



Policy Handbook

I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.

Ephesians 4:1-3

About this Handbook

The following pages contain information regarding many of the policies and procedures of Tri-County Christian Home Educators (hereby referred to as "TCCHE").

The policies and procedures outlined in this handbook will be applied at the discretion of TCCHE and TCCHE reserves the right to deviate from the policies and procedures of this handbook, or to withdraw or change them, at any time. We will notify you via the website when an official change in policy or procedure has been made. TCCHE values the many talents and abilities of its volunteers and families and seeks to foster an open, cooperative and dynamic environment where families and the group alike can thrive. If you would like further information or have questions about any of the policies and procedures outlined in this handbook, please feel free to bring them to the attention of the TCCHE Board.

Welcome!

Welcome to TCCHE! Since early 2000, families have richly benefited from TCCHE's approach to home education and our intentional focus on integrating God's truths in all that we offer. This Handbook has been compiled with much prayer and input from numerous sources to answer some of your questions. It contains our statements of faith and mission, our purpose, and our policies and procedures.

Statement of Faith

We believe that...

- There is one God who exists eternally in the person of the Father, Son, and Holy Spirit.
- God created the earth and all that is in it, and we strive to teach only from a Christian creation based worldview.
- The Bible is the inspired Word of God.
- Every person has value as a creation of God, but that all have sinned and fallen short of the glory of God.
- Jesus Christ died for our sins and arose from the dead.
- Forgiveness of sins and the promise of eternal life are available by God's grace to those who trust in and are faithful to Christ as Savior and Lord.

Mission Statement

TCCHE is a Christ-centered homeschooling organization. Our purpose is to offer resources and opportunities for Christ honoring activities, classes, field trips, service opportunities and a forum for shared information and fellowship. We seek to equip homeschooling families to enrich their children's education and develop Christian character so they may serve and glorify God.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. (2 Timothy 3:16-17). For purposes of TCCHE's practice, policy, and discipline, our Board is TCCHE's final interpretive authority on the matters of conduct as it is applied to this group.

Who We Are

We are a Christian led group, serving the tri-county area and are open to all homeschoolers. While we are a Christian led group, we do not require our members to sign a statement of faith. TCCHE Inclusion Policy is as follows, all children who identify as their biological sex are welcome to participate in activities. TCCHE does not distinguish between biological sex and gender. Our goal is to foster an environment built on integrity and virtue, provide educational support, and opportunities to engage socially as well as provide community for those homeschooling their children. We offer a variety of classes appropriate for PreK/K classes through 12th grade. Membership with TCCHE requires you to be a homeschooling family of (at least one) school aged child between 6 and 18 years old.

Membership Fees

TCCHE has made the determination to move from our current website to a new website to help lower costs for families. As such, fees will no longer be charged per year but instead we will move to an event fee based system. Families will be required to pay to attend events to cover the cost of the event.

All payments for events must be made before the event or you may be denied entrance to the event.

Membership Requirements

Members of TCCHE must be a homeschooling family of a school aged child between the ages of 6 and 18. Members must pay any fees for events they attend and agree to abide by the bylaws and policies and procedures as they are set forth in this handbook. Changes may be made to either the bylaws or the policies and procedures as needed throughout the year and those changes will be communicated through the website. Membership may be refused at the board's discretion to any family that the board feels would not further the objectives of TCCHE.

All Teachers are required to have a background check.

Conflict Resolution

Unfortunately, conflicts and misunderstandings can occur in any group setting. At TCCHE, we use Matthew 18 as our guide in dealing with conflicts that may occur. Resolution of an issue or conflict should first be sought directly between disagreeing parties. If a resolution cannot be found to which both parties can agree, they may bring the issue to the Board. Two or three Board members will meet with the parties involved and attempt to mediate a resolution. If that is unsuccessful, or if one of the parties is a board member, a meeting with at least 2/3 of the board will be arranged, and the Board will make a final decision.

TCCHE does not assume responsibility for those situations occurring outside of TCCHE events, such as any internet related groups. However, if the Board is informed that any external issues to TCCHE have developed into an internal issue at TCCHE, for the sake of the unity of the TCCHE community, the Board may actively become involved with an aim to resolve the conflict. Involved

parties who refuse amicable resolutions guided by TCCHE Board may have their memberships revoked at the Board's discretion, with no fees refunded.

TCCHE understands the financial challenges that sometimes come with homeschooling our children. We work diligently with teachers to make classes as cost effective as possible. If your family is struggling financially and needs assistance with class costs, please seek out a TCCHE Board Member or speak to the teacher privately.

We seek out wise, passionate, engaged, and experienced instructors for your children and feel very fortunate to be able to offer their expertise to you at a great value. We enjoy being in relationships with so many skilled and dedicated teachers, and we wish to protect the relationships we have with them. Additionally, we wish to guard the cost effective pricing we can offer all our members because of these relationships. To this end, we ask that you will please hold our instructors with proper regard and respect for their willingness to support our mission. Demeaning or disparaging remarks about our instructors will be addressed by the Board. If the behavior is continued by a member after counseling on the matter, your TCCHE membership may be revoked and your children will not be allowed to continue in TCCHE classes.

Teachers

Our group is a parent led group. TCCHE is always looking to add classes and teachers. If you have a class you'd like to teach or one you are looking for, please reach out to us.

All teachers are required to have a criminal background check through TCCHE.

Field Trips

TCCHE is excited to offer field trip opportunities to those who would like to participate. However, with field trips we need to follow a few simple rules to ensure the safety and enjoyment for all:

Please keep in mind the following rules when attending any of the TCCHE events.

- When you are on a field trip you represent TCCHE, your family, and most importantly yourself.
- Be respectful of others and pay attention to the person(s) speaking.
- When in Indoor Spaces, remember to walk and use low volume voices when speaking with others.
- Some field trips have limited space. If you have signed up and are NOT able to attend, please notify the field trip coordinator to release the spot you reserved..
- Certain trips require scheduled times; please plan accordingly.
- Sometimes in larger groups and larger settings it is hard to keep track of those

participating in the field trip, so please try to stay with the group.

- For insurance reasons you will only be allowed to register members of TCCHE for any events. Some events may allow for non-registered members to attend. If you have questions regarding who is a member, please contact the field trip coordinator.

Field Trip Payment: Certain events may require prepayment; in these cases payment is required at the time of registration. It is your responsibility to review the field trip description and/or requirements and payment information PRIOR to reserving your spot. Refunds are only issued if the coordinator has *not* made advance payment for the event. If you have any questions, please contact the field trip coordinator.

TCCHE's Code of Conduct

The Below rules apply to both children and adults. Adults, please set a good example for the children.

- Treat the facilities and properties TCCHE is granted to use with respect.
- Treat each other with respect.
- BULLYING WILL NOT BE TOLERATED AND MAY, AT THE DISCRETION OF THE BOARD, BE GROUNDS FOR DISCIPLINE AND/OR INCLUDING REVOCATION OF MEMBERSHIP EFFECTIVE IMMEDIATELY OR AT AN INDICATED TIME WITH NO REFUNDS ISSUED.
 - Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. **National Centre Against Bullying*
- Be respectful of classes going on around you. No yelling or running through TCCHE facilities.
- No cell phones or other electronics in classes unless specifically allowed by the teacher.
- **Public Displays of Affection (PDA)**
 - Students should refrain from all PDA while at classes, field trips, or other TCCHE sponsored activities.
 - PDA includes (but is not limited to): intimate touching, hand holding, fondling, cuddling, kissing, and/or any activities with sexual overtones.
 - Brief hugs are allowed, but not to extend past a normal greeting hug.

- Students or parents engaging in PDAs during TCCHE activities or sponsored events will have the behavior addressed. If a student or parent fails to abide by the rules listed above after being counseled on the matter, TCCHE reserves the right to have the student or parent removed from the event/class and asked to not return. No refunds will be given, including any class, field trips, or event fees.

Dress Code:

Although TCCHE does not have an outlined dress code, we do ask that member's attire be modest and respectful of the churches who host us. Initial violation of the dress code will result in counseling with the student's parents. Membership to TCCHE may be revoked with no fees refunded, at the board's discretion, should the dress code violations continue..

Items to be *avoided*:

- Items with profanity and/or vulgar imagery or wording
- Skirts/dresses/shorts that are not modest in length and/or revealing.
 - "Revealing" is here defined (but not limited to) skirts/dresses/shorts of a length shorter than mid thigh.
- Low cut/midriff revealing shirts, blouses, or hoodies.
 - "Revealing" is here defined, (but not limited to,) exposure of any part of the abdomen. Additionally, cleavage may not be exposed either while standing upright or leaning forward.
- Sagging pants/visible underwear. All undergarments must be covered by outer clothing and not visible.

Social Media Policy

Please remember that not all families agree to put their picture or child's picture on social media. Before posting any pics, please be respectful of other families and ensure you have the permission of all in the photo to place it on any social media platform.

Code of Conduct for CLASSES

- Fees - All fees are due by the first day of class unless prior arrangements have been made with the instructor. Payments should be made directly to the teacher and NOT TCCHE unless otherwise indicated.

- Refunds - Refunds are given at the discretion of teachers, but are not to be expected after the first day of class.
- Discipline - It is our goal that all students will enjoy their classes and learn in an environment free from disruption. Students are expected to be respectful to their peers and listen to their teachers and follow instructions. While we understand that sometimes students need reminders about how to behave in class, if a teacher feels that a student is disrupting the class, the student may be asked to leave class with the parent that day. If the student continues to be disruptive in following classes, the teacher may remove the child from the class roster and ask the child not to return. No refunds will be given.
- Homework - Some teachers may assign homework in their classes. Students are expected to respect the time and effort teachers put into their classes by completing all assignments and coming to class prepared.

Parents are expected to remain on campus while their child is in class. If a parent cannot make it to a class, they may assign another parent to be responsible for their child. In this case, written contact information for the responsible parent must be given to the teacher.

Illness

In order to prevent the spread of illnesses, please follow the guidelines below:

- Children and adults who have had a fever or gastrointestinal illness (diarrhea or vomiting) should remain home for at least 48 hours after all symptoms are gone.
- If any family member is ill in the household, all family members should remain at home until all members have been symptom/fever free for 48 hours.
- With other illnesses, please use your best judgment.
- I understand that all reasonable safety precautions will be taken by any and all workers and/or volunteers of Tri-County Christian Home Educators and that the possibility of an unforeseen hazard does exist. I agree not to hold Tri-County Christian Home Educators, and other event/class locations and all of their administrators, instructors, workers and/or volunteer staff liable for damages, losses, diseases including but not limited to Covid-19, or injuries incurred by myself or any minor participating in TCCHE activities and events. I certify that I have read this document and I fully understand its content. I am aware that it is a release of liability and a contract.
- I assume all the risks of participating and/or volunteering in any Tri-County Christian Home Educators activity or co-op.