

Policies Handbook

Co-op email: arrowsinthewoods@gmail.com

Website: www.homeschool-life.com/mo/arrows

Protect My Ministry: <https://ministryopportunities.org/ArrowsChristian>

SECTION I - INTRODUCTION AND STATEMENT OF ACCOUNTABILITY

- A. This handbook serves as a general guide to selected co-op policies, procedures, and benefits. The information provided in this handbook does not supersede the organizational bylaws or Articles of Incorporation.
- B. The board reserves the right to make revisions at any time without advance notice based on the need or desirability for change. Please note decisions may sometimes deviate from the published procedures because of unusual or extenuating circumstances.
- C. It is each member's responsibility to familiarize themselves with the handbook's contents as well as applicable organizational bylaws.
- D. For questions or more information about a particular policy or procedure, members may contact a board member.
- E. Suggestions for additions or changes to the handbook are welcomed and may be submitted to the board Secretary for Arrows in the Woods Christian Homeschoolers (AITWCH).

SECTION II - CLASSIFICATION OF MEMBERS

A. MEMBERS

- 1. Full Time: Those actively enrolled in the session for classes, have paid all organizational fees, agreed to abide by the Statement of Faith and fulfilled any other requirements of membership.
- 2. Partial: Partial members are those not enrolled in classes for the current session but plan on returning in a future session.
- 3. Social: Social members are those not enrolled in classes for the current session nor planning to enroll for classes in a future session and are participating in only the social or other extracurricular activities offered through the organization.
- 4. Inactive: Inactive members are those not currently enrolled in the session, are not actively participating in the co-op in any way, and are not planning to renew their membership.

B. EDUCATORS

- 1. Teachers: Teachers are members of the co-op teaching for the current session.
- 2. Assistants: Assistants are members of the co-op assisting in classes for the current session.
- 3. Community Teachers: Community Teachers are not members of the co-op and are from the outside community volunteering their time and talent with our organization.

C. LEADERSHIP

1. Board Member: Board Members are those currently serving on the organization board who are responsible for organizational management.
2. Committee Chair: Committee Chairs are those currently serving as the leader for a committee, placed under a board member, within the organization.
3. Committee Member: Committee Members are those currently serving on a committee within the organization.

SECTION III – CONDITIONS OF MEMBERSHIP

- A. All members must have a signed acknowledgement on file of the organization's statement of faith and agree to uphold said statement during all co-op related activities, events, and while serving in any leadership roles. The Statement of Faith is as follows:
I believe that the Bible is the inspired and infallible Word of God and constitutes His completed and final revelation to man. I support Biblical marriage as being between one man and one woman. I believe that God exists in three persons: God the Father, God the Son, and God the Holy Spirit. I believe that Jesus Christ was God in human flesh, being fully God and fully man, yet committed no sin. I believe that all have sinned and come short of the glory of God, and the central purpose of the incarnation of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross and His resurrection from the dead in triumph over death and Satan. I believe salvation is a gift of God offered by his grace and mercy and that I have accepted that gift.
- B. All members must be current with membership dues, class fees, and other organizational fees by the first day of each session.
- C. All members must have current contact information on file with the organization.
 1. If a member has a change in contact information or dependents, please ensure such information is updated via the organization website.
 2. Members must maintain up-to-date information for at least one emergency contact on the website.
- D. All members must regularly check e-mails and the co-op website for necessary information.
- E. All members must serve within the organization in some capacity. Options may include teaching, assisting, performing chores, serving on a leadership board, etc.
- F. Membership is valid from August 1 through July 31st of the following year.
- G. Members are entitled to attend all functions of the organization.
- H. Adult participating members are required to have a background check completed through Protect My Ministry. See the Standard Operating Procedures for Background Checks for more information.
- I. Members are entitled to a single family vote, per ballot item, in organizational business at the annual membership meeting.

SECTION IV – MEMBERSHIP RESPONSIBILITY AND EXPECTATIONS

- A. Parents, please review these yourself and also with your child(ren) prior to the first day of co-op.

1. Show courtesy, thoughtfulness, and respect to all teachers/parents, other students and host church staff, as well as the building and premises.
2. Be willing to accept guidance and correction from adults and/or teens in charge of classes and activities.
3. Remain within designated boundaries of the host church. You may NOT use areas of the church/premises that we have not been invited to use, including the game tables and stage.
4. There is no gossip or conversation that is not edifying to God. Do not speak ill of or put down other members and children.
5. No foul, abusive, or coarse language. No crude or cruel joking around. No bullying. This will not be tolerated.
6. Running, rough-housing, horseplay, climbing on/being disrespectful to church property, biting, kicking, slapping, and/or pushing is not permitted, even in jest.
7. Do everything without complaining and arguing. (Philippians 2:14)
8. Participation in classes is mandatory. Please come to class on time, be respectful to both the teacher and other students, participate cheerfully, listen to your teacher, and complete assignments.
9. No weapons of any kind, real or fake, (guns, knives, etc.) or illegal drugs or alcohol are permitted.
10. Church equipment is not to be touched without permission out of respect to our host church.
11. Those students signed up for "Common Room" are expected to stay inside the boundaries of the Common Room and listen to all directions from the Parent in charge for that designated hour.

SECTION V— REGISTRATION, FEES, AND REFUNDS

- A. All members will be required to pay the website registration fee upon first registering as a member and then again at the annual registration renewal every February regardless of when they joined.
- B. Members are responsible for checking their account balance on the website and paying all dues, class fees, etc. prior to the first Learning Day of co-op or any event as needed.
- C. Members may withdraw from the co-op at any time but will not be issued a refund after the second week of classes. Exceptions to this may be made on a case-by-case basis with board approval.
- D. Class registration will occur in different windows beginning with board members, committee leads (teaching), teachers, committee leads (not teaching), and current active members.
- E. There is a \$19.99 fee (subject to change) for background checks, in accordance with the Arrows Background Check Standard Operating Procedure. Fee is paid directly to Protect My Ministry. Background checks are good for three years.

SECTION VI – ARRIVAL AND DEPARTURE OF CO-OP

- A. Members must check in at the welcome desk, and pick up their adult name tag (beginning August 2022) to ensure accountability in case of an emergency, and then proceed to the group gathering space for fellowship and opening prayer.

- B. Members are responsible for cleaning up after themselves, ensuring they have all of their belongings, and have completed their assigned chore or responsibility for the day.
- C. Members must check out at the welcome desk, and turn in their name tag, prior to leaving the building to ensure accountability in case of an emergency.

SECTION VII – VISITOR POLICY

- A. Families who are interested in attending our Co-Op Learning Day are welcome to visit. They must notify the board President ahead of time.
- B. Visitors must wear an appropriately colored name-tag identifying themselves as a visitor.

SECTION VIII – MEDICAL POLICY

- A. If you have had a fever within the 48 hours prior to the Learning Day or activity, or had to take fever reducing medications, we ask that you not attend Co-Op for that day. If you or your family has had vomiting or similar issues within the previous 48 hours to not attend the Co-Op Learning Day.
- B. Communicable diseases: It is inconsiderate for any student to attend a gathering while afflicted with any contagious or infectious disease. We will uphold this standard within our Co-Op. Communicable diseases include, but are not limited to: impetigo, conjunctivitis (i.e. pink eye), scabies, ringworm, lice, etc. If a child is suspected of having any contagious condition, the family will be sent home. The Board reserves the right to request a written medical clearance verifying the applicable family member was seen and is being treated and is no longer contagious.
- C. Screening tests for things such as head lice may occur if needed. If a member has live head lice, the family will be sent home and cannot return to Co-Op activities for 48 hours after discovery to allow for treatment. The parent/guardian should seek qualified medical advice for instructions on treatment options. When the member returns, the member will be examined by a board member and if live head lice are found for a second time, the parent/guardian will be re-instructed concerning treatment. The member will then be excluded from Co-Op to allow for an additional round of treatment. This process will continue until the member is free of head lice.

SECTION IX – FOOD ALLERGIES AND SPECIAL ACCOMMODATIONS

- A. Food Allergies
 - 1. AITWCH programs are “nut and allergy aware”. We do not exclude nuts or other foods packed in individual lunches or snacks that are not intended for sharing.
 - 2. As a general rule, it is the parents’ responsibility to ensure teachers are aware of any nut or food allergies.
- B. Children needing special accommodations
 - 1. Parents of children requiring special modifications or accommodations to participate in the Co-Op or other events must disclose this upon registering as a member on our website.

2. Parents must relay pertinent information about a child's needs clearly to the child(ren's) teachers. Parents should relay proven coping strategies that can be reasonably applied in the classroom.

SECTION X– DRESS CODE

- A. In keeping with conservative Christian values, we ask that families honor the following dress codes when participating in our activities.
- B. Member clothing should be modest, no excessively tight and/or revealing clothing (not to include leggings), or see-through shirts. Shorts, dresses, and skirts must be at least mid-thigh length for all students. Please take these guidelines into consideration when selecting modest athletic wear as needed also.
- C. A member found in violation of the dress code may be asked to change into the proper attire or to leave the activity. We appreciate the parent's role and guidance in this issue.

SECTION XI - PERSONAL PROPERTY

- A. All items brought to Co-Op should be labeled with the member's name (coats, clothing, book bags, lunch containers, etc.).
- B. AITWCH is not responsible for the replacement of such missing property. Please check the Lost and Found to retrieve missing items. All unclaimed items will be discarded at the end of Sessions two and four.

SECTION XII – CONFLICT RESOLUTION POLICY

- A. Please first pray about any conflicts/differences that arise. Most can be resolved with overlooking and forgiving the person who offended you. If God gives you peace over the issue, please move on and do not discuss it with others. After you have prayed, if you still feel the conflict/difference must be addressed, please use Matthew 18:15-20 as a standard for your resolution.
- B. You may discuss the issue with the board of AITWCH for the purpose of seeking counsel, but you should limit all other discussion to your spouse and the person(s) directly involved in the conflict.
- C. When a concern is brought before the board they will investigate and attempt to resolve it as they deem necessary. This process may result in a review, suspension, or revocation of membership status.
- D. Membership may be revoked by vote of the Board for valid causes. These include, but are not limited to:
 1. Conduct that brings dishonor to AITWCH.
 2. Conduct that is abusive, disruptive, or divisive to the group.

SECTION XIII – MULTIMEDIA/PHOTO POLICY

- A. If your family has an opposition to pictures/video being taken/posted to social media - please make your preference known to your child(ren's) teachers.
- B. AITWCH cannot be held responsible for what other members may do with their own photos/videos that they have captured.

SECTION XIV – SOCIAL MEDIA POLICY

- A. All Co-Op communication is encouraged to be done via the website to protect the privacy of our members.
- B. We ask that members be mindful of the public nature of Facebook and other social media avenues. Specific and/or identifying information of members or activities, that could be considered private, should be censored and/or removed from posts.

SECTION XV– WEBSITE

- A. In an effort to maintain the privacy of our members AITWCH will use its official website to serve as the primary method of communication for members.
- B. Members will be able to register for classes, pay fees, view upcoming events, and access other features.

SECTION XVI – EMERGENCY SITUATIONS

- A. At the beginning of each session, we will review the procedures, emergency exits, and meeting location for fire, tornado, and other emergency situations that may arise.
- B. All teachers must take attendance to ensure accurate accountability in emergency situations.
- C. A first aid kit is available to members at the Welcome Desk.
- D. In the event of a personal emergency please notify a board member immediately.

SECTION XVII- CHILD SAFETY

- A. AITWCH seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Arrows from incidents of misconduct or inappropriate behavior.
- B. It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher.
- C. Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.
- D. All family members must stop at the welcome desk at the beginning and end of day to ensure accountability.

- E. Parents of children under the age of 3 must remain with them at all times unless other arrangements have been made and approved by the board.
- F. Parents must remain on the premises at all times unless other arrangements have been made and approved by the board.

SECTION XVIII - FIELD TRIPS

- A. Prior to the Field Trip, the coordinator shall distribute information regarding the field trip via the website calendar.
- B. The coordinator for the event must accompany the members on the field trip, or designate a member as, the primary point of contact and be responsible for Field Trip activities.
- C. Prior to the Field Trip, the coordinator must prepare the Field Trip Roster Form to include names, phone numbers, and emergency contacts.

SECTION XIX- WEATHER POLICY

- A. The Board reserves the right to cancel the Learning Day for inclement weather. If it is necessary to cancel classes for weather reasons, you will be notified no later than 7:30am Monday morning via e-mail and Facebook.

SECTION XX – TEACHER EXPECTATIONS

- A. All teachers will be allowed priority registration ahead of general membership for the session they are teaching.
- B. Website Use
 - 1. Teachers will submit class proposals online via the website prior to registration and communicate with the class administrator to ensure adequate space for class needs.
 - 2. Teachers will ensure access to the website as well as the teacher sections of the website.
 - 3. Teachers will view the website tutorials ahead of the session and ask any questions prior to the beginning of the session to ensure a smooth start.
- C. Class budget and supplies
 - 1. Teachers will understand that any items purchased and reimbursed become property of the organization.
 - 2. Teachers will communicate with the treasurer about their allocated budget for the session as well as any reimbursements as needed.
 - 3. Reimbursements for class supplies will be accepted up to 14 days after the completion of the session.
 - 4. All teachers must submit receipts in order to be given reimbursement for class expenses.
- D. General Guidelines and Procedures

1. Teachers are encouraged to take class attendance via the website every week to ensure safety and accountability of all members.
 2. Children should not be dismissed from classes early.
 3. All children under 6 must be escorted in the hallways to the bathroom and must not be left unattended.
 4. Teachers will utilize the website in communicating with their students about any necessary class information.
- E. Absences
1. In the event of an absence teachers will immediately notify the Class Administrator as well as their classroom assistant in order to fill in, and provide the materials and/or lesson plans to the fill-in teacher.
 2. If there is no assistant the teacher will communicate with the Class Administrator and parents of other children in the class to potentially cover the class.
 3. Teachers will agree to commit to teaching the entire duration of the session. If for some reason they are unable to do so they will communicate with the Class Administrator and find a replacement for the remainder of the course.
- F. Classroom Management
1. Students will be expected to follow the membership expectation policy as outlined in the beginning of the handbook.
 2. Any student who is disruptive will be given an initial warning about their behavior and reminded of the expectations.
 3. If a student continues to be disruptive the teacher will communicate to a board member that the student needs to be removed from class and returned to their parent.
 4. Any concerns or issues must be reported to the board at the end of the co-op day to then be addressed as needed. Actions will be at the discretion of the board up to and including a review of the membership expectation policies with the student and parent or removal from the class.
- G. Emergency Procedures
1. In the event of a fire, Teachers are to lead their students to the lower Vine Street parking lot via any available exit. Options include, but are not limited to, the main CoOp entrance/exit doors, the exit doors located between the lunchroom and blue room, and the doors located at the rear of the blue room.
 2. In the event of a tornado, TBD.
- H. Nursery Availability
1. The Nursery is available for children (3 and under) of Teachers and Teacher's Assistants for the duration of teaching time.

SECTION XXI – COMMUNITY EDUCATORS

- A. Memorandum of Understanding Between Community Educators and AITWCH:
1. This document is to serve as an understanding of the arrangement allowing the Community Educator the use of the organization's facilities to conduct their classes.
 2. AITWCH is responsible for securing facility use, registering children, providing teachers with a class list, and providing valid contact information prior to the start of the session.

3. Community Educators are responsible for conducting their class, adhering to the organization's policy manual, collecting payments directly from parents, purchasing all supplies necessary for teaching their classes, and providing a substitute pre-approved by the organization.
4. In the event of absences by the Community Educator they will communicate with the Class Administrator as soon as possible to arrange for either class coverage or a class make-up day and time.
5. Any issues or concerns will be discussed with the Class Administrator as needed to be addressed by the board.

SECTION XXII- LEADERSHIP

A. Qualifications for leadership

1. All who serve in a leadership position must be considered a member in good standing with the organization by having all fees paid, be enrolled as active members each session, and agree to uphold the standards of membership as outlined in our expectations policy and Statement of Faith.
2. Any member who is unable to fulfill their leadership role or is found to not be in good standing with the organization may be removed from their position by vote of the board.
3. Any member serving in a leadership position must agree to uphold the Statement of Faith, General Board Member Guidelines, as well as maintain the Christian viewpoint the organization was founded on.

B. Board of Directors:

1. The business of the organization shall be managed by a Board of Directors composed of at least 4 Board members. The Board is responsible for maintaining the overall policy and direction of the organization. Board members shall receive no compensation (other than reasonable expenses) for their service on the Board.
2. Board members will be given priority registration for classes each session.

C. Committee Chairs

1. The Board may create committees as needed, such as fundraising and program committees. The President shall appoint all committee chairs.
2. Committee Chairs will lead the committee of which they are appointed and report to their corresponding board member as needed.
3. Committee Chairs will serve a term for 1 year or until the committee duration is dissolved, whichever is shorter.
4. Committee Chairs will receive priority registration for classes after board members, if they are also teaching that session.

D. Committee Members

1. All committee members will report to their respective committee chairs.

