

REACH Homeschool Co-op

Reaching for Excellence in Academic Christian Homeeducation

Handbook



²⁴ Don't you realize that in a race everyone runs, but only one person gets the prize? So run to win! ²⁵ All athletes are disciplined in their training. They do it to win a prize that will fade away, but we do it for an eternal prize.

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Oct. 2015
 June 2016
 March 2017
 April 2019

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REACH Co-op Statement of Faith

(adapted from the [EFCA SoF](#), updated and approved by leadership March 2017)

REACH is a Cooperative of home school families united under these theological convictions:

God

We believe in one God, who is the Creator of all things. He is holy, infinitely perfect, and exists eternally in a loving unity of three equally divine Persons: God-the Father, Jesus-the Son, and the Holy Spirit. God is sovereign, all powerful and ever present. His purpose from eternity has been to redeem His people for Himself and to make all things new for His own glory. God is both loving and just.

The Bible

We believe that the Bible, the Canon of Scripture, is the inspired Word of God written through human authors. In the original writings, it is without error and is a complete revelation of His will for salvation. The Bible is the ultimate authority by which every realm of human knowledge and endeavor should be judged. As such, the Bible is to be believed in all that it teaches, obeyed in all that it requires and trusted in all that it promises.

The Human Condition

We believe that God created mankind in His image. The first humans, Adam and Eve, fell into sin when they gave into temptation from Satan. Because of this original sin, all humans are sinners by nature and therefore alienated from God and under His wrath. It is only through the work of Jesus Christ on the cross that we can be rescued from sin, reconciled to God and renewed in our spirit.

Jesus Christ

We believe that Jesus Christ is God incarnate, one Person in two natures, fully God and fully man. Israel's promised Messiah, Jesus, being conceived by the Holy Spirit, was born of the virgin Mary. He lived a perfect, sinless life, was crucified under Pontius Pilate, died and was buried, rose again on the third day and is seated at the right hand of God the Father in Heaven.

The Work of Christ

We believe that Jesus Christ was sent to the cross by God, out of His great love for us, to be the perfect, spotless sacrifice for our sin. Jesus bore the wrath of God on the cross so that those who believe and receive Christ as their Lord and Savior have a way to be forgiven and to inherit eternal life. Jesus' atoning death and victorious resurrection are the only ground for one's salvation.

The Holy Spirit

We believe that the Holy Spirit glorifies Jesus Christ in all that He does. The Holy Spirit works in people to convict them of their sin and bring them to faith in Jesus Christ. He indwells believers and only through His work in their lives, believers are equipped and empowered to live Christ-honoring lives.

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The Church

We believe that the Church is the Body of Christ. The Church consists of all who have been justified by God's grace through faith alone in Christ alone. The purpose of the Church is to be the hands, mouth and feet of God in this world to further His kingdom on earth and in heaven.

Christian Living

We believe that God's justifying grace and His sanctifying power and purpose go hand in hand. As Christ followers, we are called to obey God's commands to love Him supremely, love others sacrificially and live out our faith in word and deed.

We believe that marriage is defined by God as being between one man and one woman.

Christ's Return

We believe in the bodily return of Jesus Christ at a time that is only known by God. This demands our constant expectancy and is our blessed hope and motivation to live in a way that is honoring and glorifying to God.

Response and Eternal Destiny

We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace.

By joining the Co-op, you agree that you have read and understand this Statement of Faith. You also agree that you will respect these beliefs, even if you do not agree with them, and you will not give any class-time instruction that is contrary to these beliefs. Class-time discussion of any beliefs contrary to these must have prior approval from the Leadership Team.

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Member and Student Participation Expectations

REACH is a volunteer-led, volunteer-driven organization. As such, participation in REACH is a privilege and Members and Students are expected to abide by the following guidelines:

Member Expectations

1. I will read & become familiar with all the material in the REACH Handbook. The handbook addresses everything you need to know about participating in REACH. (Colossians 3:23)
2. I will review the Student Expectations with my children at the beginning of each semester to ensure that they understand what is expected of them. I am ultimately responsible for my children's behavior. (Proverbs 29:15 and Ephesians 6:4)
3. If I am teaching, I will be prepared for classes according to the guidelines set forth in the Handbook. This includes completing class summaries and outlines, and submitting them by the due date, as well as being prepared ahead of time for each week's class. (1 Corinthians 12:14-20 and Galatians 6:5)
4. When I am teaching or assisting, I am responsible for classroom management and upholding classroom expectations. If there are discipline issues of any kind, I will handle them promptly, no matter how minor, and inform the parent & a leadership team member even if it is just to give them a heads up. (Proverbs 22:6 and Hebrews 12:11)
5. I will respect the guidelines provided by our host churches, including but not limited to quiet zones, parking requirements, off-limits areas, use of church property and hours of use. (Hebrews 13:17 and 1 Peter 2:17)
6. REACH is a Christian group but does not prescribe to any specific denomination or doctrine. Please be considerate of the varying beliefs held within our Christian community. (Romans 14:10)
7. I will be considerate of everyone's time by arriving on time. We all rely on each other to uphold our commitment to REACH. (1 John 3:18) (Matthew 7:12)
8. I will attend every week if at all possible. As soon as I become aware of an unavoidable absence, if I am currently teaching or assisting, I will contact a leadership team member; in addition, I will make arrangements for a substitute if required. (Galatians 6:2 and Galatians 6:5)
9. I will conduct myself in a manner that is honoring to God. (Matthew 22:37-40 and Galatians 6:10)

Student Expectations

If behavior is continually inconsistent with biblical principles, the REACH Leadership Team will follow the disciplinary measures found in the REACH handbook.

1. I will obey and respect my parents, teachers, assistants, and the church staff. (Ephesians 6:1 and 1 Peter 2:17)
2. I will show respect for others and their belongings. (Matthew 7:12)
3. I will obey all of the church rules and respect the property. (Romans 13:1)
4. I will not use offensive, crude, dishonest, or disrespectful language. (Psalm 34:13)
5. My school materials, personal belongings, and manner of dress will reflect biblical standards of modesty and good taste. (Psalm 119:9)
6. My cell phones, iPods, radios, electronic games, and other electronic devices will remain at home or in my vehicle, see additional policy for REACH High students. (Ecclesiastes 3:1)
7. I will clean up after myself and ask the teacher what I can do to help before I leave the classroom. (Galatians 6:5)
8. I will conduct myself in a manner that is honoring to God. (Galatians 5:22-23 and Colossians 3:17)

I agree to abide by these guidelines and understand the consequences if I do not.

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2019-2020 REACH Leadership Team

REACH Leadership Team

Chair Person: Aloha Seitz

Treasurer: Michelle Laube

Co-Administrators: Rachel Meyer, Michelle Laube, & Aloha Seitz

New Member Liaison: Aloha Seitz

The Chair Person's contact information is located under the "contact" tab on the website for both members and non-members.

Other leadership team members' contact information can be found in the member directory.

REACH High seeks to be an enhancement to the home education of Middle and High School students by offering classroom instruction in a variety of core and supplemental classes, all of which reflect a Christian worldview and offer the opportunity to learn in a positive and dynamic environment.

Membership Agreement Statement

By registering and/or enrolling in REACH Co-op and any classes offered by REACH, you are agreeing to the following:

- That you and every family member participating have read and will be bound by all policies, procedures and expectations laid out in this Handbook and on the REACH website.
- All policies and procedures in this handbook apply to all early morning and afternoon classes that may be offered for REACH High students. Any additional Policies and Procedures for REACH High early morning or afternoon classes will be communicated verbally to all participating families at such time as those classes are offered.
- That you give permission for photos and/or videos of yourself and/or your child(ren) to be taken in connection with REACH classes, events and activities. You understand and give your consent for said photos and /or videos to be used in print publications, online publications, presentations, websites, and social media for purposes of advertising and promoting the REACH Co-op.

<https://www.homeschool-life.com/wi/reach/>

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Policies, Procedures & Expectations

Accident/Injury

If there is an accident or injury during REACH hours, please notify the REACH Chair immediately. Parents will be located and they will make all decisions regarding emergency medical care. There is an injury report which must be filled out, signed by witnesses and teacher and turned into the Woodlands office by the REACH Chair. See Legal Waiver/Medical Release Form for more details.

Announcements

Our primary source of sharing important information and weekly announcements is email through the co-op website. Please be sure that you have subscribed to receive the weekly email update. Please check email on Monday evening just in case there is information that you will need for Tuesday. A brief version of announcements is also given at the opening of co-op each week, however not all of the email announcements are covered verbally at Co-op so reading emails completely (including attachments) is very important!

We end our announcement time with prayer and the Pledge of Allegiance to the American Flag and to the Christian Flag every week.

On-site announcements for R. High are in the Gymnasium and begin at 8:50am.

Arrival

Please use the side doors near the nursery to enter and exit the building. There is a coat rack there available for your use.

Teachers/Assistants – May arrive as early as 8:30 (but no later than 8:45) for room/class prep

Enrolled students – May arrive no earlier than 10 minutes before their first class.

Coffee Bar Fellowship – Students may arrive at 8:30 for a time of fellowship & coffee in the Fireside area

As you arrive, you must sign in at the front table and get your name tag. Then report directly to either the Fireside area (for coffee fellowship) or your classroom. There is to be no loitering in the hallways. Only enrolled students are allowed beyond the front table.

Building Stewardship

Woodlands Church is most generous with the use of their facility, so we will be good caretakers of the gift that we have been given. We will respect the building and the people that work there by cleaning-up after ourselves, remaining in authorized areas of the building only, and by not disrupting the normal workday of the church staff. To minimize traffic and communications with the Woodlands administrative offices, all communications between REACH and Woodlands will be done through the REACH Chair. Please honor this even if you are a member or Woodlands and know the staff personally. During REACH hours you are at Woodlands as a member of REACH Co-op.

Building Usage – Woodlands

REACH Co-op has building usage from 8:30am – 12:30pm. There are specific rooms that we are authorized to use. Only parents & tutors actively serving in a classroom are allowed in the building. You are expected to be in the Fireside area or your classroom. Please be considerate of Woodlands staff by not congregating in the hallways and/or near the offices.

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Business Directory Tool

If you or an immediate family member (spouse, child) has a business (or two or three), we have a place for you to advertise that within our REACH family and it's very easy to do!

- Log in to your family account on <http://www.homeschool-life.com/wi/reach/>.
- Click Business Directory on the left-hand side under Helpful Links.
- Click on Add a New Business, enter your information (you do not have to list a website) and choose a category*.
- Once you choose Save an email will go to the website admin to approve your listing. Once approved, it will be published to the site for all families to see.

*If there is not a category that is fitting for your business, choose the blank space at the top of the list. At the end of your description section you can let the admin know what category you would like your business listed under and they will take care of that for you.

Being included in this business directory is a privilege for REACH members. It is intended for allowing others to find you if they are in need of certain goods/services. Please do not use the information in the REACH business or family directory for direct advertising. Thank you.

Your business directory listing will be removed from the Co-op website when your membership concludes.

Calendar

Our REACH classes generally start mid-September and run through late April, with an extended break in December and January. Calendar details can be found on the website.

Canceled Classes

If classes are canceled due to the weather or teacher emergency, the teachers may email their students with assignments for the next week. See also **Snow Days**.

Cell Phones & Other Devices

- Students may have a phone available to communicate with parents or in an emergency, but it is not to be used for calls or text messaging during REACH hours. Apps may be used during study hall, but not for watching movies, videos, Youtube, etc.
- Personal musical and/or video devices are NOT allowed at REACH (by students) at any time.
- Laptop computers/iPads/cell phones with video capabilities are allowed at REACH High, but students are **not** allowed to watch movies or videos on them while at REACH High. Such devices are to be used only with prior Leadership approval and only for notetaking or attending a virtual class.
- REACH Leadership reserves the right to take possession of any student devices being used inappropriately during REACH hours.

Class Registration

Student class registration is a process separate from Co-op enrollment. At REACH High, students can choose one of three or four classes offered each of the three hours of the co-op morning (and any early morning or afternoon classes that may be offered on occasion). Registration is the process, after a family is already enrolled and approved as a co-op member, in which students choose and register for those specific classes. Students are not required to fill all three hours. They may come for one or more classes and leave when they are finished.

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There are two enrollment & registration periods each year; one for the fall semester (open April-August) and one for the spring semester (open October-January). Instructions are clearly communicated through the website and emails prior to the enrollment/registration periods. Registration will always open to currently enrolled students a week before opening to the homeschooling community at large.

Class Supply List

Please see each individual class description for instructions regarding any necessary supplies. Some classes will have a supply list that each student is responsible to bring. Other classes may have a supply fee and the tutor will provide the supplies. Instructions for payments will be provided in the class description.

Class Size

Class sizes will be determined by the tutors and the REACH High Support Team. The size of a class will depend on the nature of the class itself and classroom space. For the average class, we expect enrollment to range from 10-20 students.

Clean-up

It is the teacher's responsibility to straighten their classroom at the end of each class. Clean up should always include spot-checking the floor, wiping the tables and chairs as needed, and turning lights off. Please leave the room in the same formation (tables and chairs) and in better condition than you found it in! Students can be expected to help with this.

Clean Team

Each REACH family may be assigned at least one week to serve on Clean Team throughout the year. There are two families each week and the building is divided up into certain areas that each family is responsible for. It is the responsibility of the Clean Team to *double check the classrooms* and *clean the common areas*, i.e. restrooms, hallways etc. that are designated on your map. There will be Clean Team bins on the counter each week. Those bins have supplies, a building map highlighted with the areas you are responsible for and a cleaning check list in them. The vacuum is located in the closet by the restrooms in the classroom wing of the building. When you are done with your section of the building you must check with the other person serving that week to see if they need assistance. If your family is unable to clean on the week you are assigned, it is your responsibility to switch weeks with another family and inform leadership.

Coffee Bar & Fellowship

There will be a coffee bar in the Fireside area for all students & teachers. There is a small fee to cover the cost of the coffee pods. Additional donations for coffee & snacks are gratefully appreciated and can be placed in the basket on the coffee bar. Parents and children are asked not to go behind the coffee bar counter.

The coffee bar will be available for student fellowship beginning at 8:30 a.m. Students must take their drinks and snacks to the tables in the Fireside Room. Snacks and uncovered drinks are not allowed in the classrooms.

There is also a sign-up sheet also located at the coffee bar for members to bring snack. We ask that each family sign up to bring a snack at least once each semester. Leftover goodies are generally left as a sweet blessing for Woodlands staff.

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Communications

In order to keep costs down and communicate in the timeliest manner, our primary mode of communication will be email. You must have an email address in order to register. The web site address for REACH Co-op is: www.homeschool-life.com/wi/reach. All communication will be handled through the website. It is the responsibility of each member to keep their contact information up to date and to check emails on a regular basis. Weekly announcement emails will be sent out by Leadership on Sunday evenings. In addition, weekly updates will be sent out by the website and will include the upcoming calendar and notification of any changes that have been made on the site in the last week. It is extremely important that all members read these emails, including any attachments, so they are well informed and thus can be a responsible and reliable member. It is each individual family's responsibility to download and print all necessary files off the REACH website. If you need to communicate to the Leadership Team you may use the current contact information found on the website.

The REACH directory and email will be used solely for REACH specific business.

Non REACH specific communication can be shared through the website via the forum tool. See Forum for more information.

Copies

We will have a copier/printer available near the REACH check-in area at Woodlands. Please use this copier for all REACH copies whenever possible. If you need to have copies run for your class, please have your papers ready the week before you wish to use them. Please do not expect copies to be made on the spot for your class that day. If you are unable to make your copies on site, you may make copies off site and turn in a receipt for reimbursement.

Dismissal

Students must leave the campus within 10 minutes of their last class of the day, unless waiting for siblings in a later class. Parents picking up students may come to the front door or wait for them in the parking lot. When leavings, students should drop off their name tags at the front table and check out on the sign-out sheet.

All REACH members must be out of the Woodlands building by 12:30pm.

Educational Objectives

REACH desires to help parents meet the social, academic, and spiritual needs of our students. We often offer classes that may be more demanding or academic in nature. These classes may involve some out-of-REACH homework. While we value academic excellence, we are also aware that each child already has a full load of classes, so we will try to limit the amount of homework required unless a student has chosen to participate in a class for high school credit. As a Christian co-op, we use some Christian curriculum, we open our time together in prayer, we use biblical principles in discipline situations, and our teachers are faithful in weaving biblical principles throughout our classes.

Enrollment

The standard enrollment fee for the full year is \$20 through June, with a late fee of an additional \$10 for each month after June (i.e. \$30 in July, \$40 in August). We will offer an early bird discount of \$5 off if you register before May 15! There is also an option for per semester enrollment for families unable to commit to the full year (or who want to wait to see what classes are offered any given semester). See [Fees](#) for details. This non-refundable enrollment fee helps cover the overhead cost for REACH (website, storage unit, supplies, etc). Most classes will have a tutor fee &/or book/supply fees. NSF checks will be assessed any bank fees that REACH incurs and must be paid by cashier's check or in cash within 14 business days of notification.

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There are two enrollment & registration periods each year; one for the fall semester (open April-August) and one for the spring semester (open October-January). Instructions are clearly communicated through the website and emails prior to the enrollment/registration periods. Registration will always open to currently enrolled students a week before opening to the homeschooling community at large; however, once enrollment & registration is opened to new members, current members lose their priority placement in classes should class size maximums be reached. Special cases for late enrollment will be considered by Leadership Team on a case-by-case basis.

All enrollment instructions including required forms, payment information and mailing address are clearly stated on the website.

Fees - Enrollment

The standard enrollment fee **per student** for the full year is \$20 through June, with a late fee of an additional \$10 for each month after June (i.e. \$30 in July, \$40 in August). We will offer an early bird discount of \$5 off if you register before May 15! So...

\$15	April – May 15
\$20	May 16 – June
\$30	July
\$40	August

The following rates **per student** apply if you commit to only one semester at a time:

\$10	April – May 15 (for 1 st semester)	or	October (for 2 nd semester)
\$15	May 16 – June (for 1 st semester)	or	November (for 2 nd semester)
\$25	July (for 1 st semester)	or	December (for 2 nd semester)
\$35	August (for 1 st semester)	or	January 1-10 (for 2 nd semester)

This is the enrollment fee. There may be additional class fees. Fee is calculated from the date payment is mailed.

Fees – Class Registration

Class fees are in addition to REACH enrollment fees. Class fees are set by the tutor, and checks will be made out directly to the tutor. Checks will then be mailed to **REACH**, and the student's place in the class will be held once payment is received. Please be aware that tutor checks are held by REACH and given to the tutor on the first day of class. Class descriptions will clearly state the fees involved and payment instructions.

Faith

We believe that we have been called by God to educate our children at home; therefore, we will work cooperatively with one another to preserve that to which He has called us. We honor and uphold the God-given parental authority and respect family beliefs. Although we do not subscribe to one certain denomination, we are a Christian co-op and use the Bible as our guide. Thus, both parents and students will conduct themselves in a manner consistent with biblical truth.

Finances

Our Treasurer processes all enrollment fees and handles all requests for reimbursement. The REACH High Registrar/Enrollment Officer collects and distributes all class registration fees. If you are teaching and need to purchase something for your class, such as curriculum or supplies, please check first with REACH leadership to be sure there is budget to cover it and that the supplies are not already available in the co-op's inventory of

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supplies. For reimbursement, fill out a "Reimbursement Form - Blank" (available in the mail file boxes), include your receipts, and put them in the "Reimbursement Forms - Completed". All receipts must be turned in by the end of the semester you are teaching. All non-consumable purchases become the property of REACH, and should be turned in to the treasurer at the end of the semester.

Financial Stewardship

The Leadership Team holds one another accountable to make wise budgeting decisions that will benefit the co-op as a whole. If a member has undue financial hardship, reduced enrollment and/or class tuition can be offered at the team's discretion. Our budget is open for any member to see except information such as fee reductions, which must be kept strictly confidential. REACH policy dictates that members must get approval from the treasurer before purchasing anything above and beyond their budgeted amount. In addition, reimbursement forms are kept on file and signed by the treasurer.

Forums

We use our REACH email tool for information that is strictly REACH business. The forum is an optional tool and is a great way for members to share information amongst each other. Information shared on the forums is not necessarily endorsed by REACH. Before posting on the forum please read the following procedure and guidelines.

Participation in forums is optional. If you would like to receive notification of forum postings, you must log in to your account, go to Edit My Profile, select YES under Forum Emails and then choose your preferred delivery settings.

To post in the forum, simply sign in to the REACH website and click on the Forum link on the Member Home Page. Then choose which forum you would like to post in and enter your posting. Currently the categories are: Community Information; Opportunities; Outreach; For Sale, Trade or Barter; Recipes; Prayer Requests and Miscellaneous. These are moderated forums so your posting will be sent to the moderator for approval before being posted. There may be additional forum topics created in the future.

Fundraisers

We collect inkjet printer cartridges for recycling. There are collection baskets for these near the mailboxes. Money raised through fundraisers is used to purchase additional equipment and supplies as well as to support special day activities.

Box Tops for Education may be brought to co-op as well; however these will be passed on to CHAT because REACH is not a 501c3 non-profit organization.

"Gathering" Kick-Off Potluck

This event is our annual beginning of the year kick-off night. This is held in late summer, usually during the last week in August or first week of September, directly following New Member Orientation. This is a great time to meet current leadership, hear about changes for the coming year and get any questions answered as well as enjoy great fellowship and a potluck dinner! Attendance is highly encouraged for all members.

Grade Levels

Grade levels for a class are determined by the tutor. A student outside the grade level for a class may still enroll in the class, but tutor approval is required before the student's enrollment is finalized. You must work through the Enrollment Officer to gain this approval. Students must be 12 by September 1st of said school year in order to participate in REACH High.

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Illness

Please do not send sick children to co-op. If your child has had a temperature of 99.5 or higher in the past 24 hours, is vomiting or has diarrhea, a runny nose, or severe cough, please keep the child at home.

If your child is diagnosed with a communicable disease such as chicken pox or whooping cough, etc. within 48 hours of being at REACH you must contact a REACH Administrator immediately so members can be notified of possible exposure.

Late Registration Class Changes

Students may be allowed to switch classes up through the first or second week of class per semester if space is available and with the tutor's approval and at the discretion of the REACH High leadership team. Class fees will not be reimbursed for the class the student is dropping and will not be prorated for the class the student switches to.

Leadership

REACH Co-op has a Leadership Team established who takes care of all administrative needs and upholds all policy. Current leadership is noted in the Handbook.

Mailboxes

There is a file box in the REACH entrance area. Each family has a file in that box that serves as their "mailbox". These files are used for communication from the Leadership Team to the members, from teacher to parent, or from member to member, and classroom work and homework assignments may also be included in those files. Students should check their mailbox each week before they leave the building as it may contain announcements or information pertinent to the following week. Please do not use these mailboxes for solicitations of any kind.

Media/AV Equipment

There are several classrooms at Woodlands that have AV equipment in them. There is also a portable TV/DVD player available. Please be in contact with Leadership if you are in need of AV equipment for a class you teach. It is not safe to assume that the portable unit will be available on the day you need it if you haven't checked ahead of time.

Membership

Membership in REACH simply means that your family has enrolled under the REACH "umbrella" in order to access the classes available. Students are required to attend their classes on a weekly basis. If, at any point after enrollment, you decide not to attend co-op, please contact a member of the Leadership Team ASAP so that we are aware of your intentions. If unforeseen circumstances affect your ability to attend co-op on a regular basis and you would like your co-op membership to stay in an active status, please contact a member of the Leadership Team and a decision regarding membership will be made on a case-by-case basis. If your student is not registered for any classes by the time the semester begins, your membership status will automatically become inactive. If your status becomes inactive, you will not be considered as a returning co-op member for enrollment purposes, regardless of any enrollment and/or class fees you have paid.

Nametags

Nametags are required by all members and visitors at Woodlands at all times while in the building. Nametags for teaching parents, tutors and REACH students are on the counter at the entrance. Please leave nametags at the counter at the end of the day.

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New Member Orientation

This is a mandatory meeting at the end of August for all new members to come meet the leadership team, tour the building, discuss policies and procedures and get all of your questions answered. The co-op wide “Gathering” Kick-Off Potluck will be directly following this orientation.

Open House

REACH holds an Open House annually in February to allow potential new members to receive a tour of the building, visit classes and have questions answered by Leadership.

Parent Participation

New to the 2019-2020 school year, there are no longer any teaching/assisting requirements for REACH participation. However, parents are welcome to teach a class! REACH is now functioning as a service, connecting homeschooling families with tutors. Only students currently registered for a class will be allowed on campus. There are a few needs that parents can fill on a volunteer basis that will enable them to stay. Please contact REACH Leadership Team for more information.

Pets

Pets are not allowed in the building at any time without prior approval from Leadership.

Proper Attire/Dress Code

Students and adults are expected to dress in a manner that reflects the biblical standards of modesty and good taste.

Dress Code

Upper body:

1. No sleeveless shirts.
2. Tops and bottoms must overlap so midriff skin is not exposed.
3. No spaghetti straps. No bra straps showing.
4. Necklines should not be revealing.

Lower body:

1. All lower body apparel must be close to knee-length or longer.
2. No underwear showing. (This includes but is not limited to boxers).
3. No rips or tears in clothing above the knees.

If students are in a gym or PE class, they must **always** wear tennis shoes during gym class. If students are not wearing proper footwear they will not be able to participate in the class.

REACH Extension

In past years, when REACH classes did not meet the tutor’s minimum class size requirement the leadership team had the option to open the class to the homeschool community at large for enrollment on a first come first served basis. This was called REACH Extension. REACH Extension participants enrolled through a specified REACH High Leadership contact person and paid a \$15 tuition fee to REACH to register in the class(es) as well as whatever class fees may apply as set by the tutor. The \$15 registration fee was per student, per semester. Communication with REACH Extension families was done through REACH High Leadership rather than through the website.

This has become the model for how REACH as a whole is functioning beginning with the 2019-2020 school year. All classes are open to the homeschool community at large. In order to facilitate the class registration via the REACH website, families do need to enroll on the REACH website (this gives them REACH membership which

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allows access to the secure portion of the website for class registration). There is an initial enrollment fee per student per semester plus class fees as set by the tutor. Classes will fill on a first-come-**and-paid**, first served basis.

Responsibilities

- **Financial Responsibilities:**
 - Student Enrollment Fee of \$20.00 per year (or as prorated early/late/per semester)
 - Class Enrollment Fees per course per semester vary by classes offered.

The deadlines for registration and enrollment will be clearly communicated on the website and via email to members. Late fees may apply if deadline is not met.

- **Parent Responsibilities:**
 - Parents are responsible for encouraging and supervising their students in their REACH High coursework and for assigning grades and/or credits if REACH courses are included on your student's transcript. This is necessary in order to qualify as a home school under state guidelines.
 - Parents and students are responsible to work with other parents and tutors regarding any missed work or tests.
 - Parents must see that the students arrive on time and are picked up promptly.

- **Student Responsibilities:** Students should expect daily homework to be assigned for some of the classes they are enrolled in. It is the student's responsibility to arrive promptly, complete assignments on time and be ready to participate in class. Student attendance and completion of assigned work is **not** optional. Failure to attend class or to complete homework assignments jeopardizes the student's future enrollment in REACH High classes. Students are to be respectful of all students, tutors, adults, and the church property.

- **Teacher Responsibilities:** You are responsible to prepare a class summary and an outline for your class. Teachers are to arrive in time to prep their classrooms. Within the classroom, you are responsible for classroom management and to implement the discipline procedures as outlined in the handbook. Classes must end 5 minutes before the class period ends in order to ensure that the next class begins on time. At the end of class, you are responsible for cleaning up your classroom which may include vacuuming and wiping down tables, if needed; our goal is to leave every area we use better than we found it. Outside of REACH High, you are responsible to plan and prepare your weekly lessons. If you will be late or are unable to attend REACH High, you are required to find your own substitute. Please call another member of REACH High to see if they are able to cover your responsibilities for you.

- **Tutor Responsibilities:** REACH High tutors have been chosen because they have an expertise in the subject that they teach and a love for teaching students. Tutors may assign homework and give tests necessary for the completion of the course. Tutors will keep parents apprised of material to be covered, assignments given, and the dates that assignments are due. They will keep any necessary records and communicate with parents concerning absences.

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Snow Days

Our general rule is that if the Stevens Point area schools cancel, then we cancel as well. However, please be aware that there are several members who have a long drive, so we may cancel even if the weather does not seem too bad in your particular area. In the event of any cancellation, an email will be sent out by 7:00am on Tuesday. If the weather is questionable, please check your email, if there is no email and you are unsure, you may contact the Chair person whose phone number is located on the website under “contact”.

Each of our REACH semesters includes 12 weeks of class and one make-up day. If we have had a weather cancellation during the semester then that 13th week will be a class day.

Traditionally, each spring we have a service project called Rake-Out at Riverside (Riverside Bible Camp in Amherst). Because this annual tradition is a great way for us to serve together and bless RBC. This Rake-Out is usually scheduled on the Tuesday following the end of REACH in April or the first Tuesday in May.

Soliciting

We will not allow any selling, soliciting, or fundraiser passing out through the use of the mailbox system. This includes invitations to Pampered Chef-type parties or the selling of Girl Scout cookies, etc. Our membership directory is for the sole use of REACH business. Please see Business Directory Tool above for advertising.

Special Circumstances for children attending

The following special circumstances (and any others not listed below) need to be presented to the Leadership Team for approval and will be considered on a case-by-case basis:

- Homeschooled foster children are welcome to join REACH with your family.
- Children visiting your home may attend co-op with your family on a one-time basis.

When exceptions are made, the requesting adult is responsible for notifying the teachers to let them know there will be an extra child in class that week.

Student Behavior Expectation

We are all representatives of REACH, the homeschool community, our families and, most importantly, of God. Students are expected to address their teachers and other adults as Mrs., Miss. or Mr. unless given permission to do otherwise by that adult and the child’s parent. Students are expected to follow the rules set up by the teacher in each class. Simple courtesies like raising your hand to speak, using an “inside” voice, eyes on the teacher, keeping hands/feet to yourself, and doing your best work are expected. Children should be respectful toward the teacher and the other students as well as the building and property.

Students under age 12 shall not be unsupervised anywhere in the building (including halls and bathrooms). Students are expected to conduct themselves respectfully, that is, no rough housing, running, loud voices; no hanging out in the halls or bathrooms. We will not tolerate inappropriate behavior during REACH.

Student Drivers

Students who will be driving themselves to REACH High need to register their vehicles. The purpose of this is to help in monitoring the parking lot. The Vehicle Registration Form can be found on the website.

Student Participation Expectation

Every student is expected to participate fully in all co-op class room activities. This makes for a great experience for both the student and the teacher.

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Study Hall

Students are to arrive no earlier than 10 minutes prior to their first class (with the exception of Coffee Bar Fellowship before 1st hour), and are to leave no longer than 10 minutes after their final class. The only exceptions to this are students who are waiting for a sibling in another class. A quiet work zone study hall will be provided from 9:00 am to 12:00 pm for students **age 12+** who are waiting for another class or sibling. Please register for study hall during this time.

Please note that even when classes are open to children younger than age 12, they must be picked up by a parent when class is over, even if they have another class later or are waiting for a sibling.

Substitutes – Teaching Parents

In the event of an absence, planned or unexpected, you are responsible for finding a substitute to cover your class if you are week. If you have vacations planned, please let your co-teacher and/or assistant know ASAP so they can plan ahead as well. In the event of unexpected or emergency absence, please contact REACH Leadership ASAP. Please let leadership know about the arrangements you made.

Substitutes – Paid Tutors

In case of illness, or other circumstances, the tutor may hire a substitute for their class. In the event that a substitute cannot be found, an email will be sent out by 7:00 am on the day of class announcing the class as being canceled. If the class is canceled all students enrolled in that class will attend study hall during the normal class time. The tutor will then offer a make-up class the week following the final class of the semester or offer a prorated refund to each student for the class missed.

Supplies

We store all REACH supplies off site in a storage unit in Stevens Point or at various members' houses during the year. If you need additional supplies for your class please contact the Treasurer or Chair Person to check the REACH supply inventory list. If REACH owns needed supplies arrangements will be made to get them from the storage unit for you. If REACH does not own the needed supplies you will get approval to purchase items provided you are within your allotted budget. Please allow at least two weeks advance notice for this process. *****Glitter, in ANY form, is NOT EVER allowed in the building! Please respect this Woodlands policy.*****

Tutors

REACH High is not a school, thus cannot hire teachers. Tutors are hired by parents to enhance their student's educational experience at home. They are not employees of REACH. Tutors are chosen based on their credentials, experience, references, and their interviews with the REACH High Tutor Liaison. Though REACH High endeavors to find tutors of highest quality, standards, and integrity, we cannot guarantee their performance.

Visitors

Any member wishing to invite a guest to REACH must first contact a member of the Leadership Team. Guests are required to check-in at the REACH counter and will be provided a guest nametag which must be worn at all times while in the building. Visitors are to sign out at the counter upon leaving.

Website

The REACH website address is <http://www.homeschool-life.com/wi/reach>. On the website you will find all the forms, documents and information you need regarding REACH. You may direct a friend to the website so that they can gather more information about the group and contact a member of the Leadership Team by clicking on the "Contact" tab on the homepage.

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Student Code of Conduct Expectations

This code of conduct is based on these 5 premises:

1. **Treatment of other people (fellow students, tutors) must always be respectful.**
2. **This facility and all property will not be abused.**
3. **Each student is responsible for his/her own personal possessions.**
4. **Each student is accountable for his/her own actions.**
5. **Each student's dress and actions should encourage others to godliness.**

ARRIVAL

Students should:

1. Arrive **no earlier than 8:30 a.m.** and **between 5-10 minutes before** first class.
2. Sign in at the front table and get their name tag.
3. Go immediately to the coffee bar for fellowship or straight to current class.

BEVERAGES and FOOD

Food and open beverages are not allowed during class. During Coffee Bar Fellowship, students must be seated at tables in Fireside area. Students in study hall may have food but must be responsible for cleaning up after themselves.

BODILY CONTACT

Our goal is to keep all students free from physical harassment of any kind; therefore:

1. No P.D.A.s (No inappropriate **Physical Displays of Affection**)
2. Rough housing, wrestling, lifting, punching, kicking, tickling, etc. are prohibited.

Consequences: See *Major Infractions Procedure*.

CELL PHONES & OTHER DEVICES

- Personal musical and/or video devices are NOT allowed at REACH (by students) at any time.
- Laptop computers, tablets, & cell phones with internet & video capabilities are allowed at REACH High, but students are **not** allowed to browse online or watch movies/videos on them while at REACH High. Such devices are to be used only with prior Leadership approval and only for notetaking, homeschool homework, or attending a virtual class.
- REACH Leadership reserves the right to take possession of any student devices being used inappropriately during REACH hours.

Consequences: See *Major Infractions Procedure*.

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CLASS ATTENDANCE

Students are expected to attend and be active participants in the classes in which they are enrolled in if they are on campus.

Consequences: See *Major Infractions Procedure*.

CLASSROOM EXPECTATIONS

Each tutor has the responsibility and authority to set behavioral expectations in order to maintain an educational setting that provides for effective learning without inappropriate disruption. In these individual settings, each student is to comply with each tutor's requirements with the understanding that there will be variances between classes.

Consequences: See *Classroom Behavior Discipline Procedure*.

DEPARTURES

1. Students should be picked up or leave campus within 10 minutes after their last class.
2. When leaving, students should sign out at the front table and return their name tag.
3. **Final pick-up time is 12:15 pm.** Thank you for your promptness.
4. Anyone still remaining on-site **15 minutes past the final pick-up time will be charged \$15.00. If the student has not been picked up by 30 minutes past the final pick-up time, there will be an additional \$15.00 charge.**
5. Students must wait at the normal REACH entrance/exit at the front of the church or just outside those doors for pick-up.
6. Students may NOT meet you anywhere else around the building. This protects student safety as well as the traffic flow of other groups meeting in the building during the day.

DRESS CODE

Upper body:

1. No sleeveless shirts.
2. Tops and bottoms must overlap so midriff skin is not exposed.
3. No bra straps showing.
4. Necklines should not be revealing.

Provision for infractions: Students will be offered an XL t-shirt by the on-site administrator upon entering the building that they will need to wear. This will make it possible for students to still attend class.

Consequence for not wearing the t-shirt when requested by the on-site administrator: Student may not attend class or sit in the study hall. See *Major Infractions Procedure*.

Lower body:

1. All lower body apparel must be close to knee-length or longer.
2. No underwear showing. (This includes but is not limited to boxers).
3. No rips or tears in clothing above the knees.

Consequence: See *Major Infractions Procedure*.

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LUNCH TIME EXPECTATIONS (when applicable for afternoon classes)

1. Good stewardship: Students will clean up messes, throw away trash/containers in appropriate receptacles, wash their table, and accept responsibility for their own personal possessions (bags, bottles, utensils, etc.).
2. Food may ONLY be consumed in the designated area.

PETS

Do not bring pets or any other animals.

Consequence: See *Major Infractions Procedure*.

PHYSICAL SURROUNDINGS

1. Treat our physical surroundings (tables, chairs, walls, carpet, etc.) with the respect due another's property.
2. Appropriate use of receptacles for all types of garbage is expected.
3. Do not touch any musical, band or sound equipment located in the church.

Consequence: See *Major Infractions Procedure*.

PROHIBITED SUBSTANCES

No warning will be given in this category.

Tobacco, drugs, alcohol, weapons, and fireworks are not allowed on the premises.

Anyone discovered with possession of any of these items during REACH hours (whether on-site or off-site) will be immediately expelled from REACH High for the semester WITHOUT REFUND.

STUDENT DRIVERS

Students are expected to drive responsibly. No donuts, intentional fishtailing, squealing of tires, or any other reckless driving is allowed in the parking lot.

Consequence: See *Major Infractions Procedure*.

STUDY HALL EXPECTATIONS

Students are expected to be in the study hall when not attending a class. Electronic devices may only be used as outlined in CELL PHONE POLICY.

VERBAL EXPECTATIONS

1. Bathroom humor and crude language is not permitted.
2. Sexual orientation jokes, comments or name-calling is prohibited.
3. Inappropriate gestures with hands will not be tolerated.
4. Calling other people names other than their legal name or personally stated nickname is prohibited.

ANYTHING communicated verbally or nonverbally that is deemed inappropriate will be disciplined.

Consequence: See *Major Infractions Procedure*.

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VISITORS

For the safety of those within our space:

1. Visitors must receive prior approval by contacting the REACH on-site administrator before visiting REACH.
2. Unrecognized people in our space at Woodlands will be asked to leave immediately and reported to police if unwilling to depart.
3. Parents should check in with the on-site administrator for the purpose of visiting a class in session.

INSIDE THE BUILDING

1. When at REACH, students are expected to wear name tags at all times.
2. Students are expected to sign in & out at the front table when arriving and leaving.
3. Students in the building must be within the designated areas. Students are not allowed to be in other classroom areas unless they are enrolled in and attending one of those classes.
4. If a student is discovered by ANY responsible adult to be beyond the designated areas, the student will be brought to the on-site administrator and is expected to come willingly.
5. REACH High staff and tutors will only monitor the behavior of students who remain within the designated areas of Woodlands Church.

Consequence: See *Major Infraction Procedure*

OUTSIDE THE BUILDING

1. We have high school students who will be driving themselves to and from the REACH High campus.
2. REACH High staff and tutors do not have the authority to give students permission to leave the church campus but neither will we keep track of whether or not your child is permitted by you to leave campus and/or ride with another student.
3. Students are not allowed to loiter in the parking lot or in their cars any time while classes are in session.
4. There may be an area outside where students are allowed to be during lunch. Students can ask the On-site Administrator where this area is.

Consequence: See *Major Infraction Procedure*

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REACH Discipline Policies and Procedures

REACH is a volunteer-led, volunteer-driven organization. As such, participation in REACH is a privilege. While we do not expect discipline issues, it is best to be prepared. The basis for discipline at REACH is that we are all working towards instruction in behavior that honors the Lord and respects other people and their possessions. Communication between parents, teachers, and the Leadership team is key. This will allow all of us to work together, and most discipline issues can be resolved before they escalate. We realize that each situation is unique, so the Leadership Team reserves the right to adjust these policies if necessary. **We retain the right to discipline a person for involvement in a situation or possession of an item that has not been previously mentioned. The discipline procedure used will depend on the perceived severity of the offense.**

Classroom Behavior Infractions Discipline Procedure

1st offense:

- Step 1: The student will be reminded of the parent or tutor's classroom expectations. (The student will be separated from the other students immediately, if deemed necessary.)
- Step 2: The parent-teacher or tutor will notify the parent of the inappropriate behavior by the end of the day, either in-person, by phone call, or email.

2nd offense:

- Step 1: The student will be sent to the on-site administrator for the remainder of the period.
- Step 2: The parent-teacher or tutor will notify the parent of the inappropriate behavior by the end of the day, either in-person or by phone call or email.
- Step 3: The parent needs to respond in person or by phone or email, to the parent-teacher, tutor, or on-site administrator, that they are aware of the concern, have discussed appropriate behavior with their student, and are willing to make restitution or apologies if requested.

3rd offense:

- Step 1: The student will be sent to the on-site administrator the remainder of the period.
- Step 2: The parent-teacher or tutor will notify the parent of the inappropriate behavior by the end of the day, either in-person, by phone call, or email.
- Step 3: A conference will be required with the parents, student, tutor, teacher, and REACH Leadership, to determine the intentions of the student and whether or not that student will be allowed to continue attending REACH.

Note: It is possible for a student to receive his 1st and 2nd offenses during the same class period.

Major Infraction Discipline Procedure

1st offense: The student will be notified immediately and the parent will be notified as soon as possible in person, by phone, or by email.

2nd offense: The parents will be called to pick up the student or notified that the student will be sent home for the remainder of the day. The parent needs to respond in-person or by phone, to the tutor or leadership, that they are aware of the concern and have discussed appropriate behavior with their student and are willing to make restitution or apologies if requested.

3rd offense: The student will be expelled from all classes for the semester without refund.