

SCIHE, INC. POLICIES

Amended 9/24/2015

General:

- A. All members must sign their agreement to the following: the group's statement of faith, the field trip behavior conduct statement, and the policies of SCIHE, INC. upon joining this support group. At their discretion, the board may approve, deny, or revoke membership to SCIHE, INC.
- B. Membership to SCIHE, INC. shall be for either a single person signing the Statement of Faith, or a married couple (husband and wife) one of whom must sign the Statement of Faith.
- C. Each parent is responsible to understand and obey all applicable laws pertaining to their child's education. SCIHE, INC. offers no legal advice.
- D. Participation in any support group activity where our children are present is open to members only.
 - Exceptions:
 1. The SCIHE, INC. Fall Picnic shall be open to non-members and their families.
 2. SCIHE, INC. may sponsor a chapter of the National Home-school Honor Society which is also open to non-members (only one sponsor has to be a SCIHE member)
 3. Performances by the SCIHE, INC. music program are open to the public.
 4. Small Group meetings are for either parent and are open to non-members.
 5. Both SCIHE, INC. and other homeschool families may buy and sell books at the annual home schooling book sale.
- E. The support group does not carry insurance for your children. Parents are expected to carry their own insurance. Parents will not hold the support group and/ or organizers liable in the event children are injured.
 1. An adult must accompany children, infant through high-school, to any and all SCIHE, INC. activities, unless otherwise stated. Older siblings do not count as an adult unless they are over eighteen years of age. Normally, we do not have drop-off activities; please do not burden activity organizers by assuming that your child will be fine without you. We are homeschooling and it is each parent's responsibility to supervise his or her own children, regardless of age.
 2. There will possibly be activities where another adult is in charge of your children. That is acceptable as long as the organizer is aware of the situation.
 3. When taking on the responsibility of another family's child while on a field trip, it is necessary that you are supplied parent contact information.
- F. Out of respect for the privacy of our members, the Member's Directory is confidential, and for member's use only.
- G. Non-SCIHE, INC. homeschool children's activities will not be forwarded on SCIHE, INC. email unless the activity will be open to SCIHE, INC. children and the activity will not compete/conflict with SCIHE, INC. programs
- H. All activities/ informational promotions must not conflict with the Statement of Faith.
- I. Advertisements for Non-SCIHE, INC. activities which directly compete with SCIHE activities will not be accepted.
- J. The email distribution list (SCIHE forwarding) is the main source of information for the group, paid for by the group and therefore all submissions should be of an educational nature. These items may include:
 1. List of leadership council, names, phone numbers, and email addresses
 2. Activity contact person's name and phone number

3. Letter of encouragement from the Council
4. List of new co-ops, and contact information
5. Meeting information, date, time and location
6. Field trips and activities should be advertised at least thirty days in advance. It is even better when a small notice is placed sixty days in advance. The full information (and reservation form as needed) can follow closer to the deadline date.
7. IAHE events and information
8. Used curriculum for sale
9. Educational events, such as museum information, park activities, library programs, etc.
10. Legislative issues
11. Scholastic Book offers.

Conduct Policies:

- A. Conduct Statement for all activities to which we all agree:

“We, the parents, understand that our family is a representative of our home school support group and of the home schooling community. We agree to conduct ourselves in a responsible manner when participating in all group activities. This includes (but not limited to) dressing appropriately, following instructions, respecting authority, careful treatment of property, and polite behavior toward others. We understand that failure to comply may result in our being asked to refrain from future participation.”

 1. Event organizers and members of the leadership council shall have the authority to deal with conduct problems, including verbal reprimands and requesting that individuals be removed from the activity.
 2. If conduct problems continue to be an issue where the family has been approached more than twice with an attempt to reach a solution, the council shall have the ability remove the family from any and all SCIHE, INC. activities that are deemed necessary. If asked to leave the group, a prorated refund on their membership fee will be given to them.
- B. Field Trip Conduct Statement to which we all agree:

“We have to remember as homeschoolers and members of the body of Christ, that we are subject to close scrutiny from both the unsaved and the worldly. Activities should be fun and educational for all participants, but just as importantly, stand as a testimony of good training.”
- C. The Ten Commandments of Support Group Activities: *(idea for P’s and Q’s from the Home School Support Manual, Indiana Home School Educators Association)*
 1. Preparation: Prepare your children and yourself for the activity. Discuss with your family things to observe, questions to ask, and expected dress and behavior.
 2. Reservations: Make reservations on time with the activity coordinator. Field trips that require activities that cost money should be strictly adhered to. Anyone who calls or sends a form in after the due date will be put on a waiting list in case of a cancellation.
 3. Cancellations: If you discover that you cannot attend an activity after you make a reservation, contact the coordinator immediately. Field trips and other activities often require a minimum number of participants and your cancellation may affect the activity for other families. You should still expect to pay any fees involved for the field trip or activity if you cancel past the cut off time.
 4. Punctuality: Arrive at your meeting place no later than fifteen minutes prior to the start time.
 5. Appearance: I Timothy 2:9, Titus 2 and I Peter 3 all touch on the importance of the meek and quiet spirit over the outward appearance to the lost people of the world. Families should strive to maintain a conservative appearance at all times and avoid wearing of apparel that would detract from our ability to witness to others.

Prohibited Items include:

- a. Apparel with name brands of tobacco products of alcoholic beverages
 - b. Apparel that promotes secular or ungodly music
 - c. Halter, tube or spaghetti strap blouses on girls
 - d. Exposed midriffs
 - e. "Short" shorts or mini skirts
 - f. Gang-style apparel
 - g. Use of tobacco products
6. Respect for Others: Part of our witness is displayed in the way we treat others around us and in the way we treat their property and belongings. Activity participants should:
- a. Hold doors for other adults, especially the elderly or disabled
 - b. "Yield" the right of way to others when using stairs, doors, water fountains, etc.
 - c. Not abuse or roughly handle building fixtures such as railing, door handles, or switches
 - d. Not make a mess or litter; clean up after yourself
 - e. Keep conversation levels appropriate as to not disrupt other visitors
7. Parental Involvement: Parents should stay with their own children, unless other arrangements have been made with another parent to supervise your children. Parents are responsible for enforcing good behavior, as well as ensuring the children have a safe and educational experience.
8. Student Behavior: All children should behave in a courteous and controlled manner at all times. The group leader will ask any child or parent who becomes disruptive and/or displays inappropriate behavior that will damage the Christian witness of the group to leave the activity. Children should have the ability to display the following behaviors:
- a. Follow directions from the person in charge
 - b. Walk in a single file line when necessary
 - c. Remain silent for short periods of time
 - d. Raise hands to ask or answer questions
 - e. Courteous behavior towards activity guide and other adults encountered on the activity
9. Liability: Parents are responsible for the supervision of their own children at all times. SCIHE, INC. assumes no liability for accidents or injuries incurred during a field trip or activity.
10. Gratitude: Group members should express gratitude towards leaders and trip guides at the end of a trip or activity. Thank you notes or other means of expressions are always appropriate.

Failure to comply will result in being asked to refrain from future participation. Event organizers and members of the leadership council shall have the authority to deal with conduct problems including verbal reprimands and requesting the offending individuals are removed from the activity. If conduct problems continue to be an issue when the family has been approached by the council more than twice with an attempt to reach a solution, the council shall have the authority to remove the family from SCIHE, INC. activities that are deemed necessary. SCIHE, INC. will give the removed family a prorated refund on the yearly membership fee.

Group Organization:

- A. When SCIHE, INC. was incorporated, a group agent was designated. With this designation there is certain information that must be provided to the state/federal governments each August. The information should be provided by the current leadership council to the designated group agent no later than July 31, to allow the group to continue legitimately.

- B. The group will be led by a three couple leadership council consisting of the President, Secretary, and Treasurer couples who also serve as the board of directors.
- C. Job Descriptions for each Board position are as follows:
 - a. President Couple
 - i. Organizes and sets agendas for board meetings
 - ii. With treasurer couple approves expenditures
 - iii. Serves as facilitator for board and business meetings
 - b. Secretary Couple
 - i. Maintains accurate records of board and business meetings
 - ii. Retrieves all mail from post office box
 - iii. Maintains SCIHE, INC. membership roster
 - iv. Gives all new membership fees to Treasurer Couple.
 - v. Makes sure Communication Couple has accurate list of members for SCIHE forwarding service.
 - vi. Sends Communication Couple welcome email to be sent over SCIHE forwarding listing new members
 - vii. Maintains all SCIHE, INC. policy documents
 - c. Treasurer Couple
 - i. Keeps record of income and expenditures
 - ii. Deposits all membership fees
 - iii. Provides Incorporation couple with correct information for tax submission
 - iv. Keep accurate Financial Records including:
 - 1. Bank Statements
 - 2. Receipts
 - 3. Budget Comparison of expenses
 - 4. Report Finances at each board meeting.
 - 5. Pay the Bills & Reimbursements in a timely manner.
 - v. Keeps bank account balanced
- D. In addition, volunteer positions, such as, a New Member Couple, Meeting Organizer Couple, Communication Couple, Field Trip Coordinator Couple, Co-op/Special Classes Couple, Teen Activity Coordinator Couple, and At Large Couple can be added to make group operation more efficient.
 - a. New Member Couple
 - i. Contacts new families interested in joining the group and provides group information
 - ii. May meet with a new family to help encourage them as they get started
 - iii. May try to line up a new family with a more experienced mentor family if appropriate
 - b. Meeting Organizer Couple
 - i. Organizes large group meetings (examples: Ladies Salad Supper, Mom's meetings)
 - ii. Advertises large group meetings over SCIHE forwarding
 - c. Communication Couple
 - i. Maintains accuracy in SCIHE forwarding distribution list
 - ii. Removes all previous years' members from SCIHE forwarding who have not renewed as of July 1

- iii. Sends information emails to the group (labelled by use: SCIHE, INC., Non-SCIHE, INC. homeschool information, or Community information)
 - d. Field Trip Coordinator Couple
 - i. Arranges field trips – or assists others who coordinate a field trip
 - ii. Sends information on field trips over SCIHE forwarding
 - iii. Reviews field trip policies themselves and with others who coordinate field trips to be able to enforce policies
 - e. Co-op/Special Classes Couple
 - i. Arranges co-ops or classes – or assists others who coordinate a co-op or class
 - ii. Sends information on co-ops or classes over SCIHE forwarding
 - f. Teen Activity Coordinator Couple
 - i. Organizes activities for 12-19 year olds
 - ii. Sends information on activities over SCIHE forwarding
 - g. At Large Couple: a couple who has served on the board in the preceding year and is willing to serve again as a reference for the sake of continuity.
- E. Some larger activities, most notably the Kick-off picnic, are organized by the board together.
- F. All positions should be held by members who have been active in the group during the previous year. (*as in evidence between you and the Lord.*)
- G. Open positions for the upcoming year will be announced in March and submitted nominations will be accepted until April 15. Positions will be elected for the upcoming year at the spring SCIHE business meeting. Board members may fill any open positions after the board meeting.
- H. The Leadership Council may propose changes to the SCIHE, INC. Policies, dues, and application forms through the course of the year. Members can vote on all policy, dues and application form changes recommended during the past year at SCIHE business meetings.

Group Expenditures:

- A. The Treasurer Couple and the President Couple should approve any purchases made for the group before any money is spent or it may not be reimbursed.
- B. The Treasurer Couple, President Couple and at least one member of the Leadership Council must approve any amount over \$50.00.
- C. A receipt must accompany any request for reimbursement.
- D. Only post office box rental will be reimbursed by the group funds without prior approval.
- E. Other expenditures need approval by the Leadership Council.

Benevolence/Hospitality:

- A. The Treasurer Couple and the President Couple (or one other member of the Leadership Council) must know details of the need and be in agreement as to the facts and the amounts distributed. (Confidentiality is very important.)
- B. An amount of \$50.00 for benevolence is up to the discretion of the President Couple and the Treasurer couple. If the need is greater, an appeal to the council for additional funds and/or food can be made.
- C. This Benevolence/Hospitality fund will be used solely for the purpose of meeting those needs within our immediate SCIHE group.

Co-ops:

- A. We encourage shared teaching as we are first and foremost a Christian support group. We need to support one another with information whenever possible.
- B. Open co-ops should be advertised using the SCIHE forwarding list.

- C. If a co-op is already full, the contact person for that co-op should be willing to give whatever information is needed to start a new one.
- D. E-mail information for the open co-op should include a brief description of the activity, a contact person, dates, time, and location.

Childcare Provider Policy:

During most SCIHE-sponsored events, parents are responsible to the care of their own children. However, during some specifically-designated meetings, childcare will be provided only for children under 12 years of age. These will be meetings where both parents are encouraged to attend and yet the content would not be geared toward children of these younger ages. Small group parent meetings, due to the fact that they are held within private homes, will not be equipped to handle children other than nursing infants.

- A. At those meetings where SCIHE, INC. will try to provide childcare, the childcare providers will:
 - 1. Be at least 14 years of age.
 - 2. Have been associated with the SCIHE, INC. group for at least 6 months.
 - 3. Have been approved by two members of the Leadership Council.
 - 4. Agree to work under the direction of one individual who has been designated to oversee all of the childcare that day.
 - 5. Maintain a list of the children being cared for with any special instructions for each child.
 - 6. Never leave a child unsupervised.
- B. Children under the care of the designated childcare providers will be expected to follow the instructions of the childcare providers. In the event that a child chooses not to follow those instructions, the parent will be asked to take his/her child with him/her.