



# Community Code of Conduct

Arts & Academic Collaborative is committed to preserving a welcoming and respectful environment for students, homeschool families, teachers, volunteers and visitors. We do not tolerate harassment in any form.

The AAC Code of Conduct exists to define what behavior students, families, teachers, and volunteers should exhibit toward each other and toward visitors in our buildings, online forums, and other interactions, and the consequences if that behavior is in violation of this code. Please read this policy and understand how it applies to you.

When interacting with others, keep in mind these standards for participation:

- **Respect Diversity:** Not everyone at AAC is the same. We vary widely by age, race, gender presentation, sexual orientation, body size, ability, style of dress, personality type, beliefs, and many other factors. When interacting with people, respect their uniqueness. Treat everyone with kindness and compassion through your words and actions.
- **Foster a Safe and Supportive Environment:** Harassment, bullying, or any form of demeaning behavior towards others is strictly prohibited at AAC. This includes, but is not limited to, verbal, physical, or online harassment. All individuals have the right to feel safe and respected in our community.
- **Give People Personal Space:** Only touch, hug, or kiss others if they have agreed to the interaction. Sexual harassment, whether in physical, verbal, or through online settings is not tolerated at AAC.
- **Obey the Rules:** Follow the rules of your classroom, our community, the building, and the law. Don't bring illegal drugs or alcohol to AAC or any AAC sponsored events. Don't cheat or steal anything. Don't trespass or damage property. Don't claim other people's creations as your own. Treat the facilities and those inside it with respect.

If at any time a person makes you feel unsafe, demeaned, or harmed by possible violations of these rules, and standards, and you do not feel comfortable addressing it directly with the other individual(s) involved, you can contact any teacher, volunteer, contact AAC Community Support ([communitysupport@austinaac.org](mailto:communitysupport@austinaac.org)), or file an incident report by filling out this [form](#). The safety of our community is our first priority and all reported issues will be responded to promptly.

If an incident report is filed, The Nonprofit leadership, Teacher Team and/or Program leads will investigate the allegation. These are sensitive matters, so the team may investigate and administer corrective action confidentially. Team members will recuse themselves if they have conflicts of interest. Although any action that is interpreted as being disrespectful, distracting, or disorderly can be disturbing to others, it may not constitute disruptive or dangerous behavior described by this policy, and may not merit corrective action. Each allegation must be looked at objectively with respect to severity, repetitiveness, and impact on the individual and/or community in determining whether the act violated this community standard.

Those who are found to have violated the above rules are subject to the decisions of the AAC nonprofit leadership, Teacher Team and Program leads. AAC's goal is to make sure people are safe and free of harassment. We very much appreciate you helping us make that a reality.

## **Families and Students - Standards & Policies**

AAC is dedicated to creating a warm, respectful, and supportive environment for everyone in our community. This section of the AAC Code of Conduct is to help guide how we interact with one another, maintain a safe and inclusive campus and programs, and uphold the shared responsibilities that keep our vibrant community happy and healthy.

Please take a moment to read through the following standards and policies and understand how it applies to your family and your program participants.

## **Academic Integrity & Honesty**

We value originality and hard work. Students are expected to produce and submit their own work. Please follow guidance from your teacher when use of AI is accepted. Everyone in the community is expected to tell the truth, proactively and reactively. It is understood that accidents and mistakes of all kinds will happen. When they do, it is best to let someone who can help know so any resulting issue can be resolved as quickly as possible. You can always feel safe to tell the truth to a teacher, a volunteer, or send a message to [communitysupport@austinaac.org](mailto:communitysupport@austinaac.org).

## **Accommodations**

We recognize that all learners are different and some in our community may have unique needs. If you or your child requires accommodations of any kind to ensure a successful experience in our programs, please have a direct conversation with your teacher(s) or club leader and establish clear expectations from both sides on how to create the best experience. If you experience any challenges with accommodation conversations, please reach out to [communitysupport@austinaac.org](mailto:communitysupport@austinaac.org).

## **Volunteer Commitments**

AAC thrives thanks to the time and talents of our amazing families. While teachers receive tuition for classes, there is currently no paid staff for AAC or its programs. Our community organization and programs are successful due to volunteer efforts. We ask that each family take on a volunteer role during each semester to help keep things running efficiently and smoothly. Teachers and Programming leads will send out volunteer opportunities at the start of each semester. There will be many opportunities to get involved and to help our amazing community.

## **Financial Commitments**

AAC charges students a Community Fee for each registered class, for special programming and for AAC sponsored clubs. This fee is to help the Nonprofit organization pay for all operational expenses (rent, insurance, etc.) All “tuition” payments for classes go directly to the teacher. When you finalize registration for an AAC class by completing both your community fee and tuition fee payments for the fall semester, the expectation is that you are committing to the full academic year. Please note that non-payment of the Community Fee (paid to AAC) may affect your ability to register for future programming.

## **Communication Commitments**

We aim for clear and timely communication. Families should expect a weekly Monday email from AAC (from the [communitysupport@austinaac.org](mailto:communitysupport@austinaac.org) address). Please regularly check for messages from AAC Community Support and teachers and respond within 2 business days when needed. AAC also commits to responding within 2 business days and asks every teacher to do the same, as well as provide an organized process and platform for classroom logistics and communications.

## **Community & Conflict Resolution**

Strong communities are built on mutual respect and open communication. If disagreements arise—between students, between parents, or between parents and teachers or volunteers—we encourage direct, respectful conversations to work toward a positive resolution. Please try to remember that we are all here to support our children and our community.

Please avoid using group emails or social media to discuss sensitive matters. Any concerns should be brought to the teacher and not addressed with other parents. If a resolution cannot be reached, the teacher can bring the issue to the Programming Committee. We're here to help support fair, appropriate outcomes for everyone involved.

## **Safe Environments & Student Behavior**

Safety is one of our top priorities. AAC programs are currently hosted primarily at the Northwest Hills Methodist Church (NWHMC). NWHMC has campus policies in place regarding safety, weapons and substances. NWHMC is tobacco- and vape-free, and weapons of any kind are strictly prohibited—including those carried by licensed individuals. Only law enforcement personnel may carry weapons on NWHMC property. By participating in AAC programs, you also agree to adhere to the shared space policies of our host - NWHMC. Please follow all posted NWHMC safety, evacuation, weapons, and substances policies.

To keep our campus safe and meet our insurance requirements, a parent or designated adult must remain on-site during all breaks.

We are committed to fostering a safe and inclusive learning space where all students

feel welcome and supported. Behavior that is aggressive or inappropriate will be addressed immediately with age-appropriate responses such as guidance, redirection, or mediation. Parents will be notified if issues persist or are serious. In some cases, the teacher may suspend or end a student's enrollment if behavior problems cannot be resolved.

### **Space Care Commitment**

We expect everyone in our community to practice "space care" by keeping our community and classroom program spaces neat and clean and practice respect for all furniture, decor and equipment. If a student damages campus property, their family will be expected to work with AAC to find a solution, which may include covering repair costs. We aim for showing the highest level of respect to others and to our shared spaces.

### **Illness & Injuries**

Let's take care of one another. If your child is unwell, please keep them home until they've been fever-free and feeling better for at least 24 hours. If your child will be absent, email your teacher/club leaders/program leader for that day's activities to let them know. For communicable illnesses, please also notify us so we can help protect our community by sharing appropriate alerts (while respecting privacy). We follow the AISD sick policy and hope families will refer to AISD policies when in doubt.

Thank you for being a part of the AAC community! We appreciate your partnership in creating a respectful, engaging, and safe environment for everyone.

### **Updates and Acknowledgement**

This document may be amended, by way of Board of Directors approval. When any meaningful update is executed, all active community participants shall receive notice of the amendment details.

By completing the 25/26 AAC Program year Waiver - you acknowledge your access, understanding and commitment to the standards and community expectations described above.