



Co-op Handbook 2015

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Mission Statement

Recognizing we are the SALT of the earth to a dying world, we as parents and teachers 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, who 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 teacher. 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 teacher 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 Engrade. 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 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?

- **Terra Nova Testing** – SALT provides the opportunity each year for students to take this standardized achievement test that assesses K-12 students.
- **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** – SALT offers a high school class that teaches test taking skills 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’s mission coordinator organizes opportunities throughout the year that allow our high school students to work alongside community organizations/ministries. Not only does this help the students earn community service hours, but it gears their hearts toward the needs of others.
- **Dance Recitals, Drama Performances, 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.



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 must print all necessary forms, which can be found on our website, then schedule a “new family interview”. This meeting allows the family to learn more about SALT, helps them determine whether or not our co-op meets their needs, and prepares them for the registration process. All new families will be required to attend our orientation and one month of support group meetings. These classes meet every Tuesday at 9:45 a.m. on the SALT campus.

Registration

Registration for the upcoming year takes place in May 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.

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 each tutor and those of us in the SALT office.

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 teacher. 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) 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-December (Sessions 2-4): Dropping a class during these months incurs a fee of 20% of the remainder of the monthly fees due that tutor for the entire co-op year.

For example, you decide to drop a class in November that costs \$30 per month, you must pay 20% of Sessions 4-8: $5 \times \$30 = \$150 \times .20 = \$30$ drop fee.

January-February (Sessions 5-6): 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.

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 can be contacted 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. This person must fill out the proper forms and agree to be responsible for the student if any needs should arise. 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 on the front of your shirt or blouse 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 bringing a student visitor to class with them must also stop at the desk and pick up a tag. A student may only visit once during each semester.

Throughout the year, parents are welcome to visit any class at any time. We do ask that disruptive children do not join you on these class visits.

Non-SALT students may visit once per semester. Students must check in at the front desk for a visitor tag. All visitors must be off campus by 4:00.

Campus Restrictions

Throughout the school day, all children and students **MUST** be in one of the following places at all times: 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. If an adult is not present, students are to remain in the gym.

Building Rules

1. Students may not enter a classroom without the tutor.
2. Hallways are to be clear during class hours.
3. No student may be in the hallway until 5 minutes prior to class.
4. The church kitchen and ice machine are off limits except to the kitchen staff and tutors.
5. Students may not be in 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 during class hours OR during lunch. Parents will need to complete a form that permits their high school student to go off campus for lunch.
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 designated outside areas.
8. No student may arrive before 8:15.
9. NO FOOD OR DRINK is allowed at the facilities of Faith Bible Church except outdoors or in the gym, with the exception of SALT Office Staff or 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.

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 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 parents' laptops.

* Students may not use **cell phones** on campus without permission from the front desk. If a student is found using a cell phone on campus without permission, 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.

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 dealt with strongly.

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 or parent.

12. Students will not be allowed to ride in a vehicle other than that of a family member without a written permission slip, 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.

Dress Code and Grooming Policies

Tutors, students, staff, and parents should dress modestly, neatly and conservatively.

Shorts must be within 2 inches of the knee. Length of girls' dresses or skirts should be at the knee or longer. This is true when wearing leggings and/or tights as well.

Shirts and blouses must be 2" 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. No spaghetti straps.

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 boys' hair should not be in their 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.

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 teacher 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 Engrade
- * assisting student(s) in organization skills
- * maintaining school records / transcript
- * communicating with tutor

5. **Student(s) will be responsible for:**

- * completing weekly assignments
- * checking Engrade 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 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***

Engrade

SALT uses an academic management program called Engrade 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 on Engrade. 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, but also to create an open spirit within our students that yearns to do that which is right.

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 teacher 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 staff will call a meeting with the parents and student involved.

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 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
- 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 teachers will act in such a way that their words and actions promote the unity and encouragement of fellow Co-op families.

Participating families and teachers will avoid acting in such a way that is considered disrespectful, offensive, immoral, intimidating or rude.

Participating families and teachers will avoid gossiping to or about other Co-op families. Participating families and teachers 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, teachers and leaders of SALT Educational Co-op clearly understand this code of organization.

All leaders and teachers must read, agree with, and sign the SALT Statement of Faith. It is also expected that such leaders and teachers 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 teacher, 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 – 1:00. 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 Directing Committee

Melinda Binkley–*Director*

Kellie Fancher – *Director*

Terri Reed – *Assistant Director/Advisor*

Debbie Raikes- Advisor

Maralena Almond – Advisor

Abby Pate– Treasurer

Janet Ramler – Operations Coordinator

Michelle Landry – Assistant Operations Coordinator

Jenny Schaefer-Parent/Teacher Liaison

Abby Bolin- Communications Liaison

Allison Baker- Missions Liasion

Loretta Stepanian– Fundraising Coordinator

If you need to reach a SALT representative, you may send an email to salt.homeschooldfw@gmail.com or to their personal email.