

SALT Educational Co-op

Tutor Guidelines

SALT's Vision 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.

SALT's Purpose

SALT exists for the primary purpose of coming together to enrich the education of our children and providing Christian fellowship with other homeschoolers. The co-op is not designed to take the place of the parents educating their children at home, but to bring together the strengths as mothers, fathers, and tutors in the overall education of our children.

Independent Contractor

SALT tutors operate as independent contractors. As such, SALT is not responsible for reporting tutor income for tax purposes. This also means SALT will not withhold FICA (Social Security and Medicare taxes), make state or federal unemployment compensation contributions, or withhold state or federal income tax on your behalf. Tutors are solely responsible for tracking income and tax requirements. SALT also retains the right to make changes to our class schedule at any time, including adding or removing a tutor's classes, as SALT determines to be in the best interest of our organization and families.

Tutor Expectations

- ✓ A tutor's role extends beyond "teaching a subject". Throughout the year, tutors will have opportunities to mentor students in the areas of academics, morality, character development, and spiritual growth. We expect tutors to remember that their example and interaction with students and families matter and has the potential to change lives.
- ✓ Tutors are expected to provide a positive learning environment. This includes, but is not limited to, being prepared and on time for class, handling any disruptive situations quickly, treating students with respect, ensuring students are treating each other with respect, communicating with students and parents in a timely manner, and assuring all SALT guidelines are enforced.
- ✓ Tutors are responsible for thoroughly reading and abiding by the SALT Handbook, including the SALT Dress Code guidelines, while on campus. We ask that tutors present themselves in a professional manner while on campus. Specifically, we ask that tutors maintain a natural hair color (not unusually colored), cover tattoos, and remove piercings (other than earlobes for females).
- ✓ Tutors are expected to enforce all SALT policies in their classrooms and while moving around campus. This includes policies related to electronics, dress code, and the student code of conduct.
- ✓ Tutors are expected to be easily accessible to parents. This includes returning emails, texts, or phone calls in a timely manner.

- ✓ Tutors are expected to participate in the activities we provide to “market” classes to the SALT families. This includes the Tutor Expo/End of Year Fair and open registrations.
- ✓ Tutors with children that attend SALT are expected to follow the parent guidelines, which includes fulfilling their service requirements.
- ✓ Tutors are expected to request permission from the SALT Directing Committee before any product or your SALT classes are displayed, distributed, or demonstrated to the public. We ask tutors to remember that this type of product is an extension of SALT and must uphold our standards and mission statement.
- ✓ All tutors must have a qualified, SALT approved substitute for emergencies and/or planned absences. High school tutors must ensure that their substitutes are adequately qualified to teach the subject matter; if no appropriate substitute is available, the class must be cancelled in the tutor’s absence, and the parents must be refunded their tuition for that period.
- ✓ Tutors are expected to leave the classroom clean and ready for the next tutor’s use. If yours is the last class for the day in that classroom, please remove the trash bag from the container, tie it up, and place it outside the door. Please place a new trash bag in the receptacle.
- ✓ Tutors are required to have a week-by-week syllabus that outlines the activities being covered each week. This syllabus must clearly spell out the assignments and requirements for students. We understand that adjustments will need to be made through the year based on the class progress. Tutors are expected to update the syllabus and communicate with students and parents on any changes. The class syllabus is required to be turned in to the Directing Committee before tutors can receive their materials fees each year. Any significant changes to the course syllabus should be provided to the Directing Committee as needed through the year. Significant changes are defined as changes in materials used, units covered, or course expectations.

Tuition Fees

- ✓ Families pay tuition payments directly to their tutors on the schedule provided by SALT each year. Typically, this provides for tuition being due the first full week of each month except August and May.
- ✓ Tutors are responsible for keeping accurate records of family payments, and reporting to the Tutor Liaison if a family has not paid tuition or there are issues with their payment. Tutors are not to accept payment from or discuss payment with any student.
- ✓ Tutors are expected to deposit all tuition checks within one week of payment. If something unusual happens and checks are being deposited after 15 days or receipt, please email the family to let them know.

Administrative Fees

Tutors with SALT Educational Co-op agree to pay 10% of your total income back to SALT as an administrative/scholarship fee. For example: If you have a class of 5 students paying \$20.00 monthly tuition for a total income of \$100.00, then you would pay SALT a fee of \$10.00. You must pay this fee for any student in your class except your own children or a child you are scholarshiping (this does not

include the students that receive scholarships from SALT). This fee must be paid on barters also. It is collected each session, the week after tuition is due. This money is used for operating expenses and assisting families in need.

Drop Fees

The month of September is a grace period in which the students may drop classes without penalty. This process is to help both tutors and parents assure students are in the appropriate level of classes. After the first month, parents who choose to drop a class will be required to pay a drop fee to the tutor. That drop fee is based on a percentage of the remaining yearly tuition, and the percentage is published in the academic calendar.

Junior High/High School Tutor Responsibilities

Tutors must be familiar with and adhere to SALT's Academic Policy as outlined in our handbook:

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 ensures 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.

Tutors are responsible for posting grades to iGradesPlus once per week.

Tutors are responsible for communicating with parents, especially if a student's grade falls below 70. Proactively communicating with parents when a student is missing work or beginning to fall behind will help keep parents involved as well.

Should the tutor need to meet with a parent regarding an issue, the tutor agrees to let the front desk know so that the Tutor Liaison or a staff member will be included in the meeting.

SALT Educational Co-op
Standard of Conduct and Organization

Please read the Standard of Conduct and Organization and sign the Signature Sheet, stating that you have read, understand, and agree to abide by these guidelines when involved with SALT Education Co-op sponsored activities. Please keep this copy for your records.

STANDARD OF CONDUCT AND ORGANIZATION

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 Board 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 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 escalated, if needed, in a responsible manner to the SALT Directing Committee.