

SCHOLASTIC CO-OPERATIVE HANDBOOK 2026-2027

Supporting and promoting the home-education of school-age children by their parents

Section I. INTRODUCTION **1**
Statement of Faith & Nicene Creed 1
Eligibility of Students 1

Section II. REGISTRATION **2**
Class Registration Procedures 2
Service Hour Rules and Registration 2

Section III. FEE & TUITION POLICY **3**
New Family Application Fee 3
Enrollment Fees 3
Scholarships 3
Tuition Payments and Fee Schedule 4
Late Fees 4
ID Badge Replacement Fees 4
Art Box Storage Fee 5

Section IV. CLASS ADD/DROPS & CO-OP WITHDRAWAL POLICY **5**
Class Add/Drops 5
Add/Drop Payment Schedule 5
Co-op Withdrawal Policy 6

Section V. BEHAVIORAL & DISCIPLINE GUIDELINES **7**
Parent Guidelines 7
Student Guidelines 8
Dress Code 9
Open Communication Policy 10
Student Misconduct Policy 10
Dismissal from Co-op 11

Section VI. MANAGEMENT, TUTOR AND SAFETY TEAM RESPONSIBILITIES **11**
Management Team Responsibilities 11
Tutor Responsibilities 11
Tuition and other fees: 12
In class Responsibilities: 12
Security/Health issues: 12
DasCHE Security Team 13

Section VII. OTHER **13**

Announcements..... 13
Ice/Snow Days..... 13
Log in/Log Out Procedures..... 13
Lost and Found..... 13
Lunch..... 14
Off Campus Lunch..... 14
Visitors..... 14

Section I. INTRODUCTION

Classes and activities will reflect a Christian worldview and encourage Christian conduct and personal growth centered on God's word, the Bible. Classes will foster a love of learning, and will strive for excellence in educating our children both for their further education and for their service as adults and ambassadors for Christ in God's world.

Statement of Faith & Nicene Creed

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

Statement of Faith:

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

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

Eligibility of Students

Admission to DasCHE Co-op is open to all home school students who meet the Co-op's requirements. However, applicants shall be considered for admittance and for registration in classes in this order:

1. Children of Management Team members
2. Children of Tutors
3. Children of families who are currently enrolled, in good standing in the Co-op, who have completed

all Application/Enrollment requirements and have sent in all appropriate fees by the deadline
4. Children of families who are NOT currently enrolled in Co-op who have completed all Application/Enrollment requirements and have sent in all appropriate fees by the deadline

The Association Membership Form (with dues) is to be completed online using **Zelle** for online payment. We also accept Payments through Venmo and Paypal but the total amount due will be raised to cover the online processing fee through those platforms. The Family is responsible for updating their online Profile on the DasCHE website yearly upon Membership Renewal.

Section II. REGISTRATION

Class Registration Procedures

1 Families will sign their students up for classes online via the DasCHE website. Visit the DasCHE website for dates when registration will start and end.
2 Families will be required to sign up for Service Hours prior to enrolling students in classes. Email the Service Coordinator if you have not received a link to sign up or for more information.
3 Each student should have a class selection for every period. If the student will not be on campus in a given period, parents should select OFF CAMPUS. If the student will be with their parents while on campus, parents should select WITH PARENT.
4 Students need to be supervised at all times by being enrolled in a class, study hall, or off campus. Students listed as “With Parent” or “Off Campus” will be expected to be either “With Parent” or “Off Campus.”
5 *Study Hall* may be taken only in conjunction with other classes. No more than one (1) Study Hall is allowed without Administrator approval. Two such periods may be considered under some circumstances, with the permission of the Administrator or Administrative Assistant. Ages and Grades accepted for Study Hall may vary, please check the Website for Class Schedule Listings and Ages.
6 Tutors will have final choice on class size and composition.

Other Registration Notes:
No Co-op applications will be accepted after August 15th except by Administrative approval on a case-by-case basis. If approved there is a **$75 Administrative Late Fee.

Waiting lists for admittance to DasCHE Co-op may be maintained. Tutors may maintain waiting lists for their respective classes and should be contacted directly regarding their possible waiting lists.

Service Hour Rules and Registration

A parent from each family, excluding families of tutors, board members, and management team members, is **required** to work for the specified amount of hours per Co-op year and serve in a designated service job. Service Hours vary year to year but will be published in the New and Returning Family Applications. Service Hour Registration instructions will be sent to each family before Registration for Service Hours begins which will be before Class Registration opens. Service Hour sign-ups must be completed and approved by the Service Coordinator before a family is cleared to register for classes.

Parent workers are essential to the security and smooth operation of the Co-op. Please be on time and plan to work the entire shift. If you are unable to work your scheduled shift, it is your responsibility to find an adult sub (must be a pre approved and background checked Co-op member) and to let the Service Coordinator know who will serve in your place. If you are 10 minutes late to your assigned shift, you may be asked to make up that time and work additional hours as well in order to fulfill the service hour requirement. To help ensure adequate coverage and student safety, parent volunteers who anticipate arriving late are expected to notify the Service Coordinator as soon as possible. **Parent volunteers arriving 10 minutes or more late for a scheduled shift will be assessed a $25 tardiness fee per occurrence. Arriving 60 minutes or more late may be treated as a no-show and subject to the existing $100 no show, no-coverage fine.** Failure to fulfill this service hour requirement may result in dismissal from Co-op or restriction from participating in graduation.

Before the start of Co-op classes, a Service Hours Schedule will be posted online at www.dasche.org, under Class Schedule. Service Hour Slots will be listed below all student class options.

While serving Service Hours parents will be assigned various positions around campus that will include security, scanning name badges into the computer system, monitoring hallways and exterior doors, maintaining restrooms and common areas, etc. Upon arrival, each parent will be assigned an area and depending upon assignment, given a clipboard with a detailed job description and a walkie-talkie to facilitate communicating with the service coordinator if needed. All service workers will be expected to serve their entire shift unless previous arrangements have been made with another DasCHE parent to work part of the hours.

For families with extenuating situations, a very limited number of jobs that can be done at home are available. (Please Note: Employment of both parents is not considered an extenuating situation.) These positions can be applied for by contacting the Service Coordinator.

Section III. FEE & TUITION POLICY

New Family Application Fee

This fee covers the cost of the application process. It is due at the time the application is completed online and is non-refundable. Please refer to the website for the yearly prices of the New Family Application Fee.

Enrollment Fees

For current enrollment information and prices visit our website at www.DasCHE.org. There may be an additional application fee for families who home school children other than their own. No Co-op applications will be accepted after August 15th for enrollment except by Administrative approval on a case-by-case basis. If approved there is a **$75 Administrative Late Fee**.

Scholarships

The Co-op offers Scholarships in the amount of the Application Fee. These are offered on a first-come, first-serve basis. To request a scholarship, a Co-op family needs to send a brief letter stating their need, along with a letter from their Pastor (or has pastoral oversight such as an Elder, Small Group Leader, or

Sunday School Teacher) and a member of DasCHE. Mail, email or give these to the Co-op Administrator. These do not need to detail financial status, but state that the family is in need of the scholarship. The scholarship is retroactive for the current co-op year. DasCHE Tutors are individual contractors, the Co-op has no oversight of the scholarships tutors may or may not offer. Families will need to contact individual tutors to request their policy regarding tuition scholarships.

Tuition Payments and Fee Schedule

Class Tuition prices as well as Tutor Payment options are listed on the Class Schedule which can be found on the DasCHE Website. Click on the class title you are interested in for the class description, tuition prices and payment options. Tuition payments will be paid directly to the individual tutors. Do not make tuition payments or check out directly to DasCHE or DasCHE Co-op.

Tuition payments are paid in **8 payments,** for all classes, eight times a year. Tuition is paid per student, per class. Many classes may also have a yearly supply fee to cover class supplies. Below is a general outline for when payments are due. Please see the DasCHE website for the exact schedule of tuition payments for each individual year.

Our tutors have made their plans to be with the Co-op for the full academic year based on your commitment to them. Please honor your commitment by being faithful in tuition payments, class attendance, and class preparation.

Failure to pay DasCHE tuition or related fees may result in forfeiture of future admission or in dismissal from the Co-op.

Tuition and Fee Payment Schedule

Nonrefundable Supply Fee Due	Supply fee is due at Registration for the class
Tuition Payment #1 Due	The first day of class.
Tuition Payments #2 - #8 Due	The first co-op day of October, November, December, January, February, March, and April.

Late Fees

Tutors are allowed to charge a late fee for tuition that is not paid on Tuition Day. Tutors may determine the amount of the late fee.

ID Badge Replacement Fees

All students, parents and tutors at Co-op will wear ID Badges on a lanyard around the neck. Temporary name badges are available at the front desk for visitors. Permanent or Temporary ID badges are required for all parties that enter the building. If you have forgotten or lost your name badge, you will need to sign the ID badge book in order to get a temporary ID badge. After the third (3rd) occurrence of a temporary ID badge request, a new ID badge will automatically be made for a charge of $10.00, payable to DasCHE

Co-op. If you have lost your ID badge, simply request one by signing the ID Badge book at the front desk and pay the $10.00 replacement fee on the website through our “Fees” page. The new ID badge will be ready the next co-op day following the request.

Art Box Storage Fee

There is no provision to store art boxes. It is the student/parent’s responsibility to make sure art boxes are not left unattended after 4:00 pm. Any art boxes left on location will be taken home by the facility coordinator and a $5.00/art box/week fee will be charged and must be paid before the art box is returned.

Section IV. CLASS ADD/DROPS & CO-OP WITHDRAWAL POLICY

Class Add/Drops

Please Note- Changes to the student’s registration schedule are strongly discouraged. **Our tutors have made their plans to be with the Co-op for the full academic year based on your commitment to them. Please honor your commitment by being faithful in tuition payments, class attendance, and class preparation.**

Carefully consider your child’s schedule before registering for classes. By registering your child for a class, you are agreeing for your child to take this class and to pay all appropriate tuition for this class. Excessive class drops will be brought to the attention of the Administrator and DasCHE Board for consideration of that family’s standing within the Co-op. While it may be deemed necessary to drop a class, *it is NOT Co-op policy for tutors to return/refund any tuition that was paid prior to dropping a class.*

Changes to student class schedule will take place **in person during the school year (with our physical form requiring physical signatures) and online during the summer**. *There will be NO changes without the proper ADD/DROP form being completed. Co-op Management and* tutor approval are required for Add/Drops.

There will be a **$10.00 administrative fee per student, per class period** for Add/Drop changes. This payment will be made to “DasCHE Co-op,”. Add/Drops will not be complete until add/drop payment and tutor approval is received.

Please note there may be additional tuition due even after a class Drop is processed depending on when in the year the class was dropped. Please refer to the chart below for details.

Add/Drop Payment Schedule

Add/Drops from the time registration closes until the **start of the first class meeting.**	Administrative fee of $10/class period is payable to “DasCHE Co-op.” **Adds**: Supply fee payable to tutor. **Drops**: Supply Fee is forfeited.

Add/Drops from the **first day of class until 8:00 P.M. on the second day of class.**	Administrative fee of $10/class period is payable to "DasCHE Co-op." **Adds**: Supply fee and prior tuition payable to tutor. **Drops**: Supply Fee and Tuition payment #1 is forfeited.
Add/Drops classes after **8:00 P.M. on the second day of class to the sixth day of class.**	Administrative fee of $10/class period is payable to "DasCHE Co-op." **Adds:** Supply Fee and prior tuition payable to tutor. **Drops**: Tuition payments #1-4 must be paid to the tutor.
Add/Drops classes after **8:00 P.M. on the sixth day of class.**	Administrative fee of $10/class period is payable to "DasCHE Co-op." **Adds:** Supply fee and prior tuition payable to tutor. **Drops**: **FULL YEAR'S TUITION** must be paid to the tutor.

Add/Drops to be done in the following order:

1. Parent fully completes the appropriate Add/Drop form
2. Parent submits appropriate fees made payable to **"DasCHE Co-op"** ($10.00 per student, per class period change) and applicable tuition payments according to the add/drop tuition payment schedule above or makes payment arrangements with the tutor.
3. Parents are required to pay tuition to the tutor according to the tuition add/drop payment schedule above. If the parent(s) refuse(s) to pay or make payment arrangements, the administrator should consult the advisory committee to seek resolution. If no resolution is achieved, the administrator may bring it to the board to seek resolution.
4. Administrator or Admin Assistant approves add/drop change.
5. After all the steps above are completed Add/Drops are processed by Registrar

Co-op Withdrawal Policy

Please inform the Co-op Administrator and all applicable tutors of withdrawal and fill out a Co-op withdrawal form online. A $35 withdrawal fee, per student, is due at the time of the withdrawal. Please refer to the Add/Drop Payment Schedule for applicable tuition payments.

Enrollment fees, any tuition, and supply fees shall not be refunded if a family withdraws from the Co-op or drops any classes prior to the beginning of classes or during the Co-op year. Parents are expected to

fulfill their tuition agreement with the tutors according to the tuition payment schedule in the add/drop policy.

Section V. BEHAVIORAL & DISCIPLINE GUIDELINES

Parent Guidelines

1. **Illness**: Do not bring a child to class who is not feeling well. **Do not call the church office** to report absence.
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. Warnings by a tutor, another adult, or administrator regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/administrator conference will be convened, depending on the nature of the report or if a student has 3+ Incident Reports on file for the academic year. Tutors are responsible for contacting the parent directly to discuss the student's behavior and reach a resolution. The tutor has the right to dismiss a student immediately after contacting the parent if the tutor deems necessary. If all methods are exhausted with no resolution, the tutor should notify the Administrator via email.
3. "**Boyfriend-Girlfriend**" type activities should be reserved for parental guidance outside of Co-op.
4. Please help your child observe the **Dress Code** for all Co-op classes and activities as outlined in the Handbook. Parents are also asked to observe the dress code while on campus.
5. **Social activities**, such as birthday or party invitations, need to be conducted outside of Co-op class time.
6. **Supervision**: Elementary students who are not enrolled in a class or study hall must be with a parent. Junior and Senior High students should be enrolled in a class, study hall, or off campus (not "with Parent" unless they are in their Parents class). Unsupervised children are **not allowed** and will be placed in study hall, charged to the parent. Study Hall payment will be made payable to the study hall tutor. Failure to observe this rule may be grounds for dismissal.
7. **Scan In/Scan Out**: Every time students or parents enter or leave the building, they must scan their ID badge at the desk.
8. **A parent** or other responsible adult must be available for contact in case of an emergency or disciplinary issue.
9. **ID Badges** will be worn at all times by every person at Co-op. When a replacement ID badge is made, a $10.00 replacement fee must be paid.
10. **Visitors** must have prior permission from Administrator and tutor(s) and must complete a background check. They must sign in and obtain a visitor ID badge at the front desk. Visitors are asked to observe the dress code. For security reasons, all visitors will be accompanied by a member of the management team during their visit. No children or students will be allowed to attend/visit/observe any classes
11. Inability of a child to move from class to class independently, or to work independently, may require a parent to remain on the co-op grounds to help the child in these matters.
12. **Education**: DasCHE Co-op is not a school. Parents have the responsibility to carefully choose classes that add to their home schooling effort and are of benefit to their child's education. Parents have the responsibility to contact the tutor for any information that the parent needs for their own home school records and/or transcripts. (Transcripts and grades are the responsibilities of the parent, not the Co-op). Parents have a responsibility, along with their children, to make sure students are fully

prepared for classes and complete all assignments. Students not completing homework assignments on a repeated basis may be asked to leave that class.

13. Tutors may require common supplies to be brought to their classes, such as paper, pencils, notebooks, pens, etc. The tutor may supply other specialized supplies needed for the classes (i.e.: science supplies purchased in bulk at the beginning of the year – beakers, chemicals, dissection supplies, etc.) and the tutor may charge a Supply Fee to cover the cost of these or other materials, but the fee must be listed in the Class Schedule Description. Other expenses that occur throughout the year should be rolled into the monthly tuition.
14. Tutors may require certain texts for use in their class(es) to be purchased by the parents. These should be listed on the Class Schedule Class Description on the Website.
15. **Fees**: Application fees, Class supply fees, and tuition fees are due as prescribed in the Handbook. Parents are responsible for timely payments and for all Late Fees if payments are tardy. Failure to pay fees is grounds for dismissal. Please discuss any extenuating circumstances concerning payment of tuition fees with each tutor.
16. **NO** smoking, vaping, alcoholic beverages or illicit drug use by students or parents on campus or at DasCHE sponsored activities is allowed.
17. Parents are responsible for checking for the www.DasCHE.org website and their emails regularly, for any announcements or information related to the Scholastic Co-op.
18. Students must be picked up promptly at the end of their classes. Students need to wait for pick up inside the building at the front door.
19. **We do not have a phone available for student or parent's use. Do not call the church office** to report absences or tardiness. **Call the church office for emergencies only.**
20. Students with Special Needs: In order to provide each student with the most effective and supportive learning experience, parents are required to inform the tutor of any diagnosed learning differences, special needs, or accommodations prior to enrollment. Early communication ensures that the tutor and the parent can determine if the class is an appropriate setting for the student. Parents must be willing to reach reasonable accommodations with the tutor in order to participate in the class. The tutor will have the final authority to determine if the student is a good fit to be enrolled in the class. DasCHE is not subject to the Americans with Disabilities Act (ADA).

Student Guidelines

1. **ID Badges** will be worn on a lanyard around the neck at all times. Temporary name badges are available at the front desk. If you have forgotten or lost your name badge, you will need to sign the ID badge book in order to get a temporary ID badge. If there are three (3) occurrences of a temporary ID badge request, a new ID badge will made and the person will be responsible for paying a $10.00 fee, payable to DasCHE Co-op. If you have lost your ID badge, simply request one by signing the ID Badge book at the front desk and pay the $10.00 replacement fee online through our "Fees" Page. The new ID badge will be ready the next co-op day following the request.
2. Please **walk** in the building. **No "wheelies/skateboard shoes" are allowed.**
3. Appropriate **behavior** is required at all times. No running, yelling, horseplay, profanity, slander, or disrespectful behavior is allowed. To this end, adults will be addressed by their proper titles (for example, Miss, Mrs., Mr., Coach). Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated. Warnings by a tutor, another adult, or administrator regarding any dangerous behavior constitute misconduct. Please see the Student Misconduct Policy in the Handbook. A parent/administrator conference will be convened depending on the situation or if a student has 3+ Incident Reports on file for the academic year. The association will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, engage in slander, harass, or bully another

student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling, or spreading false information ruining a person's reputation; and social isolation or manipulation. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Students and parents are expected to immediately report incidents of bullying by submitting an incident report.

4. Modest dress is expected of all students. Please refer to the **Dress Code**.
5. 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.

   Additional 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 conversations or expressions of affection will be spoken to privately and respectfully with the intent of getting them to modify their behavior and to educate them. Continued failure will be considered a discipline violation and will result in parent notification and consequences as outlined in the discipline policy.
6. **Leave at home:** knives, weapons (play or real), or any other item that could lead to danger or disruption during the Co-op time. If any item causes a disruption during Co-op time, they will be taken up by the tutor and/or administrator and returned to the PARENT at the end of the day.
7. **No** smoking, vaping, alcoholic beverages or illegal drugs are allowed.
8. **Please do not enter the church office.**
9. Students are not allowed to bring visitors to class.
10. Tutors may choose to collect cell phones being used and return them at the end of class or a parent.
11. The phone policy is designed to support families in limiting student access to phones and social media content while on campus, helping to create a safe and focused learning environment. While students may use their phones during lunch breaks, this privilege must be exercised responsibly. Students may not play music aloud or share media (including movies, music videos, or social media content) with other students . Students may only take pictures and videos of others with permission. All content viewed or listened to on campus must be consistent with Christian values and the association's standards of conduct. Violation of this policy may result in disciplinary action in accordance with the association's handbook.

Student Gender, Dress, and Appearance Policy

As a faith-based organization, we are committed to upholding standards of conduct and appearance that reflect our sincerely held biblical beliefs regarding God's design for humanity, including the creation of each person as male or female. In alignment with these values, the following expectations apply to students, volunteers, and participants while representing the association or participating in its programs:

1. Statement on Biological Sex
   For purposes of the association's policy, "sex" refers to a person's biological sex as determined at birth. The association affirms that God immutably creates each person as male or female, and that these distinct, complementary sexes reflect His design.
2. Dress Standards
   Students are expected to dress in a manner consistent with their biological sex as recognized by the association's doctrinal beliefs and reflected in the association's handbook.
   Female students are expected to wear attire designated for girls in the association's dress code (e.g., skirts or dresses where required). See Dress Code below for more details.
   Male students are expected to wear attire designated for boys in the school dress code (e.g., pants or other traditionally male attire as outlined in uniform guidelines). See Dress Code below for more details.
3. Grooming and Personal Appearance
   Students must maintain grooming standards consistent with the association's faith convictions regarding male and female distinction. Male students are not permitted to wear makeup, nail polish, or other cosmetics.
4. Names and Pronouns
   In official records, classroom settings, association communications, and association-sponsored activities, names and pronouns will correspond to a student's biological sex as reflected in the association's documentation.
5. Religious Integrity and Enrollment Agreement
   Families choosing to enroll in the association acknowledge that these standards are grounded in the association's sincerely held religious beliefs and are essential to its Christ-centered identity and mission. The association reserves the right to interpret and apply this policy in a manner consistent with its faith commitments.
   The association will address any questions or concerns with care and respect; however, compliance with these standards is a condition of enrollment and continued participation in association programs.

Dress Code

Students, tutors, administrators, and parents are expected to dress modestly and respectfully, in keeping with a Christian worldview, while attending Co-op classes and events. To this end, a dress code will be enforced in order to attend the program. Failure to comply with the dress code will fall under the Open Communication Policy and/or Student Misconduct Policy. Three (3) incidences of dress code violations may result in the student being dismissed from the co-op. Please see the Dress Code Rules below.

ID badges must be worn at all times during Co-op, on a lanyard around the neck. Failure to wear these appropriately will be considered a dress code incident report.

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, and no bare midriffs. No midriff skin, front or back, may be seen while the wearer is standing, sitting, bending over, reaching, or moving. Any student showing midriff skin will be given a T-shirt to wear for the remainder of the day. 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. Pants, shorts, and skirts will fit properly around the waist. Shoes should be worn at all times. Shoes should be appropriate for all scheduled activities. (For example, a PE tutor may require tennis shoes for PE class or tap shoes for Tap class).

All dresses, slits on dresses, shorts, and skirts are to be no more than two (2) inches above the knee in both the front and back. Athleisure bottoms such as tights, yoga pants, and leggings are prohibited as pants. Athleisure bottoms must be worn with dress code-appropriate pants or with a dress code appropriate dress or skirt.

Rips, tears, and holes in pants and jeans that expose skin are to be no higher than two (2) inches above the knee. Leggings or tights are acceptable to wear underneath exposed holes and rips in jeans or pants in order to cover the exposed skin.

Students who arrive at DasCHE out of dress code cannot attend class until the issue is resolved. They will have a choice to (1) go home and change (2) call their parents to deliver a change of clothes or (3) wear a cover-up on hand provided by the co-op. Once one of these choices has been chosen and their change is approved, they may go to class.

The Co-op reserves the right to make on-going decisions concerning clothing and grooming issues. Students who arrive at DasCHE out of dress code with issues that cannot immediately be resolved, may be issued alternative clothing options such as scrubs which the co-op will have on-hand.

Open Communication Policy

If a Co-op 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). If that does not resolve the issue, the member may ask the Administrator to intervene. The member has the right to discuss his/her problems or concerns freely, openly, in confidence, and without fear of retaliation. 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 Administrator and/or Management Team, 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 Co-op guidelines as set forth in the Handbook If needed, a tutor and/or administrator will contact and/or meet with said member. Confronting the situation in a timely manner will hopefully encourage members to support the Co-op in action, word and spirit. It is the policy of the Co-op for the Administrator and a board member 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 if the behavior continues without regard to Co-op policy, the Co-op member family may be asked to withdraw from a class or the DasCHE Co-op.

In summary, the Management Team and members of Co-op desire 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 this Co-op that this Open Communications Policy will provide for the needs and concerns of all families and officers in the Co-op.

Student Misconduct Policy

Section V of the Co-op Handbook addresses the behavioral standards expected for all Co-op students. These standards apply for the duration of the Co-op day, as well as any field trips or other Co-op sponsored outings and activities. In the event a student refuses to conform to these guidelines, a tutor, Administrator, Management Team Member, or other responsible adult has the authority to correct the student and expect obedience. Should the student continue the unacceptable behavior, the adult has the authority to remove the child from the classroom and/or activity. The adult, tutor and/or administrator 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 the class on a probationary status. Should the student refuse to come under scriptural obedience, she/he will refrain from attending Co-op classes and activities until willing to do so. Continued misconduct may be grounds for dismissal from the class or Co-op. 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. This, however, does not give permission for behavior to continue unchecked that disrupts the entire class. Tutors, Management Team members, 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. Co-op will take no action until the parties involved have exhausted ALL biblical avenues of resolution.

Incident Report Process

1. Whenever an incident occurs, parents must complete an Incident Report form, which is available on the Dasche.org website.
2. Once the Incident Report is submitted and received, a confirmation of receipt will be sent by the Administrator or the Board.
3. The Administrator, with assistance from the Board, will review and investigate the reported concern and determine appropriate course of action.
4. The reporting party will be notified when the investigation has been completed and the matter resolved. To protect the privacy and confidentiality of the families involved, specific details regarding outcomes or disciplinary measures will not be shared.
5. A family or student may be dismissed from the Co-op at the discretion of the Board or if three or more Incident Reports are documented for the current academic year.

Incident Reports become part of the association's internal records and may result in disciplinary action when warranted under the association's handbook policies.

Dismissal from Co-op

Families and/or students may be asked to leave the Co-op for failure to comply with behavioral guidelines, failure to pay fees or tuition, excessive absence or tardiness, repeated instances of incomplete or failed schoolwork, infractions of the policy stated in the Co-op Handbook, or other disruption of Co-op. 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 Management Team. Families may have a hearing with the Administrator and DasCHE Board prior to dismissal according to the Open Communication Policy.

Section VI. MANAGEMENT, TUTOR, AND SAFETY TEAM RESPONSIBILITIES

Management Team Responsibilities

An Administrator or designee shall be on campus at all times. Management Team members will agree to statement of faith/Nicene Creed and do a yearly criminal background check

1. **Administrator:** Shall oversee the Parent's Mandatory Informational Meetings as they are needed, the selection of tutors, admissions and the day-to-day operation of the Co-op, with the assistance of the Management Team.
2. **Treasurer**: Shall handle Enrollment Fees and Tutor Building Use Fees and keep financial records of funds (including snack bar) for inspection by the Administrator and DasCHE Board.
3. **Web Coordinator**: Shall oversee the website: **www.DasCHE.org**
4. **Service Coordinator**: Shall oversee sign-up and management of service hours.
5. **Registrar**: Shall register families and students in the database, issue ID badges, and process Add/Drops.

Tutor Responsibilities

1. Tutors will complete an application with course description, Tutor biography, and syllabus, and agree to a criminal Background Check as well as complete Sexual Abuse Awareness Training through Protect my Ministry to teach at the DasCHE Scholastic Co-operative. Tutors will agree to abide by the Statement of Purpose, the Statement of Faith/Nicene Creed, and the Dress Code.
2. The Co-op Administrator approves tutors and classes after checking references, reviews class content and availability on the Co-op schedule.
3. Though any homeschooler is welcome to participate, DasCHE (Dallas Christian Home Educators) conducts itself in a manner which honors Biblical principles. As such, tutors must abide by the Statement of Faith/Nicene creed and present subject matter from a **Biblical** worldview in a Godly manner and not endorse to their students any tenets of secular humanism; for example, the theory of evolution, abortion, one-world government, modern feminist philosophy, or the promotion of homosexuality as an acceptable, alternative lifestyle. This does not preclude the discussion of these topics within the framework of a Christian worldview. It is recommended that tutors note on the detailed course descriptions given to prospective families at Open House whether they agree to the Statement of Faith/Nicene Creed as stated in DasCHE Co-op Handbook, and include a brief personal testimony in their tutor biography and where they attend to church to better assist parents in making informed choices as to tutors and classes.
4. Once a Tutor has committed to teach a class, it is expected that the class will be taught through the remainder of the Co-op year. Therefore, no changes in any class, including content, fees, duration, or teaching personnel may be made without the PRIOR approval of the Co-op Management Team.
5. Tutors are independent contractors and are not employed by DasCHE.

Tuition and other fees:

- DasCHE Co-op Tutors are self-employed, independent contractors paid by individual families, and they are responsible for keeping their own financial records and reporting to the IRS. No W-2 forms are issued since the Tutors are not employees of the Co-op, a division of the Dallas Christian Home Educators, a non-profit 501(c)(3) organization.
- Supply fees and monthly tuition proposed by tutors will be set following review by the Management

Team. Amounts cannot be raised after initial review unless approved by the Co-op Administration; therefore, tutors should carefully set supply fees and monthly tuition. Collection of monthly tuition is the responsibility of the individual tutor; the Administrator may assist at the request of the tutor.
- Tutors agree to pay the required tutor fees as determined by the Co-op Management Team in consultation with the DasCHE Board.

In class Responsibilities:

Tutors are expected to be on time and stay with their class at all times. Unforeseen trips to the bathroom or to talk to administration requires another tutor or to supervise your classroom. Phone use must be used only in an emergency. No personal phone use during teaching time.

Security/Health issues*:*

- The Co-op may conduct a maximum of two fire drills, one tornado drill and one lock-down during the school year. Tutors will follow the map provided in each room. Tutors will be responsible to have a printed copy of emergency procedures with their class roster(s) and will discuss emergency procedures with their students. Please note students with special medical issues are marked with a red dot on their ID Badge. Their conditions are listed in the DasCHE Emergency book kept online at the student center front desk computer. Please refer to the DasCHE Emergency book for emergency procedures to include lock down, weather, and medical emergencies.
- **Visitors** must have prior permission from Administrator and Tutor(s) and must complete a background check. They must sign in and obtain a visitor ID badge at the front desk. Visitors are asked to observe the dress code. For security reasons, all visitors will be accompanied by a member of the management team during their visit. No children or students will be allowed to attend/visit/observe any classes aside from pre approved Prospective Family Visits.
- Tutors will check that students are wearing ID badges on lanyards around their neck. If a student is not wearing a badge, the tutor will send the student to the front desk to get a temporary ID badge. If a student/tutor requests a temporary ID badge two or more times, a replacement ID badge will be made - replacement ID badges are $10.00.

DasCHE Security Team

The Security Team Lead will guide and direct the Administrative team to implement the board approved security plan for the DasCHE programs. This involves administering, preparing, and procuring necessary materials for this program to ensure that every reasonable measure is taken to ensure the safety and health of co-op participants.

Section VII. OTHER

Announcements

Announcements pertaining to the Co-op, or of interest to the Co-op, will be posted on the DasCHE website. **It is the parent's responsibility to check this regularly** at www.dacshe.org. Reminders for tuition, picture day, etc. are sent out via email.

Ice/Snow Days

In the event of ice and/or snow the DasCHE Co-operative follows the local school district for school delays, closings, or early dismissal. Check the local TV stations or local school district website. Any closings or delays will also be posted on the DasCHE website: www.DasCHE.org.

- It is the policy of DasCHE that **tuition is paid** for missed classes due to unforeseen weather conditions.
- The Board, may at its discretion, may make decisions independently of the local school district to close due to unforeseen weather conditions,

Log in/Log Out Procedures

Every student, tutor, and parent on campus will be expected to scan their name badge to access the building. An electronic log will be kept of all students, tutors, and parents present at Co-op. A PARENT, another AUTHORIZED ADULT, or a RESPONSIBLE STUDENT is responsible for "scanning in" each child attending Co-op using the student name badge, along with the electronic sign in system when the child arrives on campus and for "scanning out" each child as each child leaves Co-op. If children leave for any portion of the Co-op day, EACH arrival and departure must be noted. This measure is extremely important in assuring the safety of our students. Responsible students may scan themselves in and out of Co-op.

Lost and Found

The Co-op will maintain a lost and found. Please take all items found during Co-op day to the Co-op front desk, and address all questions about lost items to a Management Team member. **Do not contact the Church office staff about lost items.** Items left in the lost & found will be donated twice yearly; the last Wednesday before Christmas break and at the end of the Co-op year.

Lunch

Two lunch periods are included in each Co-op day. Each student may only attend one lunch. Please remember that no refrigeration is available for personal use, so please pack non-perishable food and drink. There is also no microwave available to use.

Off Campus Lunch

DasCHE is not responsible for students who leave the campus for off campus lunch.

Visitors

Prospective Co-op families are invited to visit the DasCHE Scholastic Cooperative. Visitors MUST complete background checks and receive PRIOR approval from the Co-op Administrator and tutor(s) if visiting classes. All visitors must sign in at the front desk and wear a visitor ID badge. Visitors are encouraged to observe the dress code. For security reasons, all visitors will be accompanied by a member of the management team or other approved person during their visit.

We wish to thank our outstanding tutors who give so much time and effort to our students, and to thank our families whose commitment and assistance has made this Co-operative possible. And, of course, we thank our Heavenly Father for His many blessings on this Co-op and give Him all glory and honor.

Please remember our Co-op - the families, tutors, Management Team and DasCHE Board in your prayers.