



2023-2024 HANDBOOK
Code of Conduct

MISSION STATEMENT

Our mission is to provide an affordable opportunity for the South Arlington/Mansfield community of home educators to expand or supplement their curriculum by offering classes that lend themselves to a group environment while honoring God in the process.

Canopy Scriptures

Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Deuteronomy 6:5-7

*“And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.”
Matthew 22:37-39*

*“A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another.”
John 13:34-35*

Statement of Faith

- ❖ We believe that there is one Living and True God, eternally existing in three Persons: the Father, the Son and the Holy Spirit, equal in power and glory, and that this triune God created all, upholds all and governs all.
- ❖ We believe that the Scriptures of the Old and New Testament are the Word of God, fully inspired, without error in the original manuscripts, and the infallible rule of faith and practice.
- ❖ All SACC curriculum will submit to and align with the teaching of the Scriptures.
- ❖ We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.
- ❖ We believe in Jesus Christ, God's only Son, conceived by the Holy Spirit.
- ❖ We believe in His virgin birth, sinless life, miracles and teaching, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and His eventual personal and visible return to earth.
- ❖ We believe that in His first coming Jesus inaugurated the fulfillment of the Kingdom of God.
- ❖ We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ.
- ❖ We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide.
- ❖ We believe that all men are sinners by nature and choice, and are therefore, under condemnation; and that God saves those who repent of their sins and confess Jesus Christ as Lord.
- ❖ We believe in the universal Church, the living spiritual body, of which Christ is the Head and all regenerated persons are members.
- ❖ We believe in the personal and visible return of Jesus Christ and the consummation of His Kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous, and the endless suffering of the wicked.
- ❖ We believe in what is termed The Apostle's Creed as embodying fundamental facts of the Christian faith, and we endorse the historic orthodox creeds of the Church.

- ❖ We believe these truths demand a personal response which can result in a transformed life.

Code of Conduct

Colosians 3: 8-10, 12-14

“But now you must also rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips. 9 Do not lie to each other, since you have taken off your old self with its practices 10 and have put on the new self, which is being renewed in knowledge in the image of its Creator.”

Colossians 3:12-14

“Put on then, as God’s chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony.”

At SACC we agree to:

- ❖ Be Respectful of each other
- ❖ Be Kind in both speech and conduct
- ❖ Be Truthful in our dealing with others
- ❖ Be Willing to serve our community
- ❖ Be Loving because God has commands us to do so

Code of Conduct Acknowledgement and Agreement Page

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As a member of South Arlington Christian Co-Op, I agree to:

- Be Respectful of each other
- Be Kind in both speech and conduct
- Be Truthful in our dealing with others
- Be Willing to serve our community
- Be Loving because God has commands us to do so

By signing this form, I acknowledge that I understand and agree to follow the guidelines set forth in the SACC handbook as well as conduct myself in the manner stated above.

POLICIES & PROCEDURES

LEADERSHIP

- 1.) SACC leadership consists of two Directors who are equal in authority and are both responsible for any decisions that are made in regard to SACC. Any issues should be brought to the leaders; however, final say in a given matter is at the discretion of the Directors.
- 2.) All participating families will be expected to abide by the beliefs stated in the Statement of Faith during co-op time and to teach these beliefs, when applicable, in their classes.
- 3.) The Directors retain sole authority and discretion in regard to the curriculum that will be used to teach any given class, who will teach, and which classes will be taught.

FEES

- 1.) Each family is required to pay a Family Registration Fee of \$100 per semester. Family Fees are due the last day of SACC in the Fall and Spring semester. *This fee covers payment to the church for use of their facilities and administrative costs.*
- 2.) All fees are NON Refundable. Class fees are nonrefundable after the class fee due date.
- 3.) All fees for the Spring semester are NON REFUNDABLE once you have registered.
- 4.) Families will not be able to register if they have any outstanding fees.

DRESS CODE

Each parent and student in attendance will be asked to dress appropriately in modest clothing.

- No visible undergarments
- Undergarments should be worn, but not visible
- No off-the-shoulder, or spaghetti strapped, or strappy shirts

- All shorts must have a 5 inch inseam OR reach the finger tips at your side and skirts should be no more than 3 inches above the knee; all jeans, skirts, shorts, and tops should fit modestly without being too tight or revealing
- No questionable writing/graphics on clothing.
- The SACC Directors reserve SOLE discretion in determining the definition of “modest” and “appropriate”. If parents or students arrive at SACC wearing inappropriate attire, we will speak with you and ask that you go home to change.

ELECTRONICS

Phones, computers and tablets are the only electronic devices that should be brought to SACC. These devices may be used freely before and after SACC or during break time. Phones should not be used during class or instructional time unless permitted by each teacher. In the event that teachers do not want cell phones to be used in class, a cell phone basket will be provided to keep phones during class time.

Students in Study Hall are allowed to use devices as needed.

BEHAVIOR

Parents should keep their children under control at all times. If there are concerns, the Directors will address them with the parent and ask that they address the concern with their child. If concerns persist or worsen, a consultation will be required between the Directors, the parent, and the child. If a student continues to be disruptive- discipline procedures will be followed. If the problem continues, the child may be asked to no longer participate in the class.

Situations will occur from time to time where students violate the Code of Conduct, break a rule, or simply misbehave. During these times, students will be called on to correct their behavior and adjust their attitudes. When necessary, the issue will be brought to the Directors so that the student may be held accountable for their actions. Our goal is to create an orderly learning environment for our students.

If an adult addresses a student in regards to a minor problem and he/she responds respectfully and corrects the problem, no further action will be taken. If a parent has trouble with a student and the student is confronted with the

problem and he/she responds disrespectfully and does not correct the problem, the following procedure will be implemented:

- 1.) The incident will be reported to the Directors
- 2.) The Directors will meet with a parent and student involved
- 3.) If the offense is minor, then the student will be asked to fulfill one or more of the following obligations:
 - a.) Make apologies and, if deemed necessary, write apology letter
 - b.) Complete a form of work on campus such as cleaning tables, cleaning walls, picking up trash, etc.
 - c.) Loss of privilege (sitting with teacher or parent during break time)
 - d.) If necessary, the student will be asked to stay home for a period of time

CLASS DISRUPTIONS

If a student is disruptive during class time:

1. Student will receive a warning
2. Student will be asked to move and sit alone
3. Directors will be called to remove student from class
4. Consult will be arranged with parent

If a child is removed from class, the parent will be notified immediately.

REGISTRATION AND CLASS SCHEDULES

- 1.) Semester is divided into two 13 week semesters. We ask that all families commit to attending the entire 13 weeks of any given semester.
- 2.) Each student must register for 4 classes, one for each class period. ONLY high school students are allowed to register for study hall classes. Students must have the permission of the teacher and/or directors to enroll in a class as an aid.
- 3.) A class catalog will be posted on our website at www.ecoops.com/sacc. All information about the classes that will be offered for the current semester is located in the class catalog, including class description, required supplies, class fees, teacher expectations, homework requirements, etc. Class fees charged are for actual class expenses; none of our teachers are paid. We consider this coop a ministry to each other, as we share in the education of our children.

In the event of unexpected circumstances that affect timely payments, please communicate quickly and personally so that an appropriate solution can be made.

ABSENCES

In the event of an absence, all parents must:

- 1) Communicate their absence to both SACC Directors,
- 2) Recruit a substitute Teacher/Assistant for their classes,
- 3) Find a replacement for any other responsibilities,
- 4) Communicate who the substitute will be to the directors.

We understand the need for some absences; however we require notification of absence prior to Friday morning, if at all possible, but no later than 7:00 am Friday morning.

All families are required to attend SACC for the entire time SACC is in session, teaching/helping in three class periods and available to sub for their “open” period when needed. If you would like to help in one of your children’s classes, have any physical restrictions, or have specific preferences, please email the directors at saccdirectors@gmail.com and we will try to accommodate as many requests as possible.

ACADEMIC POLICY

When participating at SACC, it is important for each member to understand the role that our teachers, parents, and students play in the academic process.

- 1.) SACC is not a school. Our organization functions as a homeschool co-op that brings families together for the sake of working cooperatively in the education of our children.
- 2.) According to Texas state law, when a family commits to school their children at home, they are legally viewed as a private school. You are your child’s school, and assume the role of private tutor throughout their education.
- 3.) SACC teachers offer classes that assist you in your child’s education, but they do not replace you as the student’s primary teacher for that subject.
- 4.) Parents are responsible for requiring student(s) to complete their assigned work, monitoring student(s)’ weekly progress, assisting student(s) in organization skills, maintaining school records / transcript and communicating with teachers.
- 5.) Student(s) are responsible for completing their weekly assignments.

6.) Both parent and student are responsible for understanding that late work may be penalized and may not be accepted after one week (except for extenuating circumstances, at the teacher's discretion).

ILLNESS

For the safety of all families in our SACC community, if you or any of your family members are ill, we ask that you keep all children under the age of 12 at home. Junior High and High School students may attend as long as another parent has agreed to be their guardian for the day.

If any one in your family has a fever 100.0 or higher, please keep all family members at home.

COMMUNICATION

Email is our primary method of communication each week. A weekly email is sent mid-week along with occasional emails sent as needed. Please make sure we have your current email and commit to checking it regularly.

FB: SACC (South Arlington Christian Co-op)

GroupMe: SACC

INCLEMENT WEATHER

SACC follows inclement weather decisions made by Arlington ISD. IN CASE OF INCLEMENT WEATHER, PLEASE CHECK YOUR EMAIL AND THE SACC WEBSITE FOR INSTRUCTIONS PERTAINING TO SACC START TIME AND/OR CANCELLATION.

FRIDAY PROCEDURES

1.) SACC begins Friday mornings promptly at 8:10 with announcements, worship, and prayer. We believe that this time is the most important part of our day as we worship and seek God together and ask for His blessing on our time at SACC. We ask that all families arrive on time (if not early) and are physically and spiritually ready to begin so as not to distract or disrespect others.

3.) We are asking each family to sign in when they arrive at SACC for the day. In the event that you need to leave campus before the end of the day, there will be space for you to sign out/in when you return. PLEASE INFORM A DIRECTOR IF YOU ARE LEAVING.

2.) Each Friday there are four class periods, each 55 minutes long. A bell announces the time for class change. There is a 20 minute break between the 2nd and 3rd periods. Younger children have the option to enjoy snacks in their 3rd period classroom, while older students snack, visit, and play games. Snacks are sold in the "Snack Shack" immediately after the 2nd Period. Snack Shack is manned by the older students who take turns selling snacks. We do our best to choose healthy as well as inexpensive snacks. They range in price from .25¢ - \$1.00.

3.) Each student should bring a backpack or bag to hold all books, folders, supplies, etc. They should also bring class supplies assigned by their teachers. Since all of the teachers spend much time planning and preparing for their classes, please be respectful and ensure that your students do the required homework each week and are ready for class each Friday.

4.) "Crown Cash" is a reward system whereby each child has the potential to receive up to 5 Crown Bucks per class/per day. The bucks are given for:

1. Bringing supplies to class
2. Participating in class
3. Obeying and being respectful in class
4. Arriving at class prepared (homework, reading assignment completed, etc.)
5. Attendance

Every fourth week, during snack time, we have a Crown Store where the children may purchase various items with their Crown Cash.

BUILDING GUIDELINES

We are guests at our host church and we want to treat the building respectfully. We ask that teachers and students throw away all trash and leave the area tidy when you are done.

Each room that we use must be put back or reset at the end of the day. Please refer to the pictures on the schedule if you are unsure about furniture and table placement.

We do not have permission to use the sanctuary. Please do not go into this area.

No alcohol is permitted in any church facility or on our property.

Alcohol use means the presence of any beverage that contains any amount of alcohol.

The church property, including all covered structures, is a tobacco-free and non-smoking facility.

Signs may not be posted by your group without advance permission of the host church.

Licensed-to-carry concealed handguns are allowed, but open carry is not allowed.

The following items are not allowed at SACC: water guns, laser pointers, or weapons of any kind (including pocket knives).

All members will show respect to the property of our host church and SACC. No intentional damage shall be done to the walls, carpets, tables, chairs, boards, bathrooms, playground equipment, etc. Knowledge of any damage, intentional or unintentional, should be reported to the directors immediately.

Above all else, we ask that you leave the church campus better than you found it.

If you are serving in the nursery area, we will have a special training time to cover special procedures for this area.

SNACK SHACK

Snack Shack is run by the older students at SACC. All food needs to be eaten in the gym area. Food taken to classrooms needs to be supervised by an adult. All trash and food items need to be put away or discarded at the end of break time if not eaten.

New Family Protocols

New families should request information regarding SACC by emailing (saccdirectors@gmail.com).

Families will need to arrange for a time to visit at SACC during the semester. Meetings during winter and summer break are scheduled on a case by case basis.

During the visit the both parents and students will be given time to tour and visit classes as well as sit in an informal meeting with the directors.

In addition to the visit, we are asking for a letter of reference from either a current member of SACC (if applicable) or someone who has known the family for an extended amount of time.

Admission to SACC is based upon space for the entire family and is determined once enrollment needs have been confirmed for each semester.