



# LIVING ROCK

— A C A D E M Y —

Parent/Student Handbook  
August 2024

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## **Section 1 – Introduction**

### **1.1 Letter from Head of School**

Dear LRA Family:

On behalf of the Board of Directors, administration, faculty, and staff, I am excited to welcome you to LRA for the 2024-2025 school year. Our primary focus is to develop and maintain a joint partnership with each family providing support so that each child will be able to seek and find the potential God has for each of them.

The policies in this handbook have the purpose of providing a safe, orderly, and Christian learning environment where students learn and teachers teach. We have tried to be as comprehensive as possible with the information provided. As you may understand, it is impossible to address every conceivable circumstance and activity in handbook format.

It is impossible to address every foreseeable situation within the following information presented. In all situations, policy combined with biblically-based principles will enable us to address any and all situations. Therefore, the Head of School and administration reserves the right to make judgments based on the policies established and the specific situation in question. To the best of our ability, we will try to be equitable to all parties at all times. We appreciate your prayers for God's wisdom in these circumstances. (Proverbs 2:6).

I want to personally thank each family for your commitment to Christian education. We honor your commitment with our own commitment to honor the Lord Jesus Christ by emphasizing biblical values while providing the highest level of education possible for your children here at Living Rock Academy.

I am the vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without me you can do nothing. John 15:5 NKJV

In His Grace,  
Steven McCray  
Head of School

## **Section 2 – Identity of Living Rock Academy (LRA)**

### **2.1 Mission Statement**

Living Rock Academy (LRA) seeks to provide students with a challenging, innovative, and Christ-centered education with the goal of preparing LRA students for God’s intended purpose.

### **2.2 Vision Statement**

The vision of LRA is to positively impact culture by promoting truth and advancing the Christian faith.

Living Rock Academy will achieve this vision by:

- Instilling an understanding that both academic and spiritual growth are life-long processes that will continue beyond formal education.
- Teaching our students to grow spiritually and to produce fruit by practicing intimacy with God through prayer, worship, and the study of His Word.
- Loving others with the grace shown to us by Christ himself.
- Equipping our students with fearless faith for the purpose of serving and leading with excellence and to be the salt and light to the world.
- Using modern educational solutions in an innovative and dynamic way in our academic, spiritual, and extra-curricular programs that will prepare our students for years to come.
- Working toward the goal of providing our students and families the best possible educational and campus experience.

### **2.3 Purpose Statement**

LRA is a non-denominational, Covenant model school with the purpose of providing a Biblically-based, Christ-centered, and academically challenging PreK-12 school experience. As a school, LRA desires to partner with Christian families to offer their children a well-rounded, academic program that incorporates creative and innovative learning opportunities in all of our classes. Learning should be both challenging and enjoyable for students.

Campus ministry is an opportunity for LRA to celebrate and be thankful as one body, united in Christ. Ministry extends beyond the LRA campus. The educational mission of service to others is accomplished through community service projects, reaching out to families, children, and organizations of Bulverde, San Antonio, and the surrounding Texas Hill Country.

LRA rights, privileges, programs, and activities are generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## 2.4 Statement of Faith

LRA seeks to positively impact culture by promoting truth and advancing the Christian faith. We will practice actively loving others with the grace shown to us by Christ Himself. We will equip our students with fearless faith for the purpose of serving and leading with excellence and to be the salt and light to the world.

At LRA we believe:

The Bible to be the inspired, the only infallible, authoritative word of God.

(1 Corinthians 2:7-14; 2 Timothy 3:16-17; 2 Peter 1:19-21; Hebrews 4:12; Matthew 5:17-18; John 17:17)

There is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

(Deuteronomy 6:4; Matthew 28:19; 2 Corinthians 3:14)

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 and 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.

(Colossians 1:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:26-35; John 1:14-18; John 5:16-29; Philippians 2:6-11; 1 Peter 2:24-25; 1 Timothy 2:5-6; Hebrews 1:1-14; 1 Thessalonians 4:16-18)

All men everywhere are lost and face the judgment of God that Jesus Christ is the only way to salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit.

(Romans 3:10, 23; John 3:3, 16-18; Matthew 25:46; 2 Thessalonians 1:7-10; John 1:12; John 3:36; John 5:24; Acts 3:19; Acts 13:38-39; Acts 4:12; Acts 16:31; Romans 6:23; Romans 4:1-5; Romans 10:9-10; Ephesians 2:8-9)

In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

(Psalm 139:7-12; John 14:16-17; John 16:7-8, 13-14; Romans 8:9; 1 Corinthians 6:19; Ephesians 4:30; 1 Thessalonians 5:19; Ephesians 5:18; Galatians 5:16; Galatians 5:22-23)

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other state or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

(Genesis 1:27; Psalm 139:13-17; Jeremiah 1:4-5)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

(Genesis 1:26-27, Romans 1:26-32, 1 Corinthians 6:9-11)



We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

(Genesis 2:18-25; 1 Corinthians 6:18, 1 Corinthians 7:2-5; Hebrews 13:4)

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.

(Matthew 15:18-20; 1 Corinthians 6:9-10)

We believe that God offers redemption through restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

(Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11)

In the spiritual unity of all believers in our Lord Jesus Christ.

(1 Peter 2:2-5, 9; 1 Peter 3:8-12)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself is the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, and is the sole and final source of all that we believe. For purposes of LRA’s faith, doctrine, practice, policy, and discipline, our Board of Directors is LRA’s final interpretive authority on the Bible’s meaning and application.

## **2.5 School History**

In the spring of 2015, a group of concerned Christian parents from fundamental Bible-teaching churches met together with the goal of starting a K-12 Christian academy with a focus on technology integration and service leadership. Founded as a non-denominational covenant model school, the parents strived to establish and provide a biblically based, Christ-centered, and academically challenging school experience for families in north San Antonio and the greater Hill Country area.

While incorporating creative and innovative learning opportunities in the classroom, LRA was designed to teach the students how to take their education into the outside world to see God at work around them and to be the feet of Jesus in service to others.

Parents met in informational and interest-gathering meetings for two months with the purpose of determining if enough community interest warranted a new Christian school in the area. As interest grew, an Interim Board was established on March 30, 2015. Glen Shaffer, Major General, USAF (retired) agreed to serve as LRA Interim Board President. On April 6, 2015, the following officers of the LRA Interim Board were voted into office: Jennifer Majors, Secretary;

Rick Grayson, Vice Chairman; Mary El-Kadi; Margrit Frazier, and Deanna Peirsol. The Board voted to serve LRA in this capacity until the first general meeting in the fall of 2015 when the stakeholders would elect a permanent board. The Board members asked James Johnson to be Head of School.

The Interim Board, under the direction of the Interim Board President, wrote and approved the bylaws to establish Living Rock Academy on June 15, 2015.

The search for a location for the school ranged from FM 306 to 1863. The first site considered was a closed landscaping business on Hwy 281, north of FM 46. Even though it offered plenty of space, other problems were seen with the location. Several other sites were considered including an area church, a real estate company, and several property sites. Each site had its own limitations for a growing and expanding school. Parents and Board members continued to look for the right location. A parent found twenty-five acres for sale near downtown Bulverde and after much prayer and research of the property, the Board decided to enter negotiations on the purchase of the land. On June 13, 2015, a parent purchased twenty-five acres at 2500 Bulverde Road as the site for LRA. Another parent secured a lease/purchase arrangement with ModSpace for a portable building of approx. 14,000 square feet to be brought in from the Laredo Independent School District. The LRA Interim Board voted to enter the agreement with ModSpace to lease the building with purchase to be completed by 2020. On August 4, 2015, the first of thirteen sections of the portable building was delivered to the site.

Application for accreditation was made to the Southern Association of Colleges and Schools (SACS) on June 6, 2015. LRA's application for accreditation was approved on July 9, 2015. Texas Association of Private and Parochial Schools (TAPPS) approved LRA's application for membership on June 12, 2015. The school opened its doors on September 8, 2015. Membership in the Association of Christian Schools International (ACSI) was acquired on May 8, 2017. LRA is currently preparing for an onsite accreditation visit with ACSI in the fall of 2022.

On June 20, 2017, SACS (now Cognia) voted to approve accreditation of Living Rock Academy for kindergarten through twelfth grades. A Substantive Change Request was submitted to and approved by Cognia on July 30, 2020, to add PreK to LRA's accreditation.

In March 2024, Living Rock Academy was granted accreditation with Association of Christian Schools International (ACSI) from July 1, 2024 through June 30, 2030 from grades Kindergarten through twelfth.

## **2.6 School Organization**

LRA is operated by a Board of Directors. The Board members are elected from and by the Stakeholders of LRA. The Stakeholders are the parents, staff, and board members of LRA who meet the requirements for membership. The Stakeholders invest the Board with the responsibility

and authority to set the educational and business policies of the school and charge the Head of School to execute these policies and provide leadership and supervision for the faculty and staff. LRA teachers are spiritually and academically qualified. Each teacher is degreed and/or state or ACSI certified in their academic area of instruction. He/she is a born again, dedicated, witnessing Christian who loves young people and has the gift of teaching.

LRA operates on the income from tuition, fees, and gifts from our families and friends. The school does not receive any government funds.

## **2.7 School Affiliations**

LRA is accredited by the Association of Christian Schools International (ACSI), Cognia, Texas Private School Accreditation Commission (TEPSAC), and Texas Education Agency (TEA). LRA is a member of the Texas Association of Private and Parochial Schools (TAPPS) for high school academic, athletic, and fine arts competitions; and the Association of Christian Schools International (ACSI) for middle school and elementary school students to participate in academic and fine arts competitions. LRA is a member of the Christian Athletic League of San Antonio (CALSA) for middle school sports and the South Texas Football Conference (STFC) for middle school football. LRA is also a member of the Texas Private Schools Association (TPSA), National Christian School Association (NCSA), and CollegeBoard. LRA has membership in the following student organizations: the National Honor Society and the National Junior Honor Society.

## **2.8 Admission Philosophy, Policies, and Procedures**

LRA is accredited for pre-kindergarten through 12th grade for families who share beliefs and goals similar to those identified in the school's statement of faith and philosophy of education. The school must find the student qualified for admission, and both student and parents shall agree to abide by LRA rules and accept the LRA Statement of Faith. It must always be understood that attendance at LRA is a privilege and not a right. Any student and/or parent who does not conform to the school's standards of conduct and/or who is unwilling to adjust to the LRA environment can forfeit this privilege. Students and parents also agree to be courteous and respectful to their peers, staff, faculty, and others on campus. All new students to LRA are placed on probationary status and reviewed according to academics, attendance and behavior for their first semester. Administration will make a determination if their probationary status is lifted.

## **2.9 Non-Discrimination Policy**

Living Rock Academy admits students of any race, color, nationality or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## **2.10 Change to Policies**

Only the LRA Board of Directors may change policies to best achieve the school's mission. If and when that is done, all Stakeholders of LRA will be notified.

## **2.11 School Expectations of Parents**

The mission of LRA is to provide students with a challenging, innovative, and Christ-centered education with the goal of preparing LRA students for God's intended purpose. We strive to follow biblical principles in all areas. Cooperation from the home is assumed. By enrolling their child(ren) in LRA, parents agree to support the school in its financial policies, parental support expectations, and the school's student behavior/discipline policies as articulated. LRA reserves the unconditional right to take disciplinary action, suspend, and/or dismiss any student whose progress, conduct, and/or parent's/guardian's conduct is considered by LRA, in its sole and absolute discretion, to be unsatisfactory and/or in violation of the mission of LRA. Students and parents also agree to be courteous and respectful to staff, faculty, and other parents and students on campus.

Students must reside with parent(s) or guardian(s) as originally declared in the admissions or re-enrollment documentation submitted by parents. The school must be immediately informed of any subsequent change to student residence arrangements or of any subsequent changes to parental or guardianship rights related to the student. In its sole and unfettered discretion, the school reserves the right to discontinue student enrollment should residence, parental rights or guardianship arrangements related to the student become different from what was declared to the school in the admissions process and documentation.

Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, not achieving expected levels of performance, or consistently not adhering to LRA behavioral rules and regulations. Parent/teacher conferences may be initiated by the teacher, parents, or school administration.

## **Section 3 – Medical Policies and Information**

### **3.1 Health Services**

A certified nurse will maintain all student medical records. Certified CPR/First Aid staff members are available from 8:00 a.m. to 3:30 p.m. every school day.

The trained staff personnel are responsible only for the emergency care of injuries and sudden illnesses that occur while the student is at school. This includes comfort measures like ice or warm packs, lotions or Vaseline for dry skin or lips, salt water gargles for sore throats, or Band-Aids for minor cuts and scrapes. The trained staff personnel are not available to diagnose or treat students who come to school with prior injuries or illnesses, except in special cases when

a child is under supervised medical care and with a physician's written order and the school also agrees to provide additional services.

If your child has any serious allergies (i.e., food, dyes, insect stings) or any chronic conditions (i.e., asthma, diabetes, seizures), please indicate this on the student's emergency form and alert the teacher and the school office.

It is important that parents inform/update LRA with current emergency contact numbers.

### **3.2 When to Stay Home.**

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision:

- If a student has a fever of 99.8 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without the use of fever-reducing medicines.
- If a student has vomited or had diarrhea two (2) times in a day, the student should stay home for 24 hours after the last episode.
- If a student has any rash that may be disease-related or the cause is unknown, he/she may not return to school until cleared in writing by a family physician.
- If a student's eyes are red with watery or pus drainage, check with your family physician to rule out Pink Eye.

If your student is ill at home, please call the school receptionist to report the reason for the absence. It is helpful if specific symptoms and/or diagnoses are reported. Teachers can then be alerted to refer to early, similar symptoms in other students.

LRA administration reserves the right to require a student to stay home/off campus if that student shows any sign of a medical issue that may cause concern for either themselves or for other students/staff.

### **3.3 Emergencies and/or Illness**

If your child becomes ill or injured at school, you will be notified and a first aid procedure will be provided. Parents will be contacted whenever the student has a fever over 100.4, is vomiting, has significant pain, repeatedly complains of illness, or exhibits anything else that is out of the ordinary. If parents are unable to be reached or if the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note or email will be sent home describing any concerns.

### **3.4 Medication Policy**

#### **Medical Authorization**

In the event that a student requires medication at school, the administration of such medication shall be under the supervision of the trained staff. According to Section 22.052, Education Code, any medication administered to a student in a Texas school must have written authorization from the student's parent or legal guardian.

#### **Over-the-Counter Medications**

In order for the trained staff to give any over-the-counter medications, the parent/guardian must give permission on the medical form. No medication will be given unless there is written permission on file or the parent gives verbal permission over the phone.

#### **Guidelines for Dispensing Prescription Medication**

A parent or legal guardian must bring all prescription medications in the original container and properly labeled. Any changes to dosage or type of medication must be in writing by the parent or legal guardian and given to the school office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the office and must be taken in the presence of the trained personnel. Medication, if required, will be sent on field trips for certified personnel to dispense. There must be a permission form on file with LRA before any medication will be given.

**NOTE:** The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction.

No LRA employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is lost, stolen, or spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent or legal guardian. If the parent/legal guardian cannot be reached, the school personnel shall not be held responsible.

#### **Original Container**

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use

- Expiration date of the medication

**NOTE:** Please request an extra labeled bottle from the pharmacist so there is no need for daily transportation of medication from school to home.

### **Inhalers**

Students in grades pre-kindergarten through fifth grade will keep their inhalers in the school office in order to monitor the frequency of use. Students in grades 6-12 may carry their inhalers to school or school-related events if there is a Permission to Carry Inhaler form signed by both student and parent/legal guardian on file in the office. It is recommended that an inhaler with a spacer be kept at school at all times.

### **Epipens**

It shall be the responsibility of the student's parent or legal guardian to supply LRA with an Epipen for anaphylactic reactions. The Epipen will be stored in the office and administered according to the following provision: The parent/legal guardian gives written permission for its use, releasing LRA from all responsibility involved in its use.

### **Medical Equipment**

Any medical equipment that is needed by a student (i.e., glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the office. Written instructions for the equipment's use and parental permission are required. Both will be kept on file in the office.

### **Disposition of Medication at the End of the School Year**

All medication and medical equipment are kept in the office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medications will be destroyed after this date.

### **3.5 Immunization Requirements**

The Texas Department of State Health Services requires that each student show acceptable evidence of vaccination prior to entry, attendance or transfer to a public or private elementary or secondary school in Texas. Immunization requirements can be found at [www.dshs.texas.gov/immunize/school](http://www.dshs.texas.gov/immunize/school)

### **Exemptions**

Texas law allows (a)physicians to write a medical exemption statement which states that a medical reason exists and the person cannot receive specific vaccines, and (b)parents/guardians choose an exemption from immunizations for reasons of conscience including religious belief. An exemption affidavit must be requested from the Texas Department of State Health Services and completed by the parent/guardian. The original affidavit must be notarized and submitted to

the school and the affidavit is valid for two years from the date it was notarized. A Medical exemption will include a written physician statement and must be submitted to the school. Unless it includes that a life long condition exists, the medical exemption is valid for one year from the date it is signed by the physician.

### **Provisional Enrollment**

Texas requires that students be fully vaccinated against specific diseases and all immunizations should be completed by the first day of school attendance. A student may enroll provisionally if the student's immunization record indicates the student has received at least one dose of the age appropriate vaccine required by this rule. Students must not be overdue for the next dose in a series to be considered provisional. To remain enrolled, the student must complete the required subsequent dose in each vaccine series on schedule and provide acceptable proof of vaccination to the school. A school nurse or administrator shall review the immunization status of each provisionally enrolled student every 30 days to ensure continued compliance with completing the required doses of vaccine. If at the end of the 30 day period the student is not in compliance, the school will exclude the student from school attendance until the required vaccine dose is administered and proof is submitted to the school.

If you have any questions about vaccines, please consult your healthcare provider or local health department. You can also visit the DSHS website at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) for more information.

### **3.6 Communicable Disease Policy**

In an effort to protect the health of all children, it may be necessary to exclude from school, children who are suffering from communicable diseases. This policy stands in compliance with the Texas Civil Statutes, Article 4477.



## Common Illnesses

| Disease                        | Symptoms  | Incubation Period   | School Action  |
|--------------------------------|---|---|--|
| Chickenpox                     | Slight fever, general feeling of illness, a skin rash that begins on the chest, back, under arm, neck, and face. Starts out as red bumps that turn into small blisters. Scabs appear in a few days.                                       | 10 to 21 days, usually 14 to 16 days                      | Contagious a few days before eruption and until the vesicles are dry. Exclude until day 6 after the rash began or sooner if all blisters have dried into scabs.                      |
| Common Cold                    | Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.   | Up to 10 days   | No restriction unless ill. Communicable shortly before symptoms begin and for the duration of the acute symptoms.  |
| Covid-19                       | Fever (100.4°F or higher), Chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea           | Symptoms may appear 2-7 days after exposure to the virus. | Excluded from school until well, usually 2-7 days. Should be without fever for 24 hours.   |
| Fifth Disease                  | Rash, sometimes fever or sore throat, redness on cheeks. Rash could come and go for days or weeks.  | 4 to 21 days, usually 4 to 13 days                        | Exclude until diagnosed by M.D. If other rash-causing illnesses are ruled out, students can be in school.  |
| Influenza                      | Chills, body ache, headache, fever, sore throat, followed by cough, running nose, and possible stomach ache.  | Up to 10 days   | Excluded from school until well, usually 2-7 days. Should be without fever for 24 hours.   |
| Impetigo                       | Blister pustules rapidly covered with honey-colored crusts. May be confused with cold sores. Usually seen first near the mouth or nose. Can spread rapidly.   | 1 to 10 days, occasionally longer                         | Excluded from school until verification of treatment, or until lesions are dry. Contagious until lesions are healed or 24 hours after initiation of oral antibiotics.                |
| Mononucleosis                  | Fever, sore throat, swollen lymph glands, (neck), headache, tiredness. Can be a rash.   | Probably 4 to 6 weeks                                     | No restriction unless ill. Period of communicability unknown.  |
| Lice<br>Pediculosis            | Infestation of head hair or other hairy parts of the body with lice or nits. Scratching causes reddened, rash-like areas. Nits are tiny white eggs, stuck to the hair, usually close to the scalp at the neckline and/or behind the ears. | Variable; eggs hatch in 7-10 days                         | Exclude until lice and nits are adequately treated or removed. Advise exam of household contact for nits and lice. When appropriate, schools may exclude until all nits are removed. |
| Pink Eye<br>(Conjunctivitis)   | Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.   | 24 to 72 hours  | Pink eye without purulent discharge – no exclusion necessary. Pink eye with purulent discharge (pus) – excluded 24 hours after antibiotic treatment begins.                          |
| Strep Throat<br>Scarlet Fever  | Fever, sore throat, headache, nausea, vomiting. (If associated with rash, it is called Scarlet Fever.)  | 2 to 5 days   | Contagious until 24 hours after antibiotic treatment begins. Exclude for the first 24 hours of treatment and until feeling well enough to be in school.                              |
| Cold Sores<br>(Herpes Simplex) | Blister-like sores, usually on lips but may occur anywhere on the skin or in mucous membranes. May be confused with Impetigo.   | 2-14 days   | No restriction. Contagious period is unknown. Viruses may be present for 5-7 days or in some cases for months.   |

### **3.7 Vision and Hearing Screening**

All students in grades K, 1, 3, 5, and 7 and all students new to Texas will have vision and hearing screens performed. If a student fails a screening twice, a referral will be sent home. A physician's report form is included with each referral. This report is to be completed by your physician and returned to the school office to be placed in the student's file. Parents will be notified prior to the start of the screenings. A nominal fee for each screening may be charged to the family's account. If you wish your child to be excluded from either or both of these screenings, you must provide written documentation from your physician that the screening has been done in the last calendar year.

### **3.8 Scoliosis Screening**

Female students in the fifth and seventh grades and male students in the 8th grade will be screened for curvature of the spine, scoliosis. The procedure involves the examiner inspecting the child's posture as he/she stands and then bends forward. Parents will be notified if a follow-up by their physician is indicated. A nominal fee may be charged to the family's account.

If you wish your child to be excluded from this screening, you must provide written documentation from your physician that the screening has been done in the last calendar year.

### **3.9 Acanthosis Nigricans Screening**

As a screening for possible diabetes, Texas state law requires that all first, third, fifth, and seventh graders be screened for Acanthosis Nigricans. This is a simple visual exam of the student's neck.

## **Section 4 – General Policies and Procedures**

### **4.1 School Hours**

Living Rock Academy's hours are:

- Elementary – 8:00 a.m. to 3:20 p.m.
- Secondary – 8:00 a.m. to 3:35 p.m.

### **4.2 Traffic Flow**

A map showing traffic flow for morning drop off and afternoon pick up of students is distributed at the beginning of each school year. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their students elsewhere on campus.

### **4.3 Transportation Arrangements**

Parents assume full responsibility for all transportation and carpool arrangements they make. This includes carpool arrangements with other families or individuals for transport of children to and from their homes. This also includes giving permission for children of driving age to drive and to transport siblings or children of other families to or from school. However, should a student drive in a manner inconsistent with school guidelines and safety expectations, the school

may revoke the student's privilege to drive or park on campus whereby parents would need to make alternate transportation arrangements.

#### **4.4 Arrival at School**

Students may arrive at school no earlier than 7:30 a.m. LRA is not responsible for supervision of students dropped off before that time.

#### **4.5 Dismissal and Pick-Up**

Students may not stay after school unless they are involved in a school-approved activity. A parent/guardian must pick up student(s) as promptly as normal carpool procedures allow. All students must be picked up by 4:00 p.m.

#### **4.6 After-School Care**

After-school care is provided by LRA until 5:30 p.m. on an as-needed basis at an additional cost.

#### **4.7 Chapel**

Chapel is part of the total philosophy and curriculum of LRA. It is a weekly opportunity for all students and faculty members to experience worship, praise, and biblical instruction. Every effort is made to provide chapel speakers who will be relevant, motivational, and challenging to our students. Speakers typically are local pastors, youth pastors, faculty members, or other Christian speakers. Parents are welcome to attend chapel services.

#### **4.8 Lunch Program**

Students must bring sack lunches or purchase a lunch at school offered by various local restaurants. NOTE: No refrigeration is available for student lunches.

#### **4.9 Unauthorized Materials**

Obscene, pornographic, or vulgar items of any type shall not be allowed on school property at any time. While this is aimed specifically at websites, books, magazines, posters, or pictures, it also includes any printed, drawn, or electronic material that is deemed obscene, pornographic, vulgar, or otherwise not in the best interest of the students or not in keeping with the spirit of Christian education. Possession of such may lead to expulsion.

While at school or school-sponsored functions, music that promotes the use of drugs, profanity, harm to oneself or others, promiscuity, and is obscene in nature and/or sound will be prohibited. Students may not listen to or view such media nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of media. When special school activities include the entire school body (K-12), it is important to focus attention on the song and media selection with special attention and emphasis on the youngest grade represented. Showing preference to the youngest students represented is necessary to ensure unwanted exposure of the younger students to mature subject matter. Songs that include censorship are recommended.

#### **4.10 Backpacks and Personal Items**

LRA strives to keep as safe and healthy an environment as possible on campus to help achieve its primary goal of building Christian character and academic competence. To maintain this environment, the school may conduct random or scheduled health, safety, and welfare inspections of backpacks, purses, gym bags, lockers, vehicles, or any other personal items brought on campus. A student may also be asked to empty the contents of the pockets of their clothing.

Since backpacks and other personal containers should only contain appropriate items, the school believes such inspections should not cause hardship to any student, parent, visitor, or employee. The following procedures will be used when conducting inspections.

##### **Clothing Pockets, Backpacks, or Other Bags/Containers**

- A student will be requested to empty pockets and/or present an item to a school staff member for the purpose of inspecting the item and/or the contents of the item.
- If a student declines to present an item for inspection, the student's parent will be called and the student will be placed on In-School Suspension until the parent arrives. Upon the parent's arrival, if the item is still not presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

#### **4.11 Cell Phones/Electronic Devices**

While students are permitted to bring cell phones to school, they are to be kept in the off position and locked in the storage units provided. Students may use their phones before the school day begins and after it ends but during the school day it must be off and stored in our provided containers. Any urgent message that a parent needs to get to a student during the school day should be called into the office. LRA-issued Chromebooks are needed for the curriculum and are provided at the elementary level. No communication/texting, games, or apps are permissible during classroom hours unless associated with the curriculum and approved by the teacher. No other electronic (gaming) device is permitted in the classroom. Consequences will be assessed if a student is seen using a cell phone or if a phone rings during school hours. (See Elementary/Secondary handbooks for specific disciplinary action.)

#### **4.12 Lost and Found**

The school maintains a temporary "Lost and Found." Items considered valuable will be kept secure. **Items not claimed by the end of each month may be disposed of or donated to charity.** The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

#### **4.13 Student Property**

While LRA maintains a safe and orderly campus, LRA will not be responsible for lost or stolen items, and students should avoid bringing unnecessary items to school.

#### **4.14 Emergency Drills**

Fire and other Standard Response Drills are conducted according to prescribed guidelines. Teachers are trained and aware of the policies. (see Emergency Binder)

#### **4.15 Emergency Closing**

LRA will use surrounding school districts' emergency closings as a resource when considering emergency school closings. School administration will communicate any necessary closings via Parent Alert text and FACTS Renweb. It is suggested that you also check the school's Facebook and Instagram.

#### **4.16 Classroom Visitation**

If parents wish to observe a classroom in session, they must contact the school office at least 24 hours in advance to obtain administrative approval to schedule the visit.

#### **4.17 Campus Visitors / Security Guidelines**

All visitors must sign in and out at the office. A visitor is anyone who is not a student or employee. All employees, substitutes, visitors, and volunteers must wear name tags while on campus.

#### **4.18 Parent/Teacher Conferences & Communication**

Parent/Teacher conferences may be scheduled by a parent or teacher throughout the year as needed. Such meetings should be scheduled in advance directly between the parent and teacher.

Teachers are given 24 hours to reply to parent correspondence Monday-Friday. Late Friday and weekend emails will be returned the following Monday.

#### **4.19 Delivery of Messages or Other Student Items**

Students will not be called out of class or have class interrupted for normal phone calls or messages. Any item that must be delivered to a student during the school day is to be brought to the office which students can pick up during the day. Parents are asked to help enforce the school's stand on a minimum of interruptions and not to email, text, or call their child's cell phone, watch, or Chromebook during school hours.

Students caught using either their phone or other electronic devices; watch, Chromebook, etc.) to communicate with those in or outside the school will be given a demerit and could face further consequences depending on the situation. This includes communication with parents, regardless of who initiated the communication.

#### **4.20 Closed Campus Policy**

LRA operates a closed campus. Students are to remain on campus until the final dismissal. Students may leave early only with permission from their parents and approval from the Head of School.

#### **4.21 Campus Care**

Students will be held responsible for deliberate damage to the buildings or property. Accounts will be billed.

#### **4.22 Care of School Property**

Students are to handle school property, including textbooks and AV equipment, with care. There should be no unnecessary marks, writing, or unusual wear and tear on any textbook. Non-consumable textbooks must be covered at all times. Please do not use adhesive book covers. Damaged books/equipment will be replaced, and the family account will be billed for a replacement fee. Textbooks/equipment that are not found after two weeks will be considered lost and the account will be billed for the full replacement cost.

NOTE: No final report card will be issued until textbook records are clear.

#### **4.23 Financial Policies**

##### **Payment and Tuition Fees**

Tuition and Incidental Expenses (fees associated with participation in sports, textbook fines, etc) are paid through FACTs Tuition Management in a flexible, centralized system. Authorized financial parties can opt for yearly, semester, quarterly, monthly, or semi-monthly tuition payment plans.

Incidental Expense accounts are 'auto pay.' The charges applied to the incidental expenses accounts will be automatically drafted on the due date utilizing the payment option designated by the authorized party. The authorized party will receive an email notification when charges are added to the incidental expense account designating the due date (draft date) for that expense. The automatic draft date will be a minimum of 10 days after an expense is entered. The 'Auto Pay' feature allows students to continue participation in sports and various activities, receive school records without financial hold delays, and reduce late fees.

Payment of full tuition becomes guaranteed to LRA when a student attends the first day of class in that school year. Families withdrawing their student(s) from school during the school year, are asked to withdraw, or are expelled for any reason are still responsible for honoring an executed Enrollment Contract. All tuition, fees, and all other school debts (including library fees, textbooks, outstanding tuition, lunches, detention fees, athletic equipment, etc.) must be paid in full before any official records/transcripts or grades are released to the parent or to another school. Parents wishing to withdraw their student(s) should contact the Head of School to begin the withdrawal process.

### **Registration/Application Fees**

\$500.00 enrollment fee per student due upon acceptance (**non-refundable, non-transferable**)  
\$200.00 application fee per new student (**non-refundable, non-transferable**); additional testing fee may apply for grades 6-12

**Grant and Aid:** A limited amount of financial aid may be available and is issued on a case by case, grade by grade, class by class basis. Financial aid is also determined on a yearly basis and can change dramatically from year to year based on fund availability. Families should never assume that the same amount of financial aid will be available from year to year. Applications for financial aid are handled through FACTS, a third-party assessment program with a deadline to apply by April 30 for the following school year.

### **4.24 Records and Transcripts**

Records and transcripts for enrolled students will be forwarded to another school or college for students whose family account is current. If a student withdraws or is expelled, the account must be paid in full, and complete all financial obligations prior to any records or transcripts being released. If the family account of a graduating student is not current, transcripts will be withheld until the delinquencies are satisfied. Please submit all transcript requests using the Google form on the LRA website a minimum of five days in advance.

### **4.25 Re-enrollment of Current Students**

The school reviews the records to ensure the student achieved sufficient academic progress to qualify for advancement to the next grade level. The school also reviews the records to ensure the student's behavior is appropriate for advancement to the next grade level. Any student making less than expected progress will require a meeting between the Head of School, the Principal, the classroom teacher, and the parent/guardian as a support system to bring the student to a greater level of success.

The school reviews the financial records to ensure there are no delinquent accounts. No student shall be re-enrolled with a delinquent account.

Re-enrollment of the student is finalized upon the following: 1) receipt and approval by the school of a Re-enrollment Form for the next year, 2) payment of the re-enrollment fee, and 3) resolution of any outstanding academic or behavioral matters. As part of the re-enrollment process, updated medical information and emergency contact information will be requested. Students may not attend classes without these forms on file in the school office.

### **4.26 Grievance Procedure**

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by a teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as outlined below.

The school believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in Chapter 18 of the Gospel of Matthew. Please see the **Appendix: The Matthew 18 Principle For Solving School Problems**

#### **4.27 Child Protective Services**

Allegations of criminal misconduct will be reported to TEA and/or law enforcement, and suspected child abuse must be reported to Child Protective Services, in accordance with legally required timelines. Living Rock Academy must also investigate allegations for the purpose of determining whether there has been a violation of LRA policy, even if law enforcement is also investigating. All LRA personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying/harassment/intimidation complaint pursuant to this policy, a complainant may choose to exercise other options, including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

#### **4.28 Network/Internet Acceptable Use Policy (Tech Waiver within the Enrollment Packet)**

Any hardware or software owned by LRA is to be used for educational purposes. Misuse of technology resources will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion. Any moral code misconduct that becomes public knowledge through social websites and causes disruption to the daily operation of the school may also be subject to disciplinary action. (see Section 15)

#### **4.29 Facilities Use Policy**

The use of LRA facilities is limited to LRA academic and athletic purposes. Rental/Use of facilities by LRA families/faculty/staff must be submitted using the appropriate facilities use request form a minimum of two weeks in advance of the event. Written approval by the Head of School is mandatory. The Board of Directors must approve any exceptions for use/rental by outside entities.

### **Section 5 — General Attendance Information**

#### **5.1 Attendance Requirements**

LRA has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school.

Texas Education Code section 25.092 requires that a student in grades kindergarten through grade 12 be in attendance for at least 90 percent of the days a class is offered in order to receive credit for the class or a final grade. Elementary students see section 9.1 and Secondary students see section 13.2.



**When a student is absent, please notify the school office via phone or e-mail by 8:30 a.m. on the day of the absence (unless absence was previously arranged).**

Please complete the form if your student will be absent from school for 3 or more consecutive days. [Click Here](#)

For the protection of students, LRA policy is to release students only to their parents, guardians, or previously designated individuals. Any deviation from this policy will be made only by written notification.

### **5.2 Non-Essential and Discretionary Absences**

An Absence Request Form must be presented to the administration two weeks prior to the day(s) missed. Prior to this absence, a student will be required to submit all homework and major projects/papers that will be due during their absence. Additionally, all tests and quizzes taken during the student's absence will be made up on the day of their return to school. If for any reason a teacher was unable to supply the student with assignments prior to leaving on this absence, the teacher may assign the work upon their return and the student will be responsible for turning it in the next day.

### **5.3 Medical Appointments**

Academic problems often develop when students continually leave school for medical appointments. Parents should make every effort to schedule medical appointments before or after regular school hours. This will eliminate many of the problems associated with absenteeism and the requirement to do makeup work. Parents must notify the office if the student must leave during the day; however, any classes missed are still counted as an absence for that class.

### **5.4 Sign-In/Sign-Out Procedures**

Before leaving school during the school day, a student's parent must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school office.

## **Section 6 — General Discipline Guidelines**

### **6.1 Philosophy and Guiding Principles of Student Conduct and Discipline**

Taken from the same root word for disciple, discipline is established and maintained at LRA with the intent to train or build into the lives of students (Matthew 28:19; Proverbs 22:6). Our goal is for students (and adults) to grow in self-discipline according to God's Word so that external discipline measures become less needed.

The following statements provide some perspective on the school's discipline philosophy:

- Discipline may be at first perceived as unpleasant, and involve a difficult process of sorrow and repentance; however, the end result is to produce righteousness, peace, and strength. (Hebrews 12:11-13; II Corinthians 7:8-10; Proverbs 23:13-14).
- While discipline may result in short-term or long-term consequences, this does not stop full forgiveness from being extended (II Samuel 12:9-14; Numbers 14:18-23; Psalm 99:8; Exodus 34:5-7; Jeremiah 30:11).
- Discipline is directed at the behavior or attitude, not the individual person.

In the Christian community, we sometimes force the wonderful concepts of grace and forgiveness to necessitate the elimination of any human consequences. Consequences are God's way of changing us, and thus, consequences with forgiveness become healing, purifying, and sanctifying (II Corinthians 2:5-8). In addition, grace is not a shield against consequences but the power to change behavior, to do what is right (II Corinthians 9:8; 12:9; Jude 1:4; Titus 2:11-14).

The LRA Parent-Student Handbook is not intended to be and cannot be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified. Students are reminded that any faculty or staff member in the school has the authority to correct students at any time during the school day and at any school function.

## **6.2 Discipline**

The school is best able to provide an enriching, enjoyable, and constructive educational experience for each student by maintaining a positive and disciplined learning environment where consideration is given to each person's needs. It is the school's responsibility to provide the proper learning environment for all students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary for us to trust each other and function together each school day in a God-honoring manner.

To contribute to a good social and educational environment, acceptable standards of behavior will be expected at all times. Discipline will be administered when any student's actions interfere with the right of the teachers to teach and students to learn. When an offense is committed, repentance and reconciliation will be sought in a biblical manner. (Matthew 18:21)

## **6.3 Levels of Offense and Consequences**

The offenses listed below are to be considered examples of the various classes or levels of offenses; no claim is made that these constitute an all-inclusive list. The disciplinary consequences listed as appropriate for each level of offense are not listed in the order in which they may be employed by school personnel. Rather, the consequences listed merely constitute a range of potential responses, within each level, from which school authorities may choose. The choice to administer a particular consequence will be based on the administration's judgment of the seriousness of the offense and what consequences may be most useful to remedy the situation. Any offense not specified below will be categorized by the appropriate LRA personnel.

## **Level I Behavior**

These are primarily at the classroom level and will be addressed by the classroom teacher.

### **Level I Offenses**

- Tardy to class
- Hall pass violation
- Drinking or eating in undesignated areas
- Talking in class without permission
- Noises or behavior that disrupts teaching and learning
- Scuffling and/or horseplay
- Running and/or making excessive noise where or when prohibited
- Failure to bring required materials and/or assigned work to class
- Failure to participate in classroom activities
- Failure to sit in an assigned seat
- Throwing or projecting objects
- Dress code violations

### **Level I Potential Consequences**

- Verbal reprimand
- Verbal warning
- Conference with student
- Change in seat assignment
- Separation in the classroom (temporary)
- Written or telephone communication to parents
- Lowering of conduct grade
- Disciplinary work assignment
- Detentions, e.g., in class before or after school, lunch detention

Other disciplinary measures approved by Administration

## **Level II Behavior**

These offenses may be addressed by the classroom teacher and/or Administration.

### **Level II Offenses**

- Level I Offenses not corrected by Level 1 Consequences
- Leaving the classroom without permission
- Cheating, plagiarism, lying, and/or copying the work of another student (can also be Level 3)
- Inappropriate personal displays of affection
- Forgery
- Lunchroom disturbance
- Vehicle misconduct

- Possession or use of occult material, inappropriate literature or pictures
- Disrespect to school personnel and others  
Profanity, inappropriate language or hand gestures (profanity, suggestive sexual overtones)
- A pattern of disrespect, rudeness, and insubordination to school authorities and others
- Unexcused absence from class; truancy (leaving class group or campus without permission)
- Destruction of school or personal property
- Defacing school property, graffiti
- Any persistent behavior that disrupts classroom teaching or school procedures.
- A pattern of dishonesty and lying
- Stealing and theft
- Activities that threaten the safety of the student, classmates, staff, or any others
- Misuse of electronic communication devices - cell phones, iPhones, Blackberry, pagers, and other electronic communication items
- Computer Offenses – damage to computers, adding software to computers without permission (includes running software from compact disks; accessing unapproved or immoral websites)
- Excessive tardiness
- Frequent and repeated violations of Level I rules

### **Level II Potential Consequences**

- Conference with student
- Written or telephone communication to parents
- Conference with parents
- Detentions
- Loss of school transportation privileges
- Removal from class
- Disciplinary work assignment
- Referral to the counselor
- Exclusion from co-curricular activities
- Assignment to In-School Suspension
- Probation status
- After school detention
- Other disciplinary measures approved by the Head of School or Principal.

### **Level III Behavior**

These behaviors will be addressed by the classroom teacher, principal, and Head of School.

### **Level III Offenses**

- Level 2 Offenses not corrected by Level 2 Consequences

- Excessive detentions
- Truancy or leaving campus without approval
- Fighting
- Cheating, lying, and/or copying the work of another student (can also be Level 2)
- Possession or use of alcohol or any tobacco product
- Gambling
- Hazing
- Bullying, cyberbullying, intimidation, harassment, threats, verbal abuse (i.e. name-calling, ethnic or racial slurs, teasing, derogatory statements)
- Possession or distribution of media that is immoral, vulgar, pornographic, or indecent (this includes written media or electronic material on laptops, cell phones, cameras, etc.)
- Extortion
- A threat or attempt to do harm, on or off campus (online), directed at an LRA student, faculty or staff member, administrator, school facilities, or property. This may also be considered a Level 4 offense, depending on the severity of the incident.
- Cursing, abusive language, or obscene gestures directed toward an LRA student, faculty or staff member, administrator, visitor, classmate or school representative directly or indirectly including online.
- Activities that seriously threaten the safety of the student or classmates (including reckless driving)
- Hacking (illegal, unauthorized, or attempted entry into computer files or network). This may also be considered a Level 4 offense, depending on the severity of the incident.
- Deliberately accessing or creating any obscene or objectionable information, language, or images. This includes information on web pages, blogs, Myspace, Facebook, Instagram, Snapchat, or other publicly accessible sites.

### **Level III Potential Consequences – Head of School Intervention**

- Communication to parents by note and/or telephone
- Conference with parents at school
- Exclusion from co-curricular activities
- In-School Suspension – ISS
- Out-of -School Suspension – OSS
- Disciplinary probation
- Referral for consideration of expulsion
- Referral to law enforcement agencies
- Other disciplinary measures approved by the Head of School or Principal

### **Level IV Offenses**

- Level 3 Offenses not corrected by Level 3 Consequences
- Arson or attempted arson
- Assault

- Burglary or attempted burglary of the school
- Activities outside the school which call for police intervention
- On or off-campus misconduct seriously detrimental to the reputation of LRA
- Major vandalism or criminal mischief on or off-campus
- Possessing, delivering, using, or being under the influence of alcohol, any dangerous drug, or any controlled abusive substance or reasonable suspicion of such
- Possessing, delivering, or using any firearm, explosive, knife, or other weapon
- Excessive number of accumulated detentions
- Sexual Harassment
- Promiscuity
- Gross insubordination or defiance
- Stealing

#### **Level IV Potential Consequences – Head of School Intervention**

- Immediate recommendation of expulsion
- Exclusion from co-curricular activities
- Restitution or restoration of damage
- Suspension
- Disciplinary probation
- Referral to law enforcement agencies
- Compulsory drug testing within one week of drug or alcohol-related offense
- Removal to home-based schooling
- Other disciplinary measures approved by the Head of School

#### **6.4 Conference with Student**

Students may be referred directly to the Administration for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student may have. The administration, in turn, may choose from an array of measures, ranging from conferencing with the student to imposing specific consequences (in-school suspension, out-of-school suspension). In addition, the administration may require the student's parent(s) to come to campus to further meet with the administration or to participate in a combined meeting that could include members of the administration, teacher(s), and student.

#### **6.5 Bullying/Harassment**

Texas Education Code, Section 37.0832:

Bullying is an act or pattern of acts by one or more students directed at another student. This often exploits an imbalance of power and involves a written or verbal expression, expression through electronic means or physical conduct that:

- Will physical harm another student, damage a student's property, or place a student in fear of harm;

- is severe, persistent or pervasive enough to create an intimidating, threatening or abusive educational environment for the student;
- disrupts the educational process or orderly operation of a classroom or school; or
- violates the rights of the victim.

## **6.6 Cheating**

Cheating is a serious offense. It involves taking and/or giving information from some source other than the student's own mind and presenting it as if it came from his own mind. Cheating involves components of both stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating.

## **Plagiarism Policy**

Living Rock Academy students are expected to demonstrate honesty and integrity in the classroom. Each student is expected to do his or her own work. This includes assessments, homework, projects, class assignments, compositions, essays, and research papers. All work submitted by students should be a true reflection of their effort and ability.

Students must clearly indicate which parts of their work were assisted outside resources, included by not limited to AI, and specify the sources used. This includes ideas, outlines, research assistance, books, websites, or interviews, or any other form of support. Not citing work is plagiarism. Plagiarism or academic dishonesty undermines the trust and respect essential for learning at Living Rock Academy.

Living Rock Academy teachers will investigate students' work for plagiarism using Turnitin and Google Plagiarism checker through Google Classroom.

## **Artificial Intelligence (AI) and Plagiarism**

The purpose of this policy is to provide guidelines for the ethical and responsible use of artificial intelligence (AI) tools by students. While AI can be a valuable resource for learning and development, it is important to ensure that students' work remains authentic and original.

Students are encouraged to use AI tools as supportive resources to enhance their understanding and aid in the learning process. AI can be used for brainstorming, idea generation, and obtaining explanations on various topics.

At Living Rock Academy, students are required to acknowledge and cite any utilization of AI-generated content, such as text, images, or translations, when submitting work. Properly citing sources and recognizing the involvement of artificial intelligence in the creation process is

mandatory. This requirement applies to all AI-generated images, including cover and interior images, as well as artwork. You are not required to disclose AI-assisted content. In our guidelines, we differentiate between AI-generated and AI-assisted content as follows:

AI-generated content refers to text, images, or translations directly produced by an AI-based tool. Even if substantial modifications were made afterwards, if the initial content was created by an AI tool, it is classified as "AI-generated."

AI-assisted content is content that you primarily created yourself, with AI-based tools used for editing, refining, error-checking, or enhancing the material. Additionally, if you employed AI tools for brainstorming or idea generation but crafted the text or images independently, it falls under "AI-assisted." There is no requirement to disclose the use of these AI-assisted tools or processes.

Students bear the responsibility of ensuring that all AI-generated and/or AI-assisted content complies with content guidelines, including upholding all relevant intellectual property rights.

Any use of AI tools must be properly cited in the student's work. Students must clearly indicate which parts of their work were assisted by AI and specify the sources used. This includes ideas, outlines, research assistance, books, websites, or interviews, or any other form of support. Again, not citing work is plagiarism.

Work submitted by students that is found to be created by AI without proper citation will be considered plagiarism. Such instances will be subject to the school's plagiarism policy, which may include consequences such as receiving a zero on the assignment or other disciplinary actions as outlined in the student handbook.

**Please note:** The use of AI in the classroom is at the teachers discretion.

### **Consequences of Plagiarism**

First Offense:

- The student will be given the opportunity to redo the assignment with the highest possible score of 70.
- Parents will be notified of the plagiarism incident.
- The violation will be recorded in FACTS



Second Offense:

- The student may face more severe consequences, such as loss of credit for the assignment or course.
- The violation will be recorded in FACTS
- The student may be required to attend a counseling session to address the issue of plagiarism.

Third Offense:

- Possible disciplinary actions may include suspension or expulsion from Living Rock Academy.

If it is determined that a student has indeed cheated, the following actions will be taken:

The student will receive a zero on the assignment/test.

- The respective Administrator will be notified.
- The student will confer with the Principal.
- If the student holds any sort of leadership position in a class, club, or athletic team, he may lose his position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
- Cheating, in any form, may make the student ineligible for all academic honors or awards in all subjects.
- A second offense in any class will cause the student to receive a 10-point deduction of the final 9-week average for that class in addition to all other penalties previously listed.
- A conference with the parents, student, teacher, and the Head of School will be held.
- A third offense may result in expulsion.
- Cheating on a final exam will result in an automatic grade of zero for the exam.

Examples of cheating include, but are not limited to the following:

- Cheating on an assignment is the inappropriate copying of another student's work.
- Cheating on a classroom quiz, test, or major exam includes the use or possession of cheat notes or comparable material (includes a verbal exchange between students, looking at another student's paper, or offering his own to another student). Included is obtaining or passing advance copies of test items/information.
- Cheating on a project involves students/individuals sharing information on an assignment or project for which specific instructions have been given to receive no help from any other source than those approved by the teacher.
- Plagiarism is a form of cheating. It may include knowingly repeating another's sentences, adopting a particular phrase, or expressing someone else's line of thinking in the development of a thesis as though it were the student's own.

## **6.7 Public Display of Affection**

In its desire to provide a learning environment for all students that is safe, wholesome, and free from unnecessary distractions, LRA does not allow public display of affection (PDA) among students during school or school-sponsored activities and/or at any time while on campus.

Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact. In I Corinthians 6:12, Paul states “All things are lawful unto me, but all things are not expedient.” LRA desires to maintain a high standard of honor, purity, and appropriate behavior between members of the opposite gender in the student body and encourages each student to be an example of respect to others.

Leviticus 18:22 states that any form of homosexual activity is an abomination to the Lord, and LRA will not tolerate any act or display of homosexuality. Such activity shall constitute grounds for immediate expulsion from LRA.

The aspect of binary gender identification is not acceptable and will not be allowed or promoted at LRA as the Bible clearly defines male and female as the two sole forms of identity (Genesis 1:27).

## **6.8 Off-Campus and Online Conduct**

Students of LRA represent their school, their parents, and their Lord at all times. Therefore, the expectation of appropriate conduct applies beyond the school setting. Serious violations of the school standards of conduct render the student subject to disciplinary review and corrective action, including expulsion, even when such violations occur away from school. Examples of serious violations include, but are not limited to, the following:

- Stealing or shoplifting
- Use of alcoholic beverages
- Sexual immorality, vulgarity, pornography, or indecency
- Smoking or possession of cigarettes, e-cigarettes and other vaping devices
- Possession or use of illegal drugs
- Vandalism
- Malicious prank against a school representative (e.g., teacher, coach, administrator, etc.)
- Involvement in unlawful activity
- Involvement with the occult, gangs, or gang members
- Inappropriate dress at school functions
- Inappropriate online behaviors identified by the administration
- Any moral code misconduct that becomes public knowledge through any social media websites and causes disruption to the daily operation of school or otherwise goes against or violates the Student Code of Conduct of LRA students

Other serious infractions deemed inappropriate by administration. Violations will be documented and parents notified.

### **6.9 Disciplinary Probation**

If a student's behavior is so unsatisfactory as to merit probation, he/she will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors and may lose exemption eligibility. When a student is placed on probation, the Administration will notify the parents immediately. A student placed on disciplinary probation is jeopardizing the privilege of remaining at LRA.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend LRA.

Further disciplinary actions placing a student on probation for the second time within a school year may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

### **6.10 Expulsion**

If extensive attempts to correct a student's misbehavior have failed and the misbehavior persists, or if the offense is so serious as to warrant LRA'S most drastic sanction, it may be recommended to the Head of School that a student be expelled. The Head of School will determine the action to be taken after consultation with other senior members of the administration. In these cases, families need to refer to the Financial Agreement Form to review their financial obligations.

## **Section 7 – Student Life**

### **7.1 Field Trips**

Students are taken on educational field trips in connection with regular class work or school activities as stipulated in the enrollment/re-enrollment notices, forms, and authorizations. The family account will be charged for any fees associated with the trip. Participation in school field trips is restricted to students currently enrolled at LRA and to those students who are in the designated grade level. Siblings are not permitted to participate.

### **7.2 Class Parties**

Class parties may be held for these occasions; Thanksgiving, Christmas, Valentine's, Easter and end of year. Teachers are responsible to plan and oversee classroom parties and will utilize parents to assist them with conducting the parties. Any communications that go out from a room parent to other school parents concerning the party must first be approved by the classroom teacher and Administration.

### **7.3 Individual Parties (Outside of School)**

Invitations (written and/or verbal) to individual parties held outside of school may only be distributed at school or at school functions if every class member (or all one sex) is included. Parents are asked to be sensitive to the effect exclusion can have on students. Whenever possible, parents should refrain from picking up multiple students in the carpool to transport them to parties where only a select group has been invited.

### **7.4 Community Outreach**

All LRA students are encouraged to build a heart of worship through service to their community. All students will participate in planned community outreach programs throughout the year. Parents are invited to drive the students and join in on the work; however, younger siblings and siblings not enrolled at LRA may not participate.

## **Section 8 — Parent Involvement Opportunities**

### **8.1 Parent Volunteers**

Our school relies on faithful volunteers to make a difference in the lives of all those who are involved in the ministry of LRA. From Board members, administration, faculty, staff, students, and families, volunteers will positively affect thousands of lives over the years. In short, we are who we are because of the time and talent committed to LRA by so many volunteers.

Each year there are opportunities to volunteer to help the school. Our volunteer leadership team will ensure that volunteer opportunities are made known to our families and are organized in the best manner possible to ensure the needs of both our families and school are met.

### **8.2 Field Trip Chaperones**

All parents or family members who assist on field trips by driving and/or chaperoning must sign and abide by the rules of the LRA Driver/Chaperone Agreement Form. The driver's current driver's license and insurance information must be on file in FACTS Renweb prior to each trip. Younger siblings and those not enrolled in LRA may not attend LRA field trips.

### **8.3 Giving Opportunities**

Financial contributions beyond tuition make a meaningful difference for our students, faculty, and staff. LRA offers a variety of giving opportunities throughout the year to promote the development of our staff and faculty, school programs, and the enhancement of our facilities. LRA is a non-profit 501(c)(3) organization, and donations are tax-deductible as allowed by law. Details of giving opportunities are communicated to friends and families of LRA throughout the year.

## Elementary Handbook

### Section 9 – Attendance Information

#### 9.1 Absence Policy

- Students are counted tardy if they are not with their class at 8:00 a.m.
- Six tardies constitute one-day absence.
- A student arriving at school after 9:30 a.m. is considered to be absent for one-half day
- A student leaving campus before 11:30 a.m. (and not returning) is considered to be absent for one-half day unless it is a planned absence.
- Texas Education Code section 25.092 requires that a student in grades kindergarten through grade 12 be in attendance for at least 90 percent of the days a class is offered in order to receive credit for the class or a final grade.
- Please complete the form if your student will be absent from school for 3 or more consecutive days. [Click Here](#)
- A student with an absence will be given time to complete assignments and exams missed due to the absence. Students with excessive absences may lack the content knowledge to be promoted to the next grade level. Upon returning to school after an absence, the student should bring a signed note or email from the parents detailing the cause of absence. A doctor's note will be required for a medical absence of three or more days.

#### 9.2 Absence Request Policy

Regular attendance at school is critical to the educational process. Periodically, however, parents must take students out of school for special situations. These situations are identified as planned absences. A student may have a maximum of seven planned absence days each school year. In order for an absence to qualify as a planned absence, the following guidelines must be met:

- Parents must fill out and submit the Absence Request Form prior to leaving.
- Students are required to obtain the form with all assignments before leaving.
- Students have one day for every day missed to make up the work.
- Elementary students shall not schedule any planned absences during MAP testing week

#### 9.3 Tardiness

Prompt arrival is critical to creating an effective learning environment. Elementary school students are considered tardy if they are not in class by 8:00 a.m. Six tardies will be counted as one absence on the report card and may disqualify students from receiving a perfect attendance award at the end of the year. The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as weather or related circumstances). The Principal will use their discretion in such cases to excuse tardies so they will not be counted against the student record. After 8:00 a.m. all students must check in with the elementary front desk before going to class.

## **Section 10 – Elementary Student Conduct (See General Conduct Guideline in Section 6)**

### **10.1 Conduct Grading**

Conduct grades are reported on each report card and represent the student's overall classroom behavior for that period. The following codes are used to report conduct:

- E = Excellent – Student conducts himself or herself in a manner that contributes to the learning atmosphere in the class.
- S = Satisfactory – Student contributes to the learning atmosphere in the classroom but occasionally interferes with the learning process.
- P = Progressing – Student hinders the learning atmosphere in the classroom.
- N = Needs Improvement - Student consistently interferes with the learning atmosphere.

Students will start each new grading period with an E in conduct.

### **10.2 Cell phones**

If a student is seen using a cell phone or if a student's cell phone rings during school hours, the classroom teachers will take the phone to the school office. A \$10 fee will be assessed for a student to retrieve any confiscated device. The \$10 fee will continue to increase by an additional \$5 for each subsequent violation of the policy.

## **Section 11 — Academics**

### **11.1 Academics**

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each of the areas below.

### **11.2 Curriculum**

The Administration and faculty under the oversight of the Administrator develop curriculum goals. The following objectives guide curricular choices:

- A phonics-based reading program that is strong in teaching vocabulary and comprehension skills that promote critical reading and thinking
- Instruction in the basic arithmetic skills that form a basis for application to problem-solving and reasoning ability and in the development of mathematical and logical thinking
- A teaching perspective that evaluates and reviews literature from a technical, literary, and biblical viewpoint
- An approach to social studies that views historical facts and man's behavior in the light of Scripture and instills patriotic spirit
- A scientific focus that integrates observable phenomena, inductive reasoning, and Scripture in training students in the inductive method of inquiry

- An approach to Bible study that balances the impression of biblical knowledge with the expression of God’s Word through the life of the student
- An appreciation of fine arts as creativity given to man by God, the Master Creator, and as a means of worshiping and expressing admiration for Him
- Writing and communication skills to allow effective transmission of ideas and principles
- A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits
- The use of computers as a tool for learning
- A broad range of co-curricular activities, as is prudent and financially possible, that reflect the same biblical principles and standard of excellence as do the academic programs
- Community service projects for students

### **11.3 Promotion of Students**

The following guidelines are used to determine promotion:

- Grades 1 and 2: A student must pass reading and math to be promoted.
- Grades 3-5: If two or more core subjects are failed, the student shall not be promoted. Core subjects include math, English, spelling, and reading.

### **11.4 Homework**

Homework is given to teach students responsibility and independence in learning. Furthermore, homework reinforces skills and concepts taught in school and it affords parents a natural opportunity to be involved in their student’s education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable. Efforts will be made to be sensitive to homework for families who attend Wednesday church services and/or youth groups.

### **11.5 Late Assignments**

Learning to be responsible is an important element of a student’s total education. To help facilitate the learning of responsibility, LRA expects students to complete and turn in assignments on time. Assignments in the elementary classes that are not turned in on time may be penalized. At the beginning of the year, teachers will communicate the grade-level practices for their classes.

### **11.6 Makeup Work for Absences**

Students who have missed school, including a school-sponsored event, will be allowed to make up missed work.

- The administration/teachers will develop a plan for any student who has had an extensive absence from school due to a chronic illness.

- Students who have an extended absence for reasons other than illness must submit an academic make-up plan to the Principal for approval within two (2) days of their return to school.
- Elementary students are given two days for each day of absence to complete assignments.

Non-Essential and Discretionary Absence: Absences that are not related to illnesses or family emergencies are considered to be discretionary absences (ie., family vacation).

- If a student is missing school because of a discretionary absence, it is the student's responsibility to get class assignments prior to an absence.
- All class assignments that will be due during the student's absence must be completed prior to the absence. Failure to get assignments prior to the days missed for a discretionary absence will result in the assigning of a '0' as a grade for these assignments.
- If for any reason a teacher was unable to supply the student with assignments prior to leaving on this absence, the teacher may assign the work upon their return and students will be responsible for turning it in the next day.
- Additionally, all tests and quizzes taken during the student's absence will be made up the day after their return to school.

### 11.7 Report Cards

Parents may access report cards via FACTS RenWeb at the end of each quarter indicating the level of each student's achievement.

**NOTE:** Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of final payment of account balances by personal check; however, such report cards/records may be released immediately upon payment by credit card, cashier's check, money order or cash.

### 11.8 Academic Grades

LRA utilizes a numerically based percentage system for quarter, exams, and semester grades for 1st-5th grades. This is the only scale utilized for the reporting of these grades. Co-curricular eligibility, probation, and quarter averages are based on percentages.

The following grading scale is used for 1st-5th grade:

| % Points   | Letter Grade | Meaning                           |
|------------|--------------|-----------------------------------|
| 100-90     | A            | Far exceeds minimum standards     |
| 89-80      | B            | Exceeds minimum standards         |
| 79-70      | C            | Meets minimum standards           |
| 69 & Below | F            | Failure to meet minimum standards |
| —          | I            | Incomplete                        |



Our primary grades (pre-kindergarten and kindergarten) utilize a progressive grading scale:

E - Excellent

S - Satisfactory

P - Progressing

N - Needs Improvement

N/A - Not Applicable

### **11.9 Principal's Honor Roll**

Academic recognition is given to those students in grades 1-5 who receive high A's (all numeric grades of 95 or better) on their report card. Students with unsatisfactory conduct are not eligible for Principal's Honor Roll recognition.

### **11.10 Teacher's Honor Roll**

Teachers will award academic recognition to those students in grades 1-5 who receive all A's (all numeric grades of 90 or better) on their report cards. Students with unsatisfactory conduct are not eligible for this recognition.

### **11.11 Incomplete Grades**

In some extreme cases, as designated by the teacher and approved by the Principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or "Incomplete Contract" will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

### **11.12 Standardized Testing (MAP)**

Achievement tests are administered each fall and spring. The school participates in the MAP Testing recommended by SACS accreditation. Measures of Academic Progress® (MAP®) are K – 12 interim assessments that measure growth, project proficiency on high-stakes tests, and inform how educators differentiate instruction, evaluate programs, and structure curriculum. Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they're ready to learn. MAP assessments are grade-independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RIT scale for Rasch UnIT—a stable measurement, like inches on a ruler, that covers all grades. RIT scores serve as an essential data point in a student's learning plan; educators can see their precise learning level and respond accordingly.

### **11.13 Tutoring**

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. In such a situation, the student should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time before, during, or

after school to give occasional extra help. Parents should make every effort to have their student(s) at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring.

**Note:** The teacher whose class a student is assigned may not tutor that student for money in that subject, unless the teacher is part of an additional special learning assistance program, specifically authorized by the school administration. Such programs are not designed to replace the occasional extra assistance that all classroom teachers typically provide to their students.

### **11.14 Supplemental Learning Opportunities for Specialized Learning Needs**

LRA is not designed to fulfill the requirements of a 504 plan generated by the public school, nor does it provide or adhere to a student(s) Individual Education Program or IEP. **LRA does not modify the curriculum.** Based on student needs and parent/teacher referral, LRA provides academic support under the ROCK program.

### **11.15 LRA Academic Support (ROCK program)**

For a yearly fee, LRA offers Academic services in various ways including but not limited to the following: one-on-one tutoring, college and career planning, study skills, mentor programs with academic advising, small group testing, oral administration testing, and progress monitoring. LRA academic support staff work closely with classroom teachers to ensure maximum benefit to all students. Individualized academic support is developed with parent and ROCK committee approval and implemented through a Student Service Plan. Administration must be informed of any changes or accommodations made concerning any student who is currently being serviced under Academic support.

## **Section 12 – Student Dress Code**

### **12.1 Uniform Dress Code**

Through the Dress Code, LRA wants to convey the dignity of your student's education. It is not the intention of LRA to diminish or suppress a student's personality. It is important that the learning environment is not distracting to students. Additionally, a dress code and appropriate grooming are reinforced as a "life skill." LRA has deliberately and thoughtfully created a uniform code that is simple, affordable, easy to follow and enforce. Put simply, students will need to dress appropriately for their future jobs, and learning to dress with guidelines helps students better prepare for their future. Contrary to what most students think, uniforms actually help to develop individuality and personality. Freed from the shallow means of conforming to whatever is "in," students can instead proclaim his/her presence through the more meaningful methods of character, actions, reputation, and speech.

The LRA uniform policy involves both the school and the home. It is the responsibility of the student to make proper choices that glorify Jesus Christ. It is the responsibility of the parents to

help students make the right clothing decision. The teachers will enforce the dress code at LRA in a discreet and respectful manner. (Romans 12:2)

If a variation (including a new trend that happens throughout the school year) to the LRA Dress Code causes a distraction or is disruptive to the educational environment of the school, the final determination will be made by the administration. Please contact the school office if you have any questions.

We have updated the uniform dress code policy for the current academic year at Living Rock Academy. We have made the change from national retailer Land's End to local retailer The Speckled Goats as the school's uniform provider. This shift was aimed at improving customer service, collaborating with a vendor in the community, and a goal of reducing clothing expenses for parents. However, the switch between merchants in late Spring has led to some disruptions in service and confusion among the school community. While the initiative behind the policy change was well-intentioned, the implementation lacked clarity, and we apologize for any inconvenience caused.

The LRA Board of Directors has aligned with the LRA administration by supporting the continuation of the previous '23-'24 uniform policy and the introduction of the new '24-'25 uniform policy for the current school year. This decision aims to accommodate families who have already invested in the new uniforms. **As a reminder, Living Rock Academy will adhere to the dress code uniform guidelines from both the '23-'24 and '24-'25 school years during the '24-'25 academic year.**

### **Land's End: Uniform Dress Code ('23-'24)**

#### **Shirts**

- LRA monogrammed polo in Orange Spice, gray, or white. This is **required** for all students and must be purchased through LRA's official uniform provider.
- LRA monogrammed polo dress in Orange Spice for girls. This is **optional**, however, if purchased must be purchased through LRA's official uniform provider.

#### **Pants/Shorts/Jeans**

- Denim blue jeans, gray, black, or khaki pants or capris. Must be modest fit, no holes, frays, patterns, patches, decorative embellishments, or ultra-low rise. No undergarments may be visible.
- Denim blue, gray, black, or khaki cargo, walking, or Bermuda-length shorts. No athletic or basketball-type shorts. Must be modest fit, no holes, frays, or ultra-low rise, with 9" inseam or longer. No undergarments may be visible.

- Only black or gray modesty shorts or leggings under skirts and dresses.

### **Dresses/Skort (Elementary)**

- Gray skort for girls. This is **optional**, however, if purchased must be purchased through LRA's official uniform provider.
- LRA monogrammed polo dress in Orange Spice for girls. This is **optional**, however, if purchased must be purchased through LRA's official uniform provider.

### **Shoes and Socks**

- Shoes must be closed toe and closed back. No flip-flops, Crocs, sandals, or light-up shoes.
- Socks are required. No-show, ankle or crew socks only. Any solid school colors: black, gray, tan, white, orange. No neon colors. No socks with graphic designs, illustrations, or wording allowed.
- Only black or gray modesty shorts or leggings under skirts and dresses.

### **Other**

- Regular uniform shirt and jeans for field trips or specific service activities unless otherwise specified.
- If your daughter wears earrings, **ONLY** small studs are allowed for safety purposes.
- No hats/baseball caps are allowed in the building during school hours.

### **Outerwear**

- LRA monogrammed outerwear in black or gray. This is **required** for all students and must be purchased through LRA's official uniform provider.

### **Friday Dress/Spirit Wear**

- Denim blue jeans. Must be modest in fit, no holes, frays, patterns, patches, decorative embellishments, or ultra-low rise. No undergarments may be visible.
- LRA t-shirt with various options that can be purchased from the school.

### **The Speckled Goats: Uniform Dress Code ('24-'25)**

#### **Shirts**

- Only LRA monogrammed polo shirts may be worn Monday through Thursday.
- LRA Spirit t-shirts may be worn on Fridays only.
- LRA Spirit t-shirts should be worn as intended without knotting, embellishing, tying, etc.

**Pants/Shorts/Jeans**

- Pants and Shorts must be khaki (only).
- Shorts are required to have a 9” or longer inseam and/or no more than 3” above the knee.
- No athletic or basketball-type shorts, pants, or leggings. This includes items made with athletic-type material.
- Shorts/pants must be modest fit, with no holes, frays, or ultra-low rise. No undergarments may be visible.
- No jeggings, leggings, or joggers may be worn as pants.
- Only blue denim may be worn; no patterns, embellishments, patchwork, or cargo-style; no holes, tears, frays; no elastic cuffs/bands.
- Shorts may not be rolled up at the waist or legs.

**Dresses/Skirts (Elementary only)**

- The length of skirts and dresses must be no more than 3” above the knee.
- Young ladies wearing skirts or dresses are REQUIRED to wear modesty shorts (bikers) under their skirts or dresses.
- Black leggings (only) are permitted for colder days under skirts and dresses.

**Shoes and Socks**

- Athletic, active wear shoes required for Elementary only.
- Shoes must be closed-toed; closed-back shoes.
- Shoes must be worn as intended.
- No Croc-like shoes, flip flops, sandals, or light up shoes.
- Socks are required. No-show, ankle or crew socks only.
- Any solid school colors: black, gray, tan, white, orange.

**Outerwear**

- Only school-approved solid black or gray hoodies, LRA monogrammed sweaters or jackets may be worn over the uniform and in the classroom.
- Winter jackets/coats, hats, or caps may not be worn inside the classroom.

**Friday Spirit Wear**

- Denim blue jeans please see requirements above.
- Uniform khaki pants or shorts.
- LRA t-shirt with various options and can be purchased from approved school designs or school vendors.

- Athletic-type shoes.

### **PE Uniform for 2024-25 (5th-8th grade only)**

- Athletic shoes are required.
- PE shirts and shorts must be purchased through our LRA vendor.
- Sweat pants, black or gray with LRA logo or school name, may be worn over required PE shorts.
- All jewelry must be removed.
- If an athlete is not currently participating in a sport, the athlete must wear a PE uniform while in PE class.

### **Hair and Grooming**

- Any hair coloring, including highlights, needs to be a natural color.
- Boys' hair must be above the shirt collar and not fall below the eyebrows. may not touch the shirt collar.
- Boys should be clean-shaven.

### **Jewelry: Girls**

- No more than two ear piercings per ear. No spikes, chains, spacers or gauges
- Only ear piercings are permitted.
- Any other piercings need to be left at home and are not acceptable at any school function.
- No hair colored clips/extensions

### **Jewelry: Boys**

- May not wear any piercings to school or to any other school function.
- To avoid distractions and/or safety hazards, no excessive jewelry should be worn.

**Note:** Items such as whistles, jingle bells, or multiple bracelets on one arm that cause excessive noise (clattering, clanking, hitting on the desk or table) will be considered a disruption in the classroom and not allowed.

## Secondary Handbook

### Section 13 — Attendance Information

#### 13.1 Attendance Requirements for Students in Co-Curricular Activities

Secondary students must be in school by 11:50 a.m. and remain for the rest of the day to participate in any co-curricular competitions and/or performances scheduled for that day or Friday for activities over the weekend. See Section 14.17 for the policy on absences during semester finals.

#### 13.2 Absence Policy

Attendance is taken in each class. Any class missed, unless for a school activity, counts as an absence. Secondary students will be considered absent from any class, including Homeroom, Outreach, Enrichments and Cross-Curricular classes, and Secondary/Senior camp to which they miss more than 10 minutes of the class period. Absences for these classes impact a student's exemptions.

Texas Education Code section 25.092 requires that a student in grades kindergarten through grade 12 be in attendance for at least 90 percent of the days a class is offered in order to receive credit for the class or a final grade.

- Four tardies to a class equal one absence (AT).
- Absences are cumulative for each semester. If a student misses a class, except for school-initiated activities, it is counted as an absence.
- A student, who has accumulated more than fifteen (15) absences per semester due to prolonged or chronic illness, or other similar long-term reasons, may appeal to the LRA administration in writing for a variance to the Absence Policy for that semester. However, re-enrollment for the following semester will be suspended until a determination can be made as to the student's ability to fulfill the attendance requirements of LRA academic programs.

**NOTE:** Cross-curricular activities are a vital part of LRA learning. Attendance on Fridays and on CC Field trips is essential. Since most of the Friday assessments are group projects, a student absent on Friday will receive an automatic zero for any work/assignment assigned on that day. Student/parent may appeal to the Secondary Principal to receive credit for this work if it is felt the absence was unavoidable. Furthermore, in our Friday Community Outreach, LRA students develop a rapport with the people in the non-profit organizations (i.e., nursing homes, elementary school mentors, etc.) Attendance on Fridays for Community Outreach is a commitment that the student and school make with those we serve.

#### 13.3 College Visits

As high school students begin to make decisions about their futures, they will have the opportunity to explore which university they may wish to attend. Juniors and Seniors may use

two days per year for college visits. These visits must be arranged through the high school principal and will not be counted as part of the cumulative absence record. Students will be allowed to make up any missed work, quizzes, or tests.

- Parents must contact the Principal one week prior to the absence to arrange for approval.
- All senior college visits should be completed by April 1.
- All junior college visits should be completed by May 1.
- Upon returning to campus, students must provide a note/form from the registrar's office of the college visited in order for the absence to count as a college visit.

### **13.4 Tardiness**

Secondary school students with excessive tardies will be subject to disciplinary action. Four tardies equal one absence. Students who arrive ten (10) minutes or more after the start of class will be considered absent, not tardy. The school realizes that there occasionally may be special circumstances that cause a large portion of the student body to be late (such as weather or traffic-related circumstances). The Administration will use his/her discretion in such cases to excuse these tardies so they will not be counted against the student record. After 8:00 a.m. all students must check in at the office before going to class. Students arriving after 8:00 a.m. for homeroom/chapel will receive a tardy/demerit.

## **Section 14 – Academics**

### **14.1 Curriculum**

The Administration and faculty under the oversight of the Head of School develop curriculum goals. The following objectives guide curricular choices.

- Instruction in the basic math skills that form a basis for application to problem-solving and reasoning ability and in the development of mathematical and logical thinking
- A teaching perspective that evaluates and reviews literature from a technical, literary, and biblical viewpoint
- An approach to social studies that views historical facts and man's behavior in the light of Scripture and instills patriotic spirit
- A scientific focus that integrates observable phenomena, inductive reasoning, and Scripture in training students in the inductive method of inquiry. A science curriculum that teaches truth as truth, theory as theory, and scientific fact as scientific fact will be used.
- An approach to Bible study that balances the impression of biblical knowledge with the expression of God's Word through the life of the student
- An appreciation of fine arts as creativity given to man by God, the Master Creator, and as a means of worshiping and expressing admiration for Him
- Writing and communication skills to allow effective transmission of ideas and principles



- A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits
- The use of computers as a tool for learning
- A broad range of co-curricular activities, as is prudent and financially possible, that reflect the same biblical principles and standard of excellence as do the academic programs and community service projects for students.

**Algebra Readiness and Proficiency Requirement**

Algebra is the language of mathematics and sciences; therefore, it is vitally important that all students master its logical structure. Mastery of Algebra I concepts is crucial for success on the SAT (Scholastic Assessment Test) and in subsequent higher-level math, science, and computer courses. LRA adheres to the state requirement for all students to successfully pass four years of math and science to be eligible for any endorsement.

Algebra I Readiness Requirement:

All students desiring to take Algebra I in eighth grade must meet or exceed the following requirements:

- Be recommended by a 6th-grade math teacher to take Pre-Algebra in 7th grade based on a minimal requirement of receiving a grade of 85 or higher in their 6th-grade math class.
- Be recommended by a 7th-grade math teacher to take Algebra 1 in 8th grade based on a grade of 90 or higher in 7th-grade math. This option may require additional work/review prior to taking Algebra 1 due to not taking Pre-Algebra.
- Demonstrate maturity and study habits necessary for the workload required by Algebra I. This is a high school course.
- Algebra I 8th graders who complete the year with lower than 85% will be reviewed for continued progression on the Honors math track.

**Although parental desire and input are taken into consideration in class placement, LRA reserves the right to place the student on the regular track at any point during their time at LRA.**

**14.2 Graduation Requirements (High School Grades 9 – 12)**

All LRA students will graduate with 26 credits including the following:

|                       |                     |
|-----------------------|---------------------|
| English Language Arts | Four credits        |
| Mathematics           | Four credits        |
| Science               | Four credits        |
| Social Studies        | Four credits        |
| Physical Education*   | One credit          |
| Foreign Languages     | Two or more credits |
| Fine Arts             | One or more credits |
| Speech                | One half credit     |

|           |                       |
|-----------|-----------------------|
| Bible     | Four credits          |
| Electives | Seven or more credits |

\* LRA does not offer a designated High School PE class. All students are required to participate in a qualifying athletic or other extra-curricular activity to satisfy this requirement per Secondary Principal and Head of School approval.

### Course Requirements

All elective classes are offered based on sufficient enrollment, teacher availability, and a class's ability to fulfill an endorsement requirement.

- Students will be advised to take courses commensurate with their ability, interests, and future plans for post-secondary schooling and/or career plan.
- No core classes (Bible, English, Math, Science, Social Studies, Foreign Language) may be completed at any outside location without administrative approval.

### **LRA's Graduation requirements exceed the State of Texas Foundation Graduation requirements.**

#### **Endorsements**

Based on LRA's course requirements, every student who has been continuously enrolled at LRA from 9th grade to high school maturation will graduate with a Multidisciplinary Studies endorsement. Students may earn additional endorsements in STEM, Business and Industry, Public Services, and Arts and Humanities.

**STEM Endorsement:** LRA's basic requirements of 4 math, 4 English, and 4 science courses to include pre-calculus and Calculus plus 1 advanced science after Physics or pre-calculus and 2 credits of Robotics.

**Business and Industry:** LRA's basic requirements of public speaking plus 3 credits of Yearbook or Construction Science.

**Public Services:** LRA's basic academic requirements plus 120 hours of Community Outreach plus 120 hours (1 credit) of public service internship. Additional academic requirements could be required by the administration.

**Arts and Humanities:** LRA's basic requirements of 4 credits of Bible plus 2 credits of Art Appreciation and 1 credit of Humanities or 4 credits of the same foreign language, or sequence of Art classes or 2 credits of 2 different languages.

#### **Enhancements**

Distinguished Level of Achievement

Performance Acknowledgments

- Dual credit courses
- Bilingualism and biliteracy

- PSAT, SAT or ACT
- AP Exam
- Earning a nationally or internationally recognized business or industry certification or license

### **14.3 Graduation Attendance**

Students in grades 8-12 are required to participate in the LRA commencement ceremony. It is the responsibility of the parents to ensure their children are available to attend.

To graduate from Living Rock Academy, a student must meet the graduation requirements and spend at least their entire senior year at Living Rock Academy or have special permission from the Head of School.

This is a special service, in honor of our seniors, that is meant to be both memorable and inspirational. It is also a time when many people have become acquainted with our school for the first time and have subsequently made decisions to support the school or send their children to LRA. For these reasons, all students in grades 8 through 12 are required to participate in the graduation ceremony. This is also a unique opportunity for the underclassman to be recognized for their achievements in the moving up ceremony. We hope our students will recognize this is one time during the year when our school gives them an opportunity to demonstrate the uniqueness of a Christian education.

On occasion, circumstances arise that may prevent a student from attending the graduation festivities. This should be an exception and not the rule. As soon as you become aware of a conflict, notify the office of the Head of School in writing.

### **14.4 Honors and Advanced Placement Classes**

LRA may offer honors and advanced placement (AP) classes. In order to receive honors credit in an honor-designated class, a student needs a semester average of 85% or above in that specific honors class.

### **14.5 College Credit Classes**

College credit classes (CC) will be offered through St. Philips Community College. A charge of \$100.00 per course will be assessed by St. Philips. This fee will be charged to your school account. The student is also responsible for any additional costs (textbooks, supplies, etc.) associated with the class.

LRA allows the following:

Juniors: 1 CC/Fall semester; 1 CC/Spring semester

Seniors: 2 CC/Fall semester; 2 CC/Spring semester

College credit hours do not count as any high school core classes. However, they will serve as electives and count toward diploma requirements. The acceptance of college credit courses is subject to approval by individual universities and colleges.

**NOTE: 6 Drop Rule:** By state law, all students enrolling for the first time at any Texas public college or university after Fall 2007 will be limited to six course withdrawals (drops) during their entire academic career. Drops include those initiated by students or faculty and withdrawals from courses at other Texas public institutions. College Credit courses apply.

#### **14.6 Drop/Add Policy**

- After the school year starts, schedule changes will be made if a student is failing an honors course or in the case of extenuating circumstances with the approval of the Principal and Academic Counselor.
- If a student in an honors class is failing at each 9-week grading period, he/she may be dropped from the course and placed in an on-level course. The student will not be allowed to re-enter the honors-level course that year.
- A student requesting a schedule change should obtain a Drop/Add form from the Academic Counselor. The counselor and student will fill out the form, including the principal's recommendation.
- The student will then obtain signatures from the teachers involved in the change, as well as from his/her parents. The student must then submit the completed form to the Principal for final approval.
- No schedule change is official until the student receives an updated schedule from the office.

#### **14.7 Promotion of Students**

##### **Middle School (Grades 6-8)**

- Students who fail two or more core classes (English, Math, Bible, Science, or History) or three or more total classes may not be permitted to advance to the next grade even with the successful completion of summer work.
- Students in the 8<sup>th</sup> grade who fail two courses must receive approval from the administration before applying for 9<sup>th</sup> grade.
- A student may be permitted to repeat the grade he/she has failed pending space availability.
- A student who has failed primarily because of disruptive behaviors or negative attitudes may not be permitted to return to LRA.

### **High School (Grades 9-12)**

- A student may be permitted to repeat the grade he/she has failed pending space availability. High school students will not be eligible to participate in TAPPS-related activities for more than four years. This includes athletics and Fine Arts competitions.
- If a student fails the first semester of a core class, he/she may continue into the second semester. If the student does not pass the second semester, the entire course must be retaken during the summer. A failing grade is 69.4 and below for any one semester.
- If a student fails one semester of a two-semester course but passes for the year, the student will receive full credit and will not need to repeat the failed semester.
- High school students who fail three or more classes during a semester will not be permitted to return to LRA. Students who fail one or two classes during a semester may be permitted to return provided they have successfully retaken courses they have failed.
- Students can make up a failed course through LRA-approved summer or online programs. All students must receive approval from the academic coordinator before enrolling in make-up courses. If a student repeats a semester of a course due to failure, both grades will be reflected on the transcript and calculated into the GPA. The student will receive credit for the make-up class when completed.
- It is the student's responsibility to complete the make-up class and have the final grade forwarded to the Registrar at LRA by August 15 or another agreed date by the administration, prior to the new school year. Both the original failing grade and credit recovery class grade will be listed on the transcript and both grades will be used to calculate GPA. Credit will only be given for a class with a passing grade.
- If the credit recovery class is not completed by August 15, the student will not be permitted to return for the next school year. No student will be permitted to enter the next academic year unless all failed coursework from the previous year in core classes has been successfully made up.
- Any senior who fails a required course may be allowed to take part in the graduation ceremony. However, an asterisk will follow his/her name in the graduation program to denote that the course will be completed in the summer.

### **14.8 Homework Policy**

Homework is given to teach students responsibility and independence in learning. Furthermore, homework reinforces skills and concepts taught in school, and it affords parents a natural opportunity to be involved in their student's education. The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable. Efforts will be made to be sensitive to homework for middle school families who attend Wednesday church services and/or youth groups.

### **14.9 Late Assignments**

- Students are expected to have all assignments turned in on the date and time assigned by the teacher. In the essence of compliance and fairness, this will be upheld for all students.

- If an assignment is not turned in at the time the teacher designates, the assignment will be given a 10-point reduction. Students will receive a 10-point grade reduction for each calendar day the assignment is late. This includes Saturdays and Sundays.
- More than three days late, including the date due, will result in a grade of zero.

#### **14.10 Make-Up Work for Absences**

- Students who are absent from class are expected to make up all missed work.
- Secondary students who will be absent due to co-curricular participation or a college visit must submit all missed assignments the day they return to class.
- It is the responsibility of the student to contact their teacher for assignments in classes missed due to absences.
- Missed tests and quizzes are to be taken the day the student returns to school. If a student has missed new material or a review, the teacher may give the student one additional day to prepare.
- Students must make arrangements with the teacher to make up for a missed test.

#### **14.11 Extra-Credit Work**

Extra credit will not be used to make up points for missed assignments and homework, loss of points for excessive absences, poor test performance, etc. If a teacher offers an extra credit assignment, the assignment will be offered to all students as an enrichment.

Teachers will use extra-credit work sparingly and wisely. It shall be used only to encourage students to go beyond what is normally required to expand their experience with the subject matter. In other words, it should be extra study above and beyond regular classroom assignments.

#### **14.12 Academic Grades**

LRA utilizes a numerically based percentage system for quarter, exam, and semester grades. This is the only scale utilized for the reporting of these grades. Co-curricular eligibility, probation, and quarter averages are based on percentages.

The following grading scale is used throughout the secondary school:

| % Points     | Letter Grade | Meaning   |
|--------------|--------------|---|
| 100-90       | A            | Far exceeds minimum standards   |
| 89- 80       | B            | Exceeds minimum standards   |
| 79-70        | C            | Meets minimum standards   |
| 69 and Below | F            | Failure to meet minimum standards                                     |
|              | I            | Incomplete - must be completed prior to next quarter to obtain credit |

### **14.13 Report Cards**

Parents may access report cards via FACTS Renweb at the end of each quarter indicating the level of each student's achievement.

**NOTE:** Only those families whose accounts are current will receive report cards. Final report cards and/or records will not be released until ten (10) working days after receipt of final payment of account balances by personal check; however, such report cards/records may be released immediately upon payment by credit card, cashier's check, money order or cash.

### **14.14 Principal's Honor Roll**

Academic recognition is given to those students in grades 6-12 who receive a GPA of 95 and above on their report cards in core classes. Students who have been assigned ISS, were assigned more than one Saturday School, or have a failing grade average in any one class, regardless of GPA, are not eligible for Principal's Honor Roll recognition.

### **14.15 Honor Roll**

Academic recognition is given to those students in grades 6-12 who receive a GPA of 90 and above on their report cards in core classes. Students who have been assigned ISS, were assigned more than one Saturday School, or have a failing grade average in any one class, regardless of GPA, are not eligible for Honor Roll recognition.

To be eligible for membership in the National Honor Society, a candidate must

- be a member of the Sophomore, Junior, or Senior class.
- have attended LRA for one full semester.
- have a cumulative (unweighted) GPA of 90 in core classes (Social Studies, English, Science, Math, and Bible).
- be in good standing in non-core classes and electives.
- participate or have participated in academic extracurricular contests, such as TAPPS, ACSI, or Robotics, for two years during their high school career.
- have completed twenty hours of community service per semester (40 per year).
- maintained good conduct/citizenship in all LRA classes.

If a candidate has met all of the above criteria, he/she will complete an application for admission. Additionally, each of the candidates' teachers will fill out a Student Recommendation Form based on the candidates' character, leadership, and service. All applications and faculty recommendation forms will be reviewed by the Faculty Council. Results and recommendations of the Faculty Council will be shared with the chapter advisor and administration.

### **14.16 Incomplete Grades**

In some extreme cases, as designated by the teacher and approved by the administration, an Incomplete (I) will be given on a report card. At that time, a make-up work schedule or “Incomplete Contract” will be put into effect, giving the student set due dates to turn in all missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

### **14.17 Semester Exams**

- Semester exams are mandatory and given in most high school classes. (This includes Algebra I taken in eighth grade.)
- Semester exam grades are given a value of 20% of the semester grade.
- No late assignments are accepted after the last regular class day before finals.
- Students transferring into LRA during the school year are responsible for all prior information taught at LRA for the semester in which they enrolled and will take the semester exam.
- Family vacations taken during midterm and final reviews/exams are highly discouraged. In the end, the student suffers the most in having to study for the exam at the same time he/she does regular work. If a student knows he/she will miss a midterm or final exam due to family vacation, that student must request approval for absence a minimum of two weeks in advance. All exams need to be completed before the student leaves for vacation. This may result in a student missing crucial reviews and/or material not yet presented but on the final. It may also result in a much more difficult exam.
- Please complete the form if your student will be absent from school for 3 or more consecutive days. [Click Here](#)
- In order to qualify for final exemption, students should have no more than five (5) absences per semester and must maintain an average of 93 or higher in the class they are seeking exemption from. Nevertheless, exceeding five absences in any one class during a semester, whether it's Homeroom, Trip Class, Outreach, Electives, or Enrichment, will lead to the forfeiture of one exemption, irrespective of the academic course. Exemptions are not applicable for college credit classes.
  - Freshmen may be exempt from one per semester. Students may not exempt the same subject's final twice in an academic year.
  - Sophomores may be exempt from two per semester: Students may not exempt the same subject's final twice in an academic year.
  - Juniors may be exempt from three finals each semester.
  - Seniors may be exempt from four first-semester finals per semester and from all finals in their last semester.

### **14.18 Transcripts and Grade Point Calculation**

The following policies govern the computation of grade point averages (GPA) based on a 100-point scale. Each student's cumulative numerical average is based on all semester grades



earned in grades 9 through 12 and any course given high school credit taken in 8th grade (i.e., Spanish and Honors Math). Final semester grades earned (GPA) in credit courses are included in the GPA calculation. Non-academic courses (tutorials) are omitted from GPA calculations. If a course is failed, both the failing grade and the credit recovery grade are recorded and included in the cumulative GPA. GPA is unweighted; however, a scale reflecting additional points added for Honors and college credit courses will appear at the bottom of transcripts.

- Six (6) points will be added to the semester average of any Honors or Advanced Placement (AP) courses with an 85% average or better.
- Ten (10) additional points will be added to the semester average for all passed college credit courses.
- Three (3) points will be added to the semester average of a pre-calculus class for seniors.
- Computations are rounded off to the fourth decimal place.
- If a student repeats a semester course due to failure, both grades will be reflected on the transcript and calculated into the GPA. The student will receive credit for the make-up class when completed.
- Students in the 8th grade who qualify may choose to take Algebra I. Completion will be posted on the high school transcript and will be included in the student's cumulative high school GPA. The student will still need to take four math classes while in high school. The Algebra 1 taken in 8th grade will count as an elective for graduation.

Transcripts are available upon request. The first three (3) are free. The fee for additional transcripts is \$3.00 each. Transcript requests need to be made five (5) business days in advance of the date needed. Transcripts needed in fewer than five (5) business days will be \$5.00. A family's school account must be current and in good standing for transcripts to be released.

#### **14.19 Valedictorian and Salutatorian**

- The student with the highest cumulative weighted GPA over eight semesters of high school will receive the honor of valedictorian.
- The student with the second highest cumulative weighted GPA over eight semesters of high school will receive the honor of salutatorian.
- Any type of disciplinary probation during high school years may have a bearing on valedictorian/salutatorian standings.
- A student may not have turned 19 years of age by September first of his/her senior year.
- Candidates must have attended LRA for six consecutive semesters to be eligible.
- Only the top two students will be ranked for valedictorian and salutatorian purposes.
- Only those students who exceed the minimum math requirement for graduation (pre-calculus or Calculus) are eligible for Val/Sal honors. (Exception: If a class does not have more than 1 student that fulfills the math requirement, then all students are eligible for Val/Sal honors).

- Calculation of class rank for Val/Sal is done by school administration, with assistance as needed by the school registrar or other required school personnel, and the actual grades or ranks of other students are not to be made public beyond these two honors.
- If students transfer to Living Rock Academy from an accredited school and complete their last four semesters of high school at Living Rock Academy due to their previous school's closure, they will be eligible for the honor of Valedictorian and Salutatorian, as long as they meet all other requirements.

#### **14.20 NCAA Guidelines**

LRA is an NCAA-approved school.

All high school athletes wishing to compete in college athletics must register with the Initial-Eligibility Clearinghouse. Information about the Clearinghouse can be found in the Guide for the College-Bound Student-Athlete at [www.ncaa.org](http://www.ncaa.org). Students who are interested in attending college on athletic scholarships should carefully select high school courses that qualify under the NCAA guidelines. Contact the school's Athletic Director or College Guidance Counselor for more information.

It is the responsibility of the student and the student's family to ensure that all documentation that is required for participation in collegiate athletics is requested and delivered to the college in a timely manner.

#### **14.21 Requirements for Acceptability of Transfer Credits**

(Pertains to transfer students as well as home-schooled students)

- New secondary students may be tested to determine their math placement at LRA.
- LRA administration will review and approve coursework before it can be accepted as a credit for a LRA transcript and/or as one of the core requirements for graduation. This review may include, but is not limited to providing the adequate textbook as well as course description from the institution from which the student is transferring.
- Coursework successfully completed in grades 9 through 11 will be accepted for high school credit.
- Algebra I taken before 9th grade will be added to the total number of credits taken in high school. Four additional high school math credits are still needed for graduation.
- Summer courses may only be taken for credit recovery. They may not be taken for original credit.

#### **14.22 Academic Probation**

Academic Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and the student, so that mutual effort on the part of both the school and the home may be made to correct the academic deficiency.

### **14.23 Progress Reports**

In order to keep parents informed on their student's academic progress, parents will receive a mid-quarter report for all classes with 75% or below. This is purely advisory and will not impact a student's GPA or college eligibility. If a student's grade falls below 70% at the end of a quarter, co-curricular eligibility, as well as GPA, will be affected.

### **14.24 Co-curricular Eligibility**

Participation in co-curricular activities is an important component of a student's educational experience. However, when that participation interferes with the student's academic performance, it is in the best interest of the student to step aside from co-curricular activities in order to focus efforts on the primary purpose of education. Therefore,

- If a student is failing any subject (below 70) at mid-quarter (the end of the fourth week), then that student may not participate in co-curricular competitions/games for two weeks.
- If after that two-week period the student is passing all of their classes then the Principal will notify the A.D., coach/sponsor that the student is eligible to participate.
- If the student is still not passing, then the student will continue to be ineligible for an additional week until the student has achieved a passing grade.
- The student will not be eligible to participate until the grade is a passing grade, based on the weekly checks made by the Athletic Director or applicable co-curricular faculty sponsor.
- If the student is failing a subject at the end of the quarter, he/she may continue to practice but becomes ineligible to compete in a game/meet for a period of two weeks, beginning on the first day of the new quarter.
- A student who receives an in-school suspension while a member of a team will be required to miss one game/meet, not including the games/meets missed while serving the suspension. This game/meet will be the next one on the schedule. Neither the student nor the coach may choose a different game/meet.
- A student who receives an out-of-school suspension may be immediately dismissed from the team; however, he/she may petition the Administration to return to the team. This will be taken into consideration in a case-by-case situation.

### **14.25 Secondary Standardized Testing (MAP)**

Achievement tests are administered each fall and spring. The school participates in the MAP Testing recommended by SACS accreditation. Measures of Academic Progress® (MAP®) are K – 12 interim assessments that measure growth, project proficiency on high-stakes tests, and inform how educators differentiate instruction, evaluate programs, and structure curriculum. Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they're ready to learn. MAP assessments are grade-independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RIT scale for Rasch UnIT—a stable measurement, like inches on a ruler, that covers all grades. RIT scores serve as an essential data

point in a student's learning plan; educators can see their precise learning level and respond accordingly.

LRA under the direction of its school Counselor administers the following additional standardized tests in high school:

- MAP 6th-10th
- PSAT 9th, 10th
- PSAT/NMSQT 11th
- Pre ACT 10th
- ASVAB 11th
- SAT Spring 12th, Fall 11th/12th

#### **14.26 Tutoring and Academic Support**

All teachers will make every reasonable effort to assist students when they fall behind or encounter academic difficulties. When this happens, the student should approach the appropriate teacher and inform him/her of the difficulty so the teacher can arrange a time before, during, or after school to give occasional extra help. Parents should make every effort to have their student(s) at school at the designated time. The school or teacher does not charge for this extra help, and it should not be confused with outside tutoring.

LRA offers Academic services in various ways including but not limited to the following: one-on-one tutoring, college and career planning, study skills, mentor programs, and academic advising.

LRA academic support staff work closely with classroom teachers to ensure maximum benefit to all students. All support must have teacher referral and Administration approval. The Academic Dean must be informed of any changes or accommodations made concerning any student who is currently being serviced under Academic support. Parents are notified and consent is sought if individual academic support is given.

Note: The teacher whose class a student is assigned may not tutor that student for money in that subject.

#### **14.27 Supplemental Learning for Specialized Learning Needs**

LRA is not designed to fulfill the requirements of a 504 plan generated by the public school, nor does it provide or adhere to a student(s) Individual Education Program (IEP). **LRA does not modify the curriculum.** Based on student needs and teacher referrals, LRA provides academic support to all LRA students.

\*The administration may determine, after the "new student's conditional period," if a student's specialized learning needs are beyond the scope of our program, the student's enrollment at LRA will be re-evaluated.

#### **14.28 LRA Academic Support (ROCK program)**

For a yearly fee, LRA offers Academic services in various ways including but not limited to the following: one-on-one tutoring, college and career planning, study skills, mentor programs, and academic advising.

LRA academic support staff work closely with classroom teachers to ensure maximum benefit to all students. Individualized academic support is developed with parent and ROCK committee approval and implemented through a Student Service Plan. Administration must be informed of any changes or accommodations made concerning any student who is currently being serviced under Academic support.

#### **14.29 Cross-Curricular Academic Field Trips**

LRA high school students will participate in monthly Cross-Curricular field trips. The purpose of the trips is to enrich the students' understanding of not only their core academic subjects, but also, how the subjects are interrelated. Additionally, students will gain an appreciation of cultures both past and present. These Cross-Curricular field trips will include assignments for each core class that will be a graded part of their classwork. Though parents may be needed to transport students, the Cross-Curricular trips are not to be viewed as family time. Only the LRA secondary students and parents helping in transporting/chaperoning may travel with the students.

### **Section 15 – Student Privileges / Responsibilities**

#### **15.1 Student Drivers/Vehicles**

Student drivers must adhere to the following:

- Hold a valid Texas driver's license
- Provide written proof of proper auto liability insurance
- Register their vehicle through the school office by completing, along with their parents, the Student Vehicle Registration form (Beginning 2020 school year)
- Observe the appropriate speed limit and park only in their assigned student parking area. Students who fail to follow these rules may, at the discretion of the administration, lose the privilege of driving on campus for a temporary or permanent duration of time.
- Enter the building immediately upon arrival to the school in the morning
- May not go to their vehicles during the course of the school day
- Allow administration full and unfettered discretion to inspection of student vehicles parked on campus

If the student declines to unlock vehicle for inspection:

- His/her vehicle may be removed from campus, impounded, towed and/or law enforcement may be contacted at Head of School's discretion.

- The parent will be called and the student will be placed on In-School Suspension until the parent arrives.
- Upon the parent's arrival, if the vehicle is still not unlocked and presented for inspection when the parent is present, the student will be placed on Out-of-School Suspension pending a decision on whether or not to dismiss the student from enrollment.
- If any banned items or substances are found during the inspection, such prohibited items will be confiscated, and appropriate disciplinary actions will be taken.

Student drivers may not provide official transportation for school events such as field trips, athletic teams, etc. other than their own siblings.

### **15.2 Junior / Senior Off-Campus Lunch**

Seniors may go off campus for lunch on Monday-Thursday. Parents must give permission in the enrollment/reenrollment packet. Students who are tardy to class after lunch will have this privilege revoked.

Juniors will have one off-campus lunch every quarter on a designated day the school sets. Parents must give written permission in the enrollment/reenrollment packet. Students who are tardy to class after lunch will have this privilege revoked.

### **15.3 Cell Phones**

While students are permitted to bring cell phones to school, they have to be turned off and kept in their assigned phone compartment (cubby) during the day.

Cell phones must remain there until the end of the school day. Students may not have a phone on their person. Any urgent message that a parent needs to get to a student during the school day is to be called into the office.

If a student violates this policy, the cell phone will be confiscated and turned in to the administrative office. The school administration reserves the right to inspect any such devices that are suspected of being used for misconduct, including the inspection of phone numbers called or received, pictures stored, and email/data/text messages sent and received. The finding of inappropriate materials may result in further disciplinary action. At a minimum, a discipline notice will be posted to the student's record.

If a student has a cell phone on their person during any class assessment (quiz, exam, etc.), it is considered cheating and will require the appropriate disciplinary action.

Students are not permitted to go to their vehicles during the course of the school day in order to use their cell phones. The first offense for cell phone usage is one demerit. Second or more offenses will result in two demerits for each infraction.

Electronic devices meant for class usage are not to have cellular capabilities. No social media or games are allowed on iPads. \*Exception to the rule: When a student has been given a teacher-directed activity.

## **Section 16 – Secondary Student Conduct (See General Conduct Guideline in Section 6)**

### **16.1 Conduct Report**

At the secondary level, a Conduct Report offers students merits as well as demerits. Merits may be given by a faculty/staff member to encourage exemplary behavior for the following:

- Toward Fellow Students
- Toward Teacher/Staff Member
- Toward School/Campus

Students may receive demerits for the following:

- Tardy/Uniform
- Disrespectful Conduct
- Inappropriate Use of Technology

### **16.2 Saturday School/Detention**

For every three demerits in a quarter a student will be assigned mandatory attendance in Saturday Detention. Students may be assigned to a four-hour (8:00 a.m. to 12:00 p.m.) session of Saturday Detention. The first assignment of such will cost \$25; a second, \$50; and a third will result in Out-of-School Suspension (OSS). Students assigned to Saturday Detention will participate in campus beautification.

- Saturday Detention may be considered for rescheduling only upon receipt of a written request by the parent. However, if scheduling conflicts with Saturday Detention cannot be resolved, the student may be assigned to OSS and be subject to academic penalties that go with OSS.
- Re-entry to school may require a parent conference with the administration.
- Failure to attend detention will result in disciplinary probation for the remainder of the school year with re-enrollment withheld for the coming school year. Parents will still be billed for the missed Saturday Detention. The student will have to attend the next scheduled Saturday Detention and the appropriate fee will be billed to the parents.

### **16.3 In-School Suspension (ISS)**

In-school suspension may be assigned only by the Administration. The parent will be notified by the Head of School as to the following provisions:

- All daily work missed may be made up for a maximum allowable grade of 70%.
- Any major test or project due during the period of ISS will be administered/handed in during ISS with a maximum allowable grade of 100%.

- Students receiving ISS may practice but will not be permitted to participate in co-curricular competitions or performances on the day of the suspension.
- Suspension eliminates eligibility for exemption of finals
- Disciplinary probation may be initiated.
- If a student who receives an in-school suspension is a member of a team, he/she will be required to miss one game/meet, not including the games/meets missed while serving the suspension. This game/meet will be the next one on the schedule. Neither the student nor the coach may choose a different game/meet.
- A fee of \$50 per In-School suspension day will be charged to the student's account.

#### **16.4 Out-of-School Suspension (OSS)**

Out-of-school suspension may be assigned by the Head of School and the following specific provisions shall apply:

- The parents will be notified to take the student home the day of the occurrence. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
- A parent of the suspended student must meet with school personnel after a suspension period.
- Any student assigned to out-of-school suspension will be removed from any office or leadership position for the remainder of the school year as determined by the administration.
- A maximum allowable grade of 50% on daily work, quizzes, and tests and a maximum allowable grade of 70% on long-term projects.
- OSS eliminates eligibility for exemption of finals.
- OSS will initiate disciplinary probation and co-curricular ineligibility.
- A student who receives an out-of-school suspension will be immediately dismissed from the team but can petition the Head of School to return to the team. The student will miss a minimum of two games if reinstated.

#### **16.5 Disciplinary Probation**

A student placed on disciplinary probation is jeopardizing the privilege of remaining at LRA. Moreover, a student's behavior which is so unsatisfactory as to merit probation will forfeit any class office or official position held in any school-related organization. A student placed on probation may neither represent the school in any contest or public program nor be eligible to receive any honors and may lose exemption eligibility. When a student is placed on probation, the Head of School or another member of the administration will notify the parents immediately.

The probationary status of a student will be reviewed by the administration on a regular basis. If sufficient correction of behavior is evident at that time, the student may be removed from



probationary status. If not, the administration will determine whether or not the student will continue to attend LRA.

Further disciplinary actions placing a student on probation for the second time within the course of a school year, may eliminate an offer of re-enrollment for the next school year or continued enrollment for the following semester.

## **Section 17 – Student Dress Code**

### **17.1 Uniform Dress Code**

Through the Dress Code, LRA wants to convey the dignity of your student’s education. It is not the intention of LRA to diminish or suppress a student's personality. It is important that the learning environment is not distracting to students. Additionally, a dress code and appropriate grooming are reinforced as a "life skill." LRA has deliberately and thoughtfully created a uniform code that is simple, affordable, easy to follow and enforce. Put simply, students will need to dress appropriately for their future jobs, and learning to dress with guidelines helps students prepare for their future. Contrary to what most students think, uniforms actually help to develop individuality and personality. Freed from the shallow means of conforming to whatever is “in,” students can instead proclaim his/her presence through the more meaningful methods of character, actions, reputation, and speech.

The LRA uniform policy involves both the school and the home. It is the responsibility of the student to make proper choices, which glorify Jesus Christ. It is the responsibility of the parents to help students make the right clothing decision. The teachers will enforce the dress code at LRA in a discreet and respectful manner. (Romans 12:2)

If a variation (including a new trend that happens throughout the school year) to the LRA Dress Code causes a distraction or is disruptive to the educational environment of the school, the administration will make the final determination. Please contact the school office if you have any questions.

We have updated the uniform dress code policy for the current academic year at Living Rock Academy. We have made the change from national retailer Land's End to local retailer The Speckled Goats as the school's uniform provider. This shift was aimed at improving customer service, collaborating with a vendor in the community, and a goal of reducing clothing expenses for parents. However, the switch between merchants in late Spring has led to some disruptions in service and confusion among the school community. While the initiative behind the policy change was well-intentioned, the implementation lacked clarity, and we apologize for any inconvenience caused.

The LRA Board of Directors has aligned with the LRA administration by supporting the continuation of the previous '23-'24 uniform policy and the introduction of the new '24-'25

uniform policy for the current school year. This decision aims to accommodate families who have already invested in the new uniforms. **As a reminder, Living Rock Academy will adhere to the dress code uniform guidelines from both the '23-'24 and '24-'25 school years during the '24-'25 academic year.**

### **Land's End: Uniform Dress Code ('23-'24)**

#### **Shirts**

- LRA monogrammed polo in Orange Spice, gray, or white. This is **required** for all students and must be purchased through LRA's official uniform provider.
- LRA monogrammed polo dress in Orange Spice for girls. This is **optional**, however, if purchased must be purchased through LRA's official uniform provider.

#### **Pants/Shorts/Jeans**

- Denim blue jeans, gray, black, or khaki pants or capris. Must be modest fit, no holes, frays, patterns, patches, decorative embellishments, or ultra-low rise. No undergarments may be visible.
- Denim blue, gray, black, or khaki cargo, walking, or Bermuda-length shorts. No athletic or basketball-type shorts. Must be modest fit, no holes, frays, or ultra-low rise, with 9" inseam or longer. No undergarments may be visible.

#### **Shoes and Socks**

- Shoes must be closed toe and closed back. No flip-flops, Crocs, sandals, or light-up shoes.
- Socks are required. No-show, ankle or crew socks only. Any solid school colors: black, gray, tan, white, orange. No neon colors. No socks with graphic designs, illustrations, or wording allowed.
- Only black or gray modesty shorts or leggings under skirts and dresses.

#### **Other**

- Regular uniform shirt and jeans for field trips or specific service activities unless otherwise specified.
- If your daughter wears earrings, **ONLY** small studs are allowed for safety purposes.
- No hats/baseball caps are allowed in the building during school hours.

#### **Outerwear**

- LRA monogrammed outerwear in black or gray. This is **required** for all students and must be purchased through LRA's official uniform provider.

### **Friday Dress/Spirit Wear**

- Denim blue jeans. Must be modest in fit, no holes, frays, patterns, patches, decorative embellishments, or ultra-low rise. No undergarments may be visible.
- LRA t-shirt with various options that can be purchased from the school.

### **The Speckled Goats: Uniform Dress Code ('24-'25)**

#### **Shirts**

- Only LRA monogrammed polo shirts may be worn Monday through Thursday.
- LRA Spirit t-shirts may be worn on Fridays only.
- LRA Spirit t-shirts should be worn as intended without knotting, embellishing, tying, etc.

#### **Pants/Shorts/Jeans**

- Pants and Shorts must be khaki (only).
- Shorts are required to have a 9" or longer inseam and/or no more than 3" above the knee.
- No athletic or basketball-type shorts, pants, or leggings. This includes items made with athletic-type material.
- Shorts/pants must be modest fit, with no holes, frays, or ultra-low rise. No undergarments may be visible.
- No jeggings, leggings, or joggers may be worn as pants.
- Only blue denim may be worn; no patterns, embellishments, patchwork, or cargo-style; no holes, tears, frays; no elastic cuffs/bands.
- Shorts may not be rolled up at the waist or legs.

#### **Shoes and Socks**

- Shoes must be closed-toed; closed-back shoes.
- Shoes must be worn as intended.
- No Croc-like shoes, flip flops, sandals, or light up shoes.
- Socks are required. No-show, ankle or crew socks only.
- Any solid school colors: black, gray, tan, white, orange.

#### **Outerwear**

- Only school-approved solid black or gray hoodies, LRA monogrammed sweaters or jackets may be worn over the uniform and in the classroom.
- Winter jackets/coats, hats, or caps may not be worn inside the classroom.

### **Friday Spirit Wear**

- Denim blue jeans please see requirements above.
- Uniform khaki pants or shorts.
- LRA t-shirt with various options and can be purchased from approved school designs or school vendors.
- Athletic-type shoes.

### **Hair and Grooming**

- Any hair coloring, including highlights, needs to be a natural color.
- Boys' hair must be above the shirt collar and not fall below the eyebrows. may not touch the shirt collar.
- Boys should be clean-shaven.

### **Jewelry: Girls**

- No more than two ear piercings per ear. No spikes, chains, spacers or gauges
- Only ear piercings are permitted.
- Any other piercings need to be left at home and are not acceptable at any school function.
- No hair colored clips/extensions

### **Jewelry: Boys**

- May not wear any piercings to school or to any other school function.
- To avoid distractions and/or safety hazards, no excessive jewelry should be worn.

**Note:** Items such as whistles, jingle bells, or multiple bracelets on one arm that cause excessive noise (clattering, clanking, hitting on the desk or table) will be considered a disruption in the classroom and not allowed.

### **Camp Dress**

- Boys must wear regular swim trunks. Boys must wear a T-shirt at all times except when swimming.
- T-shirts must not have inappropriate messages or signs.
- Shorts (must be fingertip length or longer) No tank tops, spaghetti straps, or strapless shirts.
- Girls must wear one-piece swimsuits or have a modest, dark t-shirt covering or Rash Guard.
- Shoes must be worn at all times.

Service Days/Field Trips/Friday Dress

- Closed-toed shoes or boots
- Pants/shorts, socks per regular school policy
- Required: approved LRA t-shirt (school colors only)

Extracurricular Activities

Dress requirements for extracurricular activities will be addressed by the administration at the time of the event.

## **Section 18 — Student Life**

### **18.1 Cross-Curricular Field Trips**

Middle school and high school students are taken on educational cross-curricular field trips in connection with regular class work or school activities as stipulated in the enrollment/re-enrollment notices, forms, and authorizations. Participation in school field trips is restricted to students currently enrolled at LRA and to those students who are in the designated grade level. Parents, siblings, and other family members are not permitted to participate.

### **18.2 Athletic and Academic Activities**

The LRA co-curricular program emphasizes strong competition and the development of Christ-like character in its athletic programs and academic competition programs. The following primary concepts govern the design and operation of the athletic program at LRA.

- Prepare students for service to their Lord.
- Focus on building Christian character in a non-classroom setting.
- Pursue excellence in athletics with a Christ-like attitude.
- Prepare students to fill leadership positions in society.
- Have a positive influence on the life of each student, family, employee, and the school as a whole.
- Prepare for and participate in all contests with winning in mind, but it will never be the most important objective.
- Remember that athletics can be a very visible testimony to the community.
- Approach all activities as opportunities to provide a witness worthy of our Lord.
- Emphasize concepts of commitment, sacrifice, humility, and teamwork.
- Recognize individual achievement but maintain it as secondary to team achievement.
- Understand that any glory derived from participation in athletics is the Lord's.
- Strive to provide opportunities for all students to develop their physical gifts to their maximum potential.
- Strive to build athletic programs of quality and variety to meet the desires of the families we serve.
- Integrate academic learning with competitive “real-world” application opportunities.

The LRA middle school students will take part in academic and fine arts competitions with the Association of Christian School International (ACSI). Students in grades 5 – 8 may compete in a variety of offered sports with local middle schools within the Christian Athletic League of San Antonio (CALSA).

The LRA High School is a member of the Texas Association of Private and Parochial Schools (TAPPS) and competes against other member schools in a variety of offered sports, academic, and Fine Art competitions.

### **Athletic Participation Requirement**

All students participating in the LRA co-curricular athletic program must have a current LRA Sports Physical/Parent Permit Form completed on Rank One before attending any practice and/or competing in an event. All HS athletes must also have all TAPPS required paperwork completed and submitted through Rank One as well as any other items required by the athletic department as stated in the LRA Athletic Handbook. Parents of athletes must attend the Parents and Athletes Meeting held at the beginning of the school year. Athletic Fees will be charged to the student's tuition account. No athletic fee is refundable for any student who has attended one week of practice after the roster is set.

### **18.3 Community Outreach**

All LRA students are encouraged to build a heart of worship through service to their community. Secondary students will participate in planned community outreach programs throughout the year. Parents are invited to join the students; however, younger siblings and siblings not enrolled at LRA will not be allowed to participate.

## Appendix: The Matthew 18 Principle For Solving School Problems

When differences develop between individuals, some Christians take matters into their “own hands” and bypass the Biblical procedure of solving problems. As a Christian school, LRA is made up of people--parents, administrators, teachers, and students. Like any other entity, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another.” (John 13:34-35).

Due to our human nature, we may sometimes irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. It is called “the Matthew 18 Principle” for solving school problems. The following are the words of Jesus:

*“Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as a heathen man and a tax collector.” (Matthew 18:15-17)*

There are several clear principles that Jesus taught in solving people-to-people problems:

**One: Keep the matter confidential.** The pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “A hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9).

**Two: Keep the circle small.** Communicate directly with the teacher, parent, or student. “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone.” (Matthew 18:15) The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.

**Three: Be straightforward.** “Tell him his fault.” (Matthew 18:15) Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says,  
“Faithful are the wounds of a friend....” (Proverbs 27:6)

**Four: Listen.** Allow the party to respond. You may receive an apology or sound reason for what occurred. “So then, my beloved brethren, let every man be swift to hear, slow to speak, slow to anger;” (James 1:19)

**Five: Be forgiving.** “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 says “If a man be overtaken in a fault, ye who are spiritual restore such as one in the spirit of meekness, considering thyself, lest thou also be tempted.”

As mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 Principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 Principle?

**Six: The parent, student, and/or teacher should agree to share the matter with the principal.** At this stage, the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Both parent and teacher should rehearse their version of the issue or issues with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people sensitive to godly principles will most often reach an amicable solution.

**Seven: The Principal should explain the problem to the Head of School.** Depending on the complexity of the problem, it may be appropriate for the Head of School to request that all persons involved be present at a meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.



In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving person-to-person problems.

A Christian school is a ministry in Christ's name. Everything done in the school's context must be done in Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1)

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems.

*Author: Dr. Paul A. Kienel, former president, Association of Christian Schools International*

**Living Rock Academy**  
**Level 1 Student and/or Parent Complaint**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Issue:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Policy or Procedure that you feel has been violated :**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Before requesting an appointment with the Principal, I have walked through Matthew 18 in good faith as per school policy. In addition, no appointments will be made for athletics issues regarding team assignments, coaching methodology, or playing time.***

**Step 1 - I have met with those directly involved.**

Name of other students and/or families.  
\_\_\_\_\_  
\_\_\_\_\_

Name of teacher(s) and/or coach and includes the dates.  
\_\_\_\_\_  
\_\_\_\_\_

**Step 2 - I have met with the appropriate Principal and/or Athletic Director.**

Name(s) and dates:  
\_\_\_\_\_  
\_\_\_\_\_

**Living Rock Academy**  
**Level 2/ Level 3 Administration Appeal Form**

The completion of the following form to initiate an appeal of a level 1 decision at Living Rock Academy is **mandatory**. Please read the following form and policy.

**Name:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Student's Name** \_\_\_\_\_

**Is the appeal within 30 days of the event:** Yes \_\_\_\_\_ No \_\_\_\_\_

**What decision is being appealed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School Policy or Procedure that you feel has been violated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommended solution or steps for resolution:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Suggestion measures to prevent further occurrences:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_