



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

Co-Op 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}

Responsibility

ReACHE depends on the **active involvement** of our member families to ensure that co-op classes continue to provide support and encouragement to our member families.

This handbook is a guide to help our members understand these expectations and to ensure that each family meets these expectations.

Objectives

1. To provide support and encouragement for ReACHE member families by offering group classroom experiences.
2. To provide classroom experiences that will help to prepare students to bring the light of Christ into our secular world through the cultivation of knowledge, love of God, and love of people.
3. To provide information and materials in accordance with a Biblical worldview.

Location

First Baptist Church of Fannin has graciously allowed us to utilize their facilities in order to conduct our classes. However, ReACHE is completely autonomous from the church. As such, the church assumes no liability regarding ReACHE or its activities nor provides supervision or oversight of any kind. ReACHE members participating in co-ops must be mindful of the privilege that is afforded to our group at no cost. Please be respectful of the church building and the staff that are on campus during co-op hours. **PLEASE LEAVE THE FACILITY BETTER THAN WHEN WE ARRIVED.** We don't not want to lose the privilege of using this wonderful facility.

CO-OP REGISTRATION

Requirements

- All participants of ReACHE Co-Op classes must be current members of ReACHE and meet ALL teacher and ReACHE Co-op requirements.
- Child(ren) must be 3 years old on or before September 1 AND potty-trained in order to participate in ReACHE Co-Op classes.
- Attendance at our Bi-Annual Meetings is required for families who plan to participate in co-op classes.

- Attendance at any / all Co-Op related meetings is required for families participating in co-op classes.
- Parents are required to fulfill a MINIMUM of 1 co-op service in order for their child(ren) to participate in co-op classes. Co-Op service sign-ups will be completed online or by contacting the ReACHE Director of Academics at reache.org@gmail.com
- Co-Op Registration will NOT open until ALL Co-Op service positions have been filled.
- Co-Op registration will be completed online at www.reache.org
- Co-Op classes MUST be paid for at the time of registration through PayPal.

Registration Priority

Class registration priority is given in the following order:

1. Board Members
 2. Co-Op Class Teachers
 3. Co-Op Class Helpers
 4. All other Co-Op Service positions & ReACHE members
- Class registration for students follows an “as of September 1” policy.
 - All classes are established within age or grade range suggestions as follows:
 - Preschool/Kindergarten - ages 3-5
 - Lower Elementary {1st - 3rd} - ages 6-8/9
 - Upper Elementary {4th - 6th} - ages 9-12/13
 - Middle School {7th - 8th} - ages 13-14
 - High School {9th - 12th} - ages 14-18

***Any exceptions for classes can be determined by the parent AND the teacher.

Fees

- Families participating in Co-ops will pay an annual co-op fee {cost TBD by current ReACHE Board of Directors}
- Teachers will have their syllabi with class fees and descriptions posted on the ReACHE website. All class fees will be due upon signing up through Paypal.
- If a family withdraws any students before the year ends, they will forfeit all fees. Refunds prior to the beginning of co-op classes will be addressed on a case-by-case basis by the ReACHE Board of Directors.

Withdrawals

ReACHE Co-op teachers have made a commitment to the ReACHE co-op students for the full academic year based on your commitments to their classes. Please honor your commitment by being faithful financially as well as in attendance in class participation.

We recognize that, occasionally, extenuating circumstances occur which require a family to withdraw from a co-op class, and we ask that these situations be brought to the attention of the Board of Directors.

EXPECTATIONS

Expectations of Families:

1. Families must read and agree to the policies in this handbook.
2. Parent volunteers are essential to the success of this cooperative endeavor. Co-Op service positions include, but are not limited to: set up, clean up, teacher helper, child care/nursery worker, hallway monitor
3. Parents are expected to have supervision over their children while they are not in class. Please ensure that your children:
 - a. Walk in a quiet and calm manner while inside the church building
 - b. Are respectful of all church staff at all times
 - c. Are not left unattended at any time
4. Parents are required to walk their child into the church building and be in the sanctuary by 12:55 p.m. for opening prayer and announcements.
5. We request that families be supportive of the objectives of ReACHE Co-Ops and contribute to its success by being actively involved in its administration {e.g. volunteering}
6. Parents are expected to encourage students to be prepared for their classes {having all necessary materials, proper attire, name tag, etc}; to be prompt for class {students and parent volunteers}; and to provide sincere feedback or suggestions as needed.
7. Families are asked to pray for ReACHE and its leadership as we seek to glorify God and provide information, inspiration, fellowship, support, and encouragement to our members.

Expectations of Students

1. Students are expected to be respectful of the church building, all of its staff, ReACHE parents and other students.
2. Students are required to be ONLY in areas designated for ReACHE use at all times.
3. Students are expected to be in the sanctuary by 12:55 p.m. for opening prayer and announcements.
4. No use of electronics is permitted in the classrooms - unless directed by the teacher. All cell phones and hand-held devices are to be put on silent during class time.
5. Students are expected to adhere to the ReACHE Dress Code {see below}
6. Students are expected to adhere to the ReACHE Discipline Policy. Any behavior not in accordance with the objectives of ReACHE Co-Ops is not permitted.

Expectations of Teachers

Because we are a Biblically based co-op, teachers must present subject matter from a Biblical worldview in a Godly manner and may not endorse to their students any tenets of secular humanism {e.g. the theory of evolution, abortion rights, etc} This policy does not preclude the discussion of such topics within the framework of a Christian worldview.

1. Teachers will be approved by the Director of Academics. The Board of Directors may request non-ReACHE members to teach a course. Such individuals will be vetted by the board in accordance with ReACHE membership guidelines. Non-members may be compensated for their services. An adult member of ReACHE MUST be present in classes taught by non-members.
2. 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. Teachers should be completely prepared for their students at least 5 minutes before class is scheduled to begin. Classes are 55 minutes long and end 5 minutes prior to the next class.
6. Teachers are expected to ensure that students are brought to their next class in an orderly fashion.
7. Teachers are expected to clean-up their room following their class period. This includes: wiping the tables, pushing in the chairs, cleaning the whiteboard, returning any ReACHE equipment to its proper location, sweeping the floor, and emptying the trash bin.
8. In the event of an emergency or sudden illness, teachers are expected to contact the Director of Academics as well as their helper as soon as possible and provide lesson plans for the class to the helper. Classes are not to be cancelled by a teacher.
9. Teachers may require certain texts be purchased by the parents.
10. Teachers may decide the prerequisites for their classes and have final say in their age limits.
11. Teachers will determine their own class fees.
12. Teachers may choose to include educational field trips along with the classes, and may choose to open these field trips to other ReACHE members.
13. Teachers will submit receipts for reimbursement for current school year to the Director of Finances no later than May 1st. Receipts submitted after this date will not be reimbursed.

POLICIES

Co-Op Service Policy

This is your homeschooling group. The success of this endeavor depends on the input and cooperation of all participants.

1. All families are expected to provide volunteer hours.
2. For teacher's helpers - each teacher is in charge of what is required of the helper within the context of the class.
3. If it is necessary for you to miss any or all of your co-op duties, it is your responsibility to find your own substitute.

In the case of an emergency or family illness, please contact the Director of Academics or any other board member as soon as possible.

1. Co-op duties include: hallway floater, nursery/child care worker, teacher's helper, co-op set-up, or co-op clean-up.
2. Continuous, unexcused absences may result in your family being dismissed from co-op classes.

Illness Policy

Teachers and nursery workers will be advised of any allergies or any other medical conditions of students. Please refer to the ReACHE Illness Policy in the Membership Handbook.

Nursery Policy

The nursery is available for children of ReACHE members who are serving during that class time. Please do not leave your child(ren) in the nursery unless you are ReACHE member and are teaching or volunteering. Parents must supply diapers, wipes, snacks, drinks, etc for their children. Please be sure to label all your child's items {diaper bag, sippy cup, etc}.

Student Discipline Policy

Please make sure that your student realizes that participation in ReACHE co-ops is a privilege. Disobedience, defiance, and any other ongoing negative attitudes or behaviors will be addressed with the following procedure:

- 1st incident - When a child is acting out inappropriately or disobeys the rules, the teacher will give the child one warning.

- 2nd incident - If the behavior continues, the helper will remove the child from the class and the child will not be able to return to that class for the rest of the day. Also, the parent will be notified by the teacher.
- 3rd incident - the same procedure will be followed. However, the child will only be allowed to come back to subsequent classes when accompanied by a parent.
- 4th incident - if the child acts up again after the child has had a parent sit with him, the child will not be allowed back in that class for the remainder of the year and class fees will not be refunded.

Co-Op Dress Code

ReACHE member teachers and students are required to wear ReACHE t-shirts or t-shirts in ReACHE colors {royal blue or lime green} during co-ops {tank tops, halter tops, muscle shirts or any short, tight fitting or midriff shirts are NOT allowed}

Shorts or skirts must be a modest length. Students and teachers are expected to maintain a standard of modesty and propriety in dress and in conduct at all times during classes. Any violations of the dress code will be addressed on an individual basis.

*See the Dress Code in the ReACHE Membership for more information

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. 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 man-made 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 through email via the website forum and Facebook via the ReACHE group page.