

**Updated 3/02/2022**

**Christian Home Educators Fellowship of Greater New Orleans  
CHEF of GNO  
OPERATING POLICIES**

**CHANGES TO THE CHEF of GNO OPERATING POLICIES**

Changes to the CHEF of GNO Operating Policies, if deemed necessary, can be made by the current CHEF of GNO Board of Directors. Changes must be made at a Board Meeting where a 2/3 vote is concluded. Members will be notified by email of any changes to the Operating Policies. CHEF of GNO Members may present suggestions by email to any one of the four board members to be presented at the board meeting following.

**CHEF of GNO CODE OF CONDUCT**

The vision of our heart as a community is to build and deepen relationships between our families. Our focus is fellowship, support, and discipleship. By committing to the following biblical guidelines of communication and conflict resolution, we can ensure that these aspects will flourish within our community as we seek to love, serve, and grow with one another. Let our fellowship be what it is supposed to be: encouraging one another, supporting one another, and spurring one another on during this journey.. “I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, with all humility and gentleness, with patience, bearing with one another in love, eager to maintain the unity of the Spirit in the bond of peace.” Ephesians 4:1–3

In keeping with the statement of faith, the following Code of Conduct is the standard by which all parents and children should govern themselves. The board will render the final decision on the interpretation of the Code of Conduct. Please discuss these as a family and review them before attending CHEF sponsored events (i.e. field trips, activities, etc.). The following expectations and policies regarding conduct at CHEF sponsored activities and events are intended to promote personal virtues and foster a healthy educational environment.

1. Safety and Order: Students will act responsibly, with concern for both their own safety and that of others.
2. Respect: Parents & students will show proper respect toward everyone they meet and toward personal and private property. Parents and students will use appropriate, respectful language. For example, they will not use profanity; put-downs; suggestive or graphic words; derogatory comments; or any other language that is hurtful,

disrespectful, or unkind. They will be polite, use good manners, and no Public Display of Affection (PDA).

3. Important Considerations: Please do not attend if you or your family had any fever or contagious illness symptoms in the preceding 24 hours.

4. Student use of electronic devices, such as cell phones, etc. will not be permitted at CHEF of GNO events/activities

5. Dress appropriately, respectfully, and modestly at all CHEF events/activities. Shorts must be an appropriate length and must be visible beyond the length of the shirt.

### **CONFLICT RESOLUTION**

When conflict does arise, we encourage you to deal with it biblically according to the principles stated in Matthew 18:

1. First, approach your brother or sister in Christ personally to try to talk about the perceived offense.
2. If the conflict is not resolved, take two or more brothers or sisters in Christ and discuss the problem again.
3. At this point, if the grievance hasn't been resolved, you may submit a Conflict Resolution form and we will discuss it as a board at a future time in hopes of achieving a resolution. The Board, with a 2/3 vote, will make a final decision on one or all of the party's status with CHEF of GNO

\*\*\* If a member comes to you with a grievance against another member, please encourage your brother or sister in Christ to follow this biblical method of conflict resolution and address it directly with the offender.

“He who covers a transgression seeks love, but he who repeats a matter separates friends.” Proverbs 17:9

### **CONTACTING CHEF OF GNO**

Please email [chefofgnoinfo@gmail.com](mailto:chefofgnoinfo@gmail.com) with any questions or concerns. You may also use the contact form on the website. In order to maintain full transparency and accountability of board members, personal texts, personal phone calls, Facebook messages to personal accounts, etc. regarding CHEF of GNO business are strongly discouraged. By emailing the main email, the secretary will be able to forward your email to the correct board member/coordinator. In the event of a sensitive matter, contact emails for all board members are listed on the website.

## **VOLUNTEER POLICY**

As stated in the by-laws, each member family with a membership of 1 year or greater will coordinate or assist with one activity or field trip each year. Failure to uphold obligation to lead or assist in the activity signed up for could result in losing the privilege of future membership.

## **FIELD TRIP & EVENTS POLICY**

Purpose: It is our desire to provide the group with interesting, informative, fun, and educational field trips and events. It is also our desire that our families conduct themselves in a manner that would reflect well on the homeschool community and be honoring to the Lord.

### Field Trip & Event Coordinators

1. All CHEF of GNO activities must be approved by the Board and will be placed under the guidance of a Board Member.
2. Upon making the reservation, all details (date, time, place, age restrictions (if any), and, minimum/maximum group size, payment deadline (if any), and general information) shall be sent to [chefofgnoinfo@gmail.com](mailto:chefofgnoinfo@gmail.com). Please be as specific as possible.
3. The sign-up will be posted to the website and shared with the coordinator. If the field trip/event has a group size limit, a waitlist will be created by the coordinator. Coordinator shall notify those on the waitlist in a timely manner whether or not they will be able to attend.
4. All field trip/event payments will be collected by the treasurer via PayPal, unless otherwise indicated (see Funds Disbursement Policy) Please make arrangements with the treasurer ([chefgnotreasurer@gmail.com](mailto:chefgnotreasurer@gmail.com)) to pay the reservation in a prompt and timely manner.

### For Members:

1. Field trips/events are for CHEF of GNO members only, the visitor policy being the exception. Members shall not sign up on behalf of another member. Please do not bring people who are not signed up for the field trip/event
2. Parents/Legal Guardians/Registered Adult members are required to attend with their child(ren), no drop offs .Please be responsible for the children you bring. Help them to behave so that all in attendance can enjoy the trip/event.
3. An email will be sent to you notifying you that a field trip/event has been scheduled. A sign-up form will be available on the website ([chefofgno.com](http://chefofgno.com)). If the field trip/event has a limited number of spaces, then a waitlist will be formed.
4. If payment is required, it must be made before the stated deadline.

5. Please adhere to any and all instructions and restrictions (if any) given at time of signup.
6. Take your RSVP commitment seriously. Ask yourself if this is something you really want to do before you sign up. Notify the coordinator as soon as possible of any cancellations as there may be a waiting list or there may be a minimum group size required. Refunds for cancellations made after the deadline will be at the discretion of the treasurer. For example, if payment has already been made by the treasurer, a refund may not be possible. Failure to notify the coordinator if you will not be in attendance of a field trip, otherwise known as no call/no show, will result in a written warning. Most of the time the group is waiting for you to arrive to start the field trip.
7. Participants should arrive at least 15 minutes prior to the activity start time. Please make every effort to be prompt.

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.”

Philippians 1:27

\* Be above reproach. If we are to be a light to the world, we need to be prompt, courteous, attentive, respectful and grateful. This not only reflects well on the Lord, but also encourages the facility to welcome the Christian homeschool community.

### **STUDENT SUPERVISION POLICY**

There are several reasons why CHEF of GNO has adopted a policy regarding the supervision of students for all event/activities. Among them are:

- All CHEF of GNO activities/events are educational in some form and since the parents are the teachers, they should be there to both help and monitor their child's education.
- CHEF of GNO events and activities are not a service, no one in CHEF of GNO is receiving compensation to organize or conduct the events. 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.
- As Parents and teachers ourselves, we understand that there are times when unforeseen things happen that would prevent a parent/legal guardian from attending a function. In the event of an emergency, you may submit a signed Permission Form (found on the website). This form will allow your child(ren) to attend an event with another CHEF of GNO member. However, please note that this is allowed as the exception and not intended to be an "out" for routinely not attending functions. Members are only allowed to use this form three times per family each membership year.

### **ADDITIONAL ADULT MEMBER:**

We recognize the need for parents to have extra helping hands at events/activities. This can include having an additional family member accompany you or having a family member bring your child to events/activities. Current CHEF of GNO members can add another adult to their membership. This adult must be a family member and will be able to attend events with you or bring your children to events. A maximum of 2 adults per family can attend field trips and some special events in which space is limited. For example, if husband and wife are both in attendance at an activity, then additional adult family members are not able to attend. The event page on the website will state whether or not there is a limit to the number of adults. You must register the adult using the “Adult Member Form” and they must sign the Statement of Faith. There is a small one-time fee of \$5 for each adult member added. If you would like to add an additional adult to your membership, please contact us and we will send you the link to the form.

### **VISITOR POLICY**

Do you know a homeschooling family that would like to “test drive” CHEF of GNO by attending an event or activity? CHEF of GNO members can invite homeschooling friends/families to attend a CHEF event or activity. They can do so by filling out the Visitor Form and have a current CHEF of GNO member vouch for them. The Visitor Form for homeschooling families can only be used one time. If they would like to continue to attend activities or events, membership is required. All visitors must register ahead of time by filling out the appropriate forms PRIOR to the activity/event. All visitors must be affiliated with a CHEF of GNO family and said family must vouch for the visitor. Please be sure that your visitors have completed all necessary documents before attending. If you would like to invite a homeschool family to attend a one-time event/activity, please contact us and we will send you the link.

### **GRADUATION POLICY FOR KINDERGARTEN, 8th GRADE, AND HIGH SCHOOL**

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

The Board will be responsible for:

- Designating coordinator(s) and will maintain contact throughout the year
- Maintain Graduation Sign-up and forward information to coordinators

- President/Vice President will create Facebook subgroups for each graduation and maintain and oversee the pages
- Approve the date/time of ceremony and place event on the master calendar
- Ensure timely delivery of money allocated in the budget

Coordinators are responsible for:

- Setting the meeting dates/times for the planning committee
- Facilitating discussion of theme, colors, ceremony, etc.
- Distributing job roles to parents and maintaining contact regarding status (decorations, cake/refreshments, photography, cap/gown ordering, announcements, activities, etc.)
- Maintaining contact and communication with all parents

All parents:

- A graduation participation form must be submitted to CHEF of GNO by January 31st. This form can be found on the website.
- Parents are responsible for planning graduation ceremonies. A graduation planning committee composed of all parents who have a child participating in a graduation should be established in the late fall. A coordinator is designated by the CHEF of GNO Board of Directors, but not expected to do all the work. The workload should be shared by every parent whose child is involved in the graduation. Planning for graduation should begin in late fall. The graduation planning committee is responsible for any programs, announcements, or invitations, but may use the CHEF of GNO name and logo.
- The graduation planning committee is responsible for setting a date and time for the commencement and securing a facility. Graduations are held in May or early June. The date must be approved by the board and placed on the CHEF of GNO master calendar to avoid conflicts with other CHEF of GNO graduations and activities.
- Parents are responsible for funding graduation ceremonies. 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 CHEF of GNO treasurer and withdrawn as needed (see Funds Disbursement Policy). Each graduation is allotted \$100 from the budget.
- All aspects of the graduation ceremony shall be determined by a majority vote of all parents. In the event that a majority vote can not be made, coordinators may

ask the board to help mediate. The deadline for graduation is Jan 31st, but planning begins in late fall. All decisions made by the planning committee at the time of the meeting will be honored and shall not be changed based on wishes of those joining later. It is strongly suggested that you sign up and attend planning meetings as early as possible.

- Participation in a CHEF of GNO graduation ceremony 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.

### **SICK POLICY**

Please do not attend events/field trips if anyone in your household has had fever/vomiting in the last 24 hours or is exhibiting cold/flu-like symptoms.

### **CHEF of GNO FUNDS DISBURSEMENT POLICY**

Purpose: To provide guidance and control over the disbursement of funds from CHEF of GNO accounts.

1. All CHEF of GNO 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. Payments for authorized expenditures.
  - a. Payments will normally be made directly to the individual or business that is providing the goods or services to CHEF of GNO. 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 CHEF of GNO. 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 CHEF of GNO will not be grounds for authorizing reimbursement after the fact. 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 CHEF of GNO's witness in the interest of CHEF of GNO activities.
3. Procedures for reimbursement.

- a. When an activity coordinator has used their own funds to pay for authorized expenses in CHEF of GNO's name, they will be reimbursed by CHEF of GNO. 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 CHEF of GNO members and updating of CHEF of GNO financial records.

#### **DISCIPLINARY ACTION**

Members who fail to abide by the guidelines written in the Operating Policies/By-Laws will receive a written warning via email for each infraction. After three written warnings have been issued, the member will be suspended from attending CHEF of GNO activities or events for one month. After a fourth warning, a special meeting may be called by the Board to evaluate your membership status.