

# **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, not a drop off.
  - 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 locations designated by the REACH Admin Team. Currently at New Colony Lutheran Church in Newberry on Tuesdays, Killian Baptist Church in NE Columbia on Wednesdays and Mt. Tabor Lutheran Church in 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 each location 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. **\*\* (included at the end of this document)**
  - a. Teachers may walk disruptive students to their parents, or ask the parent to remove the disruptive student to a designated quiet room.
  - 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 delegate another member or adult family over 21 who will accept supervision and responsibilities. We do not permit students or teen siblings to babysit while attending REACH Co-op classes.
  - c. As the meeting place is not REACH property, students under age 12 may not leave the building without adult supervision. No students of any age should be wandering around the property.
  - d. A specific area is designated for lunch, with no food in the classrooms without prior notice. 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 expect to actively assist in class, and even to substitute if needed, becoming familiar with 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. The admin team will help you find a co-teacher if needed.
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. Teachers with an excessive number of tardies or absences may not be invited to participate in future classes.

**\*\*Code of Conduct:**

Safety and kindness are the guiding factors.

We promote safety for the property and safety for the people. Therefore, parents are expected to comply with the following to ensure acceptable behavior during activities and field trips:

Parents and children are to be appropriately attired for all group events. Children and adults are expected to treat each other respectfully at all times.

Parents are expected to enforce the appropriate conduct of children under their supervision.

Children must not disrupt activities/field trips or behave aggressively at any time. Use the buddy system to help supervise children for a parent who has to step away to manage a disruptive child.

Members must be sensitive to the values and differences of others. This includes the use of language or behavior that others may view as offensive. Kindness is the rule of thumb. Teens and adults are expected to abide by the same code of conduct online and in private messages.

Remember, kindness and safety are guiding factors.