

PARENT HANDBOOK



Communication is very important. One of the first important pieces of communication that we ask you to review is this handbook manual for how Koinonia will run this year. In addition to this document you will be asked to join the facebook group (if you are not on it already).

1. PURPOSE AND MISSION

Koinonia exists to serve homeschool families as a faith-based resource for cooperative learning, direct instruction in content areas, hands-on experiences, and rich dialogue with peers as members of the body of Christ in reliance on the scriptures as final authority.

Our mission can be summarized as: **Koinonia Homeschool Hybrid Academy seeks to partner with families to provide curricular instruction to steward the student's mind while also instilling Godly behavior and Biblical truths into all that is taught in order to "train children in the nurture and admonition of the Lord." (Ephesians 6:4)**

2. ADMISSION TO SCHOOL

Koinonia runs admission from early spring until mid summer each year. We will work to have our class schedule published by the end of January and early registration will open for returning families at that time. Registration for new families will open at the end of March. Admission is outlined in our application paperwork and we encourage you to reach out if you have any questions about this process.

3. CLASS RANGES

Classes are offered in a modified "one-room school house" model. We will offer six age/graded ranges. Classes will be taught so that the range of students in the class can access the materials and participate in meaningful and enriching ways. Great attention is given to the types of classes that we teach and how they are taught so that we can facilitate learning across the spectrum for which we have set the classes. Our classes for the school year are K-1, $\frac{2}{3}$, $\frac{3}{4}$, $\frac{5}{6}$, $\frac{7}{8}$, 9-11

4. DISCIPLINE / TERMINATION OF ENROLLMENT

At Koinonia we view ourselves as a resource for parents and a support on your homeschooling journey. We want to provide a place where students can engage in peer group activities, build meaningful relationships, and undertake learning in a socially positive way. Because of this the teachers at Koinonia will primarily use a positive approach to discipline.

Some examples are:

- Redirection and reminders
- Offering alternative behavior choices
- Reinforcing acceptable behavior with praise
- Maintaining structure and routine

When correction is necessary, these steps will be followed:

1. Personal warning to the students
2. Reminder/second warning
3. After class discussion between the teacher and child
4. Informal parent conference (either at pick-up time or over the phone)
5. Formal conference with parents

Parents will be asked to withdraw their child from Koinonia if any of the following conditions apply:

- A child is in danger of physically hurting himself or others based on the inability of the child to use self-control.
- It is determined that the needs of a child cannot be met by the teachers at the school.
- A parent does not make special arrangements to cover tuition at least one week before the start of each new semester.

These reasons are not an exhaustive list. If at any time it is determined that Koinonia is not a good fit, Koinonia reserves the right to require a parent to withdraw their student.

5. HEALTH

- Your child's health is a matter of major importance to us. If your child comes down with a communicable disease (chicken pox, strep throat, pink eye, etc.), please notify the staff of Koinonia. If your child will not be in school on a certain day, please let us know by emailing or texting.
- Please use good judgment before sending your child to school with a cough or a runny nose. We realize this is common during the winter months, but we ask that you **DO NOT SEND YOUR CHILD** when these cold symptoms are severe, or your child has had diarrhea, vomiting, or a fever of 100 or more during the last 24 hours. Tylenol may reduce a fever, but your child can still be contagious. Please keep your child home if they have cold symptoms (sore throat, barking or wet cough, green/yellow runny nose), any redness or mucus draining from the eye, an itchy head, or any unexplained rash. If your child comes to school and a teacher feels he/she is not well enough to stay, you will be called. If a parent cannot be reached, we will call the emergency number(s) you have given us.
- If a child is hurt and emergency medical care is needed, the staff will call 911 for help and then call the parent immediately.
- If a child is hurt and emergency medical care is not needed, staff will care for the injury and notify parents with a phone call, if necessary, so that a parent can come and determine what is needed. An accident report form will be filled out by the person helping the child and will be sent electronically to the parent.

- As teachers, we are obligated by law to report any suspected child abuse. If we see unusual bruises or injuries, we will talk with you about them. Please understand that we are not being judgmental but are only looking out for the welfare of your child.
- No medicines will be given to children by staff with the following exceptions:
 - A child with an Epi-Pen that is used for allergic reactions and parents sign written permission for use of the Epi-Pen.
 - A child has a medical condition where it is necessary to give medicine in an emergency situation and parents have written permission for staff to administer the medicine as needed.

6. SAFETY

- Students are to enter under the covered awning each morning. The lobby doors will be locked after drop off each morning. If you are running late you will need to text and let us know so that someone can allow you to enter the building.
- No parents are allowed in the classroom areas without permission or unless it is a special parent day. This is to keep a secure environment where adults interacting with our students all have current background checks on file.
- To keep a secure and safe sign-out process at the end of the day, children will be released to their parent/grandparent/approved pick-up individual at the lobby door by the awning. Parents are welcome to come to the door and walk into the lobby when the doors are unlocked (and wait in the lobby) or they can form a pick up line and remain in your car and we will release your children one at a time to your car. We encourage the use of the pick up line if you'd like expedited pickup but we are happy to have you come into the building if you'd like to chat with a teacher.
- Anyone picking up your child other than the parent who completed the application form must have the students QR code in hand when picking up.
- We will be using a scanner system this year. All students will be given a QR code (both electronically and hard copy). If you would like someone to pick up your child, they must have in their possession the QR code to show during pick-up. We will then know that the person has permission to pick up.
- If someone is picking up your child that you have not formally listed as a pickup person, a text to Kris would be appreciated just to give us a heads up.

7. TUITION AND PAYMENT POLICY

- Each child is enrolled for the **entire school year** (August through May). **If you withdraw your child during the school year, no refund will be given.**
- We allow payments to be made in two installments. The first installment is due by August 1st and is to include 50% of the entire year's payment. The second installment is due by January 1st and is for the second 50%.
- Payment can be remitted using check, Venmo (must add 2%) or via our website payment platform.
- Parents are responsible for contacting the director if you do not think you will be able to make payments on time. We are willing to work with you. Families

who are consistently late with tuition payments, and who have not contacted us, may be charged a late fee.

- Families who have not paid tuition by the start of classes each term may be asked to withdraw.
- Classes that are canceled due to bad weather or holidays are not to be deducted from the tuition rates.
- If your child will not be attending school due to vacations or special family trips, please send us an email or text to let us know of this absence. Tuition will not be reduced should you choose to take your child out of school for vacation, etc. during the school year.

8. COMMUNICATION

We will employ 3 primary forms of communication, each with its main function:

1. Homeschool Life Website - this platform will be used to pay tuition, view the calendar, access documents (financial and informational), and log into the classrooms where students assignments will be posted.
 2. Texting- we will use texting to communicate urgent needs such as closings or need-to-know information on the day of events.
 3. Email- this is the avenue by which we will send formal information.
- We will use Facebook as a secondary means for community related events, a way for families to communicate.
 - We will seek to communicate "informally" on a weekly basis as we conduct drop off and pick up. Please seek out a teacher and always feel free to communicate needs and concerns to them.

9. ARRIVAL AND PICK-UP

- Arrival time is between 8:40 and 8:55.
 - Lobby doors will remain locked before and AFTER THIS TIME FRAME.
 - No child will be received for the day before 8:40.
 - Anyone arriving after 8:55 will be considered tardy.
- Drop off at arrival should be done under the awning from your vehicle or you are welcome to walk your child into the lobby.
- Please ensure your child arrives and is inside the building by 8:55. If children arrive tardy regularly we reserve the right to determine if Koinonia is a good fit.
- If you arrive late you must text the director to be let in.
- Morning prayer and announcements begin at 8:55 and all students are expected to be present.
- Dismissal time will begin at 2:45 and run until 3:00.
 - Lobby doors and Carline pickup will begin at 2:45
 - Anyone not picked up by 3:00 will be considered a late pickup
- Parents are expected to arrive slightly before dismissal time to pick up their child and form a pickup line (in their car). If a parent is running late we ask that you text to let us know. If tardiness becomes a recurring problem we reserve the right to charge a fee or reevaluate the enrollment of your child.

- Pick up should be done through a car line under the awning unless you would like to chat with a teacher. In this case you are always welcome to park and come in through the main doors.

10. SCHOOL ATTIRE

- Please dress your child in clothing that is proper for school activities such as things like painting and outside play (weather permitting), science experiments, etc. Please have your children wear sneakers or closed-toed shoes with socks. Please make sure that all jackets, coats, and backpacks have your child's name on the inside.
- We will encourage the kids to go outside each day we meet. With the exception of rain, thunderstorms, or excessive snow, we will have outdoor recess. Please send your child with appropriate outerwear so that they can be outside at least briefly for fresh air and outdoor play with friends after lunch.
- We want to foster a safe and encouraging learning environment. For this reason we want to encourage awareness and consideration of others in how we dress. Please refrain from graphic t-shirts or clothing that promote highly charged subjects such as politics and/or images that might be deemed unpleasant by others such as gruesome images. We want to stay away from strict rules yet encourage our kids to consider others above themselves. We reserve the right to ask someone to change if we deem the clothing not promoting a safe and encouraging environment.

11. LUNCH POLICY

Please send your child each day with a complete lunch. The lunch should be in a labeled lunch sack and cannot need refrigeration or a microwave. Please know that we have recess each day and it proves to be a very rich social time that the kids all cherish. Please consider sending a lunch that will not be difficult for your child to open or consume.

12. SNACKS & DRINK

Water fountains are available throughout the church but we encourage every child to have a water bottle with their name on it in their backpack. Students are also permitted to bring a non-messy self contained snack during a morning class. All snacks need to be easy to clean up and something the student can more or less open and consume on their own.

13. BIRTHDAYS

You are welcome to bring a special snack and/or a take-home treat on or close to your child's birthday. Please schedule this in advance of their birthday with the director. Please know that we ask that if you send a treat to school you send enough for the entire school to partake. Please speak with the director ahead of time to determine the number of students currently enrolled so that all students can partake.

14. TOYS/NON-SCHOOL SUPPLIES

- It is requested that NO TOYS be brought to school. An exception is allowed if your child is interested in bringing something to play for recess- in which case we ask that this be labeled with your child's name and brought in a separate bag from their school backpack.
- Please remember that there are many children at the school and we cannot be responsible for any personal items brought to school.
- We do not allow trading cards to be brought to school. This is to keep a positive and uplifting environment versus feelings being hurt because of trades.
- Please use your child's backpack for school related supplies ONLY. Because of having multiple classes per day it can be particularly challenging for younger children to keep their supplies organized and access them. Teachers will be readily available to help them make the best use of class time but this is complicated by backpacks full of treasures and toys.

15. SPECIAL ACTIVITIES

In addition to the regular school days, Koinonia endeavors to create community and fellowship opportunities for our students and their families. We encourage everyone to participate whenever possible. Some special activities from the past have been: Safety Days, Park Dates, Cookouts, Various Field Trips, etc. If you are interested in organizing a special activity we'd love to have you support us in this way. Please reach out to the director or assistant director.

16. SCHOOL DELAYS & CLOSINGS

- In case of inclement weather or illness that prohibits key teachers from being at school, we will text you either the evening before or as early as possible the morning of classes. Please check your phone before leaving to come to classes each morning.
- In the case of a closing we will seek to make up missed days on the makeup days listed on the school calendar.
- If for any reason we cannot make up a day, we will assign work asynchronously and your child's work will be found on the homeschool-life dashboard.

17. FUNDRAISERS

During the school year, we may hold a couple of fundraisers. We do not wish to make these a burden to parents, but we do recognize that as Koinonia has grown we have tried diligently to keep prices very low and accessible to as many families as possible. We ask that you consider supporting our efforts in keeping costs low by engaging, as much as possible, with our fundraising.

18. AMAZON WISHLIST/DONATIONS

As a start up hybrid homeschool academy we have sought to function on a minimalist tuition/cost model. We have made every effort to keep costs low and to do the best we can with whatever God provides. With this in mind, we have set up an Amazon wishlist. If providing supplies is something you feel you can facilitate, please consider doing so.

We have also found that family members or business connections often are willing to support the group. If you know someone who would love to bless our group, feel free to share our link when it is published in late spring.

19. PARENT/TEACHER CONFERENCES

No official pre-scheduled conferences will be held by the staff and parents. By this, we mean we don't regularly schedule them for set intervals during the year. However, if a parent or a teacher sees a warrant for a meeting, either person can schedule one at their discretion, as both parties are available. We want to encourage open and frequent organic communication throughout the year, regardless of conference need. Teachers at Koinonia are facilitators that provide support to the parents of an already established homeschooling home; we believe that the parents are an integral part of every aspect of the students' learning. We ask that any parent that desires to schedule a meeting with a teacher also reach out to the director to make your request known.

20. DIRECTORS/GOVERNANCE

The governance of Koinonia is a Limited Liability Company but the final decisions reside primarily with Kristine Young, referenced elsewhere as the director. As an LLC, it still functions as a partnership where she delegates tasks as she sees fit to the assistant director (administrative) and the teachers (academic).

Koinonia is not run for profit, but has the goal of modestly compensating our teachers and covering the cost of supplies and materials, while keeping the costs for parents as low as possible. We desire to be above reproach in striving for this balance.

21. KOINONIA WEBSITE

Information will be posted on our website at:

<https://www.homeschool-life.com/PA/koinoniahha/>

22. CONTACT INFORMATION

If you have questions or concerns throughout the year, please feel free to contact us at:

Director: Kris Young
KoinoniaHHA@gmail.com
(717)503-0374

Assistant Director: Liz Bunting
KoinoniaHHA@gmail.com
(717)682-1035

23. HOMESCHOOL-LIFE CLASSROOM

- We use an extension of our website to share all the directions about assignments given in class as well as use this to post all the additional assignments to be completed between classes.
- Parents may use the in between assignments to supplement their own curriculum, to round out the full class offering we have provided or skip them entirely. HOWEVER WITH THE EXCEPTION that ALL assignments marked by an asterisk MUST be completed for the upcoming class. These assignments denote assignments your student must complete in order to participate in the upcoming class in a meaningful way.
 - It is essential that your student prepare for community days because this is a social learning experience and is dependent on collaborative engagement.
 - If students come to class continually unprepared, Koinonia reserves the right to discuss the fit for the family to continue participating in this group.

24. ACADEMIC AUTHORITY

- We believe that homeschooling is a family endeavor. As such the parents hold the ultimate authority over the discipleship, education, and nurture of their children as granted by God.
- We believe that parents are fitted best by God to know where their child is emotionally, academically and spiritually. We defer to the parent to pursue academic endeavors that are a best fit for them and their children.
- We believe that Koinonia serves as a resource, support, and tool in the parents repertoire of homeschooling options. During our community days, we seek to use our God given gifts and skills to best glorify Him as we seek to embody being the body of Christ by collaborating to be "better together."
- We provide our knowledge and experience humbly and we are happy to support you as far as we are able.
- Based on this philosophy of authority:
 - All graded assignments are provided as an option for parents: we recognize the value in having the option of an outside academic evaluation. We offer this assessment not as a requirement but as a service. If you prefer your child not have grades please let us know.
 - Many of our teachers have career credentials that have suited them well in academia, but we recognize that those credentials are not required and are often not relevant to a homeschool learning environment. For this reason we are committed to being a resource and not an authority. We welcome questions and we are happy to humbly give advice, but we will strive to be a servant as we teach and not redefine your homeschool journey. We welcome feedback and we truly believe that families homeschooling collaboratively is a rich place for all of us to learn and encourage each other.

25. DAILY SCHEDULE

The daily time schedule is the same every week, regardless of enrichment rotation. Generally speaking, it will probably be easiest for you to send ALL of your kids' supplies EVERY week. This will make your life less stressful, in our opinion, but you are welcome to reference this schedule in conjunction with the year schedule if you'd like to know what classes your child will have each day. If you choose NOT to send all your child's supplies each time, we ask that you pay careful attention to schedule. We will likely not have extra supplies if your child forgets something.

Week A - Music						
	K/1	2/3	3/4	5/6	7/8	9-11
Period 1 9:00-9:50	History Workshop	Gym	Music	Writing: IEW Myths, Fables & Fairy Tales	Life Science LAB	Opt In: Life Science, Biology, or Chemistry
Period 2 9:55-10:45	Music	Botany	Literature	Literature		
Period 3 10:50-11:40	Botany	Music	Writing: IEW Wonders of Science	History Workshop	Literature/Grammar: IEW Fix it Grammar	History: World Geography
Lunch	Lunch 11:45-12:10					
Recess	Recess 12:10-12:35					
Period 4 12:40-1:30	Gym	Literacy	History Workshop	Botany	Music	Music
Period 5 1:35-2:25	Literacy	History Workshop	Botany	Music	History: Medieval History	Literature

Week B - Art						
	K/1	2/3	3/4	5/6	7/8	9-11
Period 1 9:00-9:50	History Workshop	Gym	Art	Writing: IEW Myths, Fables & Fairy Tales	Life Science LAB	Opt In: Life Science, Biology, or Chemistry
Period 2 9:55-10:45	Art	Botany	Literature	Literature	Study Skills	
Period 3 10:50-11:40	Botany	Art	Writing: IEW Wonders of Science	History Workshop	Literature/Grammar: IEW Fix it Grammar	History: World Geography
Lunch	Lunch 11:45-12:10					
Recess	Recess 12:10-12:35					
Period 4 12:40-1:30	Gym	Literacy	History Workshop	Botany	Art	Art
Period 5 1:35-2:25	Literacy	History Workshop	Botany	Art	History: Medieval History	Literature

Week C - Spanish						
	K/1	2/3	3/4	5/6	7/8	9-11
Period 1 9:00-9:50	History Workshop	Spanish	Literature	Gym	Physical Science LAB	Opt In: Life Science, Biology, or Chemistry
Period 2 9:55-10:45	Gym	History Workshop	Botany	Literature	Spanish	
Period 3 10:50-11:40	Botany	Gym	Spanish	History Workshop	Literature/Grammar: IEW Fix it Grammar	History: World Geography
Lunch	Lunch					
Recess	Recess					
Period 4 12:40-1:30	Spanish	Literacy	History Workshop	Botany	Gym/ Public Speaking	Gym/ Public Speaking
Period 5 1:35-2:25	Literacy	Botany	Gym	Spanish	History: Medieval History	Literature

26. GOOGLE CALENDAR

One way we try to keep things organized is to keep important dates on a google calendar. This can be found on the Koinonia website.

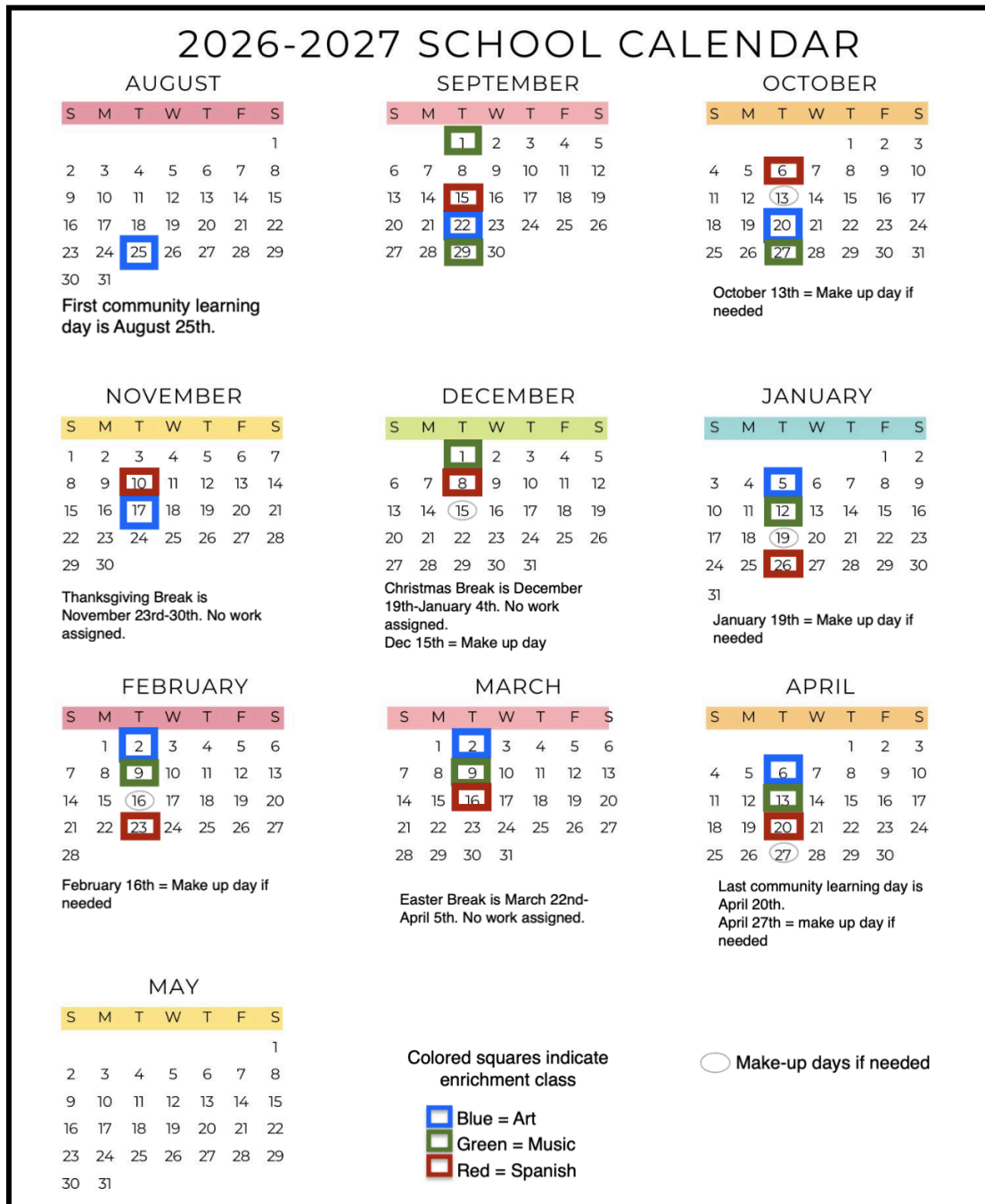
27. SYLLABI AND CLASS SUPPLIES

All supplies traditionally considered “per person” supplies are required to be purchased by the families for each child, for each class. By this we mean things like pencils, notebooks, folders, erasers etc.

Additionally, each class has a syllabus found by clicking on the class name on our website. Each syllabus contains all the required supplies for each class and parents are responsible to furnish these by the first learning day. These are things such as textbooks, workbooks, specific notebooks, etc.

Koinonia will supply all lab supplies and group activity supplies but if you’d like to donate please reach out to the director for a list of things the group will need.

28. SCHOOL YEAR CALENDAR



Parent Handbook Policy Acknowledgement

I _____, have received, read, understood, and agree to comply with the Parent Handbook for Koinonia Homeschool Hybrid Academy, dated _____, and understand all the information presented. I have been given an opportunity to ask any questions I may have and have received satisfactory answers to all of my questions.



Further, my students have been made aware of the policies contained in this handbook and agree to also comply.

(Signature of Parent)