

1. Introduction

- a. **Organization.** ARCHE, Inc., is a Missouri non-profit corporation. Before incorporation, ARCHE, Inc. operated as an association of Christian home-schooling families under the name Arnold Region Christian Home Educators and the acronym A.R.C.H.E. To be clear, all subsequent uses herein of “ARCHE” shall refer to ARCHE, Inc.
- b. **Purpose.** The purpose of 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.

2. Beliefs We Hold In Common

- a. We believe that the Bible is the word of God. Inspired and without error in all that it declares, it is therefore the supreme and final authority of faith and life. 2 Timothy 3:16; 2 Peter 1:20-21.
- b. We believe that Jesus Christ is fully God and fully man, born of a virgin, and sinless in His life. John 1:1, 4; Matthew 1:18; Hebrews 4:15. He died on the cross as a substitution for sinful men. Hebrews 9:15. He rose bodily from the grave and now reigns with the Father. John 20:1-9, 24-31; Acts 2:24, 33; Hebrews 10:12.
- c. We believe all humans are sinful by nature and can only be forgiven by the expression of trust in Jesus as Savior brought about by the regenerating work of the Holy Spirit. Romans 3:23, 5:12; John 3:16; Titus 3:5-7.
- d. We believe in the continuing ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life. Romans 8:1-17.
- e. We believe that Jesus will return to the earth someday as both Judge and King. Matthew 24:30; Acts 1:11; Hebrews 9:28.
- f. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin. Genesis 1:26-27; Deuteronomy 22:5.
- g. We believe that God has established marriage as an exclusive relationship between one man and one woman and that all intimate sexual activity outside of the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and sinful. Genesis 2:24-25; Romans 1:18-31; I Corinthians 6:9-10, 15-20.
- h. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Mark 12:28-31; Luke 6:31. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor with the principles of ARCHE.

3. Membership

- a. **Requirements.** Membership shall be restricted to families that:
 - i. agree with the Beliefs We Hold in Common (above);
 - ii. agree to abide by the policies and procedures set forth herein, including the Code of Conduct, and the decisions of the ARCHE Board of Directors;

- iii. regularly attend church;
 - iv. have medical insurance or participate in medical cost sharing plan; and
 - v. pay annual membership dues, which will be paid per family and will be determined each year by the ARCHE Board.
- b. Registration and Payment Methods.**
- i. Registration is completed online - https://www.homeschool-life.com/590/index_public
 - ii. Registration is by family unit; family information is to be updated every year.
 - iii. Dues may be collected via mail to the Treasurer of ARCHE or via PayPal.
 - iv. If a family has outstanding dues or fees, the outstanding amount must be paid in full before participating in the upcoming semester.
- c. Privileges.**
- i. **Access to programs and resources.** Membership provides access to ARCHE programs, events and activities, the membership directory (which may only be used for ARCHE purposes), website, social media, and the opportunity to make a free family page in the yearbook. Additional fees may be required for certain activities.
 - ii. **Access to facilities.** While members may enter the facilities of our hosts (e.g., Concord Church, a theatre, or banquet hall) for ARCHE-related activities, members may not make arrangements for or reserve such host facilities for ARCHE-related activities. All arrangements or reservations for host facilities shall only be made by a Director of the ARCHE board (typically the Treasurer) or representative designated by the ARCHE board.
 - iii. **Access to resources.** Membership confers access to the ARCHE family directory, website, and social media accounts, and the opportunity to purchase a yearbook.
 - iv. **Voting.** Members vote for Directors of the ARCHE Board of Directors on a yearly basis in accordance with the ARCHE Bylaws. Voting is limited to a single Member of each family who is at least eighteen (18) years of age and not an ARCHE student. Each family shall designate its voting Member who may cast votes for the family. Once the family Member casts a vote, such vote shall be final, irrevocable, and may not be retracted by any person in the family.
- d. Service.** All members are required to serve to meet the needs of the ARCHE community. If members do not sign up to plan, organize, help or participate in our classes, events, or groups then activities are subject to cancellation.
- e. Behavior and Membership Revocation.** Those who act or speak in a manner contrary to, or inconsistent with the Beliefs We Hold In Common, Code of Conduct, other policies and procedures set forth herein, and the decisions of the ARCHE Board of Directors, or bring disrepute upon ARCHE shall be biblically confronted by the ARCHE board on behalf of the membership. Matthew 18:15-17; 2 John 9-11. Said behavior may, in the board's

discretion, be grounds for discipline up to and including revocation of membership effective immediately or at an indicated time.

- f. **No dissention policy.** Every member agrees that if he/she cannot or will not abide by or disagrees with the Beliefs We Hold In Common, Code of Conduct, other policies and procedures set forth herein, the decisions of the ARCHE Board, or if subject to discipline or membership revocation, he/she: (i) will not sow dissention among the membership; (ii) will not speak or write divisive, critical words about, or be disrespectful or discourteous to, any other ARCHE member; (iii) will quietly stop participating in ARCHE activities; (iv) will not use any ARCHE resource, including the ARCHE family directory, to form or invite ARCHE members to join another home schooling group or organization in the St. Louis Metropolitan Region; and (v) will immediately and unconditionally stop accessing and relinquish possession of any and all ARCHE resources (e.g., website, social media, keys, funds, etc.).
4. **Non-member participants.** Non-members may be invited to participate in ARCHE-related activities (e.g., as teachers or monitors, or as guests at an ARCHE-related activity). Non-member teachers and monitors must concur with the Beliefs We Hold In Common (above), agree to abide by the policies and procedures set forth herein, including the Code of Conduct, and the decisions of the ARCHE Board of Directors just as Members. Non-member guests must abide by the Code of Conduct. Members are responsible for the behavior of their non-member guests.
 5. **Code of Conduct.** All Members and Non-member participants are expected to know and follow the Code of Conduct set forth herein.
 - a. **Respect.** All members are to show respect at all times to all people. Sarcasm, put downs, argumentative yelling, gossip, or other derogatory speech will not be tolerated.
 - b. **Responsibility.** All adults will be held responsible for their actions and shall conduct themselves with excellent moral character. Each child will be held responsible for their actions and shall conduct themselves with excellent moral character (consistent with his/her maturity) and high regard for authority and the rights and welfare of others.
 - c. **Appearance and Apparel Guidelines.** All Members and Non-members participating in an ARCHE-related event must be neat and dressed appropriately with modesty.
 - No visible cleavage.
 - No exposed midriff.
 - The bottom of a dress or skirt must be no higher than 4" above the knee caps.
 - If leggings, jeggings, tights, etc. are worn, your shirt/tunic/top should completely cover your buttocks.
 - Undergarments must be fully covered by your garments.

Notwithstanding the foregoing, the attire of a Member or Non-member is always subject to disapproval by the ARCHE Board or its designees. Members and Non-members will promptly comply with the dress code decisions of the Board or its designees or leave the class/activity without argument. See Section 3.f.

- d. **Prohibited Behaviors.** All Member and Non-member participants in ARCHE-related activities shall not:
- i. use or display foul or sexually explicit language, signs or symbols, whether physical, written, or verbal, regardless of the format;
 - ii. possess, provide, view or show lewd, pornographic, or obscene images or text, regardless of the format;
 - iii. participate in bullying, or aggressive acts, or sexual harassment, whether physical, written, or verbal, regardless of the format;
 - iv. possess, provide, use or be under the influence of an illegal drug;
 - v. possess, provide, threaten to use, or use a weapon in violation of applicable law;
 - vi. possess, provide, use or be under the influence of alcohol; nor
 - vii. possess, provide, or use tobacco, except in accordance with applicable law and the host facility rules. Concord Church is a tobacco free campus.
- di. **Adult-specific Code of Conduct.**
- i. No adult shall be alone with a child that is not their own, unless expressly given consent by the child's parent.
 - ii. Conflicts or offenses by or between adults shall be resolved in a manner consistent with the Bible. Matthew 18:15-17, 1 Corinthians 4:21, Colossians 3:13. If an issue arises, each adult involved should adhere to the following:
 1. If possible, overlook the issue. If the issue is not resolved, proceed to 2.
 2. Pray about the issue. 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 the issue is not resolved, proceed to 3.
 3. Attempt to resolve the issue with the other adult privately. If the issue is not resolved, proceed to 4.
 4. Seek the assistance of the ARCHE board, which, depending upon the circumstances, will mediate to assist the parties in reaching a mutually acceptable resolution, if possible, or make a final decision, which is not appealable by either party.
- dii. **Juvenile-specific Code of Conduct.**
- i. Students should walk, not run, in the halls, maintain an inside voice, be respectful of others, and keep hands and feet to themselves.
 - ii. All students should seek excellence, be honest, use clean speech, and be courteous and kind to all, both in person and online.
 - iii. Students may not roam the halls during ARCHE events, classes, and activities.
 - iv. Students should remain under the direct supervision of, and visible to adults at all ARCHE events, except situations in which privacy is appropriate (e.g., use of a restroom or changing attire).
 - v. Students shall not kiss, sit on laps, lay on or next to each other, nor touch private body parts, whether clothed or otherwise, during ARCHE events, classes, and activities.

- vi. Students who are ten (10) years of age and under are not permitted outside host facilities at any time without adult supervision.
- vii. Any student found to be sexting, or in possession of, threatening, or displaying 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 act, possession, threat, or display will result in immediate suspension from further participation in ARCHE until the Board consults with the student's parents and makes a decision on the proper action to be taken in each case.
- g. **Violations and Discipline.** The appropriate discipline will depend upon the severity and quantity of violations. The Board reserves the right to intervene on behalf of ARCHE on any given violation.
 - i. **No Tolerance of Violence.** To be clear, possessing, displaying, threatening, or attacking any person with a weapon of any type, including a firearm or knife, will most likely result in the violator being permanently expelled from ARCHE and prohibited from any ARCHE-related activity.
 - ii. **Disciplinary Steps.** The result of discipline should restore the juvenile participant to Godly behavior. If discipline is required, adults should follow the prescribed course of action below:
 1. Give the juvenile a respectful verbal warning.
 2. If unacceptable behavior persists, give the juvenile a second verbal warning and parents must be notified.
 3. If the behavior persists, dismiss the juvenile from the class/event to his/her parent/guardian. If a parent/guardian is not present, he/she will be notified of the behavior and dismissal, and he/she must pick up his/her child immediately.
 4. Upon being dismissed from a class or event, the parent must prepare a behavioral plan for the juvenile that is acceptable to the teacher and the Board.
 5. If the juvenile is dismissed from a class twice or any two non-class events, the juvenile will be excluded from that class and/or all non-class events for the remainder of the semester without refund.
 6. If the juvenile is disruptive in multiple classes, the student may be asked to leave all remaining classes without refund.
 7. The Board reserves the right to make exceptions depending upon the circumstances (e.g., the particular behavior) and the juvenile (e.g., for children with learning and/or physical disabilities).
 8. The Board may, for any reason, terminate the juvenile's participation and/or family membership in ARCHE without going through all of the Disciplinary Steps.

6. Information and Policies regarding Classes.

a. Parental Participation and Responsibilities.

- i. Subject to the other terms and conditions herein, a parent/legal guardian for each child is to remain in the building or on the premises during all classes in which the child is attending. The parent/legal guardian must be available to be contacted at all times.
- ii. If a parent/legal guardian must be absent or needs to leave without his/her child or children, an "Emergency Alternative Guardian" form should be completed and filed with the On-Site Coordinator either online or on paper.
- iii. A parent/legal guardian with a critical, verifiable need to be absent regularly must designate another adult to be responsible for your child by completing and filing an Alternative Guardian Form with the On-Site Coordinator either online or on paper. This request is subject to Board approval.
- iv. A parent/legal guardian is expected to serve as a teacher, co-teacher, monitor or volunteer for at least two courses per semester or an equivalent amount of time in approved non-class activities.
- v. As ARCHE is parent-run, parents are expected to be available to assist as needs arise.

b. Class Requirements and Schedules.

- i. Class descriptions and schedules are posted on the website.
- ii. Class descriptions, including identifying the teacher and any co-teacher, along with the proposed fee must be submitted for approval by the Board.
- iii. All teachers, co-teachers, and monitors must be adults. Classes may have student assistants, but the teachers and co-teachers must be present and supervise all instruction.
- iv. Information regarding teaching a class may be found on the website or by contacting a board member.
- v. In the event that not enough students enroll in a class, it may be cancelled. In the event of a cancellation, the teacher is required to refund any collected fees.

c. Enrollment in classes.

- i. Enrollment in classes is online via the ARCHE website. Enrollment occurs twice a year; all enrollment must be completed by the deadline identified on the website.
- ii. A parent/legal guardian who is not teaching or co-teaching a class must sign up as class monitor before enrolling his/her students.
- iii. Payments for all classes must be submitted to the teachers by the end of the first day of classes. Failure to do so could result in your student being dropped from his/her classes.
- iv. Once enrolled, a class may be dropped before the second day of classes for a semester. If dropped, you are entitled to a full refund less any costs incurred by the teacher that may not be recouped. All changes in classes after a semester

has begun (whether dropping or adding) must be presented to the Class Coordinator in writing.

d. **Attendance.**

- i. Exemplary attendance is expected for all students, teachers, co-teachers, monitors, etc.
- ii. **Illness.** No one shall attend a class or ARCHE-related event if he/she has had a symptom of a contagious disease such as vomiting, diarrhea, undiagnosed rash, a bad cough, or a temperature of 100.4 °F or higher at any time during the 24 hours before the class or event.
- iii. **Student Absences.** Student absences, for any reason, are to be reported to the On-site Coordinator no later than one hour prior to the first class of the day. The On-site Coordinator's phone number is on the home page of the website. Any accommodations for a student absence (e.g., at-home make-up materials), should be handled directly between the teacher and parent.
- iv. **Teacher, Co-teacher, Monitor Absences.** Teachers, co-teachers, and monitors who cannot attend a class, for any reason, must contact the On-site Coordinator as soon as possible with the following information:
 - a. your full name;
 - b. whether you are teacher, co-teacher, or monitor; and
 - c. class(es) that you will miss, including the hour(s), and room number(s).

Teachers and co-teachers are allowed up to two absences per semester. If both the teacher and co-teacher will be absent, the teacher is expected to find a substitute that is an approved teacher, co-teacher, or monitor. If a substitute is unavailable, the teacher must notify the parents of the students and the On-Site Coordinator that the class is cancelled. If a class is cancelled two or more times, the board reserves the right to refuse teaching privileges in subsequent semesters.

e. **Teacher and co-teacher guidelines, responsibilities, and benefits.**

- i. Teachers and co-teachers are expected to arrive at ARCHE at least fifteen minutes before their scheduled class begins, regardless of their children's schedule.
- ii. Teachers and co-teachers must not release children from the classroom before the end of the period.
- iii. Teachers and co-teachers must be prepared with 55 minutes of material for each class per week.
- iv. Teachers and co-teachers set their own class fees and are expected to collect fees directly from participants. If assistance is needed with fee collection, please notify the On-Site Coordinator.
- v. Teachers and co-teachers are expected to provide teaching supplies they will need. Materials on-site are not to be used by ARCHE.

- vi. For high school academic classes intended for transcript credit, teachers and co-teachers are expected to include a syllabus with the following:
 - 1. teacher and co-teacher contact information;
 - 2. Class curriculum requirements;
 - 3. teacher and co-teacher responsibilities and expectations;
 - 4. student responsibilities and expectations;
 - 5. the dates of any meetings beyond normal Friday class times; and
 - 6. assignment deadlines and test dates, if applicable.
- vii. Teachers and co-teachers are responsible for their room conditions. The teacher/co-teacher of the last class in a room for the day is expected to clean the room and return it to its original condition including removing trash and replacing trash bag.
- viii. Teachers and co-teachers must notify parents if their children required any discipline.
- ix. Teachers and co-teachers may enroll their children in classes earlier than general members.
- f. **Monitor responsibilities.**
 - i. Monitors are expected to assist the teacher/co-teacher as needed with class management.
 - ii. Monitors are expected to be physically and mentally present. Please be ready to serve and assist the teacher/co-teacher as requested. Refrain from distractions and using electronic devices when serving.
 - iii. Hall Monitors will observe children and perform other duties as assigned.
- g. **Nursery.**
 - i. Nursery is a benefit provided to the Board, teachers/co-teachers, and monitors only while actively serving.
 - ii. Care is for children 3 and under.

7. Miscellaneous.

- a. **Allergens.** ARCHE is a peanut, tree nut, and seafood-free environment due to life-threatening food allergies at all events at all times.
- b. **Food.** During normal operations, food is restricted to the designated area(s). Certain exceptions may be allowed during special events or classes.
- c. **Cleaning.** Everyone is responsible for their own clean up. ARCHE policy is “no trace left behind.”
- d. **Snow Days and Other Cancellation Policies.**
 - i. ARCHE events may be cancelled for inclement weather. Information regarding cancellations is posted on the ARCHE website and Facebook page, and will be sent via an email by 7:00 a.m.
 - ii. If an ARCHE event is cancelled for a non-weather-related reason, information will be posted on the ARCHE website and Facebook page, and sent via email.

- e. **Costs.** Membership dues cover facilities, insurance, website, certain events and miscellaneous administrative expenses. More details are available under the financials tab of the website. Membership dues do not cover class fees or other fees associated with our groups or events.
- f. **Background checks.** A background check may be conducted for each teacher, co-teacher, monitor, and nursery worker. The number and timing of background checks is at the sole discretion of the Board. ARCHE will cover the cost of all background checks, either directly or by reimbursement.