

CCHSA POLICIES AND PROCEDURES

GUIDELINES FOR POLICIES AND PROCEDURES

The CenLa Christian Home School Association (CCHSA) board will determine policies and procedures as needed. Any full member with specific concerns may write Policies and Procedures proposals. The CCHSA board will review the proposals. The CCHSA board may reject the proposal if they feel it is unnecessary. If the board agrees that there is a need for the proposed policy and/or procedure, they may make revisions to the proposal before voting to accept it and having it become part of the regulations to be followed by the board and the group members. The CCHSA board decision shall be final. All policies and procedures shall be written in compliance with the CCHSA/Christian Home Educators Fellowship of Louisiana (CHEF of LA) statement of faith and statement of belief on family and education.

A. WHY DO WE NEED POLICY AND PROCEDURE GUIDELINES?

Written policies and procedures are necessary because problems that occur will be dealt with in a uniform manner. Because these policies and procedures are decided upon by the board, the president does not need to feel pressure or guilt for issuing a decision that may not be agreeable to the individual(s) who receive that decision.

B. WHEN SHOULD WE WRITE POLICY AND PROCEDURE GUIDELINES?

Whenever possible, policies and procedures should be written for problems that have NOT occurred. This will prevent the conflicts, turmoil, and personalization that happen when trying to decide how to deal with a current problem. It helps us be objective. Attempt to think of all the possible things that could go WRONG and decide how you would deal with those problems and protect the group. When problems arise that have not been foreseen, the CCHSA board members should separately prepare their proposed guidelines to handle the problems. They may ask for one or more advisors (*past board members*) to participate in this process. The board should then meet and discuss each proposal. After discussion, one or more of the revised versions should be voted on by the board. The majority decision shall be final and the written policy and/or procedure shall become part of the group's policy and procedure guidelines.

POLICY ON CCHSA STATEMENTS OF FAITH

CCHSA has only two membership options. As a group member of CHEF of LA, and in compliance with their regulations, full members apply by signing a statement of faith that also admits them as members of CHEF of LA. In addition, CCHSA chooses to offer an associate membership with an abbreviated statement of faith for Christian families to sign. Members who choose associate membership receive the same benefits as other members, but because of CHEF of LA regulations, may not vote and are not eligible for the CCHSA board. CCHSA is not a church and does not propose to teach or promote doctrines unique to specific denominations. We have had members and leaders from all kinds of churches, from Catholic to charismatic. However, our statements of faith outline certain central, historic Christian teachings, which most believers agree to. We do not pass judgement on those who disagree with our statements of faith, but we seek to define as broadly as possible what is meant by "Christian" in our organization. It is not the intent of CCHSA to discourage anyone from teaching their children, and we are glad to share information and encouragement with anyone. However, for the protection of our members, we must insist that our members be of one mind on certain well-defined, well-defensible statements of belief. If we allow a line-item veto on any part of the Statements of Faith, we may be legally liable to accept any addition or deletion on any part of the form, from Christian belief to standards on Christian family life. CCHSA WILL NOT change, add, or delete any part of the two Statements of Faith which are already established as a requirement for group membership.

POLICY ON PRODUCT/SERVICE ORAL PRESENTATIONS AT CCHSA MEETINGS AND ON WRITTEN ADVERTISEMENTS OF PRODUCT/SERVICES

A. ORAL PRESENTATION OF PRODUCTS/SERVICES AT CCHSA MEETINGS:

The CCHSA board has full discretion in choosing to allow, or disallow, an oral presentation. Some considerations the board may have are the purpose of the meeting, what is to be accomplished, the amount of time allowed, and the location/facilities where the meeting will be held. CCHSA will NOT have individuals from private or public entities orally presenting products or services for sale during meetings that have been scheduled for group members unless the members have been informed, in advance, that the meeting will include a sales presentation.

The CCHSA board MAY give permission for a display table at meetings (*such as, but not limited to, the first meeting of each school year, known as the "Kick-Off Meeting"*). They may, or may not, at their discretion, decide to charge each one that wants to display their products and/or services a fee for this privilege. The CCHSA board MUST decline any request for displays that

disagree with the CCHSA/CHEF of LA statement of faith or statement of belief on family and on education. If a display is set up that disagrees with the aforementioned statements, a CCHSA board representative will request that the display be removed immediately and will refund any fees that may have been charged within 30 days.

Because CCHSA is a support group for Christian home school families who choose their own method of home education and their own curriculum to use in educating their students, *CCHSA will not endorse any product or service that is offered.* Individual members may give recommendations, but must not imply that CCHSA is the endorser.

B. WRITTEN ADVERTISEMENT OF PRODUCTS/SERVICES:

CCHSA offers MEMBERS advertising space in the monthly newsletter for free, or for a nominal fee set by the CCHSA board. All NON-MEMBER advertisements should be submitted for review by the CCHSA board prior to acceptance.

Public or private entities that desire to advertise may offer handouts for members to be picked up at activities/events or they may purchase advertising space in the monthly newsletter that goes out to all CCHSA members. The cost of advertising space in the monthly newsletter will depend upon the length/size of the advertisement and upon the increase of mailing expenses. The advertiser must provide all necessary copies of the finished advertisement and must pay the entire expense of mailing their advertisement to CCHSA members.

Member's names, phone numbers, and addresses **MUST NOT** be given to anyone without explicit permission of the individuals. They **WILL NOT** be used by anyone other than CCHSA for mailing purposes. CCHSA **MUST** decline any advertisements for products/services that disagree with the CCHSA/CHEF of LA statement of faith or statement of belief on family and on education. If the CCHSA newsletter editor has any question about the proposed advertisement of a member or an outside entity, then the CCHSA board will review the advertisement. The CCHSA board will have full discretion on whether or not the advertisement will be published.

POLICY ON CCHSA BOARD QUALIFICATIONS

The CCHSA board complies with the CCHSA Constitution and By-Laws concerning all qualifications:

Article VIII: Section 3.4 states that "all board members shall be men. The basic unit of the organization is the family, over which the man is to provide the leadership according to the Scripture. CCHSA is an extension of the home and should reflect the home. This does not exclude the officer (husband) and his wife from participating as a team, as in a family, to fulfill the duties of the office."

CCHSA requires that both spouses shall be in agreement concerning home schooling and the other requirements for board membership, including signing the full membership Statement of Faith and Statement of Belief on Family and on Education. CCHSA considers husband and wife to be "one," based on the following Scriptures.

- Genesis 2:24:** *"Therefore a man shall leave his father and his mother and shall become united and cleave to his wife, and they shall become one flesh."*
- Matthew 19:5:** *"And said, ` For this reason a man shall leave his father and mother and shall be united firmly [joined inseparably] to his wife, and the two shall become one flesh.'"*
- Ephesians 5:31:** *"For this reason a man shall leave his father and his mother and the two shall become one flesh."*

CCHSA interprets the qualification in Article VIII, Section 3.4, to mean that a husband and wife are elected together as one to hold a single position on the CCHSA board. Both names shall be officially listed on the board of directors, even if the wife does most of the work associated with that office, or is the one most usually identified with the board position and handles most of the decisions concerning the position. She should always consult her husband when she is unable to make a decision, and they should then follow the CCHSA Constitution and By-laws and the CCHSA Policies and Procedures or their Guidelines.

CONDUCT FOR PARTICIPANTS OF CCHSA ACTIVITIES

CCHSA desires to win a good reputation from the community for all home school families. Since our name declares our Christian values, we feel a greater responsibility towards earning this good reputation. We know that guidelines must be set for how we, as a group, dress and act. (Rules are necessary for order, and God is a God of order [1 Cor. 14:40].) We realize that those who do not home school are constantly evaluating us by our actions and our clothing choices. (We desire both our children and ourselves to always be an example that glorifies God [Rom. 8:16, 1 John 3:1a].) This is sometimes a great burden and may seem to infringe on our rights, but we must strive to be a favorable witness for Christ and for home schooling (Col. 3:20, Prov. 22:15, Prov. 20:11).

Anyone who cannot comply with these guidelines will not be allowed to participate in group activities, and deliberate and open defiance of these guidelines will require the CCHSA board to review the individual membership. ALL members are responsible for explaining these rules to their own students or guests and for making sure that ANY student they see disobeying these rules is lovingly and immediately corrected.

We outline the following guidelines for dress and conduct for CCHSA members who attend any group activity, class, group outing, and field trip (these standards also apply, and should be explained by the member, to any guest that they may invite):

STANDARDS OF DRESS (CCHSA defines the word "*modest*" as "*pure; innocent; not drawing lustful attention.*")

1. Jeans, pants, and slacks must be modest*** and worn properly at the waistline. If they are too large to stay up on their own, then a belt must be worn. If the pants do not have belt loops and they are too large to stay at the waistline on their own, then the individual should wear something more appropriate.
2. Cigarette and/or alcohol logos are not allowed on any apparel, bags, hats, book sacks, etc. Designs that promote or glorify violence and lewd or profane designs (*even if only implied*) are also unacceptable on any apparel, bags, hats, book sacks, etc.
3. Shirts/tops/blouses should be modest*** in design and should not bare the midriff of any individual. Males shall always wear a shirt. (*Females do not go around without a shirt/top/blouse!*)
4. Dresses and shorts must be modest*** in design and must not be more than six inches above the knee. (You should be able to bend over, and move naturally and freely without fear of exposing what should be covered!)
5. Females should not wear backless dresses/tops, or low-cut dresses/tops. (*This includes sleeve openings that expose underwear and necklines that allow views of otherwise covered items when the female stoops over to pick up anything.*)
6. Swimwear must be modest*** in design. Leg openings should not bare the buttocks and suits should not have "cut-outs." Females will not wear two-piece bikini swimsuits. Males will not wear tight brief swimsuits.
7. Males may not wear earrings or jewelry in any visible pierced body part to any CCHSA function. Females may not wear jewelry in any visible pierced body part except ears.

STANDARDS FOR CONDUCT

A. SPECIFIC CONDUCT:

1. **SPECIFIC VALUES** that we have committed to protect and uphold:
 - Profanity, violence, and lewd behavior are unacceptable and will not be tolerated.
 - Smoking cigarettes or using other tobacco products will not be allowed.
 - Alcoholic beverages will not be allowed.
 - Friendships between students are one of the goals for members, but temporary romantic involvement (boyfriend/girlfriend relationships) is discouraged because of its potential for harm and because many of our families are preparing their children for courtship rather than dating.
2. **BEHAVIORS** that are absolutely forbidden for students at CCHSA activities:
(If a student is involved in any one of these behaviors, CCHSA membership will be revoked.)
 - **Immodest clothing** (See 'Standards of Dress').
 - **Threats.** CCHSA defines *threats* as an expression of an intention to inflict pain, injury, evil, or punishment on a person or thing.
 - **Violence** (fighting). CCHSA defines *violence* as physical force exerted for the purpose of violating, damaging, or abusing.
 - **Profanity or vulgarity.** CCHSA defines *profanity* as abusive, vulgar, or irreverent language. CCHSA defines *vulgarity* as anything said, or done, that is obscene, indecent, offensive (*causing anger, resentment, or displeasure*), coarse, or bawdy.
 - **Carrying weapons** (Any kind, including pocketknives). *The CCHSA board will consider/determine the occasional innocent oversight.*
 - **Physical displays of affection between unmarried individuals.** CCHSA defines *physical displays of affection* as handholding, kissing, caressing, or hugging. (*'Howdy hugs'* between males and females are allowed, **only if specific parental permission has been granted** for those individuals, but *'howdy hugs'* are to the side, not frontal, and are limited to one greeting and one goodbye.)

B. GENERAL CONDUCT:

1. Children are the main responsibility of the parent(s) or an appointed adult at all times. Parent(s) or the appointed adult must see that their children are behaving appropriately during all activities, field trips, and classes. All members have an equal

responsibility to ensure that students behave correctly when the parent or appointed adult is distracted, or prevented, from handling misbehavior.

2. If you sign up for an activity and you are unable to attend, please notify the contact person so we can let the speaker know in case they are copying handouts, bringing in extra help, etc. Also, if you did not sign up, but would like to attend, please call for the same reasons.
3. Be on time. The times are given with the activity. Try to be at the designated place 10 minutes before we begin. We want to allow our speakers an appropriate amount of time to present all of the materials they prepared.
4. On field trips and in classes, children are to remain with their parent(s) or with an appointed adult at all times. They are never to go ahead of the speaker or stay behind the group without an adult supervisor.
5. Children are not to touch things on field trips unless given permission by the speaker.
6. At all activities children need to be courteous to their fellow students, and be respectful to any adults present. If a child is not following this rule, he/she may be asked to sit out of the present activity as well as some, if not all, future activities. (*Ex: During games, a child may not be willing to share and begins pushing, or a child may defy an adult's instructions for behavior.*)
7. Several churches allow us to use their facilities. We must treat these facilities with the greatest care. Our children must not be allowed to run, or to bounce and throw balls (*except in the gyms or outdoors*). They must not slam doors and may not sit on, or climb on, any tables or stacked chairs. If any church-owned equipment (*such as tables or chairs, etc.*) is used, it must be by permission of the church and it must be returned to its proper place before we leave. Food and drink are restricted to specific areas and you must check before bringing these items to the facilities. Church supplies should not be used at any time! Classroom decorations should not be handled or re-arranged by our students. The trash must be picked up from every area that we use (including bathrooms) and lights turned off before we leave. Accidents or damage in any area of the facility should be immediately reported to a CCHSA officer or representative so arrangements for replacement or repair can be made before ill-feeling results.
8. During an activity where a speaker is lecturing or when a student is reciting, giving a report, or talking about a project, all school-aged children are to remain quietly and attentively in the designated area.

POLICY ON WORKSHOPS/CLASSES FOR CCHSA STUDENTS

Members may plan and offer a variety of workshops or classes on days and at times they choose. It is not necessary that they be held all year. Classes may be for one hour, one day, one week, or one month, etc., according to the individual offering the opportunity. Those who offer these opportunities to the membership should obtain and **fill out the Class Form**, available from a CCHSA board member. The form should be submitted to the CCHSA board. The Class Form covers all questions noted below.

Classes approved by the CCHSA board will be made available (*through the newsletter and otherwise*) to member families who are interested in participating. The participants are to adhere to the CCHSA standards of dress and conduct and their activities must be in line with the CCHSA Constitution and By-laws and CCHSA policies and guidelines. Members of the board are not required to directly supervise or be involved in the class or workshop. Parents must personally examine the workshop/class plan and decide whether students from their family will, or will not, participate. They should discuss concerns directly with the individual offering the workshop/class. Here is a list of questions you should consider when planning a workshop/class:

- Subject to be taught?
- Clear objectives/goals?
- Method(s) for teaching?
- Method(s) for demonstrating student achievement/accomplishment?
- Class rules?
- Age group or skill level?
- Cost and/or materials necessary?
- Refund policy?
- When? (day/time)
- Where? (location)
- How many classes?

POLICIES AND GUIDELINES FOR SPORTS ACTIVITIES

Individuals who desire to coach a sport for CCHSA students must sign the "Coach's Pledge" and must agree to be accountable to, and follow the leadership/guidance of, the CCHSA board as well as the CCHSA Constitution and By-laws and the CCHSA Policies and Procedures Manual. They must also submit a 'Coach's Plan' to the CCHSA board of directors that includes the following information:

NAME OF WORKSHOP/CLASS, INSTRUCTOR/COACH'S NAME, ASSISTANT(S) NAME(S), OBJECTIVES/GOALS, METHOD(S) FOR TEACHING, RULES, AGE GROUP/SKILL LEVEL, COST AND/OR NECESSARY SUPPLIES, WHEN (DAY/TIME), and WHERE (LOCATION)-

1. The CCHSA coach or assistant coach must have current proof of standard first aid training or must have an individual with such training present at all practices and games. (A copy of the first aid card, or the name(s) of the trained individual(s), should be provided for the board.)
2. A first aid kit must be prepared and must be present at all practices and games.
3. The CCHSA "Coach's Pledge" must be signed by the coach and any assistants and turned in to the CCHSA board for each school year.
4. The CCHSA coach or their assistant(s) must have students and parents sign the appropriate CCHSA pledges each school year.
5. CCHSA coaches and/or their assistant(s) should have liability release forms for the practice facility, as necessary.
6. CCHSA families who desire their students to participate in a CCHSA sport must sign the "Parent's Pledge" and the "Student's Pledge" and must agree to be accountable to, and follow the leadership/guidance of, the CCHSA board, as well as the CCHSA Constitution and By-laws and the CCHSA Policies and Procedures Manual. Parents are responsible for judging, if their students are physically capable of participating in the desired sport. A doctor's exam for participants is recommended.

COACH'S PLEDGE:

I, _____, offer CCHSA students my services, my time, experience, and knowledge as a volunteer instructor for the sport of _____.

I will have the responsibility to teach each participant as much as possible about this sport and will help them develop their own knowledge, skill, and ability by arranging regular practice and instruction time. I will work with all participants during practice and I will set clear guidelines for practice attendance, etc. I will treat each student with respect and encourage them to do their best, without belittling their sincere efforts and without verbally or physically intimidating them. Coaching methods of teaching do include loud vocal directions and constructive criticism for players in practice and during games, but I will not deliberately embarrass any student. I will limit my physical contact with my students to encouragement only. I will help organize game opportunities for my students. Any interested student who meets the guidelines for practice attendance, etc., may participate and will not be denied a place on the team, but my objective as a coach during game competition is to have a winning team. Students (*and their families*) must understand that each participant is not guaranteed playing time at each game. (*Participants should make me aware of any special guests that are present to see them play and I will try to find an opportunity to put them in.*)

I recognize my responsibility to maintain self-control during practice and competition regardless of the circumstances that occur, which may include: unfair referees, bad attitudes, misbehavior, and/or confrontations by students, their parents and relatives, and opposing coaches or players and their family members. I may become angry, but I will not lose my temper, or respond (*verbally or by action*) in a way that does not let Jesus Christ shine through me. I will remove myself with dignity from the temptation to react in anger and have another calmer individual handle the situation if I am overwhelmed. I will apologize to my team and to any others for my inability to deal with the situation. Competition is aggressive, but I will not teach, or allow, my students to play in a manner that endangers the health and well-being of themselves or their opponents. I will teach them to maintain self-control in adverse circumstances and I will remove them from play if they let me know, or I observe, that they are in danger of losing their self-control. I realize that serious consequences may result from a loss of self-control and I will strive continually to be a witness for Jesus Christ and a model for Christian attitude and behavior for my students and for the world. I will commit myself as an instructor for this CCHSA team for the period of _____ and I will endeavor to fulfill this commitment, as far as I am able.

Signed by: _____ Date: _____

PARENT’S PLEDGE:

We, _____, accept the coach’s pledge for our student(s) in the sport of _____.

We assure the coach that the physical condition necessary for this sport has been judged by us for our student(s) and we understand that CCHSA recommends a doctor’s exam for each participant prior to the first practice session. We have the responsibility to support the coach’s rules and guidelines for our student’s participation and instruct our relatives to do the same. We understand that loud vocal instruction and constructive criticism during practice and games are a coach’s teaching method and will explain that to our students. We understand that practices are to teach our students as much as possible about this sport and help them develop their own knowledge, skill, and ability. We understand, and will explain to our families, that our coach is competitively trying to win when we play other teams and our student is not guaranteed playing time in each game. We will treat the coaches with respect and will accept their decisions on which students are put into a game and how the students are instructed to play. We will limit our personal parental ‘coaching’ to home practices unless our assistance is specifically requested by the coaches. Any questions for, or disagreements we have with, the coaches will not be brought up while a game or practice session is in progress. They should be considered carefully before being expressed. If they are a major concern for ourselves, or our student, we will try to make a special appointment to discuss these concerns privately with the coaches with the attitude of Jesus Christ. If we are dissatisfied with the outcome, we will write out our concerns for the CCHSA leadership to discuss with the coaches and we will accept their decision. We will make the coaches aware of any special problems that our student may have, even if it is temporary.

We recognize our responsibility to maintain self-control during practice and competition regardless of the circumstances that occur, which may include: unfair referees, bad attitudes, misbehavior, and/or confrontations by students, their parents and relatives, and opposing coaches or players and their family members. We may become angry, but will not lose our temper, or respond (verbally or by action) in a way that does not let Jesus Christ shine through us. We will remove ourselves with dignity from the temptation to react in anger and have another calmer individual handle the situation if we are overwhelmed. We will apologize to our student, the coach, the team, and to any others for our inability to deal with the situation. Competition is aggressive, but we will not encourage, or allow, our students to play in a manner that endangers the health and well-being of themselves or their opponents. We will teach them to maintain self-control in adverse circumstances and we will observe them closely and let the coach know (if they don’t already see it) when we believe that they are in danger of losing self-control. We realize that serious consequences may follow a loss of self-control and we will strive continually to be a witness for Jesus Christ and a model for Christian attitude and behavior for our students and for the world. We will commit our family as an enthusiastic supporter for this CCHSA team for the period of _____ and we will endeavor to fulfill this commitment, as far as we are able.

Signed by: _____ Date: _____

Signed by: _____ Date: _____

STUDENT/PARTICIPANT’S PLEDGE:

I, _____, accept the coach’s pledge in the sport of _____.

I will abide by the coach’s rules and guidelines for my participation. I understand that loud vocal instruction and constructive criticism during practice and games are a coach’s teaching method and are not meant to embarrass me. I understand that practices are necessary in order that I might learn as much as possible about this sport and develop my own knowledge, skill, and ability. I understand that my coach is competitively trying to win when we play other teams and I am not guaranteed playing time in each game. I will treat the coaches with respect and will accept their decisions on which students are put into a game and how the students are instructed to play. I must acknowledge the right of the coach to tell me how to play during a game, and comply with that instruction, even if I or my parents disagree.

I will respect, encourage, and support my fellow students and teammates who participate in this sport, regardless of their skill level or ability. I will respectfully, with the attitude of Jesus Christ, express any concerns I have to my coaches at appropriate times (probably before or after a game or practice session). If I feel that my concerns were not seriously considered, I will follow the instruction of my parents. I recognize my responsibility to maintain self-control during practice and competition regardless of the circumstances that occur, which may include: unfair referees, bad attitudes, misbehavior, and/or confrontations by students, their parents and relatives, and opposing coaches or players and their family members. I may become angry, but will not lose my temper, or respond (verbally or by action) in a way that does not let Jesus Christ shine through me. I will call time-out, inform my coach, and/or remove myself with dignity from the temptation to react in anger if I am overwhelmed. I will apologize to my coach, the team, and to any others for my inability to deal with the situation. Competition is aggressive, but I will not play in a manner that endangers the health and well-being of myself or my opponents. I will learn to maintain self-control in adverse circumstances. I recognize that serious consequences may follow a loss of self-control and I will strive continually to be a witness for Jesus Christ and a model for Christian attitude and behavior for the world. I pledge my full participation to this CCHSA team for the period of _____ and I will endeavor to fulfill this commitment, as far as I am able.

Signed by: _____ Date: _____