

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. Active Members: Active Members are members actively enrolled in Learning Days, have paid all organizational fees, agreed to abide by the Statement of Faith and fulfilled any other requirements of membership.
- 2. Inactive Members: Inactive Members are members not enrolled in Learning Days for the current session. If two consecutive Sessions are missed, the members will be placed on the Waitlist.
- 3. Community Members: Community Members are members not enrolled in classes for the current session nor planning to enroll for classes in a future session; these members participate in only the social or other extracurricular activities offered through the organization (ex: hangouts, Field Trips, parties).

B. EDUCATORS

- 1. Teachers: Teachers are Active Members of the Co-op that are teaching a class in the current session. Teachers cannot be paid for teaching.
- 2. Assistant Teachers: Assistant Teachers are Active Members of the Co-op, assisting in classes for the current session. Assistants cannot be paid for assisting.
- 3. Community Teachers: Community Teachers are not members of the Co-op and provide services to Co-op Members and may require payment for services.

C. LEADERSHIP

1. Board Member: Board Members are those currently serving on the organization's 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 February 1 through January 31 of the following year.
- G. Members are entitled to attend all social events and field trips held by Arrows in the Woods Christian Homeschoolers Inc. New Members are initially added to a Learning Day waitlist until space is available to fit the entire family.
- H. Adults that regularly attend Learning Days 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 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, which includes the sanctuary.
 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 are 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. Weapons of any kind, real or fake, (guns, knives, etc.) or illegal drugs or alcohol are not permitted. In accordance with Missouri State Statute 571.010, a “knife does NOT include any ordinary pocketknife with no blade more than four inches in length.” Small multitools are acceptable as well. Should pocketknives or multitools become a distraction, teachers and helpers reserve the right to confiscate the tool and will return at the end of class or to the parent.
 10. Church equipment is not to be touched without permission out of respect to our host church.
 11. Students are expected to be enrolled in a class for every hour that the family attends. Exceptions are case-by-case and approved by the Class Administrator.

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 join.
- B. Active 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. Inactive and Community Members must pay the registration fee by the first day of Session 3 or their web account will be deleted, and they will be unable to sign up for events.
- C. Members may withdraw from the Co-op at any time but will not be issued a refund after the session has begun. 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, Teachers, and current Active Members. After Active Members have enrolled, waitlisted families will be notified to register by the Class Administrator if there is space available (must be space for the entire family).

- E. There is a \$19.99 fee (subject to change) for background checks, in accordance with the Arrows Background Check Standard Operating Procedure. The fee is paid directly to Protect My Ministry. Background checks are good for three years.
- F. There will be no class changes after registration, except for academic readiness issues. For example, if a child is registered in a pre-k class, and the parent and Teacher decide the child is not ready for pre-k, the child can be moved to the nursery. The parents are responsible for any additional fees; there will be no refunds given. Elementary, Middle School, and High School age children are encouraged to complete the classes they have registered for; changes must be approved by the Class Administrator.

SECTION VI – ARRIVAL AND DEPARTURE OF CO-OP

- A. Members must check in at the Welcome Desk, and pick up their adult name tag, and nametags for Pre-K and Nursery children; then find a seat in the Fellowship Hall for the Morning Meeting. The Morning Meeting consists of announcements and an opening prayer.
- B. Members are responsible for cleaning up after themselves, ensuring they have all 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 schedule the visit with the Board President ahead of time.
- B. Visitors must wear an appropriately colored nametag identifying themselves as a visitor. Visitors must not be left unattended with any unrelated children at any time.

SECTION VIII – MEDICAL POLICY

- A. If anyone in your family has had a fever or vomiting within the 48 hours prior to the Learning Day or activity, or had to take fever reducing medications, we ask that your family not attend Co-op for that 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 family returns, the family 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 family will then be excluded from Co-op to allow for an additional round of treatment. This process will continue until all members of the family are 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 rule, it is the parents’ responsibility to ensure Teachers are aware of any allergies. The parent may be asked to provide an alternative snack if the child cannot have what the rest of the class is having (ex. Ice cream party and child cannot have dairy, please bring in an alternative such as dairy-free ice cream or popsicle).

B. Children needing special accommodation

1. Parents of children requiring special modifications or accommodation 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(rens’) Teachers. Parents should relay proven coping strategies that can be reasonably applied in the classroom or request to the Class Administrator that they be the Assistant in their child’s classes

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, water bottles, etc.).
- B. AITWCH is not responsible for the replacement of such missing property. Please contact a Board Member if you have lost an item.

SECTION XII – CONFLICT RESOLUTION POLICY

- A. Please first pray about any conflicts/differences that arise. Most can be resolved by overlooking the offense 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 majority vote (51% of the possible votes) 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/SOCIAL MEDIA 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.
- C. We ask that members be mindful of the public nature of Facebook and other social media avenues. Specific and/or identifying information about members or activities that could be considered private should be censored and/or removed from posts. Photos of Co-op members should only be uploaded to the closed Facebook site 'AITW Current Members.'

SECTION XIV– WEBSITE

- A. 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 XV – EMERGENCY SITUATIONS

- A. At the beginning of each session, we will review the procedures, emergency exits, and meeting locations 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 XVI- 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 supervise children during our programs and activities. Some smaller classes may have only one adult Teacher in attendance during the class session; in these instances, parents will be informed and doors to the classroom should remain open.
- C. Classroom doors should never be locked while people are inside the room, except during attacker/active shooter emergencies where it may be safer to have the doors locked and barricaded.
- D. All family members must stop at the Welcome Desk at the beginning and end of the day to ensure accountability.
- E. One parent must always remain on the premises unless other arrangements have been made and approved by the board.

SECTION XVII - FIELD TRIPS

- A. Prior to the Field Trip, the coordinator shall distribute information regarding the Field Trip via the website calendar and the closed Facebook page- AITW Current Members.
- B. Prior to the Field Trip, the coordinator must prepare the Field Trip Roster Form to include names, phone numbers, and emergency contacts.
- C. 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.

SECTION XIII- WEATHER POLICY

- A. The Board reserves the right to cancel Learning Days and community events for inclement weather. If it is necessary to cancel a Learning Day, members will be notified no later than 7:30am Thursday morning via e-mail and Facebook closed page.

SECTION XIX – 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 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 to be given reimbursement for class expenses.
- D. General Guidelines and Procedures
1. Teachers should take class attendance via the website every week to ensure safety and accountability of all members. Absences should be reported to the Welcome Desk immediately.
 2. Teachers should come to class with a prepared plan and all necessary resources.
 3. Children should not be dismissed from classes early.
 4. All children under 5 must be escorted in the hallways to the bathroom and must not be left unattended in the bathroom. Bathroom doors should be propped open as much as possible when the preschoolers are in there.
 5. Teachers may decide the venue by which to communicate with students about necessary class information and will ensure that all students have access to that venue (ex: Facebook, text, Google Classroom, email)
- E. Discipline Policy for Students 8-18
1. Students should conduct themselves so as to reflect the virtues of Christ. Parents are responsible for their children at all times, and it is their responsibility to handle misbehavior. Each class and Teacher are different, requiring differing amounts of participation, activity, and safety precautions. All Teachers require respect and active listening. It is the job of the student to adhere to the standards of the class they are in as depicted by the Teacher. If a Teacher determines that a student is making the class difficult to teach due to disrespectful, inappropriate, and/or disruptive behavior, the Teacher will take the following actions:
 - i. Issue a verbal warning
 - ii. Teacher/Assistant may take the student to his parent, explain the situation and allow the parent and child to work it out according to their family's rules. If the parent is not available, the student will be taken to the Board Member at the Welcome Desk, where he shall stay the remainder of the class and/or until the parent is available.
 2. If the behavior continues throughout the day, or through the session, the following actions may be considered:
 - i. Board may require verbal or written apology from student to Teacher or student to student
 - ii. Board may request meeting with student, parents, and Teacher.
 - iii. Board may require student to remain with parent or Welcome Desk for the remainder of the day or session
 - iv. Board may remove the student's ability to register for certain classes
 - v. Board may consider suspension from Co-op for one, two, three, or four sessions
 - vi. Board may consider expulsion from Co-op for remainder of School Year

- vii. Board may consider revocation of family's Co-op membership
 - viii. If a student is suspended or expelled, this includes Learning Days and community events. The student will not be allowed on the property, therefore also prohibited from waiting in the car or staying with parent.
 - 3. If disciplinary action is taken by the Board resulting in suspension, expulsion, or revocation of membership, no refund should be expected.
- F. Absences
- 1. In the event of an absence, Teachers will immediately notify the Class Administrator as well as their classroom Assistant to fill in and provide the materials and/or lesson plans to the fill-in Teacher.
 - 2. If there is not an Assistant, the Teacher will communicate the lesson plan to the Class Administrator.
 - 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.
- G. Classroom Management
- 1. Teachers are expected to require students to follow all Co-op standards, policies, and procedures.
 - 2. Teachers will follow the Discipline Policy for all students that do not correct sub-standard behavior with a verbal warning.
- H. Emergency Procedures
- 1. In the event of a fire, Teachers are to lead their students to the designated outside location via any available exit. Options include, but are not limited to, the main Co-op entrance/exit doors on the lower level, the exit doors located on the upper level by the sanctuary, and any side doors.
 - 2. In the event of a tornado warning, Teachers are to lead their students into the windowless classrooms located on the lower floor, move away from the doors, and await further instructions.
 - 3. In the event of an active shooter, Teachers and Assistants are advised to call 911 and attempt the following actions:
 - i. Run- Assist the class in evacuating if possible
 - ii. Hide- Lock and barricade classroom doors
 - iii. Fight.
- I. Nursery Availability
- 1. The Nursery is available for children (2 and under) for children of Teachers and Assistants for the duration of teaching time.
 - 2. In the case that a session has a low number of Nursery children, the Class Administrator may opt to make Nursery a class, designate teachers, and allow Nursery children to remain all day. This will be communicated prior to the start of a session.

SECTION XX – 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 XXI- 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 majority vote of the Board.
3. Any member serving in a leadership position must agree to uphold the Statement of Faith, General Co-op 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.

D. Committee Members

1. All Committee Members will report to their respective Committee Chairs.

