



FICHE Policies and Procedures

FICHE provides support for our homeschooling community through social, cooperative, and educational opportunities so that we may be obedient to His Word by teaching our children His ways.

FICHE Membership is a privilege and should be respected as such. When we participate in activities, classes, and functions as members of an organized group, we represent FICHE, as well as, other home educators, through both our attitudes and behavior. For these reasons, this is our list of guidelines for our member families. These guidelines apply to all family members – parents, children, and alumni - attending any field trip, class, sports club, or other activity, as well as, any guest that may accompany them. (Based on Colossians 3:23-26.)

General Policies

No child under the age of 10 is to be left at any class or function without an attending parent. If parents are unable to attend a class or activity with their child, they have the option of making arrangements with another parent to be responsible for their child. Do not add this responsibility to the event coordinator.

No alcohol, tobacco, or vape is allowed. No profanity, offensive language, or offensive conduct is allowed. Adult smokers need to do so away from the event or activity taking place, such as the parking lot.

No displays of affection, public or private, will be allowed between unmarried individuals at any function. (Based on Ephesians 4:29-32.)

We believe that parents are the ultimate authority in their families, but we are many families with different philosophies on discipline. We ask that when discipline is necessary you do not make a scene. If more than a reprimand is needed, we ask that you take your child to a private area. (Based on Ephesians 6:4)

FICHE Only Accepts Private Funds

FICHE is a support group for families constitutionally* home educating their children, operating independently of government funding and tax credits. Our support group does not participate in the Oklahoma Parental Choice Tax Credit (OPCTC) for homeschoolers. No fees or associated costs within our group are eligible for this tax credit, nor do we accept any government funding. This includes field trips, co-op classes, sports clubs, graduations, and anything else offered through/by FICHE. By joining FICHE, members agree that our support group remains fully independent of OPCTC or similar programs, upholding our values of self-directed education and financial autonomy.

Additionally, we are unable to support families using public school-at-home programs due to potential legislative and liability concerns. These programs include, but are not limited to, K-12, EPIC, Braintree, Calvert. However, if you are currently using or considering such a program but still wish to be a part of our support group, we would be honored to assist in directing you to homeschool curriculum options. If you are unsure if a program is considered public school, we can help you with that as well. Please feel free to contact us for any assistance: info@fiche.org.

*The Oklahoma State Constitution grants us the right to home education as a form of education "by other means," separate from private or public schools.



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Illness Policy

We strongly believe that the health of our families far outweighs the benefits of a few hours of socialization (or even education). It is for this reason that this policy pertains to all activities, events, classes, practices, i.e., all areas of the entire FICHE homeschool group. For clarification, we are emphasizing that attendance needs to be only after 24 hours since the end of symptoms for any person. If you have questions or need clarification about symptoms, please ask the coordinator of the activity or event you plan to attend.

Illnesses that **only the sick person** must stay home

Fever Unexplained Rash Croup
Cold or Virus (cough, runny nose, sore throat, sneezing, etc.)

Any other contagious illness/ condition (If in doubt, please contact a doctor or nurse first.)

Illnesses that the **Whole Family** must stay home – **even if only one person is ill**.

Flu or Flu-like symptoms Vomiting Diarrhea, not related to diet
Strep Throat Viral or Bacterial Conjunctivitis (Pink Eye)
Any other serious contagious illness. (If in doubt, consult a doctor or nurse first.)
Please, be considerate of other families and keep these symptoms/illnesses at home.

Dress Code Policy

Dress is to be clean, neat, gender-specific, and modest; no offensive dress will be allowed. Please, remember that modesty is to be portrayed by all adults/parents and students/children. The following explanations apply to both **gentlemen and ladies**:

Shorts must be at least knee-length (when standing)
NO visible undergarments – even when bending
NO writing on the back of jeans, pants, or skirts (except logos). NO offensive or profane words or pictures on shirts, jackets, etc.
NO bare midriffs – even in bending or when arms are raised
NO skin-tight pants, jeans, or shirts

Ladies must demonstrate additional modesty in these areas:

Developed ladies must wear appropriate undergarments; but they are NOT to be visible.

Skirts must be at least knee-length (when standing).

NO strapless, spaghetti-strap, halter tops or low-cut shirts without another shirt under or over them. Straps must be at least 2" in width. Blouses should be properly buttoned up unless worn with an appropriate undershirt. No shirts or dresses that are backless below the bra-line (as in mid-back).

Girls participating in PE, recess, or other active events should wear shorts or leggings under their skirts.

Leggings and jeggings are considered legs not pants and, therefore, shorts or skirts meeting the above requirements must be worn over them.

High school Formal has a slightly altered dress-code which will be distributed each spring.



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Additional Field Trip Procedures

We need to be courteous, attentive and arrive on time so the teacher, leader, or host will be encouraged to welcome us and other homeschoolers in the future.

When participating in a field trip, class, or other activity, the child(ren) attending should be age appropriate to that activity. The child(ren) should be able to be attentive and follow directions so that they are not a distraction to the rest of the group or to our teacher or host. Please do not ask the teacher or leader to make a special exception in your case.

At the beginning of each field trip, the field trip leader will review the guidelines. It is the responsibility of each parent to follow and enforce the rules for their own family. If, for any reason, someone is not able to comply, the field trip leader will ask him or her to leave.

If a field trip, class, or other activity requires a fee in advance, each family is responsible for mailing or delivering the fee or submitting payment through one of our payment apps before the deadline. Refunds cannot be given after the deadline.

If a member is unable to attend a field trip or activity they have registered for, they must give 24-hour notice to the leader of that activity. In case of sickness or other emergencies, they are asked to give as much notice as possible.

While on field trips, children must remain with their parents. If not with parents, students are required to remain in the group setting at all times while attending the function. IF it becomes absolutely necessary for a student to leave the group while on a trip, the student should advise the trip leader of the need. Students are encouraged to use the "buddy system" when a real need to leave the group setting occurs. (*i.e., restroom trips, etc*)

Guests of the member family are allowed only if teacher, leader, or coordinator has been contacted ahead of time and **has** given their permission. Please, do not expect them to accept a non-member child without prior consent.

Facilities Procedures

Our group is greatly blessed with some local churches that are willing to open up their facilities for our use for a variety of functions. They only ask that we respect their God-given facilities as they do. When attending a class or function at any church or other public facility (libraries, etc.), please, keep this in mind.

Clean up after yourselves: Leave the church BETTER than you found it. Put tables and chairs back where they were before the function began. Sweep, vacuum, or take out trash, etc., if necessary. Respect the facilities *BETTER* than your own home: Keep hands off walls. Do not tamper with pictures or posters. Do not "rough-house" in doors. Do not touch or go near the sound equipment. Stay off of the pulpit or stage area. Do not wander through halls or into other rooms. When parking, keep off grass and out of handicap spots (unless you have a permit).

If something is broken or out of order, or if something gets accidentally broken or messed up, tell the teacher or leader immediately. He or she will inform the church staff of the situation. If something breaks due to carelessness, the member may be required to help make corrections.

If you wish to organize an event or activity or such and want to use a local church, contact our FICHE church liaison, and he or she will schedule your event with the church of your choice. Do not directly contact a church for a FICHE event. Your cooperation with this provides only one contact person for the church staffs and helps us ensure that we do not over-extend any one church facility.



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FICHE Microsoft 365 Acceptable Use Policy for Educators

FICHE uses Microsoft Office 365 for the majority of its communications, emails, etc. Each member is required to have an MS email. Spouses and high school students are also encouraged to do so. However, **fiche.org emails are only to be used for FICHE-related and other homeschool-related purposes.** They should not be used for personal correspondence as the account is deleted when leaving the support group.

In keeping with Microsoft policies, here is more detailed information.

This Acceptable Use Policy (AUP) outlines the expectations and responsibilities of parents and students when using Microsoft 365 services, including Exchange Online, within FICHE. The purpose of this policy is to ensure that these resources are used in a safe, secure, and lawful manner. This policy applies to all parents and students using Microsoft 365 services provided by FICHE, including but not limited to Exchange Online, OneDrive, SharePoint, Teams, and other related applications.

Parents and students are expected to:

- Use Microsoft 365 services primarily for educational and administrative purposes related to their role within FICHE, and not for personal email or other non-FICHE-related activities.
- Access only the systems, data, and resources necessary within FICHE.
- Maintain the confidentiality and integrity of sensitive information, including personal parent and student data and FICHE organization data.
- Report any security incidents, breaches, or unauthorized access immediately to FICHE webmasters, webmasters@fiche.org

Parents and students must not:

- Use Microsoft 365 services to engage in illegal activities, including but not limited to fraud, harassment, defamation, copyright infringement, or distribution of inappropriate content.
- Use FICHE Microsoft 365 services to slander the FICHE organization, or to post or write content that is anti-Biblical or anti-American.
- Share, distribute, or store sensitive information without proper authorization.
- Use Microsoft 365 services to send unsolicited or bulk email (spam) or to propagate malware or other harmful software.

Additionally, members should understand:

- FICHE reserves the right to monitor and review all use of Microsoft 365 services to ensure compliance with this AUP.
- Parents and students should have no expectation of privacy when using FICHE-provided accounts or services. This includes email, files, and communications conducted through Microsoft 365.

Violations of this AUP may result in disciplinary action, including but not limited to:

- Suspension or disciplinary action as outlined within FICHE policy and procedures, bylaws and/or code of conduct.
- Legal action, if applicable, in cases of illegal activities.

FICHE Membership form requires signing this agreement. By signing it, each member acknowledges they have read, understood, and agree to comply with the terms of this Acceptable Use Policy.



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Practical Procedures

All FICHE Members, new and returning, are required to read these policies annually, as well as, agree to abide by them throughout the year. This agreement is located on the membership form.

When disagreements or misunderstandings arise – that pertain to FICHE matters, the first step in Christian resolution is to go directly to the person(s) involved. If unresolved, the next step is to take another witness or two (*friend or leader*) and try again. If resolution is still needed, please speak with any FICHE leader for further assistance toward Christian resolution. At this point, all parties involved must meet individually for resolution with FICHE leadership. (Based on Ephesians 4:25-27 and Matthew 18: 16-17.) If reconciliation cannot be attained, see next paragraph.

FICHE is a small not-for-profit organization. We are also Christians trying to steer our organization with Biblical principles. For these reasons, members need to seek mediation to resolve any dispute(s) versus seeking legal representation or filing lawsuit(s). See 1 Corinthians 6:1-8. There are a host of reputable mediation companies and this method of reconciliation is a fraction of the expense for both parties. All members in FICHE agree to seek mediation and not file lawsuit(s). This info is also required agreement on the annual FICHE Membership form.

To reiterate, FICHE Membership is a privilege, and we strive to protect our conservative Christian values. Therefore, those with repeat or severe offenses will need to meet with some of the FICHE Administrative Council members to review and possibly revoke their membership status.

Please, keep a [record of these](#) policies and procedures for your future reference as the need may arise. If you have concerns or questions, feel free to contact any of the FICHE Founders' Committee, founderscomm@fiche.org; Presidential Team, prez@fiche.org; or Administrative Council, admins@fiche.org, at any time.

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