
S.A.L.T. ACADEMY CO-OP

Handbook

2023-2024

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I. Purpose:

Support and encourage families in their goal of providing a Christian home education and collaborating on mutual, academic objectives.

II. We Believe:

1. The Bible to be the inspired, infallible, divinely preserved Word of God, the supreme and final authority for all faith and life. The Bible is without error in whole and in part;
2. God has existed from all eternity in three persons: God the Father, God the Son, and God the Holy Spirit;
3. Jesus Christ is God in human flesh being fully God and fully man, except without sin;
4. All men are in violation of God's righteous requirements and His holy character both by nature and act, and are therefore under His just condemnation;
5. The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary atoning death on the cross, which was attested to by His visible, bodily resurrection; and
6. Salvation is offered as a free gift to the sinner. This gift must be responded to by individual faith at the prompting of the Holy Spirit, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone.

III. Our Core Values:

Heart

- Conduct myself in a way that demonstrates Godliness and Righteousness.
- *And you must love the Lord your God with all your heart, all your soul, all your mind, and all your strength. The second is equally important: 'Love your neighbor as yourself. No other commandment is greater than thee.'* Mark 12:20-31

Excellence

- Endeavor to be cheerful and to eagerly perform to the best of my abilities.
- *And whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the Father. Col. 3:17*

Community

- Esteem others more highly than myself.
- *Don't be selfish; don't try to impress others. Be humble, thinking of others as better than yourselves. Don't look out only for your own interests, but take an interest in others, too. You must have the same attitude that Christ Jesus had. Phil. 2:3-5*

IV. S.A.L.T. Definition

Savior, Answers, Light and Truth

V. Membership

1. Membership to S.A.L.T. Academy Cooperative will begin a tiered enrollment. Families that are part of the previous school year, participating at least one full semester of the school year, will be allowed first enrollment. Next will fall to members of CrossRoads Christian Academy that are not already members of S.A.L.T., then finally it will be open if space allows to other homeschool families who agree with our statement of faith, purpose, and code of conduct.
2. New members either:
 - a. Are current enrolled members of CrossRoads Christian Academy; or
 - b. provides a letter of introduction/ referral from their home church pastor;
 - c. prospective new members shall be interviewed by the committee of Coordinators and/ or their designees
3. The co-op is open to students from 1st through 12th grade. Kindergartners must have an older sibling participating as well.
4. A parent or guardian must be present at the co-op while their child is (children are) present.
5. If parental attendance is impossible on a given day, one must have prior permission from the board for well children to attend with another co-op parent who will be responsible for them and for their behavior/ performance while they are at co-op.
6. Cost for classes will be minimized and will be shared by actual participants. A general participation fee will be determined by the board and will be sufficient to cover the cost of the facility/ meeting place used by the co-op. Every effort will be made to keep this fee reasonably low.
7. An Annual Meeting will be defined and programmed by the committee of coordinators.
8. Members are required to attend the Annual Meeting as well as special called meetings. Absence must be approved by the board or its designee(s).

VI. Leadership and Governance

This co-op is an official ministry of CrossRoads Baptist church and shall be governed by the church.

1. Members of leadership must have a minimum of three full years' experience homeschooling to qualify for a leadership role.
2. Coordinators must be members of this co-op for at least one year. And have approval from the CRCA Committee.
3. Coordinators must have a passion for homeschooling and this co-op's success.
4. As appropriate, each member will endeavor to prayerfully seek God's answers for decisions that come before the committee, and will strive, when possible, to seek solutions until all involved parties are able to form a consensus.
5. The S.A.L.T. Director and CRCA Administrator will approve all teachers.
6. Curriculum will be approved by the CrossRoads Christian Academy Board of Directors and CRCA Administrator.
7. Age Group Coordinators will be installed by the S.A.L.T. Director, CRCA Administrator and 2/ 3

vote of the CRCA board members.

8. Final Conflict resolution will come from the CRCA Board.
9. Duty positions will be designated by the S.A.L.T. Committee as needed and appropriate at the time.
10. Individual leadership requirements may be waived on a case by case basis by consensus of the CRCA Board.

VII. Fees

All fees are to be paid to CrossRoads Christian Academy to be part of S.A.L.T. Academy Cooperative. They will be collected by the S.A.L.T. Treasurer.

Cooperative Membership Fees:

- Families enrollment fees are \$25/ child not to exceed \$50/ family each semester
- Families that are enrolled in CrossRoads Christian Academy **and** are members of CrossRoads Baptist Church receive a 50% discount.

Class Fees:

- Some teachers may charge fees for their class. These fees will be kept to a minimum.
- Class fees will cover the costs of supplies, experiment equipment, copies and any other costs associated with the class.
- Drama class fees will include drama scripts, performance fees, program printing, audio sound tracks, lighting fees, and some props, etc. Students will provide their own costumes.

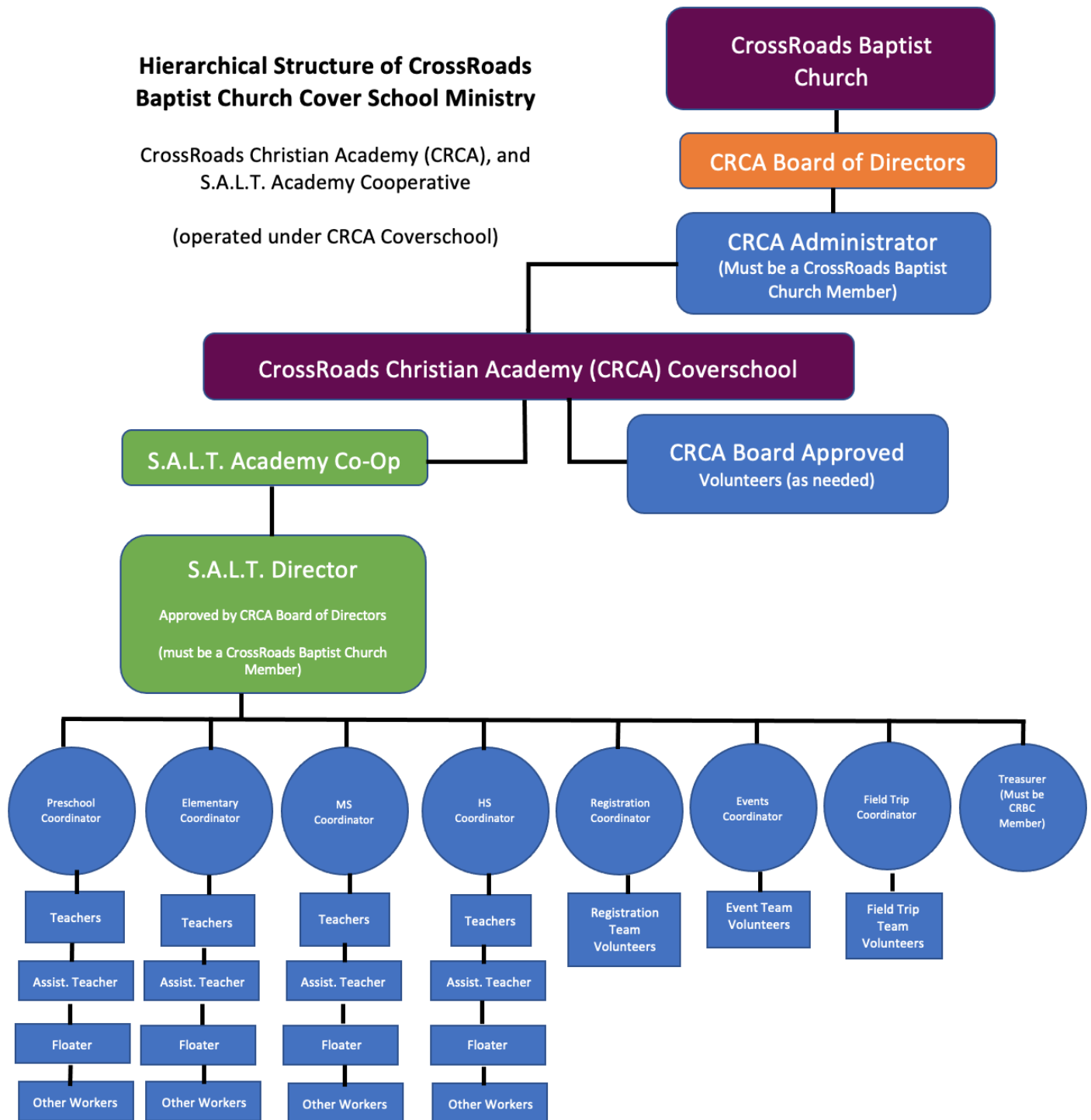
Microscope Lab Fee:

- We are working towards building a science lab. The first major purchase will be a microscope.
- Students who are enrolled in a High School level Biology or Human Anatomy course are requested to contribute \$10.00 toward the purchase of a microscope.

Homeschool-life Website Fee:

S.A.L.T. utilize the Homeschool-life.com software for class enrollment and for classes that will receive grades for parents to be able to use. Cost is \$8.50/ year. As of 2021 your facility fee should be able to cover this expense. This is subject to change as we change our dynamics

VIII. Hierarchical Structure of CRCA and S.A.L.T. Cooperative



IX. Teacher Responsibilities:

- Create a class proposal for the class(es) that you would like to teach.
- After your class is approved, create a syllabus, determine books and/ or other materials, and have student presentations built-in to the curriculum.
- Have the students sign up the first day of class for presentations to be given later in the school year.
- Your syllabus needs to have the tests scheduled for the parent to give the tests at home.
- Send out homework assignments a week in advance (*by noon on Wednesday of each week*).
- Utilize the classroom function on the website for SALT Classes.
- In addition to any homework assignments, please update the announcement tab in your class, on the website, to the parents and explain what you did in class and which student is scheduled to give their presentation the following week.
- Remember to encourage and inspire students to do their best work and try to maintain a positive attitude.
- If you need a T.V. or more chairs for your classroom, contact your designated Coordinator.
- If you need to schedule an event, contact the S.A.L.T. director.
- Do not leave children alone in the classroom without an adult present.
- Try to have a second adult in the classroom with you if possible. Utilize the floater rotation list to fill the position.
- Teachers are to **notify** the director and designated coordinator **when they will be absent** and indicate who will be teaching their class. * You must receive confirmation this information has been received.
- Finally, **pray** for your students and their families. Also, pray for our co-op to run smoothly.

X. Parent Responsibilities:

We ask that parents serve in many areas for the Co-Op to run smoothly. We ask that the parents schedule themselves to an area each hour but one while they are here for the day. If you are scheduled for three or less hours, please serve all hours you are here. They need to register for their spots as they register their students. Your family will not be considered registered if the parent is not registered for all the spots available for them.

1. Assistant Teacher spots may be available.
2. Floater Positions for the grade level of choice. There may be times you are asked to move to a different grade level if the need arises.
3. Lunch/ PE/ Chapel Positions, these positions will be with the students for the duration of this time helping them clean up and arrive at each area on time.

*When you register your students, please also register yourself for the areas that you will serve.

The following are the areas to serve in and the associated responsibilities:

Teacher's Assistant Responsibilities:

- Wipe down white board.
- Straighten up the room and remind students to pick up after themselves.
- Assist teacher when needed.
- Be on the lookout for items that Co-op students and/ or parents leave behind.
- Teach the class when the regular teacher is absent.

Lunch/ PE/ Chapel Duties:

- You will supervise Lunch/ PE/ Chapel times for students assigned.
- You will sit with students during Chapel time to help them be respectful.
- You will assist students to travel between Chapel, Lunch, and PE times.
- You will keep students in the lunch room until you go out to PE.
- You will monitor the noise level.
- You are to accompany the students outside for PE. They cannot be outside unless an adult is with them. Students not wanting to go outside are to go to the study hall room.
- Bring the students in promptly 5 minutes before the start of the next class session so that they can get to class on time.

Study Hall duties:

- Mark class roll of students in study hall.
- Maintain order in the room, as well as noise level.
- Do not let the students go outside to play, unless you go with them and take all the students in the room.

Class Time Clean-Up:

- Put classrooms back in order.
- Wipe off dry erase boards.
- Wipe off tables and counters in classrooms.
- Make sure toilets are flushed.
- Sweep floors in classrooms and restrooms.
- Take down signs for classrooms and put them behind the CrossRoads class sign.
- Take out trash.

End of Day Cleaning (twice a year) Assignments:

- You will be assigned to one of four areas to clean. This is a family project. Allow your students to help with your supervision.
- Put classrooms back in order.
- Wipe off dry erase boards.
- Wipe off tables and counters in classrooms and restrooms.
- Brush out chairs at each table to be sure all crumbs and trash are removed.
- Make sure toilets are flushed.

- Sweep floors in classrooms and restrooms.
- Take down signs for classrooms and put them behind the SALT class sign.
- Hallways and stairs need to be swept.
- If needed mop halls, classrooms, and bathrooms each week.
- Trash: once all trash in your designated area has gathered trash. Take out trash to the dumpster behind the church.
- Any items found in the classrooms need to be brought to the CRCA Office and put in the lost and found.

* Also, please see your designated age Coordinator for further instructions.

XI. Nursery Policies and Procedures*

Workers:

- A minimum of **TWO** nursery workers should be in the nursery room at all times.
- Workers need to stay in the room until the next person comes for their shift.
- Sleeping babies are not to be left unattended.
- The first period workers need to check for safety hazards in the classroom and make sure that everything is ready for the day. Remove church provided sheets from crib, and replace with S.A.L.T. cleaned sheets.
- During the day check for soiled sheets and replace with clean S.A.L.T. sheets as the need arises.
- CLEAN UP: Use Lysol wipes and wipe down EVERYTHING(counters, tables, toys, etc.).

Take out all trash and then sweep or vacuum the floors. If a crib is available, clean S.A.L.T. sheets should be put on and soiled sheets should be properly disposed of. Prepare the room for the next class period. At the end of the day, place CRBC sheets back on the cribs after they have been wiped down.

Parents:

- Parents must drop off their children at the door of the classroom.
- It is the Parents responsibility to make sure that their child's belongings are properly labeled.
- Parents must pick-up their children immediately after class.
- Parents will need to provide a snack and a drink for their child. If the child is staying for the entire co-op time, it is the parent's responsibility to bring their child's lunch.
- If your child has a fever or is contagious, they will not be admitted. ** See Illness policy on page 12.

XII. Student Responsibilities

Presentations

- a. Public speaking is a valuable life-skill – at S.A.L.T. Co-op we encourage each student to give at least one presentation in each of the classes that they are taking during the school year.
- b. Students in high school should do at least one *PowerPoint* or *Google Slides* presentation each year.

Responsibilities

- a. Cell Phones & other electronic devices are not to be used during class, unless the teacher says they can be used for class work.
- b. Students should not hang out in the hallways, but must be in their respective classes on time.
- c. Students should make sure that an adult is present when they are outside for PE.
- d. Students should dress modestly. **See Dress Code*
- e. Students should do their homework assignments and come prepared for class.
- f. Students can only be in the sanctuary with an adult.

XIII. Absence Policy

- Parents, please notify your student's teachers if your student will not be at co-op.
- Adult's absences must be reported to S.A.L.T. Director and designated age coordinator as soon as possible.

XIV. Boundaries for SALT Members

- We are welcome to use the areas of the church we have classes and meetings in.
- We are to respect that there are people working in the offices and need to keep noise to a respectable level so they may work, meet with people, and provide counseling when needed.
- Students are not allowed behind the multipurpose building, inside the golf cart shed or in the gravel parking area beside the football fields. Wooded areas are also restricted from use by students.
- Students cannot be in the parking lot without parent directive, or teacher supervision.
- Students are never allowed to be boy/ girl alone and unsupervised in any area of church property.
- Media room (upstairs), sound booth in multi-purpose room, and the sound booth in the middle school rooms are off-limits for students.
- Kitchen appliances are off-limits excluding the microwave. Microwave use needs to have parent supervision in the main kitchen.
- All S.A.L.T. members will recognize that the staff of CrossRoads Baptist Church have priority over the facilities.

XV. Dress Code

- Clothing must be modest.
- Unusual attire associated with immoral or improper ideas or with an anti-Christian message should not be worn.
- If you are not sure something is appropriate to wear, please do not wear it. Let's honor one another by being respectful in our dress.
- **No short shorts or skirts.** Skirts and shorts should be ***no shorter than 4 inches above the***

knee.

- **No sleeveless shirts are to be worn to S.A.L.T.** This is for all involved, Boys, Girls, Parents. If the child is *5th grade and under*, wide strapped sleeveless shirts are acceptable on hot weather days. NO Spaghetti straps. No one over the grade of 5th grade.
- **If inappropriate clothing is worn** to S.A.L.T. students will be asked to put on sweatpants or a sweatshirt. If no covering is available, students will be asked to leave to go home and change before returning to class.

XVI. Graduation

- A graduation ceremony will be offered at the end of the year. This will be in conjunction with CrossRoads Christian Academy's Graduation. S.A.L.T. Seniors will be recognized as being part of S.A.L.T.
- We will recognize a valedictorian and a salutatorian (*based on their ACT Score, date taken and GPA*).
- Graduating seniors will be given the opportunity to participate in the ceremony.
- The seniors will choose junior students to help serve at the graduation ceremony.
- A *Senior Servant Award* will be given to a senior exemplifying servant leadership.

XVII. Illness

- Do Not Attend if you and/or your child has had fever, vomiting, or diarrhea in the past 24 hours.
- Do Not Attend if you and/or your child has been exposed to COVID and have been with in your 5 days of quarantine.
- Do Not Attend if you have been diagnosed with COVID within 5 days or are still experiencing symptoms of a cough, fever, running nose, loss of taste/smell, etc.
- Do Not Attend if you and/ or your child has lice. You need to alert a coordinator so we can be aware of possible outbreak and not attend again until there is no evidence of active lice.
- You, as the parent, are responsible for informing your age-group coordinator of your family's absence and for getting material, if needed, into the hands of those that need it (if you are responsible for teaching a class).
- You, as the parent, are responsible to alert the teachers of your child when they are going to be absent.

XVIII. Inclement Weather Policy

- Leadership will determine if co-op will be closed or delayed due to inclement weather.
- The decision will be made by 7:00 a.m. and parents will be notified by email. A post will be made on our BAND communication app of the decision.

XIX. Testing

- We will schedule one week off during the spring to have standardized testing.
- Students taking will be part of CRCA and S.A.L.T. Academy
- The *Iowa Assessments™ Form E* and CogAT® will be administered.

XX. Senior Servant Leadership Award

- This award seeks to recognize a senior who has exemplified Christian Character in his or her walk, exercised servant leadership, and modeled moral behavior and integrity.
- The requirements are as follows:
 1. The candidate must be a senior in high school.
 2. He or she must be in good standing in SALT Academy Co-op.
 3. He or she must exemplify the following: good moral behavior, integrity, humility, and servant leadership.

XXI. Yearbook

- We will need some parent helpers to help us capture pictures of what goes on at co-op and fieldtrip adventures.
- We will have a form to sign for your child's photo to appear in the yearbook.
- With each class activity, pictures need to be taken and shared with the group to be possibly used for the yearbook.