

W.A.C.H.E., Inc.

Westside Association
Of
Christian Home Educators,
Incorporated

Policies and Procedures Manual

Table of Contents

I. General Information	4
A. Name	4
B. Purpose	4
C. Board Members and Operation	4
D. Confession of Faith	4
E. Statement of Principles	5
II. Membership	6
A. Qualifications	6
B. Becoming a Member	7
C. Membership Dues	7
D. Background Check	7
E. Requirements and Attendance	8
F. Demeanor	8
G. Visitors	8
H. Conflict Resolution	8
I. Grounds for Immediate Dismissal from Membership	9
J. Cessation of Membership	9
III. Organizational Structure	10
A. The WACHE Executive Board	10
B. The General Board	10
C. Nominating Procedure	10
D. Vacancy of President Position	10
IV. Meetings	10
A. Annual Business Meeting	10
B. Board Meetings	10
V. Policies and Procedures	11
VI. WACHE Equipment	11

VII. WACHE Bulk Email / Social Media Communications.....	11
A. Purpose	11
B. WACHE Social Media	11
VIII. Annual Record	11
IX. Dissolution	11
APPENDIX/ WACHE Job Descriptions	13
I. Executive Board	13
A. President	13
B. Vice President/Membership.....	13
C. Secretary/Communications	14
D. Treasurer	15
II. General Board Directors	16
A. WACHE School Director	16
B. Educational Events Director.....	16
C. Social Events Director	17
D. WACHE Webmaster.....	17
E. Senior and Kindergarten Graduation Committee	17

I. General Information

A. Name

The name of the voluntary organization shall be the Westside Association of Christian Home Educators, Incorporated (d.b.a. WACHE), and hereafter referred to as the “Association” or “WACHE.”

B. Purpose

The purpose of WACHE is to provide support to member families who educate their children at home. WACHE is a Christian support group, which can only function as a team with every member family doing their part. Working together, we will endeavor to enhance the education of all of our children for the glory of God. Plans for each year include all events as outlined in the Job Descriptions and procurement of materials helpful to home educators.

C. Board Members and Operation

Board members will, prior to the end of their term, determine the number of board positions to be filled for the following school year. This number will be no fewer than three member families in accordance with the bylaws (Article IV, Section 2, and Paragraph 1). This number will be no greater than 15% of the current number of member families rounded up. Board members will be nominated and elected in accordance with the bylaws (Article IV, Section 3, and Paragraph 3). Board officers of the upcoming year will be identified by the current board and voted on by the membership during the annual meeting as part of the board slate.

As soon as practical after election, the new board will meet for the following purposes:

- Plan the WACHE program for the year of their tenure.
- Divide program responsibilities among themselves to ensure execution of the WACHE program plan.

D. Confession of Faith

We affirm these tenets of Christian theology:

1. The Bible is the only verbally inspired and infallible authoritative Word of God, inerrant in the original copy. (II Timothy 3:16, II Peter 1:20-21)
2. God is three persons in one – God the Father, God the Son, and God the Holy Spirit. God is co-equal and co-eternal. (I John 5:7)
3. Jesus Christ is fully God and man (John 1:1,14) who was:

Born of a virgin. (Matthew 1:18)

Led a sinless life (Hebrews 4:15)

Died vicariously on the cross as a substitute for sinful men. (Hebrews 9:15)

Rose bodily from the grave. (Matthew 28:1-7, Acts 2:24)

Now reigns with the Father. (Acts 2:33; Hebrews 10:12)

Will return visibly and personally to the earth both in salvation and judgment. (Acts 1:11; Hebrews 9:28)

4. We are all born with a sinful nature (Romans 5:12) that brings with it a penalty of death (Romans 6:23). Salvation only comes through faith in Jesus Christ as one's personal Lord and Savior. (Acts 4:12, Ephesians 2:8-10)

E. Statement of Principles

1. We believe the family is the basic governmental, social, and spiritual unit created by God. In the family, the child learns self-government, and social relationships, and develops a relationship to God. (Ephesians 6:1-3; Colossians 3:20). The family also provides protection from over-extensive government and over-stimulating social involvements. We understand family to mean one male and one female parent with one or more children, all related by the institution of marriage, though we realize the exception of a single parent. (Genesis 2:24)
2. We reject homosexual marriages of or homosexual orientation because it is contrary to the Scriptures and the intentions of God in creation. (Romans 1:18-32). We also reject transitory, co-habitational relationships. (I Corinthians 5:9-11). We believe these relationships to be in violation of God's laws and incapable of providing the long-term nurture and instruction needed by children and commanded by God. (Proverbs 1:8-9; Colossians 3:21; Ephesians 6:4). In view of this, no homosexual or cohabitating parents are eligible for membership.
3. We believe that any form of sexual immorality, such as: adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's born sex (also referred to as transgenderism) is sinful and offensive to God. We affirm that divinely ordained differences between male and female reflect God's original creation design and are meant for human good and human flourishing, the differences between male and female reproductive structures are integral to God's design for self-conception as male or female, and that self-conception as male or female should be defined by God's holy purposes in creation and redemption as

revealed in Scripture. We deny that adopting a homosexual or transgender self-conception is consistent with God's holy purposes in creation and redemption. Thus, we believe that in order to preserve the integrity of WACHE as a witness to the world, any such persons volunteering, teaching, or in any other capacity associated with WACHE should agree with and affirm these statements.

4. Parental Rights and Responsibility in Education- We believe the ultimate responsibility for the education of children belongs to the parents. (Deuteronomy 4:9, 6:1-25; Ephesians 6:4) We believe that this is an inalienable right given by God, which the State can neither create, destroy, nor alter. Parents may allow another to teach some of the cognitive information that the children need to know, but all education must be under the control and supervision of the parents. (II Timothy 2:15) We believe education in the home to be the best form of education, but we recognize that many parents cannot educate at home for valid reasons, and we support the right of parents to educate their children as they are led by God.
5. Nature of Education – We believe that all education is religious in nature in that the instructor's worldview is inevitably communicated, either overtly or inconspicuously, through the process of instruction. (Proverbs 2:1-8, 3:1-2, 6:20-23; Matthew 28:18-20) . Every discipline of knowledge, whether it is a subject such as mathematics, science, or history, or any other academic subject, will have, as its final reference point, a theistic or humanistic view of reality (Colossians 1:15-20, 2:8-15); therefore, there is no religiously neutral academic discipline. Thus, we believe that all social, physical, and cognitive knowledge should have as its beginning the fear of God, and as its end the Glory of God. (Proverbs 1:7; Romans 11:33-36)
6. Rejection of Secular Humanism – We reject and oppose the anti-Christian tenets of secular humanism. These include the general theory of evolution, one-world government, government-mandated sex education, government-mandated parenting courses, modern feminist ideology, and abortion. (II John 9-11; 2 Corinthians 6:14)

II. Membership

A. Qualifications

Families must be actively involved in a New Testament church and in agreement with (and sign) the Confession of Faith, the Statement of Principles, the stated purpose of this organization, and these Policies and Procedures.

A homeschool student is defined as a child who is educated at home at least 51% of the time. WACHE acknowledges the age requirement of a homeschool student to be from birth to 18

years of age. We do not classify a post high school graduate as a homeschooled student. The term “school year” is defined as September 1st through May 31st.

B. Becoming a Member

1. Applications for membership for those returning to WACHE will be accepted during the following months:

March 1st to May 31st

2. There will be no ceiling on the number of applications received during these times. Families new to WACHE may join at any time during the year.

3. Members must reapply every year.

C. Membership Dues

Membership runs for the fiscal year of June 1st to May 31st. The amount of the membership dues will be determined each year by the WACHE Board and will be due no later than May 31st. If a family joins in January, membership fees will not be prorated. All membership fees are non-refundable.

D. Background Checks

Every family wishing to be a member of WACHE, including Board Members, is subject to a background check. Background checks are performed on each parent and adult child active in WACHE upon initially joining WACHE with a recheck every three years. If a family rejoins after being out of WACHE for a year or more, or if adult children become newly active, they will be required to complete and pass a new background check.

Background checks and church references (for those without any lapse in WACHE membership) will be run every 3 years.

The Vice President is responsible for collecting the forms, along with the membership applications. The Vice President is responsible for running the background checks on prospective members, notifying the President of any “red flags”. A red flag is defined as any conviction for a sexually-related crime against a child or any felony on record. Each parent needs to be free of any red flag(s) before their family can be considered members of WACHE. This will be considered on a case by case basis. Anyone who believes that he has been wrongly denied membership may take his concerns up with the Vice President and/or President.

E. Requirements & Attendance

There are no mandatory service requirements to be a part of the WACHE organization. We encourage our membership to use their God-given gifts, talents and creativity in WACHE activities to make them a success.

WACHE is not a drop off support group. As such, each student should be accompanied by a parent for each activity.

Children must be 24 hours free of fever, diarrhea, or vomiting to attend an event.

F. Demeanor

WACHE is a reflection of the character of the Lord Jesus Christ. Each member family will be responsible to see that their children's manner and dress are Christ-honoring. Profanity, immodesty or anything not in keeping with Philippians 4:8 is not acceptable.

Bullying of any kind by any parent or child is completely unacceptable.

Disciplinary action will be taken in keeping with WACHE's conflict resolution policy should any of the above issues arise.

G. Visitors

Members may bring guests with prior approval to any WACHE event as space permits, excluding the End of Year Party and the GAP (Get Acquainted) Party.

For WACHE School visitor policy, please refer to the WACHE School Handbook.

H. Conflict Resolution

Any claim, dispute, or other matter in question that arises between any WACHE members should follow the procedure for conflict resolution set forth in Matthew 18:15-20. During this process, it is absolutely necessary confidentiality is upheld.

If at any time a situation arises that is dangerous and requires immediate attention from the leadership, please go directly to the President and/or the School Director (if the incident happens at WACHE School.).

- 1. Keep the matter to yourself, only going to the offending party alone to seek reconciliation.**

¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."

- 2. If the matter is not resolved, take 2 neutral witnesses with you, only discussing the issue with all parties present.**

¹⁶ But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses.

- 3. If the matter cannot be resolved with witnesses, notify the President of WACHE in writing. The Executive Board will provide mediation. Steps to resolve or remove parties from membership will be at the discretion of the board.**

¹⁷ If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

I. Grounds for Immediate Removal from Membership:

The Executive Board reserves the right to remove any member immediately from membership if they are found in gross violation, physically or spiritually harming the membership body, deeming that immediate removal as the only resolution.

Additionally, WACHE members and their families agree to resolve all disputes and mediations outside of the courtroom. Any member family agrees to not file suit against any other member family, WACHE or the church that WACHE is utilizing for any event of WACHE School.

Any member family who ceases to agree with or abide by WACHE Policies and Procedures or who in some way brings disrepute on WACHE shall be biblically confronted by the leadership for restoration into WACHE. If unreconciled, the family will be excluded from WACHE membership until all issues are resolved to the complete satisfaction of the WACHE Executive Board.

J. Cessation of Membership

Member families no longer desiring membership in WACHE may notify the Vice President and request removal from WACHE. **Membership fees are non-refundable.**

III. Organizational Structure

A. The WACHE Executive Board

President

Vice President/ Membership

Secretary/ Communications

Treasurer

B. The General Board

Includes the Executive Board, WACHE School Director, and any additional directors as needed.

C. Nominating Procedure

The Board will act as the nominating committee to fill all vacant board positions. Membership then votes to accept the Board as a slate. People interested in filling positions should contact the President to be considered for the position.

D. Vacancy of President Position

In the case of the vacancy of the President during the school year, the Vice President is the interim President. Then the board will act as the nominating committee to fill the vacant Board position from within the WACHE membership (Board included).

IV. Meetings

A. Annual Business Meeting

The Annual Business Meeting will be held at least once each year. The President will preside over this meeting. All members and prospective members of WACHE are invited to attend. Each Director will be responsible for giving year-end reports pertaining to their area of responsibility.

B. Board Meetings

Monthly or bimonthly Board Meetings will be held during the WACHE school year. All Board Meetings are open to WACHE members by RSVP.

V. Policies and Procedures

WACHE's Policies and Procedures Manual is updated by the WACHE Board and distributed to members and serious inquirers of the Association. Any changes to the Policies and Procedures Manual must be made in writing and approved by the WACHE Board in accordance with the organizational bylaws and standard parliamentary procedure.

VI. WACHE Equipment

All WACHE property is to be used by WACHE Board members or authorized members exclusively for WACHE business and events ONLY. There will be no personal use of these items. Any and all equipment purchased by WACHE, Inc. is to be submitted for inventory control identification and assets registration.

VII. WACHE Bulk Email / Social Media Communications

A. Purpose

The WACHE newsletter is sent out monthly to WACHE families during the school year.

Bulk Email will be used to keep members up-to-date on what is coming up in the WACHE calendar and to pass on information of a time-sensitive nature.

B. Social Media

WACHE has a private Facebook group names WACHE Members that is used to communicate more quickly with WACHE members as a whole. Administrators of the page may post communications, events and other applicable notifications to our members. Additionally, they may remove any posts that are not aligned with WACHE's core values. See Ephesians 4:29. All members have to be approved to be part of the group and currently registered as an active WACHE member. It is the job of the Vice President to purge the group of non-returning members before the start of each new school year.

VIII. Annual Record

Each year an Annual Record of all financial, social and educational documentation will be compiled for the purpose of keeping WACHE membership informed of events of WACHE.

IX. Dissolution

In the event WACHE ceases to exist, the following will be carried out by the current Board Members at their full discretion:

- All assets will be sold to pay off any outstanding debts.

- All assets not sold and any remaining funds will be donated to a like-minded organization(s).
- Any and all WACHE operations will cease (phone line, mailbox, and website, etc.).
- All outstanding debts incurred by WACHE will be paid in full.
- All remaining funds will be donated to a like-minded organization(s).

WACHE Job Descriptions

I. Executive Board

A. President

- Consists of one family (Board position) and one assistant if needed (non-board position).
- Provides oversight for WACHE and is accountable for the propagation of its purpose.
- Is responsible for facilitating all WACHE Board Meetings, and the Annual Business Meeting.
- Answers all questions pertaining to the WACHE Policies and Procedures Manual.
- Reviews and approves any WACHE membership applications that are flagged by the Vice President.
- Is an authorized signer, along with the Vice President and Treasurer, on all WACHE Bank accounts.
- Aids Treasurer in formulating annual WACHE budget.
- Communicates action, if any, which needs to be taken regarding a specific situation that requires sensitivity.
- Maintains a current record and coordinates group discount memberships with organizations such as the Home School Legal Defense Association (HSLDA) and Texas Home School Coalition (THSC).
- Maintains all WACHE equipment applicable to this position.
- Upon retirement, provides training, essential documentation, and any WACHE software in his/her possession to the incoming WACHE President.

B. Vice President/Membership

- Consists of one family (Board position) and one assistant if needed (non-Board position).
- Attends Board Meetings and Annual Board Meeting.

- Assists the President, as required, providing oversight for WACHE and being accountable for the furtherance of its purpose.
- In the absence of the President, assumes the duties of the President.
- Provides WACHE information to prospective new members, as requested.
- Collects all flagged background checks or issues of hardship to review with President.
- Maintains files of all submitted and completed applications.
- Collects background check forms in accordance to section II subsection F.
- Is an authorized signer on all WACHE Bank accounts, along with the President and Treasurer.
- Maintains all WACHE equipment applicable to this position.
- Upon retirement, provides training, essential documentation, the WACHE Membership laptop and any WACHE software in his/her possession to the incoming WACHE Membership Director.

C. Secretary/Communications

- Consists of one family (Board position).
- Attends Board Meetings and Annual Board Meetings.
- Takes minutes at all WACHE Board Meetings, the Annual Business Meeting, and any General Business Meetings.
- Maintains a summary of minutes in secretary files. Provides minutes upon request to any current member of WACHE.
- Edits, revises, co-authors, and updates any necessary policies and legal documents as required by the President.
- Maintains all WACHE equipment applicable to this position.
- Oversees all forms of communication with the WACHE member families concerning events, alerts, and other announcements in cooperation with the WACHE President.

- Edits submitted articles by parents or students for submission to the website.
- Provides training for directors and other official representatives on proper access and use of the @wacheweb.org email.
- Ensures that necessary documents are posted on the website.
- Collects information to be distributed via WACHE email.
- Sends messages to WACHE members via email when necessary.
- Posts, as soon as possible, emergency information of a general nature. For example, an announcement regarding a death, rescheduling or cancellation of major WACHE events.
- Provides training, essential documentation and any WACHE software in his/her possession, upon retirement, to the incoming WACHE Communications Director.

D. Treasurer

- Consists of one family (Board position) Attends Board and Executive Board Meetings.
- Is responsible and accountable for all WACHE funds in cash, check, PayPal, or donation format.
- Keeps a detailed, computerized register of all WACHE receipts, disbursements, and deposits on provided software, to include a backup file of financial records.
- Reconciles the monthly Bank statement to ensure accuracy and balancing of accounts.
- Maintains accurate information and documentation with the Bank.
- Provides a summary of the WACHE account at each Board meeting.
- Provides a year-to-date annual report of the WACHE account and presents it to the membership at the Annual Business Meeting.

- Is an authorized signer on all WACHE Bank accounts, along with the President and Vice President.
- Pays all WACHE bills in a timely manner, no later than the due date.
- Maintains a WACHE budget.
- Files a 990N form yearly with the IRS prior to October 15th. This is to maintain WACHE's non-profit tax-exempt status.
- Maintains accurate records with the Texas Comptroller.
- Provides training, essential documentation. Upon retirement, to the incoming WACHE Treasurer.

II. General Board Directors

A. WACHE School Director

- Consists of one family (board position) and assistants (non-board positions), as needed.
- Attends Board Meetings.
- Provides a summary of the year to be presented at the Annual Business Meeting.
- Schedules dates and times of all WACHE School events (e.g. Teachers meeting, registration, and Open House) and submits it to the WACHE President to coordinate facility use and to the WACHE Secretary to put on the WACHE calendar.
- Is responsible for the overall organization of WACHE School including, but not limited to, recruiting of teachers, schedule of classes, classroom assignments, dates of semesters, acquiring facilities in which WACHE School can operate, collecting fees from participants, and communicating information about WACHE School through all avenues available such as e-mail, WACHE website, social media, etc.
- Ensures that all participants of WACHE School have read the WACHE School Handbook and have signed the Participation Agreement form.

B. Educational Events Director

- Consists of one family and an assistant, as needed.
- Schedules all events with the WACHE Secretary/Communications.
- Emails wording for articles the Communications Director to be posted in the weekly email, regarding an activity.

- Helps to set up and organize achievement testing.
- Helps to organize Volunteer opportunities.
- Helps to coordinate all community service opportunities.
- Sets up opportunities for students to visit job fairs, etc.

C. Social Events Director

- Consists of one family and one assistant, as needed.
- Provides an end of year report for each event to be presented at the Annual Business Meeting.
- Emails wording for articles for all Special Events activities and forwards articles to the Communications/ Secretary.

D. WACHE Webmaster

This job is a technical position which requires a computer with email and web access, as well as some knowledge of internet technologies (e.g. email and website management or design).

- Consists of one family.
- Is technical support to the Communications Director and WACHE Board for the www.wacheweb.org website.
- Assists with password resets or new account creation for mail.wacheweb.org.
- Ensures that necessary documents are posted on the website.
- Keeps website up-to-date and edits as needed.
- Updates security certificate for websites annually.

E. Senior & Kindergarten Graduation Committees

- Meetings will be scheduled as needed.
- Obtains a list of potential graduates from Vice President/ Membership.
- Contacts families to determine their desire to participate
- Selects location and makes all necessary arrangements.

- Schedules the event with the Secretary/Communications.