

# REACH Co-op

## Manual of Operations

### Definition and Purpose

1. The REACH Co-op exists to provide a venue for parent-led classes, discussion groups, and clubs. As such, all teachers and students must be members of REACH.
2. This is a true “cooperative” setting:
  - a. Teachers may not charge a fee for their time or expertise. Teachers may require parents to provide their own materials or reimbursement for teacher-supplied materials and will designate such requirements in their class descriptions.
  - b. Parents must be involved in the co-op in some way, even if they are not providing a class of their own. Examples include cleaning after class, on-site childcare for siblings not in a class (this could be done at times other than when their own students are in a class to accommodate schedules), substitute teaching, one-time workshops, or other services that may be agreed upon.
3. Classes will be held at Mt. Tabor Lutheran Church, 1000 B Ave., West Columbia, on Thursdays.
4. Families register online to participate in REACH Co-op.
  - a. The registration fee will be \$10 per child each semester, with a family cap of \$30 each semester, payable to REACH, regardless of the number of classes taken or the length of the class(es).
  - b. Proceeds from registration will be donated to Mt. Tabor Lutheran Church to help defray their expenses.
  - c. Classes will fill on a first-come, first served basis.
5. All co-op members are expected to follow the behavioral guidelines of the REACH Member Handbook.
  - a. Teachers may ask disruptive students to leave the class.
  - b. Should an issue arise with a student or students, the teacher shall consult with the parent(s) of the student(s). If the situation warrants, the REACH Administrative Team may be consulted.
  - c. Continued behavioral issues may result in removal from REACH Co-op meetings and activities.
6. REACH Co-op welcomes students and teachers who are involved in other co-ops and wishes to encourage cooperation between all homeschoolers. To avoid conflict, however, we ask that teachers not be on the administrative boards of other co-operative education groups.

### Parent and Student Responsibilities

1. Parents are required to supervise their own children at REACH Co-op classes as these classes are not designed for drop-offs.

- a. REACH volunteers cannot assume responsibility for the safety of children they do not know. Our ultimate concern is keeping participants safe; therefore, we rely on parental supervision.
  - b. In cases where a parent is unable to supervise their own student(s), REACH members may buddy up with another member or adult family who will accept supervision responsibilities. We do not permit students or adult siblings to babysit while attending REACH Co-op classes.
  - c. As the meeting place is not REACH property, children may not play outside or go to the playground without adult supervision.
  - d. One room will be designated as a food-free room to help families with food allergies. However, REACH cannot control activities in that room outside of co-op time. Parents are ultimately responsible for the safety of children with food allergies.
2. Students should arrive on time and prepared to begin.
    - a. It is not the responsibility of teachers to provide spare materials for students who forget theirs. Parents acknowledge that students without materials may not be able to participate in class.
    - b. Because tardies and absences can be disruptive, students with an excessive number may not be invited to participate in future classes.
  3. Parents are ultimately responsible for ensuring their student(s) complete the class/homework assignments and determining if the class is suitable for their students, including fulfillment of graduation requirements, if any.
  4. Parents should arrange with teachers on the first day of class to serve as emergency substitutes whenever possible and then become familiar with the class materials.

## Teacher Responsibilities

1. Teachers apply to offer a class by submitting the REACH Co-op Teacher Application online to the REACH Administration Team for scheduling.
2. Teachers and club leaders are encouraged to team up with other involved adults to lighten their load and provide for continuity in case of absence.
3. Teachers should make their class a priority by adhering to the following:
  - a. Arrive early to prepare for class.
  - b. Avoid scheduling other activities during the designated class time whenever possible. If missing a class is unavoidable, they should arrange for another teacher to fill in for them well in advance.
  - c. Arrange emergency substitutes with willing parents on the first day of class in case of illness or unavoidable absences.
  - d. Teachers with an excessive number of tardies or absences may not be invited to participate in future classes.