

**Slidell Christian Home Educator Fellowship**  
**(SCHEF)**  
**OPERATING POLICIES**

**Changes to the SCHEF Operating Policies**

Changes to the SCHEF Operating Policies, if deemed necessary can be made by the current SCHEF Board of Directors. Changes must be made at a Board Meeting where a 3/5 vote is concluded.

SCHEF Members may present suggestions by email to any one of the five board members to be presented at the board meeting following.

**SCHEF Dress Code Policy**

The following dress code is for ALL SCHEF MEMBERS participating in any SCHEF function. As a Christian organization, we have the responsibility to set a Godly example as well as an opportunity to be a “light unto the world” in both conduct and dress.

Please keep in mind the following guidelines as you prepare yourself and your children to participate in any SCHEF activity.

**Modesty** Our clothing should be modest. This means that our body parts are not emphasized or exposed and our dress does not draw attention to our bodies.

**Activity Appropriate** On field trips, we should dress as would be appropriate for a school group: slacks/shirts for boys, and slacks/skirts & shirts for girls. If appropriate, modest, mid-thigh or longer shorts as well as loose fitting pants and/or jeans may be worn.

For P.E. or other sports activities, modest, (mid-thigh or longer shorts) and short - sleeved T-shirts (loose-fitting) are acceptable. (Have your child bend or stoop down and tie his/her shoe. Have your child stand up straight and reach for the ceiling. If you are seeing more than you want to in these postures, then so are others.) Some girls and women feel led by the Lord to wear skirts. During P.E., shorts that meet the above specifications must be worn under skirts or dresses in order to participate. For your safety NO JEWELRY (earrings, watches, bracelets, necklaces, chains, rings, etc.)

**Christ Honoring** The message or logos/picture on shirts should be Godly and not worldly. If you are not sure about a particular choice, ask yourself this question: “Would I be embarrassed if Christ came to this activity and met me wearing it?” If you are not sure about an item of clothing, it is usually best to choose something different. If a student or parent comes to an activity inappropriately dressed, the activity leader will ask them to leave until they can return to the activity appropriately dressed.

**SCHEF Activity Policy**

1. All SCHEF related activities must be led and supervised by parents.
2. All SCHEF activities must be initially approved by the SCHEF Board of Directors and placed under the guidance of a Board Member.

## **Student Supervision Policy**

**Discussion:** There are several reasons why SCHEF has a policy covering the supervision of students for all SCHEF functions. Among them are:

- All SCHEF functions are educational in some form and **as the parents are the teachers, they should be there to both help and monitor their child's education.**
- Parental participation in all events is critical to their success.
- SCHEF functions are not a service, no one is getting paid to organize or conduct the events. Again, they are educational activities, and as such, **the teachers (parents) should be present.**
- In the event of an accident, a Legal Guardian capable of authorizing medical treatment will be immediately available for the child's care.
- If SCHEF allows student attendance without parental (or Legal Guardian) supervision, it is inherently accepting responsibility for those students and may be liable in the event of an accident or other unforeseen mishap.
- As Parents and teachers ourselves, it is recognized that there are times when unforeseen things happen that would prevent a parent (or Legal Guardian) from attending a function. **Thus a notarized statement from the parent (or Legal Guardian) stating a particular person(s) has legal custody of your child (or children) is acceptable.** However, please note that this is allowed as the exception and not intended to be an "out" for routinely not attending functions. Again, see the reasons above for why SCHEF has functions.

**Policy: All children must be accompanied by a parent or legal guardian at all SCHEF events and/or functions.**

**NOTE:** In the state of Louisiana grandparents, older siblings, aunts, uncles, mother's- in-laws, etc. are NOT recognized as Legal Guardians automatically.

## **SCHEF Activity Payment Policy**

**Purpose:** To provide the maximum flexibility to the members in the event of unforeseen changes, without placing a financial burden on SCHEF.

1. All funds for any SCHEF event shall be collected by the activity coordinator, recorded in the order received and given to the treasurer **prior** to the commencement of the event.
2. All checks are to be made payable to SCHEF.

3. Activities requiring pre-payment shall have a clearly established payment/cancellation deadline that precedes the date a monetary commitment for that activity must be made.

a. Anyone who has not canceled with the activity coordinator by the deadline will **only** be granted a refund if the activity is agreeable to refund that money.

b. If more people desire refunds than can be given due to minimum attendance requirements, refunds will be given in order that the activity coordinator receives the requests until the minimum attendance number is reached.

4. If there is no financial burden to SCHEF for someone requesting a refund, a refund will be given.

### **Guest membership policy**

**Purpose:** To permit visiting homeschooling families to participate in SCHEF activities with a sponsoring SCHEF family.

1. The guest must be sponsored by a SCHEF member in good standing.

2. The guest must be willing to sign an application form including the statement of faith, liability release form, and pay the activity fee. Guests must be willing to abide by SCHEF by-laws and policies governing the activities and participant's conduct.

3. Participation in any activity is contingent upon approval by the activity leader based upon space availability, with a preference given to regular members.

4. A visiting family is permitted to be a guest member only once per academic year.

5. Sponsorship of only one guest family at a time is permitted by a SCHEF regular member family.

### **Field trip policy**

**Purpose:** To provide opportunities for SCHEF students to participate in a variety of group experiences that may not be practical as individual families.

1. Reservations must be made and /or paid for before the established deadline.

2. Cancellations: Inform the activity coordinator immediately. (There may be a waiting list.) Refunds for cancellations made after the deadline will be governed by the SCHEF payment policy.

3. Punctuality: Activities will begin on time. Be at least 10 minutes early for every field trip.

4. Appearance: Dress should follow SCHEF Dress code on page 1.

5. Age Appropriateness: Only bring children within the age groups specified in the communication for each field trip.
6. All field trips are to be approved by the SCHEF Academics Board member.
7. Students Supervision Policy on page 2 applies.

### **Physical Education and Field Day Programs**

**Purpose:** To provide opportunities for SCHEF students to learn about stewardship of their bodies through sports and physical activities. To assist parents by providing opportunities to develop motor skills, teamwork, and sportsmanship.

1. Activity fee must be paid.
2. Children not participating in the activities must be supervised by their parent and kept off the field of play or court.
3. Appearance: SCHEF dress code is to be followed. (Page 1)
4. Schedule of activities and sports will be published in the SCHEF Newsletter.
5. P.E., Field Day activities and team sports will occur only if adequate parental participation is achieved.
6. Equipment: The P.E. Coordinator is responsible for the equipment for each sponsored activity. Equipment may only be used at SCHEF sponsored activities. An inventory listing of equipment is to be maintained by the coordinators of the responsible Board member. Additional equipment will be purchased with the dedicated activity fees as needed with approval of the Board.

### **Graduation Policy for Kindergarten, 8<sup>th</sup> Grade and High School**

**Purpose:** To work in cooperation with parents of graduates to provide graduation ceremonies for Kindergarten, 8<sup>th</sup> grade and Senior High School.

1. A letter of intent to participate in graduation must be submitted to SCHEF Academics Coordinator by September 30 of the academic year for spring graduation. Consideration will be given only to newcomers to the area after that date. The purpose of the letter of intent is to provide a basis for parents of graduating students to begin planning and coordinating for the graduation ceremony.
2. Graduations are held in May or early June. The date must be approved by the SCHEF Academics Coordinator and placed on the SCHEF master calendar to avoid conflicts with other SCHEF graduations and activities.
3. Parents are responsible for planning and funding graduation ceremonies. A graduation planning committee comprised of any parents wishing to assist in planning and carrying out the graduation ceremony should be established in the late fall or early spring. A coordinator is designated by the SCHEF Board of Directors, but not expected to do all the work. The work load should be shared by every parent whose child is involved in the graduation. Planning for high school graduation should begin in late fall to facilitate the ordering of caps and gowns and announcements.

4. The graduation planning committee is responsible for setting a date and time for the commencement and securing a facility.
5. All families should share equally in the cost of the graduation ceremony. The graduation planning committee is responsible for securing funds from participating families to cover any expenses incurred for the graduation ceremony. These funds should be deposited with the SCHEF treasurer and withdrawn as needed. (See SCHEF Activity Payment Policy)
6. The graduation planning committee is responsible for setting the dress code for the graduates in adherence to the SCHEF Dress Code Policy as stated in the SCHEF handbook.
7. SCHEF will publicize graduations in the newsletter. The graduation planning committee is responsible for any programs or invitations, but may use the SCHEF name and logo.
8. Acceptance of the letter of intent by SCHEF does not constitute validation or endorsement that the student has met the requirements for graduation. Parents are responsible for ensuring that their students have met the state's requirements prior to graduation.

### **SCHEF Newsletter Policy**

**Purpose:** The following policy is established for submitting, editing and publishing of the SCHEF newsletter, SCHEF News.

1. All articles/items should be submitted, *written in an article format, with a title*. Please include any information that would have to be researched and verified such as, correct phone numbers, addresses (email, street and/or mailing) and cost, ages, times, etc. Remember to answer the basic questions of journalism - who, what, where, when, why and how.
2. Any member of SCHEF may submit an article/item for the newsletter. Submission should be made *first* to the Board member who guides that particular activity/event or to their designee, keeping in mind the deadline to the Secretary.
3. All articles/items will be approved by a SCHEF Board Member or their designee, prior to inclusion in the newsletter. 4. The deadline for *submissions to the Secretary* will be the 2nd (second) Thursday of the month. Exceptions are at the discretion of the Board Secretary or their designee.
5. Every effort should be made to publish SCHEF News within the last 10 days of the month.
6. Editing of the articles/items will include grammar, punctuation and necessary re-phrasing to fit the space/format of the newsletter. If major changes are necessary, Secretary will contact the member or Board Member submitting the article for approval.
7. SCHEF members may submit ads for their personal businesses. Inclusion will be based on available space at the discretion of the Board Secretary.
8. General Interest Articles (events/activities which are not SCHEF sponsored) may be submitted. Inclusion will be based on available space at the discretion of the Board Secretary.

## **Guidelines For SCHEF Web Site**

SCHEF maintains a web site ([www.slidellchristianhomeschool.org](http://www.slidellchristianhomeschool.org)) for the purpose of communicating, not only to SCHEF members, but also to the public at large. The web site is primarily intended to be a resource for SCHEF members to stay abreast of past, current and planned SCHEF activities and events, as well as a resource for information we may need while on our home schooling adventure. The web site is also a source of information for potential home schooling families, for anyone to get information about home schooling in the Slidell area, or for home schooling in general. The SCHEF web site is under the functional responsibility of the Secretary.

Any requests for new web pages or additions to the web site should be submitted to the Secretary. The Secretary will maintain a page of web links to other web sites that may be of interest to member families or home schooling in general. Recommendations for links to be included may be made to the Secretary and must be approved by the Board.

## **Membership Scholarship Policy**

**Purpose:** The purpose of this policy is to establish guidelines and procedures for awarding membership scholarships within SCHEF.

**Policy:** In accordance with our mission and purpose, SCHEF does not want to exclude potential member families due to financial hardship or similar circumstances that may influence their ability to participate in, contribute to and be ministered to by SCHEF, both as an organization and as individual members. Therefore, SCHEF will make available, on a case-by-case basis, scholarships for general membership and inclusion in various SCHEF-sponsored activities.

- The SCHEF Board must approve all scholarships.
- Scholarships will be limited to waiving certain participation fees, such as Annual Membership, Co-Op Registration fees and Physical Education Fees, but shall not include admission or reimbursement fees paid to entities outside of SCHEF, such field trips.
- Specific amounts and types of scholarships awarded will be determined at the time of consideration.

### **Procedures:**

1. A request for consideration must be submitted to a SCHEF Board Member.

Any active SCHEF member may submit a family for scholarship consideration. The request should be in writing and include the circumstances surrounding the need, and may include a recommendation for the type and amount of the scholarship, i.e., membership dues, co-op registration fees, etc. Requests may also be submitted via e-mail. 2. The Board will review all requests for consideration, using the guidelines listed below. Reviews will be finalized during a regular board meeting; however, preliminary discussions and determinations may be accomplished through e-mail. 3. The Board will document the results of the scholarship review in the minutes of board meeting. Due to the potentially sensitive and personal nature of the circumstances and the scholarship in general, details of the discussion will not be included. The minutes should document the family name and the type and amount of the scholarship, as applicable. 4. The board will contact the family concerned, if a scholarship is awarded. This may be accomplished either by the sponsoring board member or the President.

**Guidelines:** The SCHEF Board will prayerfully consider, at a minimum, the following items in determination of a scholarship award.

1. Need and Circumstances.
2. Past activity and contribution to SCHEF and member families.

3. Financial impact to SCHEF of awarding the scholarship.

### **SCHEF Funds Disbursement Policy**

**Purpose:** To provide guidance and control over the disbursement of funds from SCHEF accounts.

1. All SCHEF operating funds shall be disbursed by the Treasurer or authorized alternate board member. Only board members and/or spouses as designated by the Board and authorized on the signature card on file with the bank will sign checks.

2. All SCHEF expenditures will be authorized by the Board member(s) responsible for oversight in the area of expense. The appropriate Board member will normally approve expenditures and commitment of SCHEF funds in advance.

3. Payments for authorized expenditures.

**a.** Payments will normally be made directly to the individual or business that is providing the goods or services to SCHEF. When direct payment is not feasible, members may be authorized by the responsible Board member or activity coordinator to pay for the goods and/or services and be reimbursed by SCHEF.

**b.** When possible, activity coordinators will present price quotes to the Treasurer, who will provide a check for the requested amount, made out to the business or individual.

**c.** If price quotes are not available, the activity coordinator will request that SCHEF be invoiced or billed for the goods/services, in which case, the Treasurer will prepare a check for the invoiced amount.

**d.** If the business/individual is not able or willing to invoice SCHEF, and the activity coordinator is willing, they may pay for the goods/services and seek reimbursement from SCHEF. The activity coordinator is responsible for ensuring that the responsible Board member has authorized the expense prior to using his/her own funds for payments. Merely paying for goods/services in the name of SCHEF will not be grounds for authorizing reimbursement after the fact.

**e.** Due to possible delays in obtaining reimbursements, members should not pay for goods or services without having adequate funds available to cover the expenses. We do not desire that members should expose themselves to financial hardship or negatively impact the member's or SCHEF's witness in the interest of SCHEF activities.

4. Procedures for reimbursement.

**a.** When an activity coordinator has used their own funds to pay for authorized expenses in SCHEF's name, they will be reimbursed by SCHEF. Reimbursement will normally be from the Treasurer.

**b.** The activity coordinator will provide the Treasurer with a detailed receipt of the expense, showing the date paid, goods or services received and the purpose of the expense. If the expense has not been approved in advance by the responsible Board member and coordinated with the Treasurer, the responsible Board member must sign the receipt, indicating approval.

**c.** Receipts should be presented to the Treasurer within two weeks of the expense and/or activity, unless previously coordinated with the Treasurer. This is to ensure timely reimbursements to SCHEF members and updating of SCHEF financial records.

### **SCHEF FUNDRAISING**

**Purpose:** To raise money to fund SCHEF Activities, the Scholarship Fund, and Operating Expenses.

### **Fundraising Opportunities**

- Box Tops For Education

Clip Box Tops from your favorite General Mills, Betty Crocker and Pillsbury products.  
is worth 10 cents.

Each Box Top

Collect your Box Tops and give them to The Box Tops Coordinator or a Board member at SCHEF activities.

- Community Coffee Label (CC)

Clip Community Coffee Labels from your favorite Community Coffee Products.

Collect your CC Labels and give them to the CC Coordinator or a Board member at SCHEF activities.

### **SCHEF ACADEMICS PROGRAM - Co-Op**

**Purpose:** The purpose of the SCHEF Co-Op is to provide members with a variety of core academic and elective classes. Co-Op does not only provide curriculum support and organization, but also gives students a sense of community among his/her peers. While these classes are meant to supplemental the students' at home learning, many of them will provide the groundwork for the school year.

**Policy:** The SCHEF Co-Op is reserved for SCHEF members only.

Co-Op meets on Wednesdays in Slidell for approximately 16 weeks during the Fall and 16 weeks during the Spring. Class sizes are limited.

The cost of Co-Op is \$40, plus the cost of each class. Class payments are made directly to the teacher.

### **ROV Club**