

1. Introduction

- a. Name – Arnold Regional Christian Home Educators
- b. Purpose – The Purpose of Arnold Regional Christian Home Educators (“ARCHE”) is to support Christian Parents who are, or will be, educating their children at home.
- c. Mission Statement – To facilitate Christ-focused, Biblical-Centered, Parent-led home education programs by providing a dynamic, safe and fun learning environment for our children and parents.
- d. Definitions
 - i. Organization – ARCHE property, board, leaders, members. For example: ARCHE is the programs, members and participants primarily intending to fill the mission of ARCHE
 - ii. Parents – Any legal guardian that has parental rights in context of ARCHE membership
 - iii. Members – families in good standing with the membership requirements set forth in this document
 - iv. Non-members – any person not a member of ARCHE
 - v. Board Members – the main facilitators of the ARCHE organization, consisting of the elected member and his/her spouse.
 - vi. Leaders – the main facilitator and point of contact for individual workshops, events or groups.
 - vii. Co-Leaders – the secondary facilitator and point of contact for individual workshops, events or groups.
 - viii. Monitor -Parent who serves as an aide to a workshop leader or a supervisor over a hall
 - ix. Child – any participant seventeen years or under
 - x. Participants – Any person that is on the premises at an ARCHE event for the purpose of engaging in ARCHE activities
 - xi. Volunteers – Members and non-members that have offered services at the request of a workshop, event or group leader
 - xii. Events and Groups – Any time and place where members have gathered with the purpose of fulfilling the ARCHE mission
 - xiii. Workshops – The main program by which ARCHE fulfills its mission

2. Policies and Procedures

- a. Membership Requirements – 1 Corinthians 16:14, Ephesians 4:2, 31-32, Luke 6:31
 - i. Agreement to the “Beliefs We Hold Common” in the Constitution – Article III and to the Policies and Procedures herein
 - ii. Payment of annual membership dues
 - iii. Membership Registration and Payment Methods
 1. Registration is completed online - https://www.homeschool-life.com/590/index_public
 2. Registration by family unit – Family information is to be updated every year.
 3. Dues may be collected via mail (to Treasurer) or online via PayPal. If a family has outstanding fees, these must be paid in full before participating in the upcoming semester.

- iv. All members are required to serve to meet the needs of the ARCHE community. For specific service information, see Workshop Information section and Events & Groups section.
- b. Membership Privileges
 - i. Participation in Workshops, Events and Groups
 - ii. Access to ARCHE’s website and various private social media pages
 - iii. Family Directory – May only be used for personal purposes
 - iv. Yearbook for purchase
 - v. If ARCHE families do not sign up to plan, organize, help or participate in our workshops, events, or groups then activities are subject to cancellation.
- c. Code of Conduct
 - i. General Code of Conduct
 - 1. All members are to show respect at all times to all people in accordance with the statement of beliefs (Article III)
 - 2. Appearance and Apparel Guidelines
 - a. Modesty, Appropriateness and Neatness
 - b. Applies to ARCHE Members and Guests during all ARCHE related activities
 - c. No cleavage. Shirts should cover bottom if wearing leggings. No undergarments visible. No open midriff. Dresses no higher than 4” above knee caps.
 - 3. All participants (members or non-members) at or in an ARCHE event shall not:
 - a. Use foul or sexually explicit language, written or verbal, regardless of the format
 - b. Possess, provide, view or show lewd, pornographic, or obscene images or text, regardless of the format
 - c. Possess, provide, use or be under the influence of an illegal drug, nor
 - d. Possess, provide, or use a weapon in violation of applicable law
 - e. Tobacco and alcohol use are restricted to legal age and facility rules. (SCBC is a tobacco and alcohol-free campus)
 - ii. Adult Participants
 - 1. Guidelines and Responsibilities
 - a. All adults will be held responsible for their actions and shall conduct themselves with excellent moral character. We expect all adult members to treat all adults and children with respect. No sarcasm, put downs, yelling, gossip, or other derogatory speech will be acceptable from parents to children, workshop leaders to children, or adult to adult.
 - b. All adults should be aware of all ARCHE activities and be ready to engage in any situation that may arise.
 - c. All adults are expected to know and enforce the Code of Conduct and apply its procedures within.
 - d. No adult shall be alone with a child that is not their own, unless expressly given consent by the child’s parent.

- e. Conflict Resolution – (**Matthew 18:15-17, 1 Corinthians 4:21, Colossians 3:13**) if a conflict arises, each adult participant should adhere to the following Resolution steps:
 - i. If possible, overlook the offense, if not
 - ii. Pray about the offense. If, after prayer, God gives you peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others. If not,
 - iii. Confront the offender(s) in private to resolve the issue. If no mutual agreement is met,
 - iv. Parties must seek the assistance of an ARCHE board member to mediate the conflict.
 - v. As a last resort, the board member can address the board to make a final decision.
- iii. Juvenile Participants
 - 1. Guidelines and Responsibilities
 - a. All children will be held responsible for their actions and shall conduct themselves in keeping with their level of maturity, showing regard for established authority and the rights and welfare of others. Children should walk in the halls, maintain an inside voice, be respectful of others, and keep hands and feet to themselves.
 - b. All children should seek excellence, be honest, use clean speech, and be courteous and kind to all, both in person and online.
 - c. No children may roam the halls during ARCHE events, workshops, and activities.
 - d. Small groups (two to three people) should not be alone at ARCHE events. There shall be no kissing, sitting on laps, lying on or next to each other, nor touching private areas.
 - e. Children 10 and under are not permitted outside the building at any time without adult supervision.
 - f. Any child found to be sexting or with possession or displaying of any type of firearm, knife, tobacco, e-cigs, pornography, alcohol, or drugs will be asked to leave the premises immediately and the proper authorities will be notified. Any such possession will result in immediate suspension from further participation in ARCHE until the Board can consult with the parents and carefully make a decision on the proper action to be taken in each case.
 - 2. Violations – the level of appropriate discipline is based on the severity and quantity of repeated violations. The Board reserves the right to intervene on behalf of ARCHE on any given violation.
 - 3. Disciplinary Steps – (**Hebrews 12:11**) According to the beliefs set forth by the constitution, the result of discipline should restore the juvenile participant to Godly behavior.
 - a. If discipline is required, adults should follow the prescribed course of action below:

- i. Give the child a respectful verbal warning.
 - ii. If unacceptable behavior persists, give the child a second verbal warning and parents must be notified.
 - iii. If in a workshop and if the behavior persists, dismiss the child from the workshop to the parent or On-Site Coordinator. At this time, a parent will be required to address with leader and board member a behavior plan.
 - iv. If a child is dismissed from a workshop twice, the child will be excluded from that workshop for the remainder of the semester without refund.
 - v. If the same child is disruptive in multiple workshops, the student may be asked to leave ALL remaining workshops without refund.
 - b. ARCHE board reserves right to make exceptions on a case by case basis for children with learning and/or physical disabilities.
- d. Workshop Information
 - i. Parental Participation and Responsibilities
 1. Parents are to remain in the building or on the premises during all workshops where their child is present and be available to contact at all times.
 2. In case of parental absence or need to leave, an “Emergency Alternative Guardian” form should be filed with the On-Site Coordinator either on-line or in person at the front desk.
 3. Parents with a strong, verifiable need to co-op with another family must designate another adult to be responsible for your child by filing an Alternative Guardian Form online. This request is subject to Board Approval.
 4. Parents are expected to serve as a leader, co-leader, monitor or volunteer for at least two workshops or the equivalent time.
 5. As ARCHE is parent-led, parents are expected to be available to assist as needs arise.
 - ii. Enrollment
 1. Workshop Enrollment is facilitated online via the website.
 2. Parents who are not leading a workshop are expected to enroll as workshop monitors prior to student enrollment.
 3. Payments for all workshops must be received by the end of the first day of workshops. Failure to do so could result in being dropped from the workshop.
 4. Grace Period – Once enrolled, a workshop may be dropped up to one week after the first workshop date. If changes must be made, present in writing to Workshop coordinator.
 5. Enrollment occurs twice a year; all enrollment must be completed by the stated website deadline.
 - iii. Schedule
 1. Workshop schedules are posted on the website.
 2. More information on leading a workshop may be found on the website or by contacting a board member.

3. In the event that not enough participants enroll in a workshop, a workshop may be canceled. In the event of a cancelation, the workshop leader is required to refund any collected fees.
- iv. Attendance
1. Attendance is expected and required for all children enrolled in workshops.
 2. Lack of attendance should be addressed directly between the leader and the parent. Child absences are to be reported to the On-site coordinator one hour prior to the first workshop of the day. Unreported absences may be grounds for discipline appropriate for the situation up to and including removal from the workshop without refund.
 3. Please keep sickness at home including symptoms of sore throat, rash, vomiting, diarrhea, pink eye, and anything contagious. Everyone should be 24 hours free of fevers over 100 and symptoms listed before participating in ARCHE workshops, events, or groups.
 4. If leaders, co-leaders and monitors cannot attend an ARCHE workshop, they must contact the onsite coordinator as soon as possible with the following information: (On-site Coordinator's phone number is on the home page of the website)
 - a. Full Name
 - b. Leadership Position
- v. Workshop Leaders/Co-leaders
1. Guidelines and Responsibilities
 - a. Workshop leaders and co-leaders will consist of parent(s) or legal guardians who have a personal relationship with Jesus, who solely use the Holy Bible as their final authority, and who regularly attend church. (**Hebrews 10:24-25**). All leaders are subject to Board approval.
 - b. Leaders are expected to arrive at ARCHE fifteen minutes before their scheduled workshop begins, regardless of their children's schedule.
 - c. Leaders must NOT release children from the classroom before the end of the period. Be prepared with 45 minutes worth of material each week.
 - d. Leaders set their own workshop fees and are expected to collect fees directly from participants. If assistance is needed with fee collection, please notify the On-Site Coordinator.
 - e. Workshop leaders are expected to provide teaching supplies they will need. Materials on-site are not to be used by ARCHE.
 - f. For high school academic workshops intended for transcript credit, leaders are expected to include a syllabus with the following:
 - i. Leader Contact Information
 - ii. Workshop definition including curriculum requirements
 - iii. Leader responsibilities and expectations
 - iv. Student responsibilities and expectations
 - v. The dates of any meetings beyond normal Friday workshops
 - vi. Assignment deadlines and test dates if applicable

- g. Leaders are responsible for their room conditions. The leader of the last workshop for the day is expected to clean the room and return it to its original condition including removing trash and replacing trash bag.
 - h. Leaders must notify parents if their children required any discipline.
 - i. As a privilege for leading or co-leading a workshop, leaders and co-leaders are allowed to enroll their children for workshops earlier than general members.
 - 2. Leader Attendance Disciplinary Guidelines
 - a. Leaders are allowed two absences per semester. Co-leaders are expected to lead in the event the leader is absent. If both leader and co-leader are absent, the leader is expected to find a substitute. If no substitute is available, the leader must notify their participants and our On-Site Coordinator of the cancellation.
 - b. During the course of a semester, if the leader or co-leader has two cancellations, the board reserves the right to refuse leadership for Full subsequent semesters.
- vi. Monitors Participation and Responsibilities
 - 1. Monitors are expected to assist the leader as needed with workshop management.
 - 2. Monitors are expected to be mentally and physically present. Please be ready to serve and assist leader as needed. Refrain from distractions and using electronic devices when serving.
 - 3. Hall Monitors will observe children and perform other duties as assigned.
 - 4. If a monitor is unable to complete their duties, they are responsible to notify their leader and the On-site Coordinator. Please include the following:
 - a. name
 - b. Workshop and
- vii. Workshop Nursery
 - 1. Benefits provided to Board, Workshop Leaders/Co-leaders and monitors only while actively serving.
 - 2. Care is for children 3 and under.
- e. Miscellaneous
 - i. ARCHE is a peanut, tree nut and seafood-free environment due to life-threatening food allergies at all events at all times.
 - ii. During normal operations, food restricted to the Commons, Kitchen and Nursery Area. Certain exceptions are allowed based on special events, meetings or workshops.
 - iii. Everyone is responsible for their own clean up. ARCHE policy is “no trace left behind.”
 - iv. At South County Baptist Church (SCBC), parking is limited to the North and West side of the building to allow for other SCBC constituents during ARCHE events
 - v. Snow Days and Other Cancellation Policies
 - 1. ARCHE events may be canceled for inclement weather. Information regarding cancellations is posted on the ARCHE website and via an email, usually sent by 7am.

2. If ARCHE workshops are meeting and you are not able to safely get to SCBC, please text the On-Site Coordinator as soon as possible with the following information:
 - a. Full Name
 - b. Leadership Position
 - c. Missed Workshop title, hour, and room number
 3. If an ARCHE event is cancelled due to non-weather-related events, information will be posted on the website and via an email.
- f. Cost of ARCHE
- i. Family dues cover facilities, insurance, website, certain events and miscellaneous administrative expenses. More details are available under the financials tab of the website.
 - ii. Dues do not cover workshop fees or other fees associated with our groups or events.
- g. Board Members
- i. Board Member Requirements
 1. Board members will consist of parent(s) or legal guardians who have a personal relationship with Jesus, who solely use the Holy Bible as their final authority and regularly attend church.
 2. At least once a year, a meeting will be scheduled to accommodate all board members, including spouses.
 3. Board members are expected to have been active ARCHE leaders for at least one year in the past three years prior to serving on the Board.
 4. The office of General Coordinator is encouraged to be filled by an ARCHE member that has served on the board currently or previously.
 5. Board members are expected to fulfill the duties of their office to the best of their ability and work as an interdependent team to fulfill ARCHE's mission.
 - ii. Board Guidelines and Responsibilities
 1. A board member's term of office will be two years. If a board member doesn't have a replacement, the board member may be voted to serve another term of 2 years if he/she and the remaining board members agree. (July 1- June 30)
 2. Names of nominees will be submitted to the board by the membership, reviewed by the board and presented to the membership for a vote.
 3. Notice of nominations will be announced prior to the election. Elections for board members will be held each year.
 4. A quorum of two-thirds or more of the board members (excluding spouses) must be present in order to conduct official business. Decisions made by the board are binding pending a majority vote of board members present.
 5. Should a board member be unable or unwilling to complete the term of office, the board may appoint someone to complete the term. If the appointed person would like to continue in the position, they will be required to be voted on by the membership at the term renewal.
 6. Board member(s) may be removed from their position by a majority vote of the remainder of the board members with reasonable cause including but not limited to causing strife among group members or an uncomfortable working environment for the board.

7. Board members determine policies and procedures.
 8. Board members are volunteers, thus, are not paid.
 9. The ARCHE board reserves the right to hold sensitive or private information in confidentiality.
 10. Board positions may change from year to year to adapt to meet the needs of ARCHE.
- iii. Member-Board Conflict Resolution
1. Policies and Procedures disagreements – Upon the event a member disagrees with the policies and procedures herein, or any board decision, the member may request floor time at the next board meeting by contacting the General Coordinator in advance. If a consensus can not be reached, the board has the final decision.

3. Dissolution Clause

- a. Upon the dissolution of the Arnold Regional Christian Homeschool Educators, the board must be 2/3rds in agreement. Upon dissolving the organization, all outstanding bills shall be paid in full and the remaining funds will be donated to South County Baptist Church.

Scriptural References

I Corinthians 16:14 Let all that you do be done in love.

Ephesian 4:1-2, 31-32

I therefore, a prisoner for the Lord, urge you to walk in a manner worthy of the calling to which you have been called, ²with all humility and gentleness, with patience, bearing with one another in love

Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. ³²Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.

Luke 6:31 And as you wish that others would do to you, do so to them.

Matthew 18:15-17

“If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector.

I Corinthians 4:21

What do you wish? Shall I come to you with a rod, or with love in a spirit of gentleness?

Colossians 3:13

... bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive.

Hebrews 12:11

For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.

Hebrews 10:24-25

And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.