

**2022-2023**  
**Member Handbook**

## **Table of Contents**

Welcome	3
Introduction	3
Statement of Faith	4
Mission & Purpose	4
Calendar	5
Board Contact Information	6
Tutor Contact Information	6
Facility Use	8
Lost and Found	9
Building Use Schedule	9
Fees & Membership	9
Conflict Resolution	10
Facility Map	11
Illness Policy	12
Parent & Student Service Commitment	12
Parent & Student Service Commitment Choices	13
Parent & Student Expectations	14
Discipline	15
Dress Code	15
Social Media - Facebook, Instagram, etc	15
Website & Email	15
Use of Electronics	16
Website Use, Multimedia & Photos Policy	16
Online Membership & Forms	18
Pizza Day	18
Concessions	18
Visitor Policy	18
Inclement Weather Policy	18
Addendums	19

## **Our Key Verse**

“Let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the day approaching.” Hebrews 10:24-25

## **WELCOME**

The REACH Kzoo Board warmly welcomes you to our community. We hope that by being involved with REACH Kzoo, you feel supported, encouraged, inspired, and loved. We express our deep gratitude that you are entrusting us to serve you and your families. We are trusting the Lord Jesus for an abundant harvest as a result of this endeavor to serve the Kalamazoo area homeschool community.

## **Introduction**

In the spring of 2020, during the COVID-19 pandemic, seven local homeschool moms gathered via Zoom. Their meeting focused on their shared, prayerful desire to provide a community for fellowship as well as shared educational experiences for their families.

Their desire came to fruition as REACH Kzoo, a non-profit corporation formed to provide access to enrichment opportunities for homeschooling families in Southwest Michigan, consistent with core Christian beliefs and values rooted in the Biblical Word of God.

REACH Kzoo is *as much* a mission of Christ as it is an educational organization. Without the ability to fully and clearly preach, teach, and adhere to all of Christ’s Word, the organization would fail to exist. Every family and volunteer is imperative to the spiritual and pastoral mission of REACH Kzoo. REACH Kzoo’s ultimate goal will always be to honor the Lord in fellowship and witness.

## **Statement of Faith**

**GOD:** We believe there is one true and living God who is eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. ( 1Jn. 5:4-7, Jn. 16:13-15)

**CREATION:** We believe the world was created by God. (Gen. 1:1, Jn. 1:3)

**THE BIBLE:** We believe the Bible is the verbally inspired, inerrant, infallible, and wholly authoritative Word of God. (2 Tim. 3:16)

**SIN:** We believe that all have sinned and fallen short of God's glory. (Rom. 3:23-24)

**GOD'S LOVE:** We believe God demonstrated His love for lost and sinful humanity by sending his only son, Jesus Christ, to die in our place to save us from our sins, was buried, and then rose again on the third day. (1 Cor. 15:4, Jn. 3:16-19, Rom. 5:8)

**HOLY SPIRIT:** We believe the Holy Spirit convicts people of their sin and indwells, illuminates, guides, equips and empowers believers for Christ-like living and service. (1 Cor. 3:16, Gal. 5:16, 20-22)

**SALVATION:** We believe salvation is offered as a free gift to the sinner, brought to man by grace and received by personal faith in the Lord Jesus Christ, whose death and resurrection paid the penalty for the sin of man. (Rom. 6:23, Eph. 2:8-9)

**UNITY:** We believe in the spiritual unity of believers through our common faith in Jesus Christ and though individual doctrinal differences may exist, they should not hinder the unity of Christian home educators. (I Cor. 1:10, Eph. 4:11-13).

## **Mission and Purpose**

**REACH Kzoo** stands for: **Reliable Educators And Community-minded Homeschoolers**

### *Mission:*

"Enriching the Kalamazoo area homeschool community with meaningful, faith-based opportunities for parents and students."

### *Purpose:*

"REACH Kzoo is a group of Christian families who gather together to provide educational, social, and charitable enrichment opportunities for the local homeschooling community.

The goal of REACH Kzoo is to support and encourage each other as parents/caretakers while offering our children the opportunity to participate in age-appropriate activities."

The ultimate goal of REACH Kzoo is to glorify God and be a positive witness to our community.



REACH Kzoo  
2022-2023  
Academic Calendar

**August 17, 2022 Family ORIENTATION**

**September 7, 2022 First Day of Classes**

September 14, 2022 50's Day

September 21, 2022 70's Day

September 28, 2022 80's Day

October 5, 2022 90's Day

October 12, 2022 First Pizza Day

October 12, 2022 PICTURE DAY!

November 9, 2022 Pizza Day

November 16, 2022 Thanksgiving Potluck and Chapel

**November 23, 2022 Thanksgiving BREAK**

December 14, 2022 Pizza Day

December 21, 2022 Christmas Chapel

**December 28, 2022 Christmas BREAK**

**January 4, 2023 Christmas BREAK**

January 11, 2023 Classes Resume

January 11, 2023 Pizza Day

**January 18, 2023 First Day of 2nd Semester**

February 8, 2023 Pizza Day

March 8, 2023 Pizza Day

**March 29, 2023 Spring BREAK**

April 5, 2023 Easter Desserts Potluck and Chapel

April 12, 2023 Pizza Day

**April 27, 2023 (Tentative) Open House**

**May 8, 2023 Membership Renewals Due**

**May 10, 2023 Last Day of Classes**

**June 1, 2023 Class Registration Opens Online**



**2022-2023 Class Registration Events**

**April 29, 2022 Open House**

Schedule Reveal & Meet the Tutors

**May 18, 2022 Membership Renewals Due**

**June 1, 2022 Online Registration Opens**

**August 10, 2022 Online Registration Closes**

**August 17th, 2022 Family Orientation**

**RK Yearbook Class Presents:**

**Spirit Days 2022-2023:**

**September 14th - 50's Day**

**September 21st - 70's Day**

**September 28th - 80's Day**

**October 5th - 90's Day**

**Picture Day**

- Wednesday October 12th, 2022
- 2nd Semester New Students ONLY: January 25th, 2023

REACH Kzoo is an independent organization. As such, we do not adhere to any public calendar but we do use the common Kalamazoo County Schools calendar as a guide. Our start date for the school year is the Wednesday after Labor Day. We take the Wednesday before Thanksgiving off. We take a 2-week break at Christmas time (the Wednesday before Christmas and the week thereafter). The last week of classes is the second week of May.



Log-in to the Website often to see the latest upcoming community events, teen events, field trips and sign ups! [www.reachkzoo.org](http://www.reachkzoo.org)

**2023-2024 Class Registration Events \*\*TENTATIVE DATES\*\***

April 27, 2023 Open House

May 17, 2023 Membership Renewal Due

June 1, 2023 Online Registration Opens

August 9, 2023 Online Registration Closes

August 16, 2023 Family Orientation

Rev. 4/21/2022

## **Board Contact Information**

Caitlin Brown (President)  
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Danielle Christie (Secretary)  
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Nichole Finkler (Treasurer)  
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Julie Renzema  
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## **Tutor Contact Information**

**Boekestein, Amy**  
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EL Writing  
MS Literature  
MS Writing

**Bond, Barry**  
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EL/MS/HS/Adults Martial Arts

**Brown, Shannon**  
[sealshan@hotmail.com](mailto:sealshan@hotmail.com)  
EL Gaming and Globe Trekking with LEGO Part 2

**Bugnaski, Melanie**  
[reachkzooyearbook@gmail.com](mailto:reachkzooyearbook@gmail.com)

EL Math & Science Games  
HS Yearbook

**Bulley, Dan**  
[dan.bulleyss@yahoo.com](mailto:dan.bulleyss@yahoo.com)  
MS/HS Business & Leadership  
EL/MS Physical Education  
Pre-K4/K/EL/MS Soccer

## **Tutor Contact Information (Continued)**

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EL Kids in the Kitchen  
EL Animal "Ed"ventures

**Daisy, Sarah**  
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EL Global Arts  
EL Little House & Prairie Girls Book Club

**Dragone, Sandra**  
[sandra.dragone@yahoo.com](mailto:sandra.dragone@yahoo.com)  
HS Anatomy & Physiology

**Dudycha, Michelle**  
[mdudycha@gmail.com](mailto:mdudycha@gmail.com)  
Early EL Spanish Fun  
EL Spanish Fun

**Dykstra, Ben**  
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MS/HS Creative Writing for Podcasting

**Dykstra, Bradi**  
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PreK/K/EL Alphabet Artists  
PreK/K All Creation LEGO 1  
EL All Creation LEGO 2

**Ely, Sarah**  
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Private Music Lessons (Piano)

**Kane, Sierra**  
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MS/HS Spanish 1  
MS/HS Spanish 2

**Keiser, Dale**  
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HS Chemistry

**Kiser, Karen**  
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MS/HS American Literature  
MS/HS Quick Look at Great Books  
MS/HS U.S. Government and Economics

## **Tutor Contact Information (Continued)**

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MS/HS Geography & World History  
MS/HS Video Production

### **Mallery, Maggie**

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PreK/K/Early EL Ballet A  
EL Ballet B

### **Maybee, Stephen**

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HS Psychology

### **Mom, Sherese**

[sheresemom@yahoo.com](mailto:sheresemom@yahoo.com)  
Group Violin/Strings Class  
Private Music Lessons (Violin, Piano, Viola)

### **Ohland, Sarah**

[ohlandmath@gmail.com](mailto:ohlandmath@gmail.com)  
MS/HS Algebra 1  
HS Algebra 2  
HS Geometry  
MS/HS Pre-Algebra

### **Polstra, Pat**

[patpolstra@yahoo.com](mailto:patpolstra@yahoo.com)  
EL Science  
MS Intermediate Math  
MS Science  
MS World History

### **Renzema, Julie**

[mrsr.skillz4life@gmail.com](mailto:mrsr.skillz4life@gmail.com)  
HS Consumer Math (Finance)  
EL/MS Computer Applications

### **Rogers, Jaime**

[jaimerogers714@gmail.com](mailto:jaimerogers714@gmail.com)  
K/EL Mighty Movers  
PreK/K Nature & Me I  
EL Nature & Me II

### **Ross, Carl**

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HS Language Arts - Writing 2

### **Russell, Emily**

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MS/HS American Sign Language  
HS Biology

### **Salo, Amber**

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EL Bright Lights  
PreK/K Little Rays of Light

### **Snow, Kelsey**

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Barre Exercise for Moms

### **Thompson, Corey**

[admin@thompson-tutoring.com](mailto:admin@thompson-tutoring.com)  
Private Music Lessons (Percussion, Woodwind,  
Brass)

### **Thompson, Dawn:** [cdt494@hotmail.com](mailto:cdt494@hotmail.com)

Private Music Lessons (Piano, Guitar)

### **True, Gail**

[thetrues@att.net](mailto:thetrues@att.net)  
MS/HS Advanced Cooking  
MS/HS Beginning Cooking  
MS/HS Co-Ed Volleyball Fundamental Skills

### **Webb, Peter**

[peter@worshipartskalamazoo.com](mailto:peter@worshipartskalamazoo.com)  
MS/HS Guitar Ensemble  
Private Music Lessons (Bass Guitar, Guitar, Piano,  
and Voice)  
MS/HS Vocal Ensemble

### **Wickey, Jennifer**

[ajwickey.edu@gmail.com](mailto:ajwickey.edu@gmail.com)  
EL/MS/HS Gym Games

## Tutor Contact Information (Continued)

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[wilcoxm107@att.net](mailto:wilcoxm107@att.net)

K/EL Readers Workshop

EL Readers Workshop

**Wolz, Marie Clare**

[mcwolz02@gmail.com](mailto:mcwolz02@gmail.com)

MS/HS Art Entrepreneur: Mixed Media Art & Crafting

MS/HS Mixed Media Art

**Wright, Sari**

[sarilwright@gmail.com](mailto:sarilwright@gmail.com)

PreK/K Little Melodies

K/EL Mighty Movers

## Facility Use

REACH Kzoo is extremely grateful to Lighthouse Community Church for allowing us a place to gather for classes on Wednesdays. We seek to build and maintain a mutual respect with the church, and therefore expect the following guidelines to be followed by all students, parents and tutors:

- Food is only permitted in the main lobby area. No food or colored beverages are allowed in the classrooms or gym, unless being used for that specific class/instruction and deemed appropriate by the tutor.
- **The kitchen is off limits at all times**, unless being used by the cooking class. Microwaves can be found on either end of the lobbies for student and family use.
- All classrooms are off limits unless class is in session and students are registered for that particular class.
- The main, open lobby area is open to parents and children for free study who are not taking classes at any particular hour.
- **Bronson Park** is a designated quiet study location during 1st-3rd periods. *This is not a social area*, rather a quiet area for students and parents to work. Please be respectful of others using this area. If people are loud/noisy they will be asked to remove themselves to the lobby for the remainder of the day.
- **No playground supervisors** will be on duty during the entire co-op day. ***If the child is not in a class, due to liability requirements, they must be accompanied by their parent or designated responsible adult (siblings do not count) if they are outside of the building anywhere within the church grounds including the playground areas.***



- The Gym is off limits with the exception of the lunch half-hour, where children can play IF supervised by a parent/guardian. No food or colored beverages are allowed in the gym area, unless the co-op is having a community potluck for any given celebration.
- Parking a motor vehicle is only permitted in the parking lot. All grassy areas are off-limits for parking
- If Lighthouse Community Church or REACH Kzoo property is damaged, the parent/family of that child is responsible to fix the damage.
- Students are expected to WALK in the hallways. Running and horseplay are not permitted.
- No students are allowed on the gym stage or in the sound booth at all times. No children/adults are allowed to sit on the stage, as this damages the face of the stage.
- Due to liability, damage and safety issues, no recreational ride-on or wheeled devices will be permitted at co-op.  
This includes: skateboards, scooters, roller skates, "Heelys" tennis shoes, and bicycles.
- If your child eats lunch outside, please make sure they throw away all trash in the garbage cans.
- REACH Kzoo is a drug-free, alcohol-free, weapon-free campus. This is a zero-tolerance expectation. All violators will be removed from co-op.

### **Lost and Found**

REACH Kzoo has a designated lost and found area near the Welcome Center. If you have found an item, please bring it to this location. If you have lost an item, please check the lost and found before you leave. Items are able to be saved for two weeks before donating them to charity.

### **Building Use Schedules**

The most current listing of class opportunities can be found at [www.reachkzoo.org](http://www.reachkzoo.org). Select the **CLASSES** tab then click "Class Schedule & Registration" or select "Class Schedule at a Glance" for a printable PDF version.

### **Fees & Membership**

REACH Kzoo charges an annual, non-refundable membership fee of \$60 per family.

Membership runs from May 15th - May 14th of the following year. We do not prorate for partial year membership. To renew your membership, update your family profile and pay the membership fee each year by May 14th. A family's account must be current and active in order to participate in class registration on June 1st.

The membership fee allows for access to our interactive website and all the information it contains including our event calendar, member discussion & question forums, a classified section, a photo gallery, online class registration, classroom dashboards and forums, and participation in all REACH Kzoo sponsored events including Mom's groups, prayer groups, park days, field trips, teen events, and more. The fee also goes towards administrative and material costs to run the organization.

Please note, the membership fee as well as any outstanding debts or expenses due to any damage caused by you or your child(ren) must be paid before you can register for classes or participate in co-op activities.

Tuition fees are set by tutors who use the building to hold classes. Each individual tutor determines the price and supply fees for his or her class. All class tuition fee transactions happen between the tutor and the family.

### **Conflict Resolution**

Unfortunately, conflicts and misunderstandings can happen. It is important that we address how to deal with these situations, should they arise.

Based on Matthew 18, if conflict arises, parents and tutors should seek to resolve the issue on their own. Please, immediately discuss your concerns without accusations with the person who has offended you (James 4:11-12).

If a tutor and a student or family are having a difficult time finding a resolution, a representative of the REACH Kzoo board may act as a third party mediator if requested to do so.

## Facility Map & Room Names

### Office Wing Classrooms:

O1 Office Lounge Classroom  
O2 Piano Room  
O3 Youth Cafe  
O4 Teal Room  
Kitchen

### Children's Wing Classrooms:

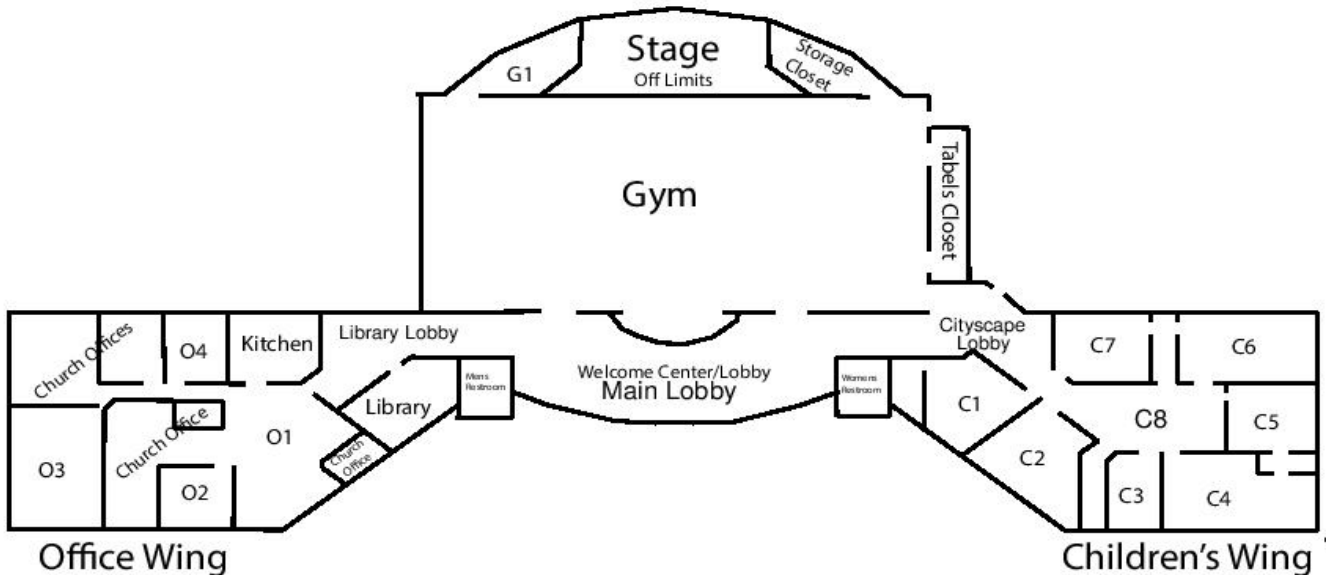
C1 Flesher Field (Kite)                      C5 Gilmore Car Museum  
C2 Farmers Market                            C6 Theatre Room  
C3 Resource Room                              C7 Nature Center  
C4 Air Zoo                                        C8 Common Classroom: Bronson Park

### Gym:

Gymnasium Classroom  
G1 - "Green" Room

**Common Areas Include:** Main Lobby, Library Lobby, & Cityscape Lobby

# REACH Kzoo At Lighthouse Community Church



## **Illness Policy**

REACH Kzoo will be implementing a strict illness policy. Please be considerate of others as these rules are for the protection of all of our families. Please adhere to the following expectations:

- Do not come to the co-op if anyone in your family has had the stomach bug in the last 48 hours.
- You and your child must be fever-free for 24 hours without the aid of an antipyretic (Tylenol/Ibuprofen). A fever is defined as a temperature greater than 99 degrees.
- Do not come to co-op if you or your child have shown any of the following symptoms in the 24 hour period before the day of co-op: Sore throat, rash, severe coughing, severe nasal discharge requiring frequent nose blowing, eye discharge, lice, or any other communicable disease (including but not limited to: skin infections, chicken pox, and measles).
- If you have been prescribed an antibiotic, we require 48 hours of medication before you attend co-op.
- If a child shows signs of sickness while at co-op and parent is not present, they will be quarantined in designated area of lobby and immediate notification of parents will occur

## **Parent & Student Service Commitment**

REACH Kzoo is a cooperative, meaning parents and teens have an integral role in the organization's ability to provide a clean, safe and effective learning environment. In order for our cooperative to function we require parents and students (grades 6-12) to sign up for a service commitment at the time of registration. Parents may pay an opt out fee of \$150.00. We appreciate your help in making this great community run well and we hope you find it enjoyable.

One parent from every family will serve the amount of hours according to the "Service Commitment Break Down" below:

1-2 Classes = 5 hours  
3-4 Classes = 10 hours  
5+ Classes = 15 hours

**All** students grades 6-12 will serve approximately 20 minutes per week. They will choose an opportunity to serve based on a time that works with their class schedule. Service time will be recorded and students will be given certificates reflecting service hours completed at the end of the year.

**"Each of you should use whatever gift you have received to serve others as faithful stewards of God's grace."** ~1 Peter 3:16

In the event that you cannot be present to complete your service duties, you are responsible to secure a substitute in order to avoid a monetary penalty.

While we believe in grace if your duties are not fulfilled, you may be reassigned to another service task at the discretion of the Service Coordinator.

## **Consequences for missing service duty:**

An “Unexcused Absence” is defined as the failure to complete a service task.

**Adults**, if you are unable to fulfill a reassigned duty due to an unexcused absence, you will be assessed a \$25 fine. If it is a repeated offense you will be charged a prorated opt out fee. If fines are not paid, your family will not be able to register for future REACH Kzoo classes until the balance is paid. In addition, you will be required to pay the opt out fee the following year.

**Students**, if you do not fulfill your duty you will receive a verbal warning from the LEAD of that service area. The 2nd occurrence will result in notification to your parents by email. Three or more occurrences will result in a \$15 charge per episode.

## **PARENT SERVICE COMMITMENT CHOICES**

### **WELCOME CENTER**

The REACH Kzoo Welcome Center is an important and vital job to our co-op. Co-Op members are a welcoming face to families and visitors and are key to answering questions and directing people to the appropriate person/place. Welcome Center duties also include: general sanitation of lobby tables, disinfection of high touch surfaces throughout the building, safety checks for 1:1 tutors, basic first aid and signing off students for midday job duties. Shifts will be 1.5 hours.

### **SET UP**

Each parent on this team will help prepare the building to open for classes on Wednesdays. Set-up duties include: posting signage, setting up white boards, tables, and chairs. The commitment is approximately 20 minutes (from 8:00-8:25 AM) each week for ONE semester (the first few weeks parents will be asked to arrive a little earlier until a routine is established).

### **TEARDOWN**

We want to leave LCC as clean as we found it so the main goal of this team is to reset the facility. Teardown duties include: cleaning floors, windows, bathrooms, etc. The commitment is approximately 20 minutes (various times at the end of the day) each week.

## **STUDENT SERVICE COMMITMENT CHOICES**

### **SET UP**

The main duty of this group is to prepare the building for the day by setting up tables and chairs. The commitment is approximately 20 minutes (from 7:35-7:55) each week for ONE semester (the first few weeks students will be asked to arrive a little earlier until a routine is established).

### **MID-DAY RESET**

Duties include: wiping off tables, emptying trash, bathroom walk-thrus, putting the microwave away, etc. Each student on this team will serve for approximately 15 minutes at some point during the day each week.

## TEARDOWN

Students will serve to reset the building. There are two shifts to accomplish this task in an efficient manner. Shift A serves 2:30-3:00 and Shift B serves 4:00-4:30. Tasks usually take approximately 20 minutes and may include: emptying trash, taking down tables and stacking chairs, resetting rooms per church's instructions, taking trash to dumpsters and vacuuming are some of the responsibilities of this team. This commitment will be approximately 20 mins.

## **Parent Expectations**

To help keep all children safe, we ask that all parents actively keep a lookout for children who are running, rough-housing, or being disrespectful to church property. If a parent observes unsafe behavior, we ask that he/she gently remind the child/children of the importance of behaving in a manner that is safe and respectful to all and to report dangerous behavior to a REACH Kzoo Board member.

We ask that parents help keep our premises clean and tidy. We ask that food only be consumed within designated areas. We also ask that if a parent sees a trash can that needs to be emptied, he/she will report that to the Welcome Center in order to remedy the situation.

To keep children safe, we expect parents to be onsite and available for children under the age of 10, unless they are taking a class. If the child is not in a class, due to liability requirements, they must be accompanied by their parent or designated responsible adult (siblings do not count) if they are outside of the building anywhere within the church grounds including the playground areas.

If you choose to have another adult be designated as the responsible party for your child/children, we have forms available on the website and at the Welcome Center. You must complete, sign and turn the form into the REACH Kzoo Board releasing all care to the designated supervising adult of your choice. If a parent does not follow this rule, someone will contact the parent by phone one time. If that parent offends again, their family's participation at REACH Kzoo may be ended with no refunds available.

## **Student Expectations**

We love our students! We believe the Lord has great things in store for each child, and view our students as people who have great potential and purpose. In order for REACH to function safely and responsibly, we have the following guidelines for our students:

- We ask that our students show thoughtfulness and respect to all tutors/parents, other students and church staff, as well as the building and premises.
- We ask that our students be willing to accept guidance and correction from adults and/or teens in charge of classes and activities.
- We expect healthy, intelligent language. We do not allow foul language, rude jokes, or bullying. No sexual harassment will be tolerated. In addition, climbing on/being disrespectful to church property, kicking, slapping, and/or pushing is not permitted.

- \*Students are not allowed on the stage or sound booth at any time per the request of the church\*
- We do not allow cell phones, electronic games or personal music in or during class, unless given permission by the instructor.
- We ask that students eat ONLY in permitted areas.

A failure to adhere to the above guidelines will result in removal from co-op, at the discretion and review of the Kzoo REACH Board.

## **Discipline**

At REACH Kzoo, we aim to foster a peaceful, safe environment. In order to create this environment, we must create guidelines for discipline.

If a parent or child's behavior violates our parent/student expectation policies, the student and family will receive a warning by the tutor and/or a representative of the REACH Kzoo board.

If the behavior continues and the parent or child has already received a verbal warning, a written warning will be issued from the class tutor or REACH Kzoo Board, and the student might be asked to leave the premises for the remainder of the day. A student must submit the parent-signed warning to a board member before the student is allowed to return to his/her class. If a child continues to disobey the rules as outlined in the handbook, the student and/or family may be dismissed from that class or from REACH Kzoo and no fees will be refunded.

Exceptions to this rule: Behaviors that include overt physical aggression or sexual misconduct will result in an incident review by the board and an immediate removal from REACH Kzoo classes, with no refunds.

## **Dress Code**

In our desire to honor God first and in accordance with 1 Corinthians 6:19-20, we ask that students and parents alike who attend REACH Kzoo dress modestly. If you are questioning whether or not you should wear an item of clothing for fear that it may cause others to stumble (for example a revealing top, miniskirt, or a boy wearing a dress or a skirt) we ask that you pick something else to wear that would be more respectful to yourself and others.

## **Social Media**

Public Facebook Group: REACH Kzoo

Community Facebook Pages:

REACH Kzoo Friends **and** REACH OutREACH

*(These pages are for the current year's members only and will be updated annually.)*

Facebook Marketplace Page: REACH Kzoo Marketplace

*(This page is geared towards the sale of items that are homeschool related. No soliciting allowed.)*

## **Website & Email**

Public Website: [www.reachkzoo.org](http://www.reachkzoo.org)

General Inquiries may be directed to [reachkzoo@gmail.com](mailto:reachkzoo@gmail.com)

There will be a private email for current families to use for questions, announcements, etc. after our meeting times begin.

## **Use of Electronics**

As for cell phones and devices that can connect to the internet, we remind parents, students, and all tutors of Psalm 101:2-3 "I will walk in integrity and with a blameless heart. I will set before my eyes no evil thing." We ask that you use discernment regarding what you look at and show to others, especially with many young students at co-op.

Cell phone use is not allowed during classes, unless deemed necessary by the tutor of that class. All cell phone use must be free from inappropriate content.

The following actions are strictly prohibited on the Wi-Fi system:

- Any actions that are not consistent with biblically-based beliefs of our organization
- Any activities that violate the church's, local, state, or federal statutes
- Viewing, downloading, or distributing any indecent, obscene, pornographic, or other offensive images. REACH Kzoo reserves the right, in its sole discretion, to determine what images or materials are deemed indecent or otherwise offensive.

Violations of this policy will result in a removal of internet privileges (for the offender) while participating in the co-op.

## **Website Use, Multimedia, & Photos Policy**

### **REACH Kzoo Website Use Policy**

#### Family Directory

- Any information found in our REACH Kzoo (RK) Family Directory is not for public use, mailing, or solicitations.
- No member contact information should be given to non-RK members.

#### Photo Gallery

- Photos found on the RK site must not be copied and shared elsewhere. They are intended for the RK members' enjoyment only.

#### Business Directory

- Business must be that of a registered RK member or where an RK member works.
- No courtesy postings accepted for non-members.

#### Member Forum Posts

- To respect member privacy, please contact the author of a forum post for permission to share posted information to non-members outside of this member site.



## Online Classified Ads

Classified Ads are a FREE service, and we do not assume responsibility for the products or services sold or offered. It is the responsibility of individuals who posted the ad to reply to your message, and confirm the legitimacy. There are risks which you assume when dealing with people who might be acting under false pretenses; all of these risks are borne by You. We are a venue only and do not control the products or services offered to other Users, nor does REACH Kzoo control the users of our Classified service.

- The online classified service is offered free of charge to users.
- Each individual user is responsible for their ads and its contents.
- We reserve the right to refuse any ad we feel not appropriate.
- We will not be held liable for any damages of any kind relating to any ad.
- We reserve the right to terminate any ad at any time for any reason, including if we learn that the user has provided false or misleading information.
- We make no claim or representation regarding, and accept no responsibility for, the quality, content, nature or reliability of web sites accessible by hyperlink from the site, or web sites linking to the site.
- **Please monitor your posts. Items listed more than 6 months will be removed.**

Thank you for being respectful on this page. Our purpose is to glorify God, even in this.

## Multimedia & Photo Sharing Policy

REACH Kzoo volunteers use photos of students, tutors, and parents participating in RK activities, such as classes, performances, field trips, and social activities in order to **promote REACH Kzoo**. Such photos may appear in our co-op's yearbook, slideshows, activities, events and/or classes.

- A. Our website has **Member-Only** sections that only current logged-in members can view.
- B. Our website also has **Public** sections that are accessible to everyone.
- C. Currently, the only **Social Media** in use is the REACH Kzoo Friends Facebook and REACH OutREACH Pages, but other forms of social media might be used by future volunteers. **Names are not used** on public **social media** or in the **public** sections of REACH Kzoo's website, except for those of our tutors and lead volunteers. Should there ever be a reason to use a person's name, then permission would be requested separately for that context only.

You can choose to opt out of REACH Kzoo using your child(ren)'s photos on **our public website** or **public social media**. It is your responsibility to monitor for any pictures of my child(ren) that may be inadvertently posted. If you see a picture of your child(ren) on **our** public website or public social media groups please contact [reachkzooweb@gmail.com](mailto:reachkzooweb@gmail.com).

REACH Kzoo members cannot hold REACH Kzoo board members responsible for what other co-op members or tutors may do with their own photos/videos that they capture throughout the co-op day.

Note: *If you choose to not have your child's photograph taken on Picture Day or for their picture to not be published in the Yearbook, you must contact the Yearbook class instructor directly (see tutor list for contact information).*

### **Online Membership & Other Forms:**

All forms can be found at our website [www.reachkzoo.org](http://www.reachkzoo.org)

### **Pizza Day**

REACH Kzoo will hold Pizza Day once monthly, on the 2nd Wednesday of the month. Families must complete a form and pre-pay at the Welcome Center to guarantee they will have enough pizza. We will order only 1-2 extra pizzas to be purchased on a first-come, first served basis.

### **Concessions**

As a service to our students and families, REACH Kzoo will host a small concession stand. It will be part of the Welcome Center volunteers' responsibility to help run the concessions stand between the hours of 10 and 2:30. If at any time there are not enough volunteers to service this stand, it will be suspended.

### **Visitor Policy**

REACH Kzoo warmly welcomes visitors. Visitors that are interested in our program may contact a Board Member to schedule a tour (at [reachkzoo@gmail.com](mailto:reachkzoo@gmail.com)) prior to the day they are interested in attending. An unenrolled child may not attend the co-op as a "visitor" unless that child's parent or responsible adult is present in the building and at the discretion of the class tutor. All visitors must check in and out at the Welcome Center.

### **Inclement Weather Policy**

We follow the Kalamazoo Schools for weather-related closures. If Kalamazoo schools are closed for inclement weather on Wednesday, co-op is closed as well. Please follow local radio for closures, as they generally announce closures very early in the morning.

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