

KATY ASSOCIATION OF CHRISTIAN HOMESCHOOLERS

POLICIES AND PROCEDURES

The following policies and procedures are a living document and will change from time to time as the Board of Advisors sees fit and appropriate for the organization, appealing to the Lord for His direction and wisdom. KACH is an organization of families, any reference to member or membership refers to the whole family.

OUR WEBSITE: Our website is www.kachconnect.com, hereafter referred to as “website.”

MEMBERSHIP YEAR: The KACH membership year runs from August 1 through July 31 of the following year.

MEMBERSHIP DUES: Dues are currently \$20 for a new family membership and \$15 for renewing family membership. Any family who allows their membership to lapse will be required to pay the new member rate. All new member payments and renewals will be handled through our website.

MEMBER BENEFITS: Members who have paid their annual dues can participate in organization events, field trips, moms’ night outs, small group gatherings and activities, and the KACH online community. Members may also have the benefit of a membership card, member directory, and newsletter. These benefits may be expanded or contracted as volunteer participation permits.

MEMBER PARTICIPATION OPPORTUNITIES: Members are encouraged to participate in organization-wide events, field trips, moms’ night outs, and small group activities.

MEMBER EXPECTATIONS:

1. Members of KACH are expected to represent the Katy, Texas, homeschool community in a manner that honors Jesus Christ.
2. **Members are expected to assist where needed in the activities they participate in.** Members are also encouraged to share their skills and talents to aid, encourage, and inspire others.
3. Members are expected at all times to treat other members with respect, courtesy, and love as the Lord instructs us to do when he says, “Love your neighbor as yourselves.”
4. Parents are expected to properly supervise their children at all KACH sponsored events and activities, and they will be warned and may even be asked to leave the event if lack of supervision continues.
5. The Board of Advisors reserves the right to terminate membership, without refund, of any family that consistently violates the KACH Behavioral Policy, or for gross misconduct such as, but not limited to, deliberate damage to a facility, stealing, threatening another with bodily harm or extreme disrespect to other members.

KACH ONLINE COMMUNITY:

1. The KACH online community is on our website. New members will receive access once a membership application and payment has been received.
2. Members need to request access to the small groups they're interested in. Once added to the small groups, members are responsible for subscribing to the forums and topics for these groups.
3. Members are responsible for checking their own email and subscription settings within our website to make sure KACH notifications are being received in a timely manner.
4. Flaming and harshness within our online community is NOT acceptable. We are here to share information, to encourage one another, and uplift one another to the Lord, not tear each other down. Continued violation could result in being placed on notice and could be permanently removed from the KACH online community.

ONLINE DISCUSSION FORUMS:

1. All current members will be given access to the KACH members-only online discussion forums. Members who do not maintain a current membership will lose their access to these forums.
2. Please be considerate to all members of the group in ALL postings. We are made up of many wonderful families who have many wonderful backgrounds. Please choose your words wisely so they will not offend others. Remember, your opinion is your opinion and others may feel differently.
3. When sharing any information, please consider the source and only post things that are verifiable and not hearsay or conjecture. This is especially important as we all are striving to be people of truth.
4. The views and opinions expressed by individual KACH members are not necessarily those of the KACH board members, leaders, volunteers or other members.
5. Flaming, harshness, and the like are NOT acceptable. We are here to share information, to encourage one another, and uplift one another to the Lord, not tear each other down. Continued violation may result in a member being placed on notice. It may also result in being permanently removed from the KACH online community.
6. ON-TOPIC POSTS—any posts about homeschooling or prayer requests are considered on-topic. We encourage posts regarding prayer requests, curriculum reviews, teaching ideas, field trip ideas, questions about homeschooling, and information on homeschool classes and programs. On-topic posts can be posted on the proper forum.
7. OFF-TOPIC POSTS—when posting messages that do not concern homeschooling but would be of interest to all, please post them to the appropriate forum prefaced with “OT:”. We encourage OT discussion--feel free to ask about or post about plumbers, doctors, vacation ideas, events, etc...we are here to support each other with these things as well!

OFFERING ITEMS FOR SALE TO MEMBERS:

1. Items that may be of interest to members may be offered for sale or for free through our website.
2. Homeschooling materials for sale or free can be posted on the appropriate forum. This includes anything you would use to teach your child: curriculum packages, workbooks, flashcards, DVDs, all books, etc.
3. We discourage selling other non-homeschooling items such as furniture, household goods, pets, etc.

PERSONAL BUSINESS ADVERTISEMENTS: Members who own their own businesses are welcome to post one post per month to the appropriate forum, letting other members know about products, services, and special offers that may be of interest.

LEADERSHIP OPPORTUNITIES: KACH recognizes that all homeschooling families carry a heavy load. However, KACH is dependent upon members who volunteer their time in leadership. If each member volunteers to help in a small way, the load is considerably lightened for everyone. Following are opportunities for members to serve in leadership:

1. Field Trip Leaders identify a field trip opportunity, invite other KACH members to join in, and organize and communicate all aspects of the trip. Any KACH member can lead a field trip.
2. Event Organizers assist the Board of Advisors to plan special KACH-wide events. Any KACH member can assist the organization in this role.
3. Moms' Night Out Organizers plan an opportunity for homeschool moms to get together for a night of socializing. Any KACH member can plan a Moms' Night Out.
4. Small Group Leaders organize and lead the activities of KACH interest groups or "small groups." Any member who has been in KACH for at least one year can assume the leadership of an existing small group or, with another KACH member, organize a new small group.
5. KACH Board of Advisors conducts the business of KACH. Board members serve a two-year term in the capacity of President, Vice President of Membership, Treasurer, Secretary, or Advisor. Board members are required to have homeschooled for three years or more and to have been a member of KACH for at least two years.

FIELD TRIPS:

1. **Any KACH member** can initiate and plan a field trip as the "Field Trip Leader." Small groups can also plan field trips for their participants.
2. The Field Trip Leader is responsible for organizing and communicating all aspects of the trip.

3. Date, time, place, and registration deadline should be clearly communicated in the post to KACH members or small group members.
4. A completed, signed KACH Field Trip form is required of all participating families.
5. If a payment is required, it should be made through the website. Field Trip Leaders should NOT hold a place for any member who has not paid. Refunds will vary per event, and will be outlined in the event details.
6. For an event that has no fee, members must reserve their spot through the website. We ask that members cancel their reservations ahead of time to free up the spot for other interested members.
7. Field Trip Leaders are expected to communicate with the Treasurer prior to scheduling the event.
8. Participants who consistently misbehave or disrespect the rules of the field trip location should be asked to leave by the Field Trip Leader.
9. **Parents are expected to accompany their children to all field trips.** Children are **NOT** allowed to be dropped off for a field trip. If a parent is unable to attend with their child, other arrangements must be made in advance **AND** the field trip leader needs to be notified with a Permission Form in addition to the Field Trip Form.
10. Field Trip Leaders and all KACH members are expected to represent KACH in a courteous, responsible manner, adhering to deadlines and policies of the field trip location, so that the next KACH group will be allowed to return.

MOMS' NIGHTS OUT:

1. **Any KACH member** can organize a Moms' Night Out.
2. Date, time, place, and RSVP deadline (if needed) should be clearly communicated in the post to KACH members.
3. Non-members are allowed to attend this event.

SMALL GROUP GUIDELINES:

1. KACH small groups are organized around a particular interest or around an age group and/or gender.
2. Members are encouraged to participate in small groups to get to know other homeschooling families with similar interests or similar-aged children.
3. Small groups are allowed to collect additional yearly dues from participants through the website and with Board approval. These fees would be to cover supplies, facilities, refreshments, etc.
4. Small group communication will be directly to participating members through private email and/or the website.

SMALL GROUP LEADERSHIP GUIDELINES:

1. Any member who has been in KACH for at least one year can assume the leadership of an existing small group or, with another KACH member, organize a new small group. The exceptions to this policy will be leadership for the eight and below group(s) which will be considered by the Board of Advisors on a case-by-case basis.
2. To start a new small group, two members who are actively homeschooling and have been a member of KACH for at least one year must submit a plan to the Board of Advisors outlining the year's activities. The Board reserves the right to deny approval if the group plan does not further the object of KACH as outlined in the bylaws.
3. All small group leaders MUST be approved by the Board of Advisors, whether it is an existing small group or a new small group, BEFORE being placed in leadership or announced to the group. Leaders who are returning from the previous year do not need to be re-approved.
4. If a small group leader becomes ill, will be temporarily gone, or for any personal reason must leave their leadership position, it is that leader's responsibility to find a substitute. If a leader leaves the small group or moves, a new leader should be appointed. Replacement leaders need to be approved by the Board of Advisors before being placed in leadership or announced to the group.
5. If leaders are found to be not to be fulfilling the responsibilities that they agreed to upon accepting the position, the Board of Advisors reserves the right to replace the leader or, if necessary, dissolve the small group.
6. Small group leaders are expected to uphold and support the KACH Statement of Faith as well as the KACH bylaws and KACH Policies and Procedures as they apply to small groups.
7. Small group leaders are expected to communicate with the board small group liason on a monthly basis, and should always bring any issues of concern within the small group to the Board of Advisors.

8. Small group leaders may collect additional yearly dues from participants to cover supplies, facilities, refreshments, etc. in addition to entrance or participation fees for specific activities. All funds are the property of KACH. Any remaining designated funds at the time the small group is dissolved will go to the general fund.
9. Any long-term assets purchased by a small group with KACH funds such as equipment, supplies, or facility memberships are the permanent property of KACH. If a leader steps down or the group dissolved, the assets must be surrendered to the KACH board small groups liaison at that time.
10. Participants in a small group **MUST** be KACH members. Non-members are not allowed to attend KACH small group functions. The only exception to this is a family who is visiting to see if they would like to join KACH. After one visit, that family will be expected to join KACH in order to continue attending small group events. Small group leaders should check to make sure that all participants are, in fact, current KACH members.
11. **Parents are expected to accompany their children to all events and activities.** Children are **NOT** allowed to be dropped off for events and activities. If a parent is unable to attend with their child, other arrangements must be made in advance **AND** the small group leader needs to be notified with a Permission Form.
12. If members of a small group are not upholding the KACH bylaws, the KACH Policies and Procedures, and/or the KACH Behavioral Policies both small group's leaders should address the situation and keep the KACH board small groups liaison informed.
13. If a small group meets in a private home, the home **MUST** be covered by liability insurance which provides for any unfortunate incident that may happen during the group event. This insurance is typically included with home insurance. Additional coverage beyond the typical amount is not necessary.

KACH BEHAVIORAL POLICY:

It is the desire of KACH to use redemptive discipline when approaching conflict and behavioral concerns as they occur in KACH groups and programs. We all, adults and children, fall short from time to time and are not without sin. Therefore, KACH must be a place of truth and grace—not condemnation.

When a child engages in behavior at a KACH event such as aggression toward others, disrespect for adults in charge, purposeful destruction of property, or any other behavior that is not God-honoring such as gossiping, bullying, or stealing, it is important that the child understands the error and is given an opportunity to change through the following steps:

1. In the case of a minor offense, a KACH leader should explain to the child what behavior is inappropriate and why it is inappropriate **in the presence of the parent or the responsible adult**. Ask the child to recognize and admit that their behavior is inappropriate, commit to behave differently, and apologize to those whom they sinned against.
2. For a major offense or if the child repeats the behavior, does not recognize their behavior is inappropriate, does not commit to behave differently, and/or does not show remorse, then a meeting with the child and parent should be scheduled. Two KACH leaders or one KACH leader and a KACH Board member must be present. Address the child again in a loving manner, giving them an opportunity to show remorse, repent and determine a plan for changed behavior. The discussion and agreements should be documented in writing and the KACH board small groups liaison must be notified about the results of the meeting if a board member was not present.
3. If the child continues to not accept responsibility for the behavior, does not show remorse, does not agree to a plan of action, or repeats the behavior of concern, the KACH leaders and the KACH President should again meet with the child and their parents. If the parents and child understand the concern around the behavior and are willing to implement a plan for change, the child can be allowed to continue to participate in the group if KACH leaders feel it is safe for other children and adults in the group. KACH leaders are not expected to provide counsel, which is the job of the parents, but rather to show support to the child and parents and continue to extend grace as would our Father in heaven. The discussion and agreements should be documented in writing.
4. If the above avenues have all been exhausted and the child continues their behavior, refuses to recognize the behavior as inappropriate, and/or poses a threat to other children in the group, the child may be asked to no longer participate in the group. The decision to ask a child to leave a group should be one covered in prayer and discernment and reached by the KACH leaders and KACH Board together.

It should be noted that adults who engage in behavior that is not God-honoring such as, but not limited to, gossiping, disrespect toward children or other adults, causing an unsafe situation for others, or disregard for KACH policies and procedures will be approached in a similar manner as outlined above.

The Board of Advisors reserves the right to terminate membership of any family that consistently violates the KACH Behavioral Policy, or for gross misconduct such as, but not limited to, deliberate damage to a facility, stealing, threatening another with bodily harm or extreme disrespect to other members.