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Definitions

- Policy is a definite course of action that must be followed.
- Guideline is a general rule or suggestion.
- Procedure is a prescribed course of action.

VHS Definition of a Homeschool Family Policy

VHS members must file the Wisconsin DPI form PI-1206 to be considered a homeschool family. If a homeschooled child is under the age of six, that family is considered a homeschool family by VHS if they will file the form when the child is of age. (Aug 2011, Reaffirmed 2022)

Inactivation/Reactivation Policy

If a member decides to no longer home school, their VHS membership will be inactivated. If the same member notifies VHS that they have returned to homeschooling, during the same fiscal year, their membership will be reactivated for the remainder of that membership term. (Aug 2011, Reaffirmed 2022)

Website Posting Policy

The Board of Directors of VHS, in its sole discretion, reserves the right to remove any posting to the private website or in any VHS publication which it deems inappropriate or which does not support and/or conform to our Statement of Faith, our Mission Statement and/or our Purpose Statement without notice. (Feb 2011, Reaffirmed 2022)

Financial Benefit Policy

An individual member or member family shall not benefit financially or receive gifts or other benefit resulting from activities or involvement while fulfilling a VHS commitment. Examples are collecting fees in excess of actual cost for an activity (if fees are required) or receiving gifts in kind or compensation from an organization for utilizing their services or facilities. (Feb 2019, Reaffirmed 2022)

Gifts for Coaches and Volunteers Policy

The following policies shall apply to all Valley Homeschoolers, Inc. (VHS) sports teams, groups, and co-operatives.

VHS Funds may not be used to purchase gifts for team coaches, directors, or any other adult volunteers.

The term "VHS Funds" is herein defined to include any amount deposited or held in any VHS checking or savings account. This includes, but is not limited to,

- participation fees collected from participating students or families
- funds generated through group fund-raising activities
- annual VHS budget allocations.

If a team, group, or co-operative chooses to purchase gifts for team coaches, directors, or any other adult volunteer, those gifts may only be purchased with funds collected and held separately for that specific purpose. These funds may only be collected via voluntary contributions from participating students or families. The purpose of these funds must be disclosed prior to collecting any contributions.

Cash gifts may not be given under any circumstances. (May 2020, Reaffirmed 2022)

Non-VHS Mentor/Coach

Individuals who are not members VHS may participate as mentors or coaches if they meet the following requirements:

1. Application: Complete the [VHS Mentor/Coach application](#), which includes providing two professional references.
2. Background Check: Undergo a background check through a VHS-approved company. This will be conducted at VHS's expense.
3. Training: Upon approval of the background check, complete the required VHS Crisis Management Training and/or SafeSport training to ensure alignment with VHS safety and conduct standards.

These steps are essential to maintain the integrity and safety of our VHS students, and programs while welcoming valuable contributions from experienced individuals outside our immediate VHS members. (Policy adopted November 2024)

VHS Graduation Ceremony Policy

Participation in the VHS Graduation Ceremony is limited to VHS members only.

The Graduation Committee will use the information on the VHS/CCB website to ascertain the number of VHS families with potential graduates who may be interested in participating in the official VHS graduation ceremony.

By the end of September, the Graduation Committee will send out an email to the entire VHS community to ensure that the list is accurate and that all members have an opportunity to participate. This email will communicate a deadline for VHS community members to respond.

By the end of October, the Graduation Committee will send out a survey to all interested VHS families with potential graduates to ascertain preference for the date of the graduation ceremony. The survey will provide the graduating families with two dates: the weekend before the Memorial Weekend holiday or the

weekend of the Memorial Holiday. Again, a date will be provided as a deadline for response. In case of a tie, the VHS board of directors will vote.

The Graduation Committee will review the survey responses and determine which date represents the greater preference.

The Graduation Committee will notify the VHS graduating families of the results of the survey. This shall occur no later than the last day of November. Additionally, at the same time, the Graduation Committee will notify the entire VHS community of the selected date for the VHS graduation ceremony. The Graduation Committee will update the VHS community again on at least two occasions in the spring semester to ensure that newer VHS members and all potential interested parties are aware of the selected date for the VHS graduation ceremony. (May 2021, Reaffirmed 2022)

Competitive Interest in a Leadership Position Policy

This outlines the procedure the Board will follow when there is a competitive interest in a leadership position.

A VHS Member may appeal to the Board when a competitive interest in a leadership position occurs. To resolve the issue, the Board will:

1. Announce to the membership that the position is open, and invite all interested members to come forward with an application
2. Review applications and schedule and conduct private interviews
3. Discuss and vote on the motion in executive session
4. Publish the decision

If the committee can resolve the competitive interest before the Board announces its decision, the Board will withdraw from the process.

As a Christian organization, it is the Board's intention that this process be fair, equitable, and performed in a manner consistent with the Word of God. (Dec 2015, Reaffirmed 2022)

Conflict Resolution Policy

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.". (Matt. 18:15-17)

What is the purpose of this verse? To restore and heal, not to divide and separate. To retain right relationship with a brother or sister or Christ.

When is it to be used? When your brother sins against you. It is in the case of a 'private' offense or conflict.

How is it practiced?

1. Step #1 is to "go and tell him his fault between you and him alone." When you do this, remember that all such efforts should be accompanied with the prayer that you will 'gain your brother'.

a. What is required? A humble and contrite heart, a spirit of humility, and evidence (1 John 3:4) If relationship is restored, then there should be true repentance.

2. Step #2 is, "...if he will not hear, take with you one or two more, that, 'by the mouth of two or three witnesses every word may be established.'" These witnesses should be impartial and only present to confirm the words of each party, not to take sides. Witnesses should have a reputation of integrity.

a. This should involve 2-3 members of the board, preferably the board representative germane to the parties in conflict.

3. Step #3: "...if he refuses to hear them, tell it to the church." This is when the situation rises to the level of one whose sin has been established by evidence and whose guilt can be reported by more than one person, and yet who refuses to repent. The preceding steps have been followed, communicated and documented. Again, the goal is always restoration.

a. This should involve the entire VHS board.

4. If this effort fails: "...let him be to you like a heathen and a tax collector." In other words, remove the member from fellowship. This is a last resort and is necessary when all previous measures have been taken and there is no repentance.

Adapted from: Expository Files 12.12; December 2005 by Warren E. Berkley

Policy adopted in April 2010, Reaffirmed 2022.

Whistleblower Policy

This Whistleblower Policy is intended to encourage and enable members and others to raise serious concerns internally so that Valley Homeschoolers, Inc. (herein to be referred to as VHS) can address and correct inappropriate conduct and actions. It is the responsibility of all board members and members at large to report concerns about violations of VHS's code of ethics or suspected violations of law or regulations that govern VHS's operations.

It is contrary to the values of VHS for anyone to retaliate against any board member or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of VHS.

A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including revocation of membership.

VHS has an open door policy and suggests that members share their questions, concerns, suggestions or complaints with the board. Complaints or concerns about suspected ethical and legal violations must be reported in writing to the VHS's board member, who has the responsibility to investigate all reported complaints.

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. (Aug 2020, Reaffirmed 2022)

Sexual Harassment Policy

Valley Homeschoolers, Inc. (herein referred to as VHS) expects that all relationships among persons in the organization will be professional and free of harassment. VHS maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment for all members.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of membership;
2. Submission to or rejection of such conduct by an individual is used as the basis of membership decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's membership performance or creating an intimidating, hostile, or offensive environment.

Members who violate this policy are subject to discipline up to and including the possibility of immediate revocation of membership.

Any member who believes he or she has been harassed by another member should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the Board of Directors. If VHS determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member determined by VHS to be responsible for harassment will be subject to appropriate disciplinary action, up to and including revocation of membership. Members will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by members against any complainant or anyone assisting in a harassment investigation. (April 2020, Reaffirmed 2022)

Commitment Policy

Members (new and returning) must choose an area of service within VHS. All applications for the various volunteer positions will be subject to review and selection by the board. Commitment requests are not first come, first serve and it cannot be assumed that a member will automatically keep the same commitment from year to year. The purpose of this oversight is to strive for as good of a "fit" as possible and for the welfare of all committees and members concerned.

Commitments will be assigned soon after completion of the membership renewal period. Committees in need of leadership before that time will have the authority to recruit members prior to membership renewals. Recruited committee members must be approved by the Board. In addition, the Board reserves the right to appoint members to administrative tasks prior to the membership renewal period for the sake of the smooth operation of the organization.

Pending members may not participate on any VHS Committees or in any events until all of their paperwork and payment has been received and they have been approved as members. Pending members may not participate on their promise that their paperwork and payment will be received soon. The exception is that the event is open to the public.

Members who fail to fulfill their commitment in a given school year, will not be able to join VHS in the next membership year. They may join in the second year. For example if a member fails to fulfill their commitment in the 2022-23 school year then they are not eligible for VHS membership in the 2023-24 school year. They may join VHS again for the 2024-25 school year.

Families may join VHS anytime during the school year and the membership fee and commitment requirement remain. (May 2022)

Copy Reimbursement Policy

VHS will reimburse committee chairs' for events or VHS business copies on a per copy basis. We will not reimburse printer cartridges. We will reimburse receipts from local businesses in full. If you choose to copy from your home printer we will reimburse following the rate published in the VHS budget. (Reaffirmed April 2022)

Coordinator Remunerations Policy

In cases where an incentive is offered for coordinating an opportunity it will not count as fulfillment of VHS membership requirements. Such programs may be offered by members but another area of service must be chosen for their commitment. (Reaffirmed April 2022)

Graduated Home School Students Policy

A homeschool graduate who still lives at home with a VHS member family can hold a leadership position in VHS pending Board approval and provided there is adult/parent supervision for mentoring purposes. (Nov 2008, Reaffirmed June 2022)

VHS Events Open to Non-Members Policy

VHS sponsored events open to non-members are listed on the [VHS Committee Description document](#) under the heading Outreach. Currently, they include: Curriculum Fair, Educational Resource Sale, Homeschool Information Night, Seminars, Spring Showcase, and the VHS Resource Library. Other events may be open at the discretion of the Board. If a coordinator would like to open something to non

members he or she may bring it to the Board of Directors for discussion and approval. (Dec 2010, Reaffirmed June 2022)

New Activity/Event Request Approval Policy

When New Activity/Event submissions are received, the Board may vote to approve online, as long as there is no further information or discussion required. If further discussion is warranted, this will take place at the next Board meeting, before the proposed committee proceeds. If further information is required by the Board, 30 days is given for response. If not received in 30 days, the request is considered closed and a new request must be submitted at a later date. All activities that are not considered “regular events” should be cut from next year’s list until a Year End Committee Activity/Event Report is completed and the Coordinator confirms his/her interest in leading the activity in the subsequent year. Any previous Committee Members should also be allowed to lead the activity if the board feels the activity was successful. Otherwise, activities should expire when the creator of the activity is no longer interested in running it or it was not a successful event. This will prevent the many miscellaneous “specialized” commitments from remaining unfilled on the Commitment List. (July 2019, Reaffirmed June 2022)

Board Attendance Policy

The policy is intended to support full contribution of all Board members. All Board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member’s Board Manual. The policy has been reviewed and authorized by the Board (See signature and date below).

Definition of a Board Attendance Problem

A Board attendance problem occurs if any of the following conditions exist in regard to a Board member’s attendance to Board meetings:

1. The member has two un-notified absences in a row (“un-notified” means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they were unable to attend).
2. The member has three notified absences in a row.
3. The member misses two-thirds of the total number of Board meetings in a regular membership term.

Response to a Board Attendance Problem

In the event a member has two un-notified absences in a row, the Board Chair will promptly contact the member to discuss the problem.

If a Board attendance problem exists, the Board Chair will call the member with the Board attendance problem and notify him or her of his/her termination from the Board of the Directors as per the bylaws and terms of the Board Attendance Policy. The Chair will request a letter of resignation from the member to be received within the next two weeks. The Chair will also request the member return his/her Board Manual within the next two weeks and arrangements will be made toward that end. (Feb 2009, Reaffirmed June 2022)

VHS Resource Library Policy

The VHS Resource Library will be an outreach of VHS and always be open to non-VHS members as per the intention of its founder and at the request of the most recent overseer when she agreed to allow VHS to have ownership of the library. (Nov 2010, Reaffirmed June 2022)

Financial Assistance for Membership Guidelines

Occasionally a VHS family will be unable to renew their membership due to financial hardship and will request assistance from the Board. Understanding that things happen, the Board has granted this request on a case-by-case basis and has developed the following guidelines to help make the decision:

1. The Board will use the following criteria to help make the decision to offer a complimentary membership:
 - a. The Members participation level in the previous year.
 - b. VHS's ability to pay.
 - c. Any other criteria applicable to the situation as determined by the board..
2. Financial assistance is only for the membership fee. The Member is still expected to pay any participation fees involved with VHS events and is expected to fulfill a commitment.
3. These gifts should be considered a one-time event for the Member family.

(Aug 2017, Revised June 2022)

File Retention Policy.

Any documents dating older than 6 years past the current year, will be archived. (Aug 2023)

VHS Membership Expectations


 VHS Member Expectations Shared


 VHS Member Expectations Newer Word Format.docx

Committee Chair & Coordinator Event Guidelines

 Committee Chair & Coordinator Event Guidelines

VHS Board Manual & Procedures

 VHS Board Manual

 VHS Leadership Connection Assignments Shared

Document to be written: Everything a Board member should know.

Checklists for board members

Leader Representative Responsibilities

- ☐ Make periodic contact especially around the time of the event to provide Board representation and support as needed
- ☐ Review committee mission and responsibilities.
- ☐ Review the committee budget and financial accountability policy ([link](#))
- ☐ Review/confirm that all members have fulfilled commitment expectation
- ☐ Review reporting procedures
- ☐ Confirm that chair has updated their procedures