEDIA POLICY

Social Media Policy

At DasCHE, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all members of DasCHE.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with DasCHE, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects the organization and may result in disciplinary action up to and including expulsion.

Be Respectful

Always be fair and courteous to fellow members of the association. Also, keep in mind that you are more likely to resolve organization-related complaints by speaking directly with the board by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage members of the association, or that might constitute harassment or bullying you may be subject to disciplinary action up to and including expulsion. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the organization or members.

Post Only Appropriate and Respectful Content

- Do not create a link from your blog, website, or other social networking site to a DasCHE website without identifying yourself as a DasCHE member.
- Express only your personal opinions. Never represent yourself as a spokesperson for DasCHE. If DasCHE is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of DasCHE, or members of the organization. If you do publish a blog or post online related to DasCHE, make it clear that you are not speaking on behalf of DasCHE. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of DasCHE."

Media Contacts

Members should not speak to the media on DasCHE behalf without contacting the DasCHE board. All media inquiries should be directed to the board.

Disciplinary Action

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including expulsion.

HUMAN SEXUALITY

Human Sexuality

It is inconsistent with the association's understanding of scriptural teaching to admit into or maintain in membership persons practicing sexual behavior incompatible with biblical teaching. We believe that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We further believe that the gift of life

comes from God, and it is God who creates us in the gender which pleases Him. Because we believe this to be the truth both naturally and scripturally, we believe it is unscriptural and unnatural to be homosexual, lesbian, transsexual, bisexual, transvestite, or any other lifestyle, whether public or private, which either breaks down or removes the gender roles that God has declared in His Word for a man and a woman. (Gen 19:5,13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29; I Cor 5:1; I Cor 6:9; I Thess 4: 1-8; Heb 13:4) Tutors, administration, and staff employed or contracted by the association, are expected to respect and practice the beliefs and convictions of the association. Association members engaging in inappropriate sexual activity or the promotion of any sexual behavior that is inconsistent with our biblical beliefs and mission are ineligible for employment, contracting, or membership.

OTHER

Other

Building Use

Any request for use of the church building will be directed to the board 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.

Inclement Weather and Closings

The co-op follows the closings for the school district in that location. If the committee chair deems it unsafe, they have the option to cancel with board approval.

Fundraisers

Any DasCHE sponsored fundraisers must be approved by the board. All monies collected must be turned in to the treasurer and allocated to the specific committee.

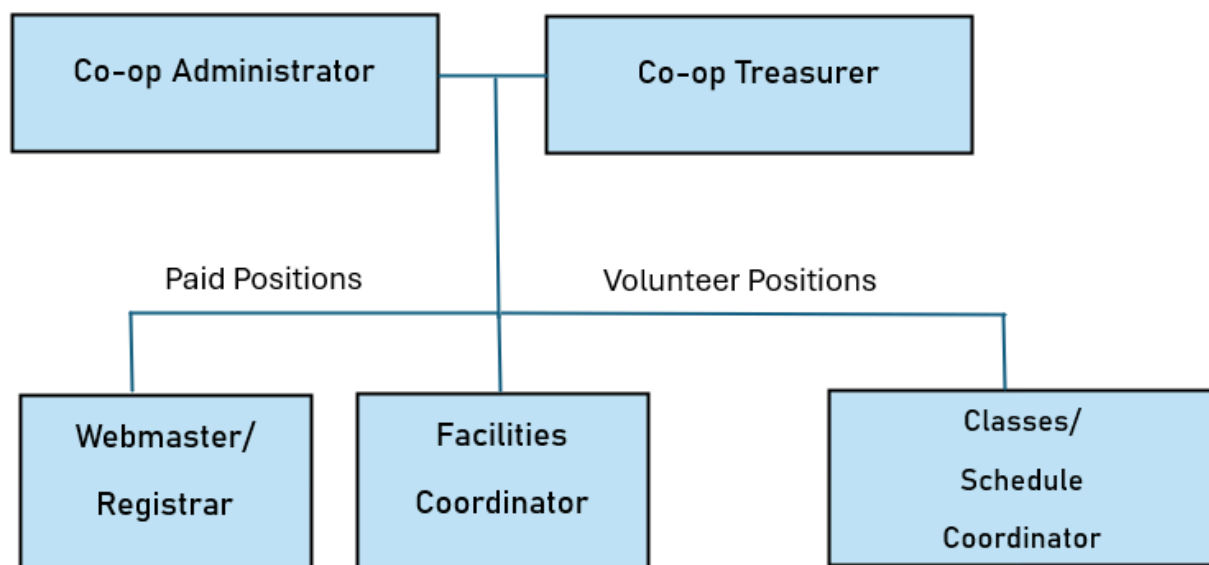
CHANGES TO HANDBOOK

Changes to Handbook

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 members' suggestions and/or ideas. Please put them in writing and email to any board director. The DasCHE Association Policies and Procedures Handbook will be reviewed annually by the Policies and Procedures Review Committee as noted in the DasCHE Association Bylaws (Section 6.4).

APPENDIX

Management Team Structure



DasCHE Position Descriptions

All applicants must be 21+ years of age to apply unless specified as a student position

Title:	Administrator
Compensation:	*TBD; June - May
Description:	<ul style="list-style-type: none"> • Reports to the Board • Team Lead for all other 4 management positions • Oversees the day-to-day operations of co-op (required to be on campus each week from set up to tear down) • Point of contact for students, families, and tutors on campus for daily needs/situations • Reviews and forwards all incident reports to the board • Works closely with the treasurer to monitor payments related to DasCHE (tutor fees, etc.) • Provides oversight for activities, events, class scheduling/lineup, service hours, and registrar • Meets with the management team on a weekly for status updates, strategic planning, and to evaluate operational effectiveness • Leads interviews for new families along with other management team members, board members, other tutors, or tenured association members • Works with Class Schedule Coordinator for tutor interviews

	<ul style="list-style-type: none"> • Responsible for reading and responding to incoming emails inquiring about DasCHE • Is not required to be a board member but must attend and present monthly status reports • Meets with the advisory board a minimum once a month • Provides a monthly verbal or written report to the board regarding the Co-op
Campus Requirement:	On campus every week from setup to tear down

Title:	Facilities/Service/Security Coordinator
Compensation:	*TBD; September - May
Description:	<ul style="list-style-type: none"> • Reports to the admin and the board • Works closely with and maintains relationship with church's facilities director • Point of contact for daily facility-related issues, such as A/C adjustments, broken equipment, spills, security issues, etc. • Manages service hour spreadsheet & contacts service workers each week w/shift reminders • Assigns workers to positions based on maximizing security • Attempts to help find coverage for canceled shifts (if worker has made their own attempt) • Ensures room setup of tables; helps with set up and tear down • Dispenses and collect service worker badges and sign in sheet
Campus Requirement:	On campus every week from setup to tear down

Title:	Logistics Coordinator Assistant
Compensation:	*TBD September - May (may be a student position) *If this is a student position the hours may be used to count towards the student's community service hours instead of being a paid position
Description:	<ul style="list-style-type: none"> • Works closely with and maintains relationship with church's facilities director • Ensures room setup of tables; helps with set up and tear down • Dispenses and collect service worker badges and sign in sheet • Reports to the service coordinator (if filled by a student)

Campus Requirement:	On campus every week from setup to tear down
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Title:	Registrar/Webmaster
Compensation:	*TBD; June - May
Description:	<ul style="list-style-type: none"> • Reports to the Admin and the Board • Manages website for both Co-op and Association committees (including posting information regarding committee activities such as Gala, Graduation, etc. as approved by the board) • Report any red-flagged families to the designated board member • Leads class registration and family enrollment • Works with Admin on background checks (including students who turn 18 after August 31st of the academic year) and scheduling new family interviews • Responsible for updating handbook and other documents
Campus Requirement:	On campus at least a couple hours each week

Title:	Classes/Academics Coordinator
Compensation:	Volunteer - Can be done in exchange for service hours
Description:	<ul style="list-style-type: none"> • Reports to the Admin • Initiates class proposal requests and begins process of lining up classes for upcoming year • Recruits & interviews tutors along with Admin • Has authority to discuss class ideas and policies with tutors directly • Collect and organize class proposals • Organizes class offerings: evaluates overlap, needs, and analyzes course by subject and age to ensure class offerings are rounded out, and reports to admin • Promotes/advertises for new classes and tutors on facebook and email • Tours facility to create room assignments based on tutor/course needs • Creates/manages course "sneak peeks"

	<ul style="list-style-type: none"> • Creates class matrix and schedules classes by period and age group • Is available for admin and registrar to contact to answer questions and help make class and room changes after registration
Campus Requirement:	On campus at least first 2 weeks in fall, and off and on throughout late spring

•• ALL MANAGEMENT POSITIONS REPORT TO ADMINISTRATOR WITH OPEN COMMUNICATION, KEEPING ADMINISTRATOR UP TO DATE ON PROGRESS OF ALL TASKS

Title:	DasCHE Co-op Treasurer:
Compensation:	*TBD
Description:	<ul style="list-style-type: none"> • Reports to the DasCHE Association Treasurer and Board • Responsible for handling all appropriate fees and financial records for the association activities and committees such as Co-op, Gala, Graduation, NHS, etc. • Communicates fees and class count to tutors on a monthly basis. • Collects and deposits money in a timely manner • Provides quarterly financial reports to the Board. • Makes payment for venue rental. • Communicates monthly reports to the co-op admin regarding tutor fees • Has the authority to authorize purchases up to \$200 for committee activities.
Campus Requirement:	On campus at least first 2 weeks in fall, and off and on throughout late spring