



LIVING WATERS
CLASSICAL CHRISTIAN ACADEMY

Living Waters Academy

Parent-Student Handbook

www.livingwaters906.com

(Rev 07-2026)

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Other relevant LWA policies and procedures are available upon request.

- **LWA Emergency Response Plans (ERP's)**
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- **LWA Staff Handbook**

Dear Homeschool parents,

We are honored to partner with you in the education and discipleship of your children.

The leadership and staff at LWA have been called by God to serve your family by providing a distinctive and challenging academic and extracurricular program that is centered on Jesus Christ and brings the proven classical approach to your child's classroom.

LWA is an Association of Classical Christian Homeschool families. We strive with you to nurture your child's gifts while challenging your student to stretch to reach their God-given potential.

Through a Christ-centered program, your child will have all his or her learning grounded in Christ, "in whom are hidden all the treasures of wisdom and knowledge."

Through the classical approach, your child will gain rich knowledge but also the skills of learning, thinking and presentation, in the written and spoken word.

Through a thoroughly classical Christian education, your child can be "transformed by the renewing of his mind" to have a sharp intellect united with a humble, loving spirit that is prepared to live out a Biblical life at home and out in the world.

This handbook seeks to articulate the philosophy and policies of the Living Waters Academy - a Synchronized Homeschool Ministry.

Thank you again for the privilege and responsibility of working with your children. Sincerely in Christ,

Jessica LaMarch
Director, Living Waters Academy

Section-1: Roles and Responsibilities

1.1 LWA Directors

LWA is a 501(c)(3) nonprofit corporation formed to promote classical Christian Education in the State of Michigan. LWA has a three member board of directors. The directors make policy and conduct business. Living Waters Academy is a nondenominational synchronous homeschool ministry that is operated by LWA.

1.2 LWA Coordinator

LWA contracts the services of a coordinator who coordinates the curriculum and weekly lesson plans for all of the homeschool families that enroll in our Homeschool Partnership Program. The coordinator also serves as the tutor/teacher reinforcing the material that homeschool students are taught or assigned by their parents. The coordinator is at the LWA classroom on scheduled class days, generally M-F 8:00am to 3:00pm conducting lessons and monitoring the students as they work independently on their studies. The coordinator also manages the volunteer aides and manages the classroom to provide a positive learning environment that celebrates Western Civilization and traditional Judeo-Christian values.

1.3 Volunteer Aides

Volunteers who are willing and approved to serve as a classroom aide work under the direction of the coordinator. Volunteers may work with the coordinator or may provide some special instruction themselves. All LWA staff (directors, coordinator, teachers, and aides) are screened and undergo criminal background checks. All of our staff is committed to the classical Christian model of education and are very service minded.

1.4 Parents

The role of the parent is to raise their children in the nurture and admonition of the Lord (Eph 6:4). The parent is also required by Michigan state law to teach their children in 9 core subject areas and it is unclear whether this law has been superseded by 380.10 which puts parents in charge of their student's education. LWA offers suggestions on how to make compliance with the older law a simple task. It is also important for the parent to set the expectations for their student. Parent's will constantly evaluate the progress of their student and revise their expectations accordingly while always coaching their student to be the best student that they can be.

Parents must lend their authority to the coordinator during ministry hours when the parent is absent and help their student to realize that the coordinator is working as an agent of the parent. The parent should also hold LWA to the highest standards possible and communicate in a respectful manner with LWA when they see opportunities for improvement.

Parents are encouraged to audit LWA classes via our online camera system which allows a parent to check in on classes from their mobile device at any time during the day to see what their student is doing. Parents should feel free to come join LWA activities in person as well, though a parent must go through a screening process before they can work directly with other children that are part of the LWA ministry.

LWA recommends that parents read and understand the following books in order to develop a deeper understanding of classical Christian education and the goals of the weekly lesson plans.

- [*The Lost Tools of Learning, an essay by Dorothy Sayers*](#)
- *Recovering the Lost Tools of Learning*, Douglas Wilson
- *Wisdom and Eloquence*, Charles Evans and Robert Littlejohn
- *An Introduction to Classical Education: A Guide for Parents*, Dr. Christopher Perrin
- *Classical Education*, Gene Edward Veith, Jr. and Andrew Kern

1.5 Students

The role of the student is to honor their father and mother, to honor God, and to obey the golden rule. That is, to treat others with kindness and respect just as they would like to be treated.

Students are expected to recognize the authority of the coordinator, teachers, and aides and to obey their direction. Students are also expected to be kind and respectful to their classmates. Students must take care of the materials and supplies that are put in their care and must complete assignments as directed. Students must seek assistance when they are having difficulty with an assignment. That is why LWA is here, to help them over the tough spots and to offer encouragement as they work independently towards mastery of each subject while working at their own pace and learning in their own unique way as much as possible.

Section-2: Communication

2.1 LWA Directory

- 906-398-9794, Angie Combs, Coordinator (combslifeacademy@gmail.com)
- 906-399-3640, Becki Smith, Assistant Coordinator (beckilsmith@yahoo.com)
- 906-420-2519, Isaac Micheau, Administrator (admin@livingwaters906.com)
- 616-257-0092, Jessica LaMarch, Director (jlewings@gmail.com)
- 312-882-1474, Robert Pontius, Director (robert.pontius@gmail.com)

A text or phone call is the preferred method of communication. Email and text messages are both useful for providing written consent or notifications. For regular mail or legal service send documents to LWA, PO Box 101, Gladstone, MI 49837.

For matters related to students, attendance, or curriculum contact the coordinator. For matters related to policy, discipline, facilities, finances, fund raising, or other miscellaneous business please contact the administrator.

LWA will follow Gladstone Public Schools when it comes to canceling school for snow days but LWA does not close for COLD days. Gladstone Schools regularly put out announcements on the radio and television when school is canceled. If Gladstone schools are canceled for a snow day so is the LWA ministry but if it is closed for cold weather LWA will be open. Use your own judgment about bringing your student to class.

Please try to minimize communications after 7pm. Please communicate with LWA staff in a calm and respectful manner at all times and please do not disrupt classes with unscheduled visits or untimely phone calls. LWA staff will attempt to respond to all calls and texts within 24 hours, and emails within 48 hours. The coordinator is also available for in person conversations at 3:00pm each day after all of the students have left the building. You may also call to request a conference with the board of directors at any time, and arrangements will be made to meet with you.

SECTION-3: Admissions

3.1 Admissions Priorities

The LWA Homeschool Partnership Program is available only to those homeschool families who are committed to following the LWA recommended course of study, and instructing their students in a classical Christian curriculum.

LWA will accept students of any faith, ethnicity, and gender though the parents of all of our students will acknowledge that our instruction and actions will be based on the Christian faith. Those who enroll in this ministry must agree to abide by LWA policies and understand that portions of the LWA statement of faith can and likely will be part of the daily instruction. Parents are expected to support and reinforce these traditional Christian values at home.

LWA will accept students with minor learning disabilities, but cannot accept students with severe disabilities that require resources beyond our means or that would create a significant disruption of the ministry.

LWA has no tolerance for students that disrupt the learning and mentoring environment of the other students and no tolerance for bullying or selfish behavior. LWA may reject the application of a student if their behavior does not seem suited to the LWA learning environment.

When space is limited, priority for admission will be as follows:

- 1) continuing students that are in good standing;
- 2) siblings of continuing students in good standing; and
- 3) all other applicants (screened according to LWA preferences)

3.2 Admission Process

- Parents are provided with an overview of the ministry and a registration form.
- Parents and potential students may request a tour of the facility.
- Parents complete the registration form and provide payment information to LWA to begin the enrollment process.
- The parents have a duty to disclose any learning disabilities that have been diagnosed for the potential student.
- The coordinator will interview the custodial parents or guardians and meet with the potential student.
- The Leadership Team will review the registration and the coordinator's recommendation and notify the parents of the admissions decision.
- Students will either be accepted, rejected, or placed on the waiting list if space is not available.
- Being on the waiting list is no guarantee that there will be room the following year.
- Students seeking readmission must apply before May 31 in order to hold their preference for the coming year.
- Applications for readmission may be rejected at LWA's discretion.
- Failure to pay tuition or fees on or before the deadline may result in forfeiture of your class position.
- New registration forms will be reviewed in the order they are received and will generally be accepted, rejected or added to the waiting list within 10 days.
- LWA is not obligated to accept students in any particular order.

3.3 Admissions for Part-Time Students

LWA no longer offers part-time enrollment at a reduced cost, though attendance is completely up to the parent so part-time attendance is still an option.

LWA is looking for opportunities to partner with homeschool families that are not enrolled in LWA for the sake of taking part in field trips, art classes, and other specials. In this case, the homeschool student would have to be accompanied by an adult and arrangements would have to be made with the coordinator in advance.

3.4 Tuition Payment Policy

LWA Homeschool Partnership Program Fees

Fees may change from one year to the next, but the basic fee structure remains the same. There is a sizable family registration fee followed by a per student monthly fee. The size of the non-refundable registration fee provides assurance that the student is serious about attending the ministry and it also serves as a multi-child discount for homeschool families who are enrolling more than one student (see discounts). It also covers the cost of initial expenses for the student.

Discounts

The total cost of registration and tuition for a single student is \$5000 for the 2026/27 school year. Families enrolling multiple students pay only one registration fee of \$500. This fee is waived for each additional student that a family registers.

There is also a \$300 “paid-in-full” discount available for each family. Instead of making monthly payments, a family may choose to pay all of their tuition up front which reduces the registration fee by \$300. This means the total cost would be \$4500/student plus a \$200 registration fee.

There is also a 12 month extended payment plan which combines the tuition and fees into a simple automatic payment plan of \$417/month for returning students or \$399/month for new students. Payments begin in July and run through June.

Cost for a new student: \$4700 (prepaid), \$4788 (extended pay), \$5000 (standard pay).

Total cost for one returning student is: \$4700 (prepay), \$5000 (standard pay), or \$5004 (extended pay)

Total cost for two returning students is: \$9200 (prepay), \$9500 (standard pay), or \$10,008 (extended pay).

Staff Tuition Credits

The children of the LWA coordinator and teachers may attend LWA for free. Volunteers may earn tuition credits based on their regularly scheduled volunteer hours.

Refunds

The registration fee and monthly tuition payments are not refundable. However, if a family has paid a student's tuition several months or a full year in advance then a refund will be prorated in the following manner **ONLY** if the student is expelled or formally withdraws from the program by submitting a letter of intent to withdraw. The student's withdrawal date will be the date that LWA is notified in writing that a student has been withdrawn, or will be a future date that is described in the letter of intent to withdraw. The student's prior attendance has no effect on the official withdrawal date.

The advanced payment will be reduced by the monthly tuition rate for each month that the student has been enrolled in the program, September through May. If the student does not withdraw by the 5th day of the month, then the student will be charged for the entire month. Any payment received in excess of this amount will be refunded to the payee upon withdrawal and approval of the LWA board of directors.

Payment Methods

Advanced payment in full may be paid with cash, check, or ACH (automatic withdrawal). A completed and signed registration form and a payment may be mailed to **LWA, PO Box 101 Gladstone, MI 49837** or delivered to the LWA treasurer in person. Text or call 906-420-2519 to arrange an appointment.

The registration fee and monthly payments will be made only by ACH (automatic withdrawals) which are set up and approved as part of the registration process.

Refunds will be issued by ACH (direct deposit) or by check.

3.5 Withdrawal Policy

If a family wishes to withdraw a student from the LWA ministry the administrator must be notified in writing (paper letter or email). A student is not formally withdrawn from Living Waters Academy until the parents have formally submitted a "letter of intent" to withdraw their student. LWA may request an "exit interview" which is an in person meeting to see if something can be done to prevent the withdrawal, or to learn what might be done in the future to better serve our homeschool families. Once a student is withdrawn a prorated refund will be issued for any advanced payments according to the payment and refund policy.

SECTION-4: Daily Operations

4.1 Daily Routine

- Staff arrives before 8:00am and prepares to receive students.
- Students begin to arrive around 8:00am.
- Parents should approach LWA (1022 Wisconsin Avenue) from the east (10th street) and park along the south or west side of the building so their student will not have to cross the street. Students will enter through the front door (south entrance).
- Students will put their jackets, boots and materials away.
- All students who enter the building must sign in and sign out at the door.
- Lunches will be placed on the serving bar in the kitchen. Limited refrigeration space is available if needed.
- Students have morning work that they do until class begins at 8:30am.
- The coordinator will greet the class and open the day with the pledge of allegiance a hymn, and a prayer.
- Late arrivals will be screened at the door.
- Late arrivals are disruptive and parents are encouraged to ensure that the student arrives on time.
- Students will look to the coordinator for direction and will follow her instructions.
- Students will treat each other and all adults with kindness and respect and address adults with their proper title (Mr., Mrs., Sir, Mam).
- When a guest is introduced to the class the class will rise and greet the guest.
- The class will cover the core curriculum in the mornings (Mon–Thr 8:30-11:30).
- A short break will be taken for some physical activity mid morning. This may be done indoors or outdoors.
- Lunch will be taken at 11:30am each day.
- Afternoons will consist of specials to change things up each day. These are unique offerings that change over time. Some examples are 3D printing, Tae Kwon Do, electronics, sewing, cooking, and critical thinking. There are often science experiments done in the afternoons as well.
- Travel Tuesdays are different as students are allowed to pursue their own special interests in more depth and the day typically involves a field trip or a community service event.
- Students often work independently and will occasionally work online under staff supervision.
- At the end of the day, students work together to ensure that the outdoor play area, the lunch room, the kitchen, and the bathrooms are all clean, and restored to their normal condition. Each student will store their materials away, retrieve their lunch box, their back pack and their school materials to go home.
- The teacher and coordinator will stay in the classroom until the last student is picked up.
- Students must sign out as they leave, so the record of people in the building is current.
- If someone new is picking up your student, or if you plan to pick your child up earlier than the scheduled time, you must notify the coordinator or the aide with a text message or written notice.

SECTION-5: Institutional Guidelines

(alphabetical listing)

5.1 Attendance/Absences

LWA exists as a supplement to your homeschool efforts and in light of that fact attendance at LWA is totally optional. However, regular attendance is essential if you want your student to get the most out of LWA. Absence from class is detrimental to a student's academic performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss out on the LWA student development ministry only for the most worthy of reasons.

5.2 Bathrooms

Boys will use the boy's bathroom. Girls will use the girl's bathroom. Only one person is permitted in the bathroom at a time. Students shall be instructed to lock the door when they are in the bathroom. The hallway and bathroom doors are monitored by security cameras to document any violations of this policy.

5.3 Bible

We will typically use the NIV Bible (New International Version) for reading and memory assignments. Families are encouraged to purchase a large print NIV Bible for their students. If the family has a strong preference for another English translation the KJV, NKJ, NASB, and ESV bibles are also acceptable. The Tecarta Life Bible App is also recommended for use on electronic devices as it provides access to many translations and word search capabilities for free.

5.4 Breaks

Students will be given time to stretch and play during the day. LWA has limited playground equipment so outdoor activities will be limited to yard games with new activities added throughout the year.

5.5 Cleanliness

Cleanliness reflects the respectfulness and stewardship of the students. Everyone should go beyond simply not littering and should take responsibility for cleaning up after themselves and coaching others to do the same. LWA is expected to return the fellowship hall and areas outside of the classroom to "as found" condition or better at the end of each school day.

5.6 Copier/Printer

Students must receive approval from an instructor to use the copier/scanner/printer.

5.7 Drugs/Alcohol/Tobacco

The school vigorously opposes student use, possession, or distribution of drugs, tobacco, alcohol, or vaping products in any form on or off the LWA campus. Violation subjects a student to disciplinary action and may lead to the involvement of local law enforcement.

5.8 Electronic Devices

Students who bring a mobile phone or electronic communication device to LWA must silence it and then stow it away in their backpack in the front foyer. Students may not have cell phones or any other electronic communication devices (ECDs) between the time they enter the building and the time they leave. Any student who must make a call or send a message must get permission from the coordinator and a staff member may supervise the call.

The LWA staff will have access to their mobile phones in the classroom to receive texts and calls throughout the day but phones will be set to vibrate to minimize interruptions. See “Section-2: Communications” for guidelines and phone numbers.

Students will not be permitted to open or to use laptops or tablets to take notes in class. A teacher may give permission for a student to use a laptop or tablet to work on a written assignment or project during class. This permission must *always* be explicitly given and it can never be assumed.

Laptops and tablets are to be used exclusively for school purposes. This precludes using them for email, instant messaging, playing games, surfing the web, viewing photos or videos, or listening to music.

The first violation of the Technology Policy will result in a notification to the parents. The second violation of the Technology Policy will result in the loss of the ability to have a cell phone or computer on site for the remainder of the year. Any subsequent violations of the Technology Policy will result in escalating consequences determined by the LWA board of directors. Such consequences may include a suspension or expulsion from LWA.

5.9 Firearms

Our lease does not permit parents and students to carry firearms into the LWA building. However, parents with a concealed carry license may lawfully carry their firearms when attending LWA events that are not located inside of the LWA building. Any firearms that are left in a vehicle during visits to the academy must be safely locked away so that a curious student cannot get access to them.

5.10 Fire/Tornado Drills

Procedures for evacuating the building will be explained to each class by the classroom teacher at the beginning of the school year. Fire drills and tornado drills will be held as needed to train students in the procedures. Teachers will also be trained in Shelter in Place in the event of other types of emergencies. Consult the “Emergency Prevention and Response Plan” for details.

5.11 Fundraising and Promotions

Fundraising events are an important component of LWA operations and they are required to help keep the cost of tuition as low as possible. LWA has several fundraising and marketing events throughout the year and can always use help in planning and executing these events.

- Parades (Rapid River Memorial Day, Gladstone July 4, Escanaba Christmas)
- The Jesus Festival.
- Dominos or Main Street Pizza fundraisers.
- The July 4th parade and festivities present another opportunity for LWA to advertise directly to the local community and raise funds for the ministry.

We are always looking for leaders to make fundraisers and other events happen. If you would like to get involved call 906-420-2519 or email admin@livingwaters906.com.

LWA is a 501(c)(3) organization and donations to LWA are tax deductible. We also offer sponsorships for businesses that would like to advertise through LWA and classify their donation as a direct marketing expense.

5.12 Library Books and Loans

LWA has a designated library space in the building. Students are allowed to use the books and materials there during the day. Students wishing to take a book home may check out a book by documenting the loan with the coordinator. Those who lose or damage books will be notified and charged a fee for the replacement cost of the book or other item. LWA students also take a weekly trip to the Gladstone Public Library.

5.13 Lost and Found (limited time)

LWA will maintain a lost and found area. Please label all clothing, books, and personal articles with the student's or family's name. Unclaimed items will be removed every month or so. Unclaimed uniform items will be donated to the uniform exchange and other unclaimed items will be donated to a local charity or disposed of.

5.14 Lunches and Snacks

Students are to bring their own lunch and utensils each day. They are to eat only during designated times, typically morning break and lunch. Students are permitted to bring water bottles to class. Water bottles must contain only water; other beverages are not permitted in the classroom area. Students may not chew gum at school unless given permission by the coordinator. Students have access to a refrigerator and a microwave oven. Parents must instruct their student to avoid using the microwave oven if they have not granted their consent on the LWA registration form. In addition, students are to bring any utensils they may need. Snacks and lunches are to be eaten only in the designated areas.

5.15 Photography and Publicity

LWA events are photographed and recorded on a regular basis. These photos and videos may be used to promote the LWA ministry. If a student or family does not wish such pictures, or a student's work to be used in school publications or promotions, the school administrator should be notified in writing. Photographs of students at non-public events (school assemblies, classrooms, etc.) taken by parents or other students should not be published in any form on the internet or via other means without permission of the photographed student and their parents.

5.16 Plagiarism

Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person's ideas and expressions and presents them as his or her own. Plagiarism is intellectual theft. It is a moral offense that directly reflects the character and moral condition of the student. Any student who uses borrowed material of any kind and does not provide documentation for that material has committed plagiarism.

In the internet age students are much more prone to misuse sources. Therefore, the coordinator will discuss plagiarism at some length with the students. Students caught plagiarizing will be subject to discipline.

5.17 Sexual Harassment

Sexual harassment of staff or students by other staff or students is contrary to Biblical teaching, violates the law, and will not be tolerated. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment.

Any student who becomes a victim of sexual harassment should immediately report the incident to the coordinator, teacher, aide or one of the directors as well as to their parents. A staff member who becomes a victim of sexual harassment should immediately report the incident to one of the directors. LWA directors will investigate all such reports immediately. Criminal charges will be handled by civil authorities. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students and termination for staff members. All such reports will be handled discretely in order to protect the victim and other innocent people that could be affected. (See also the Sexual Abuse Prevention Policy and Training Documents).

5.18 Unlisted Items

Where this policy fails to address a situation or a matter of dispute the LWA board of directors will review the situation and take corrective measures. LWA board decisions are final.

SECTION-6: Discipline Policy

6.1 Discipline Guidelines

The goal of discipline is to teach a student right from wrong, to cultivate a desire to honor God and others, and to foster a desire for self-control. In classical terms, the goal is to cultivate wisdom and virtue.

All discipline will be based on Biblical principles, e.g., restitution, apologies (public and private), swift consequences, restoration of fellowship, no lingering attitudes, etc.

The type and amount of discipline will be determined by the coordinator and the board of directors when necessary. The discipline will be administered in light of the individual student's situation and attitude.

The vast majority of discipline problems will be dealt with at the classroom level. In order to maintain consistency, faculty will regularly meet together to discuss Biblical standards and Academy policy concerning discipline. Love and forgiveness will be an integral part of the discipline of a student.

Phone Calls Home: There are five basic behaviors that will automatically necessitate discipline from a director (versus the teacher). Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at the Academy, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm another student.
5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

In the phone contact with the parent, the administrative staff will outline the discipline to be administered by LWA. The parents' assistance and support in averting further problems will be sought. The incident will be recorded.

If a student displays a pattern of behavior that requires multiple consequences, or if a student commits a serious violation, the board of directors will determine appropriate consequences and meet with the family to discuss the student's behavior and consequences. Consequences in this case may include suspension or expulsion.

Examples of serious misconduct include: bullying or harassment; sexual harassment; acts endangering the lives of other students or employees; gross violence; the possession of weapons at school; vandalism of academy property; violations of civil law; or any act in clear contradiction to scriptural commands. Students may be subject to academy discipline for serious misconduct that occurs after academic hours.

Should an expelled student desire to be readmitted to LWA at a later date, the Board of Directors will make a decision based on the student's attitude and circumstances at the time of application.

SECTION-7: Academic Standards

7.1 Grading Policy

Students will log their own progress on a daily basis and the LWA coordinator will review the student's work and their logs and keep her own records for various tasks. Progress will be tracked for each student against predetermined goals. Citizenship grades will also be tracked. The coordinator or teacher will meet with parents to review and assess the progress of their student on an ongoing basis, daily if necessary.

7.2 Student Assessments

Students may be assessed with quizzes and written exams as well as daily observations. They may also be measured against their peers in private and public schools using standardized exams. These standardized exams will gauge a student's performance in a variety of subjects, but it is up to the parents to assign a grade for their own homeschool students. The LWA assessments are just a supplementary observation.

7.3 Standardized Tests

Standardized testing is used extensively in public schools across the country. The tests serve as one type of measurement of a student's academic progress and potential in relationship to others in the state, and country. LWA will use the CAT exam to measure overall student progress at least once each year.

7.4 Grade Advancement

Grade advancement is left to the sole discretion of the homeschool parents and their own homeschool policy. The LWA coordinator may offer some helpful guidance to the parents in making this tough decision, but grade level advancement is ultimately left to the homeschool teacher.

7.5 Academic Probation

The coordinator may determine that LWA tutoring efforts are not being effective for a particular student. In this case, the LWA board of directors may place a student on academic probation which means that if the student fails to show signs of improvement before the end of the school year the student may not be accepted back the following year.

7.6 Graduation

Students seeking to graduate will graduate from their own homeschool. Students may apply to take a GED exam if they choose to receive a diploma from the State of Michigan.

SECTION-8 Medical Health and Wellness

8.1 Medicine Authorization

Any medication, prescription or non-prescription, must be supplied by a parent and brought to school in the original container, properly labeled with the name of the student and identification of medication. Medicines must be hand-delivered to the coordinator and may not be sent in backpacks or bags in the care of students. Parents must present the coordinator with written instructions for the use of the medication signed by the parent.

Students may not keep medications with them (including cough drops) during the school day. LWA does not keep a supply of medications for students, such as Tylenol. Information about medications taken on a consistent basis during the class day shall be documented and signed by the parent. A copy of this record must be retained in the student's file.

Only medications brought by parents along with a written note from the parents will be administered. If at all possible, medications should be taken before and after class.

8.2 Mood Altering Medications

Parents must inform LWA in writing when your student has any allergies, special needs, medical conditions or is taking medications or has quit taking mood altering medications.

8.3 Illness at School

Students who become ill at LWA will be taken aside and monitored while a parent or emergency contact is called. The student will be monitored until a parent or authorized adult can pick the student up from LWA.

8.4 Contagious Illness

Students with a common cold, influenza, chickenpox, strep throat, or similar contagious illness must remain at home, or, if onset begins at LWA, must be sent home from LWA. If students have had a fever, they may return to LWA after their body temperature has returned to normal for 24 hours or more without fever-reducing medication. Should a student contract a contagious illness, timely notification to LWA is required so that other students who have been exposed may be informed and monitored for similar symptoms.

8.5 Serious Diseases

Serious diseases are those diseases which are potentially life threatening or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Examples of these include spinal or viral meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia. Students who contract these diseases may not return to LWA until certified as healthy and not contagious by a physician.

8.6 Medical Emergencies

Reference the “Emergency Prevention and Response Plan” for details about Medical and other Emergencies.

SECTION-9 Legal Notices

9.1 Notices

- Be advised that LWA may search student backpacks and storage locations.
- Be advised that your registration with LWA grants LWA permission to use digital photos and videos of students to promote LWA events unless the parent explicitly withdraws their consent in writing.
- Be advised that LWA may dispose of lost items after 30 days in the lost and found box.
- Be advised that LWA will not release your student to a person other than the parent without written consent from the parent.
- Be advised that LWA will not stock or administer OTC drugs or prescription drugs to a student unless a parent provides the medication in person along with written instructions for its use.
- Be advised that students will have access to a microwave oven. If you do not want your student to use the microwave oven please inform LWA in writing.
- Be advised that you have granted blanket consent for field trips if you checked the appropriate box on the registration form. This means that your consent is granted until you explicitly withdraw it in writing.

SECTION-10: Field Trips

10.1 Field Trip Overview

The LWA experience extends beyond the classroom through a number of field trips each year. LWA staff and parent volunteers supervise these excursions, and parents provide transportation in private cars, or special group transportation is provided. The following standards apply to all chaperones and/or drivers for LWA events:

10.2 Field Trip Attendance

Field trips are optional but they are designed to be educational and beneficial for the students. LWA opens up field trip opportunities to homeschool students outside of the student development ministry as well. As part of the LWA registration, parents are asked to sign a blanket consent allowing LWA to take their child on field trips as long as we provide at least 24 hour notice to the parents. The parent may withdraw their student from any of our field trips by contacting the coordinator.

10.3 Field Trip Guidelines

Staff members will request and obtain approval from the LWA board of directors for field trips prior to announcing them. Teachers leading trips must take a first aid kit and a copy of students' emergency contact information. Appropriate attire and decorum is required at all times for students, teachers, and parents. Parents and students from homeschools outside of LWA may participate in LWA field trips as long as they comply with LWA standards. Volunteer drivers and their cars will be used unless LWA has arranged special group transportation. When using their own vehicles, drivers take responsibility through their personal vehicle insurance policy and must have current proof of Insurance in their vehicle. Volunteers must provide the proof of insurance if asked. LWA students may not drive on LWA-sponsored activities. LWA does not typically cover admission fees or other costs for drivers and chaperones.

10.4 Field Trip Leadership

The LWA coordinator or her designated agent is the official leader during field trips. The coordinator will make all final decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any student unless they arrange this with the coordinator before the trip. In all cases, the LWA coordinator will have the final word and the sole responsibility for the trip including the conduct of students and chaperones. All adults are expected to respect the authority of the coordinator.

The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones have the responsibility for the students assigned to them by the coordinator, including their safety and conduct. Normally, parent chaperones are responsible for those students in their cars or hotel rooms. Parents should assist the staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to staff any behavior or activity which poses a threat to any student or is otherwise unacceptable.

10.5 Field Trip Safety

When traveling, drivers will observe posted speed limits and require that all their passengers wear seat belts. Make sure that all students under 8 are properly fastened in a car seat. Do not talk on your cell phone or send/read text messages while driving. Do not show movies or allow students to play video games, listen to mp3 players, or use other electronic devices during the trip. Require all students to face forward in their seats and talk quietly. Drivers are never allowed to pick up hitchhikers or stop to assist another motorist while transporting students. Drivers should stay within sight of the other vehicles on the trip and stay with the pre-planned route. If there is a mechanical problem or an accident, the driver must ensure the safety and medical care for the students as a first priority. Students may never be left alone with or near a vehicle. Drivers will not allow or participate in horseplay or other distracting or potentially dangerous activities in a vehicle. Chaperones (staff or parents) may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips. Accompany students in grades K-5 in public restrooms. No child should go into an unsecure public restroom alone. An adult should bring another student or witness as well. Let the coordinator know if any students do not cooperate with your instructions.

10.6 Field Trip Decorum/Deportment

Personal music devices or electronic games may not be brought to any school-sponsored trip or event. If staying in hotels, the television may not be used without direct adult supervision. For school-sponsored parties, such as a dance, LWA staff must approve music according to school guidelines. All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with our students, but they must lead in acceptable standards of etiquette and behavior. For example, adults should freely enter into planned activities and events with students; however, they should not encourage or permit spontaneous activities (e.g., raids to others' rooms, practical jokes, etc.) without the permission of staff. Every event is etiquette training for our students; therefore, every adult must also model appropriate decorum including courtesy, tactfulness, graciousness, modest attire and self-control in all settings. Staff will not allow parents to chaperone who choose not to abide by these guidelines. Chaperones will see that students assume the same responsibilities on an event as they do during a regular school day. For example, on a field trip, students will give their full attention to the events on the trip itinerary and will be held responsible for the educational content of the trip. They will be held to a high standard of behavior as well. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, parent chaperones and tour leaders promptly and cheerfully. Chaperones are expected to assist the teacher in holding students to this standard of behavior. Student misbehavior will result in such discipline as deemed appropriate by staff, as well as such discipline as may be necessary upon the student's return to school following the trip or activity.

10.7 Field Trips and the Right Place

Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip. If attending a school-sponsored activity, such as a school party, students will not be allowed to leave the event and then return again later. Neither may they leave the room or area of the activity without permission of the teacher in charge.

If the students go out for a meal as part of a school-sponsored activity, the teacher and chaperones will require them to sit at the table using proper manners until the teacher dismisses them. They may not be permitted to do anything to disrupt others in a restaurant or other social setting.

When staying at a hotel or other lodging facility, teachers and chaperones will restrict students of the opposite sex from entering each other's rooms. The only exceptions to this are devotional times and meal times with adult supervision. Students are expected to respect each other's property and to regard the luggage of others as private. Sleeping arrangements will be made so that there is appropriate adult supervision. All students must stay in the designated accommodations. In case of questions regarding sleeping arrangements, the coordinator will make the final decision. Chaperones will assist the teacher in enforcing a curfew for all students. Teachers will ensure that students are encouraged to be inclusive of other students during any school-sponsored activity or trip.

In summary, while on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves *Coram Deo*; that is, they will conduct themselves as in the presence of God, doing all for His glory, in harmony with the standards and policies of Living Waters Academy.

10.8 Field Trip Participation Restrictions

All chaperones and drivers of automobiles on field trips must be at least 21 years of age and be approved by the LWA coordinator. A person with a driving record with excessive or severe violations may not drive or operate any vehicle at LWA events. The driver and owner of any automobile that is used must depend on their own insurance coverage for the purpose of covering their liability and damages to their vehicle. Both the owners and drivers of vehicles assume full legal and financial responsibilities for the operation of their vehicles or watercraft and full legal and financial responsibilities for the safety of the passengers. The liability arising out of the use of a vehicle or watercraft is the sole responsibility of the owner (first) and the operator (second).

SECTION-11: Uniform Dress Code

11.1 General Appearance Overview

Students attending LWA are expected to present a neat and clean appearance. The dress code has been devised to help parents and students avoid confusion about what is to be worn to school. Each student is required to wear the complete uniform throughout the academic year, unless otherwise directed by the administration. Neatness and cleanliness in personal attire are very much part of a child's education and are the responsibility of the parent. The coordinator has final say on approval of attire during the school day.

11.2a Hair and Jewelry - Girls

- Hairstyles are to be neat and in good taste.
- Makeup should be minimal and not distracting.

11.2b Hair and Jewelry - Boys

- Hairstyles are to be neat and in good taste.
- No hats or caps may be worn in the building.

11.3a Uniform Dress Code - Girls

- **Polo Shirt:** White or Burgundy short or long sleeve pique polo shirt.
- **Blouse:** White collared long or short sleeve blouse.
- **Pants:** Khaki. No cargo, jean type, or low-rise pants are acceptable.
- **Shorts:** Khaki. Length must be no shorter than four inches above the knee.
- **Skirt – Pleated Plaid:** Gray/burgundy plaid as seen on Land's End website. Length must be no shorter than two inches above the knee. Leggings, tights, knee high socks, or traditional socks are acceptable based on the weather.
 - **Skirt Example:** <https://www.landsend.com/shop/girls-skirts-skorts-bottoms-school-uniform/S-xfx-xez-y5d-xh8-ytp>
- **Jumper:** Khaki, Burgundy, or Gray and Burgundy plaid (reference Land's End). Length must be no shorter than two inches above the knee. Leggings, tights, knee high socks, or traditional socks are acceptable based on the weather.
 - **Plaid Jumper:** https://www.landsend.com/products/school-uniform-girls-plaid-jumper-top-of-knee/id_364620?attributes=30195,43307,43324,44257,45133,48354
- **Dress – Polo Dress:** Khaki or Burgundy. Length must be no shorter than two inches above the knee. Leggings, tights, knee high socks, or traditional socks are acceptable based on the weather.
 - **Leggings:** Solid burgundy, black, gray, or white, full/ankle length leggings to be worn under skort, polo dress, jumpers, or skirts.
 - **Tights:** Solid burgundy, black, gray, or white to be worn under skort, polo dress, jumpers, or skirts.

11.3b Uniform Dress Code - Boys

- **Polo Shirt:** White or Burgundy short or long sleeve pique polo shirt.
- **Oxford Shirt:** White short or long sleeve oxford style shirt.
- **Pants:** Khaki. No cargo, jean type, or low-rise pants are acceptable.
- **Shorts:** Khaki. Length must be no shorter than four inches above the knee.
- **Sweater:** Burgundy v-neck or crew neck sweater.
 - **Example sweater:** https://www.landsend.com/products/school-uniform-cotton-modal-v-neck-sweater/id_364713?attributes=29479,44250,52957

11.4 Sweaters and Sweatshirts

- **Sweatshirt/Hoodie:** Solid burgundy, gray, or white.
- **Sweater/Cardigan:** Solid burgundy, gray, or white.
- **Sweater Vest:** Solid burgundy, gray, or white.

11.5 Neck Ties (optional)

- **Boys' Tie:** to be worn with button up shirt only. Gray/burgundy plaid
- **Girls' Tie:** to be worn with button up blouse only. Gray/burgundy plaid

Approved tie: https://www.landsend.com/products/school-uniform-plaid-tie/id_246922?attributes=30195,43331,44371,44527,45133

11.6 Shoes

- **At parents' discretion.**
 - No high heels (over 1 inch heel)
 - No vulgarity

11.7 Socks

- **Student choice.**
 - No vulgarity

11.8 Embroidery & Printing of Logo on Apparel

- Families enrolled at LWA are approved to have the LWA logo added to apparel.

11.9 Exceptions and Variances

- The coordinator may permit variances from the dress code on a case-by-case basis.

11.10 Dress Down Days

- On special occasions, announced by the administration, students are permitted to “dress down”, which means that students do not have to wear the required LWA school uniform.
- Important Note: If dress down clothing does not meet the appropriate guidelines, we will contact the parent/guardian to bring a change of clothes.

Dress Down Day – Dress Code

Appropriate	Not Appropriate
Jeans, sweatpants, or school uniform pants	Pajama pants
Shorts: No shorter than 4” above the knee	Short shorts
Dresses or skirts: No shorter than 2” above the knee	Short dresses, short skirts: Dress/skirt length must be the same length as the uniform dress or skirt.
Polo-style shirts, T-shirts, button-down shirts, sweaters, sports jerseys, or sweatshirts	Tank tops, strapless, offensive graphics and/or slogans

SECTION-12.0: Appendix

Living Waters Academy is a ministry of LWA corporation. LWA is a 501(c)(3) charitable nonprofit organization and is a limited liability corporation filed in the State of Michigan. The mailing address and telephone number are:

LWA
PO Box 101
Gladstone, MI 49837
(906) 420-2519

Learn more about Living Waters Academy at www.livingwaters906.com.