ARCHE

Christian Home Educators

Member Handbook 2026-2027

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BELIEFS WE HOLD IN COMMON

- 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)*
- 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)*
- 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)*
- 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)*
- We believe that Jesus will return to the earth someday as both Judge and King. *(Matthew 24:30; Acts 1:11; Hebrews 9:28)*
- We believe that God created humans 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)*
- We believe that God 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)*
- We believe that every person should 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.

MEMBERSHIP

Requirements

- All ARCHE members are required to agree to the Beliefs We Hold in Common and all policies stated herein, including the Code of Conduct, and the decisions of the ARCHE Board of Directors.
- Members are expected to attend church regularly and have medical insurance/cost sharing plan.
- Each member family is required to register yearly and pay yearly membership dues.
- 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.
- Guest memberships are available for teachers who would like to serve the homeschool community but are not actively homeschooling.

Privileges

- *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), the website,

social media, and the opportunity to make a free family page in the yearbook. Additional fees may be required for certain activities.

- *Access to facilities.* While members may enter the facilities of our hosts (e.g., Host church, a theatre, or a banquet hall) 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 a representative designated by the ARCHE board.
- *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. Once the family Member casts a vote, such vote shall be final, irrevocable, and may not be retracted by any person in the family.

(Guest members do not have voting privileges.)

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

No Dissention Policy.

All members agree that if they cannot or will not abide by the Beliefs We Hold in Common, Code of Conduct, other policies and procedures set forth herein, or the decisions of the ARCHE Board, they:

- will not sow dissention among the membership;
- will not speak or write divisive, critical words about, or be disrespectful or discourteous to, any other ARCHE member;
- will quietly stop participating in ARCHE activities;
- 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
- will immediately stop accessing and relinquish possession of any and all ARCHE resources (e.g., website, social media, keys, funds, etc.).

Payment.

All memberships are renewed yearly. You will receive an invoice to pay your dues. Payments may be made by check (mailed to ARCHE treasurer) or by PayPal. Membership dues cover the cost of facilities, insurance, website, certain events and miscellaneous administrative expenses. ***Dues do not cover class fees or other fees associated with our groups or events.***

Non-Member Participants.

Non-members may be invited to participate in ARCHE-related activities (e.g., as teachers or volunteers, or as guests at an ARCHE-related activity). Non-member teachers and volunteers must concur with the Beliefs We Hold in Common (above), agree to abide by all policies and procedures set forth herein, including the Code of Conduct. Members are responsible for the behavior of their non-member guests.

CODE OF CONDUCT

Respect. All members are to always show respect to all people. Sarcasm, put downs, argumentative yelling, gossip, or other derogatory speech will not be tolerated.

Responsibility. All adults and children (consistent with his/her maturity) will be held responsible for their actions and shall conduct themselves with excellent moral character and high regard for authority and the rights and welfare of others.

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 or exposed midriff.
- The bottom of a dress or skirt must be no higher than 4" above the kneecaps.
- If leggings, jeggings, tights, etc. are worn, your top should completely cover your buttocks.
- Undergarments must be fully covered.

FOR DANCES: No skintight dresses, skirts, shirts, or pants (this includes dresses with a sheer overskirt). No open back below the midline. No shorts. No sleeveless shirts, gentleman.

All Members and Nonmembers will promptly comply with the dress code decisions of the Board or its designees or leave the class/activity without argument.

Prohibited Behaviors. All Member/Nonmember participants in ARCHE-related activities shall not:

- use or display foul or sexually explicit language, signs or symbols, whether physical, written, or verbal, regardless of the format;
- possess, provide, view or show lewd, pornographic, or obscene images or text, regardless of the format;
- participate in bullying, or aggressive acts, or sexual harassment, whether physical, written, or verbal, regardless of the format;
- possess, provide, use or be under the influence of an illegal drug;
- possess, provide, threaten to use, or use a weapon in violation of applicable law;
- possess, provide, use or be under the influence of alcohol; nor
- possess, provide, or use tobacco.

Adult-specific Code of Conduct:

- No adult shall be alone with a child that is not their own, unless expressly given permission by the child's parent.
- 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.

Juvenile-specific Code of Conduct:

- Students should walk in the halls, maintain an inside voice, be respectful of others, and keep hands and feet to themselves.
- All students should seek excellence, be honest, use clean speech, and be courteous and kind to all, both in person and online.
- Students may not roam the halls during ARCHE events, classes, and activities.
- 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., using restroom, changing)
- Students shall not kiss, sit on laps, lie on or next to each other, nor touch private body parts, whether clothed or otherwise, during ARCHE events, classes, and activities.
- Students are not permitted outside host facilities at any time without adult supervision.
- Any student found to be sexting, or with possession of, threatening, or displaying of 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 possession, threat, or display will result in immediate suspension from further participation in ARCHE until the Board can consult with the parents and carefully decide on the proper action to be taken.

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.)*

No Tolerance of Violence. Possessing, displaying, threatening, or attacking any person with a weapon of any type, including a firearm or knife, will result in the violator being permanently expelled from ARCHE and prohibited from any ARCHE-related activity.

Disciplinary Steps. The goal of discipline is to 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 notify a parents.
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. If the juvenile is disruptive in multiple classes, the student may be asked to leave all remaining classes without refund.
6. 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).
7. 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.

CLASSES

Parental Responsibilities

- 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.
- If a parent/legal guardian must be absent or needs to leave without his/her child or children, an "Emergency Guardian" form should be completed and filed with the On-Site Coordinator either online or on paper. https://www.homeschool-life.com/590/iform/51327
- 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. https://www.homeschool-life.com/590/iform/50693
- A parent/legal guardian is expected to serve as a teacher, co-teacher, or volunteer for at least two class periods per semester.

Class Requirements and Schedules

- Class descriptions and schedules are posted on the website.
- Class descriptions, including identifying the teacher and any co-teacher, along with the proposed fee must be submitted for approval by the Board.
- All teachers, co-teachers, and volunteers must be adults. Classes may have student leaders, but the teachers and co-teachers must be present and supervise all instruction.
- Information regarding teaching a class may be found on the website.
- If too few students enroll in a class, it may be cancelled. In the event of a cancellation, the teacher is required to refund any collected fees.

Enrollment

- Enrollment in classes is online via the ARCHE website. Enrollment occurs twice a year; all enrollments must be completed by the deadline posted.
- A parent/legal guardian who is not teaching or co-teaching or serving in a leadership position must sign up as class volunteer before enrolling his/her students.
- 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.

- 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.
- Classes will be offered in the following age/grade groups: PreK (ages 3-5), K-2nd (ages 5-7), 3rd-5th (8-10), 6th-8th (11-13), 9th-12 (14+). When possible, nursery may be offered (ages 0-3) for parents and volunteers during their service time. **Children must be the minimum age listed** for their group before the start of classes. The board reserves the right to modify the groups and approve or deny any requested exceptions. No exceptions will be considered until all students have had the opportunity to register for classes in their assigned age range.

Illness.

No one shall attend a class or ARCHE-related event if he/she has a symptom of a contagious disease (e.g., diarrhea, vomiting, lethargy, coughing, sneezing, loss of taste, etc.) or a temperature of 100.4 °F or higher at any time during the 24 hours before the class or event.

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 accommodation for a student's absence (e.g., at-home make-up materials), should be handled directly between the teacher and parent.

Teacher, Co-teacher, Volunteer Absences.

Teachers, co-teachers, and volunteers who cannot attend a class, for any reason, must contact the On-site Coordinator as soon as possible with the following information:

- your full name;
- whether you are teacher, co-teacher, or volunteer; and
- 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 parent volunteer. 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.

Student Expectations

- Be on time for class and prepared to learn.
- Be respectful of your teacher and classmates.
- Electronic devices are not allowed to be used during class unless permitted by the teacher and for educational purposes.
- Cell phones are not to be used in class.
- Complete all homework assignments on time and to the best of your ability.
- If you have a free period, please stay with a parent.
- Clean up after yourself.

Teacher/Co-teacher Responsibilities

- 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.
- Teachers and co-teachers must not release children from the classroom before the end of the period.
- Teachers and co-teachers must be prepared with 55 minutes of material for each class per week.
- 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.
- Teachers and co-teachers are expected to provide teaching supplies they will need. Materials on-site are not to be used by ARCHE.
- 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 class times; and
    6. assignment deadlines and test dates, if applicable.
- 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 return it to its original condition including removing trash and replacing the trash bag.
- Teachers and co-teachers must notify parents if their children required any discipline.
- Teachers and co-teachers may enroll their children in classes earlier than general members.

Class Volunteer Responsibilities

- Volunteers are expected to assist the teacher as needed with class management.
- Be mentally and physically present; refrain from distractions like using electronic devices while serving.

Nursery

A nursery may be provided during class hours for Board members, Class Teachers/Co-teachers and parent volunteers only while actively serving. *Nursery is for children 3 and under only*.

MISCELLANEOUS

Allergens. ARCHE is a peanut, tree nut, and seafood-free environment at all times due to life-threatening food allergies.

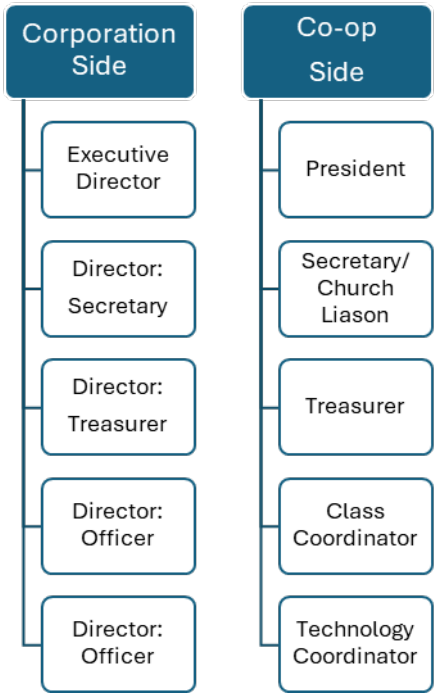
Cleaning. Everyone is responsible for their own clean up. ARCHE policy is "leave no trace."

Snow Days and Other Cancellation Policies. 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 email by 7:00 a.m.

Background checks. A background check may be conducted for each teacher, co-teacher, volunteer 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.

CORPORATE STRUCTURE

In addition to being a homeschool co-op, ARCHE is also a non-profit corporation. Every April, ARCHE members will vote to elect Directors to the Corporate Board of Directors. The graphic to the right shows the corporate position and their co-op roles side by side.



The Corporate Side is responsible for the overall governance of the 501(c)3, ensuring that it is fulfilling its mission and operating legally and responsibly. The Co-op side is responsible for the day-to-day operations of ARCHE. Having the same people perform both sides ensures a cohesive co-op experience for all members.

- Due to the cooperative model of ARCHE, all Directors are also officers, meaning all board members typically have a working role assigned to them. Roles may change to fit the needs at the time.
- All Directors serve a term of two years, with roughly half of the board members being replaced each year at the annual April election.
- Directors may be elected to the same position for a maximum of 3 terms, for a total of 6 years. Directors must meet a minimum of once per year.
- Directors reserve the right to choose additional Officers as necessary.
- The Annual Meeting of the Board of Directors should take place in May, at which time the Directors may appoint Officers. Officers serve until the next Annual Meeting.
- Additional details are available on the website under Bylaws.

Definitions:

Officers of the Board: All board members (aka Directors) who have tasks associated with their role, are considered Officers. This includes the named positions of Executive Director, Secretary, and Treasurer. The Board of Directors may also elect assistants, and any other officers as deemed necessary. (Ex. On-Site Coordinator, Yearbook Coordinator, etc.) Officers serve a one-year term.

Member-at-Large: A board member who attends meetings, and votes, but does not have a designated role.

ARCHE Board Roles & Responsibilities

All Directors attend board meetings and cast votes on any necessary items.

Executive Director/President - Facilitates meetings, oversees operations, ensures adherence to Bylaws, and represents the co-op in exceptional circumstances.

Secretary - Responsible for maintaining records, including minutes of meetings, handles official communications with board members, responds to inquiries, and acts as liaison to host church, communicates information to Members via email and social media announcements.

Treasurer - Manages the group's finances, including collecting dues, tracking income and expenses, and preparing financial reports for the board; Also responsible for Missouri state registrations and annual tax filings to maintain nonprofit and 501(c)3 status.

Director-at-Large (Class Coordinator) – Processes all class submissions and registrations through the website, including building the grid and assigning room numbers, manages ARCHE's graduated registration process, assures compliance with volunteer requirements, oversees facility use.

Director-at-Large (Technology Coordinator) – Maintains and manages the website and social media.

ADDITIONAL SERVICE OPPORTUNITIES

In addition to teaching, leading special groups, and serving as Directors, there are a variety of other volunteer positions available to choose from at ARCHE.

Coordinators *(Officers of the board)*

These positions are vitally important to the success of ARCHE. We do ask that those who serve do so for a minimum of one school year. In appreciation for their service, Coordinators will be able to register their students for classes before the general membership and the teacher/volunteer 2-hour service requirement may be waived.

On-Site Coordinator – manages ARCHE absences, class cancelation notification, assigns Hall and Safety Monitors to various positions to keep class day running smoothly. Stationed at the front desk during classes.

Events Coordinator – oversees all event committees and facilitates planning, organizing, implementing, and cleanup of ARCHE events.

Yearbook Coordinator – responsible for overseeing Yearbook Committee, coordinating ARCHE yearbook photos, ordering, etc.

Field Trip Coordinator – plan, organize, and facilitate field trips for ARCHE members