

ARROWS

HOMESCHOOL CO-OP

Handbook

2023-2024

ABOUT ARROWS

Arrows Cooperative was started in 2016 with a desire by members of Heart of the City Church to help support homeschooling families from our church and the community. Our desire is to become a community of families that supports one another, transforms culture, and builds the Kingdom of God.

Articles of Faith

See our church website: <http://theheartcda.com/whatwebelieve/>

The Co-op Leadership Team

Co-op is a ministry of Heart of the City Church and under the leadership of Craig Brown and Generations Ministry. The 2021/22 Leadership Team consists of:

Cherish Hammer - Lead cherishhammer@gmail.com

Dave and Jilann Carlson – HOTC Ambassador jilann@theheartcda.com

Julie Cooper – Field Trips julieccooper94@gmail.com

We would love to add your name to our leadership team.

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GENERAL INFO

Membership

- Membership is open to all homeschooling families and is established by completing a Membership Application, and a possible interview with the Co-op Leadership Team.
- Membership allows your family to participate in weekly co-op classes, as well as field trips and events that we offer. Registration is \$100 per family per semester and is due on the first day of classes. Please make checks payable to Heart of the City Church (The Heart). If you are unable to make payment by the first day of co-op, please contact Jilann Carlson to make payments or apply for a scholarship.

Class Schedule

- Our school year is divided into two semesters. Fall spans September through January; Spring spans January to the end of May.
- The school calendar and sample schedule are available upon request. You can email cherishhhammer@gmail.com

Registering for Classes

- In order to register for co-op classes, new members must first complete a Membership Application.
- To confirm your children's enrollment in a class, you must pay the registration fee or make arrangements with the Co-op Leadership for a payment plan or scholarship. All fees are non-refundable.
- The desire of the leadership team is to provide a class schedule that will meet the high school credit requirements for our high school students. Because this will require significant work on the part of the teachers to teach these students, we expect that the students will be taking the assigned work seriously. If students follow the schedule assigned for the year, students will have completed enough work to receive the appropriate high school credits for each class.

Expectations for Parents

- Parents are expected to uphold The Heart Articles of Faith while at co-op and other co-op functions.
- Parents are asked to respect the beliefs and opinions of other co-op members. We ask that parents use discretion when discussing topics that might be contrary to another parent's authority or belief system.
- Our words should be uplifting and encouraging. Please be mindful of the words you use and consider how they may offend someone with different standards than yours.
- The success of the co-op is reliant on all parents. By registering your children at Co-op, you agree to volunteer where needed at the cooperative. If you would like to volunteer in a particular area, please let the Leadership Team know. Otherwise, the Leadership Team will assign volunteers as needs arise. You are required to be in two of the four classes each week. If this poses a challenge for you, you must discuss and get approval from the leadership team for an alternative.
- If you are unable to fulfill your assigned job due to absence, please find a replacement for areas of responsibility and notify Cherish Hammer, no later than 8:30 a.m. the morning of your absence.
- Do not send your child to class during the contagious stage of an illness or if they have green nasal discharge, communicable disease, fever that needs medication to control (child must be fever-free for 24 hours), head lice, chicken pox, ringworm, etc.
- Parents will be contacted if a disciplinary problem arises.
- Parents should dress modestly at all times. Shirts or jackets with offensive slogans or inappropriate pictures or writing are not allowed.
- All parents are responsible for enforcing co-op expectations. It is understood that if anyone in your family repeatedly violates the expectations, it will jeopardize your participation in the co-op, and the co-op leadership reserves the right to deny participation to any student or family.

Expectations for Students

- Students are expected to uphold The Heart Articles of Faith while at co-op and other co-op functions.
- Our words should be uplifting and encouraging. Please be mindful of the words you use and consider how they may offend someone with different standards than yours.
- Show respect for all adults and peers.
- Inappropriate conversations, gestures, intimate, or aggressive physical contact is not permitted. Such actions may cause a student to be removed from co-op permanently. This decision is left to the discretion of the Co-op Leadership Team.
- There should be no public display of affection between boys and girls. At no time are students of the opposite sex permitted to be alone together during the co-op day. We ask that everyone honor one another as brothers and sisters in Christ.
- Be on time for class and come prepared with pencil, paper, and any other required supplies.
- All supplies, notebooks, backpacks, etc. should be marked with your name.
- No personal electronic devices may be used by students while at co-op, unless expressly needed in a particular class. This includes, but is not limited to, phones, MP3 players, tablets, and laptops. These items are best left at home or in the family vehicle. Students found using electronics at co-op may get their device confiscated and returned to their parent.
- Show respect for church property. You will be held accountable for any damages caused by your actions. Students are not allowed to be in church offices, closets, or other parts of the church not designated for co-op use.

Expectations for Students

- Participate willingly in your classes; this is essential for the good of the entire class. Bring all completed assignments, notebooks, and required materials to each class.
- Do not leave the room without the teacher's permission.
- Help with all cleanup.
- Anyone disrupting class, after being given a warning, will be asked to leave.
- Students may not leave the facility without adult permission.
- Food and drink are allowed at lunchtime in the fellowship area only.
- Students should remain in designated areas during lunchtime.
- Students and parents should dress modestly at all times. Shirts or jackets with offensive slogans or inappropriate pictures or writing are not allowed.

Classroom Facilitators

- Each class will have a facilitator and one aide if necessary. These are almost always parents who have knowledge or a passion for a subject.
- Because we are a ministry of Heart of the City Church, and part of Generations Ministry, all adults will need to have a background check. We will supply you with the paperwork needed.
- If you have any concerns about the content of material being taught, please contact a member of the Leadership Team.
- If a facilitator is absent, the aide will lead the class that day. In the event the facilitator and aide are both absent, the Co-op Leadership will make every attempt to find a qualified substitute. Classes may be cancelled at any time at the Co-op Leadership's discretion. In the event of a cancelled class, children will remain under the supervision of their parent.
- If you need additional materials for your class, i.e. art supplies, experiment supplies, please contact Cherish Hammer to find what procedure to follow. The co-op will provide the funds for this.
- The effective running of the classrooms requires that facilitator enforce proper classroom discipline. This should be established within the first couple weeks of the year and the process of discipline explained to the students.
- Facilitators shall immediately correct students who are disruptive, speaking out of turn, or ignoring the assigned task. The facilitator has the option to deliver a verbal reminder once. If the student fails to respond well or repeats the infraction, or this is a repeated problem for which the student has been corrected before, then the facilitator will speak with the parent after class.
- If a student is being disruptive in class and does not cooperate when asked by the facilitator or aide, you may ask the parent to come and take the student, until they can be respectful in the class.

- After class, the facilitator should contact the parent, if they have not already spoken to them.
- If the student's disruptive behavior cannot be resolved between the parent and the facilitator during the week following the disrupted class, it should be reported to a Leadership Team member, verbally or in writing, along with the name(s) of the offenders and the source of the information.

Attendance

- Only registered students and parents will be allowed to attend classes. All parents are expected to participate in co-op. If a parent needs to leave the premises during co-op, please sign out and include on the sheet who you are leaving in charge of your students while you are gone. Be sure your children know as well. If you have a free period, we encourage you to build relationships with the other parents in the parent room.

Absences

- In the event you will be absent on co-op day, it is your responsibility to call or text Cherish Hammer as soon as possible (208) 819-6451.
- If one of your children is ill on co-op day and you need to stay home, your other children may attend co-op under the direct supervision of another parent that you have personally contacted. The supervising parent should sign the children in and write “Under the supervision of [their name].” A signed medical release form should be available.

Communication

- Email is our primary form of communication. Through email we will send you our weekly update about co-op classes, field trips, and events. It is important to have regular access to the internet and an email account. Our Facebook group is also a great way to stay connected. The weekly emails and events will be posted there.
- For snow days, we follow the Coeur d’Alene School District announcements. If their classes are cancelled, then Co-op classes and activities will be cancelled as well.

Information Bulletin

- The bulletin will be located in the community room (lunchroom). Here you will find items such as field trips and event information and sign-up sheets, which families are absent, etc. Please be sure to check weekly for information.

Pick-Up

- Nursery, Preschool, and Kindergarten children will remain in their classrooms until they are picked up. Please pick up your young children promptly after the last period of the day. Older children should wait for their parents in the Community Room. Once co-op is over, there should be no unsupervised students wandering around the building.

Emergency Procedures

- In case of fire, all children should be evacuated to safety, away from the building. All exits are clearly marked. Keep children as calm as possible. Move quickly, but do not allow anyone to run. All classes should remain together, with the facilitator and aide. A member of the Co-op Leadership will notify facilitators when it is safe to return to the building. Should we be unable to re-enter, facilitators and aides are to remain with students until parents arrive to pick up their children.

Nursery Diaper/Changing Policy

- Please have your child changed before class time.
- Parents will be notified if a child has a poopy diaper, before being changed by classroom helper.
- Diapers are to be changed by female classroom helpers in main area, with at least one other adult helper present.
- Classroom helpers will not change children ages 3 and up, parent will be notified if there is an accident or if the child needs assistance.

Discipline Policy

- Students and parents are expected to comply with the Co-op Parent and Student Responsibilities listed above. Parents are responsible for enforcing these policies with their own children, as well as other children at co-op when they witness infractions. The Co-op Leadership cannot be in all places at all times, and we rely on our members to take responsibility for enforcing the policies listed in this handbook.
- Parents should review these expectations with their children to ensure they know expectations during co-op.
- Inappropriate behavior by students or parents at co-op, or behavior outside co-op that may affect members of co-op, should first be addressed by following the example Jesus gave us in Matthew 18:15-17.
- If the involved parties are unable to be reconciled, then a member of the Leadership team will set up a meeting with both sides. The purpose of this meeting is to hear as many sides of the issue as possible and gather the information necessary to arrive at an appropriate and fair course of action. Any corrective action will be proportionate to the infraction and understood by all parties.
- We look forward to participating with you at co-op this year. Please keep our co-op, facilitators, parents, and students in prayer each week, as we work together to make this an edifying, God-honoring co-op of dedicated homeschooling families.