



POLICY & PROCEDURES

I. Goals and Beliefs

A. Goals

1. To provide educational classes and activities for homeschool families
2. To expose our children to the concept of authority outside of the home
3. To provide fellowship and support among homeschool families

B. Beliefs

1. Living Stones was founded by Christian families to provide a place for our kids to learn academic and Biblical truths in a Christian environment. We desire to honor God in all things, and our school day and classes will be conducted from a Christian perspective.
2. Members must pledge to not speak against Christian beliefs or sway others away from Biblical truths as outlined in the Statement of Faith.

C. Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God and is the final authority on all matters therein. (2 Tim. 3:15-17; 2 Pet. 1:20-21 and 3:14-16)
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Gen. 1:26; Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; I John 5:7)
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 1:14; Luke 1:26-38; Heb. 2:14-18 and 4:15; Acts 2:22; 2 Cor. 5:21; I Pet. 3:18; I Cor. 15: 3-4, 20; Mark 16:6-7, 19; Acts 1: 9-11)
4. We believe that salvation is by grace through faith in Jesus Christ as Savior and Lord and not as a result of good works. (John 3:3; Ro. 3:19-26; Eph. 2:1-9)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and to perform good works. (Ro. 8:15-16, 26-27; Eph. 2:10; I John 3:9)
6. We believe that Christians are called to live a holy life of service and testimony for the the glory of GOD and the making of disciples. (Jn. 12:26, Matt. 28:19-20)
7. We believe that the term “marriage” has only one meaning which is a “marriage sanctioned by God which joins only one man and one woman in a single, exclusive union, where two shall become one flesh as defined and delineated in Scripture.” We believe that God intends sexual intimacy to occur only between one man and one woman who are legally married to each other. (Lev. 18:22-23, 20:13, Matt. 19:4-6, 9; Rom. 1:26-31; Heb. 13:4)

II. General Guidelines for Achieving Our Goals

A. Provide educational classes and activities for homeschool families-

1. Living Stones will seek to offer educational and enrichment courses for all school-age children. Kindergarten is defined as age five by September 1st of the school year. Preschool and nursery will be available for siblings of school-age students. Preschool-level classes will be for those who are at least three by September 1st. Nursery and preschool classes will emphasize early learning.
2. Living Stones will offer instruction in a classroom setting one day a week. Older children will have homework assignments to complete during the rest of the week, which are assigned at age-appropriate levels.
3. Parents stay on-campus for the entire school day, assisting in a variety of ways

B. Expose our children to the concept of authority outside of the home-

1. Students are expected to respect all teachers and other parents while on campus. All adult members are encouraged to gently correct any misbehavior they observe.

2. Children who create a distraction to learning will be taken to their parent for the remainder of that class period.
 3. The directors reserve the right to expel a family if disciplinary problems create a continuing threat to stability and learning.
 4. Parents must repair or replace any property damaged by a family member.
 5. Students are not allowed to bring toys or any electronic devices to Living Stones (unless instructed by a teacher) since these items can create distractions. If a student has a cell phone, the cell phone needs to be turned off and put away while at Living Stones. Parents are asked to stay off of their phones as much as possible.
- C. Provide fellowship and support among children and parents-
1. Relationships among children are developed through the cooperative experience of the classroom setting. Students treat one another respectfully.
 2. Parents will have fellowship opportunities as we work together in the classroom.
 3. Offenses may be inevitable in a diversified group, but listed below are suggestions to maintain a respectful environment for all:
 - a. Student behavior: Please encourage your student to treat others respectfully while at the co-op.
 - b. Dress: Please dress modestly for co-op days. "Please dress modestly for co-op and choose clothes that show love for God & others.
 - c. Teaching styles: Please address students respectfully. What is considered playful teasing or correction in your home could be hurtful to others. If you are a teacher, communicate with the students and parents in a timely fashion concerning problems that have arisen.
 - d. If an offense occurs, Living Stones members have the Biblical responsibility to address the issue privately with the other parent as gently as possible. Other individuals are not to be brought into the issue until this initial appeal has been made. If a resolution can not be met between the two involved parties, the issue needs to be brought to one of the directors. If a solution still cannot be met, the issue will go before all directors. (Matt. 18:15-18)
- D. **Chain of support for teachers when there are unresolved behavior issues with students:**
1. When a child does not respond to your efforts for behavior correction in the classroom and continues to be disruptive, the child should be taken to the parent by your classroom assistant or helper. Be sure to speak to the parent as soon as possible about the problem. It is much better to do this in person to avoid misunderstandings. Then, report the incidence to your grade level coordinator. Your grade level coordinator will also check with you regularly to see how things are going in your classroom in an effort to support you. A teacher may take a grade level coordinator to speak to the parent about their child if they are uncomfortable.
 2. If you have spoken to the parent and the desired behavior change has not occurred, please talk to your coordinator. The coordinator will set up a meeting between the three of you to discuss the situation and help formulate a workable plan for change. The coordinator will keep a record of the meeting and the plan that was put into place. You as a teacher may need to make adjustments, but generally, the child needs to adapt to you and your teaching style.
 3. The teacher and the coordinator need to stay in touch to ensure the student is adjusting. If so, the plan was a great success! If not, the coordinator will set up another meeting with the three of you (you, the coordinator, and the parent) and the director. Concrete expectations will be decided upon and recorded, with the possibility of a temporary suspension of the family if the disruptive behavior issues continue.
 4. Communication will continue between the parent, teacher, and coordinator. If disruption of the classroom continues, a director will contact the parent and temporarily suspend the family.
 5. If the behavior resurfaces and continues after the temporary suspension, the director will convene the advisory council to discuss possible expulsion.

III. Attendance Policies

- A. Since Living Stones is a cooperative effort, a commitment to attendance for the full day is essential. Therefore, attendance for the day is required on co-op days, including opening assembly and all the responsibilities in which you have committed.
- B. The health and protection of our children and ourselves are very important. Individuals that are ill with a

contagious disease, including fever and/or vomiting in the previous 24 hours, thick nasal discharge, or head lice, do not attend co-op. Fever must be absent for at least 24 hours without the use of fever reducers, such as Tylenol or Advil. In the instance of a positive COVID test, individuals must be fever and symptom free, unassisted, for 48 hours. If a family contracts head lice, all family members must stay home until the entire family is clear from signs of lice for ten consecutive days.

- C. If attendance of at least 50% of the families will not be met, the school day will be canceled.
- D. A maximum of five absences are allowed each school year in order to volunteer to teach in the coming year. **Three tardies will count as an absence.** If the member provides another adult (such as a grandparent) to attend in their place, fulfill their work responsibilities, and take responsibility for their children for that day, the absence will not be counted.
- E. Members who are absent more than six times during a school year or who have had on-going disciplinary issues, must receive permission from a director to register for a new school year. Each case will be considered on an individual basis.
- F. If you know you will be absent, contact the communications coordinator as soon as possible. Unreported absences place a hardship on LSA to quickly cover the vacant position. Parents who do not contact the communications coordinator about an absence even once will be documented. Three such unreported absences may prohibit registration.
- G. If a member provides another adult (such as a spouse or grandparent) to attend in their place as a substitute, a \$10.00 background fee check is required and must be completed before a sub can be approved. After this is completed, the approved sub can fulfill your work responsibilities and take responsibility for your children for that day. The absence will be excused. This is in the instance of a long-term or regular sub.

IV. Registration and Enrollment Guidelines

- A. New members must:
 - 1. Fill out an online or paper application and submit it to a director. References will be contacted to gain an understanding of the prospective family.
 - 2. Personally attend an interview/orientation meeting to discuss the policy form.
 - 3. Have at least one school-age child (defined as age five by September of the school year) to be considered for membership. Prospective families should only enroll children for whom they have legal guardianship.
 - 4. Registration is complete once reservations are verified, and fees are collected.
 - 5. Each member's reservations are verified by email, fees are then collected by the active LSA treasurer only.

VI. Costs

- A. A non-refundable application fee of \$12 will be due when the family is accepted into LSA. This fee covers the cost of a background check for the adult applying to ensure the safety of our students.
- B. Costs will include a supply fee for each student. Full-day students (K-12th) will have a supply fee of \$35 each semester. Half-day students (optional for K-3rd) will have a supply fee of \$25 each semester. Nursery and pre-K children will have a supply fee of \$10 each semester.
- C. Costs will also include one family fee per family each semester.
- D. Supply fees and family fees are due before the start of each semester.
- E. All fees are non-refundable.

VII. Governing policies and administrative positions

- A. The policy form
 - 1. This policy form is the governing policy for LSA. The policy form is reviewed, discussed, and revised each year during the second semester by a vote of the membership. Any potential changes to the policy form must pass the approval of the voting membership by a 75% or greater vote. Proposals for changes to the policy form are generally presented by the advisory council, but individuals may propose changes as well. All proposals for change are turned in to the advisory council in writing by the end of January and are then added to the proposed policy form.
 - 2. All discussion meetings concerning possible changes will be held with the consent and under the guidance of the advisory council.

B. The advisory council

1. An advisory council, consisting of returning members who wish to serve LSA in an administrative position, serves as a leadership team. The advisory council provides long-term direction for LSA, monitors and meets needs that arise during the school year, and seeks to represent the concerns of the entire group.

Council positions may include, but are not limited to, the following roles.

1. Administrative Director

- a. acts as a public representative of LSA
- b. acts as the liaison with the host facility, fielding communications between the two organizations
- c. turns in the calendar and building requests to host facility
- d. sees that background checks and liability waivers are completed and turned in to the host facility
- e. works closely with the communication coordinator to set up and oversee registration
- f. works with the building supervisor to assign classrooms for the coming school year
- g. directs and oversees all aspects of opening assembly, including the seating arrangement for classes during assembly
- h. works with the communication coordinator to oversee the general workings of the co-op each week, as needed
- i. leads advisory council meetings- seeks out and initiates discussions in council meetings regarding topics that affect the co-op
- j. works with the building supervisor to plan and fire and safety drills, as needed
- k. seeks to act as a support to all other advisory council positions

2. New Member Coordinator

- a. oversees all aspects of new member contacts
 - i. responds to new member questionnaires from the website
 - ii. checks references given on the questionnaires
 - iii. schedules visits of prospective new members
 - iv. conducts an orientation for them when they visit
 - v. introduces them at opening assembly, so classroom visits will be expected
 - vi. introduces them to curriculum coordinators at appropriate anticipated worker level
 - vii. fields future contact with these individuals
- b. sets worker schedules for the new year, working closely with the curriculum coordinators
- c. works with curriculum coordinators to invite new members to fill positions
- d. attends planning meetings for the upcoming school year and assists curriculum coordinators, as needed, in setting the school schedule
- e. may appoint instructors outside the normal method of teacher selection if an emergency vacancy arises, working closely with the curriculum coordinator in this appointment.

3. High school, middle school, and elementary Directors/ Coordinators

- a. coordinate the planning of classes and placement of teachers in the grade levels for which they are responsible
- b. collect and help write class descriptions, as needed- review/adjust these descriptions prior to website posting
- c. seek to oversee all aspects of successful instruction/learning for these grade levels
- d. help facilitate communication between teachers and parents
- e. responsible for seeing that all LSA curricula are maintained and not misplaced

4. Nursery-Pre-K coordinator

- a. acts as a coordinator of the curriculum and sees that materials are cared for
- b. works with the teachers to set the daily schedule, as needed

- i. plans times with shared equipment or rooms
 - ii. looks at the best ways to maximize workers, especially during free plan and nap times
 - c. makes a master schedule of the daily activities and gives this to the communications coordinator for floaters' use
 - d. floats and assists in classrooms to help as needed with absences, lunchtimes, or special needs
 - e. works with children who may need special attention on days when they are having trouble adjusting to the classrooms
 - f. helps facilitate communication with the parents, which may include-
 - i. a report sheet for parents (when baby napped, skills achieved, etc.)
 - ii. communication of monthly themes, if used
 - iii. keeping parents informed as needed during the day, including bringing the mother to the child if needed on any given day
- 5. Communication coordinator
 - a. serves as the registrar during registration
 - i. prepares email reservation forms
 - ii. communicates with members regarding how the registration process works
 - iii. works with the director to lead and monitor registration
 - iv. creates family directory
 - b. updates the email list after registration
 - c. fields contact from absent members each week and fills worker positions as needed
 - d. acts as a general overseer of class days, and brings attention to needs
- 6. Treasurer
 - a. prepares the fee schedule for registration
 - b. collects and manages money collected during registration
 - c. pays building usage fees and other costs associated with the co-op
 - d. keeps accurate financial records
 - e. conducts a needs assessment among the teachers during the second semester to see what purchases may need to be made for the coming school year that are beyond regular class fees
- 7. Building supervisor
 - a. communicates with teachers for the upcoming school year concerning particular classroom needs (running water, overhead projectors, bathroom facilities, etc.)
 - b. with this information, works with the director in assigning classrooms for the upcoming school year
 - c. schedules cleaners for the last two hours of the school day
 - d. creates work assignments and trains the building cleaners in their tasks
 - e. as needed, recruits volunteers to help set up the building each week before classes begin
 - f. arrives early each week to supervise building set-up
 - g. oversees cleaning and building restoration duties each week
 - h. makes a final check each week to see that the building is completely restored for the church
 - i. collects items that have been left at school and places them in the lost and found container
 - j. sees that items that are not claimed are donated to charity, as needed

VIII. Service Positions

- A. Teachers- plan and teach the appropriate number of lessons each semester, provide substitute lesson plans for the communications coordinator to use in case of absence. Teachers are usually returning members who have met the attendance requirements, but occasionally new members are brought in to teach classes when a teacher is otherwise not available. Volunteers who are not members of LSA occasionally teach classes as well.
- B. Assistant teachers- act as a “hands-on” helper for the teacher and as a substitute teacher if the teacher is absent.
- C. Helpers- it is our goal to have one parent helper per every 5 students. Helpers assist students as needed.
- D. Floaters- work under the supervision of the communications coordinator to fill in for absent members.

- E. Nursery and preschool workers- supervise the safety, needs, and behavior of children, clean and reorder classrooms and playground areas as needed, and monitor the care of equipment.
- F. Building clean-up- Clean and restore the building at various times during the school day. All members who are not teaching or assisting in teaching during the last class period of the day generally help clean the building.
- G. Hall monitors- monitor building safety during class, and help contact parents if they're needed by their children.

IX. Junior High and High School Policies

- A. Starting in 7th grade, students will participate in a core group of classes with their same-grade peers. Grades may be combined, depending on class size.
- B. If grades are combined, students home studies will be grade-level appropriate.
- C. Core grade-level classes will include: Literature/Composition, Science, History/Geography, Logic/Philosophy, and Latin/ Root Word Study.
- D. Families must purchase appropriate textbooks for use at home.
- E. Elective classes will be offered depending on available teachers.
- F. Responsibilities of Teachers
 1. Create lesson plans that will, as much as possible, be fun, engaging, and discussion-oriented.
 2. An individual teacher will not teach more than 3 subjects.
 3. Provide feedback on student assignments when appropriate.
 4. Teachers will not give grades.
- G. Responsibilities of Parents
 1. Parents assume ultimate responsibility for monitoring their child's progress and are encouraged to contact teachers when needed.
 2. Parents are responsible for high school transcripts.
 3. Provide a reasonable spot at home for students to work and study.
- H. Responsibilities of Students
 1. The bulk of learning will occur at home and is the student's responsibility. It is not unusual for a junior high and high school class to require an hour of study at home per subject daily.
 2. Students are encouraged to contact teachers if they need clarification in understanding an assignment.
 3. Students need to complete assignments by the time they are due.
- J. Dual credit option for high schoolers

Many homeschooled students take dual credit courses during their high school years. Special provisions are made for these students, so they may better access the courses they need for graduation.

 5. A Dual-Enrolled student may register for a partial school day at LSA as long as the parent is in attendance with the student while at LSA.
 6. The parent cannot leave younger children at LSA to transport the high school student to classes.
 7. This partial day option is available only to returning LSA members.
- K. Additional opportunities for high school students - The student council is a service organization that offers an open membership for all junior high and high school students. The student council is governed by their own policy form document, which they review, revise, and vote on each year. In addition, a member of the advisory council serves as an adviser and liaison for the student council.