

Raising Arrows Homeschool Co-Op

Membership Guidelines and Policies for Parent Teachers

Before registering for Raising Arrows Homeschool Co-Op (RAHC), please prayerfully consider the commitment that you are making. The focus of the co-op is to provide opportunities to homeschool families and it takes faithful commitment of every member to make it possible. Please read the guidelines and policies before agreeing to teach.

Raising Arrows Homeschool Co-op 2026-2027

Fall Semester	Spring Semester
September 9	January 6
September 16	January 13
September 23	January 20
October 7	February 3
October 14	February 10
October 21	February 17
November 4	March 3
November 11	March 10
November 18	April 7
December 2	April 14

Snow Make Up Day (if needed): February 24)

Showcases: TBD

Location: Immanuel Lutheran Church, 1634 Illinois Ave, Sheboygan

Raising Arrows Leadership Team

Director: Lauren Smies

Assistant Director: Nicole Ogle

Building Use & Cleaning: Corinne Johnson & Becky Buser

General Email: raisingarrowshc@gmail.com

Teaching Requirements and Guidelines

Teaching demonstrates a willing heart to serve the group. All teachers are required to participate in co-op in a responsible manner. The success of RAHC depends on the cooperation and participation of our teachers. Teaching is both a privilege and a responsibility. Everyone has different gifts and talents and through RAHC, we have the opportunity to share those gifts and talents with other homeschool families.

While we do realize that each family may differ in personal beliefs, we do support a biblical Christian worldview and ask any teachers and families who bring in a biblical component do so from this perspective.

1. Please register with the intent to participate for a full semester. If you know you will be on vacation or have other obligations on any co-op days, please notify leadership at raisingarrowshc@gmail.com in advance. Please avoid making non-emergency appointments/plans on co-op days.

2. Parents will be contacted if disciplinary problems arise. If there is an issue with a child, teachers are to first speak privately with the child. The next step is to contact the parent. If the problem persists and cannot be corrected satisfactorily, leadership will be notified and the child may be removed from the class until the problem is corrected.
3. We strive for no gossip, language or conversation that is not edifying to God. Do not speak ill of or put down other members or children. Teachers are asked to speak and act in ways that promote unity and encouragement among members. If you have a complaint or conflict, please address it directly.
4. Primary communication will be via Facebook group and email. Please save raisingarrowshc@gmail.com to your contacts. Please check Facebook frequently for news and updates. It is your responsibility to know what is going on.
5. We ask that all adults actively keep a lookout for children who are running, rough-housing, or being disrespectful to church staff or property.
6. Raising Arrows Homeschool Co-Op reserves the right to terminate membership of any member when deemed necessary by the administrative team.

Parent Teachers Responsibilities and Expectations Policy

1. Show courtesy, thoughtfulness and respect to all teachers, parents, students and church staff, as well as the building and premises.
2. There is no gossip or conversation that is not edifying to God. Do not speak ill of or put down other members.
3. No foul, abusive or course language. No crude or cruel joking around. No bullying. This will not be tolerated.
4. Teachers are expected to clean up their class area after their last class. Any teachers with classes during the final hour of the day will be responsible for final cleaning of that area. You are welcome to have students assist with cleaning up! We encourage it!
5. Running, rough-housing, horseplay, climbing on/being disrespectful of church property, biting, kicking, slapping and/or pushing is not permitted.
6. No food or drink is allowed in gym or hallways. All drinks must be in a bottle with a lid.
7. No pets, except service dogs, are permitted.
8. No skateboards, roller skates/blades (including Heelys) or bikes allowed.
9. No weapons of any kind, real or fake (guns, knives, etc.).
10. Students need to be in their assigned classrooms on time and until dismissal. Students are not to wander hallways or outside without supervision. Please do not dismiss your class sooner than 5 minutes before the next class.

Visitors

Families who are interested in joining Raising Arrows Homeschool Co-Op are welcome to visit. They must schedule their visit with leadership. We also welcome guests to special events when there is space available. If you will have an additional student or adult with you for a day, it must be approved ahead of time by leadership.

Attendance

Consistent attendance is necessary for RAHC to run smoothly and be effective. Please take into consideration your commitment to the co-op when scheduling non-emergency appointments and other obligations.

Attendance (cont.)

1. Please be sure you arrive 15 minutes before and report to your classes on time. If you are running late, please notify leadership immediately. Continued lateness will result in a review of your membership by the admin team and may result in the termination of membership.
2. We do realize that illness and unforeseen emergencies may arise. If this happens, it is your responsibility to call/text leadership to let them know your family will not be there.
3. Please notify leadership of any planned vacations that would result in an absence at least two weeks prior.
4. Failure for any members to not show without calling ahead more than **ONCE** or **THREE** unexcused tardies will result in a review of your membership and compensation by the admin team and may result in termination of membership.

Sick Policy

Please do NOT come to co-op if anyone in your family has had a stomach bug or fever in the last 24 hours, especially if you have more than one child. If a child becomes ill during the co-op day, they may be asked to leave.

Dress Code Policy

We ask that teachers dress appropriately for the occasion. While Raising Arrows does not want to institute a specific dress code policy, we ask teachers to be aware of how they look before they arrive.

Multimedia/Photo Policy

1. Members of RAHC may use various media to record our classes and events and to recognize families and their participation and accomplishments, such as yearbook, performances, etc.
2. By becoming a teacher of RAHC, you are granting us permission to use your image/likeness and voice in different forms of print, digital or electronic. This includes but is not limited to public display of flyers, special events, internet, or print.
3. We cannot be held responsible for what other co-op members may do with their own photos/videos that they have captured.

Class Cancellations/Inclement Weather Policy

In the event of inclement weather, RAHC will review the decisions of surrounding school districts and decide no later than 5:00am on Wednesday morning. This decision will be posted to the Facebook group and an email will be sent. If it is necessary to cancel classes for any other reasons, you will be notified no later than 5:00am on Wednesday morning.

Class Proposal and Compensation

1. A Class Proposal for Parent Teachers form must be completed and submitted for approval.
2. When determining the cost per student for your class, please include your expected compensation and the cost of supplies. RAHC will add an additional \$5 to the final cost of your class to account for incidentals.

3. In your class description, please include any additional supplies needed (such as specific books) so families can take that additional cost into consideration. If you expect families to provide supplies, this cannot count toward your cost of supplies.
4. You will be reimbursed for class supplies once you submit the form along with your receipts. This can be done throughout the semester. Any supplies purchased belong to Raising Arrows Homeschool Co-op. Please purchase only what you *need* for your class. Do not make purchases just to “use up the remaining funds” as we have limited storage space.
5. To show our appreciation for your time, we will offer you a discount for the following semester. The discount will be \$50 with deductions made if you miss a day.
6. Any leftover funds will be rolled into general spending to keep costs low, help with rental costs & fund future co-op events.
7. Additional class funds policies can be found on the Class Funds Policies form. Teachers will be asked to sign this form at the beginning of each semester.

Class Expectations

1. Please communicate your expectations clearly to students and parents.
2. Homework can be assigned within reason. Please consider your students’ abilities and regular schoolwork responsibilities. Any homework should be posted in the weekly thread on the Facebook page so parents can ensure it is completed.
3. Please come prepared to teach and arrive at least 15 minutes prior to your assigned class time.

Please complete the form below. Detach and return to Lauren Smies or Nicole Ogle

Raising Arrows Homeschool Co-op Parent Teachers Membership Guidelines & Policies

- ✓ I have read the Membership Guidelines and Policies for Parent Teachers and I agree to adhere to the expectations as written.
- ✓ I understand any violation of the guidelines and policies could result in loss of compensation or termination of membership with Raising Arrows Homeschool Co-op.
- ✓ I will be notified in writing of any changes to the guidelines and policies.
- ✓ I understand that communication with administrators regarding Raising Arrows Homeschool Co-op should be conducted via email (raisingarrowshc@gmail.com) and NOT personal messages except in the case of emergency.

Printed Name:	
Signature:	
Date:	