

# Welcome to RHSA



PARENT & STUDENT HANDBOOK  
2026-2027

## Dear RHSA families,

We are thrilled to welcome you to the Richardson Home School Association community! Founded in 1992, RHSA is a nonprofit homeschool co-op that has been serving local families for over 30 years. For generations, families and experienced teachers have come together to create a unique, enriching, and personalized learning environment for children of all ages and abilities. At the heart of RHSA is a deep sense of community and the shared belief that education is about more than academics...it's about relationships, growth and meaningful experiences. We are grateful to partner with you as we work together to create another wonderful year for our community.



**Mission Statement:** RHSA is a nonprofit organization dedicated to supporting local homeschooling families and serving the broader community by enriching educational experiences and fostering meaningful connections. We provide a collaborative, Biblically based environment where teachers, parents, and students grow in knowledge, character, and purpose - creating a place where families and the community can connect and thrive.

# Information & Contacts

Our RHSA Committee is here to serve you—our families and teachers—with joy and dedication. We're a team of volunteer leaders committed to creating a supportive, organized, and fun environment where homeschooling can thrive. You can always find a committee member at the front tables in the foyer during the co-op day. We're available to answer questions, offer help, or just say hello. You can also reach out to any of us through GroupMe or email. We're here to walk alongside you and make this co-op the best it can be for everyone!

Committee Member	Email Contact
Director	director@rhsa.org
Treasurer	finance@rhsa.,org
Registrar	admissions@rhsa.org
Secretary	secretary@rhsa.org
IT/Systems	techteam@rhsa.org
Enrichment & Outreach	outreach@rhsa.org

## Physical RHSA Address:

Prairie Creek Baptist Church  
3201 W. 15th Street  
Plano, TX 75075

**Public Web Site:** – [www.rhsa.org](http://www.rhsa.org)

**Registration Web Site:** [www.homeschool-life.com/4343/](http://www.homeschool-life.com/4343/)

# RHSA Fees and Tuition

## Family Registration Fee

Membership in RHSA is secured through payment of the Family Registration Fee, which reserves your family's spot in the co-op:

- Full-year registration before June 1: **\$300**
- Full-year registration after June 1: **\$375**
- Mid-year registration for spring semester only: **\$150**

If needed, payments may be split into multiple installments. Families should contact the RHSA Treasurer or Director to arrange a payment plan.

**Payments may be made:**

- Online via our website
- Via Zelle to [finance@rhsa.org](mailto:finance@rhsa.org)
- By physical check made out to RHSA

**Class Deposits**

Class deposits are due at the time of registration and are required to hold a student's place in a class. The deposit includes a one-time supply fee as well as tuition for May 2027. Class deposits secure enrollment and are nonrefundable; however, deposits will be refunded if a class does not make.

**Monthly Tuition**

After paying the class deposit, families pay per class. Families are asked to submit one payment per month for all classes and all children, due on the first Tuesday of each month, September through April. Tuition is based on student enrollment, not attendance. If your child misses a class, you are still responsible for full monthly tuition. If a teacher has to cancel a class, they will offer a make-up or reimburse tuition for that class period.

**Late Fee**

An automatic late fee of \$25 will be added to your monthly balance on the second Tuesday of each month if tuition has not been paid in full. To help avoid accidental delays, we recommend setting up automatic payments through Zelle whenever possible.

**Full Semester Payments**

All Families who prefer may pay for the entire semester in a single payment. Full-semester payments must be made via Zelle or check.

## Communication

We believe strong communication helps build a strong community. To ensure you stay connected and informed, RHSA uses the following channels:

- **Weekly Email Newsletter:** Don't miss the newsletter! The weekly newsletter goes out every Sunday throughout the school year and provides important information. Everything you need to know about upcoming events, community opportunities and co-op information (policy changes, building updates, etc.) will be found here. The newsletter always has a calendar of upcoming events and links to anywhere else you need to go. If you are not receiving the newsletter, please contact the Director to be added to the email list.
- **Parent Groupme Chat:** This is our most immediate and interactive communication tool. All RHSA parents are invited to join our private GroupMe chat. It's used for direct announcements from leadership, requests to fill last-minute monitor positions, quick

questions or reminders and sharing local resources or recommendations. This is also a great space to connect with other families and build relationships! You can find the link at the bottom of the weekly newsletter.

- **Posted Flyers:** Look for printed notices and reminders at the committee tables and posted on doors & community spaces at RHSA.
- **Social Media:** Stay connected with us on our social platforms! We post regular updates, event reminders and photos of our activities.
  - Facebook: RHSA - Richardson Home School Teaching Co-op
  - Instagram: homeschool\_rhsa

## RHSA Statement of Faith

We believe the Bible is the only inspired, authoritative, infallible, and inerrant Word of God. Scripture is God-breathed and fully sufficient to instruct humanity in salvation, faith, and conduct. It is wholly trustworthy and reliable in all that it affirms, including matters of history, science, and all areas of life.

(Psalm 33:6; 2 Timothy 3:16)

We believe there is one living and true God, eternally existing as one Being in three Persons: Father, Son, and Holy Spirit. God is the intelligent, personal, and spiritual Creator, Redeemer, Preserver, and Ruler of the universe, equal in essence and nature, without division.

We believe in Jesus Christ, the eternal Son of God and the second Person of the Trinity. He is fully God and fully man. Through His sinless life, sacrificial death on the cross, and perfect obedience to the Father, Jesus fully satisfied divine justice and secured reconciliation and an everlasting inheritance in heaven for all who believe. He was visibly and bodily resurrected from the dead, demonstrating His victory over sin and death.

(Luke 1:35; Mark 2:28; Luke 24:5-6)

We believe that all people are born into sin as a result of Adam's disobedience and are therefore separated from God. Forgiveness of sin and restoration of relationship with God are made possible only through faith in Jesus Christ, by God's grace alone.

## RHSA Organization & Family Code of Conduct

Membership in RHSA requires families to read, though not necessarily agree with, the RHSA Statement of Faith. This policy allows RHSA to remain inclusive of families from diverse backgrounds while ensuring transparency regarding the biblical foundation that guides RHSA's

decisions and activities. While uniformity of belief is not required, all members must understand, respect, and adhere to RHSA's Code of Conduct and organizational structure.

These standards apply to all RHSA-sponsored activities and events and to all participants, including parents, designated guardians, leaders, and children.

### **Family Code of Conduct**

All RHSA families are expected to conduct themselves in a manner that promotes unity, encouragement, and mutual respect within the community. Member families agree to:

- Act in ways that support the unity and well-being of the RHSA community.
- Refrain from behavior or language that is disrespectful, offensive, immoral, intimidating, or rude.
- Refrain from harassment or bullying of any kind, including verbal, physical, or emotional conduct that creates an intimidating, hostile, or disruptive environment for others.
- Avoid gossiping to or about other RHSA families.
- Take responsibility for their children's behavior and ensure it aligns with this Code of Conduct.

Members or leaders who persistently violate these standards may be considered to be acting contrary to the mission and purposes of RHSA. In accordance with the RHSA Bylaws, corrective action—including possible revocation of membership—may occur after meeting with leadership to seek correction and restoration.

### **Leadership and Statement of Faith**

All RHSA leaders are required to read and sign the RHSA Statement of Faith. This ensures that the co-op is led by individuals who support and uphold RHSA's founding Christian principles and who seek to make decisions and plan activities consistent with the biblical values on which the organization was established.

### **Governance**

RHSA is governed by the RHSA Committee, which is self-perpetuating and elects or replaces its own members without a vote from the general membership. The Committee has the authority and responsibility to oversee all RHSA activities and, when necessary, to participate in or intervene in decisions made by parent-led committees, functions, and activities. In rare and compelling circumstances, the Committee may sustain, rescind, or modify such decisions. Committee decisions are final and may not be overturned by a vote or general agreement of the membership. The Committee carries out these responsibilities with humility, diligence, and a commitment to glorify God.

### **Board of Directors**

The RHSA Board of Directors provides support, guidance, and oversight to the Committee when needed. The Board ensures leadership decisions remain consistent with RHSA's mission and

values and serves as a resource for accountability and wisdom. Parents who have concerns or want to seek clarification regarding Committee decisions may contact the Board of Directors for further review.

### **Membership**

Membership in RHSA and participation in its activities is a privilege, not a right. Based on ongoing unacceptable conduct, the RHSA Committee may revoke this privilege and terminate membership.

Members are encouraged to share input, concerns, and recommendations in a respectful and responsible manner. Communication should be directed first to the appropriate leader and, if necessary, escalated thoughtfully to the Board of Directors.

All RHSA leaders and members are expected to act with integrity and to do their best on behalf of RHSA and its community.

### **Conflict Resolution**

Promptly communicate any concerns or issues that may result in conflict with RHSA leadership or other members to the Director or an appropriate RHSA Committee member. The Director and/or Committee will provide support, facilitate communication, and assist families in seeking resolution whenever possible. Any dispute arising from or related to membership or participation in RHSA, that cannot be resolved with the help of the Committee, shall be resolved through 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 having proper jurisdiction.

## **Student Code of Conduct**

RHSA seeks to provide a safe, respectful learning environment where all students can grow academically, socially, and spiritually. Students are expected to conduct themselves in a manner that reflects respect for others, honor for authority, and strong character.

### **Respect for Others**

Students are expected to:

- Treat fellow students, teachers, and leaders with kindness, courtesy, and respect.
- Be mindful of others' personal space, feelings, and differences.
- Listen attentively when others are speaking and speak thoughtfully and respectfully.

### **Honoring Authority**

Students are expected to:

- Respect the authority of co-op leaders, teachers, and all adults or designated volunteers.
- Follow instructions promptly, willingly, and with a positive attitude.

### **Christian Character**

Students are encouraged to:

- Strive to live out biblical values such as love, kindness, patience, humility, forgiveness, and respect.
- Use words and actions that reflect the teachings of Christ and demonstrate care for the well-being of others.

### **Bullying and Harassment**

- Bullying of any kind—physical, verbal, emotional, or social—is strictly prohibited. This includes teasing, mocking, exclusion, intimidation, or making fun of others.
- All individuals are to be treated with dignity, recognizing that each person is made in the image of God.
- Students should report any bullying behavior to a teacher, staff member, or parent volunteer immediately.

### **Respectful Language and Actions**

Students are expected to:

- Use language that is kind, uplifting, and encouraging.
- Refrain from harsh, hurtful, offensive, or disrespectful language, including swearing or cursing and name-calling.
- Avoid physical aggression, including pushing, hitting, kicking, or throwing objects.
- Apologize and seek forgiveness when they have hurt or offended someone.

### **Honesty and Integrity**

Students are expected to:

- Be truthful in all words and actions.
- Refrain from stealing, lying, cheating, or misrepresenting the truth.
- Practice integrity in schoolwork, assignments, and interactions with others.

### **Care for Facilities and Materials**

- Treat all facilities, supplies, and resources provided by RHSA and its host location with care and responsibility.
- Return borrowed items promptly and in good condition.

### **Respect for Personal Property**

- Ask permission before using another person's belongings.
- Return personal items in the condition in which they were received.

### **Resolving Disagreements**

- Students should attempt to resolve disagreements calmly and respectfully.
- If a resolution cannot be reached, students should seek assistance from a teacher, staff member, or parent.

### **Forgiveness and Restoration**

- Students who wrong others are expected to seek forgiveness and work toward restoring relationships.
- Students who are wronged are encouraged to forgive, reflecting Christ's example of forgiveness.

## **Discipline Policy**

In an effort to prevent behavior that requires disciplinary action, all parents are asked to read and discuss the Character Code of Conduct with each individual student. In the event that a student violates this standard of conduct and does require disciplinary action, please follow the steps below.

1. **Verbal warning.** Any parent that sees inappropriate behavior may respectfully ask the student to stop, and correct the behavior by recommending a replacement behavior. If the student responds respectfully and corrects the behavior, no further action is required.
2. **Parent notification.** If a student continues to engage in inappropriate behavior after an initial warning, please notify both the parent of the student and RHSA director. If the reporting adult does not feel comfortable notifying the student's parent, the director can do it for them.
3. **Incident Report.** If inappropriate behavior continues or the parent declines to intervene, the student can receive an incident report for failing to adhere to the Character Code of Conduct.
4. **Dismissal.** If inappropriate behavior continues after written & documented warnings, the student will be dismissed from RHSA. Dismissal for behavioral problems does not release the family from drop fee obligations.

Please note that some offenses, such as possession of weapons or drugs, physical assault of another student etc., can result in immediate dismissal from RHSA.



# RHSA Dress Code

Everyone on campus, **students and adults**, must adhere to the dress code policy. For all classes and RHSA events, everyone must dress modestly, choose attire and grooming that coincides with their biological gender and not appear as a distraction from RHSA's educational goals.

- Shoes must be worn at all times.
- While hats are allowed in the building, they may only be worn in classrooms if not a distraction.
- Revealing clothing is prohibited including but not limited to: midriff/crop tops, low necklines, see-through clothing, cut out backing or skin tight tops.
- Underwear and bras may not show, including sports bras.
- Shirts may be sleeveless, but must be ~1-2 inches (no spaghetti straps).
- All shorts, skirts and dresses must reach 5 inches above the knee. No skin tight or biking shorts permitted.
- Leggings and yoga pants may be worn, but shirts must cover the bottom.
- No clothing with offensive words or graphics, excessive holes or excessively oversized.

The Committee reserves the right to make ongoing decisions concerning dress, grooming issues or ignored compliance requests which could result in being asked to return home and change.

## Safety Information

To protect our students, no adult is allowed to be in a classroom with children for an extended period of time unless they have completed a background check and provided a MinistrySafe Awareness Training certificate. No adult, including teachers, may be one-on-one with a student behind closed doors with the exception of private music lessons or approved classes. These safety measures are essential and apply to all parents, volunteers, and staff who serve in classroom roles.

No one-on-one tutoring or lessons are allowed inside the RHSA building on Tuesdays unless given prior approval by the Committee.

### **Hallway & Gym Monitors**

One way families contribute to the smooth and safe operation of the co-op is by serving in a monitor role, such as supervising hallways, gym or front door. Specific information about assigned roles and responsibilities will be shared over the summer to help families prepare for the upcoming semester. Upstairs hall monitors will be asked to complete a background check as well.

To support communication and coordination, every monitor is assigned a walkie-talkie, and one is available in every classroom as well as at the front table. These are to be used for safety check-ins, requests for help or emergency alerts.

### **One Entrance & Exit**

For added security, RHSA uses only one designated entrance and exit during co-op hours. All other doors remain closed unless there is an emergency. We ask that all students and families use only the designated front entrance.

### **Tuesday Check-in**

Every family must sign in each person who is on campus—even those not participating in classes. This helps us maintain an accurate headcount and is essential in the event of an emergency evacuation or lockdown. Families will check in independently using the iPads in the foyer.

### **Emergency Operations Plan (EOP)**

RHSA has an Emergency Operations Plan (EOP) in place to guide our response in situations such as fire, severe weather, or lockdowns. This FEMA-approved plan was developed with input from the Plano Police Department and reflects current best practices for safety and preparedness. We review and update our procedures regularly to ensure we are ready to respond appropriately in any emergency. The EOP will be provided to all families before the first day of classes.

### **Medical Supplies and Emergency Access**

A fully stocked medical cart is located in the foyer and is available to all families and volunteers in the event of an emergency. The cart contains first aid supplies, gloves, a lifevac anti-choking device, and over the counter medications in a locked box.

## Technology Policy

To support a safe, focused, and respectful learning environment, students are expected to follow these technology guidelines during all RHSA classes, activities, and events:

- **Cell Phones:** Student cell phones are not permitted for use during classes or in the teen room at any time. Phones must be turned off or silenced and kept out of sight during RHSA activities.
- **Laptops and Educational Devices:** Students may use laptops or similar devices only for educational purposes and only when permitted by the teacher. Devices must be used in a manner that supports instruction and does not distract others.
- **Appropriate Use:** All technology use must align with RHSA's values and Student Code of Conduct. Accessing, displaying, creating, or sharing inappropriate, offensive, or explicit content—including images, videos, messages, or websites—is strictly prohibited.
- **Scroll-Free Classrooms:** RHSA classrooms are designated as scroll-free zones. During

instructional time, teachers, teaching assistants, and volunteers are expected to refrain from scrolling on personal devices or engaging with social media, except when directly related to instruction or classroom responsibilities.

- **Monitoring and Accountability:** Teachers and RHSA leadership reserve the right to monitor technology use and to restrict or remove device access if misuse occurs.
- **Consequences:** Misuse of technology may result in loss of technology privileges, parent notification, and disciplinary action.

This policy applies to all personal or borrowed devices used during RHSA-sponsored activities.

## Student Supervision

RHSA requires that all students be adequately supervised while on campus. It is the job of the parent, not the committee or teachers, to supervise children.

### **Students less than 13 years old:**

- Students under the age of 13 must have a parent or on-campus responsible adult present at all times.
- An on-campus responsible adult is an individual over the age of 18 who has agreed to oversee a student's needs during a parent's absence from campus.
- Parents may prearrange supervision through a classmate's parent, a carpool parent, or another adult present on campus.
- **It is extremely important to notify the RHSA Committee in advance** if someone other than a parent will be responsible for your child. This ensures the Committee knows who to contact in the event of an emergency.
- Teachers, RHSA Committee members, and adult monitors are not personally responsible for students; their role is to maintain a safe and orderly environment.
- Teachers may serve as a designated on-campus responsible adult only for their own children, unless explicit permission is granted by the RHSA Committee.

### **Students 13+ years:**

- Students 13 years and older, who are enrolled exclusively in junior high or high school classes may be on campus without a responsible adult. They may be dropped off or drive themselves.
- These students are responsible for themselves only and may not serve as the responsible adult for younger students.
- Drop-off students must sign in and out at arrival and departure.

# Facility Guidelines

RHSA values the partnership with our host facility and expects all members to use the space responsibly, safely, and respectfully.

## **Facility Use**

- Observe and respect off-limit areas, including the Sanctuary, church offices, the social hall stage and the gym stage. Clearly marked signs will indicate restricted areas.
- Keep hallways clear during class times. Students must remain in a supervised location during classes, including classrooms, study hall, the youth room, outdoor spaces, or the gym.
- Students should not go upstairs unless attending a class or study hall. Parents are responsible for knowing the location of their children at all times.

## **Facility Maintenance**

- Dispose of all trash and clean up after yourself and your children.
- Do not damage or tamper with signs, displays, or equipment.
- Chewing gum is not permitted in the facility.
- Immediately notify the RHSA Committee of any damage to the building or campus grounds.
- Pets are not allowed on campus, inside or outside.

## **Safety Guidelines**

- Walk, do not run, inside the building.
- The following items are prohibited on campus: rollerblades, roller shoes, skateboards, bicycles, tricycles, scooters, water guns, knives, laser pointers, lighters, or any other dangerous or distracting items.
- Drive slowly and carefully in all parking areas.
- Students should leave campus promptly when all classes have concluded. (All classes end at 3:30 PM on Tuesdays.)
- Do not climb on or over fences, walls, trees, or any designated off-limit areas.
- Alcohol, tobacco products, and illegal substances are strictly prohibited on campus.
- Guns, knives, or any other weapons are not allowed on campus and will result in immediate dismissal.

# Academic Policy

The RHSA Co-op is committed to providing a learning environment that fosters academic excellence and personal growth, preparing students for success in college, the workplace, and life. Our goal is to help students excel both in character and academics. To support this, our teachers maintain high standards and expect students to demonstrate diligence, responsibility, and integrity. All members of the RHSA community must cooperate to uphold the integrity of our academic program.

## **Attendance**

- Regular attendance is essential, as class time is focused and concentrated.
- Students are responsible for all material covered and assignments given during any absence.
- Parents and/or students must notify the teacher of absences and ensure that any missed work is completed prior to the next class.
- Absences may affect a student's grade.

## **Assignments and Classwork**

- Students must submit work that is complete, legible, and on time. Late work may not receive full credit. Individual teachers may establish additional policies regarding late assignments.
- Students are expected to come to class prepared with all required materials and completed assignments.
- Parents are encouraged to monitor their students to ensure assignments are completed and submitted on time.

## **Punctuality**

- Students are expected to arrive on time. Classrooms will open five minutes prior to the start of class.
- Tardiness is disruptive; repeated late arrivals will result in parental notification and may impact a student's participation.

## **Academic Integrity**

- Cheating, plagiarism, or misrepresentation of work is strictly prohibited.
- Students found cheating may be removed from the class at the teacher's discretion. No refunds will be issued for dismissed classes.

## **Academic Performance**

- Students whose grades fall below a "C" may be inappropriately challenged by the course or may not be putting forth sufficient effort.

- A “D” average may result in dismissal from the class.
- Continuation in a course with low performance will require a parent-teacher-student conference to determine appropriate next steps.

### **Communication and Support**

- Parents and students should communicate directly with teachers regarding questions about assignments, grading, or attendance.
- If a concern or issue cannot be resolved through direct communication with the teacher, parents are encouraged to contact the RHSA Director for additional support and guidance.
- Teachers and the Director are available to provide guidance to help students meet academic expectations, but responsibility for completing work rests with the student and their family.

RHSA strives to create an environment where students are challenged, supported, and encouraged to achieve their best both academically and personally.

## **Class Changes and Withdrawals**

### **Dropping or Adding Classes**

- Students may drop or add classes at any time during the year. To do so, parents must email and notify the registrar so the change is official in the system. Changes made only by notifying the teacher or updating Homeschool-Life individually are not valid.
- Families are responsible for notifying teachers of the dropped class.
- The family will be responsible for paying the class deposit upon class registration.
- Tuition will be charged for any classes not officially dropped before the first day of the month. If a student is still officially enrolled on Homeschool-Life on the first day of the month, the family will incur that month’s tuition charge.
- Class Deposits are non-refundable and non-transferable, and are forfeited if a class is dropped at any time after registration.

### **Withdrawal or Dismissal from RHSA**

To withdraw from RHSA, parents must contact the Director and complete an exit interview. Supply Fees and May Tuition Deposits are forfeited for mid-year withdrawals, disciplinary or academic dismissals from RHSA, or dismissal from a class by a teacher.

### **Consequences of Unpaid Tuition or Fees**

Enrollment in classes constitutes a commitment to pay tuition. Teachers may drop a student for non-payment after one month, and continued non-payment may result in dismissal from RHSA. Families with outstanding balances will forfeit the right to register for future classes until all accounts are current.

# Photography Policy

Prior to the start of each school year, RHSA will ask all families to review and sign a photography release form. RHSA may use photographs of students, teachers, class activities, and special events for purposes including:

- Fundraising
- Marketing materials
- The RHSA website and social media
- Yearbooks and special campaigns

Parents who do not want their student(s) photographed or their images shared may indicate this on the release form. RHSA will fully honor these requests.

If RHSA produces a yearbook, only students who are currently enrolled in classes and have a signed photo release will be included.

# Parent Service Hours

Each RHSA family is required to contribute 32 hours of service per year, which averages to about 1 hour per week. These hours are essential to keeping our co-op running smoothly, safely, and efficiently. Service hour positions are first-come, first-served. RHSA will make every effort to accommodate schedules, but the needs of the co-op take priority. Some roles take place on Tuesdays at RHSA, while others—such as special events or administrative support—can be completed on a parent's own schedule.

- Parents may serve in a variety of roles, including:
  - Monitors
  - Teacher Appreciation Team
  - Set-Up Team
  - Tear-Down Team
  - Special Events Team
  - Teaching Assistants
- Sign-ups for parent volunteer jobs will begin in April 2026.

Parents serving on the Special Events team will track their service hours throughout the year using a system provided by the Service Hour Coordinator. A minimum of 15 service hours must be completed by registration (February) in order to register for the following school year. Any remaining or uncompleted hours may be paid out at a rate of \$15 per hour by the end of the

school year, including for families who choose not to complete all 32 hours.

Monitors are responsible for fulfilling their service hours or arranging a substitute if unavailable.

Families may opt out of service hours for a one-time fee of \$400, payable via check or zelle with “Opt Out of Service Hours” in the memo line. This option is limited and must be arranged with the director during registration.

## Miscellaneous Information

### **Lunch at RHSA**

The entire co-op community takes a lunch break from 11:30 AM to 12:30 PM. This is a lively, social time for students and parents to connect. Families attending afternoon-only classes are encouraged to arrive early to join the lunch community if possible.

- You may eat in any room, but please clean up after yourself to help maintain the facility.
- Pizza and snacks are available for purchase on Tuesdays. Pizza may be purchased in advance via Zelle or per slice the day of.

### **Hangout Spaces**

RHSA provides comfortable spaces for parents and students throughout the day:

- **Indoor spaces:** gym, social hall, workrooms, toddler/preschool spaces, and nursery.
- **Outdoor spaces:**
  - Large open field (northwest) for picnics, casual play, or sports
  - Grassy area (northeast) for free play or relaxation
  - Playground (south side) for younger children

Families are encouraged to enjoy these areas while respecting safety and co-op rules. A building map will be provided at the Open House in August before school begins.

### **Coffee Cart**

A self-serve coffee cart is available near the main entrance by the committee tables for parents and volunteers to enjoy coffee or tea throughout the day. It's always free, but donations are appreciated.

### **Health and Safety**

- **Illness:** Adults or children may not attend co-op if they have had fever, diarrhea, vomiting, or other contagious conditions within the last 24 hours. Parents must keep and administer any necessary medications themselves.



- **Inclement Weather:** RHSA follows RISD and PISD closures. In case of snow, ice, or other severe weather, check local news for RISD announcements. RHSA will close in accordance with a late start or closure. See the EOP for full emergency procedures.

### **Children with Special Needs**

RHSA welcomes children with learning differences and disabilities; however, the co-op may not be equipped to meet all needs. Parents must inform teachers in advance of any special needs. The Director may meet with parents and teachers to determine the best plan for the child and co-op. RHSA reserves the right to deny enrollment if necessary for the safety or learning environment of others. Parents of students with special needs must be on campus at all times.

### **Food Allergies**

Some classrooms may use food as part of instruction. All food use will be included in the syllabus. Parents are responsible for informing teachers of any allergies and returning a signed RHSA Food Waiver (provided by the teacher).

### **Teen Programming and Student Leadership**

RHSA is proud to offer a Teen Program for students in 6th grade and up, designed to provide both leadership opportunities and age-appropriate activities. Central to this program is our Student Leadership Council (SLC), which allows older students to develop leadership skills while working closely with the director, secretary, treasurer, and other key RHSA leaders. SLC members take on meaningful responsibilities, collaborate with peers, and help shape the direction of our co-op, making a positive impact on the RHSA community.

In addition, all older students are invited to participate in special events and activities planned every other Friday by the SLC. These events provide a fun, engaging environment for students to connect with peers, explore their interests, and grow socially and personally.

Older students also have opportunities to serve within RHSA, such as assisting with setup or teardown, helping in younger classrooms, serving pizza, greeting families, or supporting special events. Students interested in these roles are encouraged to let the RHSA team know, allowing them to contribute meaningfully while gaining valuable experience.

### **Field Trips**

RHSA plans a variety of field trips each semester to provide families with opportunities to learn, explore, and connect outside the classroom. These outings are designed to be educational, fun, and family-friendly, with activities suitable for all ages. Families are encouraged to join, and details—including schedules and RSVP instructions—are shared on the parent GroupMe.

### **Special Events**

Throughout the year, RHSA hosts a range of special events to foster community and create memorable experiences. These include holiday and multicultural celebrations, themed days, book fairs, lunch-and-learn events, dances, and other community gatherings. In addition, RHSA

occasionally partners with local organizations to offer free or discounted tickets to family-friendly events, such as minor league games, plays, or other cultural activities.

### **Community Outreach**

Community outreach is an important part of RHSA, giving families opportunities to serve and build connections with the wider community. We partner with the City of Richardson and participate in local events such as the Richardson Christmas Parade and the Easter Extravaganza. RHSA also organizes service projects with organizations like Feed My Starving Children and Samaritan's Purse, providing meaningful ways for families to give back and make a positive impact.

### **Fundraising**

RHSA is a 501(c)(3) nonprofit organization, and we rely on the generosity of our families, friends, and community to support the programs and experiences that make our co-op special. Funds raised help make special events possible, provide essential support for our administrative costs, and enhance the classroom experience for both teachers and students.

Each year, families can expect to participate in several key fundraisers, including an Amazon gift card drive and a silent auction. Every contribution, big or small, goes directly back into enriching RHSA and ensuring that our students and teachers have the resources they need to thrive.

### **Business Partnerships**

We welcome partnerships with local businesses to strengthen our community ties. Whether through monetary donations, auction items, experiences, or goods, we would love to work together to support RHSA families and students. If you or someone you know is interested in partnering with us, please reach out to explore opportunities.

### **Donation Link**

Families can also share a donation link with their networks to support students directly: <https://www.zeffy.com/en-US/donation-form/help-rhsa-students-build-a-brighter-future>. Your generosity helps build a brighter future for all RHSA students and strengthens the vibrancy of our co-op community.

