

# **Homeschool Umbrella Handbook**

*Living Waters Academy*

*Bon Aqua, Tennessee*

## 1.0 General Information

The Living Waters Academy Homeschool Umbrella Program was created to assist like-minded families in their efforts to home-educate their children.

### 1.1 Vision Statement

Living Waters Academy exists to assist Christian parents in the Nashville area in their duty to covenantally train their children. Because we believe that the education of children is ultimately the responsibility of parents, it is our desire to provide an umbrella service to those families seeking to fulfill that responsibility through their choice to home-educate their children.

We desire to see God use Living Waters Academy as an instrument to assist parents in carrying out the biblical mandate to bring up their children in the training (*paideia*) and admonition of the Lord. Since we subscribe to a biblical Christian worldview, we ask that families enrolled in our umbrella program be like-minded and in agreement with the Living Waters Academy Foundational Beliefs as noted in Appendix A.

We envision a future in which each generation of Christians is more prepared than the previous to defend and advance the historic Christian faith taught in the Scriptures. We see a time when intentionally Christian education is the norm for all of God's people and when the world need only look to the church to see clearly a culture of life. We pray for a school that will be instrumental in developing generations of godly leaders for our homes, our communities, and our world in need of Christ.

### 1.2 Eligibility Requirements

- At least one parent must be a Christian and an active member of a Bible-believing local church.
- Agreement with Living Waters Academy's Foundational Beliefs ( See Appendix A).
- Student and parent must meet with school representatives for entrance interview if enrolling in Grade 3 or above. This may be a phone call.
- It is expected that the student's parents will provide the majority of home instruction. If both parents are in full time employment, Living Waters Academy asks for a monthly report to ensure the parents are directly supervising their child's instruction.

### 1.3 Contact Information

Contact Person: Mrs. Stacie King  
Mailing Address: 1135 By Blvd, Bon Aqua, TN 37025  
Headmaster: stacie@livingwaters.academy  
Phone: 336-213-1434

## **1.4 Legal**

(Tennessee Code Annotated §48-50-801)

Living Waters Academy is a Category IV Church-Related School registered with the State of Tennessee and a member of the Association of Christian Schools International (ACSI). Living Waters Academy operates under the Tennessee Legal Homeschooling Option No. 3. Under this option your home is considered a satellite campus of our church-related school (Tennessee Code Annotated § 49-50-801). The Tennessee Department of Education recognized this option in a memorandum from the Commissioner of Education to Superintendents and Directors of schools dated February 18, 1999. Under this option, parents need not comply with the notice and registration requirements of the homeschool statute.

## **1.5 Services Offered**

- Curriculum counseling, by appointment, with Curriculum Director
- Maintenance of all academic records
- Administration of Standardized Tests (additional fees, see section 2.3)
- Resources
- Field trip opportunities
- Family events
- Faith community

### **1.5.1 Testing Requirements**

Standardized or placement testing is strongly recommended. Testing is offered annually for grades 2-8 at Living Waters Academy. Dates for testing will be announced in the fall of each year. Testing may also be completed online or at a different location by a certified tester. If testing is done elsewhere, test scores must be forwarded to the office for placement in the student's cumulative file.

### **1.5.2 Student Photos**

Living Waters Academy offers parents the opportunity to have student photos taken in the fall. Dates will be announced in August each year.

## **2.0 Fees and Refunds**

Enrollment fees shall be paid in full at the time of application. Students are not fully enrolled until checks have been processed.

### **2.1 Enrollment Fees**

Application fee (first year only): \$10.00 per family

Annual Enrollment fee: \$25 per child with a maximum of \$100 per family

\*During the 2023 / 2024 the fee for the first 60 students will be waived by the Academy.

## **2.2 Testing Fees**

Testing fees for each student will be \$10 plus the cost of the test. Students who choose to test with another provider rather than through Living Waters Academy will not be charged.

## **2.3 Refunds/Other Fees**

- No refunds will be made on application or registration fees
- Service fee on all returned checks: \$25.00

## **3.0 Policies and Procedures**

Living Waters Academy's Umbrella Program is for home-educated students pursuing an academic course of instruction. The policies and procedures established by the Board apply to all families whose children are enrolled in our program. By signing the enrollment form, parents acknowledge their responsibility to Living Waters Academy and obligate themselves to adhere to its policies.

### **3.1 Enrollment Process**

- Submit a completed enrollment application, proposed curriculum form, and appropriate fees. Living Waters Academy will not accept a returning application for enrollment until a student's previous year file is complete.
- A health record is not required. It may be submitted if it is wanted in the student's record. Otherwise, please submit a personal exemption form.
- Submit a copy of your child's birth certificate.
- Submit a signed Transcript Request form for grades 1-8. Previous homeschooled students are exempt from this requirement.
- If you are the Legal Guardian for your student, please submit proof of Legal Guardianship.
- False information given in the enrollment form or any other report required by Living Waters Academy will result in immediate dismissal from the program.
- A parent or legal guardian must sign the agreement pertaining to Living Waters Academy's Policy and Procedures at the bottom of the application page.
- Satisfactory interview with Living Waters Academy Headmaster and/or Umbrella Coordinator.

### **3.2 Recordkeeping**

Student's cumulative file is a permanent school record. Once information is submitted to Living Waters Academy, it becomes a part of the permanent file and cannot be changed.

### **3.3 Grade Submission**

Parents must submit a completed Grade Report on or before December 15 and June 15 for each student.

### **3.4 Attendance**

Students are required to fulfill the following attendance standards:

- 180 days of school
- Parents must keep attendance records.
- Attendance is submitted on the Attendance Form to the school office on or before June 15 once the school year is complete.

### **3.5 Student Records**

Any student applying for enrollment into the Living Waters Academy Umbrella program, who has previously attended another academic institution, must submit previous school records. A transcript request can be obtained from the school office, if necessary.

## **4.0 Resources**

### **4.1.1 [Tennessee Association of Church Related Schools](#)**

Living Waters Academy is a member school of TACRS and highly recommends the resources and articles contained on their website at <http://www.tacrs.us/>. Homeschool umbrella parents are encouraged to get involved at the local and state levels to promote home education.

### **4.1.2 [Middle Tennessee Home Educators Association \(MTHEA\)](#)**

MTHEA is a service organization that seeks to promote home education by providing information and vital resources to all area homeschoolers. Peruse the many available resources by visiting <https://www.mthea.org/>.

### **4.1.3 [Heritage Defense](#)**

Heritage defense provides legal services across an array of situations that could arise for homeschooling families and families of faith. Please review what they offer at : <https://heritagedefense.org/>

### **4.1.4 Home School Legal Defense Association (HSLDA)**

Although it is your right to home educate your children, legal services could at some time become necessary. For an annual fee, you can have access to the legal services of a group of Christian constitutional lawyers should you find it necessary. Contact HSLDA at:

**HSLDA, P.O. Box 3000, Purcellville, VA 20134**

**Phone: 540-338-5600 Web: [www.hslda.org](http://www.hslda.org)**

## 4.2 Curriculum Resources

See the website for curriculum guides: <http://livingwaters.academy>

We recommend [Summerhill School](https://www.summerhillschool.co.uk/) as a model to provide some ideas for the future of educating our young minds! <https://www.summerhillschool.co.uk/>

### 4.2.1 Sources for Curriculum

Apologia 888-524-4724 [www.Apologia.com](http://www.Apologia.com)

Good and Beautiful <https://www.goodandbeautiful.com/>

Master Books <https://www.masterbooks.com/homeschool-curriculum>

Christian Books

<https://www.christianbook.com/page/homeschool?event=HPT&catid=1014667&cat=Homeschool&category=Homeschool>

### 4.2.2 Recommended Resource Books

*Recovering the Lost Tools of Learning*, by Douglas Wilson

*The Abolition of Man*, by C. S. Lewis

*For the Children's Sake* by Susan Schaeffer Macaulay

*The Hurried Child*, by David Elkind

*The Call of the Wild + Free: Reclaiming Wonder in Your Child's Education* by Ainsley Arment

NOTICE OF NON-DISCRIMINATION POLICY: Living Waters Academy admits students of any race, color, national and ethnic origin to all 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, financial assistance and loan programs, athletic programs, and other school administered programs and activities. Living Waters Academy does not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, national and ethnic origin, age or sex.

## **Appendix A**

### **Foundational Beliefs**

Living Waters Academy, its staff, and its Board members embrace the tenets of Christianity as presented in these Foundational Beliefs. We believe that the creeds of the early church are credible summations of God's desires for humanity. We are in essential agreement with these creeds when they speak to the doctrinal issues addressed in these Foundational Beliefs. Beyond the primary doctrines articulated below, we respect and acknowledge the primacy of the family and refer secondary doctrinal questions to parents for clarification.

1. We believe that the 66 books of the Old and New Testaments present the perfect, inspired, infallible, and authoritative Word of God, and as such, rightly interpreted, they are the final authority in faith and practice.
2. We believe that God Most High is eternally existent in three Persons: Father, Son and Holy Spirit. He is unchangeable in His being; the same yesterday, today and forever. He alone is sovereign over all things, ordaining whatsoever comes to pass.
3. We believe that God Most High created all things out of nothing, in six (6) days, approximately six to ten thousand years ago. God created man in His image, male and female, perfect, sinless, and immortal, and He charged mankind with the governance of the created world, to cultivate it for His glory.
4. We believe in the historicity of Adam and Eve created and set apart to dwell in covenant with God Most High. We believe that though they were created sinless, they did not remain in that perfect state, but willfully and consciously disobeyed their Creator's command in their desire to 'be like God'. Consequently, the guilt of Adam's sin and his fallen nature are covenantally transferred to all mankind.
5. We believe that God created and gifted men and women differently for different roles, and that those differences should not be minimized, but rather recognized, encouraged, and enjoyed.
6. We believe that all have sinned and have fallen short of the glory of God.
7. We believe in the unique deity and humanity of our Lord Jesus Christ, in His virgin birth during the reign of Caesar Augustus, in His sinless life, in His miracles, in His vicarious and sin-atoning death on a cross by the shedding of His blood, in His bodily resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return in power and glory.
8. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary; salvation is a gift of God, received by grace alone, through faith alone, when a believer puts on Christ in Christian immersion.
9. We believe in the present ministry of the Holy Spirit, by whose indwelling Christians are enabled to live godly lives. We believe that faith without works is dead, and these works are a natural overflow of Holy Spirit indwelling.
10. We believe in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of damnation.
11. We believe in God's desire for the spiritual unity of all believers in our Lord Jesus Christ.
12. We believe that parents are responsible for educating their children and for bringing them up in the nurture and admonition of the Lord.

## Appendix B

### Philosophy of Education

The focal point of all that is, has been, and ever will be is the person of Jesus Christ. We believe that the education of our children begins with this reality. We desire our children to consciously live, move and have their being in Christ, as the Scriptures teach.

- We believe God reveals Himself not only in His Word, but generally in every facet of His creation. All knowledge is therefore interrelated and teaches us about God's character, wisdom, and power. Ultimate reality exists only in Him, the Creator and Sustainer of all things, and therefore truth can be understood only as it relates to Him as the Sovereign Lord over all. The Scriptures teach that the fear of the Lord is the beginning of wisdom and knowledge. We believe therefore that every aspect of our children's education needs to be intentionally grounded in this, our historic Christian faith.
- We believe God has given parents, not the Church or the State, the responsibility of educating their children and teaching them to faithfully love and serve Him. We believe our role as educators is to be *in loco parentis*, "in the place of the parent" only to the extent needed to serve families. Our leadership team view themselves as servants of parents who assist them in their covenantal obligation to educate their children in the Lord. Our school administration, academic instructional options and discipline aim to be consistent with and supportive of biblical teaching concerning the family and the authority of parents. We believe that fathers are the God-ordained heads of their households. Whenever possible, we desire that each father assume leadership in the education of his children. Our instructional format shall endeavor to maximize parental participation in the child's academic training.
- We believe that biblical discipline, the encouragement of an obedient child and the correction of a disobedient child, is a critical and necessary part of education. Under no circumstances will the misbehavior of one child be permitted continually to hinder the education of other children. This applies any time we come together for group activities. We believe that a child's education should affirm and nurture the God-created differences between men and women and the respective God-ordained roles of men and women. Biblical masculinity should be cultivated in the lives of male students and biblical femininity should be cultivated in the lives of female students. Behavioral expectations, classroom instruction, role-modeling, and school culture should encourage growth of the students into biblical manhood and biblical womanhood.
- We believe students should be provided an historically substantive and rigorous education that inspires curiosity and a love of learning. We encourage use of proven, pedagogically sound curriculum that follows an approach to instruction in which the tools of learning are imparted to students in stages that correspond with their natural pattern of cognitive development (grammar –the tool of knowledge, logic –the tool of reasoning, and rhetoric –the tool of communication). The goal is to educate students not in what to think primarily, but in how to think thoroughly, maturely and biblically. The tools of learning in combination with an active and biblically guided exploration of the events, ideas, and people of the past will equip students to think clearly, reason persuasively, and speak precisely, to evaluate all human knowledge and experience in the light of Truth, and to do so with grace, humility, and wisdom.



## Policies and Procedures: Living Waters Academy

1. I/we, as the Parent(s)/Guardian(s), of each enrolled student, have the sole responsibility of researching and making all selections of curriculum for my/our student(s). It is my/our sole responsibility to organize and implement the chosen education plan(s) for each of my/our enrolled student(s). I/we acknowledge that Living Waters Academy does not assign, nor provide the curriculum that I have selected for my/our student(s).
2. I/we, as the Parent(s)/Guardian(s), must hold a high school diploma or GED. If only ONE parent/guardian meets this requirement, that parent/guardian will be designated as the primary learning facilitator and will be responsible for fulfilling the required and reported annual education plan for each enrolled student.
3. I/we, as the Parent(s)/Guardian(s), agree to abide by Tennessee State law, which requires a minimum of 180 days of attendance, with at least 4 hours of learning per day. I/we understand that I/we am/are required to maintain accurate attendance records, submitting these records twice per year via the Living Waters Academy website (Due by: December 15th and June 15th each academic school year).
4. I/we, as the Parent(s)/Guardian(s), understand that I/we must provide either proof of immunization or submit the Tennessee Immunization Religious or Medical Exemption Form as required by the state of Tennessee and the Living Waters Academy Registration requirements.
5. I/we, as the Parent(s)/Guardian(s), understand that Living Waters Academy is classified by the Tennessee Department of Education as a "Category IV Church-Related School" and is exempt from accreditation requirements per TCA 49-50-801. As such, students transferring from Living Waters Academy to public or accredited private schools may be subject to testing for grade-level placement, and/or to determine credits which will or will not be accepted in the case of transferring high school students. Students graduating from Category IV schools, although accepted by most colleges and universities, may also be subject to additional testing requirements in order to be accepted into their program.
6. I/we, as the Parent(s)/Guardian(s), understand that all students enrolled with Living Waters Academy must meet all of the compulsory attendance requirements for residents of the state of Tennessee. I/we understand that if I/we are enrolling students from a state other than Tennessee, or from countries other than the United States, I/we must research and satisfy all of the local homeschool requirements for my/our specific place of residence.
7. I/we, as the Parent(s)/Guardian(s), understand that I/we must have at least ONE active email address on file with Living Waters Academy that is monitored regularly. I/we understand that active and accurate contact information is essential in order to receive current and ongoing communication from Living Waters Academy that is relevant to my/our student's enrollment.
8. I/we, as the Parent(s)/Guardian(s), understand that Living Waters Academy will submit all required student documentation to the local public school superintendent annually, as required for all home-educated students.
9. I/we understand that I/we are solely responsible for my/our student's education and for all planning, teaching, grading, attendance, and reporting.
10. I/we, as the Parent(s)/Guardian(s), must maintain accurate and current contact information on file with Living Waters Academy, including: email address, mailing address, physical home address, and phone number(s).
11. In the case of enrollment for high school students, I/we, as the Parent(s)/Guardian(s), understand that I/we are required to research and complete the 4 year high school plan as found HERE. I/we understand that high school students are eligible for graduation from Living Waters Academy if they have satisfied all credit requirements (minimum of 22 hours as set forth by the Tennessee Department of Education) in their high school plan, paid applicable graduation fees, and submitted required senior attendance records. I/we understand that Living Waters Academy can only advise and assist in high school planning, and that I/we, as the parents/guardians, have the sole responsibility of keeping my/our student(s) on

track for graduation and to verify any and all admission requirements for college(s)/universities that my/our student may be interested in attending.

12. I/We, as the parent(s)/ guardian(s), understand that testing is not required by Living Waters Academy, yet is recommended. Living Waters Academy will provide opportunities for testing for academic placement, high school exams, etc. The responsibility and decision to test my/our child/children rests with me/us.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENROLLMENT APPLICATION**

Names/Ages of Student(s):

Student Name	Student Age (as of Aug. 15)	Grade Level

Proposed Curriculum Plan:

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As parents/ guardians to the students listed above, we agree to abide by the stated policies and procedures for Living Waters Academy.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_