

# Raising Arrows Homeschool Co-Op

## Membership Guidelines and Policies for Families

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 requesting membership.

### Raising Arrows Homeschool Co-op 2025-2026

| Fall Semester           | Spring Semester |
|-------------------------|-----------------|
| <del>September 10</del> | January 21      |
| <del>September 17</del> | January 28      |
| <del>October 1</del>    | February 4      |
| <del>October 8</del>    | February 11     |
| <del>October 15</del>   | March 4         |
| <del>November 5</del>   | March 11        |
| <del>November 12</del>  | March 18        |
| <del>November 19</del>  | April 8         |
| <del>December 3</del>   | April 15        |
| <del>December 10</del>  | April 22        |

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](mailto:raisingarrowshc@gmail.com)

#### Membership Requirements and Guidelines

Membership demonstrates a willing heart to serve the group. All members are required to participate in co-op in a responsible manner. The success of RAHC depends on the cooperation and participation of our members. Membership 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. Raising Arrows Homeschool Co-Op is open to families that are actively engaged in homeschooling, with at least one child in grades K-12.
2. A \$50 non-refundable fee per family is due at the time of registration. You understand that by requesting membership to Raising Arrows Homeschool Co-Op, you are doing so with the intent to participate from September until May. Membership must be renewed each year. If you leave the co-op at any time during the semester, you will no longer be considered a member. Certain situations

that require leaving for an extended period and then returning will be considered on a case-by-case basis. For example, a medical issue occurs which requires an extended absence. This could allow you to maintain membership, but no refunds will be issued.

Extra fees above and beyond registration may include facility fees, special events, etc. or class fees for labs, books, supplies, etc. Class fees will be due at the time of class registration, unless otherwise noted. Special event fees will be due by specified due dates. Children will not be permitted to attend their classes until class fees are paid in full or arrangements are made with administration via email.

Any classes changes after the first day of the semester will require families to pay for the original class and the new class. Our teachers prepare ahead of time and plan on having a certain number of students. **No refunds will be given after the first day of classes.**

3. Membership will first be offered to existing members and then to new families.
4. Parental commitment is required for membership to RAHC. Each parent will be assigned roles as needed to support the day-to-day needs of the co-op. We will try our best to place each parent in a role they prefer, but the needs of the co-op are our number one priority. The following roles need to be filled:
  - a. Teacher - Will be committed to teaching 10 classes/semester.
  - b. Teacher's Helpers – provides support in the classroom for teachers. Will also be asked first to step in as substitute in a teacher's absence. Will be assigned to a minimum of one class.
  - c. Nursery Leader – will be responsible for nursery volunteers, maintaining check in/check out procedures, and a snack sign-up roster.
  - d. Nursery – willing to commit to caring for birth-3 years old during morning and/or afternoon classes.
  - e. Clean Up Crew – will be assigned an area of responsibility to clean and is expected to help during the last class of the day and immediately following on co-op days to complete cleaning checklists.

Each job is important in the operation of the co-op. Faithful participation is important to all of the families and the success of RAHC

5. Please register with the intent to participate from September until May. 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.
6. Adult attendance is expected unless there is an illness or unforeseen circumstance. If you are unable to attend, please **notify the Director immediately**. If a parent cannot attend co-op for a reasonable cause, your children may attend co-op without you, however, they must be under the supervision of another responsible adult and both parties must confirm verbally with the director. All parents must be reachable by phone throughout the day in case of emergency.
7. 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.

8. 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. Parents and children 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.
9. Primary communication will be via Facebook group and email, NOT PERSONAL MESSAGES. Please save [raisingarrowshc@gmail.com](mailto:raisingarrowshc@gmail.com) to your contacts. Please check Facebook frequently for news and updates. It is your responsibility to know what is going on.
10. We ask that all parents actively keep a lookout for children who are running, rough-housing, or being disrespectful to church staff or property and provide correction as needed.
11. Raising Arrows Homeschool Co-Op reserves the right to terminate membership of any member when deemed necessary by the administrative team.

### Student Responsibilities and Expectations Policy

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 church staff, as well as the building and premises.
2. Be willing to accept guidance and correction from adults in charge of classes and activities.
3. Remain within designated boundaries of the church. You may NOT use areas of the church/premises that we have not been invited to use.
4. Students are expected to clean up after themselves. This includes helping to put supplies away, cleaning up after class and throwing away trash they bring into or create in the classroom.
5. There is no gossip or conversation that is not edifying to God. Do not speak ill of or put down other members.
6. No foul, abusive or course language. No crude or cruel joking around. No bullying. This will not be tolerated.
7. Running, rough-housing, horseplay, climbing on/being disrespectful of church property, biting, kicking, slapping and/or pushing is not permitted.
8. Participation in classes is mandatory. Please come to class on time, be respectful to the teacher, helpers, and other students. Listen to your teacher and complete assignments.
9. No cell phones, electronic games or personal music devices are allowed during class unless given permission by the teacher.
10. No food or drink is allowed in gym or hallways. All drinks must be in a bottle with a lid.
11. No pets, except service dogs, are permitted.
12. No skateboards, roller skates/blades (including Heelys) or bikes allowed.
13. No weapons of any kind (guns, knives, etc.).
14. Students need to be in their assigned classrooms on time and until dismissal. Students are not to wander hallways or be outside without supervision.
15. Church equipment is not to be touched without permission out of respect to the church.
16. Kids cannot be unsupervised in the gym during lunch time. There needs to be a supervising adult and the gym must be cleaned up by 12:20pm.

### 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

**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.**

1. Please be sure you arrive ON TIME and report to your classes on time. Arrival time is 8:45 for announcements in the fellowship hall. 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 the director at (920)207-7200 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. This can be done via email to [raisingarrowshc@gmail.com](mailto:raisingarrowshc@gmail.com). Please do not use personal messages to communicate expected absences.
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 by the admin team and may result in termination of membership.
5. Participation in special events or fundraisers is important to the co-op. Participation will ensure the continued success of the co-op.

## Communication Policy

All non-emergency communications regarding Raising Arrows Homeschool Co-op must be done via email to [raisingarrowshc@gmail.com](mailto:raisingarrowshc@gmail.com). Personal messages create a lack of awareness among leadership and confusion in day-to-day happenings. **If it affects the co-op, it must be communicated VIA EMAIL.**

## 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 parents and students alike dress appropriately for the occasion. While Raising Arrows does not want to institute a specific dress code policy, we ask parents and students to be aware of how they look before they arrive. Students should dress appropriately for the classes they are attending (for example, gym shoes in the gym). Additionally, for the safety of all members, Heelys are not allowed.

## Lost and Found

The Raising Arrows Homeschool Co-op is not responsible for any items left behind by families. There is a Lost & Found table located in the hallway, but RAHC is not responsible for maintaining those items. Items are donated twice per year, per church policy.

## 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 sent via email. If it is necessary to cancel classes for any other reasons, you will be notified no later than 5:00am on Wednesday morning.

Safety Plan

Please review safety plans with your child(ren) regarding what they should do in case of fire, inclement weather, and intruders.

1. A detailed Safety Plan is available in each class area and on the website.
2. If your child(ren) is not registered for a class during the co-op day, you are responsible for their accountability in the event of an emergency. Please do not allow them to wander when not in class.

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 member of RAHC, you are granting us permission to use you/your child(ren)'s 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.

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

-----

**Raising Arrows Homeschool Co-op Family Membership Guidelines & Policies**

- ✓ I have read the Membership Guidelines and Policies for Families and I agree to adhere to the expectations as written.
- ✓ I understand any violation of the guidelines and policies could result in 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.
- ✓ I understand that I am responsible for accountability of my child(ren) when they are not in class.

|               |  |
|---------------|--|
| Printed Name: |  |
| Signature:    |  |
| Date:         |  |