



Reservoir Area Christian Home Educators
PO Box 4052
Brandon, MS 39047
www.reache.org

Credit Class Handbook

Mission Statement

Reservoir Area Christian Home Educators {ReACHE} exists to glorify God by providing information, inspiration, fellowship, support, and encouragement to Christian home-educating families. {Deuteronomy 6:1-25; Proverbs 22:6; Ephesians 6:4}

ReACHE offers select classes for high school credit, which meet weekly {Tuesdays in the mornings and Thursdays} at First Baptist Church of Fannin.

Eligibility of Students

Participation is open to all Christian homeschool students who meet both the teachers' and ReACHE's requirements. Families do not have to be member of ReACHE to participate in only ReACHE Credit Classes.

REGISTRATION

ReACHE Credit Class Registration will be held from April 1, 2018 - May 31, 2018. Late registration will be considered on a case by case basis. Please see below for all information regarding the registration process and requirements.

ReACHE Member Registration

- Members will enroll in all Credit Classes by submitting the Credit Class Registration form and all tuition and supply fees (made payable to each teacher) as per the ReACHE Tuition payment policies (see below).

Non-Member Registration

- Non-member families may register for ReACHE Credit Classes by submitting the following:
 1. A completed Credit Class Registration form for each student.
(This form, the Credit Class Handbook and additional course information may be found at www.reache.org under the Credit Class Registration tab by clicking on the appropriate links.)
 2. \$25 non-refundable Registration fee **per student** *(make check payable to ReACHE)*
 3. Any additional supply fees as indicated by instructor in Course Descriptions in the Registration packet or in the Course Syllabus which can be found at www.reache.org under the Credit Class Registration tab.
- Families who later decide to join ReACHE within the same year they have enrolled in Credit classes may complete the Membership Application process by submitting the appropriate forms and application and may pay the difference in dues according to the policies and deadlines given by the Director of Membership and outlined in the ReACHE Member Handbook.

Additional Non-Member Information

- Non-member families will only have access to ReACHE credit classes. They will not have access to the website, ReACHE activities, co-op classes, graduation, etc.
- Non-member registrations must be approved by the ReACHE Board of Directors before a student will be enrolled in a Credit Class. Approval is based on satisfactory completion of Credit Class Registration form, payment of \$25 Registration fee (cash or check made payable to ReACHE), and receipt of any supply fees for each course (checks made payable to each instructor).
{see Tuition Payment policies below}

Tuition

- For each Credit class, full tuition payment must be received by a ReACHE Board member no later than the Mandatory Orientation Meeting on **July 24, 2018**.
Payments may be sent to PO Box 4052, Brandon, MS 39047 prior to this date.

Tuition payment may be made as follows: Cash or Check made payable to the appropriate teacher.

- Full payment of course {see course syllabus for full tuition amount}
- 2 checks {1st check must include ½ full tuition amount plus any additional fees; 2nd check may be post-dated for January 1}
- 8 post-dated monthly checks {which will be deposited on or after the first of each month; 1st check must include any additional fees}

**Please see each course syllabus for tuition information.

**A \$25 returned check fee will be payable to the teacher BEFORE the next class of any returned deposit due to insufficient funds.

- All families participating in ReACHE Credit Classes are expected to fulfill their commitment to each class both financially and in class participation. As such, if a family chooses to withdraw student(s) prior to completion of course, family will forfeit all registration fees, supply fees and all tuition for the current semester. We are aware that extenuating circumstances may occur. Refunds will be determined on a case by case basis between the teacher and the family.

EXPECTATIONS

Student {Family} Expectations

To ensure a productive year and class time students are expected to:

- Be respectful of teachers and other students by arriving to class on time and being prepared for class.
- Be respectful of all ReACHE Credit Class guidelines and policies and any other Class guidelines and policies as determined by each teacher.
- Be respectful of the church building and all church staff.

- Silence all cell phones and/or hand held devices during class time unless otherwise directed by the teacher. Any violation of this will result in confiscation of device by teacher until the end of the class period.
- Be respectful of the commitment the teachers have made to the students for the full academic year and honor your commitment by being faithful financially as well as in attendance and class participation.

Teacher Expectations

Because we are a Biblically based group, ReACHE credit class teachers will present subject matter from a Biblical worldview in a Godly manner and will not endorse to their students any tenets of secular humanism {e.g. the theory of evolution, abortion rights, etc}. This does not preclude the discussion of these topics within the framework of a Christian worldview.

1. All teachers will be approved by the ReACHE Board of Directors.
2. Non-ReACHE members may be recruited to teach a course. Such individuals will be vetted by the Board of Directors in accordance with ReACHE membership guidelines.
3. All teachers are expected to agree with and support ReACHE Co-Op Objectives and endeavor to meet these goals through their classes.
3. Teachers are expected to thoroughly prepare for their classes. The use of the church copier or other supplies that belong to the church are not permitted.
4. Teachers are expected to commit to their class for the duration of the school year. No changes in any class, including content, duration, or teaching personnel may be made without the prior approval of the Director of Academics.
5. Teachers are expected to be consistently punctual.
6. Teachers are expected to clean-up the classroom following their class period. This includes but is not limited to:
 - a. Wiping the tables
 - b. Pushing in chairs
 - c. Cleaning the whiteboard
 - d. Returning any ReACHE equipment to its proper location
 - e. Emptying the classroom trash can
7. Teachers are expected to find a substitute for any class they will knowingly miss.
8. In the event of a class cancellation, the teacher must notify the Director of Academics.
9. Teachers are expected to adhere to and enforce ReACHE conduct and discipline policies. Teachers may choose to include additional policies for their individual classes.
10. Teachers may decide the prerequisites for their classes and have final say in their class size and age limits.
11. Teachers will determine their own class fees. *Please note that ReACHE follows an 8 month payment schedule.

12. Teachers may choose to include field trips. However, field trips must not be scheduled during a class period.

POLICIES

Conduct & Discipline Policy

Students must realize that participation in the ReACHE Credit Classes is a privilege. Disobedience, defiance, and any other ongoing negative attitudes or behaviors will be addressed with the student, and then with the parents. Parents are responsible for discussing discipline issues with their children and enforcing any consequences deemed appropriate by the teacher. Students are expected to fully participate in class assignments, homework, and discussions.

Dress Code

Students are expected to maintain a standard of modesty and propriety in dress in all classes.

- Shorts and skirts must be modest length.
- See-through clothing, tank tops, skin-tight tops, halter tops, midriff tops, plunging necklines and muscle shirts are prohibited.
- No undergarments should be visible through other clothing.
- Any clothing or accessories with inappropriate or offensive words or pictures, or illegal acts are prohibited.
- Holes in jeans or pants should be no higher than mid-thigh.
- If leggings are worn, they must be covered with clothing that meets dress code.
- If in doubt, always err on the side of conservatism.

Any issues with this will be addressed on an individual basis.

Supervision

Students who participate in Credit Classes are expected to have a maturity level that does not require constant supervision by an adult in order for them to behave appropriately. Students may be dropped off no earlier than 10 minutes before the first class begins. Students may wait quietly in the foyer of the church building before and after class is over while waiting to be picked up. Students are expected to remain in the foyer and are not to loiter in the parking lot, hallways or other areas of the church. Students who do not follow this policy will be asked to be escorted in and out of the building by a parent. Families should arrange for their students to be picked up immediately after they are done in class.

***A quiet, study room will be available for students' use during ReACHE Credit Classes.**

SAFETY

In the Event of Inclement Weather

- ReACHE Co-Ops will follow the Rankin County Public School closing schedule during time of inclement weather.
- In the event of a possible severe weather threat, we will make determinations about cancellations by 12:00 p.m. the day of classes. Please refer to the ReACHE Facebook page often if weather is a concern.
- Classes cancelled due to inclement weather will not be made-up.

In any emergency teachers and helpers should make every effort to keep students calm. Helpers on the preschool hallway should also assist the nursery attendants in moving our infants and toddlers to safety. Teachers should keep their class together and maintain a head count at all times.

In the Event of Fire

Teachers, helpers, and parent volunteers are expected to escort students outside in an orderly fashion. Please use the closest exit to your location that is the furthest possible from the fire's source. If it is not possible to exit the classroom through the door, carefully, exit through your classroom window,

Our meeting place for everyone is the farthest end of the large back parking lot. We need everyone in one place to ensure that everyone is out of the building.

In the Event of Tornado

Adults and students will gather in the preschool hallway. Teachers and helpers please ensure that the double doors at each end of the hallway and all the classroom doors are closed. Please have all students remain calm and sit on the ground against the hallway walls and cover their heads.

In the Event of Active Shooter

All teachers and volunteers should consolidate children in their rooms. Close and lock the door {if possible}, and barricade with anything available. Turn off lights and silence all cell phones. Please ensure that all children remain calm and quiet. Call 911, and do not assume that someone else has done it. If it is possible, get children out of the building through the windows only after ensuring that there are no shooters outside. Get the children to a location that is hidden from view. Do not use the hallways and do not stand out in the open outside. If hiding or running is not an acceptable approach and the shooter corners you, the last resort is physical aggression. Throw anything and everything at the assailant, attack the shooter by any means necessary to ensure your and the children's survival.

The steps of this plan are to help mitigate risk associated with any natural and manmade emergencies. No plan can eliminate all risk, but a written plan and people trained on that plan can greatly increase the chance of successfully navigating an emergency with minimal injuries.

In the Event of Unexpected Cancellation of Classes

Families will be notified of any unexpected cancellation of classes through email, Facebook, the website, and/or text.