

R.E.A.C.H. CO-OP POLICIES

(UPDATED SEPTEMBER 2019)

REACH co-op is governed by all REACH policies and procedures. Please read and discuss the following policies with your children. By participating in co-op, you are agreeing to abide by these policies during all co-op activities. If you have any questions, do not hesitate to contact the co-op committee.

PARENT RESPONSIBILITIES

1. Be on time to co-op and be prepared to assume your assigned teacher helper responsibilities.
2. Be willing to serve as a substitute teacher helper when needed.
3. If you will be absent from co-op you are responsible for contacting your supervising teacher/s, as soon as the absence is realized. Please do not post on the REACH Facebook page.
4. Be alert and aware of all classroom activities as we are all hall monitors and traffic controllers.
5. Only one child is allowed in the bathroom at a time. Adults are never allowed in the bathroom with a child (except in the case of a parent taking their own child). Parents that are escorting a child to the restroom are to wait outside the door.
6. Parents of children attending co-op are expected to remain on the premises while children are participating in the co-op. If you must leave for any reason, you must designate another parent who will be responsible for your children.
7. Parents are to monitor their children at all times. Children are not permitted outside the building after co-op without adult supervision. The parking lot can be a very dangerous place. Please be aware of your children, at all times.
8. All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, pencil boxes, coats, etc.
9. Parents must read the "Co-op Newsletter" for each class's complete supply list and requirements. Parents are to purchase all necessary texts, materials and other specified items prior to the start of classes.
10. Students with Special Needs: The parent or guardian is responsible for providing assistance during co-op classes.

STUDENT RESPONSIBILITIES

1. Be on time to classes and be prepared with all the necessary materials for each of your classes.
2. Walk in the halls between classes. No yelling.
3. Be respectful of others and their property. Be respectful of the church property. Keep hands and feet to yourself.
4. Complete all class requirements and cooperate with teachers at all times.
5. Students are expected to encourage and support one another in a gracious and loving environment. No name calling or destructive comments toward one another will be tolerated.
6. No cell phones, other electronic games/equipment, or personal items such as trading cards, headsets, etc. should be brought to class.
7. No gum is allowed.

TEACHER RESPONSIBILITIES

1. Attend all 7-weeks of co-op. By agreeing to teach, you are committing to attend co-op in its entirety. If you will be absent from co-op you must report this to your class helper, as soon as the absence is realized. You are responsible for contacting your class helper and arranging to meet with them. You will need to give them your complete lesson plan for the class along with all corresponding materials.

2. Arrive at co-op each morning by 9:30 AM. The nursery will be opened at this time, so if you have an infant-2 year old, you may sign them in and drop them off. Children ages 3-18 should accompany you to your classroom to set up. Children are not permitted to roam around the building unattended.
3. Maintain a clean classroom. All teachers leading classes during co-op should leave their classrooms clean and orderly for the next teacher entering. If you are teaching a class during the last hour of co-op, you will need to clean your classroom and fill out the accompanying "clean room form" before you go home for the day. Your class helpers should be assisting you with the cleaning.
4. Only one child is allowed in the bathroom at a time. Adults are never allowed in the bathroom with a child (except in the case of a parent taking their own child). Teachers that are escorting a child to the restroom are to wait outside the door.
5. Keep all receipts. You will be asked to fill out a teacher's expense report at the conclusion of co-op to submit with your receipts.
6. Return all non-consumable materials purchased at the conclusion of co-op. These materials will be used in future co-op sessions.
7. Exhibit a positive and Godly demeanor during co-op, and in all interactions with students.

REGISTRATION POLICY

1. Co-op registration is offered online for convenience sake. Payment through PayPal is due upon your completed registration. If you do not wish to submit your payment online, a friend can register your children for you. They can submit payment for your children, and then you can write a check to them for reimbursement.
2. During co-op registration you must sign your child/ren up for classes offered at their current grade level. For instance: if your child is in 3rd grade, he/she must be registered for 3-5th grade classes. You can not slide your child down into a K-2nd class. Likewise if your child is in 5th grade, he/she must also be registered for 3-5th grade classes. You can not slide your child up into a 6-8th class. If you sign your child up for a class outside of their current grade level, the child will be pulled from the class. Payment for the class is nonrefundable.
3. The exception to this policy is if you have a child that is special needs. You are permitted to place your child in a lower grade level class. In addition, the parent or guardian is responsible for providing assistance during those co-op classes.

PAYMENT POLICY

1. Fees are collected at Co-op Registration. All fees are non-refundable.

WEATHER POLICY

1. In the event of severe weather, co-op will be cancelled at the discretion of the co-op committee. The committee will announce the decision on Facebook and by email. The make up class date, will also be announced. If co-op does continue, families need to use their own judgment regarding safety.

STUDENT BEHAVIOR POLICY

1. Students should be attentive, respectful, and courteous during co-op activity because this is a time for learning and not just for fun. If a child's behavior is disruptive to the group or disrespectful/discourteous/harmful to the teacher/leader/fellow student the following disciplinary action will be initiated. Bullying of any form (physically or verbally, this includes teasing or name calling) will not be tolerated,
 - 1st infraction: The teacher will request that the child make appropriate changes to behavior.

- 2nd infraction: The child will be excused from the remainder of class. If deemed appropriate, a parent may be asked to accompany that child to future classes/activities.
 - 3rd infraction: The child will not be permitted to participate in co-op for remainder of the sessions.
2. In case of physical assault on another student /teacher or parent the child will be immediately removed from the class and taken to the parent. Follow-up disciplinary measures will be addressed on a one-on-one basis.

DRESS CODE/PUBLIC DISPLAY OF AFFECTION POLICY

1. Parents, teachers and students are expected to dress modestly and behave in a way that is honoring to the Lord.

CONFLICT RESOLUTION POLICY

1. If parents have questions or concern with a teacher, they must go directly to the teacher - not discussing it with anyone else. If you can not resolve your situation, then you must go directly to the co-op committee.
2. If an issue arises between two students, or two parents; the parents must go directly to each other - not discussing it with anyone else. If you can not resolve your situation, then you must go directly to the co-op committee.

PHOTO POLICY

1. Please use courtesy when taking pictures or videos at co-op. Our group includes several families who have children who are not allowed to be photographed for various reasons; foster care/ adoptions being one. Please be mindful of these situations and consider how the pictures are to be used.

WEAPONS POLICY

1. Students are not permitted to have weapons of any kind at co-op. This includes, but is not limited to: knives, guns, hatchets, swords, bows, ninja stars.