

**Living Water Home Educators,**  
**A New Jersey Non Profit Corporation**  
**Member Handbook**



*“If thou knewest the gift of God, and who it is that saith to thee, Give me to drink; thou wouldest have asked of him, and he would have given thee living water.”*

*John 4:10 KJV*

*“But whosoever drinketh of the water that I shall give him shall never thirst; but the water that I shall give him shall be in him a well of water springing up into everlasting life.”*

*John 4:14 KJV*

*Revised October 2010*

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*\*Policies, procedures, and information contained in this handbook are subject to revision. Please contact a leader if in need of further information.*

# Who Does What...

Board of Trustees	For Questions About...
Chris & Bobbi Cascarella – Board Presidents <a href="mailto:Cascafam6@gmail.com">Cascafam6@gmail.com</a>	General questions or concerns, new ideas, approvals for events, to speak at meetings and questions about policies or procedures found in the handbook.
Board Members	
Peter & Rosemary Laberee <a href="mailto:labereeland@verizon.net">labereeland@verizon.net</a>	General questions or concerns, new ideas, homeschool community opportunities, questions about HSLDA or ENOCH.
Darin & Brook Gall <a href="mailto:rivergirl72@comcast.net">rivergirl72@comcast.net</a>	General questions, Living Water Enrichment registration questions & concerns, Class & Co op Ideas, Member Directory Questions.
Glenn & Tracy Apple <a href="mailto:gtafam@juno.com">gtafam@juno.com</a>	Questions concerning bread ministry, volunteer positions at LW, LW Parties & general questions.
Ryan & Amei Geldreich <a href="mailto:rmgeldreich@yahoo.com">rmgeldreich@yahoo.com</a> & <a href="mailto:hsmom4boys@yahoo.com">hsmom4boys@yahoo.com</a>	Questions concerning approved reimbursements, Field trip checks & general questions
Support to Leadership	
Webmaster & E-news Irene Taschek <a href="mailto:lwhenews@lwhe.org">lwhenews@lwhe.org</a>	Send submissions to be added to website and E-news.
Outreach Ministries	
Meals Coordinator Marcy Lightcap <a href="mailto:marcylightcap@comcast.net">marcylightcap@comcast.net</a>	Questions about making a meal or to volunteer to make a meal.
Bread Coordinator Tracy Apple <a href="mailto:gtafam@juno.com">gtafam@juno.com</a>	To assist the team in pick up or delivery of bread to designated area.
Food Pantry Coordinator Rebecca Minnix <a href="mailto:Jean.beca@verizon.net">Jean.beca@verizon.net</a>	To offer nonperishable items for those members in need.
Activity Coordinators	
Party Coordinator Tracy Apple <a href="mailto:gtafam@juno.com">gtafam@juno.com</a>	Questions concerning parties and to volunteer to help.
Field Trip Coordinator Kelly Linhart <a href="mailto:plinhart1@yahoo.com">plinhart1@yahoo.com</a>	Questions about field trips, give trip ideas or to help plan a trip.
H2O – Grades 6-8 The Kimballs <a href="mailto:kimballclan@gmail.com">kimballclan@gmail.com</a> The MacMichaels <a href="mailto:el@macmichael.com">el@macmichael.com</a> The Patschs <a href="mailto:patsches6@verizon.net">patsches6@verizon.net</a>	Questions about H2O, ideas for activities, contact if you would like to help plan an activity.
TSUNAMI – Highschool group John & Andrea Gindhart <a href="mailto:teamgindhart@yahoo.com">teamgindhart@yahoo.com</a> Peter & Ro Laberee <a href="mailto:labereeland@verizon.net">labereeland@verizon.net</a>	Questions or ideas for teen activities, to host an activity or to help with spring trip.

<b>New Homeschooling Coordinators</b>	
Kathy Moyer <a href="mailto:mrskam@comcast.net">mrskam@comcast.net</a> Judie Renaud <a href="mailto:jrladybug@yahoo.com">jrladybug@yahoo.com</a> Rosemary Laberee <a href="mailto:labereeland@verizon.net">labereeland@verizon.net</a>	To request a New Member Packet, questions about events for new members, suggestions for new member outreach and general questions from new homeschoolers.
<b>Fundraising</b>	
Jeanette Saville <a href="mailto:wayneandjeanette@comcast.net">wayneandjeanette@comcast.net</a> Sarah Martinek <a href="mailto:martinekjs@yahoo.com">martinekjs@yahoo.com</a>	<b>Box Tops for Education</b> E mail for more info or go to <a href="http://www.boxtops4education.com">www.boxtops4education.com</a>
Wayne & Jeanette Saville <a href="mailto:wayneandjeanette@comcast.net">wayneandjeanette@comcast.net</a>	<b>Adopt-A-Road</b> E mail for more info.
Heather Zampino <a href="mailto:hzampino@comcast.net">hzampino@comcast.net</a>	<b>Used Curriculum Sale</b> E mail for info or to help with planning.
<b>Living Water Enrichment</b>	
Bobbi Cascarella <a href="mailto:cascafam6@gmail.com">cascafam6@gmail.com</a> Brook Gall <a href="mailto:rivergirl72@comcast.net">rivergirl72@comcast.net</a> Rosemary Laberee <a href="mailto:labereeland@verizon.net">labereeland@verizon.net</a>	To volunteer to teach, questions about LWE, suggestions for classes, to recommend qualified teachers, to schedule a time to come observe classes, new ideas & general suggestions.
Tracy Apple <a href="mailto:gtafam@juno.com">gtafam@juno.com</a>	Volunteer Position Coordinator
Liz McCullough <a href="mailto:mccullough29@comcast.net">mccullough29@comcast.net</a>	Registration Coordinator
Ellen MacMichael <a href="mailto:el@macmichael.com">el@macmichael.com</a>	Achievement Day Coordinator

# ***Our Mission Statement***

**Our Mission and Purpose:** Living Water Home Educators is a non profit NJ corporation. Our mission is to support member homeschool families (with children from K to 12th grade) in the Burlington County and other nearby counties in New Jersey by establishing a community of home educators who can share experiences and assist one another in home education. LWHE is a support group; it is not a school or a substitute for a homeschool.

**Leadership Faith Statement:** We are not affiliated with any one particular church. Our group is almost entirely Christian, but we are open to non-Christian home educators and welcome all to our community. Families are not required to sign a statement of their faith to become members. But, we do ask that they sign and acknowledge of the faith statement of the leadership of the group. That is described below:

The Holy Bible is the inspired and infallible Word of God. It contains His completed and final revelation to man. We do not endorse or encourage the use of any teaching that conflicts with what is contained in God's Word. The Bible, in its original form, is without error in its entirety. The Word of God has been and will remain the ultimate authority as we seek His wisdom in representing His group in a way that honors and magnifies the name of our Lord and Savior, Jesus Christ.

# ***Important Communication Resources***

**Member Directory:** The member directory is an alphabetized list of member families with addresses, phone numbers, children's names and ages, You will find this list helpful for getting to know group members. Please use these lists only when communicating to one another. Please do not distribute or solicit these lists. This directory is emailed directly to members twice a year, in August and December.

**Website:** [www.lwhe.org](http://www.lwhe.org)

Any information you need about our group and its events and activities can be found here!

## **Weekly Enews**

From September through June a weekly newsletter is emailed to all members. This newsletter has current events and activities, articles, curriculum tidbits and current announcements. They are archived to the website for your convenience.

## **Yahoo Discussion Group**

The LWHE Yahoo Group was created exclusively for Living Water members! Here, you can share and receive information and encouragement (including prayer requests). Visit it as often as you like or set up "Weekly Digests" to be sent directly to your inbox. Join the group by visiting <http://groups.yahoo.com/group/LWHE> and click on the JOIN THIS GROUP button to get started! This group is moderated and posts are approved before appearing on the loop.

## **Fundraising**

LWHE has many opportunities for clubs and activities (sponsored by LWHE for LWHE members) to raise funds. These include:

Adopt-A-Road  
Food Sales at LWE  
Food Sales at used Curriculum Sale  
Box Tops

# ***Membership***

It is \$25 per year to join LWHE. This membership includes:

- Access to a large homeschooling community
- Field Trips
- HSLDA Discount
- LWE Coop
- Thanksgiving Feast
- Christmas Party
- Valentines Day Party
- Annual Mom's Retreat
- Annual Ladies Tea
- Yahoo Discussion Group
- Website
- Weekly eNews
- Newbie Club
- Middle School Social Club
- Highschool Social Club
- Used Curriculum Sale

## ***Statement of Behavior and Discipline at LWHE Co-op & Events***

Living Water Leadership expects that our families will strive to behave in a way that glorifies God and sets a good example to others in the community.

1. **We hold parents responsible for the behavior of their own children during classes and co-ops and any other Living Water activity.** Because LW is a Christian group, we ask that you help to represent Christian homeschoolers as responsible, respectful, kind and obedient families who are a pleasure to be with.
2. **We assume that parents are providing sufficient oversight** to ensure their students
  - ...prepare for a class or event and remain attentive.
  - ...manage any assignments or deadlines that apply.
  - ...remain respectful and considerate during activities.

**We may occasionally require that parents be present with their students, to help us with a recurring problem.**

3. **We also expect that families will respect our volunteers by accepting any corrections.** We rely on volunteers to organize classes, co-ops, field trips, parties and other events. We especially want to show our respect for those dedicated individuals who take the time to organize and teach for our benefit. We want them to continue providing our children with outstanding and enjoyable opportunities.

## ***LWHE Field Trip and Co-op Dress Code for Parents and Children***

- a. All girls' shirts must have a cap sleeve – no tank tops or spaghetti straps.
- b. T-shirts and blouses on young ladies and women must have a modest neckline.
- c. No tank tops for boys.
- d. All girls' shorts must be at least as long as the student's finger tips, skirts must be a bit longer and not have slits that open when seated.
- e. Girls and women are not allowed to show belly or lower back skin, even when arms are lifted.
- f. No underwear showing, anytime – boys and girls, men and women.
- g. Girls' and women's pants may not gap at the back to show the lower back.
- h. All students and adults must wear shoes.
- i. Boys' pants are to fit at the waist.
- j. No violent pictures or rude slogans or offensive stuff on clothing.

**Any children or parents who disregard this dress code will be asked to go home to change. No refunds can be made for missed time due to inappropriate attire.**

## ***Easton Bible Church Building Use Guidelines***

1. Children age 9 and under cannot be at the designated Church without a parent on the premises.
2. Children age 10 and up may be dropped off, HOWEVER, parents must come in and sign the child in with the teacher/facilitator of the class.
3. Children cannot be dropped off and signed in early. Parents, please wait for the teacher or facilitator to show up before leaving.
4. Children must be picked up within 15 minutes of their last class, except for the last course of the day. Students in the last course of the day must be picked up promptly at the end of that class.
5. No chewing gum, no exceptions.
6. Students with cell phones must put them on vibrate. No text-messaging during class. Cell phones that ring during class will be confiscated and held until the end of class.
7. No toys, gadgets, or electronic games in the classrooms.
8. No child under 12 will be permitted outside without a parent.
9. We are required to put all rooms we use back into clean and tidy conditions, without exception.
10. All students are encouraged to pick up after themselves.
11. All students not attending classes are required to attend a mandatory quiet study hall. A monitor will oversee the study hall to help ensure the peaceful study atmosphere.
12. No Bikes, Scooters, Rollerblades, Heelies, Wheelies are permitted inside or outside of building. No personal sports equipment brought to Co op. Ball playing reserved for PE time only.

***Other rules and guidelines specific to the church or building being used may also apply.***

# ***Living Water Enrichment Classes & Co-ops***

**Co-ops and classes do not happen without volunteers to organize them.** We are always striving to improve our classes and co-ops, and we need new ideas. Please speak to a leader about becoming involved. Living Water Support group is a cooperative effort; each family plays an important role. We want all of our families to enjoy a successful year. Your efforts can help make our classes and co-ops enjoyable for all.

*LW Enrichment classes and co-ops do not in any way substitute for home education, private school education or public school education. We do not undertake to substitute any formal schooling for any family in any way.*

## **Class and Co-op Definitions:**

### **Co-op:**

- shared teaching arrangement.
- you will teach at least one(1) time per semester
- Teachers may have a helper or two, if needed.
- Materials may be purchased by the teacher, or parents may be notified of materials students need to bring with them

### **Facilitator:**

- has responsibility for the organization of a co-op class.
- communicates with students and their parents for the duration of the co-op.
- arrive before the opening of the day to help in guiding the teacher as needed.
- Maintain Living Water's Statement of Discipline and Dress Code

### **Class:**

- taught by one individual for the entire semester.
- parent is responsible for the follow up of class work
- parent may also be responsible for monetary reimbursement for materials, etc.

### **Teacher:**

- organizes and presents a class (for the day, semester or year depending on whether it is a co-op or class).
- arrive 15 min. before the start of each day
- Begin your class on time whether all have arrived or not.
- Maintain Living Water's Statement of Discipline and Dress Code

## ***Living Water Enrichment Classes & Co-ops (cont'd)***

***\*Many people are needed to make LWE possible and to run smoothly. Even if you choose not to teach or facilitate you will be assigned at least 2 volunteer positions. Details will be given by our LWE Volunteer Coordinator upon LWE registration.\****

### **Parent Volunteers**

All LWE participants will make a contribution to the enormous effort it takes to offer this opportunity to your children. This may include, but may not be limited to:

Study Hall Monitor  
Hallway Monitor  
Gymnasium Supervisor  
Nursery Worker  
Circle Time Assistant  
Set-up/Clean-Up Crew  
Classroom Helper

### **Missed or Cancelled Class**

It is incumbent on the family to get any missed information from the teacher or facilitator of a class, if their child misses a class. We cannot refund any monies due to missed classes. Because we do not meet every Monday of the month, any student that continually misses classes may be asked to withdraw from the class. This is up to the individual teacher or facilitator.

**Membership Fee:** This is a one time \$25 charge paid to Living Water to join LW so that you can participate in the LW Enrichment Classes. All families participating in LWE must pay the \$25 annual membership to LW and complete a Family ID Form. We want to know who you are. You are not required to participate in LW activities, but we sure hope that you do! The membership form can be downloaded from our website [www.lwhe.org](http://www.lwhe.org). This \$25 fee does not apply toward, registration, tuition or class fees, and it is non-refundable.

## ***Living Water Enrichment Classes & Co-ops (cont'd)***

**LWE Registration Fee:** This will be \$25 per semester per family. If you have a student in LWE High the annual fee per family is \$65. Easton Bible Church charges us to use their building. The LWE Registration fee is to cover the weekly charge to use Easton Bible Church. This fee may change in the future, especially if Easton increases the building usage fee. LWHE leadership reserves the right to use any overages as a buffer to cover building rent if enrollment goes down; or to create a scholarship fund for needy families; or for end of year parties, provide needed supplies for classes for LWE participants, etc.

**Extra Fees:** This is a dollar amount that a teacher or facilitator may request from you in order to cover supplies for the class or co-op. It is a one time, small fee paid directly to the facilitator or teacher.

Some teachers will have a nominal fee for their class to cover cost of photocopying and supplies. This will vary and it is payable directly to the teacher and facilitator. Some teachers of high school or higher level classes will have tuition. They may ask you to pay monthly, per semester, or for the full year. You must make all arrangements for paying tuition or fees directly with the teacher or facilitator. LW leadership will not intervene, collect, or assist in the payment of these fees.

**OC Tuition:** Outside class tuition – this is payable directly to the sub-contractor teacher and may be small or large, depending on the level of instruction, experience of the teacher, etc. Classes with “OC Tuition” are being taught by a non-Living Water parent.

## ***Struggling Learners***

**C.H.I.L.D.** (Creative Homeschooling for Individual Learning Differences) is a Special Needs support group. They organize Support type meetings and offer Phone/email support.

For more information contact Wendy Reuther, [wendyreuther@comcast.net](mailto:wendyreuther@comcast.net)

# ***New Jersey Law for Homeschoolers***

**The following information is provided by Homeschool Legal Defense Association to clarify legal issues about homeschooling in NJ. From the HSLDA website---**

“In a paper dated September, 2000, the New Jersey Department of Education (DOE) published a five page document entitled "Frequently Asked Questions about Home Schooling in New Jersey (FAQHS)". This is the DOE's new policy statement containing its views on how local school districts should administer New Jersey's compulsory education law in the home school context. FAQHS replaces and is a tremendous improvement over the April 30, 1997 Klagholz guidelines.

Under this new New Jersey policy, **home school families will no longer be expected to submit a written, annual assurance or a curriculum outline.** No longer will superintendents be expected to review and accept or reject home schoolers curriculum.

Amazingly enough, most public school officials don't know about these questions and our home school rights.

The electronic copy of the New Jersey FAQHS is available at [http://www.state.nj.us/njded/genfo/overview/faq\\_homeschool.htm](http://www.state.nj.us/njded/genfo/overview/faq_homeschool.htm).

A summary of the New Jersey law can be found at <http://www.hslda.org/laws/default.asp?State=NJ>.

The HSLDA web site is <http://www.hslda.org>. This site contains more information about the law and home schooling.

<b>New Jersey Legal Home Schooling Options: <u>1</u></b>	
	<b>Option: 1</b>
<b>Legal Option:</b>	Operate a home school
<b>Attendance:</b>	None specified (180 days required for the public schools)
<b>Subjects:</b>	Must provide instruction academically equivalent to that in public schools
<b>Qualifications:</b>	None
<b>Notice:</b>	None
<b>Recordkeeping:</b>	None
<b>Testing:</b>	None

# ***Home School Legal Defense Association***

## ***Advocates for Family & Freedom***

Each year home schooling families across America receive unfriendly legal contacts from government officials. Whether those contacts lead to court or not, families who fight their legal battles alone face the threat of staggering the legal expenses - mostly the attorneys' fees. Rather than pay the price of resisting, many families are intimidated into abandoning home schooling.

The purpose of the Home School Legal Defense Association is to bring together a large number of home schooling families so that each can have a low-cost method of obtaining quality legal defense. The HSLDA gives families the freedom to home school without the fear of facing legal threats alone.

The president and vice-president of this organization are both attorneys who have home schooled their children for over a decade. HSLDA was founded in 1983 as a service to the entire home schooling community.

At a cost of \$115 per year (a discount is available if you are a member Living Water.) Your membership will include "The Home School Court Report". This newsletter is published bi-monthly. Non-members may subscribe to the newsletter for a \$15.00 annual fee.

HSLDA provides experienced legal counsel and representation by qualified attorneys to every member family who is challenged by government officials in the area of home schooling. All attorneys' fees and costs are paid in full directly by the Association.

Visit their web site [www.hslda.org](http://www.hslda.org) for complete information.

**Address:** P.O. Box 3000, Purcellville, VA 20134

**Shipping Address:** 17333 Pickwick Drive,  
Purcellville, VA 20132

**Phone:** (540) 338-5600

**Fax:** (540) 338-2733

**Website:** <http://www.hslda.org>

**Federal Hot Line:** (540) 338-1234

# ***Homeschooling through High School***

The Home School Legal Defense Association has a huge amount of information to help you home school through high school, and beyond. Check it out! [www.HSLDA.org](http://www.HSLDA.org)

**High School Transcripts** - A member of the Living Water group met with the head of the child study team of Shawnee High School ( Medford, NJ ). The discussion centered around high school transcripts. Below is information extracted from that discussion.

For every hour during the week a class meets, the credit for that class coordinates. For example, a class that meets for one hour a day for 5 days equates to 5 credits. A class that meets for one hour a week equates to one credit.

The Lenape School District ( which Shawnee is a part of ) has a minimum of 110 credits to graduate. College bound students really need more than this, as 110 is a minimum number. NJ State minimums for college bound students are:

- 4 years of English
- 3 years of Math
- 2 years of Science
- 1 year of Fine Art
- 4 years of Health and Physical Education
- 2 years of US History
- 1 semester of World Culture
- 2 years of a foreign language -If your child is thinking of attending a state College, is also recommended.

The PSATs are offered in the fall and are recommended for sophomores and juniors. This test contains a lot of geometry. To sign up for the test and find out where the test is being given, one can register through Shawnee HS, or contact the Educational Testing Service in Princeton. Homeschoolers will want to make sure that test results are sent to the home, not the school.

A high school transcript can list the different activities that the child has been involved in each year. (4-H activities for example). Things may be listed that were consistently performed for money, such as baby sitting and part-time jobs.

The SAT is a reasoning test, not a test of general knowledge. The best preparation for this test is consistent study of mathematics, beginning with algebra and continuing with geometry. Of course, reading and English are important as well. There are many SAT programs out there that help with test strategy, but if a student is deficient in basic skills, these programs will not help raise the test score. These programs can not replace carefully planned English and math courses that are completed over a period of time.

## ***Homeschooling through High School (Cont'd)***

The SAT test can be taken in the spring of the junior year. SAT practice tests and registration forms can be acquired from the local library.

PSAT and SAT Tests Information on these tests can be found at

<http://www.collegeboard.org>

IQ Tests A free IQ test is available at <http://www.intelligencetest.com>

### **LWE High:**

LWHE Co-op has high school classes. Some are free. Some have a paid teacher and there is a tuition to pay. If you have highschool students, you are welcome to sign up for the highschool classes at LWE. These classes are listed on the website. Contact Rosemary Laberee for info on LWE High. labereeland@verizon.net

**Notice:** This handbook is for informational purposes only and does not constitute legal advice. Those in need of legal advice should seek the counsel of Homeschool Legal Defense Association, [www.hslda.org](http://www.hslda.org).

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