

2026-2027 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

Colossians 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 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 commands us to do so

POLICIES & PROCEDURES

LOCATION

We meet Friday mornings at Park Springs Bible Church, 5515 Park Springs Blvd, Arlington, TX 76017. Please do not contact the church regarding SACC. If you have additional questions, please contact one of the directors. The names and phone numbers of each director and administrator can be found in the directory.

Shauna Muir, Co-Director (817) 902-8264

Melanie Reeves, Co-Director (469) 744-6970

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 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 $200 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 registration 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 (sagging pants, low cut shirts, large armholes)
- Undergarments should be worn, but not visible
- No off-the-shoulder, spaghetti strapped, or strappy shirts. Tops must have a minimum of 3 finger width shoulder straps.
- 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 visible belly button or midriff when standing normal or arms are raised.
- Clothing with offensive, suggestive, obscene, or contradictions to the SACC statement of faith, are not permitted.

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.

NAME TAGS

Students and parent volunteers will be provided a lanyard with a name tag on the first week of SACC. For safety and security, we ask that all students and parents wear their name tags while on campus. Approved visitors should go to the teacher's lounge upon arrival to receive a visitor name tag.

If a student or parent forgets their name tag, they should go to the teacher's lounge to receive a temporary name tag in the morning before class. Replacement name tags cost $1. If a student forgets their name tag two weeks in a row, they will be expected to purchase a replacement.

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, teachers reserve the right to enforce a cell phone basket to keep phones during class time.

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

Parents are responsible for monitoring their children's use of electronic devices at SACC, including during the break time. Websites, videos, music, and texting should be in line with the code of conduct regarding both character and treatment of others. We highly recommend that you set parental controls and filters on your student's devices to help protect your student and others. Parental settings and filters on your students' devices are not foolproof and do not replace the need for parental oversight.

BEHAVIOR

Parents should be primarily responsible to manage their children's behavior and enforce expectations. It should also be understood that other parents will ask students to correct their behavior in the classroom when acting in the role of a teacher/helper/director and in common areas in between classes.

Situations may occur from time to time where students violate the Code of Conduct, break a rule, or simply misbehave. Should such a situation occur, students will be called on to correct their behavior and adjust their attitudes.

If an adult addresses a student in regards to a minor problem and the student responds respectfully and corrects the problem, no further action will be taken. If a parent acting in the role of teacher/helper/monitor 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 may 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)

If there are ongoing or severe behavior concerns, the Directors will address them with the parent and ask that they address the concern with their child. If necessary, the student will be asked to stay home for a period of time or no longer participate in a class. Our goal is to create a safe and orderly learning environment for our students.

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 students 9th grade and up are allowed to register for study hall classes.
3. Students 7th grade and up are allowed to register as a student helper for one class. Parents must have the permission of the teacher and email directors to enroll in a class as a helper.
4. A class catalog will be posted on our website at https://www.homeschool-life.com/TX/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 solutions 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 in correct email format

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. To the extent possible, please schedule appointments at a time that doesn't interfere with SACC—each member is important in order for SACC to run smoothly!

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.

ILLNESS

For the safety of all families in our SACC community, if you or any of your family members are ill, including a fever of 100.0 degrees or more, we ask that you keep all children under the age of 12 at home. Junior High and High School students may attend at your discretion as long as another parent has agreed to be their guardian for the day. As guardian, the other parent is agreeing to stand in for the parent in regards to discipline, illness requiring transportation home, and any emergency situations. A parent may only act as a guardian for one other family per SACC day.

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.

ACADEMIC POLICY

1. 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.
2. 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.
3. 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.
4. 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.
5. 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. 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).

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

FRIDAY PROCEDURES

1. SACC begins Friday mornings promptly at 8:40 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.
2. Should you need to leave during the day PLEASE INFORM A DIRECTOR.
3. 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 an assigned parent and older students who take turns selling snacks. Snacks range in price from .25¢ - $1.00.

SNACK SHACK

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.

For the safety of our students with severe allergies, please do not pack food containing peanuts or tree nuts.

4. 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.
5. “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 Park Springs Bible 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 Park Springs facility or on our property. Alcohol

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

Park Springs 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

Park Springs.

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 Park Springs Bible 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 Park Springs campus better than you found it.

New Family Protocols

New families should request information regarding SACC via our website.

Families will need to arrange for a time to visit at SACC during the semester. Meetings during fall 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 two letters 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 not guaranteed once the visit is complete. We look at several factors along with our co-op having room for the entire family. Enrollment needs vary by semester and we evaluate this along with the needs of the co-op.