

Rules and Guidelines - Sonlight Christian Enrichment Classes

Attendance

1. Only related children for whom you are responsible Monday through Friday on a regular basis, or children over whom you have guardianship, are allowed to enroll in classes. Your spouse and grandparents are always welcome at Sonlight; however, please let the director know if they'll be attending longer than just lunch. On the day they attend, immediately escort your visitor(s) to the coordinators table so we can prepare a guest name tag for them. For prospective families we have a tour dates schedule - see the website. We are unable to accommodate other visitors – adults or children – however, if there is an unusual situation, please contact the director.
2. Being a traditional homeschool co-op, Sonlight operates best when the majority of our families attend for a majority of the day; therefore, we require a three-hour minimum attendance per family.
3. Children may not be sent to Sonlight without a parent. An exception to this rule is in the case that the attending parent is ill or otherwise unable to attend classes who has a child who is a 6th-12th grade student enrolled in classes. In this case, the parent must find another adult who will be attending classes that day to take responsibility for their child. The parent must also fill out a Medical Treatment & Parental Authority form (available from the secretary or at www.sonlightcoop.org) so their child may receive medical treatment in case of an emergency. The assigned adult will also be responsible to handle any disciplinary issues. No children younger than 6th-12th grade students will be allowed to attend classes without a parent present. Any requests for exceptions to this rule must be presented to the Coordinators and will be determined on a case-by-case basis.
4. With only twelve (12) class days per semester, absences must be a rarity. Members should plan to attend every Wednesday. Because we are a cooperative and rely on each member each every hour, we need everyone in attendance during the entire time in which they are enrolled. Members should not be absent more than two times per semester. Three tardies or two partial absences will count as one absence. Please speak with the director if a third absence is needed.
5. If you must miss Sonlight, it is **imperative** that you call another adult and make arrangements for her/him to take your place. Your assistant would be the logical first person to ask, but she/he is not required to teach in your absence. If you are a cleaner, you must make arrangements for someone to clean your area and contact the cleaning coordinator. Also, the appropriate age group coordinator needs to be notified by phone or *email. Please do not trust voicemail to relay a message. Keep calling until you talk to the person or receive a reply to your email. Any adult who will be absent must also call the secretary or the director either by phone or through email at [*coordinators@sonlightcoop.org](mailto:coordinators@sonlightcoop.org). A floater will be sent to the classroom to cover your position(s). This applies to teachers and cleaners.
6. If you know in advance that you will be gone, please let your coordinator and the secretary know as soon as possible. If the parent is present but any other of your

family members are absent, please let us know at the coordinators' table immediately so we don't spend time trying to find out why they aren't in their classes. Families who do not attend first hour classes should plan to arrive no earlier than 10 minutes prior to their first scheduled class. They should remain in the area by the coordinators' table until the bell rings.

7. If you are running late, you must contact the coordinators so a floater can be sent to your position until you arrive. Emergency #s will be in the Announcements. Parents should also stay in their assigned rooms throughout the class time. Occasional bathroom breaks are acceptable.
8. Each semester, you are making a 12-week commitment to Sonlight. You are making a commitment to be here for each hour that your family is enrolled. It is essential that each family fulfills this commitment as we are a co-op that functions by each member doing his or her part. Families who abandon their commitment by withdrawing from Sonlight before the semester is over will be charged a fine of \$20 per week for each week left in the semester during which their commitment will be unfulfilled.
9. In order to graduate with Sonlight, Seniors must be enrolled in at least three classes at Sonlight and attend at least three hours per week. They must commit to graduating with Sonlight by Week 3 of the fall semester by paying their graduation fee. They must attend the entire school year and pass all the classes they take at Sonlight.

Enrollment / Classes

1. Children enrolling for Preschool 3 or Preschool 4 should be of the following ages by September 1: Preschool 3 – 3 years old; Preschool 4 – 4 years old. Children enrolling for Kindergarten must be 5 years old by September 1st.
2. The grade a student is registered in for the fall semester will remain in effect throughout the spring semester as well. For exceptions, please contact the secretary.
3. If a 6th-12th grade student signs up for a Part 1 class, he/she is committed to that class for the entire semester and is not obligated to enroll in Part 2. Part 1 classes will be continued in the spring as a Part 2 class only if there is enough interest.
4. If a 6th-12th grade student drops a year-long class that is not accepting new students, after the first week, he/she is only eligible for a study hall that hour and must continue in that study hall for the entire semester. However, they may enroll in a new class in the spring semester only if there are spots available at the end of registration.
5. Sonlight does not hold the K-5th grade age groups to a year-long commitment, except in the case where a 5th grader has bumped up to a 6-8th grade class. This is partly due to their young age, and also because we do not offer a study hall for them as we do for the older students. If a class in these younger grades is listed as year-long, it means that the teacher has planned to build on the information/skills taught. However, students will be able to change class after the semester (although they are encouraged to continue) and the 2nd segment of a class will be offered only if demand exists.
6. Class change requests will not be accepted until the first day of classes and must be

completed by the following Monday. Therefore, please consider CAREFULLY the classes you select for your child at registration. The class change will not be in effect until the following steps are completed:

- a. The parent must contact the teacher and explain the reason they wish to withdraw their child from the class.
 - b. The parent must contact the appropriate grade level coordinator to determine if there is room in the requested new class.
 - c. A class change request form must be completed on the website.
 - d. Payment for the new class has been made. (Original class fees will not be refunded.)
7. Students will not be approved for a class in a grade level more than one grade above or below their own grade. For example, an 8th grade student may request a 9th-12th grade class but a 7th grade student will not be approved for this class without approval from the director as it is outside their grade level and more than one grade above their current grade. The only other exception, with prior approval from the director, is if the student is the teacher's child.
8. Grades will be issued in all 6th through 12th grade classes. Non-academic classes will be given a pass/fail grade (determined by class participation or lack thereof). Academic classes will be given grades based on the standard scale of A=90-100, B=80-89; C=70-79, 69 or below will be considered failing. Students with failing grades will be put on academic probation. If a student on probation fails a class the following semester, the student will be suspended from Sonlight for at least one semester. If the student is failing to turn in homework, coming to class unprepared, etc, the teacher will discuss the situation with the parent.

Students with Special Circumstances

1. Sonlight endeavors to be inclusive as much as we are capable with the teachers and resources available to us. If you have a student that has special circumstances, this needs to be disclosed on the Sonlight application site and discussed with administration prior to registering for classes.
2. Sonlight cannot guarantee that we can accommodate your special circumstance or that our classes will be a good fit for your student. This will be discussed with administration prior to registering for classes.

Behavior - Treat others as you would want to be treated

1. To maximize the benefit of the classes for all students, we ask that you teach your children the following classroom behavior:
 - Participate – do what the teacher says and/or models.
 - Listen carefully to directions.
 - Do not talk when the teacher or anyone else is talking.
 - Raise your hand if you want to say something.
 - Sit unless the teacher tells you to do otherwise.
 - Ask permission before using the restroom.
 - Use appropriate language.
 - We realize young children will need to be reminded of these rules often, but by 3rd grade

we expect the students to follow these rules carefully. Especially with the older students, we expect to see an attitude of cooperation. (This includes consistent attendance, participation, and completion of class assignments.) If your child does not want to be a cooperating part of Sonlight Christian Enrichment Classes, then we ask that they no longer attend. To keep the classes running smoothly and to make sure that the majority of students are benefited, we will need to ask students who do not follow our rules to find other enrichment classes to attend. We will talk to a parent and give appropriate warning before expulsion.

2. Sonlight name tags must be worn above the waist in a visible location at all times by every person attending Sonlight (adults included). Wearing name tags attached to sleeves, the bottom of the shirt, anywhere on the pants, etc., is not acceptable. Sonlight provides the name tags; however, each family is responsible for keeping up with their name tags throughout the semester. You may choose to keep them in your Sonlight mail folder if you wish. Anyone losing their name tag must come to the coordinators' table immediately for a replacement. A temporary name tag will be prepared; a new name tag will be provided the following week if deemed necessary by the coordinators.
3. There is to be no public display of affection between students at any time they are participating in a Sonlight activity.
4. Lunch will be 30 minutes. Eating is strictly confined to the designated lunch areas or outside unless special permission is granted by the Director. There will be no eating in the halls or classrooms unless permission has been granted by the Director. It is the parent's responsibility to see that each of your children clean up after lunch. Young children ages five and under may play on the playground *only* if they are accompanied by a parent. In addition, all students 5th grade and below must be accompanied by a parent during lunch. No students are allowed upstairs during lunch or during morning announcements unless they are accompanied by an adult.
5. Cheating is not tolerated. The leadership will support the teachers in their classroom management. Concerns about cheating will be addressed with the teacher, the parent, the student and a coordinator and the discipline log may be signed.
6. No Alcohol, drugs, vaping, smoking are allowed on campus or school functions.
7. Church representatives and Sonlight leadership expect families to be respectful of and use appropriate care when using the facilities and equipment. Those involved in inappropriate usage and rough or careless handling of equipment or property will be disciplined in an appropriate manner. *Intentional* vandalism or defacing of this property or equipment will result in immediate punishment with the perpetrator/s taking full monetary or restorative responsibility and even possible expulsion from our program.
8. When an adult or student is disruptive in class, disrespectful of a Sonlight teacher, assistant or coordinator, unkind to other adults or students or fails to comply with

the Sonlight Rules and Guidelines in any other way, the following disciplinary steps will be taken:

- a. We ask that parties involved follow Scriptural guidelines set forth in Matthew 18:15-17. Please take the initiative to talk to that person privately about whatever concern you may have.
If you feel the issue has not been resolved, please contact the appropriate coordinator to help mediate the situation.
- b. For the first violation, the adult/student will receive a warning from the teacher or coordinator associated with the appropriate grade level. At that time an improvement in behavior is expected and required. The discipline form will be signed as a record of the offense and warning.
- c. For the second violation, the adult/student and their parent will be required to meet with the teacher, appropriate coordinator and the Director of Sonlight to discuss the problem. The adult/student will be placed on probation for the rest of the semester. The discipline form will be signed as a record of the offense and probation.
- d. If the adult/student continues in their inappropriate behavior, the third violation will result in suspension or expulsion from Sonlight classes.

Dress Code

Parents and students will be asked to adhere to the following dress code for any Sonlight sponsored activity (classes, field trips, the closing program, graduation, etc). Parents and students, especially teenagers, need to be careful to dress modestly and in a manner that would not be a stumbling block or cause distraction to others at Sonlight.

1. Hair: Hair will be kept neat, clean and out of the eyes.
2. Clothing: Shorts (this includes boys), skirts and dresses must be no shorter than 4 inches above the knee from the kneeling position. (Meaning from a kneeling position, measured from the floor up to the bottom of the shorts. Anything over 4" is not within the dress code.)

If one wears leggings, tight jogging pants, form-fitting stretch pants, and joggers that appear like leggings, they can only be worn with a top that is no shorter than mid-thigh. This is a temporary change in the rules and if taken advantage of, it will go back to the 4 inch rule above the knee rule.

If you are in a gym or exercise class, shorts must still be no shorter than 4 inches above the knee. If leggings are worn in gym or exercise class, a t-shirt or shorts must cover the bottom completely.

Pajama pants are not allowed.

No see-through clothing. No sleeveless shirts of any kind (tank tops, halters, spaghetti straps, cold shoulders.) No cleavage period. Shirts should be modest so that when bending forward (such as in class to help a student) the chest stays covered. Shirts and blouses must be long enough to cover the top three inches of pants, shorts, or skirts.

No split-side skirts; no clothing that advertises (by name or symbol) illegal or immoral items or acts. Pants must be worn at the waistline, are not to be badly frayed or torn such that skin is revealed higher than 4 inches above the knee. Pants should not be overly baggy or sagging. There is to be no writing on the backside of pants, shorts and skirts.

3. Tattoos: All tattoos except wedding band tattoos must be covered while attending Sonlight classes.
4. Male Specific: Students and adults may wear a small stud earring but must remove and/or cover any facial jewelry while attending Sonlight classes. It is acceptable to wear a clear spacer in place of jewelry. Males are not allowed to wear makeup or clothing designed for females such as dresses, skirts and high heels.
5. Female Specific: In addition to earrings, a small stud nose ring is allowed (no hoops), but any other facial jewelry must be removed and/or covered while attending Sonlight classes. It is acceptable to wear a clear spacer in place of jewelry. Makeup and jewelry will be kept simple, modest and in good taste.

Electronic Devices

1. The only electronic devices allowed are those to be used for the sole purpose of schoolwork. (Examples include laptops and calculators.)
2. All electronic devices used for gaming and music are not allowed, with the exception that students may listen quietly to music through headphones/earbuds during study hall.
3. Teachers and assistants should use cell phones only in case of emergency or for academic purposes during class time. Students should keep cell phones turned off or silenced during class, unless the teacher gives permission to use during class. Failure to follow these rules may result in disciplinary action.

Miscellaneous

1. Permission must be granted from the coordinators before any animal is brought to Sonlight. Once you have approval to bring a pet/animal to class, please keep the animal in its cage until the appropriate class time. Do not carry animals around the building. Animals can be viewed outside at lunch or after Sonlight at the owner's discretion.
2. Knives or any other type of weapons are not permitted.
3. Running will not be allowed in the SCEC building except in the gym during the appropriate class time.
4. Please speak to the director if you have a License to Carry.

Supplies

1. All students need to bring a backpack, tote bag, etc., to carry supplies. Everything must be labeled with the child's name. (It is especially important for nursery-aged children to have everything labeled – bottles, pacifier, etc.)
2. Parents need to check each child's bag before classes to ensure that their child is bringing proper supplies and after classes to ensure their child completes any required homework during the week.

Communication

1. It is your responsibility to check and/or listen to the weekly morning announcements. Also please check your mailbox folder each week.
2. Information and email addresses obtained from Sonlight emails or from the family directory on the website are not to be used for solicitation. Official Sonlight communications are distributed by the Coordinators.
3. If you or any member of your family attending Sonlight discovers you have attended classes at Sonlight with any form of a communicable disease (i.e. Covid-19, chicken pox, whooping cough, head lice, etc.), it is your responsibility to immediately notify the Coordinators as well as any and all people who may have been infected by your presence of their possible infection. Also, it is required that any member of the family who is or has been potentially infected not return to Sonlight until they are symptom-free, fever-free for at least 24 hours, or are no longer contagious.
4. If you need to contact a coordinator for any reason, you may email coordinators@sonlightcoop.org and the appropriate coordinator will respond.

Nursery / Preschool

1. Moms with babies in the nursery or preschool are required to assist in these areas at least two hours during the day. Girls, 7th grade and up, may help in one of the nurseries if they have a free hour and there is space.
2. Preschoolers and nursery-aged children need to be picked up from their 3rd hour class for lunchtime. Please tell your elementary-age children where to meet you for lunch before classes begin in the morning.

Children – Special Issues

1. If you have a child with special needs or concerns, please let your child's teachers know.
2. If you ask anyone else to pick up your child(ren), (i.e., husband to come pick up the

baby), please have them check in at the coordinators table first. This is for your children's safety. Babies and preschoolers will not be released to anyone other than the person who brings them unless prior arrangements have been made with the coordinator and teacher.

Teacher Responsibilities

1. Statement of Faith: Please take notice of our statement of faith. We ask that no teaching be given to the children that is in any way contrary to this:
““We believe that our foremost asset in our educational efforts is Christ. We believe there is one God, the Creator of all things, who is existent in three persons – Father, Son and Holy Spirit – and that these three are one God (Matt. 28:19, 1 Cor. 12:4-6, 2 Cor. 13:14). We believe that the Bible is the only infallible, inspired word of God (2 Tim. 3:16). We believe that God created mankind in his own image; he created them male and female (Gen. 1:27). We believe that God instituted marriage as a covenant between one man and one woman (Gen. 2:24; Matt. 19:5-6, Mk. 10:6-9; Rom. 1:26-27; 1 Cor. 6-9). We believe God has made salvation possible for sinful man by faith alone in Jesus Christ, who was without sin. Jesus Christ, God's one and only son, died on the cross as a sacrifice for the sins of all men and arose bodily from the dead, ascended into heaven and is now at the right hand of the Father (Jn. 14:7-9, 1 Cor. 15:3, 1 Pet. 2:21-24, Rom. 3:21-30, Mk 16:19).”

Since our classes are academic in nature, and since we have people from many different Christian denominations, we would ask that there be no class-time doctrinal discussions outside of the basics listed above. Basically, stick to your topic and choose your words carefully.

2. Lesson Plans and Contingency Plan: Lesson plans covering the 12 weeks of your class and a contingency plan for one week of your class are to be handed in to your coordinator by the **first day of classes**. Please see the Lesson Plans and Contingency Plan forms (available at www.sonlightcoop.org) for specific requirements. Both of these plans must be turned in for you to receive reimbursement of expenses incurred. (See #7.) In addition, if they are not received by the end of the first day of classes, neither you nor your children will be eligible to return to classes the following week(s) until adequate plans are submitted to your coordinator. If lesson plans and/or contingency are not turned in on the first day of classes, you must speak with your coordinator that same day.
3. Use of Church Office Equipment: Sonlight members are not to use the church's copy machine/equipment. If teachers have an *emergency* need to make copies, they will need to go to a nearby facility to do so. However, it is the teacher's responsibility to have copies made prior to classes.
4. Copyright Laws: Please follow copyright laws and get permission before copying anything copyrighted.
5. Supplies: The church and Sonlight will not be providing supplies – i.e. markers, scissors, tape, etc. If your students need to bring these, please list them as class supplies that they should bring. Teachers must supply their own dry erase markers/eraser.

6. Storage: Please take note that the church does not provide storage for individual class supplies. Do not store any classroom supplies in the storage room without permission from your grade level coordinator. Plan on requiring students to carry their own supplies in their tote bags each week or you must be responsible for them.
7. Dismissal: It is very important that you keep all children in their classroom until the designated class time is over. You may use the time on your smart phone or smart watch to make that determination. You do not have to wait for a bell to ring.

Classroom Cleanup: Use the last few minutes of class to clean up. Make sure everything is picked up off the tables and floor. Your students and assistants can do the work, but you are responsible to see that it gets done.

8. Discipline and Illness: No teacher should have the responsibility of disciplining an unruly child or comforting the sick. An assistant can deal with minor problems. If you have an extremely unruly child or one who consistently causes trouble, please have an assistant take the child to the Coordinators' table and the parent will be located. No class should suffer because of a student's poor behavior. If a child gets hurt or becomes ill, they should be taken to the Coordinators, even if the injury or illness is seemingly minor.
9. Instruction: The first day of class, let your students know the behavior you expect of them and what work will be required for the class – especially homework. If homework is required, this should be listed in the class description. For the younger grades, you may want to send home notes, spelling out homework assignments so the parents know what is expected.
10. Homework: Please limit homework to what is appropriate for the age group and only if it will make the class time more efficient.
11. End of Year Program: K – 12th grade classes are invited to participate in the end-of-year program if they have something to display or present. The opening assembly is available to preschool classes wishing to make a presentation on the last day of the semester. Please check with the coordinators early in the semester to verify that an End of Year Program will be held.
12. Progress Reports/Report Cards: Teachers of all 6th-12th grade classes will be asked to complete progress reports for each student after the completion of the fifth week. The evaluation and comments should be prepared by the teacher through the online class portal. Report cards are to be completed by the teacher at the end of each semester for all students enrolled in 6th-12th grade classes.
13. If a teacher is only teaching one class, and after student registration it is determined that the class is not needed based upon low enrollment, then the teacher must speak to the director to find one or more tasks that will fulfill their Sonlight responsibility for that semester.

Reimbursement for Class Expenses

1. After student registration, we will know how many students are enrolled in each class, and we will have collected the registration fees. In order to receive reimbursement for money spent on supplies for your class, you must have turned in your lesson plans and contingency plan (see #2 of this section), filled out an expense report form, attached your receipts, and submitted them to our treasurer, **Jennifer Garcia** (*If you need funds before the first day of classes due to a large expenditure, make arrangements with **Jennifer (817-793-2473)** for that reimbursement.*)
2. The treasurer will not be able to process your reimbursement and get a check to you on the first week of classes. The grade level coordinators must check over every lesson and contingency plan before giving approval to the treasurer to release class funds.
3. Please do not wait until the end of the semester before turning in receipts. **For week 12 only**, you can send pictures of the receipts and your total reimbursement to the treasurer earlier in the week. You can then bring the hard copies when you come to Sonlight on the last day and after checking them, the treasurer will give you your check. It's challenging for the treasurer to process all the forms and cut checks on the last day. If she needs to mail your check to you after Sonlight, 50 cents will be deducted from your account before your check is written to cover the stamp cost.
4. Any supplies purchased with Sonlight monies become the property of SCEC.

Food and Beverage

1. No beverages besides water are allowed inside the Sonlight building including lunch time and the gym. This applies to children and adults and includes coffee, tea, soda, juice, milk, etc. The only exception is formula or breast milk in bottles for infants. Sippy cups should only have water. This policy is essential to avoid damaging church property and to maintain an agreeable relationship with the church.
2. Eating will only be allowed in the designated lunch areas of the gym, service area, chapel or outside. Eating lunch is not allowed in the classrooms, hallways, bathrooms, etc. In a classroom scenario where the serving of food is part of the class activity, please sign the reservation log under "Food Service". The teacher will take full responsibility for cleanup associated with serving food in their classroom. Teachers must take extra care to be sure that drop cloths are used or floors vacuumed as needed. **Teachers, please make sure you have checked with parents regarding food allergies.**
3. We advise keeping edible "incentives" to a minimum. If given, please make sure you have checked with parents regarding allergies and make sure all wrappers are thrown away. Teachers may want to consider non-edible incentives such as a small gift card given at the end of the semester, or stickers, pencils, bookmarks, etc. Another idea is that students could earn points throughout the semester for a non-edible prize if a teacher deems incentives a necessary part of his/her class.

Personal Responsibility

As a family, we take personal responsibility for wrongful behavior and actions that we see during the Sonlight day. We realize that one person breaking a rule affects the whole body of Sonlight and we will help enforce the R & G to the very best of our ability. We are all leaders in this organization and need to hold each other accountable to be the best stewards of what God has entrusted to us. Any purposeful breaking of the rules must be reported to the coordinators and will be noted in a log. We understand if an individual of our family intentionally breaks one of these rules, our entire family will be held responsible. After three intentional violations, we may be asked to leave.