



HANDBOOK

2025-2026

The

HONOR ACADEMY

Homeschool Co-op

Excelling Spiritually, Academically, Socially, & Physically

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Welcome to the Honor Academy Co-op:

The Parent-Student Handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of our Co-op. The Honor Academy Homeschool Co-op is an outreach of Family of Faith Fellowship, Inc. also known as Life of Faith Bible Church. **All the guidelines and policies mentioned in this handbook are provided in addition to the bylaws and policies of Life of Faith Bible Church.** It is important therefore, that every family who joins or wishes to join our Co-op hold to and keep the same convictions and values taught at Life of Faith Bible Church. In order for the Co-op to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures, and rules outlined in this handbook.

Who We Are:

The Honor Academy Homeschool Co-op was founded in 2016, providing a place for students to excel both academically and spiritually. The Co-op enjoys the benefits of homeschooling with the structure, safety, and excellence for Pre-K-12th grade.

While enrolled in The Honor Academy, your child can achieve and excel in a structured, positive, and balanced classroom environment. Classrooms are supervised to help students reach their full potential.

Utilizing the A.C.E., Tuttle twins, and Math-U-See curriculums, lessons are specifically tailored to provide students with the needed resources to attain their academic goals, while simultaneously providing them with indispensable spiritual tools.

What is A.C.E:

The **Accelerated Christian Education** program has taken the conventional style textbook and divided it into bite-sized, achievable worktexts called PACEs. A.C.E. stands out from other curriculum providers with its individualized, self-instructional, mastery-based approach. With minimal assistance, PACEs allow students to absorb subject material according to their own learning ability rather than being pushed forward or held back by their age.

What is Tuttle Twins:

The Tuttle Twins are best-selling children's books that teach relevant freedom-based concepts that most of us were never taught as kids. The series teaches your kids how the world really works and the economic and civic truths they deserve to know. It is a unique series of beautiful, enjoyable books that use storytelling to introduce important economic, civic, and history principles to your child. When your child grasps the principles of freedom, entrepreneurship, and personal responsibility, they become unstoppable forces for good.

What is Math-U-See:

The Math-U-See Curriculum helps students learn math concepts and succeed at their own pace. This unique math curriculum integrates a distinctive set of manipulatives with strategies presented through lesson-by-lesson videos, textbooks, and digital resources. The curriculum consists of 13 levels, building from an introduction to mathematics through calculus. Each level uses interactive strategies to increase student engagement.

Our Mission Statement

Our mission is to serve as an extension of both the Bible-believing Christian home and Life of Faith Bible Church, working harmoniously with parents to achieve God's purpose for their child. Using the programs mentioned, students discover how they can become independent learners in an assisted classroom environment.

Facility and Parental Responsibility:

Life of Faith Bible Church offers its facility for homeschooling to those selected by The Honor Academy Board. Although Life of Faith Bible Church (LOFBC) is providing a place for homeschoolers to learn and grow, the church is not responsible for any of the children's academic needs. Parents are responsible for ordering and organizing their own child's curriculum and making sure that they are compliant with Kentucky State Laws (see insert). The contents of this handbook/agreement will be modified each new school year as The Honor Academy Board deems necessary. "Parent meetings" will be conducted periodically to ensure good communication.

The Board of Advisors:

Director:	Pastor Stephen Fraser
Assist. Director:	Pastor Jeanne Fraser

Board Member:	Robert Johnson
Board Member:	Kimberly Hariford
Board Member:	Sophya Johnson

Note: The Board of Advisors is not the same as the Academy's Board of Directors

Our Supervisors:

Kimberly Harriford and Sophya Johnson are the primary overseers of the classrooms; they are assisted by Linda Britt. Sophya's strength is math, while Kimberly's strength is English—this provides the students with the assistance they need to overcome academic hurdles.



Kimberly Harriford has a Bachelor's in Social Work with an emphasis on English and Marriage Counseling and an Associate degree in Early Childhood Education from WKU. She worked in Shelby County schools along with Warren County schools. Currently, Kimberly is working towards her Masters for a Christian School Principal at Campbellsville University.



Sophya Johnson has a double Master's in Commerce and Education. She is well-connected with local schools and college administrators, making her a great resource for parents. Sophya also helps to prepare students for the SAT and ACT exams.



Linda Britt has a CDA Child Development Associate Credential in early childhood education. She has been working with children for over 35 years. She worked in Head Start programs, childcare facilities, and was a nanny for many years.

Contact Information

Main Office (Church)(502) 240-0016
Finance Department.....(502) 240-0016 x105
Primary Administrator/Supervisor - Kimberly Harriford(502) 797-1300
Administrator Assistant/Supervisor - Sophya Johnson(502) 296-4852

Costs and Fees:

Co-op fee for year 2024-2025

First Student Pre-K thru 12 th grade	\$5,044 (each additional student \$4,044)
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Although it is desired for fees to be paid up front, the board of directors has provided a list of payment plans for those who qualify*. See table below for payment options.

Payment plans for Co-op (Pre-K – 12th grade):

Payment Plan	# of payments	Student 1	Each Additional	Your Total
Weekly	39	\$129.34	\$103.70	
Bi-Weekly	20	\$252.20	\$202.20	
Monthly	9	\$560.45	\$449.34	

Families choosing to attend fewer than 4 school days per week will be charged a minimum of \$100 per week.

For qualifying families*, although the school year is only 9 months, we are allowing families to reduce their weekly or monthly payments by paying over the course of 12 months or 52 weeks.

**Qualifying Families:*

- 1. Have consistently paid weekly/monthly payments on time.*
- 2. Members of Life of Faith Bible Church who are in good standing with the Church.*

Payment Plan	# of payments	Student 1	Each Additional	Your Total
Weekly	52	\$97.00	\$77.77	
Bi-Weekly	26	\$194.00	\$155.54	
Monthly	12	\$420.34	\$337.00	

Important Note:

- Payments are to be made electronically (fill out the appropriate automatic withdrawal form). Any family that fails to pay this fee shall keep their child at home until the outstanding balance is paid.
- **LATE FEE:** A fee of \$5.00 is to be added to each weekly late payment. Any returned check will be charged with a \$15 bank fee.
- You may choose to stop making weekly or monthly payments at any time by paying the full remaining balance for the school year.

Pickup and Drop-off:

To avoid starting the school day late or keeping workers later than scheduled, it is preferred that parents remain in their car during pickup and drop-off times. Students will be greeted and dismissed through the carport main entrance.

Although it is recommended that children stay true to the schedule, parents have the option of whether they want their child to start later or end earlier. However, to avoid disrupting the ongoing class, **students who are tardy will only be permitted to enter the class during break time between subjects (those children are NOT to wait on the grounds without parental supervision). The same is true for children being picked up early, with the exception of an emergency.**

A supervisor must be informed (preferably by text) if someone other than the agreed designated driver is picking-up your child. Without this notice, children will not be released to leave the premises.

Withdrawal:

Parents with children who require a lot of special attention due to academic struggles or poor behavior, may be asked to withdraw their child from the academy. This should not be taken as criticism, but as an opportunity to find a better fit for your child. A departure from the group should not affect in any way a family's attendance or fellowship with the church.

Students of families who no longer wish to attend Life of Faith Bible Church maybe asked to withdraw their child from The Honor Academy. It is recommended that a minimum of one week's notice of your intent to leave be given to either the Pastor of the church or a supervisor (not volunteer).

A student may be expelled from The Academy if they exhibit behavior that is improper or offensive to the academy directors or administrators. Students are expected to heed instruction and cooperate with academy requirements.

Meeting Rooms Setup and Breakdown:

The meeting rooms need to be set up every Monday and Thursday morning before the start of the day. Everyone is responsible for setting up their own table.

The meeting rooms will also need to be reset for church services every Tuesday and Friday at the end of the day. This will be the responsibility of all students. In order not to place unnecessary burdens on the church office staff, it is important to keep rooms clean and in good order.

Dress Code Policy:

Dress and personal appearance is important to those wishing to carry out their work with excellence and in a professional manner. Therefore, all students must abide by the following dress code:

BOYS:

- A button-down shirt with collar, which must be buttoned (Including a polo-style shirt).
- LOFBC T-shirts can be worn every Friday.

- Pants
 - o Khaki pants or dark Jeans (not ripped/torn/frayed).
 - o Activewear is only permitted for bootcamp.
 - o Official uniform shorts only.

- Shoes or sneakers—no flip flops or athletic sliders.

- Hoodies, coats and other outdoor-wear are to be worn outdoors only.

GIRLS:

- A collared, button-down shirt. (Including a polo-style 3 button down shirt).
- LOFBC T-shirts can be worn every Friday.

- Pants
 - o Khaki pants or dark jeans (not ripped/torn or frayed).
 - o Activewear for bootcamp only.
(leggings are permitted when worn according to school standards).
 - o Official uniform shorts only.

- Shoes, sandals, or sneakers—no flip flops or athletic sliders

- Hoodies, coats and other outdoor-wear are to be worn outdoors only.

Cold Weather Guidelines

- Please be sure to dress your child appropriately for the weather.

- Students will be required to go out and return with their coats/jackets during their lunch period

- The responsibility will be up to the children if they leave their jackets on or not while out playing
- For safety, we require tennis shoes while running outside.

Even when temperatures reach freezing, we will usually go out for at least 5 minutes to get some fresh air. It is important that parents be sure their child understands the above guidelines as well as what their teachers expect of them. If you have any concerns, be sure to notify us in writing (preferably by text).

Student Responsibilities and Discipline Policy

If a child needs assistance with his or her behavior, we have set these guidelines.

Guidelines

1. All student discipline is to be carried out by the class supervisor, not the parent volunteer.
 - a. A volunteering parent should defer misbehaving students to a supervisor, without attempting to reprimand or discipline the student(s) themselves.
2. Supervisors have predictable expectations for behavior and recognizable routines.
3. If, after expectations are explained, a student needs help following them, the child may be:
 - 1st, redirected to the appropriate activity.
 - 2nd, asked directly to stop the inappropriate behavior.
 - 3rd, given a logical consequence.

We believe that in most cases, this is all that will be necessary.

4. However, if a child escalates the behavior to highly disruptive misbehavior after repeated attempts by the supervisor to correct the behavior, the child's parent will be called and asked to either talk by phone to the child or come get the child.
5. If parental intervention is repeatedly necessary, the child may be asked to no longer attend the class.

Unacceptable Corrective Methods

Yelling, humiliating, and physical punishment by any adult leader or student are unacceptable at the Co-op.

General Information:

Electronics: Electronics such as cell phones, smart watches, airpods, earbuds, tablets, kindles, nooks, i-pods, and mp3 players will not be allowed at any time. A laptop computer ear buds may be allowed at times if supervisor agrees. We ask students to leave all electronics at home or turn them in to the supervisor upon arrival. Any device that is deceptively withheld from supervisor will be confiscated and not returned to student for the period of time determined by the Co-op Administrator.

Grievance Procedures

Should anyone experience a disagreement within the Co-op, please follow these steps for resolving the conflict. Please uphold confidentiality.

1. Go to the person with whom you have a disagreement at a time when you can have a private conversation. Hopefully, most issues can be resolved this way as both parties listen to each other. It may be very helpful to remember that we're all on a team, working together to make Co-op the best experience possible for all involved.
2. If the conflict is not resolved, the parties involved should meet with the Director.
3. If the issue cannot be resolved, it should be presented to the entire board. The board will make a final decision at their discretion.

Health Guidelines

To maintain a high standard of health and abide by regulations, if you, your child, or any member of your house has had any of the following symptoms within the last 24 hours: fever, diarrhea, or vomiting, please keep your child at home... **After being symptom free for 24 hours with no medication**, we ask you to contact a supervisor for instructions on returning to class.

Calendar 2025 - 26

	First/Last day of Co-op	September					February				
First day of Co-op	Sep, 08, 2025	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
Last Day of Co-op	May, 22, 2025	1	2	3	4	5	2	3	4	5	6
		8	9	10	11	12	9	10	11	12	13
	No Co-op	15	16	17	18	19	16	17	18	19	20
Fall Break	Oct 6 - 10	22	23	24	25	26	23	24	25	26	27
Thanksgiving Break	Nov 26-28	29	30								
Christmas Break	Dec 22 - Jan 2	October					March				
MLK Day	19-Jan	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
Spring Break	Apr 3 - Apr 10			1	2	3	2	3	4	5	6
		6	7	8	9	10	9	10	11	12	13
	Work from Home	13	14	15	16	17	16	17	18	19	20
	All Wednesdays unless colored otherwise	20	21	22	23	24	23	24	25	26	27
	3-Oct	27	28	29	30	31	30	31			
		November					April				
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		3	4	5	6	7			1	2	3
		10	11	12	13	14	6	7	8	9	10
		17	18	19	20	21	13	14	15	16	17
		24	25	26	27	28	20	21	22	23	24
							27	28	29	30	31
		December					May				
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
		1	2	3	4	5					1
		8	9	10	11	12	4	5	6	7	8
		15	16	17	18	19	11	12	13	14	15
		22	23	24	25	26	18	19	20	21	22
		29	30	31			25	26	27	28	29
		January					June				
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
					1	2	1	2	3	4	5
		5	6	7	8	9	8	9	10	11	12
		12	13	14	15	16	15	16	17	18	19
		19	20	21	22	23	22	23	24	25	26
		26	27	28	29	30	29	30	31		