



# ASSOCIATION POLICY & PROCEDURES HANDBOOK

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# INTRODUCTION

## Statement of Purpose

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

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

## Biblical Basis (from the DasCHE By-Laws, rev. 2020)

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

Though any homeschooler is welcome to participate, 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 of God, inerrant and supreme, and the final authority of faith and life. Therefore, we hold as belief and conviction that children are given by God as a stewardship to the parent and not the state and that parents have the wherewithal and authority to teach and educate their own children. (Pr. 22:6; Deut. 6:6, 7)

We are establishing this position to avoid conflict, which could arise within 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.

## Statement of Faith/Nicene Creed

The Statement of Faith/Nicene Creed are the governing principles by which DasCHE intends to conduct its day-to-day business.

### Statement of Faith:

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

## **Nicene Creed:**

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

## **EXPECTATIONS**

### **DasCHE Association Expectations from Members**

1. DasCHE expects all families to comply with all rules and policies published in this Handbook at all DasCHE-related events and activities.
2. 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.
3. DasCHE Association reserves the right to remove any family or individual for cause in the event of negligence, non-compliance, or unethical behavior, or any other action deemed egregious by the Board on the part of the Association member.

### **Family Member Expectations**

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

## **BEHAVIOR & DISCIPLINE**

### **Parent Responsibilities**

1. **Illness:** Do not bring a child who is not feeling well to any DasCHE event. This includes a child who has a fever or has had a fever within the last 48 hours, has a bad cough or purulent nasal discharge, vomiting, diarrhea, “pink-eye,” rash, or any other signs of illness.
2. **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.
3. **Dress code:** Parents have the responsibility to ensure their family members observe the dress code for all DasCHE events as outlined in this Handbook.
4. **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.

5. **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.
6. **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.
7. **Smoking, alcoholic beverages, or illicit drug use:** Use 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.
8. **Communication:** Parents are responsible for checking the website (dasche.org) for information regarding DasCHE events.

## Student Guidelines

1. Appropriate **behavior** is required at all times. No profanity or disrespectful behavior is allowed. To this end, adults will be addressed by their proper titles (for example, Miss, Mrs., Mr.). Unruly, dangerous, immoral, and/or disrespectful behavior will not be tolerated. Warnings by an administrator or another adult regarding any dangerous behavior constitutes misconduct. Please see the Student Misconduct Policy in 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.
2. Modest dress is expected of all students. Please refer to the **Dress Code**.
3. **"Boyfriend-girlfriend"** type activities, including displays of affection, should be reserved for parental guidance at DasCHE events. Refusal to abide by this rule may result in dismissal from the activity up to and including dismissal from DasCHE.
4. **Leave at home:** knives, weapons (play or real), or any other item that could lead to danger or disruption during the DasCHE event. If any item causes a disruption, it may be taken up by the adult in charge and returned at an appropriate time.
5. **NO** smoking, alcoholic beverages or illicit drug use by students, parents, guests, or any attendee at DasCHE-sponsored activities is allowed. Refusal to abide by these rules may result in dismissal from the activity up to and including dismissal from DasCHE.
6. All DasCHE students and guests are to show respect for each other and for 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.

## Dress Code

Students, tutors, administrators, and parents are expected to dress modestly and respectfully, in keeping with a Christian worldview, while attending DasCHE-related activities. To this end, a dress code will be enforced. Failure to comply with the dress code will fall under the Open Communication Policy and/or Student Misconduct Policy. 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.

1. 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.
2. All association members and their guests will be required to wear proper foundational garments.
3. No disruptive writing or pictures (vulgarity, violence, etc.) on T-shirts or other articles will be allowed.
4. No see-through, skintight or other distracting clothing.
5. 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. 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.

1. 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
2. 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.
3. 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.

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, any field trips, 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. Over-correction for simple childish behavior should not be the norm. In this case, the child should be redirected and encouraged. Talking with a parent for any insight in dealing with a child is advisable. However, this does not give permission for behavior to continue unchecked. DasCHE representatives are NOT to use corporal punishment in correcting students.

## **Information Included in DasCHE Incident Report**

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

## Board Meetings and Responsibilities

1. All DasCHE Association Board meetings, except as noted below, shall be open meetings. Any Association member may attend a Board meeting.
2. The Board shall observe the parliamentary procedures as stated in *Robert's Rules of Order*, except as otherwise stated in the DasCHE Bylaws. The Board may request someone be removed from the Board Room if they are disruptive to the meeting.
3. All discussions at a Board meeting shall be directed solely to the business currently under discussion as posted on the agenda. The Board President has the responsibility of keeping the discussion focused on the business before the Board and will halt discussion that does not apply to the business posted on the agenda.
4. The Board corporately has the following authority:
  - a. Govern and oversee the management of DasCHE Association.
  - b. Approve the DasCHE Association activity coordinators.
  - c. Annually review activity coordinators in accordance with the DasCHE policy.
  - d. Require Co-op Activity Coordinator to develop an operational handbook to be reviewed annually by the Board.
  - e. Set annual dues.
  - f. Call elections and canvass the returns.
  - g. Adopt and periodically review DasCHE policy.
5. Each Board director will:
  - a. Abide by the laws of the United States and the State of Texas.
  - b. Recognize that he/she has no legal authority as an individual outside of DasCHE Board meetings and will conduct himself/herself accordingly.
  - c. Will refer any member complaints to the proper authority within the DasCHE Association.
  - d. Will support all Board decisions, regardless of his/her personal vote.
  - e. Will not discuss confidential information outside of Board meetings.
  - f. Will support DasCHE, and home schooling in general, in the community and on social media.
6. The DasCHE Association Board will hold the following meetings:
  - a. 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.
  - b. Regular meetings to be held at least 3 times each fiscal year.
  - c. Executive Board meetings which will be reserved for an item or items that cannot wait until a scheduled Board meeting or are sensitive in nature.
  - d. Executive Session during a public meeting when discussion of very sensitive subjects arises. State law allows and provides for the DasCHE Board to go into executive session. This means that everything said or done in executive session is confidential. Anyone who breaks the confidentiality of executive session can be disciplined by the organization.

## Activity Coordinators & Board Relationship

1. The Board holds the Activity Coordinators responsible for:
  - a. Complying with all applicable laws, rules, and regulations;
  - b. Administering Board policies and decisions;
  - c. Operating the activity;
  - d. Supervising and evaluating staff;
  - e. Keeping the Board informed about operations, problems, and opportunities;
  - f. Submitting an annual report to the Board.
2. The Board shall:
  - a. Recognize the Co-op Administrator/Director as the leader of DasCHE Co-op, and other Activity Coordinators, such as Gala Coordinator and Graduation Coordinator, as leaders of their respective activities.
  - b. Provide direction for and set policy for the Association through written policies, objectives, and goals.
  - c. Give the Activity Coordinator full administrative authority and support for properly discharging his/her duties, while holding him/her responsible for acceptable results.



- d. Refer complaints, criticisms, and requests to the appropriate Activity Coordinator, and discuss them at Board meetings **only** after administrative solutions have been exhausted.
- e. Evaluate the Activity Coordinators and provide appropriate opportunities for the Coordinators to share their perceptions regarding the working relationship between the Board and Activity Coordinators. The Board will evaluate by scheduling the Activity Coordinator to meet in person at least one time annually for a review at a regularly scheduled Board meeting. The Coordinators' evaluation will be confidential.

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

## **ASSOCIATION ACTIVITIES**

All DasCHE-sponsored activities must have an ADULT Activity Coordinator who must be a member of DasCHE. All DasCHE coordinators will give an annual report to the DasCHE Board at regular board meeting set by the Board.

### **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 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.

1. Dance Activity Coordinator Responsibilities:
  - a. Selects date, venue, and theme which is subject to Board approval;
  - b. Selects at least one additional committee member.
  - c. Selects DJ and music. All music shall be submitted to board designee for review by the first week in January.
2. Gala Guidelines
  - a. Gala is a benefit of DasCHE Membership. Inviting other associations to participate does not fit into this model.
  - b. Gala is open to DasCHE students who are in 7-12 grades. All attendees must have a paid registration. Seventh grade students must be at least 12 years of age and must be accompanied by a parent or other designated adult with a paid registration who will be responsible for that student; this policy includes younger siblings of seniors. Alumni of DasCHE are also permitted to register and attend Gala.
  - c. Registration for Gala is a two-step process: 1) register online; and 2) pay by deadline. The attendee's spot at Gala is not confirmed until both steps are complete.
  - d. The Gala ticket is a keepsake only. Entrance to Gala is by reservation. If the attendee's name is not on the Gala registration list with the Gala Coordinator, 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.
  - e. Reservations for Gala are limited. If all spots are filled, registration will close, and no other guests will be permitted to register. Please register and pay for your spot early! NO WAITING LIST will be kept by the Gala Coordinator or committee.
  - f. Each DasCHE student may register and pay for only one additional registration for a non-DasCHE student. DasCHE parents may register and pay for a ticket(s), but are not permitted to purchase a guest registration.
  - g. Only people with a paid registration may enter the venue. This policy will be enforced for the entire duration of Gala. Entrance to take a few pictures or for a few minutes at the end of Gala is prohibited. Violators will have an incident report filed. No entrance permitted without advance registration and payment. Anyone picking up a student must wait outside the Gala venue – no exceptions.

- h. Those who are not in compliance with policies and dress code will be denied admittance to the Gala.
- i. Seniors: In order to be recognized as a senior at Gala, the family must be a DasCHE Association member. Seniors and their parents will receive priority in registration for a specified time prior to general registration. All graduating seniors will be recognized, so parents are encouraged to attend.
- j. No exceptions will be made for dietary or environmental allergies. If you have allergies, please communicate with the coordinator to see if attendance is safe for you.
- k. 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.
- l. If you have any questions or issues, please communicate directly with the Gala Activity Coordinator. Other committee members are not able to make final decisions.
- m. 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.

**Men:**

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

**Ladies:**

- a. Ladies should wear dresses or dressy pant suits. No jeans or shorts.
- b. 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.
- c. No cleavage should be visible when standing straight, dancing, or twisting.
- d. 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.
- e. 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.
- f. A slit in a dress should be no higher than two (2) inches above the knee.

**Graduation**

- 1. Graduation Activity Coordinator Responsibilities
  - a. Selects at least one additional committee member.
  - b. Responsible to set Graduation Information Meeting.
  - c. Responsible for setting the agenda of the event and for choosing the Master of Ceremony and speakers for the prayers, charge to the graduates, and other parts of the ceremony.
  - d. Responsible to negotiate a venue and price.
  - e. Responsible to present to DasCHE board a proposed budget.
  
- 2. Participation Guidelines
 

The primary reason for the graduation ceremony is 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:

  - a. 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.
  - b. Any family that is not current with all fees and has not completed all service hours may not participate in graduation.
  
- 3. General Guidelines
  - a. Rehearsal is MANDATORY. The graduating senior and at least one parent shall be present unless an

- exception has been made prior to signing up.
- b. Graduates will have the opportunity to decorate a table for the reception with personal memorabilia. However, these items **MUST** fit on the table. Nothing will be allowed on the floor around the table.
- c. The total graduation/reception cost will be communicated at Graduation Information meeting held in the fall.
- d. All graduation paraphernalia including tassels, diplomas, diploma covers, etc. is to be purchased by each family.
- e. Every graduate needs to purchase a black cap and robe. This is not included in the cost of graduation. However, graduates are free to choose any color for their individual tassels.
- f. Only those graduates inducted by a nationally recognized honor society may wear a gold cord.

## Honor Society

1. Honor Society Coordinator Responsibilities:
  - a. Will select at least one additional committee member.
  - b. Will set application deadline.
  - c. Will confirm applicant meets age, community service, and testing requirements.
  - d. Will set and conduct an annual induction ceremony.
2. Guidelines
  - a. The Chi Chapter of the Eta Sigma Alpha National Home School Honor Society is only open to current DasCHE Association members.
  - b. 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.
  - c. Applicant must have at least 20 hours of community service.
  - d. Applicant must have the required score on one of the national standardized tests. Approved tests and scores are available on the DasCHE website.
  - e. Test scores must come from **ONE** test. Section scores from different tests may not be combined to achieve the required test score for membership.
  - f. Test scores will not be more than one (1) year old.
  - g. All tests must be administered in a group setting if a parent is helping with the test administration. If 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.
  - g. Applications are available online at [www.dasche.org](http://www.dasche.org). Deadline for application will be set by the Coordinator.

## Teen Edge

1. Teen Edge Coordinator Responsibilities:
  - a. Will develop and schedule teen activities.
  - b. Will announce teen activities through the website to Association members.
2. Guidelines
  - a. Teen Edge is for teens 13 years and up.
  - b. Activities offered for wholesome social interaction and opportunities for community service.

## 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

1. 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.
2. 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.

3. 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.
4. Neglect: The failure to provide for a child's basic needs or the failure to protect a child from harm.

### **Reporting of Suspected Abuse**

1. All reports of inappropriate behavior or policy violations with children or youth will be taken seriously.
2. Reporting of suspected abuse of children or youth is required by this policy and by the laws of the State of Texas.
3. A telephone call or request for a meeting with the activity administrator or Association board member to report suspected abuse.
4. Reports to Child Protective Services (CPS) may be made in either of the following ways:
  - a. Call the toll-free 24-hour, 7-day a week, nationwide abuse Hotline: 1-800-252-5400
  - b. Report through CPS secure web site (you will receive a response within 24 hours: [www.txabusehotline](http://www.txabusehotline)). E-mail reports are not accepted.
5. 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**

1. DasCHE members and volunteers agree to do their best to prevent abuse and neglect among children and youth involved in association activities.
2. DasCHE members and volunteers agree not to physically, sexually, or emotionally abuse or neglect a child s or youth.
3. DasCHE members and volunteers agree to comply with The Guidelines for the Protection of Children and Youth.
4. 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.
5. 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.

1. No person will be allowed to work with children or youth on a regular basis until the person has been known to the Association for at least six months.
2. Programs for infants and children under six (6) years old will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
3. DasCHE members and volunteers are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs or prescription medications while participating in or assisting with programs or activities specifically for children and youth.
4. 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. They will avoid even the appearance of favoritism.
5. 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.
6. DasCHE members and volunteers are prohibited from dating or becoming romantically involved with a child or youth.
7. DasCHE members, and volunteers are prohibited from having sexual contact with a child or youth.
8. 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 educational program that is preauthorized by the co-op

administrator.

9. 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.
10. 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.
11. DasCHE members and volunteers are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
12. 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.
13. DasCHE members and volunteers are prohibited from using harsh language, profanity, degrading punishment, or any mechanical restraint for behavior management.
14. 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**

1. Every program for children and youth must meet established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
2. DasCHE tutors, board members, and volunteers are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.
3. DasCHE tutors, board members, and volunteers aged 18 or older must directly supervise student volunteers younger than 18 and be physically present during all activities.
4. An up-to-date list of approved substitute volunteers and tutors for children and youth will be maintained and posted online at [www.dasche.org](http://www.dasche.org).
5. Each program will follow age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
6. When supervising or assisting private activities such as dressing, showering or diapering infants or children, staff and volunteers will remain in an area observable by other adults or work in pairs.
7. Doors of occupied classrooms must be unlocked at all times during activities. Unused rooms should be locked.

### **Bullying Prevention Policies (Tx. Education Code 37.0832)**

1. **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.
2. **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 medial 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.

1. All DasCHE members and guests will refrain from the bullying of another student.
2. 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.
3. DasCHE members or guests will immediately report any incident of bullying to the appropriate activity coordinator and may be reported anonymously and confidentially.
4. DasCHE activity coordinators will report any incident of bullying to the DasCHE Association Board.
5. 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.
6. The DasCHE Association Board will provide notice of any incident of bullying to the parent or guardian of the alleged bully within a reasonable amount of time after the incident is reported.
  7. Every report of bullying will be taken seriously and will be investigated to determine if a reported incident of bullying occurred.
  8. 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.
  9. 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**

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.

**For More Information**

*If you have questions or need further guidance, please contact the board.*

**OTHER****Building Use**

Any request for use of the church building will be directed to the DasCHE President or Secretary and is subject to DasCHE board approval.

**Website Use**

The use of direct email communication via the DasCHE website will be for DasCHE approved events only. The member page “classified/bulletin board” is for members to post home school related information.

DasCHE is not responsible for what members post on “classified/bulletin board.” DasCHE website coordinator or the DasCHE board reserves the right to remove any postings it determines as inappropriate.

**CHANGES TO HANDBOOK**

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).