

Code of Conduct Policy & Procedures

We expect all who attend and participate in our group to abide by the following policies and procedures:

Code of Conduct

Students are expected to:

- Obey: Be respectful and obedient to their teachers, following instructions. Students will not be disruptive in class or bring toys, games, electronics, food, or drinks to class (water bottles ok).
- Be Kind: Teasing, bullying, gossiping, insults, offensive language, and profanity are not allowed.
- Be Self-Controlled: Respect appropriate boundaries for physical contact; hitting, pushing, wrestling, and intentionally hurting others will not be tolerated.
- Respect Property: Stealing and destruction of property are not allowed. Students will not enter areas of Delhi Baptist church that are off limits to them.
- Be a Helper: Respect the facilities and help to clean up. Facilities should be left as good or better than you found them.
- Be Timely: Please arrive to classes, events, and activities in a timely manner.

Dress and Appearance

Dress and grooming will be the responsibility of the individual and parents/guardian. Members shall not wear the following:

- Clothing that reveals too much cleavage, your chest, your stomach or your underwear is not appropriate
- Low cut shirts, muscle shirts, halter tops, midriffs, backless apparel, sagging pants, or extremely short shorts/skirts
- Clothing which promotes drugs, alcohol, tobacco, and/or its products
- Clothing with sexually suggestive messages, profanity, or messages of a vulgar nature
- Clothing with holes above mid-thigh in inappropriate places or exposing undergarments

Safety

Safety is of utmost importance to our members, therefore:

- No student will be allowed to bring weapons of any kind to Guiding Arrows events.
- Adults who choose to bring weapons MUST be in accordance with all federal, state, and local regulations. Adult carriers bear full responsibility for securing those weapons at all times.
- Parents/guardians are responsible for the safety of their children at all events and activities.

Substance Use

- Use or possession of alcohol, illegal drugs, tobacco, e-cigarettes, recreational marijuana, or related products is strictly prohibited
- No use of tobacco and marijuana products or vapors of any kind on the premises

Director

- The director of the co-op serves as the primary supervisor, administrator, and representative for the group. They are responsible for organizing the schedule and overseeing daily school activities. If a problem arises during classes that cannot be resolved individually, a student or parent may take it to the director. The director's responsibilities may be shared with an assistant director.

Board of Directors (BOD)

- The board of directors consists of Amy Ice- director, David Ice, chaplain, Melissa Warix-co-treasurer, Marlinda Oden- co-treasurer, and Erin Schafers-secretary.
- The BOD will give direction to activities occurring through Guiding Arrows Homeschool Co-op. They reserve the right to allow or refuse any activity if not in accordance with or in the best interest of the purpose and goals of Guiding Arrows participants.
- The board of directors shall be in agreement on all decisions affecting the entire group of Guiding Arrows Homeschool Co-op
- The BOD may delegate reasonable planning and coordinating as necessary if in the best interests of the group.
- The BOD will oversee the appointment of teachers at Guiding Arrows Homeschool Co-op.
- When a position becomes vacant on the BOD, the group will prayerfully consider selecting someone to serve in that position by unanimous vote of the current board members. The board will have a minimum of 3 members and no more than 7 members.
- The BOD will assist in resolving conflict or problems that have been unable to be worked out privately between individuals in the group. The board will follow the process outlined in the Code of Conduct Policy and Procedures manual.
- *All members of the board are equal in power and purpose, though they may serve in different capacities.

Conflict

Should conflict arise between students, parents, or a member of the Guiding Arrows Homeschool Co-op, the following guidelines should be utilized to resolve the dispute:

- Issues should be resolved in a reasonable time, place, and manner.
- Students are encouraged to work out differences with each other, utilizing parental guidance.
- If there is a problem with a child's behavior, it will be addressed privately with the parent/guardian. Further steps may also be taken as deemed necessary by taking the issue to the director and if the director deems it necessary to the BOD.
- If a conflict between adult members arises, members are expected to first attempt to work through their differences respectfully and privately.
- If a situation cannot be resolved between students or adult members, it should be brought to the attention of the director, and if deemed necessary by the director, the BOD.

Ultimate Educational Responsibility

Please note that the education of children is primarily the responsibility of parents, and the classes offered by Guiding Arrows co-op exist as a supplement to that education.

Parent Participation

Parents/guardians are required to stay and help out in classes with their children. Guiding Arrows is not a drop-off program. It takes many people to help classes run smoothly and safely.

Use of Restrooms

A teacher or teacher's aid will accompany children younger than 1st grade to and from the restroom if they need to visit during class, but will not be able to help in the bathroom. If a child is unable to use the facilities independently, then the parent must be present.

Lunchtime and Recess

Parents are required to accompany their children inside and outside for lunch and play, and to supervise their children in between classes. Parents are responsible for ensuring that their children are kept safe on the premises. As a cooperative, we rely on families to work jointly to make class days successful.

Students may play outside in the playground area or in the gym. For everyone's safety, students are not allowed to close or lock doors to classrooms during lunch or at any other time. Any classes, groups, or clubs must be accompanied by an adult with the BOD's knowledge and approval.

Classroom Behavior

Students who exhibit disruptive behavior during class are allowed two warnings depending on the severity of the disruption. Any child whose behavior does not allow the class to continue will be removed from the class, and taken to the front desk and their parent/guardian. A written report will be kept on file for each incident, and parents may request a copy of the report.

The director will work with the parents and teachers to resolve the issue and find a way for the child to return to class without causing continued disruption. If a child continues to be disruptive, the director may consult with the BOD and may require that the parent withdraw the child from the class and no refunds will be given. Severe behavior that cannot be reconciled will result in the dismissal of the student and/or family from the co-op with no refund given. These cases will be kept on file by the co-op for a minimum of three years.

Fees

Registration fees are due by the first day of class each semester unless prior arrangements are made. Class fees are non-refundable. Our teachers are volunteers and fees help to cover the cost of curriculum, supplies, and other operating costs.

Inclement Weather/Cancellation Policy

Cancellation policy for All Guiding Arrows events, programs and/or classes is as follows:

- All cancellations due to weather or unforeseeable circumstances will be communicated via our facebook group no later than 8am on the day of the class or event.
- Guiding Arrows will by default follow the Jerseyville County school cancellation schedule - meaning if they are closed, we will be closed. There are no refunds for cancellation of part or a whole day. Refunds will be issued for cancelled field trips when possible. Cancelled classes may be made up at the end of the semester at the board's discretion.

Dissolution of Group

Guiding Arrows co-op reserves the right to disband or discontinue classes at any time and for any reason.

Amendment of policies

Policies may be amended by the board of directors at any time. If changes are made, members will be notified of changes. *Changes will be made with a 66% vote of approval by the board.

Noncompliance

Should any member choose not to follow Guiding Arrows' code of conduct, the issues should be brought to the attention of the director, and if deemed necessary by the director to the BOD.

Teacher Expectations

- Commitment- teachers are to be committed for the year, depending on the duration of the class. If you have a planned absence, it is your responsibility to make sure that your class is taken care of during that absence.
- Class Description- Teachers should fill out a class submission form with a detailed description of course content and appropriate age range.
- Preparation- Lesson plans and preparation are the responsibility of the teacher.
- Expense approval- Teachers should estimate the budget needed for their class and submit this estimate. If teachers do not submit a budget that is approved by the director, they will not be eligible for reimbursement of expenses.
- Timeliness- please arrive early to set up for your class and be ready to begin at the start of the class time.
- At least one parent will be assigned as helpers in your class. Helpers are ideal substitutes to cover the class when the teacher is not able to be there.

-these policies are modeled after and adapted from the policies of Rise Up St. Charles homeschool co-op