

# SALT

Serious About Learning Together



Co-op Handbook  
2017-18

# TABLE OF CONTENTS

Mission Statement .....	3
Statement of Faith .....	3
Member Qualifications .....	3
History .....	3
Leadership .....	4
Educational Philosophy .....	4
What is SALT Educational Co-op? .....	4
What does SALT have to offer in addition to Academics? .....	5
New Family Application Procedure .....	6
Registration .....	6
Service Requirements .....	6
Tuition Policy .....	7
Class Changes, Withdrawals, and Dismissals .....	8
Sign In and Parent Guidelines .....	9
Name Tags and Campus Visitors .....	10
Campus Restrictions .....	10
Building Rules .....	12
Code of Conduct .....	13
Dress Code and Grooming Policies .....	14
Unacceptable and Inappropriate Use of Technology .....	15
Bullying and Cyberbullying .....	15
Academic Policy .....	15
Academic Probation .....	16
Thinkwave .....	17
Discipline Policy .....	17
Standard of Conduct and Organization .....	19
Miscellaneous .....	21
SALT Graduation Ceremony .....	22

## **MISSION STATEMENT**

Recognizing we are the SALT of the earth to a dying world, we as parents and tutors will provide a teaching environment for our children allowing them to excel academically. We will combine our wisdom, influence each other spiritually, and hold one another accountable to God's standards for life.

## **STATEMENT OF FAITH**

- We believe in God. We believe in the same God of the Old Testament Scriptures, 'the God of Abraham, Isaac, and Jacob.
- We believe there is only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. He is one Being who eternally exists in three persons - Father, Son and Holy Spirit, without division of His nature, essence, or being.
- We believe that God demanded a perfect 'blood sacrifice' for the sins of the world.
- We believe Jesus Christ, in the First Century; came to fulfill God's requirement of a 'blood sacrifice' by dying on the cross for the sins of the world.
- We believe all have sinned and fall short of perfection.
- We believe in the resurrection of the crucified body of Jesus Christ, of His ascension into Heaven, and in His presence there for us, as High Priest and Advocate.
- We believe in the imminent visible and personal coming of Jesus Christ as Savior to establish His world wide kingdom on earth.
- We believe that all who receive Jesus Christ by faith are placed into His kingdom, given the Holy Spirit who indwells, seals and baptizes and for those who yield to Him, he fills with power to serve.
- We believe in the future bodily resurrection of all mankind.
- We believe the Bible is the inerrant word of God and remains today, as always, the best guide for living our lives in a struggling world day by day.

## **MEMBER QUALIFICATIONS**

SALT accepts all families, regardless of belief or background, that home school at least one school age child and agree to abide by our Code of Conduct and respect our Statement of Faith.

## **HISTORY**

In 1994, a small group of families began meeting together in their homes for the purpose of fellowship and group academics. More families became involved and the group quickly outgrew their meeting spots. While searching for a new location, God opened a door that allowed them to begin meeting at Camp El Har in Dallas. In May of 2001, SALT Educational Co-op officially began. The group relocated in 2006 and began meeting at Faith Bible Church, where it continues to flourish thanks to the involvement and dedication of home school families like yours!

## **LEADERSHIP**

Our leadership consists of a Board of Directors, who determine the policies under which the co-op will conduct business. We also have a Directing Committee, composed of onsite tutors and moms, who oversee the daily operations of the co-op.

## **EDUCATIONAL PHILOSOPHY**

In the state of Texas, home schools are recognized as private schools. SALT stands in agreement with these guidelines and recognizes that your home is your child's school and that by electing to home school, you have assumed the role of primary tutor. SALT assists you in the education process, but all educational responsibility falls to the parent, including the selection of classes, purchase of curriculum, and keeping of records.

## **WHAT IS SALT EDUCATIONAL CO-OP?**

SALT is not a school. Our organization functions as a home school co-op that brings families together for the sake of working cooperatively in the teaching of our children. SALT exists as a community of families that each contribute in some way toward the education, socialization, safety, or well being of our children.

Because our program relies on parental involvement, SALT is not a drop off program. Students over the age of 13 may be left on campus unattended, as long as the student is thriving in the areas of academics and conduct. The parents must exhibit an attitude of involvement and accountability even when not on site.

SALT tutors offer a variety of classes that assist you in your child's education, but they do not replace you as the student's primary tutor for that subject, nor are they responsible for the student's academic progress. The tutor will be responsible for introducing a weekly lesson, assigning homework, grading the homework once completed, and posting grades on Thinkwave. Parents play an active role in this process by requiring the completion of assigned work, monitoring the student's weekly progress, assisting the student with organizational skills, and checking grades that have been posted.

For our elementary age students, SALT offers both academic and enrichment classes. Our enrichment classes do not require work to be completed at home AND/OR do not issue a grade for student work. The academic classes require the completion of homework and grades are given for each assignment. If you place your child in an academic class, they will be expected to complete the assigned work.

For our junior high and high school students, SALT offers both academic and elective classes. Our electives, such as P.E., Tae Kwon Do, Art, Violin, Guitar, Piano, and Voice provide credit in the areas of physical education and fine arts. Academic classes center on the subjects of Language Arts, Mathematics, History, Science, and electives necessary to fulfill graduation requirements.

## WHAT DOES SALT HAVE TO OFFER IN ADDITION TO ACADEMICS?

- **Achievement Testing** – SALT provides an opportunity for students to take a standardized achievement test that assesses K-12 students. Testing is dependent upon the number of families interested per year.
- **PSAT Testing** – SALT coordinates testing with a local private school so that high school students can participate in the Preliminary SAT.
- **ACT/SAT Prep Classes** – Occasionally, SALT offers a high school class that teaches test taking skills, writing techniques, and prepares the student for college admissions tests.
- **Academic Counseling** – Families can schedule an appointment for academic counseling and help with class selection for the upcoming year.
- **Field Trips** – The SALT field trip coordinator organizes several outings throughout the year. This past year, our field trips included a visit to the Perot Museum, Dallas Arboretum, Frontiers of Flight Museum, Joe Pool nature hike, the Cedar Ridge Preserve, etc.
- **Family Fun Days** – SALT's family outing coordinator offers opportunities throughout the year for families to gather in a relaxed atmosphere and get to know each other.
- **"Friendship Nights"** - SALT's family outing coordinator offers opportunities throughout the year for moms to gather in a casual setting full of fellowship and fun.
- **"Home School Help" Support Group** – This is an on campus monthly gathering that educates, encourages, and empowers the parent in regard to their home school journey.
- **MOM (Ministry of Motherhood) Bible Study** – Ladies will gather every Thursday for a time of encouragement, prayer, and spiritual growth.
- **Community Service/Ministry Opportunities** – SALT offers occasional opportunities for high school students to earn community service hours and to participate in ministry events. Not only does this help the students earn community service hours, but it gears their hearts toward the needs of others.
- **Tae Kwon Do Belt Tests, Art Competitions, Talent Show, etc.** – There are many events throughout the year that allow our students to showcase their skills and talents. This includes our **SALT End of the Year Fair**, where families, students, and tutors come together to experience an eclectic display of the students' work and classroom projects.
- **Graduation Ceremony** – At the end of each year, SALT holds a formal graduation ceremony for the graduating seniors.
- **Jr. Sr. Trip** – Each year, our junior and senior classes participate in a community building, memory making trip that enhances their last two years of high school.

## Community

SALT is not just another home school co-op, we are a community. We encourage each family to attend our on and off campus activities throughout the year. Our desire is that we walk this home school journey together, offering encouragement, support, and friendship to each other along the way.

## **NEW FAMILY APPLICATION PROCEDURE**

New families should reach out to SALT via email so that information can be sent their way regarding New Family registration. In preparing to register, the family must print all necessary forms, which can be found on our website, then reserve an appointment for registration. During this appointment, a “new family interview” will take place, which allows the family to learn more about SALT and helps them decide whether or not our co-op meets their needs. At the same time, the SALT Directing Committee will determine whether the student should be approved for admission to the program.

All new families will be required to submit a reference letter at the time of their interview and any student age 13 or older will be required to attend the interview.

New families will attend the SALT Orientation, which takes place in August, and will participate in four support group meetings throughout the first two months. These meetings occur every Tuesday at 9:45AM on the SALT campus. Whether a new home school parent or a past master, these support group meetings will provide a time for parents to build relationships and gain/share knowledge.

## **REGISTRATION**

Registration for the upcoming year takes place in May, June, and August. Families should print all necessary forms, which can be found on our website, prior to registration. Classes should be selected in advance and materials fee checks written to each tutor. SALT membership fees are due at this time as well.

## **SERVICE REQUIREMENTS**

Each family is required to complete a monthly service commitment. There are two available service options.

### **Option 1: Service Time**

This option consists of 40 service hours. You will serve one hour and 15 minutes per week. The parent must sign the Service Time Sheet, located at the sign in table, 5 minutes prior to the assigned shift. Examples of Service Time include monitoring the playground, hall, gym, etc. If you are unable to fulfill your weekly service hour, you must notify the SALT staff immediately so that arrangements can be made to fill your position. Failure to do so will result in a \$10.00 per week fee. Continually missed service time will result in service payment or dismissal from co-op.

During the fulfillment of your service time, parents should be completely attentive to what is taking place around them – not on their phone or visiting with other parents. The role you play in keeping the campus safe and managing the students is of key importance for that 75 minute period.

### **Option 2: Service Payment**

This option enables parents that cannot fulfill a service time to pay a monthly service fee of \$40. If you sign up for this option, you may choose, with proper notification, to switch to Service Time during the course of the year.

## TUITION POLICY

Tuition

checks follow the SALT calendar. Tuition is due as close to every 4 weeks as possible. Please check the calendar for the specific dates. You are responsible to know when to pay your tutors. Write a separate check for each tutor. If paying with cash, place it in an **unsealed** envelope with all proper information written on the outside. Information should include name of student, tutor, class and amount. Payment should be made at the front desk. A cash receipt will be written for you to keep for your records.

If you fail to pay tuition on time, you will incur a late fee of \$5 per class, per week, per tutor, until payment has been received. Tutors are required to report missing tuition to the SALT staff so that an email can be sent to your attention. Any fees incurred by a tutor for a returned check must be reimbursed by the responsible party.

**In the event of unexpected circumstances that affect timely tuition payment, please communicate quickly and personally with the Tutor Liaison, so that she may offer assistance with the matter.**

Tutor Absence: Tutors are responsible for having a substitute tutor available to fill in for them in the event of their absence. This substitute must be suitable for teaching this subject and be approved by the SALT Directing Committee. In the event of their absence, you should receive an email from the tutor. If the tutor does not use a substitute or plan for a make-up class, you may prorate (\*divide monthly tuition by four for the per week cost) the amount from the next tuition check. However, tutors are not required to prorate tuition due to a missed class because of a student's illness, vacation, etc.

**\*Note: Since tutors base their monthly tuition on an eight (8) session scale, the tuition for all months will be the same without respect to the number of class days in each session.**

## CLASS CHANGES, WITHDRAWALS, AND DISMISSALS

We understand that times will arise when a student needs to change their schedule. In those instances, the following guidelines apply:

### Drop Fee Schedule:

**September (Session 1):** This will be considered a **grace month** with regard to drop fees. This will allow the parent to decide if the student has been placed in the proper class(es) and whether they need to make any changes in the student's schedule. During this grace month, changes can be made without a fee for dropping the class. However, should the student attend even one class in September, the September tuition must be paid.

**October (Session 2):** Dropping a class during this month incurs a fee of 25% of the remainder of the monthly fees due that tutor for the entire co-op year.

**November - December (Sessions 3-4):** Dropping a class during these months incurs a fee of 50% of the remainder of the monthly fees due that tutor for the entire co-op year.

**January - February (Sessions 5-6):** Dropping a class during these months necessitates paying 75% of the monthly fees due through the end of the school year.

**March - May (Sessions 7-8):** Dropping a class during these months necessitates paying 100% of the monthly fees due through the end of the school year.

***Please be considerate of the tutors and do not sign up for classes unless you are almost positive to continue them throughout the year.***

Forms for dropping/adding a class are available at the front desk. If you choose to withdraw your child from a class, please remember you are responsible for paying the drop fees at the time you come in to fill out the paperwork. All Add/Drops must be completed in writing, this includes the withdrawal of your student from SALT. (Please let us know if there are extenuating circumstances which may cause you to have to drop a class.)

## **SIGN IN AND PARENT GUIDELINES**

Each day, students under the age of 13 must be signed in by a parent or designated, responsible adult. High school students may sign in on their own, but if any difficulties or abuses of this privilege arise, it will be revoked. When signing in, provide a name and cell phone number of the student's on-campus parent or responsible adult so we know who to contact in case of an emergency.

As mentioned before, our program relies on parental involvement and IS NOT A DROP OFF PROGRAM. Students over the age of 13 may be left on campus unattended, as long as the student is thriving in the areas of academics and conduct. The parents must exhibit an attitude of involvement and accountability even when not on site.

We strongly urge all parents to remain on campus. If you choose to leave campus, you **MUST** provide a phone number and be available at all times should your student need to reach you.

**No child under the age of 13 is to be left on campus without a parent or designated adult.** These students **MUST** have a parent or on-campus responsible adult present at all times. If you must leave campus temporarily or miss SALT due to unavoidable circumstances, then the student must have a designated, responsible adult caring for them in your absence. Parents should not form a habit of leaving their child under someone else's care and must select a designated adult who is able to watch and monitor the child. The parent must notify the front desk if unable to be present or if leaving campus for any reason and must write the name of the designated adult next to their family information on the sign in sheet. A classmate's parent, a carpool parent, or another adult present on campus can be chosen as a designated, responsible adult and this person's name must be written on the sign in sheet. ***We strongly urge all parents to remain on campus.***

Directing Committee members, adult volunteers, and other parents on campus are NOT automatically or personally responsible for any/all Co-op students.
--

## NAME TAGS AND CAMPUS VISITORS

Each member of SALT will be issued an I.D. badge/Name Tag. You are required to wear the name tag each day you are at Co-op. This applies to parents, tutors, and visitors alike. This procedure helps insure the safety of those on campus, by allowing SALT members to easily identify who does or does not belong there. SALT will provide the initial tag, but replacement tags will cost \$2.00 each.

SALT welcomes visits from parents and grandparents at any time. When visiting, please stop at the front desk to pick up a visitor tag. **Students not registered as a SALT student may only visit once during each semester.** This pertains to older siblings, past graduates, future students, and any other young person not currently enrolled in the program. If a student visitor comes to SALT, they must stop at the desk to sign in and pick up a name tag. Visitors must follow SALT guidelines while on our campus and can be asked to leave if an issue arises.

Students currently enrolled in the program may not attend classes that they are not registered in. All visitors must be off campus by 4:00.

## CAMPUS RESTRICTIONS

Throughout the school day, SALT Families may utilize the following campus areas: Eastside Yard, Gym, Large Playground, East Picnic Area, Study Hall, or Assigned Classroom.

A parent, on-campus responsible adult, or an adult monitor **MUST** be present when a student is in any of these areas. If an adult is not present, students are to remain in the gym.

1. SALT members are not to be at the main church buildings during SALT.
2. No one should enter the woods or exit the fenced in area of the playground unless their tutor is holding class in that area.
3. Only students up to 6<sup>th</sup> grade should be present on the playground.
4. Students over 6<sup>th</sup> grade should be in class, in the gym for their off hour, or in the Study Hall.

### CAMPUS RESTRICTIONS: STUDY HALL

Students are allowed on campus beginning at 8:15AM. Each family selects their classes and customizes their schedule, so each student will arrive and depart from campus at a different time. Regardless of your child's schedule, the following guidelines hold true:

The student is expected to be in their classroom during times of instruction.

The student may have ONE off hour where they may socialize in the gym.

The student should leave campus when their classes are over for the day – unless they are waiting on siblings to complete their class time.

Every student, 7<sup>th</sup> grade and older, **MUST** register for Study Hall if they are on campus and do not have a class to attend. The only exception to this rule is that you may have one off hour in the gym.

Policy states that each student in grades 7th - 12th is allowed one "off hour" in the gym while on campus. This is in addition to the lunch hour, if they are on campus during that time. An "off hour" is defined as "an hour where a student, who has been in a class, must wait on campus for their next class period to begin". If a student has more than one "off hour" per day, then the

student will be required to enroll in and attend a study hall period to do school work. When a student has completed their classes, they should leave campus for the day unless waiting on younger siblings to finish class time.

***The policies and procedures contained in the handbook may be amended as needed. The Board of Directors and Directing Committee will update when necessary and will communicate any changes to the group via email.***

## BUILDING RULES

1. Students may not enter a classroom without the tutor present.
2. No student may linger in the hallway once classes have begun. Students must be in the gym or study hall when not in class.
3. The lounge area on the 2<sup>nd</sup> floor is designated as a parent only zone. Children are not permitted in this area.
4. The church kitchen and ice machine are off limits except to the kitchen staff and tutors.
5. Students may not be in the parking lot or in their car during class hours.
6. Any student who leaves campus during his/her scheduled class time or is in an undesignated area will be subject to co-op discipline. Students need their parent's permission to leave campus early if they will be missing class.
7. There are no campus monitors during lunch. Parents are responsible for their own children during this time. No one is allowed upstairs during lunch. No students are to be in the hallways during lunch. Lunch is to be eaten in the gym or the east yard picnic tables if a parent is present.
8. No student may arrive before 8:15AM.
9. NO FOOD OR DRINK is allowed at the facilities of Faith Bible Church except in the gym or outdoors, with the exception of a classroom activity provided by the tutor. Tutors may have a drink in the classroom if it is in a spill-proof cup. Students may only have water in the classroom.
10. During the lunch hour, students may not use balls to play in the gym – but may take the balls outside to play in the front field. Students are responsible for returning these balls to the front desk after use.

It is very important that we demonstrate a good example of home schooling and protect the facilities we have so graciously been allowed to use. Observance of the following guidelines will ensure that the objectives will be met. They can be summed up in this way: Show thoughtfulness and respect toward tutors, parents, other students, and the staff at Faith Bible Church. At all times our actions and attitudes should honor our Lord Jesus Christ.

*"Whatever you do in word or deed do all in the name of the Lord Jesus..." Col. 3:17*

## Code of Conduct

*"It is by his deeds that a lad distinguishes himself, if his conduct is pure and right." Prov.20:11*

**Every person present on the campus of Faith Bible Church and SALT will observe the following guidelines:**

1. Name tags must be worn on the front of the shirt or blouse by all students, tutors, and parents.
2. No electronics will be brought on campus, other than laptop computers and cell phones. (Video game devices, mp3 players, and iPods are not allowed.)  
  
\* Students are only allowed to use **laptops** in the classroom with the tutor's permission or in the study hall under adult supervision. Students may not use laptops in the gym. Younger children may not play games or watch videos on their parent's laptops.  
\* Students may not use **cell phones** on campus unless standing at the front desk. If a student is found using a cell phone on campus, in any other area, the phone will be taken up and returned upon payment of a \$15.00 fine.
3. The following items are not allowed on campus: roller blades, Heely's skate shoes, skateboards, water guns, laser pointers, or **weapons of any kind** (including pocket knives).
4. Inappropriate language, conversation, and attitudes will not be allowed and will be subject to discipline. This includes all written communication and electronic communication posted through social media sites. Pornography is reason for immediate expulsion. \*See Section on Technology
5. Possession, use, or distribution of alcohol, controlled substances, synthetic drugs, paraphernalia, or tobacco products on campus will not be tolerated. This includes electronic cigarettes or any other electronic vaporizing device.
6. There will not be any public displays of affection between anyone on the SALT campus or during a SALT activity. At no time should two students be alone together. Your behavior with one another should always be wholesome, pure, and above reproach.
7. Respectful obedience will be shown to all adults. Students will treat each other with respect; bullying, in person or online, is subject to discipline. \*See Section on Bullying
8. Tardiness to class will not be tolerated. Plan to arrive 15 minutes early if you have an 8:30AM class so that the tutor can start class without disruption.
9. All members will show respect to the property of Faith Bible Church and SALT. 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 front desk. Defacing of property will be subject to disciplinary action and may result in dismissal.
10. Each person is responsible for picking up their own trash while on campus. Food and drink are allowed in the gym and outside areas. Students may only have bottled water with them during class, unless a project or party is taking place.
11. Students will remain within campus boundaries at all times. No one should be behind the buildings or in the wooded area of campus, unless accompanied by a tutor who is holding class in that area.

12. Students will not be allowed to leave campus in another student's vehicle or with an adult who is not their parent, unless a written permission slip has been signed and delivered to the front desk.

13. Drive slowly and watch for young children while on the campus of Faith Bible Church and SALT, with extra caution in the parking lot. Approved teenage drivers should only park in the designated area, located on the back row of the parking lot. \*See Teen Parking Rules and Regulations

## **DRESS CODE AND GROOMING POLICIES**

- Tutors, students, staff, and parents should dress modestly, neatly, and conservatively.
- Shorts, skirts, and dresses must be within 2 inches of the knee. Leggings or jeggings will not be worn without a shirt, skirt or shorts that come to at least 2 inches above the knee.
- Shirts and blouses must be 2 inches below the top of the pant or skirt. Tops that reveal midriffs, are see-through, expose cleavage or are skin tight are not allowed.
- No tank tops – boys or girls – and no spaghetti straps.
- No clothing with inappropriate pictures or slogans.
- Pants with rips are allowed only if rip falls below the knee. Any excessively large or ripped clothing will not be allowed.
- Underwear may not show on anyone, below or above the beltline.
- Pants must be worn at the waist. (No sagging)
- Hair should be neatly styled. Neatly styled means that hair should not be in the eyes or have a shaggy appearance.
- Neither boys nor girls may wear unusually colored or unusually styled hair.
- Boys/girls will not exhibit visible tattoos. If you cannot cover your tattoo, you will be sent home.
- Boys/girls may not exhibit any form of body piercing (with the obvious exception of girls' pierced ears).
- Boys may not wear earrings or makeup of any kind.
- No distracting jewelry, chains, or other paraphernalia will be allowed.
- Students who disregard these guidelines and dress inappropriately will be sent home to change. The student will remain at the desk, missing class time, until dressed in appropriate clothing. Any student continuing to violate the dress code will be asked to wear a uniform or will be dismissed from the co-op. This is true regardless of age.

**The SALT Directing Committee reserves the right to make on-going decisions concerning clothing and grooming issues.**

## UNACCEPTABLE AND INAPPROPRIATE USE OF TECHNOLOGY

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexual in nature, threatening, harassing, or damaging to another's reputation. This includes all available means such as cell phones, texting, email, social media sites, and photo apps. This applies to conduct both on and off SALT property. Inappropriate activity may result in dismissal.

## BULLYING AND CYBERBULLYING

SALT members will treat each other with respect. The act of bullying through written, verbal, or electronic correspondence will not be permitted. This behavior will be defined as "actions that result in harm to a student or their personal property, place a student in reasonable fear of physical harm, or creates an intimidating educational environment".

## ACADEMIC POLICY

**When participating in SALT, it is important for each member to understand the role that tutors, parents, and students play in the academic process.**

1. **SALT is not a school.** Our organization functions as a home school 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. SALT tutors 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 will be responsible for:**
  - \* requiring student(s) to complete their assigned work
  - \* monitoring student(s)' weekly progress
  - \* checking student(s)' status on Thinkwave
  - \* assisting student(s) in organization skills
  - \* maintaining school records / transcript
  - \* communicating with tutor
5. **Student(s) will be responsible for:**
  - \* completing weekly assignments
  - \* checking Thinkwave weekly
  - \* understanding that late work will be penalized and will not be accepted after one week (except for extenuating circumstances, at the tutor's discretion)

## ACADEMIC HONESTY POLICY

At SALT, we value honesty and truth – and we hold our students to this Biblical standard as well. We want to teach the principle of being honest in all areas of life, including academics. Our Academic Honesty Policy pertains to the areas of exams, at home tests, written papers, and daily homework.

### **The following situations violate our Academic Policy:**

**Intentional Plagiarism:** This takes place when a student purposefully takes the words, ideas, or data of another individual and presents them as their own thoughts.

### **Cheating:**

- Allowing someone to copy your work and present it as their own when completing a homework assignment or while taking a test.
- Copying someone else's work and presenting it as your own when completing a homework assignment or while taking a test.
- Students using materials during an exam when the tutor has not authorized said use.
- Completing a test or homework assignment and allowing another student to turn it in as their own work.
- Allowing someone to complete a test or homework assignment on your behalf and turning it in as your own work.

When a violation of this policy occurs, the situation will be reported to the Directing Committee. A meeting will take place between the Tutor Liaison, parent, and student. A failing grade will be received on the assignment that was involved in the policy violation.

In cases of habitual behavior or extreme measures, suspension or expulsion may be carried out.

## ACADEMIC PROBATION

When a student's grade falls below a 70, they will be placed on **academic probation**. The parent will be notified by the tutor when the student is placed on probation. The parent and student will have four weeks to bring the grade above 70. If they do so, then the student has fulfilled his/her requirement and is removed from probation. However, if the student fails to bring their grade above 70 during this four week period, they will be removed from the class, and parents will pay applicable drop fees.

This policy insures that the parent stays involved in their child's academic progress and remains aware of the grades they are receiving. It allows the student to take responsibility for his/her work and to develop a strong work ethic.

Our goal is for each student to succeed, and this requires a solid partnership between parents and tutors.

## THINKWAVE

SALT uses an academic management program called Thinkwave to keep track of each student's progress throughout the year. Tutors are required to utilize this site for Jr. High and High School students. Parents are required to register their students with Thinkwave. This program allows you to monitor the student's grades, monitor completed assignments, message the tutor, and archive the final grades for record keeping purposes.

## Discipline Policy

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 Directing Committee so that the student may be held accountable for his actions. Our goal is to create an orderly learning environment for our students.

**Train up a child in the way he should go: and when he is old, he will not depart from it.  
Prov. 22:6**

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 tutor or parent has trouble with a student and the student is confronted with the problem...and they respond disrespectfully and do not correct the problem, the following procedure will be implemented:

The incident will be reported to the Directing Committee. Our Family Liaison will meet with the parents and student involved, if they are under the age of 13. If the student is over 13, he/she may be addressed without a parent unless the situation requires their presence.

If the offense is minor, then the student will be asked to fulfill one or more of the following obligations:

- Make apologies and, if deemed necessary, write apology letters
- Complete a form of work on campus such as cleaning tables, cleaning walls, picking up trash, etc.
- Loss of privilege

If the offense is a major infraction or a repeat offense, then the following disciplinary actions may be implemented:

- Campus work over a period of weeks
- Temporary suspension
- Parent must shadow the student for a specified time period to all classes
- Possible expulsion

## **The following offenses give cause for expulsion:**

- Actions that are unlawful or deemed to be harmful to oneself or others
- Defacing of any property on the church grounds will be grounds for immediate dismissal
- Weapons, illegal substances and pornography brought on campus will be grounds for immediate dismissal
- Non-payment of any SALT fees or tutor tuition
- Continual missing of SALT service time requirements
- Students who have not met academic probation requirements or who violate the academic honesty policy
- Students who have not cooperated with SALT staff on repeated discipline issues

**Remember that dismissal from SALT Educational Co-op incurs all fees reflected in our tuition and class withdrawal policies.**

If two students have an argument that is not resolved and this problem causes disruption on our campus and creates a spirit of dissension, then they will be brought together by a committee member to discuss the incident. The involved parties will be expected to listen to each other and work toward reconciliation. We encourage and teach the students to follow the Biblical guidelines of peacemaking.

\*If a student over the age of 13 has been left unsupervised at SALT and the need for discipline arises, then the student will be approached and corrected regardless of whether or not the parent is on campus. If a disciplinary meeting must be held, then the parent will be contacted and given the chance to return to campus for the meeting. If they are unable to attend, then the meeting will still take place due to the student's age of accountability.

## **Standard of Conduct and Organization**

**Every person involved with SALT must agree to abide by the following guidelines when participating in SALT Educational Co-op sponsored activities.**

SALT Educational Co-op exists to support and promote the Home Education of school-aged children by their parents, legal guardians, or designated persons.

Involvement in SALT Educational Co-op requires that participating families read but not necessarily agree with, the SALT Statement of Faith. This policy allows the Co-op to be inclusive; allowing any family, regardless of belief or background, to be a part of SALT Educational Co-op. It also ensures that all families are aware of the Biblical basis SALT Educational Co-op uses to make its decisions and plan its activities. Although SALT Educational Co-op does not require everyone to maintain the same beliefs, doctrines or philosophy, it does require that families agree to and abide by the same code of conduct and organization. This standard of conduct and organization applies during those times and places when Co-op families (to include parents, designated guardians and children) are participating in or supporting SALT Educational Co-op sponsored activities, and while off campus in regard to social media.

### **STANDARD OF CONDUCT**

Participating families and tutors will act in such a way that their words and actions promote the unity and encouragement of fellow Co-op families. Participating families and tutors will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating or rude. Participating families and tutors will avoid gossiping to or about other Co-op families. Participating families and tutors will be responsible for their own children's behavior to ensure they are acting in accordance with this standard of conduct.

### **STANDARD OF ORGANIZATION**

SALT requires that all participating families, tutors and leaders of SALT Educational Co-op clearly understand this code of organization.

All leaders and tutors must read, agree with, and sign the SALT Statement of Faith. It is also expected that such leaders and tutors will make decisions and plan activities that will be pleasing to God and in accordance with His Word, the Bible.

Leadership and participation in SALT Educational Co-op and its associated activities is a privilege, not a right. The SALT Directing Committee, based on continuing unacceptable conduct by a tutor, family, or individual, can revoke this privilege and terminate their participation in SALT Educational Co-op.

SALT Educational Co-op exists to bring together home schooling families for common support and encouragement. It is not a goal of SALT Educational Co-op to become an organization focused on growing itself or seeking approval of its activities by outsiders or those with which the SALT Directing Committee disagree with in philosophy, decisions or activities.

SALT is led by the SALT Directing Committee and a Board of Directors. The Directing Committee is self-perpetuating – it elects and replaces its own members without approval or vote from the participating SALT membership as a whole. The Committee has the right and obligation to oversee all activities and where needed, involve itself in the decision-making process of SALT sponsored committees, functions or activities. In rare and compelling circumstances, the Board of

Directors may exercise its right to sustain, rescind or change decisions made by such SALT committees, functions or activities. The Board's decisions cannot be rescinded or changed by any type of vote or common agreement of SALT Educational Co-op participating members. It is for this reason that the Directing Committee takes its responsibilities seriously and humbly and with a goal to glorify God in all decisions made.

Families are encouraged to provide input and opinions about any aspect of SALT Educational Co-op. Recommendations and/or disagreements that families may have are to be handled in a responsible and respectful manner. Such comment and discussion is to be directed to the appropriate leaders(s) and, if needed, in a responsible manner to the SALT Directing Committee.

## MISCELLANEOUS

**Hot Lunch:** Lunch is served between 12:00 – 12:30. Please provide your student with a sack lunch, cash or send a check to be applied to your family pay-as-you-go lunch tab. Our lunch options include items such as baked potatoes, soup, salad bar, pizza, and monthly specials. Drinks and snacks are available as well.

**Illness policy:** Please do not bring children to SALT who have had fever, diarrhea, vomiting or other contagious conditions within the past 24 hours. If your child requires any medication, please keep it with you and administer it yourself.

**Inclement/Snow weather:** You will receive email notification if we cancel classes. Pay attention to school closings in your local area. Please have your children dressed appropriately for such weather. **Tuition amounts remain the same if a snow day occurs.**

**Flyers or Posters:** Parents, tutors, and students must check with the SALT staff before leaving flyers and/or hanging posters advertising anything other than SALT activities. (Exception: Faith Bible Church events)

**Lost & Found:** The lost and found container is kept at the front door. Unclaimed items will be given to an outreach center twice during each semester.

**Study Hall:** Jr. High and High School Students may have one 'free' class hour each day. They will be expected to be in study hall during any other 'non' class hours.

**Children with Special Needs:** SALT does not want to discriminate against students with learning differences or disabilities. However, we are not equipped to meet the needs of certain children. Out of consideration to our tutors, the Co-op asks that parents inform tutors in advance of any learning differences or health issues. In certain cases, a tutor may determine that they are unable to handle the learning differences of a student. The tutor reserves the right to deny enrollment upon such consideration.

## **SALT GRADUATION CEREMONY**

SALT hosts a yearly graduation ceremony for its senior class. The event takes place the Saturday after the SALT calendar year ends. Parents of graduating seniors organize and carry out each element of the ceremony, following specified guidelines for the event.

At the beginning of each year, seniors and their families meet and go over the required graduation paperwork. Parents complete their packet, pay the graduation fee, distribute responsibilities, and move forward on planning for the big day. Students are *not required* to participate in our graduation ceremony, but it is a wonderful opportunity to celebrate formally with friends and family. In order to qualify for participation, a student must attend SALT for the complete year and must be enrolled in at least one class with SALT during their senior year, attend some of the \*SALT junior/senior activities, and have a clear balance on all monies owed to SALT.

As far as academic graduation requirements, we understand that each family selects the classes their students will take throughout high school, but we do encourage parents to have their college bound students follow TEA graduation guidelines when completing their high school curriculum. Meeting these basic course requirements aid the student in the college application and scholarship process.

\*Each year, SALT offers a Junior/Senior trip, fundraising activities, and group attendance at the Texas Christian Home School Prom.

## **Teen Parking Rules and Regulations**

Students over the age of 16 can operate a motor vehicle on the SALT campus and property of Faith Bible Church. Operation of a motor vehicle is a privilege granted by the SALT Committee and may be taken away for inappropriate behavior or campus driving violations.

Upon arriving at SALT, students must immediately exit their vehicles and the parking lot to enter the building. Students who loiter in the parking lot or in their cars during class hours will be subject to disciplinary action.

A student driving a motor vehicle to SALT must be a licensed driver and have the liability insurance coverage required by Texas law.

### **Student Driving Regulations**

- Students must park in the designated parking area, located on the far side of the parking lot next to the field.
- Students must maintain a safe speed and avoid reckless driving.
- Students must be aware of younger students present in the parking lot.
- Students may not loiter in parking lot or in their cars.
- Students may not leave campus during lunch unless they are accompanied by their parent
- Students may not leave campus with fellow students in their car
- Students may not leave campus in order to “skip class”.
- Students may not bring banned items onto the campus, even if items remain in their car.

If any student is caught violating these regulations, they will be subject to the loss of campus driving privileges for a 2-4 week period, and possibly to additional discipline administered by the SALT Committee.