



LIVING STONES ACADEMY

Policies, Procedures & Member Expectations Handbook

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1. Our Purpose & Beliefs

Our Goals

Living Stones Academy exists to:

- Provide educational classes and activities for homeschool families.
- Expose our children to the concept of authority outside of the home.
- Provide fellowship, encouragement, and support for homeschool families.

What LSA Offers

- Educational and enrichment courses to school-age children Kindergarten-12th. 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 (subject to director discretion). Preschool classes will emphasize early learning.
- 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.

Our Christian Foundation

Living Stones Academy (LSA) was founded by Christian families to provide a place where our children can learn both 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

All members must:

- Pledge that they agree with the Statement of Faith in its entirety.
- Pledge not to speak against Christian beliefs or sway others away from Biblical truths as outlined in the Statement of Faith.
- Support the Christian mission and environment of LSA.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God, and it is the final authority on all matters therein. No other book is holy or set apart as an instruction manual for Godly living, the way the Bible is. (2 Tim. 3:15-17; 2 Pet. 1:20-21 and 3:14-16)
2. We believe that there is one God, who is and has always eternally existed 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 full deity of our Lord Jesus Christ (from eternity past), 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, 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 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: 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, Matt. 19:4-6, 9; Rom. 1:26-31; Heb. 13:4)
8. We believe that God intentionally designed humanity as two distinct and complementary sexes: male and female. Because His works are perfect, the biological sex assigned to each individual in the womb is a gift of His divine design and is not subject to change. (Gen 1:27, Psalm 139, Matthew 19:4)

2. Membership & Participation

Parent Participation

LSA is a cooperative, not a drop-off program.

- At least one parent, grandparent, or legal guardian must remain on campus throughout the school day.
- Primary, Pre-K, or Nursery students may not be on campus without their parent or legal guardian.
- Prep students may attend without their parent only in approved emergency situations and with another LSA parent designated to supervise them. LSA Directors must be notified.
- Parents are expected to fulfill their assigned teaching, assisting, setup, cleanup, or other service responsibilities.
- Unregistered children may attend only in emergency situations and with prior approval from the Directors.

Attendance

Because LSA depends on every family's participation:

- Attendance is expected on all co-op days, including morning assembly and assigned responsibilities.
- Notify the Directors as soon as possible if you will be absent.
- If attendance by at least 50% of families is not met, the school day may be canceled.
- Members who are absent more than four times during a school year *and/or* have ongoing disciplinary issues may be asked not to return the following year.

- Teachers are responsible for contacting their substitutes and providing lesson plans and necessary supplies.
- Chronic absences, repeated tardiness, or failure to fulfill responsibilities may affect future enrollment.
- If a member provides another guardian (spouse or grandparent) to attend in their place as a long-term or regular substitute, a background check is required. Once completed, the absence will be taken off record if the guardian takes responsibility for your children at LSA *and* fulfills your teaching duties.
- If Lindale ISD or Van ISD closes because of severe weather, LSA may also cancel or delay classes. Follow official LSA communication channels for updates.

Morning Assembly & Tardiness

- Morning Assembly begins at 9:00 a.m. in Lecture Hall B
- Classroom setup time is scheduled between 8:30 a.m. and 8:55 a.m.. Families should arrive early enough to complete any setup they desire before class and be present for morning assembly. If you are late you will miss important news and information. Primary & under students must remain with you; Prep students may help set up or they can be in the Study Lounge or Lecture Hall B.
- Chronic tardiness may result in a meeting with Directors and may affect continued participation.
- Co-op may not fit into everyone's schedule, so please check your schedule before committing.

Additional Help Days

Each family consisting of only children ages 8+ may be asked to help set up the facility at the beginning of the day (arriving at 8:30) and help clean up after co-op (staying until 3:30) two weeks each year. A list of responsibilities will be provided. If you are unable to make your assigned day, please make arrangements for someone to take your place and notify the Directors of the change.

3. Registration & Enrollment

New Members

Prospective families must:

1. Submit an online application.
2. Participate in an interview.
3. Have at least one school-age child (age five by September 1st). Prospective families should only enroll children for whom they have legal guardianship.
4. Receive an invitation to join LSA based on available space.
5. Complete required background checks.

LSA is a private, invitation-only organization. Enrollment and continued participation are determined at the discretion of the Directors, consistent with applicable law.

Switching Classes

Parents wishing to switch a student to another class should contact:

- The current teacher
- The new teacher
- The Group Director or Elective Coordinator
- Approved changes should be completed before the third week of the semester.
- There is no refund for the class that the child is switching from if any fees were paid or any books acquired.

4. Fees, Financial Responsibilities, and Volunteer Requirements

Families are responsible for:

- Background check fees (typically around \$15)
- Supply fee for each student. Full-day students (PreK-12th) will have a \$40 supply fee each semester. Half-day students will have a \$30 supply fee each semester. Nursery children (under age 3) will have a \$20 supply fee each semester.
- A \$45 family fee per family each semester.
- A \$45 facility fee per family each semester.
- All fall fees are due before mid-summer and spring fees are due before Christmas Break begins (Directors will communicate exact fee deadlines each semester)
- All fees are non-refundable once the semester begins.
- In addition to fees, each family is required to serve 10 volunteer hours per semester at the ministry our campus is on: JAMA Global Campus in Lindale, TX. Any teenager or adult in the family may serve for those hours, and summer hours may count as fall. Ask a director for more information.

5. Student & Family Expectations

All members are expected to treat students, parents, teachers, and facility staff with respect.

Students should:

- Respect teachers and other adults.
- Treat classmates kindly.
- Follow classroom rules and directions.
- Remain in class for the full class period unless given permission to leave.
- Avoid bringing toys or electronic devices unless a teacher specifically requests them.
- Keep cell phones turned off and put away during class and morning assembly.
- Help clean classrooms during the final minutes of class.

Parents and teachers are responsible for:

- Monitoring and supporting their children's behavior when necessary.
- Repairing or replacing property damaged by a family member.
- Addressing students respectfully and communicating with the students and parents in a timely fashion concerning problems that have arisen.
- Supporting reasonable disciplinary decisions made by teachers and Directors.
- Complete detailed incident reports and promptly communicate classroom events to directors and guardians.

Communication

All communication for LSA is done through the BAND app. All LSA parents must agree to use and turn on notifications for BAND to communicate with the LSA directors, coordinators, parents, and families.

6. Discipline, Conflict & Policy Violations

Student Discipline

Teachers and helpers should address disruptive behavior calmly and consistently.

The general process is:

1. First offense: A clear verbal warning.
2. Second offense: The student may be removed from class by a Teacher Assistant or Helper and remain with their parent for the remainder of the class or day.
3. Continued or serious behavior: The student and parent may meet with the teacher and Directors to create a plan for improvement. Temporary suspension, removal from a class, or dismissal from LSA may result if behavior does not improve.

Serious physical aggression or safety concerns may result in immediate removal from class without a prior warning.

Adult Policy or Handbook Violations

Repeated violations may result in:

- A warning and written reminder of the policy.
- A meeting with Directors and, when appropriate, mediation.
- Suspension or removal from LSA.

Repeated violations may result in consequences even when the violations involve different policies. Families dismissed from LSA will be removed from LSA communication platforms and online classrooms.

Bullying, Harassment & Intimidation

LSA does not tolerate bullying, harassment, intimidation, cyberbullying, retaliation, or other behavior that interferes with a student's ability to learn in a safe environment. Concerns should be reported to parents and LSA Directors. Directors will investigate concerns and take appropriate corrective action, which may include intervention, discipline, suspension, dismissal, or referral to law enforcement when necessary.

Bullying or Harassment Includes:

- Physical aggression-including hitting, punching, kicking
- Teasing or verbal abuse-including insults, name calling or racial/sexual remarks
- Setting up humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip or slandering
- Bullying, harassment, or intimidation through, texting, social media platforms, or other electronic means (i.e., Cyberbullying)

7. Child Protection & Safety

The safety of children is a priority at LSA.

Background Checks & Training

All adult volunteers must, in order to serve on campus:

- Complete an approved background check before serving.
- Renew required background checks every three years.
- Complete required child safety training.
- Never make promises of confidentiality to any children.

Supervision

- Children must be appropriately supervised at all times.
- Phone use during class time should be exclusively for learning objectives
- Adults should never be alone with an unrelated child.
- Nursery through 6th-grade classes should have at least two adults per class.
- If adequate staffing is unavailable, LSA may combine or cancel classes.
- Classroom doors should remain unlocked.

- Private conversations with students should remain visible.

Restrooms & Personal Care

Adults should not be alone in a restroom with an unrelated child. When assistance is necessary:

- Another adult should be nearby whenever possible.
- Adults should remain outside the restroom when appropriate.
- If an adult must assist an unrelated child with toileting, changing, or similar care, appropriate visibility and supervision should be maintained.
- Parents should communicate if they prefer to personally handle their child's toileting needs.

Physical Affection & Touching

Physical contact must always be appropriate, brief, and respectful. Unacceptable expressions of physical affection include tickling, wrestling, horseplay, lap sitting for children older than toddlers, massages, back hugs and lengthy or inappropriate front hugs.

Appropriate examples may include:

- Side hugs
- High fives
- Pats on the back
- Appropriate assistance with younger children

Inappropriate physical contact, pressured affection, sexual behavior, or touching of private areas is not permitted. Adults and teens should model family-friendly and appropriate behavior at all times. No PDA from romantically involved teens. At any adult's discretion, a minor may be asked to stop any touching or show of affection.

Weapons

No weapons of any kind (knives, guns, swords, etc.) are permitted in student possession unless asked by a teacher & approved by a director explicitly for their class (ie: history of weaponry, cosplay, theatre). No student should ever have an actual gun on campus.

Student Disclosures Must Always Be Taken Seriously

If a child tells an adult about sexual abuse, inappropriate touching, sexual communication, exploitation, grooming, or another potentially abusive situation, whether between child and child or between adult and child, the adult must:

1. Listen calmly.

2. Take the child seriously.
3. Do not promise secrecy.
4. Do not interrogate the child or attempt to investigate.
5. Ask only the minimum questions necessary to understand what the child is reporting and whether the child is in immediate danger.
6. Immediately notify the LSA Directors
7. Make any report required by law directly to the appropriate authorities.

Mandatory Reporting

The co-op does not conduct its own investigation in place of law enforcement or Child Protective Services. When an adult has reasonable cause to believe that a child has been abused or neglected, the matter must be reported as required by applicable law. In Texas, a person with reasonable cause to believe a child has been abused or neglected must report it immediately. A person should not assume that another adult has made the report. ([Texas Statutes](#))

Reporting to the co-op director does not replace a legally required report to authorities.

Reporting Concerns

All suspicions or allegations of abuse or problems in the areas above should be brought immediately to the supervisor of the activity or the teacher, who will report to a Director. Any allegations against any adult attending LSA (parent, guardian, or grandparent of a student, teacher, teacher assistant, etc.) or against any student at LSA must be reported to the Directors.

Texas is a mandatory reporting state; anyone who suspects a child has been neglected or abused must, by state law, make a report. Any suspicion of abuse, neglect, or other serious safety concern should be reported. More information on abuse reporting can be found on the DCS Hotline Website. Definitions for abuse and neglect can be found at https://www.dfps.texas.gov/contact_us/report_abuse_faqs.asp

These guidelines are to protect you from any appearance of misconduct, as well as to protect our children. Please feel protected, rather than restricted, by them.

8. Wellness & Illness

Please do not attend co-op if someone in the household has recently experienced contagious symptoms such as:

- Vomiting or diarrhea
- Fever
- Contagious rash
- Hand, Foot, and Mouth Disease
- Lice or scabies
- Other clear signs of contagious illness

Individuals with symptoms such as fever, chills, body aches, significant cough, sore throat, pink eye, or other

signs of illness should remain home when appropriate. Someone with a diagnosed contagious bacterial infection may attend co-op after 24 hours of the start of antibiotics.

If any family arrives at co-op with clear and/or obvious symptoms listed above, that family may be talked with by Directors to determine whether they need to leave co-op for the remainder of the day and return only when appropriate.

9. Service Positions

Service positions detailed roles description are found in the LSA Roles document.

- **Lead Directors** oversee the entire LSA program
- **Nursery and Preschool Director:** Oversees the nursery and Pre-K programs.
- **Primary Director:** Oversees the Primary program.
- **Prep Director:** Oversees the Prep program.
- **Teachers** plan and teach the appropriate number of lessons each semester, provide substitute lesson plans in case of absence, and collect supplies.
- **Assistant Teachers** act as “hands-on” helpers for the teacher and substitute teachers if the teacher is absent.
- **Helpers/Floaters** work under the supervision of the Directors to fill in for absent members.
- **Elective Coordinators** collect elective class ideas from parents and students, assign teachers to elective classes, and check in with elective teachers throughout the semester.
- **The Treasurer** reimburses teachers’ receipts, keeps spreadsheets of those expenses, and reminds families when fees are due.
- **Cleaners** help keep LSA clean, organized, and ready for students by wiping surfaces, sweeping and mopping floors, cleaning up after classes, and taking care of general campus needs.

10. Expectations of Teachers, Teacher Assistants, & Helpers

Teachers must

1. Be familiar with the LSA Policies and Procedures.
2. Prepare lesson plans for their class.
 - Prepare a basic syllabus for the semester. Prep teachers prepare a more detailed one.
 - At the start of each semester, it is the teachers’ responsibility to connect with the substitute to discuss absence procedures. In the event of an absence, it is your responsibility to ensure that all lesson plans and necessary supplies are delivered to your substitute before the start of class.
 - A copier/printer is available, but plan on printing at least a week in advance.
 - Post any assignments/homework on BAND (or on Google Classroom for Prep students) by 10 am on Wednesday, the day after co-op.
3. Purchase/Collect supplies for the class you are teaching.
 - All supplies for the week should be brought *by the week before* (in case you are absent). If this is not possible, please make arrangements to deliver the necessary supplies to the facility.

- Teachers are responsible for the initial purchase of necessary supplies and should submit all itemized digital receipts to the LSA email for reimbursement. Please include a calculated total of all expenditures with your submission. Note: If a single purchase is expected to exceed \$100, please contact the directors for prior approval."
- Often, LSA families have supplies they are happy to donate or lend. Ask on BAND first before making a purchase- someone might be happy to share what you need.

4. In Class

- Communicate with any assistant teachers or helpers in the room about how they can best assist.
- Communicate needs, problems, questions, or concerns to the Directors.
- Take the last 5 minutes of each class and have students clean the floor and tables of trash/crumbs.
- At the beginning of the day, the 1st teacher in a classroom takes a picture of the classroom set-up to post on BAND so that the last teacher in that classroom can reset the room.
- Please return the room to its original condition at the end of the day.

Assistant Teachers & Helpers must

- Be willing to assist the teacher with any activities they are conducting that day.
- Help direct children's attention, assist with projects, and keep order so the teacher can teach.
- Assistant Teachers: Serve as substitute teachers in the event of the teacher's absence.

11. Classroom & Facility Expectations

All families share responsibility for caring for the facility.

Classroom Cleanup

At the end of each class:

- Students should help remove trash and crumbs.
- Teachers and assistants should reset the classroom for the next group.

At the end of the day:

- Adults & preteens & teens should help return classrooms to their original condition.
- Follow the posted cleaning and reset procedures.
- Assigned families should complete setup or cleanup responsibilities as scheduled.

Food & Drinks

- Food of any kind is allowed in the cafeteria. NO snacks with nuts of any kind should be eaten in the Study Lounge. NO individual snacks at all are allowed in class. If associated with a class activity, teachers must get permission from each parent in their class, and then a Director.
- Drinks are ok inside all classrooms, but they must have lids.

Personal Belongings

- Please label teaching and student supplies whenever possible.
- For the most part, we may use JAMA's consumable cleaning supplies such as paper towels, toilet paper, and cleaner. We may not use their disposable cups or plates. If you are unsure of what to use, please ask.

12. Dress Code & Device Expectations

Dress Code

Students and adults should dress in a manner that honors God and respects others. Dress code concerns will be addressed gently, privately, and without unnecessary embarrassment. This is about honoring each other, not being legalistic.

Clothing should:

- Provide appropriate coverage.
- Avoid excessive tightness or revealing styles.
- Keep undergarments covered.
- Avoid vulgar, obscene, or deliberately offensive words or graphics.
- See our [Dress Code Policy](#) for details

Electronic Devices

- Students should not use phones, games, social media, or texting during assembly or class.
- Teachers may hold devices until the end of class when necessary.
- Adults should limit device use during class and remain available to assist.
- Necessary calls should generally be handled outside the classroom.
- Students: We discourage the use of devices during lunch and free times, as this prevents interaction and relationship building with peers.

13. Prep Campus: Grades 7–12

Prep Teachers

Prep teachers are expected to:

- Provide syllabi and clear expectations.
- Create engaging, discussion- and activity-based lessons.
- Post assignments in Google Classroom by Wednesday 10 AM.

Prep Parents

Parents retain ultimate responsibility for:

- Purchasing required textbooks/books for use at home.
- Monitoring student progress.
- Grades and transcripts.
- Reviewing course materials before enrollment.
- Ensuring students complete required readings and assignments.

Prep Students

Starting in 7th grade (Prep A), students will participate in a core group of classes with their same-grade peers. Core classes may include, but are not limited to, English, Science, History, Speech, Social Science, and more. Prep A (approximately 7th) and Prep B (approximately 8th) students may not take Study Halls, but must attend core classes. High School Students (9th-12th) may take Study Halls instead of classes.

Prep students are responsible for:

- Completing assignments at home by their due dates.
- Participating meaningfully in class.
- Asking teachers for clarification when needed.

Students who consistently fail to complete work or participate may be removed from a class in order to maintain the academic integrity of the group.

Partial Attendance

High school students may be approved for partial attendance when necessary to meet graduation or scheduling needs. A parent, grandparent, or legal guardian must remain responsible for the student.

14. Additional Policies & Procedures

Governing policies and additional procedures

This policy & handbook governing policy for LSA. The Directors review, discuss, and revise the policy form at least once a year. Individuals may request changes to the policy at any time. These requests will be considered by the director team.

Thank you for teaching, volunteering, serving, and helping make Living Stones Academy possible!