

# **Psalm 127 School**



## **Family & Student Handbook Updated November 2025**

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Psalm 127 School is a Christ-centered, private online school serving students in grades K–12. Our mission is to provide high-quality education grounded in biblical truth, while nurturing each student's academic, personal, and spiritual growth. We strive to create a safe and supportive learning environment that reflects God's principles in all aspects of school life.

As a faith-based institution, we reserve the right to decline enrollment or services to individuals whose actions or beliefs are inconsistent with the school's biblical values.

## Letter from the Director

Dear Students and Families,

Welcome to the Psalm 127 School family! We are thrilled to begin this journey with you and to discover together what God has planned for this year. Our school is centered on the Word of God, revealed through the Holy Scriptures and fully embodied in Jesus Christ, our Lord and Savior. We pray that each student takes full advantage of the programs and resources we provide, making significant progress academically and spiritually.

Parents and guardians, please know that our learning environment is intentionally protected from modern-day propaganda and ungodly influences that can distract our youth in other academic settings. To maintain a Spirit-led education, we invite you to join us in prayer for wisdom, protection, and guidance in supporting our students.

At Psalm 127 School, we believe that God is the ultimate provider of wisdom and knowledge. Our educational approach is built on three core principles:

1. A Biblical worldview
2. A comprehensive curriculum designed to prepare young people for their contemporary social challenges and opportunities.
3. A strong and consistent parents' presence and active monitoring of what students learn.

To help students and families navigate our school successfully, this handbook outlines the policies, procedures, and expectations for all students. It is the responsibility of both parents and students to become familiar with this information. Should you have any questions, please reach out to a member of our team.

Thank you for entrusting us with your children's education. We are committed to equipping every student with the tools they need to grow academically and spiritually, for the glory of God.

Sincerely,

A handwritten signature in blue ink, reading "Jairon Gabriel Jarrin".

Jairon Gabriel Jarrin, Ed.D  
Director

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## **I. Introduction**

### **Faculty and Staff**

- Dr. Jairon Gabriel Jarrin - *Director and teacher*
- Mrs. Ana Figueroa - Safety and Financial Oversight Officer
- Mr. Rummy Rodriguez - Academic and Policy Development Officer
- Mr. Abel Alderete - Administrative and Strategic Planning Officer

### **Mission**

Psalm 127 School nurtures a Christian worldview in students through a Classical-liberal arts education firmly rooted in biblical truth.

### **Vision**

Our vision at Psalm 127 School is to graduate individuals of strong character, equipped to make God-honoring, wise decisions throughout life.

### **Our Philosophy**

In the Psalm 127 School we believe that God is the provider of wisdom and knowledge. Therefore, education should always include:

1. A Biblical worldview
2. A comprehensive curriculum designed to prepare young people for their contemporary social challenges and opportunities.
3. A strong and consistent parents' presence and active monitoring of what students learn.

## **II. How to Contact or Visit Us**

### **Address and Phone Number**

Psalm 127 School -  
2522 W Houston St, San Antonio, TX 78207  
Psalm127school@gmail.com  
<http://psalm127school.com/>

### **Learning Management System (LMS)**

Psalm 127 School operates through Google Classroom that provides students and parents access to lessons, assignments, grades, communication tools, and school announcements.

Google Classroom serves as the central hub for all coursework, teacher feedback, and attendance tracking. Parents receive their own login credentials to monitor their child's progress.

Psalm 127 School will transfer to CANVAS LMS after enrollment increases.

### **III. Chapel Policy**

Chapel at Psalm 127 School is a mandatory part of our weekly spiritual formation and may be attended either virtually or in person. Visitors are welcome to join our in-person chapel services when available; however, to maintain a safe and orderly environment, all visitors must call or email in advance to schedule their visit for our Friday gatherings. Upon arrival, visitors are required to sign in, present a valid ID, and remain accompanied by a staff member at all times. Our staff will escort visitors in a way that minimizes disruption to chapel and any surrounding classes. For the protection of our students and the integrity of our worship environment, visitors may not be left alone on campus, and the school reserves the right to deny or end a visit if safety or spiritual focus is compromised.

#### **Contacting Your Child During In-Person Chapel**

Students are not permitted to use their cell phones during chapel or any instructional time unless an emergency arises. If a student uses a cell phone due to a perceived emergency, administration will review the situation to determine whether the use was appropriate. If you need to reach your student during Friday chapel or learning time, please contact the school office at (210) 563-5538 or email [Psalm127school@gmail.com](mailto:Psalm127school@gmail.com).

A staff member will ensure your message is relayed and will arrange for your student to contact you if necessary. Because our goal is to protect focused, uninterrupted worship and instruction, we ask all families to limit communication during these periods. If you need to pick up your child early, please call us ahead of time so we can have your student prepared for dismissal.

## IV. Tentative Academic Calendar

Date	Occasion/Event
Aug 17 - 2026	First Day of School (Quarter 1 Begins)
Aug 21	First Chapel of the Year - <i>Weekly Friday Chapel Begins</i>
Sept 7	Labor Day (No School)
Sept 21-25	Fall STAR Assessment Window (Reading & Math)
Oct 12	Columbus Day (No School)
Oct 16	End of Quarter 1
Oct 19	Quarter 2 Begins
Nov 23-27	Thanksgiving Break (No School)
Dec 18	End of Quarter 2
Dec 21 - Jan 1 -2027	Christmas Break
Jan 4	School Resumes / Quarter 3 Begins
Jan 8	First Chapel of the Year - <i>Weekly Friday Chapel Continues</i>
Jan 18	MLK Jr. Day (No School)
Jan 25-29	Winter STAR Assessment Window
Feb 15	Presidents' Day (No School)
Mar 19	End of Quarter 3
Mar 22-26	Holy Week (No School)
Mar 29	Quarter 4 Begins
Apr 19-23	Spring STAR Assessment Window
May 29	Last Day of School / End of Quarter 4
May 30	Award Ceremony

## V. Sample Schedule

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
8:30AM - 9:30AM	Bible: <i>1 John</i>	Independent Work / Scheduled Appointment	Humanities: <i>Geography</i>	Independent Work / Scheduled Appointment	Independent Work
9:50AM - 10:50AM	Math: <i>Fractions</i>		Science: <i>Astronomy</i>		Chapel: <i>El Calvario Baptist Church in San Antonio</i>
11:10AM - 12:10PM	English: <i>Creative Writing</i>		Creative Arts: <i>Piano</i>		Independent Work
1:00PM - 1:50PM	Self-Care: <i>How the Market Works</i>		Foreign Language: <i>Spanish</i>		
1:50PM - 2:50PM	Appointment with <i>Math teacher</i>		Appointment with <i>English teacher</i>		

*\* Students' schedule adjustments may occur according to teachers' schedules.*

## VI. Synchronous Attendance and Lateness

Attendance is monitored to ensure both academic progress and student safety. While formal explanations for absences are not required, repeated or unexplained absences may prompt school administrators to contact families for support.

### **Impact on Grades and Enrollment**

Attendance may affect both student grades and continued enrollment in the program.

### **Absence Thresholds and Consequences**

**Lateness:** Students are expected to be in class on time. Any student who joins a live session more than 10 minutes after the start of class is considered late, unless an alternative schedule has been approved.

Ongoing or consistent lateness may affect your child's grades and continued enrollment. In such cases, school administrators will contact parents or guardians to address the issue, following the same protocol outlined in the Attendance section. Punctuality is essential to maximize instructional time and ensure students fully benefit from both academic and spiritual learning opportunities.

**Tardiness Counted as Absences:** Every 3 instances of tardiness to a class will be counted as 1 absence.

**Probation:** Students who accumulate 10 absences in a quarter will be placed on attendance probation. Families will receive a notice and are expected to implement a plan to improve attendance.



**Suspension:** Students who accumulate 15 or more absences in a quarter may be subject to temporary suspension from the program, until a meeting with parents/guardians and school administrators is held to review participation and plan for re-enrollment.

If a student misses a class, all instructional materials will be available through the online learning platform, currently Google Classroom (transitioning to Canvas as enrollment grows). Students can access lessons, assignments, and resources using their username and password.

## **VII. Asynchronous Sessions Arrival, Dismissal, and Lateness**

No policy exists; work at your own pace at home using the teacher's directions.

## **VIII. Withdrawal Procedure**

If a family chooses to withdraw their child from Psalm 127, the following steps must be completed:

1. **Submit written notice** to the Director at least **two weeks in advance**, when possible.
2. Return all **school property**, including textbooks, technology devices, or learning materials.
3. Ensure all **financial obligations** (tuition, fees, or outstanding balances) are settled.
4. Complete any required **withdrawal forms** provided by the school.

The student's enrollment will be officially ended only after all materials and obligations are fulfilled.

### **Record Requests Process**

Psalm 127 maintains accurate and confidential academic records for all students. Families may request records at any time.

### **Transcript or Progress Summary Requests**

- Submit a written request to the Director or designated administrator.
- Records will be processed within **5–10 business days**, unless additional time is needed.

- Official records may be sent directly to another school or provided to parents/guardians as permitted by law.

### **Verification of Enrollment or Attendance**

- Requests must be made in advance and may require up to **5 business days** to process.

Records cannot be released if required withdrawal steps or outstanding financial obligations remain unresolved.

## **IX. School Culture**

Parents and families are highly valued members of our community. You play an important role in the success of students. Therefore, we recommend that you support your children by:

- making sure that they are on time when needed.
- keeping track of your child's progress.
- striving to achieve grades of 85 or higher in all of their courses.
- taking time to discuss what they learned.
- Maintaining an active communication with the teachers about your students' progress.

### **Award Ceremonies**

Psalm 127 will host award ceremonies for students exceeding academic expectations and are good role models for other students in our community.

### **Behavior Expectations**

At Psalm 127 School, we are a Christ-centered community guided by biblical principles. We expect all students and families to embrace and uphold these values as part of our learning environment. By enrolling in our program, students and parents agree to respect our biblical standards in both conduct and communication. This ensures a safe, nurturing, and spiritually focused environment where all students can grow academically, socially, and spiritually.

### **Policy on Bullying, Harassment and Discrimination**

Psalm 127 School is committed to maintaining a safe and supportive environment for all students. Acts of bullying, harassment, or discrimination that create a hostile environment

are strictly prohibited under our Code of Conduct. Students who violate these rules are subject to disciplinary procedures, up to and including denial of services.

At the beginning of each school year, students are reminded of the importance of respect, civility, and kindness. Harassment or bullying based on differences—including race, ethnicity, religion, gender, physical appearance, or disabilities—is considered a violation of the Code of Conduct.

These rules apply:

- On school and associated property, including classrooms and common areas.
- During any school-sponsored activity, on or off campus.
- Through electronic or online communication (cyberbullying), including social media, email, text messages, or other platforms.

Cyberbullying is the use of digital technology—such as the internet, social media, texting, or other online platforms—to harass, threaten, humiliate, or target another person. Unlike traditional bullying, cyberbullying can occur at any time, reach a wide audience quickly, and often leaves a permanent digital record.

Key aspects include:

- Repetition: Repeated harmful behavior, though even a single severe act can be considered cyberbullying.
- Intent: The behavior is meant to hurt, intimidate, or control someone.
- Medium: Uses electronic means like social media, messaging apps, emails, or online forums.

Psalm 127 will report instances of bullying or discrimination to the proper authorities if behavior involves criminal behavior, such as assault, threats, harassment, sexual misconduct, or weapons.

Employees who witness harassment, bullying, discrimination or any conduct that would have the effect of ridiculing or demeaning another person will take prompt action to de-escalate the situation. They will also notify the school orally of such acts within one day of their occurrence and file a written report summarizing what they have seen or has been reported.

The director shall arrange for a thorough investigation of any report of bullying, harassment or discrimination or any conduct that has the purpose or effect of ridiculing, humiliating, or demeaning another person. We will contact the parents of the people involved. We reserve the right to deny services to anyone violating these policies.

### **Biblical foundation**

Our program aims to give parents peace by assuring that our curriculum is grounded on Christian values and taught by professionals that have a passion for educating our youth, and help them glorify God through their academic achievements.

With our program you will never have to worry about what your students are learning because our primary purpose is to glorify God. In an era when our children are indoctrinated by ungodly voices in every channel of our society, we aim to provide an example for how education was meant to be; grounded on God's word and with the monitoring of our parents.

The following are our basic interpretations of the Christian faith. Enrolling in our school services requires parents to accept them as foundational to our work as educators.

### **Statement of Faith**

In the Psalm 127 School we hold these truths to be non-negotiable:

1. The Bible is the inspired, infallible, authoritative, and inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. There is only one God, eternally existent in three persons - Father, Son, and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).
3. We believe in the deity of Christ, His virgin birth (Isaiah 7:14), His sinless life (Hebrews 4:15), His miracles (John 2:11), His atoning death (Romans 5:8), His resurrection (1 Corinthians 15:3-4), His ascension to the right hand of the Father (Ephesians 1:20), and His future return in power and glory (Acts 1:11).
4. We believe in the necessity of salvation because of the sinfulness of human nature (Romans 3:23), and that men are justified by faith alone in Jesus Christ offered to us by God's grace (Ephesians 2:8-9).
5. There will be a resurrection of both the saved and the lost; the saved unto the resurrection of life, and the lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers as the body of Jesus (1 Corinthians 12:12-13).
7. We believe in the power of the Holy Spirit who dwells in the hearts of Christians enabling them to live a godly life (Galatians 5:22-23).
8. 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 Scriptures (Genesis 2:24). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 7:2). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman (Hebrews 13:4).

9. God created each person as either male or female in conformity with their biological sex (Genesis 1:27). These two distinct yet complementary genders together reflect the image and nature of God.
10. We believe that life starts at conception (Psalm 139:13-16) and that every life is worth protecting because it resembles the image of God. Therefore, no one has the right to disrupt or end the life process at any stage of embryo development or after birth (Exodus 20:13).

Please note that our Statement of Faith is not exhaustive of all of our beliefs, but it reflects our core convictions as an organization.

Parents or guardians who enroll students in our courses agree to accept our declaration of faith and never try to change or challenge them.

Any violation to the code of conduct or biblical foundation will not be permitted. If the parent or student believes that we have made an error when determining that a behavior is not acceptable, they may appeal our decision and discuss the circumstances with the administration.

Violations may result in expulsion without a refund or suspensions. Parents will not pay for time students are suspended or/and after expulsion.

We believe that parents are very important to our culture. Therefore, if we believe that parents are damaging the culture of our schools and do not reflect our biblical principles, we will terminate our business with the family.

Our goal is not only to serve students academically and spiritually, but also to create a God-centered environment, free from ungodly influences as much as possible.

### **Dress Code and Standards**

Students are required to adhere to the following dress code:

- Clean and modest upper wear without any signs of profanity, offensive language, and/or anti-Christian propaganda.
- Upper wear should cover the students' body appropriately; upper wear that does not cover the belly, chest, and back is not allowed.
- Upper wear should cover the shoulders.
- Lower wear should be clean and modest without any signs of profanity, offensive language, and/or anti-Christian propaganda.
- Lower wear should cover students' bodies appropriately; lower wear should always border students' knees.

- Leggings or other tight and compressive upper or lower clothing are not allowed at any time during school hours.
- Students will not be allowed to enter the online or physical classroom without appropriate clothing.
- There are no policies for head wear. However, it is up to the teacher to determine if students can wear specific headwear in the virtual or physical classroom. If a student desires to wear headwear, the student must not wear anything offensive, vulgar, or provocative.
- We believe that gender is dictated by our biology. Therefore, we do not allow students to enter our building or virtual classroom wearing clothing that is assigned to the opposite sex. Neither will we permit students to be referred to with language that is assigned to the opposite gender.

## **X. Code of Conduct General Expectations**

Psalm 127 School is committed to cultivating a Christ-centered learning environment where every student can grow academically, spiritually, and socially. Our Code of Conduct outlines expectations for behavior, communication, and character in both virtual and in-person settings. By enrolling in our program, families agree to uphold these standards with integrity and respect.

### **Behavior Expectations**

As a Christian school, student conduct must reflect the values found in Scripture, including:

- Respect for others (Ephesians 4:32)
- Honesty and integrity (Proverbs 12:22)
- Purity in speech and actions (Colossians 3:8–10)
- Responsibility and self-discipline (1 Corinthians 10:31)

Students and families are expected to support the spiritual environment of the school without resistance to these foundational beliefs.

### **Respect for Staff, Students, and the Learning Environment**

Students must demonstrate respect in all interactions by:

- Listening to teachers and following instructions promptly.
- Treating classmates with kindness, patience, and courtesy.  
Using appropriate language—no profanity, insults, or inappropriate jokes.
- Keeping communication focused on class content during lessons.

- Avoiding any behavior that distracts from learning.

Disrespect toward staff or students will result in administrative intervention.

### **Safe and Appropriate Behavior**

To maintain a safe and orderly school environment, students must not:

- Engage in bullying, harassment, or discrimination of any kind.
- Use threatening, aggressive, or harmful language or actions.
- Share inappropriate images, links, or media.
- Engage in dishonesty, deception, or manipulation.
- Display behavior that undermines the spiritual atmosphere of the school.

Violations of safety policies may result in suspension or removal from the program.

### **Respect for School Policies and Technology**

Students must follow all school guidelines, including:

- Attendance and punctuality expectations.
- Classroom procedures for participation and communication.
- Technology and online learning policies (AUP, netiquette, camera rules).
- Academic integrity rules for all assignments and assessments.

Misuse of technology, such as visiting inappropriate sites, sharing harmful content, disrupting class, or violating privacy, will result in disciplinary action.

### **Responsibility for Learning**

Students are expected to:

- Be prepared for class with assigned materials completed.
  - Participate actively in discussions and activities.
  - Take ownership of their academic progress.
  - Ask for help when needed.
- Submit work on time and complete makeup assignments promptly after absences.

A pattern of unpreparedness or disengagement will require a parent meeting and may impact enrollment.

### **Communication Expectations**

Whether online or in person, students must communicate in a manner that honors God and promotes unity by:

- Using respectful tone and language in all messages and discussions.
- Avoiding sarcasm, gossip, or argumentative behavior.

- Following school email and messaging protocols.
- Contacting teachers appropriately for help or clarification (not late at night or during class unless necessary).

Parents are also expected to communicate respectfully with staff and support disciplinary decisions.

## **XI. Technology & Online Learning Policies**

Psalm 127 School uses technology to support a Christ-centered, high-quality learning experience. All students and families are expected to use school platforms responsibly, respectfully, and in a manner that honors God and promotes a safe learning environment.

### **Non-Unauthorized Guests Policy**

Only enrolled students may attend online classes. Parents may observe quietly if appropriate, but:

- They may not appear on camera
- They may not participate unless invited
- They may not remain in class if the teacher requests privacy (ex: assessments)

Under no circumstances may outside individuals join a class session.

All links to live sessions, including Zoom/Google Meet/Canvas links, are for **registered students only**.

These links may **not** be:

- Shared with siblings, friends, or extended family
- Posted on social media or public platforms
- Forwarded by email, text, or messaging apps

Unauthorized sharing of class access may result in disciplinary action.

Students must:

- access live classes using their official school-issued email and correct display name
- **not** log in using a parent's device name, someone else's account, or an unrecognizable nickname.



### **Acceptable Use Policy (AUP)**

The Acceptable Use Policy outlines the expectations for the use of any device, internet access, or digital platform associated with Psalm 127 School.

Students must:

- Use technology only for school-related tasks and learning activities.
- Access live classes, assignments, and communication tools through approved platforms only (Google Classroom or Canvas, Zoom, school email, etc.).
- Refrain from visiting inappropriate websites, using unauthorized apps, or downloading harmful material.
- Never share, display, or distribute inappropriate language, images, or content.
- Immediately report technical problems, security issues, or unsafe online behavior to a staff member.

Any misuse of technology may result in disciplinary action, including loss of technology privileges, academic penalties, parental meetings, probation, or termination of services depending on severity.

### **Student Accounts & Security Guidelines**

To protect students and school data, the following security rules apply:

- Each student receives a personal login for school platforms.
- **Username and passwords must not be shared** with anyone except parents or guardians.
- Students must log out after each session, especially on shared devices.
- Students may not use another student's account or impersonate anyone online.
- Any suspicious activity, unauthorized access, or concerns about hacked accounts must be reported immediately.

Tampering with accounts, privacy settings, or school systems is considered a serious violation and may lead to disciplinary consequences.

### **Expectations for Online Etiquette**

Students must behave in online environments with the same respect and Christian character expected in person. During live classes, messaging, and online discussions, students are expected to:

- Use polite and respectful language at all times.
- Participate appropriately without interrupting others.
- Use the chat box only for academic purposes.
- Follow teacher directions for muting/unmuting microphones.
- Avoid side conversations, distracting behavior, or misuse of digital tools.

- Treat peers and staff with kindness, patience, and Christlike conduct.

Any form of online disrespect, disruption, harassment, or inappropriate communication will be addressed according to the school's Code of Conduct.

### **Camera and Microphone Requirements**

To maintain a secure and engaging learning environment:

- Students are **required to keep their cameras on** during synchronous (live) classes **unless a parent has requested an exception.**
- Students must position the camera so their face is clearly visible.
- Backgrounds should be neutral, modest, and appropriate. Virtual backgrounds may be used if they are not distracting.
- Microphones should remain muted unless the student is speaking.
- Students must be fully dressed in accordance with the modesty expectations of the school's Dress Code.
- Students may not record, screenshot, or copy any part of a live class without permission.

If technical issues arise, parents must communicate with teachers promptly so attendance or participation is not negatively affected.

### **Academic Integrity in Digital Learning**

Academic honesty is essential to spiritual growth and true learning. All students are expected to complete their own work and honor God through integrity.

Students may **not**:

- Copy answers from the internet or AI tools and submit them as their own work.
- Use unauthorized help during quizzes, tests, or assessments.
- Share answers, files, or assignments with other students unless group work is assigned.
- Plagiarize or use someone else's writing without proper credit.
- Access another student's work or account.
- Use devices, tabs, or apps in ways that give an unfair advantage on assessments.

Violations may result in:

- A grade penalty or zero on the assignment
- Parent notification
- Required resubmission
- Academic probation
- Possible removal from the program in repeated or severe cases

We believe character matters more than convenience, and academic honesty is an act of worship and obedience to God’s truth.

## **XII. Academics**

Psalms 127 is a traditional online school. We grant graduation and official transcripts. We will give you students’ progress reports for the purpose of understanding how your child is advancing academically. To better organize our academic efforts, we use a quarter system, meaning we have four terms within a single school year. All of our courses emphasize reading, writing, speaking and listening skills. All courses are challenge-based, meaning students seek answers to important questions and apply what they learn to real-life situations. In every class, students will produce original work, and defend their work in peer presentations.

### **Assessment and Grading Policy**

Student performance is evaluated through a variety of assessments to ensure a balanced understanding of learning progress. Evaluations measure both academic performance and discipline according to the school’s rubrics.

<b>Grade Level</b>	<b>Assessment Methods</b>	<b>Grading Scale</b>
K-2	Teacher observations, participation, project work, online activities	Developmental feedback: “Meeting,” “Progressing,” “Needs Improvement”
3-12	Quizzes, tests, written assignments, projects, discussion participation, and exams	A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = below 60

### **Homework Policy**

When students are not in live sessions, they are expected to complete all assignments by their due dates unless otherwise approved by the teacher. All assignments are purposeful and age-appropriate, allowing time for family and faith commitments. Parents are encouraged to support home assignment routines but should avoid doing the work for the student. All assignments should reflect honesty, effort, and neatness.

Late work policy, make-up work policy, and maximum daily homework limits are set by the teachers, encouraging a standardized policy for all teachers and students.

### **Standardized Testing:**

Psalm 127 School will utilize Renaissance's MAP and STAR test to measure students' progress accordingly at least three times a year.

Students admitted under the voucher system are required to take these tests. Students under regular tuition are not required to take the standardized test but are encouraged.

### **Promotion Requirements**

To be promoted to the next grade level, students must:

- Maintain a passing average (70% or above) in all core subjects.
- Participate consistently in synchronous and asynchronous learning.
- Meet attendance requirements (as outlined in the Attendance Policy).
- Complete required assignments, projects, and assessments.

Students who are failing or struggling academically may be placed on **Academic Probation** and required to complete additional work or tutoring.

### **Homework Policy**

Homework reinforces learning, builds discipline, and helps students practice responsibility.

Expectations:

- Students are expected to complete assignments by the due date provided in Google Classroom or Canvas.
- All work must be neat, honest, and reflective of the student's effort.

### **Late Work Policy:**

- Work submitted **within 3 days** after the due date may receive partial credit (up to 70%).
- Work submitted **more than 3 days late** may not be accepted unless special circumstances are approved by administration.
- Chronic late work may affect grades and result in academic intervention or probation.

### **Make-Up Work Policy**

Students who are absent (excused or unexcused) are responsible for catching up.

- Students will have **the same number of days they were absent** to complete assignments for full credit.
- Students must check Google Classroom/Canvas daily for missed work.

- Live-session recordings (if provided) should be reviewed to keep pace with ongoing lessons.
- Make-up quizzes, tests, or projects may be scheduled at the discretion of the teacher.

Repeated absences that make it difficult to complete make-up work may affect promotion.

### **Student Progress Reports and Records Procedures**

Psalm 127 School maintains accurate academic and attendance records for each student in compliance with Texas private education standards.

**Progress Reports:** Issued midterm to inform parents of academic standing, strengths, and areas for improvement.

**Report Cards:** Released at the end of each grading period (quarter).

**Cumulative Records:** Include grades, attendance, standardized test results, and teacher evaluations.

### **Students with Disabilities**

Psalm 127 is committed to providing students with disabilities the services outlined in their Individual Educational Programs (IEPs) or 504 if they have obtained one. If a parent knows that their student needs special education services but has not obtained one, we will work together to seek that the child obtain an IEP or 504 from the proper authorities as needed. Psalm 127 will consult with the special education team to find the best way to serve students with disabilities. If extra services are required outside working hours, the parents and the providers may arrange for extra support and discuss any extra payments and logistics. Please contact the school for more information on academic support services available for students with disabilities.

### **Full-Immersion Spanish Education**

Our online program is designed so students develop their foreign language skills. We offer an optional full-immersion program with emphasis on Spanish, which means that we teach some courses in Spanish. However, since we understand that students need to be prepared to read and write properly in English, we will provide all the ELA materials in English. The language for each class in the Spanish Immersion program will be as follows:

1. Math (Spanish)
2. Social studies (Spanish)
3. Science (Spanish)
4. ELA (English Only)
5. Spanish (Spanish Only)
6. Gym (Spanish)

7. Technology (Spanish)
8. Chapel (English Only)
9. Music if available (English Only)

### **XIII. Communication Protocols**

#### **How Teachers Communicate With Families**

Psalm 127 is committed to maintaining regular, clear, and respectful communication between school staff and families. Teachers will communicate with families through the following channels:

- Email – the primary mode of communication for class updates, questions, and concerns.
- Learning platforms – for posting assignments, announcements, and grades.
- Scheduled meetings – including parent-teacher conferences and any additional meetings as needed to support student success.
- School-wide announcements – sent by the director for major updates, schedule changes, or important reminders.

Teachers may also reach out by phone when a matter is urgent or requires direct conversation.

#### **Expected Response Timelines**

To ensure communication remains consistent and timely, the following guidelines apply:

- Teachers and administrative staff aim to respond to emails or messages within 24–48 business hours.
- Messages sent after 4:00 p.m. or on weekends/holidays may be answered the next school day.
- Staff will communicate proactively if additional time is needed to gather information before responding.

Families are encouraged to allow reasonable time for replies, as teachers are often supervising students or teaching during the day.

#### **How Parents Should Communicate Concerns**

Psalm 127 values a culture of respect and cooperation. Parents should follow the steps below when addressing concerns:

1. Classroom Concerns

- Contact the teacher first, as they are most familiar with the situation.
- Communicate concerns respectfully through email or by requesting a brief meeting.

2. Unresolved Concerns

- If additional support is needed, parents may contact the School Director for follow-up discussion.
- The Director will work with families, students, and staff to resolve concerns promptly.

3. Urgent or Sensitive Issues

- Notify the Director immediately if the concern involves safety, bullying, harassment, or a potential violation of school policies.

Parents are encouraged to model calm and respectful communication for students.

**Emergency Communication Plan**

Psalm 127 has an established protocol to notify families quickly in the event of an emergency. Communication may occur through one or more of the following methods:

- School-wide text alerts
- Email notifications
- Phone calls from administration (if necessary)
- Updates posted on the school platform or website, when appropriate

Parents are responsible for ensuring that the school has their most up-to-date phone numbers and email addresses. Failure to update contact information may delay or prevent important notifications.

In any situation involving immediate safety concerns, Psalm 127 will follow its emergency procedures while keeping families informed as quickly as possible.

## **XIV. Termination of Services Policy**

Psalm 127 School reserves the right to discontinue services for any of our patrons based on reasons we deem significant. Nevertheless, our commitment remains unwavering in providing our students with the best available services and aiding their seamless integration into our school community.

Students may face suspension or expulsion upon accumulating:

- 5 gray citations within one trimester
- Or
- 3 violet citations within one trimester
- Or
- 1 red citation within one trimester

<ul style="list-style-type: none"> <li>● Not Following Directions</li> <li>● Interrupting Class</li> <li>● Copying from Others</li> <li>● Misuse of Technology</li> </ul>	<ul style="list-style-type: none"> <li>● Disrespect Peer</li> <li>● Disrespect Adult</li> <li>● Bulgar or Sexual Comments</li> </ul>	<ul style="list-style-type: none"> <li>● Emotional Attack</li> <li>● Physical Attack</li> <li>● Severe Misuse of Technology</li> <li>● Possession of Illegal Items</li> </ul>
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Parents will receive notification if their children are suspended or expelled. In such cases, Psalm 127 School will cease its services for the family of the affected child without further charges. However, there will be no refund for previously incurred charges.

### **Discipline Procedures**

Psalm 127 School believes in restorative discipline, guiding students toward repentance, forgiveness, and righteous relationships with God, their families, other adults, and their peers.

If a student violates our disciplinary policies, the following procedures will be observed:

**Verbal Warning / Correction:** For minor infractions, the teacher provides a reminder, correction, or private conversation.

**Written Warning / Parent Notification:** Repeated offenses or more serious issues result in written documentation and parental contact.

**Administrative Review:** If misconduct continues, the head of school meets with the student and parent to discuss behavior and possible disciplinary actions, such as probation or suspension.

**Probation / Suspension:** A student on probation may continue coursework under close supervision. Suspension (temporary removal from online participation) is used only when necessary to protect the learning environment.

**Expulsion:** Expulsion is a last resort after repeated or severe violations of the school's moral or behavioral standards.



## **XV. Health and Safety**

### **Immunizations**

If a student will attend a school-sponsored in-person event, Psalm 127 will ask for proof of immunizations following the states' minimum requirements for students or to present an affidavit or certificate that exempts students from immunizations. If no vaccination proof is desired by parents, an affidavit will be required from the parents/guardians accepting any liabilities presented by other parents.

For more information visit:

<https://www.dshs.texas.gov/immunization-unit/texas-school-child-care-facility-immunization/texas-minimum-state-vaccine-1>

### **Medication**

If a student will attend a school-sponsored in-person event and take prescription medication that must be given during the working day, the medication must be accompanied by a physician's order. Students may self-medicate when there is physician and parent approval documentation. All self-medication must be supervised. Supervision will be arranged by the director.

Parents/guardians are asked to write us a letter with a signature if they wish to authorize their child to self-administer over-the-counter medications, such as an allergy medication, during the school day. Students should not carry more than the daily dose recommended by the student's physician. Sharing any medications with other students during the school day on Fridays is strictly prohibited.

Students requiring use of inhalers or Epinephrine (Epi-Pen) must make sure to clearly outline and authorize such use in their letter to Psalm 127 authorizing medication for the student.

### **Mental Health**

If our staff member becomes aware of any indication that a student is contemplating harm to themselves and/or suicide, the staff member shall immediately notify the director and the director will notify student's parent or guardian and authorities. If applicable and appropriate, the student will be kept under adult supervision by at least one staff member until the parent/guardian is contacted.

Emergency personnel (911) shall be called if deemed necessary in circumstances where the child's health or safety is in danger.

**Student Illness**

If a student becomes ill during the day, the student should inform a teacher that he/she is not feeling well. If the staff determines that the student is too ill to remain in the class, the student will be reunited with their parent/guardian. If a student is seriously ill or injured, we will contact 911 and the parents. EMS will determine the hospital and parents will be notified accordingly.

**Prevention of Child Abuse and Neglect**

We will notify DFPS if we have any suspicious of child abuse and neglect. Please refer to the DFPS website for reporting procedures, policies, and other requirements.

[https://www.dfps.texas.gov/Child Protection/Child Safety/report abuse.asp](https://www.dfps.texas.gov/Child%20Protection/Child%20Safety/report%20abuse.asp)

**Privacy and Media Policy**

Psalm 127 takes all steps necessary to minimize the risk of unauthorized disclosure of student information. All electronic systems containing student record information require passwords for access and the Psalm 127 has established a system of permissions that limits access of information to authorized users who have a legitimate educational reason for the information.

At the time of student registration, parents or guardians will be asked to give us permission to use photographs of the student or student artwork or to use quotes, movies or video tapes of the student on its website, in connection with stage productions, athletic events, honors and awards, etc. Parents or guardians must provide consent in order for this information to be used by Psalm 127.

As part of the school's obligation to maintain the privacy of students and teachers, the school reserves the right to use "cookies" on its site. Cookies allow the school, among other things, to verify sites that a user has visited and information about the user's activities while online. Except as otherwise provided in this Acceptable Internet Use Policy, the school will not use cookies to gather personally identifiable information about any of its users. Personal identifying information includes, but is not limited to, names, home addresses, email addresses and telephone numbers.

As required by the Children's Internet Protection Act (CIPA), we will monitor students' online activities during academic time. Such monitoring may lead to discovery that the user has violated or may be violating our Code of Conduct, or the law. The school also reserves the right to monitor other users (e.g., non-students) online activities. Users should be aware that their personal files may be reviewed by the school and may be discoverable in court and administrative proceedings and in accordance with public

records laws. System users have no expectation of privacy in the contents of their personal files and records of their online activity while on the school system.

## **XVI. Student Services**

Psalm 127 School is committed to supporting the spiritual, academic, and personal growth of every student. Our Student Services provide additional resources to help students thrive in an online Christian learning environment.

### **Counseling & Mentorship Availability**

Psalm 127 School offers faith-based guidance and mentorship to support students' emotional and spiritual development.

- Students may request to speak with a director, teacher, or mentor for encouragement, prayer, or personal support.
- Meetings may be scheduled during non-instructional hours or as arranged with the family.
- While we offer spiritual support and general guidance, we **do not** provide licensed therapeutic counseling services. Families seeking clinical mental health support will be referred to a qualified professional.

### **Academic Support Options**

We provide several forms of academic assistance to ensure student success:

- **Teacher Office Hours:** Weekly online office hours are available for questions, additional explanations, or assignment help.
- **Homework Support:** Teachers may offer small-group support sessions when needed.
- **Learning Accommodations:** Students with documented needs may receive reasonable academic adjustments as outlined in our Students with Disabilities section.

Our academic support is designed to strengthen student understanding and encourage confidence in all subject areas.

### **Technology Support**

Psalm 127 School offers basic technical assistance to help families access and navigate our digital platforms.

We can assist with:

- Login or password difficulties
- Accessing Google Classroom or Canvas
- Troubleshooting audio/video or connectivity issues
- Using school-supported apps and tools

Families are responsible for maintaining reliable internet and functioning personal devices. For more advanced or hardware-related issues, we may recommend contacting your device provider or a local technician.

## **XVII. Tuition & Financial Policies**

Psalm 127 School is committed to providing families with clear and transparent financial expectations. These policies ensure fairness, stewardship, and consistency for all enrolled families.

### **Tuition Payment Schedule**

- Tuition is billed **annually, semi-annually**, or in **monthly installments**, depending on the payment plan selected at enrollment.
- Monthly payments are due on the **1st of each month**, unless otherwise stated in your financial agreement.
- Payments may be made through the approved school billing system (online payment portal, check, or other accepted methods).  
Families are responsible for making payments on time to avoid disruptions to services.

### **Financial Aid Process / TEFA Guidelines**

Psalm 127 School offers limited financial assistance based on documented financial need.

- Families must complete the **Tuition Education Financial Assistance (TEFA)** application each year.
- Financial aid awards are determined through submitted documentation such as income verification or proof of hardship.
- Aid is granted **annually** and must be renewed each school year.

- Failure to provide accurate and honest information may result in denial or revocation of aid.
- Financial assistance applies only to tuition and does not cover additional fees or materials unless explicitly stated.

### **Refund Policy**

Because staff, materials, and program access are planned in advance based on enrollment, the following refund policy applies:

- **Registration fees are non-refundable.**
- If a family withdraws before the school year begins, only unused tuition may be partially refunded according to the withdrawal date and the terms of the enrollment agreement.
- Once the school year has started, tuition is **non-refundable**, regardless of attendance or participation.
- No refunds are issued for student absences, disciplinary withdrawal, or failure to use provided services.

### **Delinquent Accounts Policy**

To remain enrolled, families must maintain their account in good standing.

- An account is considered **delinquent** if payment is more than **10 days late**.
- Late accounts may result in:
  - Temporary suspension of access to live classes or materials
  - Inability to receive progress reports
  - Removal from extracurricular activities
- Accounts more than **30 days past due** may result in **administrative withdrawal**, unless a payment plan has been approved.
- Families experiencing financial difficulty should contact the director immediately to discuss possible arrangements before the account becomes delinquent.

## **XVIII. Non-Discrimination Statement**

Psalm 127 School is committed to providing a safe, welcoming, and Christ-centered learning environment for all students and families. In accordance with applicable federal and state laws, and guided by biblical principles of dignity and respect, Psalm 127 School

does **not** discriminate in the administration of its educational programs, admissions, financial assistance, or any school-operated services based on:

- Race
- Color
- National origin
- Ethnicity
- Sex
- Disability
- Age

As a Christian school, Psalm 127 School reserves the right to operate according to its **Statement of Faith, Biblical Foundations, and Behavior Expectations**, which all families agree to upon enrollment. These faith-based standards apply equally to all students and staff.

The school is committed to ensuring that all individuals are treated with fairness and respect. Any concerns about discriminatory behavior, harassment, or violations of this policy should be reported to the school director for prompt review and appropriate action.



**SIGNATURE PAGE**

Dear Parent(s)/Guardians(s) and Students: Please indicate:

☐ You have read and understad all the rules and regulations of the 2026- 2027 Psalm 127 Psalm 127 School Family & Student Handbook.

We ask that you sign and return this page to indicate that you have received and reviewed the above information with your child.

Student Name: \_\_\_\_\_ (Print)

Student Signature: \_\_\_\_\_ (Signature)

Parent/Guardian Name: \_\_\_\_\_ (Print)

Parent/Guardian Signature: \_\_\_\_\_ (Signature)