

**REACH Math and Science Academy
Student/Parent Handbook
for the 2018-19 School Year**



Real Education through Advanced Curriculum for Homeschoolers

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*Please read through the entire REACH Student/Teacher Handbook **before** completing an online registration form for any REACH class.*

2018-19 REACH Policies and Procedures

Enforcement and interpretation of these policies are at the discretion of the REACH teachers. All effort will be made to work with students and parents concerning any issues that arise. Habitual disregard for these policies may result in dismissal from REACH classes in order to maintain a productive learning environment for all students.

REGISTRATION

In order to secure a seat in class, a child must be registered *and* the first tuition installment paid in full. Withdrawing a student before the first day of school requires written notification. Full, or partial, refund of the first tuition installment will be as follows:

Written Notice of Withdrawal from Class Received	Amount of First Tuition Installment Refunded
90 days or more before first day of REACH classes	100% refund
60 to 89 days before the first day of REACH classes	75% refund of 1 st installment amount*
30 to 59 days before the first day of REACH classes	50% refund of 1 st installment amount*
7 to 29 days before the first day of REACH classes	25% refund of 1 st installment amount*
Less than 7 days before the first day of REACH classes	0% refund of 1 st installment amount*

*Any money already paid for tuition above the amount of the 1st installment will be refunded at 100%.

Late Registration: The regular registration period for the 2018-19 school year ends on Friday, August 17. Any registration received after August 17 will be assessed a \$20 late registration processing fee.

TUITION PAYMENTS

Tuition may be paid by semester or by arranging an installment plan with each individual teacher. When using the installment option, the yearly tuition is divided into 8 equal payments. Because teachers purchase supplies, prepare materials, and pay overhead expenses in advance, it is important that installment payments be made on time. The installment payment due dates for the 2018-19 school year are:

Fall Semester

June 1 (or upon registration if later than June 1)
September 1
October 1
November 1

Spring Semester

January 1
February 1
March 1
April 1

Late Payments: Installment payments received after the 10th of the months listed above will be assessed a \$10 late fee, payable immediately with the tuition payment.

How to Make Payments: Each instructor operates a sole proprietorship under the REACH umbrella, and checks should NOT be made out to "REACH," but to the individual instructor(s). Online payment options, as well as other payment information, are available for each instructor on their personal websites. Links to these pages can be accessed through the REACH website.

WITHDRAWING FROM REACH CLASSES

Two week written notice is required when a student drops a class after the first day of school and before the end of the school year. A prorated *payment of tuition is required through the end of the 2 week period* to cover the cost of supplies that have already been purchased and prepared weeks to months before each class.

SCHOOL DAY POLICIES AND PROCEDURES

Campus Access:

REACH is an **OPEN campus**. Students are free to come and go.

Our rental agreements do not allow students to remain on campus when not in a class, **UNLESS** they are waiting for an additional class to begin. Students must be picked up promptly after they have finished their last class of the day and should not be on campus for extended time periods when not in a REACH academic class.

No other children allowed on campus unless directly supervised by their parent.

Bad Weather:

In case of bad weather, REACH will delay or cancel classes if the local school district announces delays or cancellations. If in doubt, please call or text one of the REACH teachers for confirmation. The front page of the website will be updated when possible, but power outages can affect the timing of web updates.

Illness/Absence:

Students with a fever or other contagious conditions should remain at home for the protection of all other REACH students attending classes.

Teachers should be notified in advance of a student absence whenever possible.

Student Dress Code:

In order to provide and maintain a focused, academic learning environment, students of both genders are required to dress themselves in modest, appropriate, and non-distracting clothing.

Shoulders and torso should be completely covered (no spaghetti straps, open backs/sides, above the waist tops, etc.).

No short shorts or miniskirts, please.

Student Behavior:

Behavior should be respectful of others, self, and property while on any REACH campus.

Student speech and actions should be appropriate for a school environment at all times.

PDA (public display of affection) is not allowed on campus at any time.

Lunch:

A designated area will be provided for lunch for those students who have a class **before and after** the lunch break. Space is limited. Students who do not have an afternoon class should leave campus at the end of their last morning class. Students who do not have a morning class should arrive on campus shortly before their first afternoon class begins.

Students using the lunch room must bring a sack lunch. We do not have access to refrigerators or microwaves at lunch. Students are **required** to clean up after themselves during and after lunch.

No food or drink (except water) allowed in any other areas of the building; and only in the designated lunch area during the scheduled lunch break.

These guidelines **must** be followed in order for REACH to stay in compliance with our rental agreements. Failure to do so will result in loss of campus lunch privileges for the remainder of the school year.

Study Hall:

REACH **does NOT** have staff available to monitor students while they are not in a scheduled REACH academic class.

A study hall/lunch room will be available **ONLY** for students who have an off period between two scheduled classes.

The study hall is for **quiet** study only. Students should not have games or music that can be heard by other students.

No food or drink, except water, is permitted in study hall at any time.

Belongings must be kept with the student at all times. The study hall is not a locker.

Students using the study hall are expected to conduct themselves in a responsible manner at all times. If a student fails to do so, they will no longer be allowed to stay on campus when not directly supervised in a REACH academic class.

Weekly School Work Expectations:

REACH classes are honors level, academic classes intended for homeschool students who also do school at home on days between classes. Students who only attend classes one day a week and do not schedule time to work on those classes during the rest of their school week will not be successful.

REACH "homework" is actually the classwork that students are expected to do at home before coming to class the following week. It is absolutely necessary that students stay up to date on assignments, or they will not receive the full benefit of attending classes each week. All classes include grade penalties for assignments turned in late.

The Parents' Role:

The REACH teachers consider the parent to be the homeschool teacher who works with students between classes, and they rely on parent support at home to make sure home classwork is completed appropriately and on time. Parents are encouraged to monitor student work done at home and help with time management. Parents are also encouraged to help their student understand the subject matter when appropriate and/or make sure the student gets help from the teacher through email or online office hours when needed.