

REACH POLICY AND PROCEDURES

The REACH Co-op has a three-fold mission:

- **Spiritual**

- First and foremost, it is an avenue for serving and encouraging other families with a call to home school their children. Philippians 2:3-4 is our guiding principle. It encourages us not to be selfish or self-centered in our approach to life, but to humbly consider the needs of others, and to put them above our own needs.
- REACH Co-op is designed to be a service organization. It is a ministry extension of REACH, established as a tool to encourage and strengthen families in their homeschooling journey.
- We want to provide an avenue for exposing our children to other Christian leadership outside of our homes who can reinforce the Christian worldview.

- **Educational**

- A Co-op is an organization in which the parents co-operate together to provide educational opportunities for their children. REACH Co-op seeks to provide enrichment classes and curriculum helps to facilitate families in the education of their children.
- We aim to provide additional resources to enrich and enhance the home school experience, not replace it. By adhering to this principle, we are helping to create a more well-rounded educational experience for each other's children.
- The co-op is also birthed out of a desire to provide cost-effective classes for our children. This is possible because of the shared nature of the teaching responsibilities.
- The co-op process also provides the opportunity for consolidation of educational/enrichment opportunities.

- **Social:**

- We seek to provide positive socialization opportunities, as well as opportunities to function in a group learning environment.
- A guiding principle for the REACH Co-op is that it is to be a benefit to all participating families, not a burden. This will be a constant consideration when decisions and policies are being considered.

Prerequisites for Co-op Participation

- Home school families currently registered with REACH are welcomed to participate as long as their oldest child is age 5 by September 1st of the applicable calendar school year.
- A signed Release Form and Code of Conduct must be on file before your family can attend co-op classes.
- All participants will be required to submit a registration form and registration fee for the year.

Co-op Organizational Policies

- Every child attending co-op classes must have a parent on the premises. The only exception to this is if the parent must stay home with a sick child. Other well children (please refer to sick policy) of this family may come to the co-op if they are comfortable attending without their parent; and if the parent has made arrangements for another adult involved in co-op to be responsible for the child (ren) attending.
 - Please do not bring your child if:

- Excessive cough or runny nose
- Bacterial infections
- Vomiting, diarrhea, or fever
- Contagious issues
- Rash—unless it has been diagnosed by a doctor as non-contagious
- Masks
 - Masks will be required to attend indoor REACH activities only if mandated by local government and/or PSCOG guidelines.
 - Masks are always optional if not mandated by local government and/or PSCOG guidelines except for Nursery Workers.
 - Mask requirements for nursery workers will only be implemented after careful consideration of infants/toddlers involved. The board must vote and pass a temporary mask requirement for Nursery workers.
 - The Educational Director will work with any Nursery worker that prefers not to wear a mask. The worker will be asked to switch places with another classroom assistant.
- Each parent of a child attending co-op classes must be scheduled to work each hour their child is present, up to a maximum of two (2) hours. This may be in the form of teaching, co-teaching, nursery care, or helping in other ways as designated by co-op leadership.
- If teachers/assistants are absent because of sickness, you may be asked to give up your free hour/nursery hour to fill in vacant positions. This is not an hour to leave campus and run errands, etc. It's specifically designed so that we can build relationships with each other and it's also a liability issue.
- Teachers get first preference for class selection. All other class preferences will be filled subject to space availability.
- No one will teach more than 2 class hours. Teaching for 2 hours may only occur when teaching the same material for 2 hours, teaching related subjects, or teaching the same subject to 2 different age groups. Exceptions can only be made by the education director.
- The co-op education director reserves the right to make the final decision about issues regarding the class schedule.
- You can participate one hour or both hours, whatever suits your child(ren's) needs.
- There is a small amount of flexibility when deciding which classes your child takes – you can bump down one school grade when appropriate, but you may not go up a grade. Under each grade on the schedule are the ages that a child would be in that grade. The classes are designed for those ages. Please go by their AGE, not by the grade level at which they homeschool, when signing up for a class. For example, if your child is 7 at the beginning of the year and will turn 8 by the end of the year, sign them up for the 1st & 2nd grade classes. They

June 1, 2022

would need to already be 8 by September 1, to sign them up for the 3rd-4th grade slots. We follow the school cut-off, which is September 1st.

- If you are teaching a class and want to plan a field trip, contact the Education Director. Please make sure you get a signed form from the parent saying that their child can go. This is for liability reasons.
- Fees: There is a \$20 registration fee per family per year. This fee will be used as an honorarium to our host facility to help defray the costs for use of their facility. There is also a per class fee. This fee is set by the teacher and covers educational resources and class materials.
- The classes registered for are for one semester. It is against policy to change class mid-semester.
- The date for fall educational co-op registration is August 4, 2022. No fall co-op registrations will be accepted after this date. This allows adequate time to get teachers their checks to purchase their supplies, curriculum, etc.

General Co-op Guidelines

- **Punctuality**
 - Punctuality is required.
 - If you are a teacher teaching the first hour, please be very prompt. If you cannot be there on time, please choose to be a helper instead of a teacher. If someone is consistently late, it may be necessary to forfeit the privilege of participating in co-op.
- **Church Property:**
 - Please be respectful of all church property.
 - There are specific things we can all do to help keep our host facility in the best possible condition.
 - Always pick up after yourself and others.
 - Do not move furniture, fixtures, etc. unless it has been approved in advance by co-op leadership.
 - Use only the rooms that have been assigned for your class and the co-op.
 - Please help maintain the cleanliness of the bathrooms. Pick up all paper; wipe off sinks and fixtures, etc. If you have a problem with a bathroom facility, please notify the co-op coordinator immediately.
 - Only high school students are allowed outside without supervision and only with adult permission.
- **Snacks**
 - Please identify any allergies on registration and with each teacher.
 - You may send a snack with your preschool child to the co-op.
 - There will be an opportunity during the second class hour for the kids to eat a quick snack and drink. Please try to send water and a healthy snack that will not make a huge mess. Also, please consider sending only disposable snack items so the teachers do not have to be responsible for keeping up with your child's containers, etc. Absolutely no food in the gym and in the sanctuary.
- **Supervision of Children**
 - No loitering allowed in the parking lot or wandering around the building, inside or outside.
 - Please have children stay inside and play in the gym under adult supervision.

- Please do not wander the halls and go in rooms that aren't designated for co-op use.
- All helpers must be adults. At this time, because of liability reasons, we cannot allow teenagers to be helpers.
- Parents are welcome and encouraged to sit in any class their student is taking.
- Because we only have one hour for each of our classes, it is important to take advantage of the whole hour for instruction. If you have concerns, please talk to the teacher before or after class.
- Students must be able to follow classroom behavior guidelines as set forth by the teacher/educational director.
- Students who need assistance in keeping their attention directed to teacher and classroom work should have a parent or other adult teacher present to assist the student.

- **Classroom**

- Label all belongings with a permanent marker, including coats/jackets. Please do not bring any personal items (such as electronic devices, trading cards, toys, etc.) to co-op unless specifically requested by a teacher. No occult related games are allowed.
- Students are to come prepared with labeled class material, something to keep papers and loose items in, and a container of water that will not leak.

- **Homework**

- It is imperative that homework be completed for classes that have homework requirements.
- The teacher will notify the parent the first time that homework is not completed.

- **Bathroom Breaks:**

- Limit to between classes if possible.
- An adult should always supervise child(ren) in the hallway.

- **Absences**

- Co-op policy states that a parent has to be on-site while their children are participating in co-op classes.
- If a helper/teacher misses 3 times without legitimate excuse, they will be asked to withdraw from co-op participation. This will be non-refundable.

Conflict Resolution

- Our goal is to have a conflict-free co-op, but we know that disagreements may arise.
- In the case of personal conflict, members should seek to resolve the conflict in accordance with Matthew 18:15-16:

Now if your brother sins go and show him his fault in private; if he listens to you, you have gained your brother. But if he does not listen to you, take one or two more with you, so that on the testimony of two or three witnesses every matter may be confirmed.

- Gossip and complaining are destructive behaviors that undermine all REACH Christian goals. Therefore, all members should refrain from encouraging and/or participating in verbal, social posting, messaging, and emails that reflect destructive behaviors.
- Members are encouraged to promptly contact the Executive Director with any unresolved issue for the purpose of seeking counsel and discouraging division within the group. Depending on the issue, the Executive Director may call a special board meeting to discuss the best path forward to address the situation.
- Membership may be revoked by vote of the Board for valid causes without refunding membership/co-op dues. The valid causes are as follows:
 - Conduct that brings dishonor to REACH of Florence
 - Conduct that is abusive, disruptive or divisive to the group
 - Failure to abide by the board' suggestions for conflict resolution.

Co-op Discipline Statement:

We expect all students participating in REACH Co-op to be self-governed. In other words, we don't want to necessitate rules to control student behavior or require punishments to deter bad behavior. Instead, we want kids who are motivated by the grace of God already evident in their lives to be responsible, considerate, appreciative, thoughtful, and committed because they want to please the Lord in all they say and do. However, if children are disrespectful, uncooperative or unruly, the teacher has the authority to implement the following steps of correction at his/her discretion:

1. The child will be given 1 warning.
2. If the behavior persists, the child will be taken out of class for 5 minutes.
3. With further persistence of unacceptable behavior, the child will be removed from the class for the day and the parent will be notified.
4. Habitual offenders will be asked to forfeit participation in the REACH Co-op.

This policy is in effect, not primarily as a punitive measure, but out of respect for the teacher's time spent in lesson preparation, as well as in regard for the students who are eager to learn and participate.

REACH Dress Code:

- Please dress modestly and neatly in keeping with high Christian standards.
- Some general guidelines follow.
 - Please do not wear clothing that portrays suggestive or derogatory pictures and messages, including advertising of tobacco, alcohol, etc.
 - Clothing should cover all undergarments and not be skin tight or revealing. Shorts should be moderate in length.
 - Please make every effort to be above reproach in your clothing choices for co-op.

Financial Obligations

- Registration fees, tuition, and material fees are the responsibility of the family.

June 1, 2022

- All tuition and materials fees checks should be made payable to REACH of Florence.
- Our mailing address: PO Box 673
Effingham, SC 29541
- Please do not pay the teacher directly.
- If tuition or registration checks are returned, they must be repaid along with any charged bank fees.
- Refunds are only permitted if agreed by the board.

Fundraisers:

Due to SC nonprofit restrictions, fundraisers are not allowed for our co-op.

Policy Changes:

- Policy is set forth by the current board and is effective as of the stated date on page one of this document. Changes may be made as deemed necessary by the board, and all members of the group will be notified of these changes by email.

As Christians, our goal is to obey scripture, and whether in word or deed, do all to the Glory of God. Communication with a Christian attitude is a priority for all Reach members, especially the leadership of the Co-op and Board of Directors. If you have any comments, concerns, or questions please contact the Executive Director.