



2018 – 2019

Richardson Home School Association
P.O. Box 831991
Richardson, Texas 75083
www.rhsa.org

Meets at:
Temple Shalom
6930 Alpha Road
Dallas, Texas 75240

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**Forms that must be turned in at Registration.*

WELCOME!

Thank you for your interest in the **Richardson Home School Association Teaching Co-op**. We are a Christian organization with teachers who teach from a biblical perspective. Our Co-op depends on the co-operation and participation of parents, students, and teachers. This packet contains information and forms necessary to register for the school year. An on-line Class Catalog, with full class descriptions completes the registration information.

We thank the staff and congregation of Temple Shalom in Dallas for graciously opening their building to our Co-op for the school year.

We ask for the prayers and co-operation of each student, parent, and teacher to make the Co-op a safe and God-honoring place. May the Lord bless each of you.

INTRODUCTION TO THE RHSA TEACHING CO-OP

PURPOSE STATEMENT – The Co-op exists for the primary purpose of enriching the education of our children and to have Christian fellowship with other home schoolers. The Co-op is not designed to take the place of parental education at home, but to provide enhancement educational opportunities.

HISTORY – The RHSA Teaching Co-op began in 1992.

ADMINISTRATION – A volunteer committee organizes and administers the Co-op

SCHEDULE – The Co-op offers classes on Tuesdays and Thursdays on a 32-week schedule, September through May.

TEACHER CREDENTIALS – The majority of our teachers are degreed in the field in which they teach and are mature Christian leaders with years of experience in private and public education.

TEACHER REQUIREMENTS – Teachers must sign a statement of faith in Jesus Christ and must agree to teacher guidelines and responsibilities established by the Co-op.

PARENTAL REQUIREMENTS – Parental participation is necessary and is an important factor in the successful operation of the Co-op. Service hours are required.

LOCATION – Temple Shalom, 6930 Alpha Road, Dallas, Texas 75240



REGISTRATION INFORMATION

Please carefully read all the Handbook and registration information and complete all forms before submitting your registration. If your registration forms are incomplete, they will be returned to you for completion and delay your registration. Please understand that submitting a completed registration packet does not guarantee membership/acceptance into the Co-op. If there are any concerns or issues that need to be addressed, the Registrar will contact you. If you hear nothing, you may assume your registration is complete, and that you are “in” all the classes for which you registered.

Registration forms are available on-line at www.rhsa.org. Select Registration Packet under Teaching Co-op from our home page.

REGISTRATION STEPS:

1. Read Registration Information.
2. Read the Parent/Student Handbook
3. Complete all registration forms. *NO CURRENT CO-OP FAMILIES MAY REGISTER FOR THE FOLLOWING CO-OP YEAR UNLESS ALL TUITION PAYMENTS AND DROP FEES ARE CURRENT AND ALL SERVICE HOURS HAVE BEEN FULFILLED.*
4. Bring completed forms and checks or money orders (**no cash**) to Co-op registration at Temple Shalom.

Registration Dates:

March 6 – Current Co-op families, 9:00am – 2:00pm

March 27 – New and current families, 10:00am–1:00pm

After March 27, registration forms will be accepted by mail (P.O Box 831991, Richardson, TX 75083) or by appointment during regular co-op hours.

June 15 – Posting of Canceled Classes

Aug 21 – In-person Registration at Temple Shalom, 1:00 – 3:00pm during Meet the Teacher

5. Attend **RHSA Meet the Teacher** at Temple Shalom.
August 21 - 1:00 – 3:00pm

RHSA Meet the Teacher provides an opportunity to meet teachers, locate classrooms, receive supply lists and syllabuses, purchase some supplies, receive Edline login and access information. There will be representatives from many RHSA support organizations (Scouts, Field Trips, Youth and Government, Graduation, etc.) at this meeting.

Note: New families must complete the New Family Introduction Form (p.13). They must have the recommendation of a current Co-op family or a reference letter from a pastor or church leader **with their registration forms**. Interviews by the Co-op Committee may also be required.

FREQUENTLY ASKED QUESTIONS

ABOUT REGISTRATION

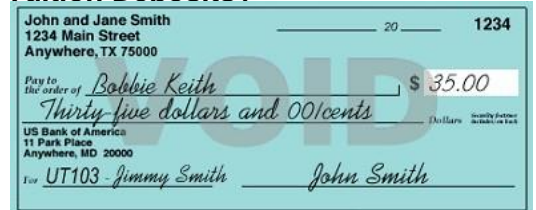
Why are there two levels of RHSA membership?

There are two different RHSA Membership levels. You may join at the level of “RHSA Social only” for a fee of \$25 and participate in field trips, scouting, graduation, and other activities. You also will receive email updates on homeschool events as they become available. You may join at the level of “RHSA and Teaching Co-op” for a fee of \$150 for the school year if you register Jan 1 – June 15 or \$175 for the school year if you register June 16 – Dec 31. You will have access to all that RHSA offers and participate in classes at the Teaching Co-op. This additional fee covers building rent, insurance, set-up, clean-up, administrative costs of the Co-op, Chalk fee, etc. This payment is due with your registration and must be made payable to RHSA. *This fee is non-refundable and non-transferable.*

To whom do I make checks payable for the Supply Fee & May Tuition Deposits?

A separate check must be made payable to each teacher for each class taken for the amount designated as the Supply Fee & May Tuition Deposit in the Class Description. These deposits are per student, per class. Even if you have two students taking the same class, a separate deposit check is required for each student.

Supply Fee & May Deposit checks must be included with your registration forms. *Supply Fee & May Deposit checks are non-refundable and non-transferable, unless the student remains on the wait list or the class does not make.*



Where can I or a friend get a registration packet?

Go on-line to www.rhsa.org and click on Registration Packet from our home page under the Teaching co-op tab.

ABOUT CLASSES

Who decides how much the classes cost?

Each teacher, in conjunction with the Co-op Committee, decides how much to charge for the class based on the amount of preparation needed for lesson planning, preparing handouts, and time spent correcting papers. Since teachers base their monthly tuition on a nine-month scale, the tuition for all months will be the same without respect to the number of class days in the month.

How strict are the class age ranges?

Teachers determine the age ranges for the classes they will be teaching. All age guidelines will be strictly enforced. Any exceptions to the specified age guidelines must be approved by the teacher.

How will I know if I get the classes I requested?

All classes are filled on a first-come, first-served basis. You are notified at registration if you are in the class or you have an option to be on a class wait list.

How do I know if my student is moved from a wait list into the class?

You will receive an e-mail from the Registrar if your student is moved from a wait list into the class. Questions? E-mail coopregistrar@rhsa.org.

Supply Fee & May Deposit checks for wait list classes are held until there is an opening for your student or will be shredded if the class remains full through the end of September.

How will I know if any of my students' classes are canceled?

Classes are canceled if they do not make their minimum enrollment at spring registration or if a teacher becomes unavailable due to personal circumstances and no substitute can be found. You can check for canceled classes on-line at www.rhsa.org and click the class grid tab under Teaching Co-op from our Home Page. Cancelled classes will be in red on the grid. You will also receive an e-mail from the Co-op Registrar. You can then reschedule classes on the next scheduled registration day or by mailing a Class Schedule Form to the Registrar (P.O. Box 831991, Richardson, TX 75083). Supply Fee & May Deposit checks for classes that are canceled before classes begin will be shredded or refunded by the teacher.

What if I need to make a class change?

ALL REGISTRATION AND CLASS CHANGES MUST BE SUBMITTED ON THE APPROPRIATE FORMS TO THE REGISTRAR. These forms may be submitted in person to the registrar (or by mail between May 11 and August 17, 2018). No places in classes will be "held." See the "Class Changes..." section in the Handbook for further information on adding/dropping classes, or withdrawal.

After May 11, where do I mail my Registration forms?

Please mail to the RHSA Registrar, P.O. Box 831991, Richardson, TX 75083.

Are grades given by teachers?

See *Grades* in the "Services" section in the Handbook.

ABOUT MISCELLANEOUS ISSUES

What is the parent service hours requirement?

See "Parents' Service Hour Requirements" section in the Handbook.

What is Chalk?

See *Chalk* in the "Services" section of the Handbook.

What if my address, e-mail address, or phone/cell number(s) change after I have registered?

Please e-mail the Co-op Registrar at coopregistrar@rhsa.org. Keeping the Co-op informed of any of these changes enables the parents to receive updates and information from the teachers and Co-op throughout the year.

Whom do I contact if I have a question about Registration?

You may e-mail the Co-op Registrar at coopregistrar@rhsa.org.

RHSA CO-OP CALENDAR 2017-2018

August	21	Teacher Orientation 9:30am - 11:30am Open House 1pm-3pm
September	04/06 11/13 18/20 25/27	First Week! Tuition Due Tuesday! Tuesday Only - No 2:30pm Classes!
October	02/04 09/11 16/18 23/25 30/01	Tuition Due!
November	06/08 13/15 20/22 27/29	Tuition Due Tuesday! No Classes - Thanksgiving Break
December	04/06 11/13 18/20 25/27	Tuition Due Tuesday! No Classes - Christmas Break No Classes - Christmas Break
January	01/03 08/10 15/17 22/24 29/31	No Classes - Christmas Break Tuition Due Tuesday!
February	05/07 12/14 19/21 26/28	Tuition Due Tuesday!
March	05/07 12/14 19/21 26/28	Tuition Due Tuesday! No Classes - Spring Break
April	02/04 09/11 16/18 23/25 30/02	Tuition Due Tuesday!
May	07/09 14/16 21/23	Last Week of Classes Inclement Weather Make-up Day

CO-OP REGISTRATION – CHECKLIST

If your registration forms are incomplete, they will be returned to you for completion and delay your registration.

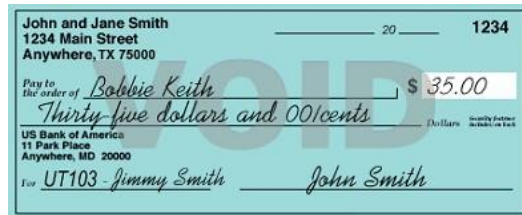
1. In order to register for 2018- 2019 your service hours record must be in good standing and all registration and tuition payments from the 2017 – 2018 year must be current. Read the entire registration packet. All Co-op students **MUST** read the Handbook student sections, or the Handbook student sections must be read to them.
2. **Forms that must be filled out and signed:**
 - ☐ RHSA Membership Application, pg. 9
 - ☐ Contract of Enrollment and Notes of Interest, pg. 10
 - ☐ Service Hours Request Form, pg. 11
 - ☐ Release of Liability and General Agreement, pg. 12
 - ☐ New Family Introduction Form, if applicable, pg.13
 - ☐ Class Schedule Form, pg. 14 **Fill out a separate Class Schedule Form for each student.**
****Note: Don't sign anything you haven't read – you will be held to your signature.**
3. **Checks or Money Orders Only (NO CASH WILL BE ACCEPTED).**

Annual Membership Fees

- ☐ RHSA and Teaching Co-op Membership Fee, \$150 for the entire school year if registering Jan 1 – June 15 or \$175 for the entire school year if registering June 16- Dec 31, Payable to: **RHSA** (non-refundable and non-transferable).

Supply Fee & May Tuition Deposit

- ☐ Write a check made to the teacher for the Supply Fee & May Tuition Deposit for each class listed on each student's Class Schedule Form. Put class code and student's name on memo line of check. **Supply Fee & May Deposit Checks are non-refundable and non-transferable, unless the student remains on the wait list or the class is canceled.**



RHSA Meet the Teacher

Please attend the RHSA Meet the Teacher Tuesday, August 21, 1:00 – 3:00pm, at Temple Shalom, 6930Alpha Road, Dallas, Texas 75240. Meet the Teacher ends promptly at 3pm.

NOTE: Please use this checklist to ensure that your registration packet is complete. All forms must be signed and all checks or money orders (no cash) must be submitted, for your registration to be accepted. The RHSA Teaching Co-op Committee retains the right to make final decisions regarding a student's acceptance into the Co-op.

Questions? Contact the Co-op Registrar at coopregistrar@rhsa.org.

Contract of Enrollment

I am enrolling my child/children in the Richardson Home School Association Teaching Co-op for the school year 2018-2019. We have read and indicate our understanding of the following documents and statements by the signatures below.

1. Service Hours Agreement

I understand the RHSA Teaching Co-op is a CO-OPERATIVE that requires my fulfillment of **one semester** of service hours throughout the year or a \$240 payment, at the time of registration, in lieu of service hours. I understand that my failure to fulfill the Service Hours Agreement will result in the forfeiture of the opportunity to register for Co-op the following year. Families with students only in high school classes, may opt out of required service hours.

Parent _____ Date _____

2. Parent/Student Handbook

I have read and understand the current Parent/Student Handbook. I agree to abide by the guidelines and understand that failure to do so may result in dismissal from Co-op.

Parent _____ Date _____

Each individual student, regardless of age, must *themselves* sign below. I have read completely (or have had read to me) the Handbook student sections and agree to abide by the guidelines and understand that failure to do so may result in dismissal from Co-op.

Student _____ Date _____

Student _____ Date _____

Student _____ Date _____

3. Statement of Faith and RHSA Code of Conduct and Organization

I have read the RHSA Statement of Faith and understand that classes are taught from a biblical worldview and that teachers have the freedom to pray during class. I agree to abide by the RHSA Code of Conduct and Code of Organization.

Parent _____ Date _____

4. Payment of tuition

I understand that by enrolling my child/children in the RHSA Teaching Co-op, I am guaranteeing that I will pay all monthly tuition in accordance with the payment schedule.

If I withdraw my child/children before the end of May or if my child is dismissed from a class or from Co-op for any reason, I understand that I forfeit supply fees and the May Tuition Deposit for that class.

Parent _____ Date _____

5. Review with Co-op Director

I have reviewed the Handbook and this Contract with the Co-op Director or Committee Member.

Parent _____ Committee Member _____ Date _____

Notes of Interest

I am enrolling my child/children in RHSA teaching co-op for the 2018-2019 school year. I have read and indicate my understanding of the following statements by initialing each. Where needed, these statements have been discussed with my child/children. All statements can be found in the Parent/Student Handbook. Please initial each statement below and include this document with your registration paperwork.

_____ I understand that parents, students, and anyone with me cannot wear sleeveless shirts. Skirts, dresses, and shorts must come to mid thigh (hem cannot be shorter than 4 inches above knee). Yoga pants, leggings and the like must have a shirt that comes mid thigh or covers the bottom.

_____ Classes not dropped before the first day of class will incur September tuition.

_____ Drop forms for a class must be turned in to committee. Informing the teacher does not drop a student from the class. Failure to turn in a drop form for a student from a class will continue to incur monthly tuition.

_____ Students are not enrolled in a class until an add class form has been turned in to committee. Students may not attend a class until they have enrolled in the class and paid the supply fee and May deposit and tuition for that class. The exception is if the student is visiting a class for a week with the teacher's approval.

_____ Tuition payments are made in 9 equal payments (this includes the May Tuition Deposit) September-April regardless of the number of weeks in a month.

_____ RHSA communicates information to our families via email.

_____ Our academic policy is in place to uphold the integrity of our classes. Students are required to submit work that is complete, legible, and turned in on the due date. Late work will not receive full credit. Cheating is not tolerated. Please see the full academic policy in the handbook.

_____ Every co-op day, please sign in at the bulletin boards to show you are present. Please list a phone number and the adult responsible for your children that day. Students taking only high school classes may sign themselves in and indicate HS as their adult. All other students and children must have a responsible adult on campus.

_____ RHSA has a board/committee member who is the parent and teacher liaison. Out of courtesy to our teachers, please attempt to work things out with the teacher when possible. If you do not feel your attempt is satisfactory, contact the liaison for assistance. (This statement is informational only and not found in the Handbook.)

SERVICE HOURS REQUEST FORM

We require that each family contribute time of service to the smooth running of the Co-op. Together we make this co-op a friendly, well-organized place to learn. The commitment is 1 hour each week for an entire semester. The hours correspond to class times. There are other areas to serve within the Co-op that count for service hours. Some of these jobs take a little more time each week and are a year-long commitment.

We split our year into 2 semesters of service. You may serve in the Fall (1st day of Co-op to Christmas break) or Spring (1st day back from Christmas to the last co-op day in May). If you are a new family, we would like you to please get settled the first semester and serve the second semester. For those who cannot serve, payment in lieu of service is available. This is a one-time payment of \$240 due at registration. A limited number of payment spots are available.

If you only have students in High School classes, you may opt out of service hours. However, many parents of our high school students find they have some time to serve and help RHSA when possible. Please indicate below if you can serve.

Family Name _____

Adult present on campus _____

Email _____

Will you have children under age three with you at Co-op? _____

Our main Service Hours are 1 hour on Tuesday in one of the following places:

- **Front Door** – we need to monitor those coming in and out of our facility. The Committee/Board will be seated in the front but may need to leave.
- **Playground** – making sure safe play is occurring both physically and emotionally. If you have young children, this is an easy service hour because you may already be on the playground.
- **Social Hall or Lounge** – **Social Hall** - monitoring play (not running) and making sure the children are not on the stage. The temple has very expensive equipment and they have asked children to not be on the stage. **Lounge** – there is no eating in there and monitoring the foosball table play as it can get loud and rough.
- **Hallways** – Keeping hallways quiet and being available to help teachers in the classroom so the children are not left alone.
- **Other areas of service** – Serving lunch, Snack Bar, Yearbook, Teacher luncheons and Baking team. Some of these take more than one hour a week and are year-long volunteer positions. See committee for more details.

Place

Time

Indicate your preference _____

I prefer to pay \$240 in lieu of service hours _____

I only have High School students _____

Release of Liability and General Agreement

In consideration of being permitted to participate in the Richardson Home School Association Teaching Co-op,

(Please print below: first name of each parent or legal guardian, each child in the family, even those not attending Co-op, and any other family member who may be likely to come on campus.)

(herein after referred to as "Family") agree to the following:

1. Release, waive, discharge, and covenant not to sue either the RHSA Teaching Co-op or Temple Shalom, their officers, employees, board members or other families participating in the Teaching Co-op of RHSA (hereinafter referred to as "Releasees") from all liability to Family for any loss or damage and any claim or damage on account of injury to the person or property or resulting in death of a Family member while Family is participating in Teaching Co-op of RHSA activities or any other activities on the premises of Temple Shalom.
2. Family agrees to indemnify Releasees from any loss, liability, damage, or cost Releasees may incur due to the presence of Family in or on the premises of Temple Shalom. Family realizes transportation to and from Co-op or any time off campus is the Family responsibility.
3. Family assumes full responsibility for and risk of bodily injury, death, or property damage while in or on the premises of Temple Shalom and/or while working or for any purpose participating in the activities of the Teaching Co-op of RHSA.
4. Family expressly agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.
5. Family, in consideration of being permitted to participate in the Teaching Co-op of RHSA, for Family, and Family's heirs, executors, administrators, and assigns, releases and forever discharges all Releasees, and their heirs, administrators, and executors of and from any and every claim, demand, action or right of action, of whatsoever kind or nature, either in law or in equity arising from or by reason of any bodily injury or personal injuries known or unknown, death or property damage resulting or to result from any accident which may occur as a result of participation in the Teaching Co-op of RHSA or any activities in connection with the Teaching Co-op of RHSA.
6. Family states that both Mother and Father of Family or legal guardians have carefully read the above release and know the contents of the release and sign this release as Family's own free act.
7. Family releases all officials and professional personnel from any claim whatsoever on account of first aid, treatment or service rendered Family during participation in the Teaching Co-op of RHSA.
8. RHSA and the Teaching Co-op operate under biblical guidelines and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18: 15-20; 1 Corinthians 6: 1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically based mediation and if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation*. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement or any dispute arising out of any activities or events associated with the Teaching Co-op of RHSA and expressly waive their right to file a lawsuit in any civil court against one another or against another RHSA Teaching Co-op family for such disputes, except to enforce an arbitration decision.
9. This agreement shall be binding on each member of the Family, their personal representatives, assigns, heirs, and next of kin.
10. This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Date: _____

Male: _____ Print Name: _____
Signature

Female: _____ Print Name: _____
Signature

Bring this copy, signed by parents or legal guardian(s), with your completed registration forms.

New Family Introduction Form

We welcome new families to Co-op and we look forward to getting to know you and your children. To begin that process, please answer the following questions for us. **A new family's registration will not be accepted without a completed New Family Introduction Form.** Thank you!

Tell us a little about your child or children. If you need more space, please use the back of this sheet.

Tell us why you have chosen to home school your child(ren).

How many years have you been home schooling? _____

Acceptance into the Co-op is contingent upon follow-up of references.

You must have a pastor, church leader, or current RHSA Teaching Co-op parent answer the following questions and sign below or attach a signed letter containing the following information:

Do you know the family personally? _____ Do you know the specific student(s) enrolling? _____

Would their family be a positive addition to our conservative Christian teaching co-op? _____

Would the student(s) be a positive addition to Co-op classes? _____

Additional Comments: _____

Name and Position

Date Signed

Phone Number

E-mail Address

CLASS SCHEDULE FORM

Fill out a separate sheet for each student. Make additional copies as needed before writing on the form.

Please Print

Dad's Full Name _____
 Mom's Full Name _____
 Address _____
 City _____, Texas Zip _____
 Home Phone _____ Dad's Cell Phone _____
 Mom's Cell Phone _____ E-mail Address _____
 Student E-mail Address (if applicable) _____
 Was your family enrolled in Co-op in 2017-2018? Yes _____ No _____

CO-OP COMMITTEE USE ONLY	
RHSA Membership Form p. 9	_____
RHSA Reg \$150/175 Fee: Check#	_____
Contract & Notes of Interest	_____
Service Hours Signature p. 11	_____
Release of Liability p. 12	_____
New Family Form p. 13	_____

Family ID # _____

Class Code	Class Name	Class Ages	Supply Fee	May Tuition Deposit

CO-OP COMMITTEE USE ONLY			
Date Registered	Class Registr. Ck#	Class Registr. Ck Amt.	Registration Confirmed

Please keep a copy of this form for your records.

On-campus Responsible Adult:

Cell Phone Number or Location on Campus:

Name and phone number or location required

Was this STUDENT enrolled in Co-op in 2017-2018? Yes _____ No _____

Student First and Last

Student ID # _____

Date of Birth

Age as of 9/1



2018 - 2019 Parent & Student Handbook

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RHSA Code of Conduct and Organization

The Richardson Home School Association exists to support and promote the home education of school-age children by their parents, legal guardians, or designated person, according to the admonition of the Holy Scriptures (the Bible).

Membership in the Association requires that members read, but not necessarily agree with, the **RHSA Statement of Faith**. This policy allows the Association to be inclusive; allowing any family, regardless of belief or background, to be part of the Association. It also ensures that all members are aware of the biblical basis on which the Association makes its decisions and plans its activities. Although the Association does not require everyone to maintain the same beliefs, doctrines, or philosophy, it does require that members **agree to and abide by** the same code of conduct and organization. This code of conduct and organization applies only during those times and places that RHS A members (to include parents, designated guardians, and children) are participating in or supporting RHS A sponsored activities.

Any dispute arising from or related to your membership and participation in the RHS A shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

Code of Conduct

Member families will act in such a way that their words and actions promote the unity and encouragement of fellow RHS A families.

Member families will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating, or rude.

Member families will avoid gossiping to or about other RHS A families.

Member families will be responsible for their own children's behavior to ensure they are acting in accordance with this code of conduct.

Any members or leaders of the Association that persist in violating this code of conduct are considered to be conducting themselves in a way that is contrary to the specific and primary purposes of the Association. The By-laws of the RHS A allow that such members may have their membership revoked after meeting with the RHS A Board of Directors to attempt correction and restoration.

Code of Organization

Although the structure and organization of the RHSA is well defined in its By-Laws, it is required that members clearly understand this code of organization.

All leaders in the RHSA must read, agree with, and sign the RHSA Statement of Faith. This ensures that those who believe in the Bible and follow Jesus Christ lead the RHSA. It is also expected that such leaders will make decisions and plan activities that will be pleasing to God and in accordance with His Word, the Bible.

Membership in the RHSA and participation in its associated activities is a privilege, not a right. The RHSA Board of Directors, based on continuing unacceptable conduct by a member(s) can revoke this privilege and terminate their membership in the RHSA.

RHSA exists to bring together homeschooling families for common support and encouragement. It is not a goal of the RHSA to become an organization focused on growing itself or seeking approval of its activities by outsiders or those within RHSA that disagree with its philosophy, decisions, or activities.

RHSA is led by the RHSA Board of Directors. This Board of Directors is self-perpetuating - it elects and replaces its own members without approval or vote from the RHSA membership as a whole. The Board has the right and obligation to oversee all activities and where needed, involve itself in the decision-making process of RHSA sponsored committees, functions, and activities. In rare and compelling circumstances, the Board may exercise its right to sustain, rescind or change decisions made by such RHSA committees, functions, or activities. The Board's decisions cannot be rescinded or changed by any type of vote or common agreement of RHSA members. It is for this reason that the Board takes its responsibilities seriously and humbly and with a goal to glorify God in all decisions made.

Members are encouraged to provide input and opinions about any aspect of RHSA. Recommendations and/or disagreements that members may have are to be handled in a responsible and respectful manner. Such comment and discussion is to be directed to the appropriate leader(s) and escalated, if needed, in a responsible manner to the RHSA Board of Directors.

RHSA leaders and members should seek to do their best on behalf of RHSA.

Statement of Faith

1. The Bible is the only inspired, authoritative, infallible, and inerrant word of God. Its very words are God-breathed. (Ps. 33:6) It is both necessary and sufficient to teach not only about our salvation but also about the conduct of our life. (II Tim. 3:16) It is completely reliable in its assertions about history, geography, science, and other disciplines.
2. There is only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. He is one Being who eternally exists in three persons: Father, Son, and Holy Spirit, without division of His nature, essence, or being.
3. Jesus Christ is the Son of God, the second Person of the Trinity. (Luke 1:35) He is both fully God and fully man. (Mark 2:28) By His perfect obedience and sacrifice of Himself on the cross, He has fully satisfied the justice of His Father, and purchased not only reconciliation, but an everlasting inheritance in heaven for believers. He was visibly and bodily resurrected from the dead. (Luke 24:5,6)
4. All people are born in sin due to the effects of Adam's rebellion. (Rom. 5:12) They are forgiven of their sins when they trust in the Lord Jesus alone for their salvation. (Rom. 10:9) Salvation is by God's grace, through the means of human faith, apart from good works. (Eph. 2:8,9) Believers are enabled by the Holy Spirit to obey God's commandments.

INFORMATION AND CONTACTS

Co-op information sources: Co-op information, updates, and announcements are available in the RHSA teaching co-op weekly emails, on posters and signs at Co-op, by e-mail alerts, and on the website at www.rhsa.org.

Physical RHSA Co-op address:

6930 Alpha Road
Dallas, Texas 75240

RHSa Mailing address:

P.O. Box 831991
Richardson, Texas 75083

E-mail addresses:

President – president@rhsa.org

Registrar – coopregistrar@rhsa.org

Web Site: – www.rhsa.org Look for links to all RHSA Teaching Co-op information and activities

NOTIFICATION OF ADDRESS AND INFORMATION CHANGES:

It is **important** to notify **RHSA** of changes in your address, phone numbers, and e-mail addresses.

RHSA Notification: Information changes should be made in the following ways:

1. Any information changes (name, address, email, phone number) should be e-mailed to the Co-op Registrar at coopregistrar@rhsa.org.
2. **Chalk:** Parents and students must make any e-mail address changes on Chalk themselves. (This will insure you do not miss the class information from the teachers and the Co-op e-mail alerts sent via Chalk.) Information to set up a Chalk account will be provided to you.

*Please read carefully. Parents and students are responsible for knowing and abiding by the following guidelines. *Denotes Handbook sections which must be read by students.*

ACADEMIC POLICY*

The RHSA Co-op offers opportunities for students to achieve academic excellence in preparation for college and the workplace. Our desire is to see our students excel both in character and academics. To that end, our teachers have high standards and expect their students' diligent effort. Everyone must cooperate to maintain the integrity of our program.

- **Attendance is essential** due to concentrated teaching time for our classes. In case of absence, a student is still responsible for any material covered or assignments given in class time. The student and/or parents must contact the teacher and complete any missed work prior to the next class time. Class absences WILL affect a student's grade.
- **Students must submit work** that is complete, legible/typed, and on time. All work must be submitted on the due date. Late work will not receive full credit. Teachers may have class policies concerning late work specific to their courses.
- **Parents and/or students should communicate with teachers** directly with questions about any aspect of assignments or to report absence.
- **Students should come to class with required materials and completed assignments.**
- **Arrive in class on time.** Tardiness is a disruption to class.
- **Parents should monitor students to insure work is completed and turned in on time.** If a student consistently comes to class unprepared, after an initial warning and parental notification, teachers or the Co-op have the option of dropping a student from class.
- **Cheating is not tolerated. If a student is found cheating, the teacher has the option to drop the student from the class. No refunds will be given for that class.**

If a student's work falls below a "C", the academic level may be too difficult and the class not an appropriate choice, or the student is not putting in the necessary effort. Students with a "D" average may be dismissed. Continuation in the class will necessitate a parent/teacher/student conference.

DISCIPLINE POLICY *

If an adult tells a student of a problem and he/she responds respectfully and corrects the problem, no further action will be taken. If the student is told of a problem by an adult and he/she responds disrespectfully, does not correct the problem, has repeated corrections, or if the offense is considered serious by the observant adult, first try to find the child's parent. If the parent is not available, find another adult to be a witness to the disciplinary action from the observing adult (this is for the protection of the child as well as the adult) then the following procedure will be implemented and a family action form will be completed and filed.

Step 1: Parental Notification A Co-op Committee member will inform the parent or on-campus responsible adult of the situation and expect this adult to discipline the student accordingly.

Step 2: Parental or On-campus Responsible Adult Supervision If a student requires further discipline, the student can be required to have a parent or on-campus responsible adult with him/her at all times (and walked to each class, the lunchroom, etc.). The student and adult are both expected to accept this discipline measure with good attitudes.

Step 3: Dismissal Failure to comply with Step 2 can result in dismissal. Also, at the discretion of the Co-op Committee, some offenses, such as possession of weapons or drugs, etc., can result in immediate dismissal from Co-op. Remember that dismissal for behavioral problems does not release the family from drop fee obligations. Area Co-ops share the names of negligent families.

CO-OP CONDUCT GUIDELINES *

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.” Proverbs 20:11

FACILITY USE

- Enter and exit **ONLY** from south entrance door near the playground. The entry door is locked and will be opened by a monitor. Every co-op day, please sign in at the bulletin board to show that you are present. List a name & phone number for the adult responsible for your children that day. High school students may sign themselves in and indicate HS as their adult.
- **Observe and respect off-limit areas:** north parking lot, foyer, administrative offices, Sanctuary, 3rd floor, stage, bridge, restricted stairways, and all other designated restricted areas.
- The south parking lot and south entry doors near the playground is the only available Co-op parking and entry.
- **Keep halls clear during class times.** All students must be in a class, study hall, Social Hall, or in an outside monitored area.
- **NO pork or shellfish are allowed on campus (indoors and outdoors) at anytime.**

FACILITY MAINTENANCE

- **Please** throw away your trash.
- **Only water** is permitted in the classrooms.
- Food, soft drinks, and juice drinks are allowed in only 2 areas: Social Hall and outside. Food and drinks left in any other area will be removed.
- Do not chew gum in the facility.
- Please immediately notify the Co-op Committee of any damage to the building or grounds.
- Do not bring pets on campus (inside or outside).

SAFETY ISSUES:

- **Walk**, do not run in the building.
- No rollerblades, roller shoes, skateboards, bicycles, tricycles, unicycles (anything with wheels – other than cars) water guns, knives, laser pointers, lighters, or any other dangerous or distracting items are not allowed on the facility.
- **Drive slowly and carefully** through the parking areas.
- Students should not linger on campus when all their classes are finished. All classes finish at 3:30 on Tuesdays and 11:30 on Thursdays. Parents and students should promptly leave the facility.
- **Do not climb on or over any fences, walls, trees, or other designated off-limits areas.**
- No alcohol, tobacco products or illegal substances are allowed on campus.

RICHARDSON HOME SCHOOL ASSOCIATION

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EMERGENCY PROCEDURES:

- If the building needs to be evacuated, go to the nearest exit, and gather on the east lawn.
- If emergency shelter needs to be taken inside the building, everyone should go to the Social Hall.
- Anyone with nurse/paramedic training, who stays on site, please notify the Co-op Committee.

RECREATION INFORMATION:

- All children not in classes are the sole responsibility of their parent or responsible adult.
- Students are welcome to bring playground balls (4-square, soccer, basketball), Frisbees, etc., for personal use outside. Balls and sports equipment must be personally stored and used outside only. There is no Co-op storage facility for playground equipment.

CO-OP MANNERS

- **Show respectful obedience** to all facility staff, parents, teachers, and Co-op monitors. Inappropriate language, conversations, and attitudes are not acceptable and will be subject to discipline. Personal displays of affection, public or private, are not appropriate at Co-op.
- **Arrive in class on time.** Students are expected to do all class assignments, and parents should help by checking for completion.
- **Cell phones** must be turned off and out of sight while in class.

Everyone's respect and cooperation with the above will help make the Co-op a safe, orderly, and God-honoring organization.

DRESS AND GROOMING POLICIES *

DRESS: Everyone (parents, students, and teachers, visitors) on campus must dress modestly. Below are the basic guidelines:

- The length of shorts, dresses, skirts, or tops worn over leggings should be mid-thigh or covering your bottom. Hemlines cannot be shorter than 4 inches above the knee.
- If leggings or yoga pants are worn, you are to wear shirts over them that are mid-thigh or covering your bottom.
- Shirts and blouses must have sleeves. Shirts must have at least a cap sleeve (a sleeve extending only a short distance from the shoulder)
- Tops that are see-through, reveal midriffs, or are skin tight are not allowed.
- Clothing with inappropriate pictures or slogans (such as obscenities, profanities, nudity, gore, or racial slurs) excessively ripped clothing or large clothing is not allowed.
- Undergarments may not show.
- Shoes must be worn at all times.
- Hats and caps should be removed before entering class.

GROOMING:

- Boys' hair should be cut conservatively short or neatly styled.
- Neither boys nor girls may wear or unusually styled hair EX: Mohawks, chains, or exhibit any form of body piercing (with obvious exception of girls' pierced ears).
- Boys may not wear earrings or chains.
- No offensive tattoos. This includes but is not limited to foul language & disturbing/disruptive artwork.

In order for Co-op to remain the special place to which we all are accustomed; each family must cooperate with these dress and grooming policies. **Any student's continuing failure to do so will result in the student being asked to return home to change clothing or grooming.**

The Co-op Committee reserves the right to make on-going decisions concerning dress and grooming issues.

It is very important that we demonstrate a good example of home schooling and protect the facility we have so graciously been allowed to use. Observance of the following guidelines will ensure that Co-op's objectives will be met. They can be summed up in this way: Show thoughtfulness and respect toward the teachers, parents, other students, and our host facility and staff. At all times our actions and attitudes should honor our Lord Jesus Christ. "Whatever you do in word or deed, do all in the name of the Lord Jesus..." Col. 3:17.

SUPERVISION *

Co-op Committee members and the adult monitors are NOT personally responsible for any Co-op students. The primary responsibility of all monitors is to help provide a safe and orderly environment at Co-op. Teachers cannot be designated the on-campus responsible adult for a family other than their own without express permission from the Co-op Committee.

- **Parent or On-campus Responsible Adult:** Any student that is not enrolled in high school designated ONLY classes **MUST** have a parent or on-campus responsible adult present at all times. Co-op is not a Mother's Day Out or baby-sitting service. (**Note:** An on-campus responsible adult is a person over 18 who has agreed to be responsible for a student for any needs that should arise during the absence of a parent from campus.) Prearrange with a classmate's parent, a car pool parent, or another adult present on campus to be your student's on-campus responsible adult for the times when you cannot be on campus.
- **Students enrolled in high school designated courses ONLY:** These students are allowed to be on campus without a responsible adult. They may be dropped off or may drive themselves. These high school students may be responsible for themselves ONLY and MAY NOT be the designated responsible adult for younger students.
- **Daily Attendance:** Please sign in at the bulletin boards to show that you are present each day. List a name & phone number for the adult responsible for your children that day. High school students may sign themselves in and indicate HS as their adult.

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- **While on campus:** Hallways are to be clear during class times. It is the parents' responsibility to give their student permission to leave the campus. **All children and students MUST be in one of the following places at all times with a parent or on-campus responsible adult present**

Class

Study Hall

Playground

East Lawn

Social Hall

Parents class visitation: Co-op parents are free to visit any class with prior permission of teachers.

Visitors to Co-op: We always welcome ADULT visitors to Co-op who are considering joining the Co-op. Visits must be scheduled. Please contact the registrar to schedule a visit and/or obtain teacher permission for classroom visitation.

Classes end at 3:30 P.M. on Tuesday and 11:30 A.M. on Thursday: All students need to leave the property **promptly** at the end of the Co-op day.

TUITION POLICY

Monthly tuition checks are due the first Tuesday of each month. Tuition is paid in equal monthly payments September through April. May tuition is paid at registration. On the first Tuesday of each month, the tuition checks, made out individually to each teacher, are to be placed in the red tuition box. Please designate the student's name & class (can use class registration code) on each check. Tuition not paid on the first Tuesday of the month, must be mailed to the teacher or given directly to the teacher upon entering class the second Tuesday of the month. A \$25 late fee for each class must be added to your tuition check after the first Tuesday of the month. Any fees incurred by a teacher for a returned check must be reimbursed immediately by the applicable family.

Tuition payments are based on student enrollment, not student attendance.

If a student has not dropped before the first day of classes, first month tuition is due.

Parents are responsible to communicate quickly and personally with the student's teachers in the event of unexpected circumstances that affect timely tuition payment.

Note: Since teachers base their monthly tuition on a 32-week scale, tuition is paid in nine equal installments Sept-April and all months will be the same regardless to the number of weeks in the month. May tuition is paid at registration.

Pro-rating and Class make-up policy: Teachers are not required to pro-rate tuition due to a missed class because of a student's illness, vacation, etc. However, if the class is missed due to the teacher's absence (and class was not held with a qualified substitute approved by the Co-op Committee), parents may pro-rate the following month's check for the class(es) missed. (Multiply monthly tuition by 9 for annual cost and divide by 32 weeks to get the weekly amount.) Tuition is not pro-rated if the class is cancelled due to the facility closing at the facilities request. This would usually happen due to religious holidays. You will know in advance of these dates. Teacher's tuition should not be affected because of a closing out of their control.

CLASS CHANGES, WITHDRAWAL & DISMISSAL POLICIES

REGISTRATION INFORMATION

Registration dates and other registration information is published in the Registration Packet on-line at www.rhsa.org: click on Registration Packet under the Teaching Co-op tab on the home page.

There is a \$25 NSF fee on any returned check written to RHSA Co-op, to a teacher or for field trips. Continuous returned checks may void the family's registration or the family may be asked to pay cash.

ADDING CLASSES

See the Registrar at Co-op for class availability. Fill out a Class Schedule Form and pay the supply fee and May Tuition Deposit made payable to the individual teacher. Please be considerate of the teachers and others and do not sign up for classes unless you are planning to continue them throughout the year.

Adult class registration: Adults may check with the Registrar for class openings the 1st week of class.

DROPPING CLASSES

Fill out the Drop Form (available at Co-op or at www.rhsa.org) and turn in to committee. **Parents are not allowed to add or drop a student in a class by only informing the teacher. To drop a class the Drop Form must be filled out and submitted to committee. Tuition will incur for classes not dropped according to the handbook.**

Supply Fees and May Tuition Deposit are non-refundable and non-transferable. The Supply Fee and the May Tuition Deposit are forfeited if a class is dropped at any time after registration/during the school year.

WITHDRAWAL OR DISMISSAL FROM CO-OP

See the Registrar at Co-op. Fill out the Drop Form for all classes. The Supply Fee and the May Tuition Deposit are forfeited when choosing to withdraw your child from Co-op in the middle of the year, a disciplinary/academic dismissal from Co-op, or a disciplinary/academic dismissal from class by a teacher. **Supply Fees and May Tuition Deposit are non-refundable and non-transferable.**

CONSEQUENCES OF UNPAID TUITION AND DROP FEES

Teachers can drop a student for non-payment of tuition after one month and families who refuse to pay tuition after one month can be dismissed from Co-op. Also, failure to pay the complete tuition for the year or any assessed fees, that have not been waived, will result in forfeiture of the right to register for classes in the future until all accounts are current. BY ENROLLING YOUR CHILD, YOU ARE MAKING A COMMITMENT TO PAY FOR THESE CLASSES. WE TRUST THAT EACH FAMILY WILL FULFILL THIS COMMITMENT. Also, other area Co-ops are informed of families who fail to fulfill this commitment.

CO-OP YEARBOOK POLICY

To be included in the RHSA Co-op yearbook a student needs to be currently enrolled in the RHSA teaching Co-op. Special consideration will be given for graduating seniors, not enrolled in Co-op, who meet all the following criteria: (1) have been enrolled in RHSA Co-op at least one of their high school years, (2) are currently a member of RHSA, and (3) are a member in good standing of the RHSA graduating class. The senior's yearbook application will be reviewed prior to inclusion in the yearbook. Applications will be reviewed on a first-come, first-served basis as yearbook space permits. No senior yearbook application will be accepted after the posted deadline.

PARENTS' SERVICE HOUR REQUIREMENTS

Registration for Co-op classes is not complete without a specific service commitment/payment for the school year. **Each family participating in Co-op classes is required to serve 1 hour each week for one semester per school year. Families with students in High School classes only do not have required service hours. Families who refuse to participate in a service activity will not be enrolled in Co-op. Failure to honor your service commitment will prohibit future enrollment in Co-op classes.**

Payment in lieu of service hours is another option. If necessary, we have a **limited** number of slots available for a one-time payment of \$240 at the time of registration. These slots will be filled based on need. Discuss your request with the Service Hours Coordinator.

Parents should use the "Service Hours Request Form", in the Registration Packet, to choose their general service hour assignment preferences. This form will be submitted at registration and the Service Hours Coordinator will work with you to choose your specific service hour assignment. Parents are needed as monitors of the halls, lunchroom, playground, etc. The Service Hours Coordinator will organize the service assignments according to a first-come, first-served basis, and, as much as possible, honor the parent's preference and convenience. However, the needs of the entire Co-op will take priority over the desires of one family; there could be circumstances where you are needed to serve when your children are not in class.

It is the parent's responsibility to sign in the service hours' log book (located at the Co-op Committee tables) 5 minutes prior to the assigned shift. The Service Hours Coordinator will note the promptness/tardiness of your arrival. Tardiness of 15 minutes and "no shows" will require an additional hour of service. **It remains the parents' responsibility to see to it that they have fulfilled the entire semester of service within the school year.**

MONITOR DUTIES

The primary responsibility of all monitors is to help provide a safe and orderly environment at Co-op.

Before each semester begins, the service hour coordinator will provide each monitor their upcoming scheduled assignment along with a description of the duty. Please refer to that handout to help you fulfill your specific duties. (See the Service Hour Coordinator if you need another copy of your monitor description handout.) Monitors should also be familiar with the "**Discipline Policy**," "**Co-op**

Conduct Guidelines,” and “Dress and Grooming Policies” found in this handbook. All monitors should be watchful for safety issues, noise control, and maintenance of the facility building and grounds.

We do ask monitors to stay alert and focused on their responsibility and to be watchful of the entire area to which they are assigned. Doing other tasks, visiting with friends, etc. can interfere with the monitor’s primary responsibility to help insure that the Co-op is safe and orderly.

All monitors have the authority to gently correct any student. Should a student not respond appropriately, please refer to the Co-op Discipline Policy detailed in this Handbook or see a committee member.

Diligent and responsible fulfillment of these monitor positions make a significant impact on our Co-op environment and enables the Teaching Co-op to function at its best in its service to the students, parents, and teachers. We are appreciative of the necessary service each monitor provides on a weekly basis.

SERVICES

Grades: Teachers of non-high school classes determine the kind of evaluations they will use. Non-high school class evaluations must be done on a quarterly basis and will be posted on Chalk. High school classes are required to have letter grades issued on a quarterly basis posted on Chalk. Parents should address individual concerns or questions regarding evaluations/grades with each teacher personally. Parents are responsible for recording and keeping their student’s transcript. Grades posted on Chalk are deleted by July of each year, to prepare for the next school year.

Chalk: Chalk is the name of the website Co-op uses for communication between teachers, students, and parents. Each class has a page with information specific to that class and some classes use Chalk to post grades, homework assignments, and other class related information. In August, at open house, registered families will be given the necessary information to activate, login, and access the information. The cost of this service is included in the RHSA Membership Fee.

MISCELLANEOUS

Illness policy: Please do not bring children to Co-op who have had fever, diarrhea, vomiting or other contagious conditions **in the last 24 hours**. If your child requires any medication, please keep it with you and administer it yourself.

Inclement weather: RHSA Teaching Co-op will follow the Richardson Independent School District's closure schedule. Should there be snow, ice or other inclement weather on a Tuesday or Thursday during normal Co-op operation, **please** watch local news channels or listen to local radio stations that morning for the RISD announcement of school closure. In the event of RISD late start, Co-op will still close. A week of make-up snow days is scheduled on the calendar each year to be used as needed.

Children with special needs: The RHSA Co-op does not want to discriminate against children with learning differences or serious disabilities. However, we are not equipped to meet the needs of certain disabilities or special needs. Out of consideration to our teachers and other students, the Co-op asks that parents inform their teachers in advance of any learning differences or special needs your child may have. In certain cases, the Co-op Committee may meet with the parents and teachers to determine what would be in the best interest of the Co-op and the student in question. RHSA Co-op reserves the right to deny enrollment upon such consideration. A parent of any special needs student must be on campus at all time.

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Children with food allergies: Some teachers do use food as part of the classroom instruction. Use of food in the classroom should be included in the syllabus posted on-line. It is the parents' responsibility to inform the teacher of any food allergies their child may have and to sign and return the Co-op Food Waiver to the teacher. The Co-op Food Waiver is available from the teacher or the Co-op Committee.

New Teacher Applications: New Teacher Application Packets are available from committee.