

Approved June 2018; revised; June 1, 2022; revised November 10,2022

REACH POLICY AND PROCEDURES

General Information:

First and foremost, REACH 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 of Florence is designed to be a service organization, 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.

Families with children who have a history of discipline issues or have been expelled from their previous school(s) or who have withdrawn to avoid such actions are asked not to apply to join REACH. Failure to disclose on application is grounds for termination of membership when deemed necessary by the Board of Directors.

REACH of Florence is not equipped to minister to or address mental/ behavior issues/concerns that require professional experience and will seek the advice of the Host Church Pastoral Council, abide by recommendations, and may terminate family membership if deemed to be in the best interest of the organization..

We seek to provide positive socialization opportunities, as well as opportunities to function in a group learning environment.

A guiding principle for the REACH of Florence 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.

Code of Conduct and Conflict Resolution Guidelines for entire REACH Membership

Our goal is to have a conflict-free group, 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 of Florence Christian goals. Therefore, ***all members should refrain from encouraging and/or participating in verbal, social posting, messaging, texts, and emails that reflect destructive behaviors or encourage division among membership.***

Members should 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 (entire family) 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
- Conduct that is verbal, social, or physical bullying
- Conduct, words, or actions, that may put the safety of the group or another member at risk
- Failure to abide by Host Church Guidelines or Pastoral Care recommendations
- Failure to abide by the board' suggestions for conflict resolution
- Failure to disclose correct information on application

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We expect all individuals participating in all REACH activities to be self-governed. In other words, we don't want to necessitate rules to control individual behavior or require punishments to deter bad behavior. Instead, we want individuals 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 individuals (parent or student) are disrespectful, uncooperative or unruly, the teacher/leader/Executive Director has the authority to implement the following steps of correction at his/her discretion (see additional guidelines for co-op issues):

- The individual will be given 1 warning by the teacher or leader if a student.
- If an individual is a student, the parent will be notified of the behavior.
- The Executive Director and Secretary will be notified.
- Adult behavioral issues will be addressed by the Executive Director after seeking counsel from the board of directors.

If the behavior of a child persists for **two** consecutive weeks in a group situation, the parent may be required to shadow the child during the entire activity to supervise, monitor, and model correct behavior for the child.

With further persistence of unacceptable behavior:

- The child/family may be removed from all group participation pending evaluation of the situation by the Executive Director.
- The Executive Director and Secretary will work with the teacher/leader to implement steps to resolve the situation.
- The Pastoral Care department of the Church may be contacted for recommendations regarding any concerns and all recommendations will be followed.
- The Executive Director may call a special board meeting to address the issue. Notification of this meeting to the family involved is not required.
- The Board may determine additional steps to implement, seek a recommendation from Pastoral Care, and/ or vote to terminate the membership of the family involved.
- Termination meeting will be scheduled between the parent and two board members. Failure to attend a mutually scheduled meeting can be waived by the parent, but not advised.

All habitual offenders will be asked to forfeit participation in the REACH Group activities as REACH of Florence is not equipped to minister to or address mental or behavior issues/concerns that require professional experience. This policy is in effect, not primarily as a punitive measure, but out of respect for the teacher's/leaders' time spent in lesson/activity preparation, as well as in regard for the students who are eager to learn and participate.

REACH Board Members will not discuss details of conflict resolution outside of the board membership as gossip is a destructive, divisive behavior and grounds for termination of membership.

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.

General Guidelines

A priority for REACH is for each participant to be guided by an attitude of service towards others. Our theme is "Serving the Lord by serving each other." Phil. 2:3-4 encourages us "to do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than yourself; do not merely look out for your own personal interests, but also for the interests of others." Our encouragement is for parents and students alike to be guided by this principle.

No child should be present without one of his/her parents in attendance AND carrying out their assigned responsibility.

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Punctuality is appreciated

Use Matthew 18:15-17 as a guide for approaching each other with conflict issues; mistakes will occur, and personality conflicts will arise, but dealing with them in a mature, Christ-like manner will help ensure a positive co-op experience.

Please read and discuss the above Code of Conduct with your children. All REACH members are subject to these requirements.

Co-op Families

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.

- All Co-op Participants must review the Statement of Mission and Faith, Policy and Procedures Document, Code of Conduct, and Conflict of Resolutions that were read, and agreed to during the application process. A signed Release Form and Code of Conduct and Conflict Resolution must be on file before your family can attend co-op classes. The Code of Conduct and Conflict Resolution will be enforced according to REACH policy. Behavioral issues that negatively affect the group learning environment **will not be tolerated**.
- All participants will be required to submit a registration form and registration fee for the year unless semester options are available.

Co-op Organizational Policies

(policies also apply to REACH social activities when applicable)

- 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 (guidelines updated June 1, 2022)**
 - Masks will be required to attend indoor REACH activities only if mandated by local government and/or Host church guidelines.
 - Masks are always optional if not mandated by local government and/or Host church 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, Secretary, and Executive 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. A parent may be required to choose a class.
- 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.

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- **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 Team (Educational Director, Secretary, and Educational 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 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 or Secretary. 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 registration fee per family per year. Eighty percent of 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 Co-op Team and covers educational resources and class materials. Teachers volunteer their time.
- The classes registered for may be for the entire fiscal year or one semester. It is against policy to change class mid-semester.
- The date for fall educational co-op registration is tentatively scheduled for 1st Thursday in August. No fall co-op registrations will be accepted after this date (unless the cap for the class is not met.). This allows adequate time to get teachers their class supply fees checks to purchase their supplies, curriculum, etc. Co-op on campus classes are tentatively scheduled to begin on the 1st Thursday in September.

General Co-op Guidelines (policies also apply to social activities when applicable)

- **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 for the family to forfeit the privilege of participating in co-op.
- **Church Property:**
 - Please be respectful of all church property. REACH of Florence follows all Host Church guidelines and recommendations.

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- o 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.
- o 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.
- o Only high school students are allowed outside without supervision and only with adult permission.
- **Snacks**
 - o Please identify any allergies on registration and with each teacher.
 - o REACH is not legally responsible for accidental exposure to allergen during a REACH activity.
 - o You may send a snack and water 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**
 - o No loitering allowed in the parking lot or wandering around the building, inside or outside.
 - o Please have children stay inside and play in the gym under adult supervision.
 - o Please do not wander the halls and go in rooms that aren't designated for co-op use.
 - o All helpers must be adults. At this time, because of liability reasons, we cannot allow teenagers to be helpers.
 - o Parents are welcome and encouraged to sit in any class their student is taking.
 - o 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.
 - o Students must be able to follow classroom behavior guidelines as set forth by the teacher/educational director.
 - o 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**

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- o 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.
- o 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**
 - o It is imperative that homework be completed for classes that have homework requirements.
 - o The teacher will notify the parent the first time that homework is not completed.
- **Bathroom Breaks:**
 - o Limit to between classes if possible.
 - o An adult should always supervise child(ren) in the hallway.
- **Absences**
 - o Co-op policy states that a parent has to be on-site while their children are participating in co-op classes.
 - o If a helper/teacher misses 3 times without legitimate excuse, the family will be asked to withdraw from co-op participation. This will be non-refundable.
- **Conflicts**
 - o 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:
 - o Conduct that brings dishonor to REACH of Florence
 - o Conduct that is abusive, disruptive or divisive to the group
 - o Conduct that is verbal, social, or physical bullying
 - o Conduct , words or actions, that puts the safety of the group at risk or another member at risk
 - o Failure to abide by Host Church guidelines or Pastoral Care recommendations
 - o Failure to abide by the board's suggestions for conflict resolution
 - o Failure to disclose correct information on application

Co-op Discipline Statement

Policies also apply to REACH Membership when applicable and general discipline guidelines apply to co-op when applicable.

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:

- The child will be given 1 warning.
- The Educational Director, Secretary, and Executive Director will be notified
- The parent will be notified of the behavior.
- If the behavior persists for two consecutive weeks, the child will be taken out of class for 5 minutes or the parent may be required to shadow the child during the entire co-op to supervise, monitor, and model correct behavior for the child.

With further persistence of unacceptable behavior:

- The child/family may be removed from all group participation indefinitely pending evaluation of the situation by the Co-op Team (Educational Director, Secretary, and Executive Director).
- The Executive Director will work with the class leader, Secretary, and Educational Director to implement steps to resolve the situation.
- The Pastoral Care department of the Church may be contacted for recommendations regarding any concerns and all recommendations will be followed. The Executive Director may call a special board meeting to address the issue.
- The Board may determine additional steps to implement or vote to terminate the membership of the family involved.
- The Executive Director may call a special board meeting to address the issue. Notification of this meeting to the family involved is not required.
- The Board may determine additional steps to implement, seek a recommendation from Pastoral Care, and or vote to terminate the membership of the family involved.
- Termination meeting will be scheduled between the parent and two board members. A parent can waive the scheduled meeting, and request to talk via phone with a board member.

Habitual offenders (family) of any unsuitable behavior will be asked to forfeit participation in the REACH Co-op as REACH of Florence is not equipped to minister to or address mental or behavior issues/concerns that require professional experience.

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 (also applies to social activities):

- Please dress modestly and neatly in keeping with high Christian standards.
- Some general guidelines follow.

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- o Please do not wear clothing that portrays suggestive or derogatory pictures and messages, including advertising of tobacco, alcohol, etc.

- o Clothing should cover all undergarments and not be skin tight or revealing. Shorts should be moderate in length.

- o 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. Failure to pay FMU Dual Course Fees by REACH deadline disqualifies family for next semester.

- 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 if they occur during a fiscal year. **The Policy and Procedure Document is available on website, must be read and agreed to in its entirety to participate in REACH of Florence at the beginning of each fiscal year during the application process.**

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 President/Executive Director.

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