

# **REACH Bylaws and Guidelines**

1776 N. Plano Road

Richardson, TX 75081

Host Church: Town North Presbyterian Church

## **OUR PURPOSE**

We are a group of Christian homeschool families who share the goal of broadening our children's educational experience by providing varied learning opportunities in a Christ-centered environment. The families of REACH make a one-year commitment to the other members of our group to be present every week participating in many ways including teaching one or more classes, and sharing what knowledge and expertise they have to enrich the children of our co-op in both academic and extracurricular classes.

REACH classes meet for 28 weeks during the school year. Some upper level academic classes often meet for additional weeks. This information will be included in the class description found in the Class Catalog. We desire to provide our children with learning opportunities in a classroom setting and an opportunity to make new friends, and we aspire to build up and encourage the families within our REACH community. REACH is a non-profit, voluntary organization.

While our primary focus is children in K through 12th grade we do provide a nursery and preschool for younger siblings of REACH students. All moms must plan to teach K-12th grade classes.

## **WHO CAN PARTICIPATE?**

REACH members are Christian families with at least one child in kindergarten or above, who make a year-long teaching commitment to the other families of our co-op.

## **WHAT DOES PARTICIPATION LOOK LIKE?**

1. All moms must be willing to commit to teaching at least 28 weeks during the school year. If the class or classes you volunteered to teach do not make the final schedule, we will look at the schedule and help you find another class that needs a teacher or other ways for you to contribute.
2. All moms will also contribute to the regular, ongoing work of the co-op by setting up, cleaning up, assisting, serving in the nursery/preschool area, and planning REACH events. Because this is a working cooperative it is expected that everyone will contribute in several ways. Please expect to be busy the whole time you are at co-op.
3. All members are expected to have an attitude of cooperation, commitment, and servanthood in order for REACH to maximize resources and make the co-op learning experience enjoyable and successful for everyone.
4. All members must agree to our Statement of Faith, Guidelines, and Arbitration Agreement.
5. REACH members are expected to pay all co-op fees, facility fees and extra fees relating to selected classes in full and on time. Please see the Treasurer if other financial arrangements are necessary. If fees are not paid by the published deadline, and no arrangements have been made with the Treasurer, a \$15 late fee will be added to the member's account.
6. Once a commitment is made to REACH, barring a family emergency or illness, we will be counting on you. Should you change your mind about participation, your family will be unable to reapply for 2 years.

7. Members are asked to avoid planning vacations or making non-emergency appointments during co-op. Members are asked to be on time every week. Please keep possible make up dates available on your calendar.
8. We follow the Richardson ISD regarding inclement weather closings. There will be information communicated through the REACH online group as well. Ultimately it is up to each family to decide the safety precautions that are best for you.
9. REACH primarily communicates through email, specifically a private group that is limited only to current members. You must check your email frequently for important REACH news and updates.

## **FACILITY USAGE**

Our policy is to leave the facility better than we found it. Teachers are responsible to clean up any mess they make in their classrooms before they leave for the next hour. Please plan your class time accordingly.

## **ATTENDANCE**

Attendance by parents and students is vital in order for REACH co-op to be effective and run smoothly. Please consider the REACH co-op schedule and your personal responsibilities in co-op when scheduling doctor appointments and vacations. When you are not in attendance, the burden of the jobs you perform fall to those who already have their own jobs to perform.

Promptness is required because we are all contributing in some way to the entire co-op day. Families **MUST** be on time and present for first hour classes. If for some unseen reason you are running late, please call the Director and let her know.

1. More than one unexcused absence a year will be reason for evaluation by the REACH Steering Team. Excessive absences, excused OR unexcused, may be cause for REACH membership to come under evaluation, and/or families may be ineligible to apply for membership the following school year. This applies to parents as well as enrolled K-12th grade students. Examples of excused absences are illness, emergencies, funerals, college visits, playing in sports games/tournaments. Examples of unexcused absences are retreats, vacations, appointments, or anything that is not school or illness/emergency related. If you have questions about these designations, please talk to one of the directors. We understand urgent needs and the opportunity to do fun things, but it is also important to remember that our co-op runs solely on the power of our volunteer members. Even if you feel like you only have a minor role some hours, we are depending on you!

Members are expected to arrive on time for the first hour, which begins at 8:30 AM. Three tardies over the course of the school year will count as one unexcused absence.

2. Your school age children may only come to co-op if you have an excused absence (mainly due to illness in your family). Your children may **NOT** attend co-op without you if you have an unexcused absence. Please discuss your absence with the Director if you are unsure. If you send your children to co-op they must be in the care of another adult REACH member. You must fill out the required Responsible Adult Authorization Form and send it with the responsible adult in charge of your children. Please give it to the Director upon arrival prior to the beginning of classes. Preschool children may not attend co-op without a parent present.
3. Parents must stay on-site with their children at all times. If you must leave the church grounds at any time, you must take your children with you or have permission from the Director along with a completely filled out the

Responsible Adult Authorization Form with an emergency contact number for yourself and the member you are placing in charge of your child(ren) while you are gone. These forms are located in the REACH binder or on the online group and must be given to the Director prior to leaving the premises. Preschool children may not attend co-op without a parent present.

4. In the event of an absence, scheduled or not, you must:
  - Notify the REACH Director and the appropriate Grade Level Coordinator(s).
  - Notify the teachers you work with.
  - If you are a teacher, you must arrange for your assistant to substitute for you and you must make arrangements to get any necessary materials to co-op.
  - If you are an assistant, the REACH Director will find someone to fill in for you.
  - If you are on the Facilities Crew, you must find a substitute to fill in for you, preferably from the substitute list. You must also let the Facilities Coordinator know that you will be absent and who will be filling in for you.
  - If you are responsible for bringing something (for a class or some other event), you must make arrangements to get it there. We are counting on you.
  - Please notify your children's teachers that they will be absent.

You must make every effort possible to cover your positions and areas of responsibilities and get the needed materials and instructions to the proper substitute teacher or assistant. If your assistant is unable to teach on the day of your absence, please contact the Director to help you find a suitable replacement.

## **VISITORS**

We enjoy and welcome families who are interested in joining REACH to visit our co-op or family of our current members. They must schedule their visit with the REACH Director. A simple background check is administered on all adult visitors who attend classes.

## **ILLNESS & HEALTH POLICY**

1. Do not bring your child to co-op if they have had a fever, vomiting, or diarrhea within the last 24 hours or if they have a cloudy or colored runny nose or a consistent cough. Please keep everyone home if you have anyone with the flu.
2. Nursery & Preschool - Please keep your little one home if he or she:
  - has a fever (children must be fever-free for 24 hours without the use of fever-reducing medicine before being allowed into nursery)
  - has vomited in the past 24 hours
  - has had diarrhea in the past 24 hours
  - has nasal drainage that is not clear
  - is excessively coughing/hacking or sneezing
  - has an infection and has not been on an antibiotic for 24 hours
  - has a rash or skin infection
  - is lethargic and not feeling well, or seems to be coming down with something
  - has an obvious contagious condition, such as head lice or pink eye.

No matter what rules we set, there are always gray areas. Sometimes it's just not cut and dried when it comes to things like runny noses and coughs. In fact, a baby with a cough that the doctor attributed simply to two new teeth

coming in might cause an outsider to fear that the child is ill and contagious. In those instances, we have to trust each other as moms to make a wise decision whether or not to bring the baby into the nursery.

If your child has a runny nose, but the discharge is clear, or if he or she has a little cough, but you have every reason to believe that it is simply allergies, or stuffiness due to the changing weather, please just make the call - you are with your little one 24/7, and you know best if he is acting out of character, coming down with something, or just reacting to an environmental element.

3. You may not attend co-op if your family members have lice.
4. If your child requires any medication, please keep it with you and administer it yourself.
5. REACH is a **NO NUT** campus due to life threatening allergies. Please notify REACH leadership and your child's teachers of known allergies, especially in a class where food may be served. Please do not bring any nut products to REACH classes, activities, or events.

## **ACADEMIC & HOMEWORK POLICY**

1. It is expected that parents will monitor the progress of their students throughout the school year. This includes making sure homework assignments are completed in a timely manner. Parents must help ensure that assignments are being completed and turned in on time.
2. We do not allow students to audit an academic class. The REACH academic classes are for students who are prepared to do all assignments required by their instructor. Therefore, if a student is failing a class, meaning they have a 69 or below, then the class is not an appropriate choice for the student. Either the work is too difficult or the student is not putting the necessary work into the course. When a student's score drops to failing, a parent-teacher or parent-GLC conference will be held to determine the student's future in the class, and the student will be placed on Academic Review.

**Academic Review** is a designation for students whose grade falls below a 70% at any point during the semester. Students on academic review will be required to meet briefly with a parent and the class teacher to formulate a successful academic strategy to improve the grade above a 70%.

**Academic Probation** is a designation for students whose grade remains under a 70% at mid-semester. Students on academic probation will be required to attend a meeting with a parent, the class teacher, and the GLC to discuss the next steps.

A student placed on academic probation must raise his/her grade in the class to a 70% or above in order to return to good academic standing. If a student is unable to raise his/her grade, he/she may be unable to continue in the class for the remainder of the school year.

Students who do not work to improve a failing grade may be removed from the class mid-semester and placed in Study Hall.

Any sequential course that a student fails must be repeated successfully before the student is allowed to enroll in the subsequent course.

A student who repeatedly fails classes and does not work to improve grades may be asked to register for only elective courses going forward.

The goal at REACH is to see each student restored to good academic standing.

3. Students are forbidden from engaging in plagiarism. This includes, but is not limited to, the act of using or closely imitating the language and/or thoughts of another author without authorization and then submitting the work as one's own by not crediting the original author. This definition would also include the use of materials prepared by another agency, such as a website that offers free or for-sale term papers or other academic materials. Students who plagiarize at REACH will receive the following consequences: For a first offense, the student will receive zero credit on the assignment. Parents will be notified. A second offense may result in permanent dismissal from the class.
4. Some continuing academic classes, particularly the science, foreign language, and math courses, require mastery of the prior coursework in order to enroll. Please see the Class Catalog for each particular class's prerequisites.
5. Students will be responsible for all assignments missed when absent due to vacations, inclement weather, and illness (unless an exception is made by the teacher).
6. Students who plan on having more than the allowed absences outlined in REACH guidelines cannot take academic classes at REACH without special permission from the Steering Team/GLC/teacher.
7. Late Homework Policy for High School: Assignments turned in late will lose a full letter grade for each week that they are late. Teachers are free to have a tougher policy on late work, but this is the minimum for all high school classes.

## **CONDUCT & DRESS CODE**

For the benefit of all of our members and our classes, we ask that you instruct your child(ren) in the following conduct.

1. Parents and students are asked to speak and act in ways that promote unity and encouragement among REACH members. In accordance with Proverbs 16: 16-19, "sowing discord" within co-op will not be tolerated. Parents and students will not behave in a way that is disrespectful, rude, offensive, intimidating, demeaning, or immoral. Inappropriate language, conversation, and attitudes are not acceptable. We are so thankful that God has gathered us together to share in the homeschool journey in a place that we can build each other up and show the love of Christ to one another.
2. Timeliness at REACH is very important. Students and parents must arrive on time and be in their assigned classes at all times. Students should move directly from one classroom to another, taking time to go to the bathroom or get a drink if needed, but not loitering in the hallways. Students not seated and ready for class on time will be considered tardy. Teachers will report late-arriving students to the director. We will then follow our discipline policy with these offenses. Our teachers and students only have 55 minutes of class time and we want to use this time well and wisely. We also ask that families pick up their younger children in a timely manner. Excessive tardiness is not acceptable. Three tardies over the course of the school year will count as one unexcused absence.
3. Classroom behavior is important. Students must be on time for each class, participate cheerfully, listen carefully to the teacher, and show an attitude of respect and cooperation to students and teachers alike. This includes being seated with materials out when it is time for class to begin, participating in classes in appropriate ways, and doing assignments that have been asked of the student. Our teachers spend many hours of their own time preparing and teaching classes for our students and we expect student behavior to reflect their appreciation for these teachers. We expect parents to support our teachers and honor the time and commitment they have made to the class by requiring these actions of their children.

4. Bottled water is allowed in any classroom. Other food and drink is not allowed unless approved by the teacher of that class. (Adults may have drinks or food.) All food must be consumed in that class and the teacher takes responsibility for making sure the room is cleaned before leaving the class.
5. Please respect the facility where we meet and take care of it better than you would care for your own property. You are responsible for any accident or damage you or your family may cause to any property of the church or of REACH. Purposeful acts of vandalism will not be tolerated
6. Students need to be in assigned areas at all times and should always be supervised. Students are not allowed on the playground without supervision.
7. No weapons are allowed at REACH, including pocket knives.
8. Any personal items such as cell phones, toys, or electronic devices need to remain in cars or backpacks during co-op. This includes music and game devices. Cell phones may not be used by students during the co-op hours of 8:30 and 1. This includes between classes. All students should have a parent or guardian on site and may ask a teacher if they need to speak to their parent during co-op hours. Earbuds may not be used or in sight during co-op hours. If your student has trouble complying with this policy, please leave phones at home or in the car.
9. All REACH members will come to co-op dressed in an appropriate and modest manner. General appearance will be neither offensive nor outlandish to the point that it distracts others in class. This includes clothing, hairstyle and color, and make up and anything else REACH leadership deems inappropriate for any reason.
  - Shorts or skirts must be no shorter than fingertip length.
  - Shorts or skirts must be visible below a student's top.
  - Leggings, jeggings or yoga pants are acceptable when covered by a top that reaches to mid-thigh.
  - Spaghetti straps, off-the-shoulder, or otherwise revealing tops are prohibited. Straps on any top should be at least 3 inches wide.
  - Cropped tops that expose midriff are prohibited. Shirts should meet the top of a student's pants.
  - Denim that is excessively tight or excessively distressed is prohibited. Exposed holes in denim should be below the mid-thigh line.

These guidelines parallel other co-ops in the area, as well as Richardson High School. We will have oversized shirts and sweatpants for a student to change into if dressed in a manner that does not meet the above guidelines, or the student may return home to change. Repeated violations of the dress code may result in a one-week suspension from REACH.

10. Students should be dressed appropriately for the classes they are attending. (i.e. tennis shoes for any physical fitness classes).
11. Parents will be responsible for their own student's behavior and enforcing proper conduct.

## **DISCIPLINE POLICY**

Co-op families should read all co-op rules and guidelines. Discipline notices may be written by any adult member of REACH. Discipline notices will be used for blatant disobedience, disrespect toward an adult, physical harm to another student, or other violations of the REACH Co-op Rules & Guidelines. Warnings may or may not be given before issuing a discipline notice. Failure to comply with REACH Guidelines will result in the progression of the following procedures. First Offense: A verbal warning during class time and a conversation with the parent will occur to discuss the situation along with a workable solution. The occurrence will be documented and given to the Grade Level Coordinator.

Second Offense: A written warning will be given to parents and to the REACH Director at this time. The Grade Level Coordinator will contact the parent and the student may be removed from the class activities depending on his/her

conduct.

Third Offense: A second written warning will be given to the parent and the REACH Director. A conference with the family, the Grade Level Coordinator and the Director will be held.

Fourth Offense or third written notice: Dismissal from REACH without a refund.

## **CONFLICT RESOLUTION**

Unfortunately, personality conflicts and misunderstandings due to poor communication or differing expectations can happen. Though rare, it is important that we agree on how to deal with these situations before they arise. We've chosen to base the structure of this policy on Matthew 18:15-20 and the spirit of this policy on 1 Corinthians 4:21.

"Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. If he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector. Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven." (Matthew 18:15-20)

"What do you want? Shall I come to you with a rod, or in love and a spirit of gentleness?" (1 Corinthians 4:21)

Many disputes/differences can be properly resolved by overlooking an offense, and forgiving the person who has offended. Because of this, we ask that you pray about the issue to decide if it is important enough to deem confrontation. If, after prayer, God gives you the peace to dismiss the issue, then it is passed and forgotten and is NOT to be discussed with others.

If, after prayer, you feel the offense must be addressed, the offended party must first seek to resolve conflict between the two individuals involved. We would encourage you to pick up the phone or speak directly to someone instead of using email or texts for this purpose. Direct conversation, which allows tone of voice and facial expressions to be part of the conversation, enables both parties to communicate more effectively. If either party is unsatisfied or a resolution (all parties reaching a mutual understanding or agreement) cannot be met, they must seek the assistance of an objective party to mediate (usually your GLC or Co-op Director). As a last resort, the conflict will be taken to the other members of the leadership team, and they will make the final decision.

## **ACCIDENTS, INSURANCE & LIABILITY**

Our intent and desire is to protect our members and help us preserve peace within our community of REACH as a group, the individual members of REACH, and our host church, Town North Presbyterian Church. With that in mind, REACH of North Texas is an insured co-op and we have a Release of Liability and Agreement for Mediation and/or Arbitration.

Every REACH member and their spouse are required to sign our Release of Liability and Agreement for Mediation and/or Arbitration. This agreement states that our group will rely on Biblical conflict resolution methods for resolving any differences that might arise within our group and that all parties involved agree to participate. This document is part of our Registration packet and is also available on the online group.

When an accident involving injury to a person or damage to property occurs, please fill out an accident report form and turn it in to the REACH Director, or your Grade Level Coordinator if the Director is not available, immediately. These forms are found on the groups.io site and in the white binder at co-op. The REACH Director and appropriate Grade Level

Coordinator must know about any incidents as soon as possible. Come and get the Director or Grade Level Coordinator out of class if necessary and please do not leave the premises without reporting an incident involving either people or property. It does not matter whose property it is. It is in everyone's best interests to have accidents reported immediately. Potential insurance claims must be reported to the REACH Director, appropriate Grade Level Coordinator, and the insurance company within 72 hours of the incident/accident.

## **FIELD TRIP GUIDELINES**

1. Remember that when we visit various places for field trips that we first and foremost represent Christ, but we also represent homeschoolers in general and REACH specifically. REACH Rules and Guidelines apply to all REACH field trips.
2. REACH members are welcome to invite friends to field trips, but on field trips where there are limited numbers REACH members get first consideration.
3. Please consider the age appropriateness and the other requirements and suggestions for each outing before signing up.
4. If you will be unable to attend a field trip where you are expected to pay or where a certain number of attendees is important please let the Field Trip Coordinator know as soon as possible you will not be attending. There might be a waiting list of people who are eager to fill your spot.
5. If for some reason you cannot attend a field trip that has been paid for, you will not be reimbursed. If you have tickets please make every effort to make sure someone goes in your place, especially if we have received a group rate for those tickets. Empty seats reflect badly on our group. You may sell your ticket, but if it comes down to it please give your tickets to someone. This is your responsibility NOT the responsibility of the person coordinating that particular field trip.
6. Please make sure your children are informed of the proper etiquette for the place being attended. We want to leave a good impression!
7. Please be on time!

## **SUPPLIES**

Students are required to have the following supplies as well as any that might be specified by individual classes (for example, art classes may require specific supplies). Please label ALL supplies (including coats, diaper bags, sippy cups, backpacks, and athletic equipment) clearly and bring them to class each week.

### **Nursery**

Diapers/wipes  
Change of clothes  
Bottles, sippy cups  
Comfort items (blanket, stuffed toy, pacifier, etc)  
All items stored in a clearly labeled diaper bag

### **Frogs and Tadpoles**

Special snack if necessary for health reasons  
Change of clothes  
Diapers/pull-ups/wipes

All items stored in a clearly labeled backpack

**K-2nd Grade**

No specific supplies needed. We have supply boxes in these classrooms for their use.

Backpack/book bag to transport supplies/work

**3rd – 5th Grade**

Pocket folder with notebook paper

We have supply boxes in these classrooms with other standard supplies for student use.

Backpack/book bag to transport supplies/work

**6th Grade – 12th Grade**

Pencils/pens

Notebook paper/notebook

Specific supplies needed for each class

Backpack/book bag to transport work