



## **Raising Arrows CO-OP**

*A ministry of First Baptist Church of Eaton Rapids*

*Our mission is to glorify God by providing a Christ-centered homeschool community that upholds the authority of Scripture & promotes a Biblical worldview in the minds of our children.*

### **Leadership Team**

Provides oversight for curriculum, policy, discipline, class planning, and the overall direction of the co-op under the authority of the elders of First Baptist Church of Eaton Rapids.

### **Roles**

**Registrar & Communications Coordinator** – Oversees registration and enrollment, maintains family records and student class assignments, announces class placements, manages the Planning Center Church app group and co-op page on the church website, coordinates co-op communications, creates and distributes surveys, and maintains the co-op handbook and other program documents.

**Scheduling Coordinator** – Develops the annual co-op calendar and master schedule, assigns teachers and classrooms, oversees and/or coordinates field trips and special events, and organizes weekly opening worship and snack schedules.

**Service Coordinator** – Coordinates parent & volunteer service assignments, classroom coverage, substitute scheduling, teacher absences, and ensures all classrooms and support roles remain adequately staffed throughout the school year.

**Treasurer** – Collects co-op registration fees, manages reimbursements, purchases curriculum and approved classroom supplies, establishes and monitors classroom budgets, oversees field trip payments and distributions, and maintains accurate financial records for the co-op.

**Elder Representative** – Serves on the Leadership Team to provide spiritual oversight, ensure all decisions remain aligned with the mission, vision, and doctrinal convictions of First Baptist Church of Eaton Rapids, provide counsel to the Leadership Team, and oversee disciplinary matters as needed.

### **Policies & Procedures**

#### **Leadership Structure**

The Raising Arrows Homeschool Co-op is a ministry of First Baptist Church of Eaton Rapids and operates under the oversight of the church elders. The co-op is led by an appointed Leadership Team whose members are approved by the elders.

The Leadership Team shares responsibility for the planning, organization, and administration of the co-op. This team-based approach distributes the workload and helps ensure the long-term health and sustainability of the ministry.

During the school year, the Leadership Team will ordinarily meet on the **first Thursday of each month following co-op** to review the ongoing operation of the ministry, address questions and concerns, evaluate current needs, and plan for future ministry opportunities. Additional meetings may be scheduled as necessary.

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The Leadership Team is responsible for:

- Maintaining the mission and vision of the co-op.
- Selecting classes and curriculum.
- Recruiting and approving teachers.
- Overseeing registration and class placement.
- Establishing and enforcing policies and procedures.
- Addressing questions, concerns, and disciplinary matters.
- Communicating with participating families.
- Making recommendations to the elders for final approval when appropriate.

Final oversight of the ministry remains with the elders of First Baptist Church of Eaton Rapids.

## Membership

Because Raising Arrows Homeschool Co-op is a ministry of First Baptist Church of Eaton Rapids, all families wishing to participate must first complete an application form.

Applications will be prayerfully reviewed by the Leadership Team to ensure applicants are in agreement with the mission, doctrinal convictions, and Teaching on Social Issues of First Baptist Church of Eaton Rapids. The Leadership Team may meet with applicants as needed during the review process.

Final approval of membership rests with the Leadership Team under the oversight of the elders of First Baptist Church of Eaton Rapids.

## Recommended Enrollment Guidelines

To help ensure the co-op operates effectively, the Leadership Team recommends maintaining enrollment between 25 and 33 families for the weekly class program. This range helps keep class sizes manageable while providing adequate parent participation to support the co-op.

- A **minimum of 25 families** is recommended for the weekly classes to operate as planned.
- A **maximum of 33 families** is recommended for weekly classes to maintain manageable class sizes and ensure sufficient parent participation.

These enrollment guidelines are recommendations only. Once recommended capacity has been reached, additional families will generally be placed on a waiting list in the order applications are received, unless otherwise determined by the Leadership Team.

## **Teacher & Service Placements**

Raising Arrows Homeschool Co-op is a volunteer-based ministry that depends upon the faithful service of its participating families. To ensure the co-op operates effectively, each participating family is expected to serve in a teaching or support role throughout the school year.

The Leadership Team will prayerfully assign teaching and service responsibilities based on each individual's gifts, experience, preferences, the needs of the co-op, and the overall class schedule. While every effort will be made to consider personal preferences, specific assignments cannot be guaranteed.

Service opportunities may include teaching, classroom assistance, nursery, substitute teaching, hall monitoring, opening exercises, cleaning, administrative support, or other responsibilities necessary for the successful operation of the co-op.

By participating in the co-op, families agree to faithfully fulfill the responsibilities assigned to them by the Leadership Team.

## **Annual Planning Process**

To provide consistency from year to year, the Raising Arrows Homeschool Co-op follows a general annual planning process.

### **January**

- Parent survey is distributed to gather feedback regarding desired classes and areas of interest for the upcoming school year.

### **February**

- The Leadership Team reviews survey results, evaluates potential classes, recruits teachers, and begins planning the upcoming school year.

### **March**

- Teachers are confirmed.
- Curriculum is selected.
- Class schedule is finalized.
- Handbook updates are completed.

- Final plans are submitted to the elders for approval no later than March 31.

## Registration

Registration opens annually on **April 15**.

To encourage timely registration and enable the Leadership Team to effectively plan class sizes, recruit teachers, purchase curriculum, and finalize classroom assignments, registration follows a tiered pricing structure:

### Registration Periods & Fees:

April 15 - June 15 - \$50 (Early Bird)

June 16 - July 15 - \$75 (Regular)

After July 16 - \$100 (Late)

Registration is not considered complete until all required forms and registration fees have been submitted.

Registration fees are **non-refundable**. Once a family has registered, no refunds will be issued if they later choose to withdraw from the co-op.

## Co-op Schedule

The Raising Arrows Homeschool Co-op meets for **32 weeks** during the academic year on **Thursdays from 9:00 a.m. to 12:05 p.m.**

Families are expected to arrive early enough to be seated and ready for Opening at **9:00 a.m.** Classes conclude at **12:05 p.m.**

The annual calendar, including the first and last day of co-op, holiday breaks, field trips, and any scheduled special events, will be published prior to the start of each school year.

## Class Selection & Decision-Making

Parent feedback is valued and carefully considered through the annual January survey. While survey responses help guide the planning process, they do not determine the final class schedule.

The Leadership Team prayerfully evaluates each proposed class based on its alignment with the mission and doctrinal convictions of First Baptist Church of Eaton Rapids, teacher availability, curriculum quality, student interest, scheduling, classroom space, and overall feasibility.

Following this evaluation, the Leadership Team determines the proposed class offerings for the coming year, with final approval provided by the elders of First Baptist Church of Eaton Rapids.

As part of its commitment to equipping students with a biblical worldview, the co-op will offer at least one science course each year that teaches God's creation according to Scripture.

## Curriculum & Classroom Resources

To help ensure consistency and reduce the financial burden on volunteer teachers, the co-op will purchase the approved curriculum for each lead teacher's classroom, subject to the classroom budget established by the Treasurer and Leadership Team.

Lead teachers should submit curriculum requests to the Leadership Team for approval prior to making any purchases. Once approved, curriculum will be purchased by the Treasurer or reimbursed according to the co-op's reimbursement policy.

Additional classroom supplies and instructional materials may also be purchased within the approved classroom budget. Any expenses exceeding the established budget must receive prior approval from the Leadership Team.

## Questions, Concerns & Feedback

As Christians, we desire to handle disagreements and concerns according to Scripture. Jesus instructs us:

*"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."* — Matthew 18:15

If you have a question, concern, or complaint regarding the co-op, we encourage you to first speak directly with the individual involved whenever appropriate. If your concern relates to a specific area of responsibility (such as registration, scheduling, volunteers, finances, or classroom operations), please first contact the Leadership Team member responsible for that area. If additional guidance or assistance is needed, the matter may then be brought before the full Leadership Team.

To ensure concerns are handled fairly and accurately, both your name and the specific concern will be shared with the Leadership Team for prayerful discussion and consideration. **Anonymous complaints or concerns will not be considered.**

The Leadership Team will seek to address concerns in a timely, gracious, and biblical manner while preserving the unity of the body and remaining faithful to the mission and convictions of Raising Arrows Homeschool Co-op and First Baptist Church of Eaton Rapids. When appropriate, concerns may also be brought before the Board of Elders of First Baptist Church of Eaton Rapids for discussion, counsel, and guidance.

## **Classroom Behavior & Discipline Procedures**

Children are expected to demonstrate respect toward **all** adult authorities at all times. When a child fails to comply with classroom expectations, teachers will follow the discipline procedure below:

**REMIND:** A clear verbal warning will be given, reminding the child that obedience, respect, and self-control are the expected standards.

**REST:** If the behavior continues, the child will be asked to take a brief "time out" from the activity. If the issue is an unwillingness to participate in the class activity, the teacher may move directly to the next step after a second reminder.

**REMOVE:** If the problem persists, the child will be taken to his or her parent, who will assume responsibility for addressing the behavior. Once a child has been removed from class, he or she may not return for **30 minutes**.

**SENTENCE WRITING STATION (1st Grade & Up):** Students in **1st grade and above** who are removed from class will report to the Sentence Writing Station. They will complete the assigned sentence-writing exercise before returning to class (subject to the 30-minute minimum removal period). The purpose of this consequence is to encourage reflection, reinforce the importance of respectful and obedient behavior, and minimize further classroom disruption.

## **Teaching on Social Issues & Doctrinal Statement**

Raising Arrows Homeschool Co-op is a ministry of First Baptist Church of Eaton Rapids. As such, participating families are expected to affirm and abide by the church's **Teaching on Social Issues** document and **Doctrinal Statement**.

Printed copies of both documents will be provided to all families at the beginning of each co-op year. If either document has been revised since the previous year, those changes will be clearly communicated to participating families.

Parents found promoting or influencing others toward beliefs or practices that are contrary to these documents may be denied or have their membership in the co-op revoked at the discretion of the Leadership Team and the elders of First Baptist Church of Eaton Rapids.

## Opening

Co-op starts promptly at 9am. Please try to arrive by 8:45am so you can check-in, drop off supplies in your classroom and be seated in the sanctuary by 9am for Opening. Parents and Students are all asked to sit in the first 8 rows during opening. If you need to set up your classroom beforehand, please plan to arrive earlier. The church opens at 7am. ***\*\*You will NOT be permitted to set-up your classroom during Opening. We want all parents and students in the sanctuary for the entire opening.\*\****

## Child & Parent Attendance

If children are present at co-op, a parent or approved responsible adult must also be present in the building and responsible for them. Special arrangements may be made in advance, but the **Service Coordinator must be notified** of who will be responsible for the children during the co-op session.

## Teacher Breaks/Lounge/Snacks

Parents will take turns providing snacks for the teacher lounge. Please take time to relax, enjoy a snack, and chat with other home school parents during your designated teacher break time.

## Closing & Dismissal Procedures

Students are dismissed from their class at noon by the final bell.

## Clean Up Responsibilities

Each classroom group is responsible for returning its room to its original arrangement before leaving. Tables, chairs, supplies, and materials should be put away, and trash should be taken to the kitchen garbage can.

## Absences

If your family will be absent from the co-op, please notify the **Service Coordinator** as soon as possible so that classroom coverage and volunteer assignments can be adjusted if needed.

If you are a teacher or volunteer, please notify the **Service Coordinator** immediately upon becoming aware of any planned absence, vacation, or illness so that substitute arrangements can be made.

Parents are expected to be present and actively serving while their children are attending the co-op. We understand that special circumstances may occasionally arise (such as illness or another emergency). In those situations, another responsible adult may accompany your children, provided the **Service Coordinator** has been notified in advance and is informed of who will be responsible for your children

during the co-op session.

## Snow Days

The Raising Arrows Homeschool Co-op will follow the Eaton Rapids Public Schools weather cancellations. If Eaton Rapids Public Schools cancel classes due to inclement weather, the co-op will also be canceled.

High school classes may choose to meet virtually at the discretion of the teacher. If a virtual class will be held, the teacher will communicate directly with participating families.

If the co-op remains open but your family is unable to attend due to weather or unsafe road conditions in your area, please notify the **Service Coordinator** as soon as possible so that classroom coverage and volunteer assignments can be adjusted if necessary.

## Classroom Expenses & Reimbursement

Each classroom will be given a designated budget by the Treasurer. Teachers should stay within the approved budget. Any expenses beyond the approved amount must be approved by the Treasurer before purchase.

Reimbursement forms will be available on the entry table during co-op. Please complete the form, attach your receipt, and place it in the money box. Reimbursement checks will be mailed within two weeks.

## Dress Policy

In order to provide a modest and distraction free environment, adults and students alike are expected to abide by the stated dress policy. Those who do not abide by the stated policy will be given a different item of clothing to wear or will be sent home to change.

### ***Prohibited Clothing Items:***

- Shorts that are shorter than Bermuda-length or above the knee (this means no traditional style shorts)
- Yoga pants or leggings (Unless covered by a long shirt that extends past the bottom)
- Shirts that reveal the midriff when hands are lifted or during normal movement
- Skirts higher than the knee
- Shirts that are low-cut revealing cleavage
- Overly tight shirts that accentuate the male or female anatomy
- Clothing that has foul language (with or without asterisks) printed on it,
- Jeans or pantwear with rips above the knee
- Muscle shirts
- Tank tops and Spaghetti strap shirts

Visual Examples of **Acceptable** Clothing Items:



**\*\*Physical Education Clothing:**

- Students may wear athletic shorts for PE; however, if the shorts are above the knee, longer bike shorts with at least an 8-inch inseam must be worn underneath. Bike shorts alone are not permitted. Students must also wear a T-shirt for PE class.