



TEMPLE
HOMESCHOOL
UMBRELLA

FAMILY HANDBOOK
2024-2025

1. GENERAL INFORMATION

1.1. Mission & purpose

The homeschool umbrella was established by the Temple Baptist Church to provide services to families that choose to educate their children in their home.

As a member of the Tennessee Association of Christian Schools (TACS), Temple Academy is an agency-approved school with the Department of Education of the state of Tennessee. The Academy also holds full accreditation through Cognia™.

Temple Academy is a Category IV non-public school which provides an umbrella under which parents or legal guardians participate as a teacher in the church-related school under the supervision of the Academy’s administration.

Under state law, parent-teachers are subject to the requirements established by the Academy for home-school teachers. Additionally, parent-teachers whose students are in grades 9 through 12 must possess at least a high school diploma or a high school equivalency credential (GED) approved by the state board of education.

An *Intent to Home School* form is not required for students enrolled under this homeschool umbrella because the Academy is an approved non-public school. As a non-public school, the Academy is responsible for student recordkeeping and testing requirements. Homeschooling students graduating under the Academy’s umbrella receive its diploma and transcripts.

1.2. Eligibility requirements

- Families must be faithful, active members of the Temple Baptist Church, unless enrolled prior to May 31, 2024.
- Previously enrolled families that are not members of Temple Baptist Church must be faithfully attending members of a church of like faith and be in agreement with the Statement of Faith held by Temple Baptist Church.
- Students must be in good standing with previous schools. Students having been expelled, suspended, or possessing a significant disciplinary record will not be enrolled.

- The majority of home instruction will be provided by the student's parents. Students may not be without regular parental supervision during the school day. It is permissible for students to be enrolled in cooperative programs.
- Students must be at least 5 years of age by August 15 to enroll.
- Students must be a member of their home site family. Students must be in grades K5 through 12.

1.3. Agreement

- Parents will be supportive of the homeschool umbrella program in their words and actions. They agree to resolve concerns or disagreements in a manner that follows the Biblical model found in Matthew 18:15-17.
- Parents that continue to speak or act in ways that undermine the policies and spirit of this ministry will lose the privilege of their children's continued enrollment in this program.
- Parents authorize the administration to use, but not be obligated to use, appropriate photographs of their children in printed and online publications.

1.4. Administration

- A registrar chosen by the administration of Temple Academy and approved by its board shall be employed to oversee the homeschool umbrella. The registrar will report to the Academy administration. Parental questions and concerns should be referred to the registrar.
- The administration and board of Temple Academy will determine the services the school will provide to homeschooling families and set the fees for such services.
- The administration and board of Temple Academy reserve the right to append this handbook and all other official documents in order to support, maintain or clarify the mission of the umbrella, or enforce the policies established in those documents.

1.5. Services offered

- Maintenance of academic files
- Proof of enrollment letter sent to the school district.
- Annual standardized testing (grades 2, 5, 7, & 9 only)
- Annual high school credit analysis (grades 9 through 12)
- Participation in intramural athletics (K5 through 5th grade)
- Participation in field day events (K5 through 5th grade must be accompanied by parent)
- Participation in middle and upper school field trips
- Enrollment in upper school core classes

Additional fees may apply. For events participated in, students must meet the same grooming, dress, and behavioral standards expected of Academy students.

1.6. Testing requirements

- Required academic testing will be done on the campus of Temple Academy. See the Academy calendar for dates.
- All students enrolled in grades 2, 5, 7, and 9 will take the Iowa Assessments Test.
- Students in grade 11 will take the PSAT/NMSQT.
- All students must take the ACT before graduating.
- Student test results will be provided to the parent-teacher.

1.7. Extracurricular activities

- Athletics
 - Students in grades 2 through 5 are welcome to participate in the intramural programs offered to Academy students.
 - Students must attend all practices and games unless ill or providentially hindered or they will be dropped from the roster and unable to continue participation.
 - Students may not participate in Academy interscholastic athletic programs.
- Field trips and events

- Students in K5 through grade 5 may not participate in field trips.
- Students in K5 through grade 5 with parental supervision are welcome to participate in school-wide events such as Back-to-School Night and Field Day.
- Students in grades 6 through 12 are welcome to participate in grade level field trips and class trips

Participation fees may apply to these events.

Students and parents participating in extracurricular activities will meet the same dress and behavioral standards expected of Academy students.

2. FEES

General fees shall be paid in full upon application or re-enrollment. Enrollment is not complete until fees have been received by the Academy.

2.1. General fees

General fees are nonrefundable and due upon application and/or re-enrollment.

- Umbrella service fee:
 - \$75 per student – K5 through 8th grade
 - \$150 per student – 9th through 12th grade
- FACTS family account fee: \$25 per family
- TACS student enrollment fee: \$23 per student

2.2. Participation fees

Participation fees are due by August 1, paid through FACTS tuition management, and are nonrefundable. Testing fees are set and subject to change by the entities that supply the testing instrument.

- Intramural sports fee (K5 through 5th grade): \$30 per student
- Standardized testing fee (grades 2, 5, 7, 9): \$50 per student
- ACT fee: \$55 per student

- PSAT fee (11th grade): \$35 per student
- Graduation fee:
 - K5 graduation – \$75 per student
 - Senior graduation – \$100 per student
- Late grades/records submission fee: \$25 per student

3. POLICIES & PROCEDURES

This umbrella exists for home-educated students pursuing an academic course of instruction. The policies and procedures established apply to all families whose children are enrolled.

By enrolling their children, parents acknowledge their responsibility to the Academy and obligate themselves to adhere to its policies regarding this umbrella.

3.1. Enrollment requirements

- Submit the required documents.
 - Completed online application or re-enrollment form (includes proposed curriculum list)
 - Copy of previous school records
 - Copy of student's birth certificate
 - Official Tennessee Child Health record - (immunization record or medical/religious objection form)
 - Copy of official school physical form (grades 6 through 12)
 - List of proposed curriculum

- Create a FACTS family account.
- Pay annual fees through the FACTS family portal.

Enrollment is not complete until requirements have been satisfactorily met.

3.2. Recordkeeping

The student's academic file is a permanent school record. Once grade and attendance information is submitted to the registrar, it becomes a part of the permanent file and cannot be altered.

3.3. Attendance

- The Academy observes the compulsory attendance laws in the state of Tennessee that compel children to meet minimum requirements of 180 days, 4 hours per day.
- The Academy requires students to faithfully attend the church in which their family holds membership. Failing to attend or to report faithful attendance will result in expulsion from the umbrella and/or ineligibility for re-enrollment.
- Parents must keep records for both school and church attendance and submit those records to the registrar by January 15 for the fall semester and June 15 for the spring semester.

3.4. Grade and attendance submission

- Grade reports and school/church attendance reports must be submitted to the registrar by January 15 for the fall semester and June 15 for the spring semester.
- Families whose reports are not received by June 15 will be assessed a late fee of \$25 per student.
- Families whose reports are not received by June 30 may not be accepted for re-enrollment the following year.