

Schola Guide 2016

PART II ~ Promotional Guide

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How to Get Started

Introduction & Disclaimer.

What follows is intended as advice only. It is important for us to make clear that *The Rolling Acres School* does not exercise any control or accept responsibility for the administrative function of your co-op. The choices you make about how to setup and run your co-op are entirely up to you. We merely provide the curriculum.

In addition, the sample materials provided here should not be used without prudence. Wherever there is any legal question (by-laws, insurance, diocesan regulations), you **must** consult a professional who knows the rules for your locality.

Some Keys to Success.

A good director is often the key to the success of a co-op, so be sure that your group selects someone who can exercise real leadership. Once you select someone, get behind her and give her all the help you can.

In addition, no matter how exactly you choose to use the Schola Rosa curriculum in your co-op, it is absolutely necessary that the participants have a clear commitment to do the curriculum in one way and for the whole year. Everyone needs to know which subjects they can expect to be covered in co-op and which ones they must be dedicated to do at home. For many subjects there is no point in covering them at co-op, if home study is not expected. Make a firm plan; make sure everyone knows it; then work hard to help each other succeed.

Co-ops are an amazing opportunity to improve the education we offer our kids and to enrich our local spiritual communities. We hope that Schola Rosa will be a help as you pursue those goals!

Review the Sample Manager's Timeline below.

We created this timeline as a guide for directors, so you can spread out the tasks throughout the summer months.

Establish a Core Group of 3-4 Members.

To qualify as a Schola Rosa co-op and to receive the co-op discounts, you need at least 5 bundles. This means you need a few dedicated members from the start! These members will be your right hand when hosting information meetings and when making group decisions for the year. With these members you want to decide on the administrative structure of your co-op for the year. We have provided a sample “By-Laws” to guide you in discussion points and decision-making. You will notice in the “By-Laws” that there are three members who are the lead members; this is a structure which we believe promotes unity and reliability in your group.

Sample Manager's Timeline

Planning Stages: April - August

April:

- Call together Curriculum Committee to decide curricular details (if different)
- Call all Co-op Members together:
- Find out what positions everyone wants and assign those positions
- Decide on the day and time to have the co-op
- Decide if you want to keep the facility or use a new one

May:

- Double-check/ find the facility for next year
- Double-check insurance is taken care of by someone
- Print Information Packets for Info Meetings and to hand out

June:

- Schedule Information Meetings (1-2 in July and 1 in August)
- Ask Church Office to run an announcement in the bulletin all Sundays in July and the first half of August
- Keep track of new registrations

July:

- Make sure Co-op Enrollment Forms and User Agreements are submitted to R.A.S.
- Make sure teachers have access to all lesson plans
- Keep recruiting!
- Enjoy Information meetings
- Keep track of new enrollments (there is a limit!)
- Schedule August's Parent Orientation

August:

- Enjoy last information meeting
- Enjoy Orientation meeting
- Collect Fees from all families
- Pay facility and insurance fees
- Buy general, shared supplies
- Make sure teachers have materials
- Send out update and reminders

September – April: Co-op Time!

- Just keep checking in on people to make sure everything is going smoothly. Send out email reminders each week on Saturday about the coming week and/or field trips. Really, just delegate and relax!

Sample By-Laws

By-Laws for Schola Rosa Homeschool Cooperative (SRHC)

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ARTICLE 1 – PURPOSES

SRHC, _____ (City, State) has been organized to support home school groups and individuals in creating social, educational, and cultural formation in Catholic identity and education. In order to seek its purpose, SRHC may receive payments from members within the cooperative, outlined as such: (1) SRHC pays *Rolling Acres School* the per-family rate for access to the *Schola Rosa: Home & Co-op Curricula* if this curriculum is chosen each year; (2) all other funds received by SRHC are to pay facility, insurance, field trip, and supplies fees that are necessary for its purpose; (3) no funds received go toward individuals or groups as income or wages.

Because the SRHC is a local cooperative, operating by mothers, and because SRHC does not profit from its funds, it does not qualify as a business, according to the State of _____. If SRHC is formed in another state, it is up to the local cooperative branch to check its state requirements on filing as a club, cooperation, or business. The same rules of _____ may not apply elsewhere.

ARTICLE 2 – MEMBERSHIP

SRHC's membership is limited to Catholic, home schooling families and all members must pledge to abide by the Schola Rosa Rules of Conduct (here attached).

ARTICLE 3 – DIRECTORS

3.1 General Powers

The management and control of the affairs of SRHC shall be vested in its Curriculum Committee. Members of the Curriculum Committee shall not be employees of SRHC, nor otherwise be compensated for their duties except for out-of-pocket expenses as determined by the Committee.

3.2 Number & Qualifications

The Curriculum Committee shall consist of 3 members. Members of the Curriculum Committee must be Catholic, within good standing of the Church, and a home schooling mother within SRHC. Curriculum Committee members shall be sought who have experience or working interest in areas such as education, home school curriculum, finance, event management, and/or possess a specific skill necessary to chair and oversee the Committees of SRHC, and work well with Curriculum Committee members to arrive at agreed-upon proposals for presentation to the full SRHC. SRHC is committed to a policy of fair representation on the Curriculum Committee, by choosing members appropriate to the duties, goals, and vision required for their position and for the good representation of SRHC members.

3.3 Election & Term of Office

The initial Curriculum Committee named in the Articles of Incorporation shall serve until the first annual meeting. At the first annual meeting, one-third of Curriculum Committee Members shall be elected to one-year terms and two-thirds to two-year terms. This process is to be repeated at subsequent annual meetings. Each Curriculum Committee member will serve a term of office of at least 2 years. The term of office for newly elected

Curriculum Committee Members shall commence at the succeeding Curriculum Committee meeting. Each Curriculum Committee Member shall hold office until she resigns or is removed or is otherwise disqualified to serve, or until her successor shall be elected and qualified, whichever occurs first. When a member must resign or be removed from office before her term is completed, an election will take place to nominate an acting Member until the subsequent annual meeting.

ARTICLE 4 – POSITIONS

4.1 Number & Qualifications

1 Acting Director, 1-2 Memory Work Leader, Preschool Teacher, Preschool Assistants, K-1st Grade Teacher, K-1st Grade Assistants, 2nd-3rd Grade Teacher, 2nd-3rd Grade Assistants, 4th-6th Grade Teacher, 4th-6th Grade Assistants, 7th-9th Grade Teacher, 7th-9th Grade Assistants, 10th-12th Grade Teacher, 10th-12th Grade Assistants, Study Hall Monitor, Art Teacher, Music Teacher, Treasurers, Field Trip Organizer, Events Manager, Hall Monitor, Clean-up Crew, First-Aid Provider, and Discipline Director; each of these positions shall be voted upon and assigned by the Curriculum Committee at the August annual Curriculum Committee Member.

4.2 Election & Term of Office

The Curriculum Committee at the August annual meeting shall agree upon the new positions for the next year. Each Position shall be held until she resigns or is removed or is otherwise disqualified to serve, or until her successor shall be appointed and qualified, whichever occurs first.

4.3 Acting Director

The Acting Director shall be the principal executive of SRHC responsible for carrying out the directions and resolutions of the Curriculum Committee. She shall preside at all meetings of the Curriculum Committee. Upon resolution of the Curriculum Committee, and not otherwise, she may sign with any other authorized Curriculum Committee Member any contracts or other instruments (including acceptances funds), except in cases where the signing and executing thereof is expressly delegated by these By-laws to some other Position or agent of SRHC, or is required by law to be otherwise signed and executed. The President shall in general perform all duties incident to the office of President and such other duties as may be assigned by the Board from time to time.

In the absence of the Acting Director, or in the event her inability or refusal to act, another Curriculum Committee member shall perform the duties of the Acting Director and when so acting shall have all the powers, and be subject to, the restrictions placed on the Acting Director. The Curriculum Committee Member shall in general perform all duties incident to the office of the Curriculum Committee and such other duties as may be assigned by the Acting Director from time to time.

4.4 Discipline Director

The Discipline Director shall be chosen from within the Curriculum Committee and act in accordance with the SRHC Rules of Conduct and her duties expressed therein.

4.5 Treasurers

Two members of the Curriculum Committee shall be appointed Treasurers and are entrusted with the oversight of all SRHC financial matters and the proper book-keeping as required by SRHC.

4.6 Other Positions

All other positions are to be assigned per SRHC volunteer requests and with the permission and designation of the Curriculum Committee Members. The role of each position will be explicitly defined by the local SRHC and positions will be left vacant or filled as established by the local SRHC Curriculum Committee. In Brief, here are the positions and basic duties thereof:

Memory Leader(s) is/are in charge of leading the group at Morning Assembly in the CCM Memory Work for Religion, Math, Timeline, and Latin.

Teachers are responsible for teaching the Schola Rosa subjects to their respective classes as established by the Curriculum Committee and SRHC members.

Assistants are responsible for aiding the teachers in the teaching of the Schola Rosa subjects to their respective classes as established by the Curriculum Committee and SRHC members and for cleaning up the teacher's classroom, to which she or they have been assigned. A class size larger than 10 students should have at least 2 assistants.

Art Teacher(s) is/are responsible for teaching the Schola Rosa Art program as established by the Curriculum Committee and SRHC members.

Music Teacher(s) is/are responsible for teaching the Schola Rosa Music program as established by the Curriculum Committee and SRHC members.

Hall Monitors are responsible for guaranteeing no persons outside the SRHC enter the facility without SRHC permission during any SRHC function or co-op meeting, for guaranteeing that students do not leave the facility without permission of the parent, and for guaranteeing no student is without adult supervision during any SRHC function of SRHC co-op meeting.

Clean-up Crew shall consist of a Clean-up Manager who is responsible for making sure all Clean-up crew members and teacher assistants fulfill their clean-up duties before departing from the facility location of SRHC. Clean-up crew members and duties shall be established by the Curriculum Committee.

Other positions as listed above shall be appointed and voted on by the Curriculum Committee as per the local SRHC's needs.

ARTICLE 5 – COMMITTEES

5.1 Other Committees

The Curriculum Committee may establish and empower such standing Community Committees and ad hoc committees as it deems necessary, and may solicit and approve participation by members of the general public. A Curriculum Committee Member shall chair every committee. Committee chairs shall perform all duties incident to their office as determined by the Acting Director. Committee decisions must be approved by the Curriculum Committee prior to enactment.

ARTICLE 6 – PROCEDURE

6.1 Meetings

The annual meeting of the Curriculum Committee shall be held during the winter months for the purpose of electing Curriculum Committee Members and transacting such business as may properly come before the meeting. Regular meetings of the Curriculum Committee shall be at least quarterly on a date and time established by the Curriculum Committee. Special meetings of the Curriculum Committee may be called by or at the request of the Acting Director, any two Curriculum committee Members, or a majority of SRHC members. No business shall be transacted at a special meeting except that mentioned in the notice. All meetings shall be held at a location established by the Curriculum Committee or persons entitled to call a meeting. Attendance at meetings of the Board may be by telephonic, electronic, or online means.

6.2 Notice

Unless otherwise stated in these By-laws, notice of all meetings shall be given to the appropriate Curriculum Committee Members and SRHC members not less than ten (10) days prior to the date of the meeting, by or at the direction of the Acting Director or committee chair calling the meeting. Notice for all meetings concerning the removal of a Curriculum Committee Member or SRHC member, amendment to these By-laws or the SRHC Rules of Conduct, or dissolution of SRHC, shall be given to the appropriate Committee Members or SRHC members not less than fifteen (15) days prior to the date of the meeting, by or at the direction of the Acting Director. Any notice required under the provisions of these By-laws or as otherwise required by law shall be given in person or by mail. If mailed, such notice shall be deemed delivered when deposited in the United States mail addressed as it appears in the records of SRHC, with postage thereon prepaid.

6.3 Quorum

A majority of members shall constitute a quorum for the purposes of conducting business at any meeting of the Curriculum Committee or SRHC meeting designated and appointed by the Curriculum Committee. A quorum once attained shall continue until adjournment despite the voluntary withdrawal of enough members to leave less than a quorum.

6.4 Procedure

All meetings shall be conducted according to a standard parliamentary procedure. The Curriculum Committee shall seek to make decisions through the consensus. If consensus cannot be reached in a reasonable period of time, the Acting Director may table the decision until the next meeting or ask that a decision be made by the affirmative vote of not less than seventy-five percent (75%) of those present and eligible to vote. Each Curriculum Committee Member or SRHC member shall be entitled to one vote. Members not present may vote by written proxy submitted before

or at the meeting or by electronic means established by the Curriculum Committee. Unless otherwise provided for in these By-laws, the act of those present in person or by proxy at a meeting at which a quorum has been attained shall be the act of the body so meeting. Except upon motion properly passed to conduct an executive session, all meetings of the Curriculum Committee shall be open to SRHC members. Executive sessions may exclude anyone not designated in the motion for executive session, but shall be only for personnel matters, property acquisition, and communication with legal counsel.

6.5 Resignation

Any Curriculum Committee Member or SRHC member may resign at any time by delivering written notice to the Acting Director or other Curriculum Committee member, or by giving oral or written notice at any meeting. Such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof.

6.6 Removal

The Curriculum Committee may remove any Acting Director, Position, or SRHC member if they have knowingly violated the SRHC Rules of Conduct or carried out activities without Curriculum Committee authorization that have legal or financial consequences for SRHC. Such termination may take place at any Curriculum Committee or SRHC meeting. If removal of an Acting Director is proposed, all Curriculum Committee members shall be notified of the meeting and the cause for the proposed termination.

6.7 Vacancies

A vacancy on the Curriculum Committee or any committee, or in any position, may be filled by approval of the Curriculum Committee for the duration of the unexpired term. If the number of Curriculum Committee Members in office is less than the minimum required by these By-laws, a vacancy may be filled by approval of a majority of the SRHC members then in office or by a sole remaining Curriculum Committee Member.

ARTICLE 7 – ADMINISTRATION

7.1 Fiscal Year

The fiscal year shall be the calendar year or such other period as determined by the Curriculum Committee.

7.2 Books & Records

SRHC shall keep correct and complete books and records of accounts, minutes of the meetings of the Curriculum Committee and SRHC meetings, and the names and addresses of the Curriculum Committee and all SRHC members and their respective positions. All books and records shall be open for public inspection for any proper purpose at any reasonable time.

7.3 Contracts

The Curriculum Committee may authorize any Position or agent of SRHC to enter into any contract or to execute and deliver any instruments on behalf of SRHC.

7.4 Loans

No loans shall be contracted on behalf of SRHC and no evidences of indebtedness issued in its name unless so determined by the Curriculum Committee. No loans shall be made to any Curriculum Committee Member.

7.5 Checks & Drafts

All checks, drafts, or other orders for the payment of money or other evidences of indebtedness issued on behalf of SRHC shall be signed by two members of the Curriculum Committee.

7.6 Deposits

All funds of SRHC not otherwise employed shall be deposited to the credit of SRHC in such banks, trust companies, or other depositories as determined by the Curriculum Committee, including but not limited to the bank account of a SRHC member or SRHC club account.

ARTICLE 8 – MISCELLANEOUS

8.1 Facility Location

The principal facility of SRHC shall be located in a parish or other local building decided upon by the Curriculum Committee.

8.2 Group Insurance

All SRHCs shall provide and require members to sign a Waiver of Responsibility Form provided by the Schola Rosa: Home & Co-op Curriculum or by the Curriculum Committee. In some instances, a facility's insurance company may require the SRHC to provide its own group insurance, in which circumstance the cost shall be divided equally among all SRHC members.

8.3 Indemnification

SRHC may indemnify to the fullest extent permitted by Washington State law any person who was or is a party to or who is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that the person is or was a director, officer, employee, or agent of SRHC against expenses (including attorneys' fees), judgments, fines, penalties, damages, and any amounts paid in settlement actually or reasonably incurred by him or her in connection with the action, suit, or proceeding. In addition, SRHC may pay for or reimburse the reasonable expenses of an Acting Director, Position, or agent of SRHC who is a party to a proceeding to the extent and under the circumstances permitted by State Law and allowed by the Curriculum Committee and SRHC members.

8.3 Amendment

These By-laws may be amended by a unanimous vote of the Curriculum Committee or a majority vote at any SRHC meeting provided all Curriculum Committee Members have been notified of this purpose, and that as amended the By-laws shall not contain any provision that permits SRHC to carry on activities not permitted.

8.4 Dissolution

SRHC may voluntarily dissolve and cease to operate upon the affirmative vote of not less than seventy-five percent (75%) of the SRHC members at any meeting of the Curriculum Committee, provided all Curriculum Committee Members have been notified of this purpose. Upon dissolution, any net assets of SRHC shall be distributed equally among the remaining SRHC members.

ADOPTION OF BY-LAWS

Adopted by Curriculum Committee Members of SRHC

Date:

Sample Rules of Conduct

“It is by way of obedience that we go to God” - St. Benedict

Arrival

“Try to be dependable even in little things. Dependability is one of the most enviable characteristics you can possess, for it includes unselfishness, punctuality, thoughtfulness, loyalty, and charity.”

- The Hidden Power of Kindness, pg. 18 Fr. Lovasik

1. During arrival, dismissal, field trips, and other non-class functions: all children will be proximately monitored at all times by their own parent, teacher, or hall monitor, especially when taking trips to and from the bathroom and when on field trips. Older children, grades 4-12, will use the bathroom one at a time to avoid distractions.
2. Parents, please be an example of responsibility to your child by arriving on time.
3. Dropping your child/ren off is not an option. All children must be accompanied by an adult at all times.
4. Have all assignments completed before class and remember to bring the assignments and all required materials with you.
5. All students and parents will be expected to dress modestly according to the dress code.
6. If your family will be absent, please let someone know as soon as possible to assure that your responsibilities at the co-op will be covered by someone else. It is the parents' responsibility to get any missed work and assignments from their child's teacher.
7. Parents should try to have their child/ren use the restroom before co-op begins to lessen interruptions during class.
8. When walking to class, please walk slowly and calmly and keep your voices low. Stay in line with your class.

Class Behavior/Discipline

“A true understanding and humble estimate of oneself is the highest and most valuable of all lessons.”

- The Imitation of Christ, Ch. 2

1. During arrival, dismissal, field trips, and other non-class functions: all children will be proximately monitored at all times by their own parent, teacher, or hall monitor, especially when taking trips to and from the bathroom and when on field trips. Older children, grades 4-12, will use the bathroom one at a time to avoid distractions.
2. Students and parents should conduct themselves so as to reflect the virtues of Christ. Show respect and courtesy to all adults and peers by:
 - respecting others' property by asking permission to use and /or touch something that does not belong to you
 - being attentive to those teaching
 - raising your hand politely and waiting to be called on if you wish to speak
 - taking turns with others to speak in an informal class discussion
 - allowing other students to concentrate on their work by not distracting or disrupting the class
 - cleaning up after yourself
 - showing cheerful obedience by obeying the first time you are asked.
3. Students are expected to be encouraging and supportive of one another. They should take the initiative to help peers in need and to share materials when necessary. Name-calling, destructive criticism, and/or rude comments will not be tolerated.
4. If any child shows any sort of physical harm to another child (hitting, pushing, biting, etc.), they will be sent out of the class immediately.
5. Teachers and assistants should aim to be models of proper behavior by not talking to other moms during class, not checking cell phones, etc.

6. Children must stay in their seats unless otherwise instructed by their teacher. No child may leave the classroom without permission. If possible, wait to use the bathroom between classes so as not to interrupt the lessons.
7. Be respectful of the facility's property. You will be held accountable for any damages caused by your actions.
8. Parents are responsible for their own child/ren unless they are unavailable to be in class with them. If a student becomes disruptive or unmanageable, the disruptive child will be given three chances to listen to the teacher before being sent out of the room to a hall monitor, who will bring the child to the discipline director to await the parent and/or parent's instruction for disciplining the child. If a parent has decided the discipline director should take care of the child's discipline, then the child will sit in the hall with the monitors for X many minutes to write, if the parent wishes, the quote of the week or the virtue of the week. Discipline will be parent-directed, not teacher directed – as per below. However, we do request a cooperative spirit to be had between teacher and parent. If a parent and teacher do not agree on something, we will have one other (the discipline director) attempt to come to an understanding with said teacher and parent. If even this fails, it will be voted on amongst those three members (teacher, parent and discipline director) – what the best course of action is.
 - a. Pius X "On Christian Education": "It must be borne in mind also that the obligation of the family to bring up children, includes not only religious and moral education, but physical and civic education as well, principally in so far as it touches upon religion and morality."
9. In the event that a student or parent displays continued behavioral disruptions (of physical or verbal kind, including but not limited to destructive criticism, name-calling, pushing, jumping on others, etc.) either at co-op or when on field trips or during other non-class functions, a vote will be taken by those involved to expel the student or parent for up to three consecutive co-op days. If the issue still is not resolved, a meeting will be called for all members of the co-op to vote on a further course of action, including but not limited to the expulsion of a family from the cooperative.

Departure

**"Crux Sacra sit mihi lux" (May the Holy Cross be my light)
-St. Benedict Medal**

1. During arrival, dismissal, field trips, and other non-class functions: i. all children will be proximately monitored at all times by their own parent, teacher, or hall monitor, especially when taking trips to and from the bathroom and when on field trips. Older children, grades 4-12, will use the bathroom one at a time to avoid distractions.
2. Please see that all of your family's belongings are gathered before leaving the building.
3. No children are allowed outside without adult supervision.
4. If you are not in charge of cleaning that day, please leave promptly to lessen the obstacles of those who are.

Statement of Faith

**"The performance of an action is worthless in itself, if it is not done out of charity.
Charity must be our motive;
then everything we do, however little and insignificant, bears a rich harvest."
~ The Imitation of Christ, Book I, Chapter 15.**

As a member of the Schola Rosa Homeschool Cooperative, I acknowledge the authority of the Magisterium of the Catholic Church, and I agree to uphold the standards of Christian Modesty and Charity while participating in the Schola Rosa Homeschool Cooperative.

Dress Code

**“How beautiful then is modesty and what a gem among virtues it is.”
~ St. Bernard, Confessor and Doctor of the Church**

Boys: Long pants (no jeans); collared shirt

Girls: Below the knee or longer dresses or skirts; collared shirt if wearing a skirt. We highly recommend that girls wear shorts underneath their dresses and skirts, since there is a play area and jungle gym.

Sick Policy

**“Always entrust your cause to me, my son; when the proper time comes,
I will see that things turn out for the best.”
~ *The Imitation of Christ*, Book III, Chapter 39.**

If you or a child has a fever of 100 degrees Fahrenheit or above, vomiting, or diarrhea within 24 hours before the scheduled co-op meeting or event, please stay at home. If your child has a croupy cough or a colored nasal discharge, please consider keeping that child at home, especially if he/she is very young and not able to wipe his/her own nose or able to cover his/her mouth. This is to be taken into careful consideration due to pregnant mothers at the co-op.

Find a Facility

1. Consider the Facility Size and Environment You Desire:
 - a. How many children do you anticipate? Go ahead and plan big and consider how many rooms you would need for teachers, how many bathrooms, how many sinks, etc. Is there an outside play space away from the street?
 - b. General Guide: 1 room per class + separate art space: 6 rooms
2. **Local Parish** ~ If your local parish has a good facility, then ask your priest's permission for its use. We have provided an "F.A.Q. for Parish Priests" sheet (just below) that may be helpful, when you meet with your parish priest.
3. **Alternative Facilities** ~ If your local parish does not work, then don't give up! Begin to look for Evangelical churches that may be empty during the week and open for rent. Ask your local community center. If your group is small, consider someone's house. Keep asking around until you find an option.

In the event that you rent a facility that requires you to write a "Facility Agreement Form," we have provided a sample form for your use.

4. Finally, you will want to decide on the Day & Time and possibly get an insurance quote. See below for further information on these activities.



F.A.Q. for Your Parish Priest

A. What is *Schola Rosa: Co-op & Home Curriculum*?

It is a Catholic educational program that incorporates a once-a-week co-op meeting into a full-time home study schedule. The program is structured around a three-year cycle of historical focus and includes materials for pre-k through 12th grades. Drawing inspiration from the classical educational movement, the program uses the newest resources and tools to deliver a well-rounded, integrated, traditional education and Catholic cultural immersion, whose primary goal is to introduce students to the person of Jesus Christ.

B. What are the benefits of *Schola Rosa* in the parish?

Schola Rosa co-ops can meet anywhere, but there is a special benefit to meeting in a parish facility. First, a co-op in the parish offers a great opportunity for contact between the homeschool families and their priest, without loss of the model of schooling chosen by the parents. Second, it is a great parish and community-builder, bringing together families, not just for schooling, but for cultural events, liturgy, and prayer. Third, it keeps classical education Catholic. Since many families interested in classical education and co-operatives have in the past been forced to look to protestant, evangelical, or secular resources for help, a program that takes a Catholic approach to classical education and is welcome in the parish bolsters Catholic identity and connection to Christ in the minds and hearts of the students.

C. What are the logistics for a co-op meeting?

There are 18 co-op meetings per year. Co-op meetings occur once a week and take 3 hours, plus some setup and cleanup time. Preference is often for a morning or an afternoon session, scheduled near a mass time. The short time block allows groups to avoid meal-time at the co-op, cutting down on mess, clean-up, and illness. Depending on the size of a co-op, room requirements will vary.

D. Are there administrative guidelines and procedures?

Schola Rosa: Co-op & Home Curriculum is not a franchise, meaning that administrative oversight falls to the participants themselves. There are, however, many directions, how-to videos, and samples provided to aid the parent-volunteer directors and teachers in getting started and in being trained for a Catholic, classical approach to education. Of specific administrative interest are the suggested By-Laws, Rules of Conduct, and Liability Waivers. All materials **must** be adapted per local co-op and parish needs, as well as diocesan and civil requirements. Suggestions are offered for dealing with insurance, as well, but, again, all decisions belong to the local groups.

E. Who created this program?

Schola Rosa is created and maintained by *The Rolling Acres School*, founded by Kenneth and Alecia Rolling in 2011. Mr. Rolling received a B.A. in Philosophy from Benedictine College in Kansas and a M.A. in Classics from the University of Nebraska-Lincoln. He is completing work on a M.Div. and Ph.D. in Philosophy from Catholic University of America. He has taught students at all levels for over 15 years, most recently at Christendom College in Virginia. Mrs. Rolling received a B.A. in Foreign Languages from the University of Southern Mississippi and an M.A. in Classics from the University of Nebraska-Lincoln. She has taught students at all levels for over 10 years. More staff have come on board since R.A.S.'s inception, and R.A.S.'s religion program was given formal approval by Most Reverend Bishop John LeVoir in 2014.

F. How do I get further information?

Please visit *The Rolling Acres School* website at www.rollingacresschool.com or call 507.825.8251. They are happy to answer any questions!

Sample Facility Agreement Form

We, the representatives of Schola Rosa Homeschool Cooperative, agree to use the

_____ (facility and address) for a fee of _____ for 18 co-op meetings between _____ (Date) and _____ (Date). With the permission of the facility's representative(s), we will also host information meetings on _____, _____, and _____ (dates and times) for prospective families. We commit to caring for the facility, cleaning up after each usage, providing our own cleaning and paper supplies, and communicating in a timely fashion with facility representatives regarding any concerns they may have. If the above fee does not cover projected expenses, we will provide a 2nd semester payment to help cover any costs that are projected and considered a result of our group's usage of the facility.

Co-op Representatives' Names

Signatures:

Facility's Representative(s)

Signature (s)

Decide the Day and Time

Above you may find the “2015 Calendar” to use As-Is for having co-ops on Mondays throughout the year. If you wish to change the day of the week, you will want to create an alternative schedule.

Once you have access to suites, you will find that the co-op job sheets break down the schedule for a 3 hour co-op morning or afternoon. If your group wishes to devote more time to a particular subject, then you might want to alter the times provided in the “Handout - Sample Co-op Day” found under “How to Recruit”.

Get Insurance Quotes

If your parish or facility wants your group to have a separate insurance, then you will most likely need the following information on-hand when you seek a quote:

- Estimated Size of Group
- Facility Type
- Days and Times, Types of Activities
- Whether or not you plan to use a Waiver of Responsibility Form when doing activities (Sample Waivers are provided in the Director Training Manual.)

Consider HSLD Homeschool Group Insurance. More information is available here:

<http://www.hslda.org/GroupServices/Resources.aspx/Insurance>



How to Recruit

The key to good recruiting is simply “Getting the Message Out.” Consider the people you are trying to reach. Where do they live? Where do they assist Mass? How far do you think they are willing to drive? Now consider where to advertise!

- Church Bulletins
- Blog
- Facebook
- Brochures
- Info Meetings

How to Host an Info Meeting

Choose a suitable environment ~ In what kind of setting would your potential members feel comfortable?

- Library
- Park
- Home

Dress for Success ~ We recommend Business Casual when hosting a meeting.

Have materials on hand! For whatever setting you choose, here you will find a variety of materials that we hope will be helpful for creating a display and presentation in this Guide.

- Above, nearly all of Part One may be helpful, but consider in particular the Calendar, Scope & Sequence Charts, and Booklists for printing and display

In addition, here is what follows:

- Sample “**Job Description**” and “**Job Sign-up**” sheets for you to record volunteers as you host these meetings.
- “**Sample Co-op Registration Form**” gives you a form to collect family information for your group. This is not to be submitted to R.A.S.



A variety of “Handouts.” Consider which ones would be helpful, printing those as you need them. These provide families with literature to take home and review in their quiet hours

- **“Brochure”** This simply provides an overview of the curriculum
- **“Sample Co-op Day”** shows what is covered during co-op time, so families can imagine where their kids will be when.
- **“Sample Cost Structure”** provides a breakdown of possible costs. Decide what to include and what to leave out, and show families how more in the group saves everyone money.
- **“How to Place My Child”** provides guidelines for placing children in the various grades.
- **“Credits Chart for Intermediate”** shows how the Intermediate courses can be recorded in a transcript.

Finally, some images of displays that have been used in order to provide ideas. These are followed by some printable images of our emblems that might be useful for creating a display.

Job Descriptions

Acting Director In general, the Acting Director is the public figure in charge of things. She is the person who takes the spot-light for announcements, coordination, and planning. She is the main hostess for information meetings throughout the summer months and the main coordinator for events, though these duties may be delegated. She takes care of the logistics at co-op, making sure all teachers and families are in the correct places at the correct time. He or she also corresponds weekly with families to remind them of supplies to bring each week and/or reminds them of certain rules of conduct suggested by the Discipline Director. This person is familiar with what is supposed to happen each week at co-op in all classes.

Discipline Director The Discipline Director shall be chosen from within the Curriculum Committee and act in accordance with the SRHC Rules of Conduct and her duties expressed therein.

Treasurers Two members of the Curriculum Committee shall be appointed Treasurers and are entrusted with the oversight of all SRHC financial matters and the proper book-keeping as required by SRHC.

Memory Leader(s) is/are in charge of leading the group at Morning Assembly in the CCM Memory Work for Religion, Math, Timeline, and Latin.

Teachers are responsible for teaching the Schola Rosa subjects to their respective classes as established by the Curriculum Committee and SRHC members.

Assistants are responsible for aiding the teachers in the teaching of the Schola Rosa subjects to their respective classes as established by the Curriculum Committee and SRHC members and for cleaning up the teacher's classroom, to which she or they have been assigned. A class size larger than 10 students should have at least 2 assistants.

Art Teacher(s) is/are responsible for teaching the Schola Rosa Art program as established by the Curriculum Committee and SRHC members.

Music Teacher(s) is/are responsible for teaching the Schola Rosa Music program as established by the Curriculum Committee and SRHC members.

Hall Monitors are responsible for guaranteeing no persons outside the SRHC enter the facility without SRHC permission during any SRHC function or co-op meeting, for guaranteeing that students do not leave the facility without permission of the parent, and for guaranteeing no student is without adult supervision during any SRHC function of SRHC co-op meeting.

Clean-up Crew shall consist of a Clean-up Manager who is responsible for making sure all Clean-up crew members and teacher assistants fulfill their clean-up duties before departing from the facility location of SRHC. Clean-up crew members and duties shall be established by the Curriculum Committee.

Other positions as listed above shall be appointed and voted on by the Curriculum Committee as per the local SRHC's needs.

JOB SIGN-UP SHEET

Class or Job	Volunteer 1	Volunteer 2
Preschool		
Kindergarten-1st Grade		
2nd-3rd Grade		
4th-6th Grade		
Music		
Art		
Memory Work Leader		
Intermediate/Advanced Level Moderators		
Discipline Director		
Clean-up Crew Director		
Hall-Way Clean-up		
Hall Monitors		
Field Trip Organizers		
First-Aid Providers		
Curriculum Committee (Ruling Committee)		

Co-op Registration Form

Please make checks for co-op facility, insurance, and supplies fees payable to your co-op's Treasurer(s).

Parents' Personal Information:

Mother's Name: _____ Father's Name: _____

Physical Address: _____ Telephone Number(s): _____ (home) _____ (cell)

Email Address: _____

Other information you wish us to know (family allergies, disabilities, etc.):

Children:

Child's Name*	Age & Suggested Class Level	Allergies? Disabilities?

*If you have more than 4 children, please write the names and information on the back of this form.

Where would you like to volunteer? _____

Sample Co-op Day Sheet

Co-op Days: Recommended Time 12:00-3:00 pm

(11:00-12:00) *Families may arrive to play on the grounds and/or have a picnic lunch. This is optional.*

12:00 pm Assemble; Prayer, Hymn, Virtue of the Week, Saint of the Day*, and Memory Work Practice

12:30-3:00 pm Subjects in Groups

Preschool

K-6th

- Science (30 min)
- Music (15 min), music teacher comes to groups one at a time
- History/Geography (30 min.)
- English (30 min)
- Religion (15 min.)
- (2nd-6th Graders do Latin/Greek as well, 15 min.)
- Art (30 min.) K-6, Groups go to art teacher one at a time
- Student Presentations

7th-12th

- Traditio Nostra (90 minutes)
- Schola Philosophiae (30 minutes)
- Legamus Latinam (30 minutes)

3:00 pm Prayer & Dismissal

3:15-4:00 pm Clean-up of Facility and Outdoor Recess for Children

Sample Cost Structure Handout

What do we families pay?

Facility Fee:	_____	per family (maximum)
Insurance Fee:	_____	per family (maximum)
Curriculum Fee:	_____	per family
Printing Fee:	_____	per family
Preschool Supplies Fees:	_____	per student
Supplies Fees:	_____	per student
Books Fee:	\$ 90-150* per family (estimate – price varies per family based on books already owned and per sale prices from book sellers)	

Maximum Required TOTAL per family: _____

What about the books fee?

This is not paid to the Schola Rosa Homeschool Cooperative. This reflects the price you will pay when you order the books necessary to participate in the homeschool co-op. We recommend you order these books as soon as possible, so you do not risk beginning the co-op ill-prepared. Note that these are the minimum requirements, but to complete the *Schola Rosa* lesson plans each week, you will want to buy the “Highly Recommended” books that are *not* provided digitally on the online suite.

What about supplies?

A Supplies List will be provided to each family. These supplies will be shared by all students and stored in Schola Rosa cabinets for the year. We strive to make supplies lists reflect the numerous items that can be found around the house! Many supplies can be bought more cheaply when bought in bulk, so there is a **supply fee of \$50 per student to cover art, science, and general supplies.**

What about Field Trips?

Field Trips are optional excursions that contribute to the overall experience and benefits of the homeschool co-op. For each field trip there will be a deadline by which to sign up and payment will be made at that time to the appropriate facility (zoo, museum, etc.). **Average fee per student is \$4 for field trips.**

How to Place My Child

Preschool

- ✓ Can my child be without me for a time without screaming?

K-1st Grade

- ✓ K ~ Has my child learned the alphabet and letter sounds?
- ✓ K ~ Can my child write his or her name?
- ✓ 1st ~ Can my child sound out words and write simple words and sentences?

2nd-3rd grade

- ✓ Can my child write a simple paragraph without assistance?

4th-6th grade

- ✓ Can my child write 2-3 paragraphs without assistance?

7th-12th grade

- ✓ Can my child read write a 3-5 paragraph essay without assistance?



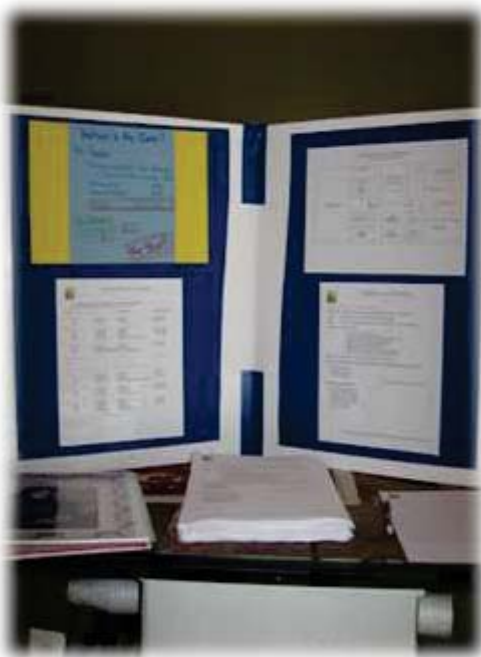
Credits Chart for Intermediate & Advanced

At *Rolling Acres School*, courses represent an integration of many subjects. To help parents understand how to assign credits for these courses, we have provided the following chart as a GUIDELINE. If a student is enrolled in a particular program of study outside of R.A.S., then that program should be contacted to confirm credit applications. We have found that most programs accept R.A.S. courses as per below.

Credits	Required Subjects	R.A.S. Equivalents and Recommendations
4	English	<p>1 English Credit: If a student takes a <i>Legamus Latinam</i>, <i>Schola Philosophiae</i>, and <i>Traditio Nostra</i> course at the same time, then these courses <i>together</i> can count as <i>at least</i> 1 English credit.</p> <p>If trying to assign credits per individual class, the following credits are recommended: <i>Legamus Latinam</i>: 1 grammar each <i>Schola Philosophiae</i>: .5 grammar and .5 composition each <i>Traditio Nostra</i>: .5 composition and .5 literature each; or 1 literature each</p>
3	Lab Science	N/A
3	Mathematics	N/A
3	History and Citizenship	<p><i>Traditio Nostra</i> 3 = 1 American History credit <i>Traditio Nostra</i> 1 and 4 = 1 credit of Ancient History each <i>Traditio Nostra</i> 2 and 5 = 1 credit of Medieval History each <i>Traditio Nostra</i> 6 = 1 credit of government and/or citizenship</p>
2	Foreign Language or non-English Language	<p><i>Legamus Latinam</i>: 1-1.5 language credit each French 1-2: 1-1.5 language credit each German 1-3: 1-1.5 language credit each</p>
1	Additional credit of Above Subjects or Electives credit	<i>Schola Philosophiae</i> 3 = Elective credit
1	Fine Arts or Speech	<i>Schola Philosophiae</i> 2 = 1 Speech credit

Sample Displays and Printable Images

Here are some displays used by co-op directors when recruiting. The displays help to “advertise” the theme of the year and to “inspire” families to imagine themselves within that theme. Showing off the field trips for the year help as well!



Logistics matter, too! This display breaks down the costs, provides a map of the facility, schedule of subjects, and the calendar. Information Handouts are stacked in the middle for families to take home.



This very simple, home-made display features the field trips for the year. Again, the goal is to help families imagine participating in these activities and therefore getting excited!



This display featured the history books for all grades in the Year I cycle.



Showing off science!

Get families excited for their little ones, too!

Preschool has much to offer at the co-op!





Schola Rosa

CO-OP & HOME CURRICULUM



What is in the Elementary Bundle?

All of the elementary bundles come with the same types of content, as do the intermediate bundles.

- Integrated Teacher & Parent Training
- 30 weeks of Lesson Plans & Guides
- Administrative and Academic Support
- Audio Books and a Digital Library of Resources
- Phonics and Reading Program
- 8 Subjects: Mathematics, Science, History, Music, Latin/Greek, Geography, and Religion Art Program with Digital Resources
- Virtue Training Program
- Consultations Year-Round!

Classically Catholic Memory - Special SR Edition INSIDE!



What is in the Intermediate Bundle?

- Integrated Teacher, Parent, and Student Training
- Administrative and Academic Support
- 30 Weeks of Materials in Online Student Course Suites
- Teaching Scripts for Parents
- Trivium Courses: Grammar, Logic, and Rhetoric
- Three years of Latin
- Great Books & Socratic Discussion
- Consultations Year-Round!



ACADEMIC TIERS

- **Elementary** (Pre-K to 6th grades)
- **Intermediate** (7th to 12th)
- **Advanced** (10th to 12th)

Each co-op picks a cycle and then each family enrolls in the tiers that it needs. Each tier is sold as a "bundle" of materials. Families who are not a part of a co-op may choose and enroll in the cycle of their choice.



HISTORICAL CYCLES

How is the curriculum organized?

The material is organized into three historical cycles and three academic tiers.

- **Cycle I:** Ancient & Classical Times
(Plant & Animal Life)
- **Cycle II:** The Christian Age
(Earth Science & Astronomy)
- **Cycle III:** Modern Times & Our America
(Chemistry & Physics)



The Rolling Acres School

is a family operated, liberal arts online academy and curriculum provider, working within the Catholic educational tradition.

OLD FASHIONED SCHOOLING - ONLINE SINCE 2011