



## Parent & Student Handbook

Richardson Home School Association  
P.O. Box 831991  
Richardson, Texas 75083  
[www.rhsa.org](http://www.rhsa.org)

Meets at:  
Preston Highlands Baptist Church  
17463 Davenport Rd.  
Dallas, Texas 75252

## TABLE OF CONTENTS

RHSA Code of Conduct	3
RHSA Code of Organization	4
Statement of Faith	4-5
Information and Contacts	5
Notification of Address and Information Changes	5
Academic Policy	6
Discipline Policy	6-7
Co-op Conduct Guidelines	7-8
Dress and Grooming Policies	8-9
Supervision	9-10
Tuition Policy	10
Class Changes, Withdrawal & Dismissal Policies	11
Co-op Yearbook Policy	12
Parents' Service Hour Requirements	12
Monitor Duties	12-13
Services	13
Miscellaneous	13



## 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 RHSA members (to include parents, designated guardians, and children) are participating in or supporting RHSA sponsored activities.

*Any dispute arising from or related to your membership and participation in the RHSA 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 RHSA 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 RHSA 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 RHSA allow that such members may have their membership revoked after meeting with the RHSA 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 *e v e r l a s t i n g* 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](http://www.rhsa.org).

**Physical RHSA Co-op address:**

17463 Davenport Rd.  
Dallas, TX 75252

**RHSA Mailing address:**

P.O. Box 831991  
Richardson, Texas 75083

**E-mail addresses:**

President – [rhsadirector@gmail.com](mailto:rhsadirector@gmail.com)

Registrar – [rhsaregistraremail@gmail.com](mailto:rhsaregistraremail@gmail.com)

**Web Site:** – [www.rhsa.org](http://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 [rhsaregistraremail@gmail.com](mailto:rhsaregistraremail@gmail.com).
2. Information changes can also be made on the family's portal in [ecoops.com/rhsa](http://ecoops.com/rhsa).

**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. The doors are monitored. Every co-op day, please sign in 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, stage, 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, Fellowship Hall, or in an outside monitored area.

### **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: Fellowship 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.

## **EMERGENCY PROCEDURES:**

If the building needs to be evacuated, go to the nearest exit, and gather on the west lawn.

If emergency shelter needs to be taken inside the building, everyone should go to the Fellowship 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. 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.

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 midribs, 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. No sheer, mesh or cutouts on clothing.

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, chains or makeup/cosmetics or nail polish.

Girls may wear makeup/cosmetics but should be applied conservatively.

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 the 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 junior high or 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 junior high or 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 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.

**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**

<b>Class</b>	<b>Study Hall</b>	<b>Playground</b>	<b>Fellowship Hall</b>
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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 **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**

A registration fee of \$200 (\$250 after July 15) is due at the time of registration. Registration dates and other registration information is published on -line at [www.rhsa.org](http://www.rhsa.org) and [ecoops.com/rhsa](http://ecoops.com/rhsa). Click on Registration Instructions under the Teaching Co-op tab on the home page or login to your parent portal to register. For login information, please email the registrar at [rhsaregistraremail@gmail.com](mailto:rhsaregistraremail@gmail.com).

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. Log in to your parent portal to register 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 1<sup>st</sup> week of class.

### **DROPPING CLASSES**

Fill out the Drop Form (available at Co-op or at [ecoops.com/rhsa](http://ecoops.com/rhsa)) and turn in to committee. You are able to drop classes on your parent portal, but a drop form must still be submitted

**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 the entire school year. Families with students in junior high or High School classes only do not have to commit to serving 1 hour per week but will be required to help with small 10-15 minute tasks that the student can help with. Families who refuse to participate in a service hour activity will not be enrolled in Co-op. Failure to honor your service commitment will prohibit future enrollment in Co-op classes. Please read the Service Hours Contract for more details.**

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 \$300 at the time of registration. These slots will be filled based on need. Discuss your request with the Service Hours Coordinator. Missed weeks of service hours without finding a substitute will result in a fee. Please see the Service Hours Contract for more details.

Parents should sign up for service hours with the service hour coordinator in person after they have registered. The Service Hours Coordinator can work with you to choose your specific service hour assignment. Parents are needed as monitors of the halls, front door, 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 a fee to be paid. Please see the Service Hours Contract for more details. **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 service term 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 ecoops. High school classes are required to have letter grades issued on a quarterly basis posted on ecoops. 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. 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.

**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.