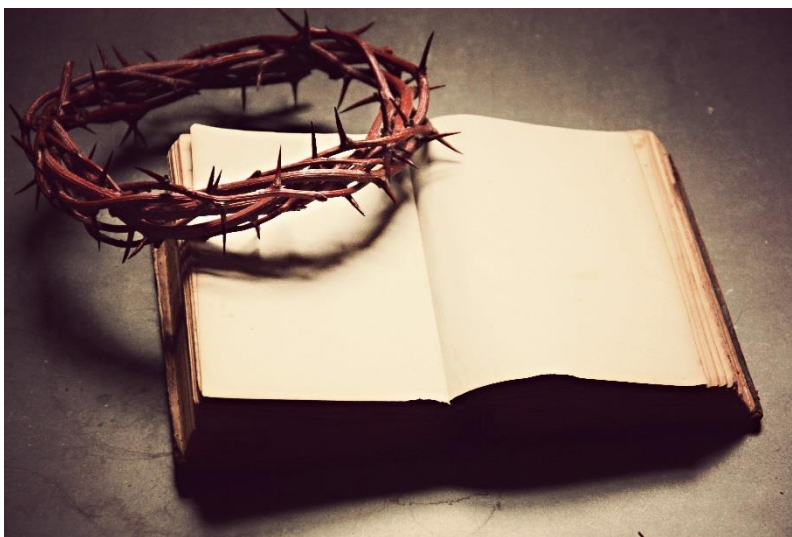


REACHING FOR EDUCATIONAL EXCELLENCE

REX POLICY HANDBOOK

2024-2025



Our GOAL as Christian homeschooling parents is to do all things with excellence – as though for the King and not for man. Our FOCUS is educating our own children in the style and structure that best meets their individual needs. Our MISSION is to facilitate quality instruction of exceptional curricula with an emphasis on layered and discussion-based learning.

Our COMMITMENT is to bless one another and use our unique gifts to share knowledge, creativity, accountability, and encouragement so that we will all be able to run this race well, together.

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Reaching for Educational Excellence

Statement of Faith

As a community of Christian Homeschoolers, we lean on Galatians 3:28 and the unifying gift of Jesus Christ. We reflect God's Light in our lives through the way we...

Believe.

We believe that the Bible is the infallible Word of God and the authority for salvation and Christian living. (2 Timothy 3:15-3:17) The Bible is unwavering and unmotivated by cultural trends, and all believers are part of the body of Christ. (Numbers 23:19) We parent, instruct, serve, love, and live with unending faith in Christ's promise for our future.

Love.

We recognize the perfect demonstration of love in the sacrifice of Jesus on the cross as a ransom for our sins. (1 Thessalonians 5:11) As iron sharpens iron we will encourage and build one another up, live in fellowship, ask forgiveness, bear each other's burdens, pray for each other, and hold each other Biblically accountable. (Proverbs 27:17)

Work.

We honor our commitments and do all things with determination and passion as if working for the Lord and not men. (Colossians 3:23)

Learn.

We invest time as families and as a community to expand our knowledge, grow in Godly wisdom, and endeavor to become effective witnesses for Christ. (Proverbs 2:1-12) We strive to do all things with excellence, extending grace for mistakes and shortcomings, spurring each other on to love and good deeds. (Hebrews 10:24-25)

Share.

We are passionate about sharing with others the good news of God's powerful work and His gift of salvation in our lives. We are designed to be in fellowship with other believers. (1 Corinthians 12:18-20) Our resources, our homes, our community, and our gifts are for His use and His glory. We recognize that our Spiritual gifts are received by the Holy Spirit and intended to edify and build up the Body of Christ. (Psalms 133:1)

Calendar Schedule 2024-2025

Week		Date
	Orientation	August 23
1		August 30
2		September 6
3		September 13
4		September 20
5		September 27
6		October 4
7		October 11
8		October 18
9		October 25
10		November 1
11		November 8
12		November 15
13		November 22
	Thanksgiving Break	November 29
14		December 6
15		December 13
16		December 20
	Christmas Break	December 27
	New Years Break	January 3
17		January 10
18		January 17
19		January 24
20		January 31
21		February 7
	Winter Break	February 14
22		February 21
23		February 28
24		March 7
25		March 14
26		March 21
27		March 28
28		April 4
29		April 11
	Spring Break	April 18
30		April 25
31		May 2
32		May 9
33		May 16

Introduction:

Reaching for Educational Excellence (REX) is a Christian, classical, non-profit, all-volunteer homeschool co-op. There are no fees for instruction. All families will pay a website fee, share in the cost of insurance (to be divided equally between families), and pay a per-student registration fee to cover the cost of administration and basic supplies. Classes will also have a supply fee based on activities. All parents and families will contribute to the success of the program by volunteering in some capacity to support the community. Elementary parents and families must join their students in class, either as instructors or aides if not actively engaged in other volunteer work.

In order to maintain a vibrant community, an assortment of fellowship opportunities such as potluck and theme lunches, REX Spirit Days, Parents' Night Out, formal dinners, fun/educational field trips, and multi-day trips will be scheduled throughout the year. Each year, high school students will have the opportunity to participate in the REX Formal.

Exceptions or accommodation for REX policies must be approved in advance by the Board of Trustees (the Board).

Admission:

Membership in REX shall be at the sole discretion of the Board while enrollment in any given class shall be at the discretion of the instructor and the Board. Membership will be determined using a Board-approved application for enrollment. Admission to REX assumes that families will pay the fees assigned, agree and adhere to the policies and procedures listed in the REX Handbook, abide by the REX Statement of Faith, and agree to the volunteer guidelines and responsibilities for each family.

Fees:

All REX fees are non-refundable and due within 30 days of billing unless otherwise noted. For ease, families are encouraged to make payments on the REX website: rexfhomeschool.com. Checks should be made out to *Reaching for Educational Excellence*. A late fee of \$15 per family will be charged for registration and/or insurance if not received within 7 days of the due date. A returned check fee of \$30 will also apply. Families that do not pay for Special Events, including Field Trips, or families that miss a deadline time will be assessed a 20% fee.

- Family Website Fee – All families are required to pay a \$10 annual fee to cover the cost of Homeschool-Life web hosting. Payment of this fee is required before a class registration day is assigned.
- Background Check Fee – River Oak Church (ROC) requires all adults that spend time on campus to have a background check. This fee varies depending on the service they use. This fee will be assessed to every new family, and then every 3 years.

- Registration Fee – All families are expected to pay a non-refundable, registration fee per student. This fee is to cover administrative costs for REX.
 - Registration Fee Payment Schedule (\$325 cap per family):
 - \$75 per student if paid before Aug 1
 - \$125 per student from Aug 1
- Insurance – All families will contribute to the Insurance policy for General Liability and Accidental Medical Coverage. The total amount will be divided equally between all participating families.
- Class Supply Fees – All families will pay a supply fee for each class per student determined by the instructor.
- Late Fee--\$15 for Registration and/or insurance; 20% for Missed or delayed Special Events or Field Trip payments.

Payment may be mailed to: REX c/o
 Amy Dandrade
 337 Big Pond Lane
 Chesapeake, VA 23323

Class Instruction:

Instructors: Instructors operate at the discretion of the Board regarding the content and pace of the course and setting academic standards and deadlines. Instructors are expected to maintain class discipline; provide timely classroom feedback on behavior and preparedness and specific feedback on assignments and exams; maintain the established REX schedule; issue disciplinary warnings as per REX policy and report disciplinary incidents to the REX Board in writing within 24 hours. Elementary instructors are to report to the Elementary Coordinator prior to making any changes or decisions that exceed this policy. Middle school and high school instructors are to report to the Executive Director.

Parents: Parents are expected to work with/oversee students at home during the week, ensuring they are doing their best to learn and review concepts and classroom material, are aware of classroom communications, are present on community days, and are arriving to class on time and fully prepared. Though some instructors offer grades, others do not. Ultimately, grading is a parental responsibility. Parents acknowledge that instructors are neither equipped nor expected to facilitate remedial instruction, and that although instructors may make periodic exceptions for various things, as a rule instructors are not expected to individualize lessons or requirements. In addition to ensuring their student(s) are staying engaged in classroom communications, parents are also expected to stay abreast of all instructor/class communications. Any concerns or questions about classroom matters should be addressed in the following order: instructor, Elementary Coordinator and/or Executive Director if applicable, the Board.

Students: Students are expected to work to their full potential. This requires focused preparation outside of the class day, and continued commitment to excellence while on campus. By choosing to enroll in REX it is understood that students will arrive on time to all classes, complete all assigned and original work thoroughly by their deadlines, stay informed on classroom communications, and respectfully participate in classroom discussions and assignments in a meaningful and appropriate way. Since REX uses discussion-based learning it is imperative that students come to class with all necessary materials and be ready to engage. Though instructors extend grace for exceptional circumstances, they will not tailor class time nor lower expectations to suit those who are consistently unprepared. A habitual pattern of disregard for these standards may result in dismissal from the program.

Class Expectations

1. Punctuality is necessary to ensure students do not miss instruction or discussion and to avoid interrupting/distracting the instructor and other students.
2. Parents are welcome to observe class but should refrain from engaging in conversation during class time. Elementary parents should be present in class, to help their students and the instructor if necessary, and to gain an understanding of the assignments and curriculum.
3. Students are permitted to have electronic devices at REX, but they are only to be out and in use with the instructor's permission and for specific educational purposes only. No earbuds or headphones are permitted in class.
4. Every student is expected to behave with respect. At any time, should a student be disruptive or behave in an inappropriate way (including, but not limited to: cheating, using AI, plagiarism, profanity, etc.) the following policy will be utilized*:

First step: He/she will be given a verbal warning. (Parents will be notified immediately, or as soon as possible, and the Board will be notified by the instructor in writing within 24 hours of the incident).

Second step: He/she will be asked to leave the room for the remainder of the class period. The parent will be notified and a discussion with the Elementary Coordinator/ Executive Director will be required for both parent and student. He/she will be required to have a parent or guardian attend class with the student for the following week.

Third step: REX reserves the right to consider dismissal of the student from the class, or from the program.

*If the instructor determines the behavior is egregious or dangerous, they may immediately have the student leave the class

5. Behavior concerns are to be addressed in the following order: Instructor and parent of the student involved, Elementary Coordinator/ Executive Director if applicable, a member of the Board.

6. Parents are responsible for obtaining all books and supplies necessary for each class.

7. Parents/students must stay abreast of class communications.

Campus Expectations

1. Families need to be on time for classes and/or REX opening. All enrolled families need to be on-site no later than 8:30 am if you are enrolled in a 9:00 am class. Church doors will be locked beginning at 8:40 am. If you arrive past this time, you will need to call the REX phone to be let in.

2. River Oak Church (ROC) has agreed to host REX. All insurance issues will be handled through REX's liability policy. Be respectful of the church property. Failure to respect the host facility may result in dismissal. REX has been assigned a specific space within the church building. REX families and students are to use and traverse only the areas designated for REX. Students must be supervised at all times and may not be in a classroom without an adult volunteer. An adult volunteer is required to accompany students to the gym. If you break or damage property that belongs to the church, your family will be responsible for 100% of the cost of replacement.

3. Clean up after yourselves. We are expected to leave our facility the way we have found it. Everyone is asked to contribute to the care and cleanliness of the building throughout the day.

4. Students should walk, not run in the halls between classes. There should be no yelling inside the building.

5. Be respectful of others and their property. Making fun of others, bullying, using inappropriate language, and making physical threats or actions are prohibited and subject to the discipline policy.

6. Lunch is from 12 – 1 PM. Students are welcome to eat in the Treehouse only. Students are required to be in an approved room with an adult volunteer for lunch. We will have access to a microwave.

7. After lunch, students are allowed in the gym with adult supervision. REX may use all items in the gym and in the side closets and is responsible for returning everything to the location where it was found. Please notify the Director or a Board member if anything gets broken. No one should access the sound booth area or equipment without assistance from a staff member.

8. Students are not permitted to leave the church campus without prior authorization from a parent and notification to the REX staff.

9. Driving on campus is a privilege. Safety is our priority. Drivers are expected to stay below 15 mph, stay in designated driving lanes, to follow the specified REX flow of traffic. Violators may lose the right to drive on campus.

Dress Code Policy

Our dress code is centered around the idea of respect and modesty as outlined in biblical principles. While at REX and at REX events, modesty is defined as a manner of dressing that honors God and refrains from drawing inappropriate attention. This includes no revealing clothing, no visible undergarments, no inappropriate messaging or imagery; hemlines of shorts, skirts and dresses should reach fingertip length or longer; shirts must cover the stomach (midriffs, cleavage, and undergarments should not be visible whether sitting, standing, reaching, etc.); and shirts and shoes must be worn at all times in the facility.

Some REX events will require a modified dress code (the Formal, swimming events, etc.). REX reserves the right to set a dress code for any event that we sponsor. If there will be a change, families will be informed at the time the event is scheduled.

Drug and Alcohol Policy

Drugs, alcohol, or paraphernalia are not permitted. Violation of this rule will result in dismissal from the program. Prescription and OTC medication must be administered by the student's parent.

Sick Policy

Your student should stay home from co-op if he/she has any of the following symptoms:

- Fever above 100 degrees; and until the temperature has returned to normal (98.6F) for 24 hours without the aid of medication.
- Persistent, productive cough

- Excessive drainage from the nose or eyes
- Colored mucus
- Sore throat accompanied by general malaise or fever
- Vomiting and/or diarrhea. The child must be free from vomiting/diarrhea for a minimum of 24 hours before coming to the co-op
- Diagnosed with any infectious illness such as pink eye, scabies, head lice, impetigo, strep infection, chickenpox, influenza, shingles, or any other communicable diseases.

Remember, the best way to reduce the spread of germs and infections is good handwashing; and always cough into your arm, not your hand.

Though it is understood that parents and families are ultimately responsible for their own health, REX will defer to the policy of our host church.

Inclement Weather Policy

In the event of inclement weather, REX will follow Chesapeake Public Schools' delays and closures. If local public schools are operating on a delay, REX will also be delayed and will operate on a delayed class schedule.

Zoom Emergency Policy

There may be situations when circumstances ensure that REX will need to hold classes virtually. If a situation arises that would force us to not be able to meet at the church (inclement weather excluded), we will utilize Zoom virtual meetings for classes. REX will notify all families if we need to schedule Zoom classes, and instructors will provide the appropriate link for each class. If we are using Zoom, there are rules and etiquette. Zoom is a virtual classroom, and all students should:

- Dress and behave appropriately.
- Log into the meeting from a distraction-free, quiet environment.
- Keep audio on mute until speaking to help eliminate background noise.
- Use the "Raise Hand" feature to speak or answer a question.
- Keep the video function on for the entire class, facing the screen.
- Stay "in class" unless permitted to leave (to use the restroom, etc.)
- Remember that the chat box is public and should be used to discuss the class.

Food/Lunch Policy

Food is only allowed in designated classrooms and not in the halls. Water is permitted throughout the building. Lunch is the responsibility of each student. Please clearly label all

food. REX will periodically have lunch events throughout the year, so please watch the REX calendar or email for information. Students are required to be in an approved room with an adult volunteer for lunch.

Safety

1. The instructors have the right to interview and/or question any adult at any time should there be suspicion of questionable behavior. If you have reason for concern for the safety of a child, or anyone else on site, you must immediately report it to one of the instructors. At no time should a dangerous situation be kept quiet.

2. Bathroom breaks are encouraged to be taken as a class at designated times. For elementary-aged students, bathroom breaks are encouraged to be taken as a class at the discretion of the instructor. For middle and high school students, bathroom breaks are encouraged to be taken in between classes. Students should not have electronics with them during bathroom breaks.

Except for a parent's own child, no parent or instructor should ever be alone in the restroom with a student. Medical emergencies excluded.

3. REX follows a two-to-one policy which states that best practice is to have at least two adults in any classroom, but when there are not two adults available, there must be at least two students in the room.

4. All parents that will be inside campus will require background screening to the same standard as ROC children's workers.

Volunteer and Community Contributions Policy

REX is an all-volunteer co-op and cannot function without the help of all enrolled families. In order to provide academic, extra-curricular, and social activities for our students, families are required to accept at least one volunteer position that best utilizes their time and talents. Positions vary greatly, and positions critical to the functioning of REX will need to be filled by Orientation. Volunteers are responsible for their positions, it is their responsibility to find a backup in case of absence. In the event of unfulfilled or incomplete volunteer responsibilities, a family will receive an invoice for \$300 to be paid upon receipt.

In addition to volunteering, parents are expected to help as needs arise in general and throughout the community day.

Finally, since our costs and fundraising is minimal we require all members to participate in and promote the Annual REX Online Christmas Auction which will directly benefit our students and community.

Drop-off Policy

REX is not a drop-off program. REX requires all student(s) under 13 years old to have a parent or guardian in the building. Elementary parents will be in class with their students unless working at another assigned volunteer position.

Discipline Policy

Discipline notices are reserved for blatant or repeated disobedience of the policies in the Handbook, significant disrespect toward an adult, or for physical harm to another student. Warnings may or may not be given before issuing an official discipline notice for these offenses. Discipline notices may be written by any adult member of REX during any REX function, including regular or extra class days, programs, or field trips.

First offense: Verbal warning. Teachers/adults should verbally inform the parent of the warning or communicate the problem with a Board member either in person during co-op that day or by telephone within 24 hours of the incident. A written communication slip may also serve as a verbal warning. A written notice of offense should be filed with the Board within 24 hours of the incident.

Second offense: Written discipline notice. The written discipline notice is given to the parent and the REX Board for a second offense. The student may be removed from class activities depending on his/her conduct. If necessary, a conference will be held.

Final offense: Final written discipline notice, suspension, and possible expulsion. This offense requires a final written discipline notice and will result in the suspension of the student for the semester. REX's Board reserves the option of permanent expulsion of the student and/or the family.

The REX Board reserves the right to expel any student who receives discipline notices over multiple years.

Exceptions -Grounds for immediate expulsion:

Any purposeful acts of vandalism to the facility or any outside location we may utilize.

Any alcohol, cigarettes, vaping, drugs, or controlled substances on campus or at any REX event.

Any violent behavior toward another parent or student on campus or at any REX event.

Any possession of pornographic materials while on campus or at any REX event.

REX Board of Trustees

The REX Board of Trustees designed this Handbook with the intention of providing structure and procedures to benefit and aid in the smooth running of the community. We understand that REX may not be the best fit for every family and reserve the right to revoke membership in REX at any time for Policy violations and/or disharmonious behavior. However, if matters arise that fall beyond the purview of this Handbook the Board is the final discretionary authority on all matters.