



Family Handbook

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Questions

If you have any questions about these policies and procedures, please contact the Director at admin@koanschool.org.

A copy of all policies and procedures will be made available for review online or in the school office:

Koan School
6441 Fishtrap Rd.
Denton, TX 76208

Enrollment

All relevant materials and fees are necessary but not sufficient for student enrollment. Materials include: application and enrollment agreement, health and immunization records, previous school records, and a copy of the birth certificate for any student under 11.

Enrollment decisions are made by Koan School administrators and teachers based on appropriateness of fit and availability. *All new students are admitted to the Koan School for a one-month probationary period.* Koan School teachers and staff members **do not discriminate** on the basis of gender, race, ethnicity, nationality, color, religion, sexual orientation, or any other legally protected status when making enrollment decisions.

Students with special needs will be admitted on a case-by-case basis and will only be enrolled if we believe we can provide the student with enough support in an age-appropriate placement. If your student has special needs of any sort, you may be asked to submit evaluations and treatment plans from your student's doctor(s) or treatment provider(s) before we can make a determination about enrollment. In addition, if there is still question about appropriateness of fit, Koan School may request that a qualified educational consultant do a more comprehensive evaluation on the student before making enrollment decisions.

Termination of Enrollment

Enrollment will be considered terminated if:

- Koan School receives written notice of withdrawal one month in advance; or,
- Payment of tuition and/or fees is one month past due.

Enrollment may also be terminated if:

- The parents / guardians or student fail to comply with the Student / Parent Handbook, or any other rules of the Koan School;
- The student has excessive unexcused absences;
- The family fails to disclose information about a student's special needs;
- The family fails to follow up with or comply with treatment plans made by health care professionals based on needs of the student communicated to the family by school faculty and staff;
- The Koan School, in its sole discretion, determines it is unable to meet the needs of the student.

Koan School and its staff retain the sole right and responsibility to determine any disputed factual matters regarding termination of enrollment.

- I understand the rules relating to enrollment at the Koan School as outlined above.

X _____

Fees

\$75 – New Student Application Fee	non-refundable, due at the time of visitation
\$275 – Annual Registration Fee	due at the time of enrollment for new students, or by April 1 st for returning students
\$300 – Annual Books, Supplies, & Subscriptions Fee	due by August 1 st or upon enrollment for students enrolling for the current school year

Additional fees may be required for some classes, particularly at the high school level.

Tuition is voted on annually by the Koan School Board of Directors. The Board of Directors is made up of Koan School faculty and families, as well as other members of the North Texas community. Tuition is listed on our [Web site](#), and it is typically updated every spring for the following year. There is a 5% sibling discount, and a \$750 prepaid tuition discount.

Tuition can be divided into monthly payments. Monthly payments are due on or before the 1st of each month. Payments can be made via cash, check, or credit / debit card via Gradelink. Please reach out to the admin with any questions. A \$35 fee will be added to your account for checks returned due to insufficient funds.

If tuition is not received by the 5th day of the month, a \$25 fee will be applied to your account. *Families who are not current by the end of the month will need to keep their student(s) home until their account is current.* **Families that have a balance at the end of the school year will not be permitted to enroll in the following school year until their balance is paid in full.** Re-enrollment will be considered once the account balance is paid if there are open spots in the classroom at that time. **Transcripts and diplomas for students will not be released until a student's account is paid in full.**

Attendance

Please check the school calendar for a list of events, holidays, and half days.

Attendance is crucial for your student's success! Students may arrive up to 15 minutes before their class begins. **If your student will be absent, please let his or her teacher know by phone or email before the beginning of the school day.** Upon the student's return to school, please present the school admin or the student's teacher with a relevant note regarding the absence (doctor's note, etc.). If your student did not attend school during the school day, they will not be allowed to participate in clubs or other after school events that day.

If an extended absence will be necessary for your student, please make arrangements with the student's teacher regarding makeup assignments. In some cases, students may be able to participate in class remotely via the Web. *Tuition will not be waived or reduced if students are absent for an extended period of time.*

For High School Students:

Absences require staying after school to make a catching-up plan with teachers, which may require homework, additional study halls after school, or making up work during Friday electives, depending on the classes missed. Every absence requires attendance at a minimum of

one after school study hall. We begin our day promptly at 8:30. Excessive tardiness will be treated as an absence.

- I understand the rules relating to *attendance* at the Koan School as outlined above.

X

Student ID Cards

Koan can provide School ID cards to students for \$10. Please send all requests to admin@koanschool.org. The cards will be valid during a student's duration of enrollment at Koan.

Bad Weather and School Closures

Unless otherwise indicated by school administrators via email, Koan will be closed when Denton ISD schools are closed due to inclement weather. Please check the local news or the DISD Web site for information on weather-related decisions: The Koan School will update families on school closures via email. While we tend to follow the decisions made by DISD, there might be times when we choose to close the school at our sole discretion. We thank families in advance for your understanding.

Drop Off / Pick Up

Teachers will take attendance on all students when they arrive each day. In addition, students and/or teachers will log students into the Extended School Day (ESD) program. Parents will need to sign students out whenever they are picked up from ESD. In case of an emergency, it is important that we have an accurate record of how many students are on campus at all times. If you are sending someone else to pick up your student, be sure they are on the Pick Up list you filled out at the beginning of the year. Students will only be released to a parent or a person designated by the parent / guardian after verification of ID.

Staff will be present to receive students for drop off at **8:15am**. *Staff will not be available to monitor students before this time.* We cannot guarantee that staff will be able to monitor students before **8:15am** during the academic year.

- I understand the rules relating to *enrollment* at the Koan School as outlined above.

X _____

Transportation

Koan School faculty and staff are not able to transport your student to and from your home. If your student needs transportation, you will need to make other arrangements. **Students are not allowed to commute via Ride-Sharing apps such as Uber, Lyft, etc. Students must come and go to school with their guardian or authorized persons.**

High school students with a valid Texas DL, insured vehicle, and in good academic will be eligible for the privilege of driving themselves to and from school. Paperwork must be filled in and signed by their guardians every year.

- I understand the rules relating to *transportation* at the Koan School as outlined above.

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Visitation Policy

Parents / Guardians are welcome to visit the students during the school day, **but should schedule visits with the student's teacher and Koan School Admin beforehand.** *Please limit your visits to an hour or less to minimize disruption to the class.*

Outside Tutoring

Koan School faculty and staff are not able to provide outside tutoring for students who are / were previously enrolled in the current school year. If students need more assistance than can be provided during the class time allotted for the subject in question, *alternatives will be discussed and decided upon by the relevant teachers and family members.*

Lunch and Snacks

Since many of our students have restrictive diets, **Koan School will not be providing food of any sort to students.** Please provide enough food for your student to enjoy throughout the day. Students will be expected to clean up their spaces after eating.

Additionally, we ask that you *please get permission from your student's teacher for special celebrations before allowing your student to bring any food to share with classmates.* **For students with food allergies, etc., providing food to everyone in the class except them can result in feelings of exclusion, isolation, and resentment.**

As we cannot readily background check food delivery drivers, students and their families are not allowed to order food delivery via phone, computer, or through delivery apps to Koan School. Please contact admin@koanschool.org to make arrangements if your child forgets their lunch.

- I understand the rules relating to *lunch and snacks* at the Koan School as outlined above.

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Change of Address / Phone Number

Current information for each student is essential. All changes of address or telephone numbers (home, cell, or work) must be reported to the school admin and the student's teacher immediately.

Personal Property

Most things are best left at home. In the case that your student brings personal items to school, please *make sure they are labeled with the student's name.* Koan School will not be held liable for lost or damaged property.

Lost & found objects will be kept in the school front lobby. If your student is missing something, please check there first.

Student Behavior

Students will be expected to follow all the rules of their class, and to show respect and courtesy to their teachers and peers. We want the students at Koan School to have a safe and peaceful environment for learning. As such, neither bullying (including harassment, intimidation, taunting, name calling, or insults), sexual harassment, nor physical violence will be tolerated. Students who violate this policy may be sent home from school. *If efforts to address the behavior are unsuccessful, the student may be suspended or expelled from Koan School.*

- I understand the rules relating to *student behavior* at the Koan School as outlined above.

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Prohibited Items

Students shall not possess or use:

• Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
• A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
• A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
• An air gun or BB gun;
• Ammunition;
• A hand instrument designed to cut or stab another by being thrown;
• Knuckles;
• *A location-restricted knife;
• *A club;
• *A firearm; alcohol; drugs
• *A stun gun;
• A pocketknife or any other small knife;
• Mace or pepper spray;
• Pornographic material(physical and/or digital);

• Tobacco products; cigarettes; e-cigarettes; vapes; and any component, part, or accessory for an e-cigarette device;
• Matches or a lighter;
• A laser pointer for other than an approved use; or
• Any articles not generally considered to be weapons, including school supplies, when the director determines that a danger exists.

***This is not a comprehensive list and at the school’s sole discretion could change at any time without notice.**

The possession and/or use of these items on Koan School grounds could result in suspension and possible expulsion.

- I understand the rules relating to *prohibited items* at the Koan School as outlined above.

X _____

Care of Books

Students will be expected to take care of the books in our school, as well as any books they may borrow from the Denton Public Library. All books, unless given special permission by the teacher, must be left at school. Books that are damaged by students will need to be repaired or replaced by their family.

Computer Use

The high school classes require students to bring their laptops/tablets and a pair of headphones to school each day (check with your student’s teacher for more information). **The students also need to have a working power cable with them.** During class time, these items should only be used as assigned by the teacher for research and other activities. Students may use their computers during break times and at lunch *with the teacher’s permission.*

Chromebooks are provided to all Elementary and Middle School students; and to high school students upon request. Lost or damaged Chromebooks will need to be replaced by the student’s family.

- I understand the rules relating to *care of books AND computer use* at the Koan School as outlined above.

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Dress Code

Your student should dress appropriately for the weather. The weather in North Texas can change rather drastically over the course of the day, though, so *your student is welcome to keep a change of clothes at school.*

Your student should wear sneakers or other closed-toe shoes to school, not high heels or sandals, to minimize injury to fragile toes and ankles. School is for playing and learning, and we want the students to be as safe as possible. In addition, many students bring and leave work boots to school. *These keep students' feet well protected when they work on the farm or go exploring around the property.*

Students should keep undergarments covered at all times. Clothing should be free from any offensive imagery and words (drugs, violence, profanity, etc. as defined by the school). Should students be in violation of these rules, they will be asked to change their clothing. If a change of clothes is not readily available, students might be sent home.

- I understand the rules relating to *dress code* at the Koan School as outlined above.

X _____

Announcements

All official announcements will be made via email and text through gradelink. Please make sure emails from the *koanschool.org* and *gradelink.com* domains. Students may be given important notes to take home from school. Please check your student's backpack every day for such notices.

- I understand the rules relating to *dress code* at the Koan School as outlined above.

X _____

Addressing Concerns

If your student is having any issues at school (academic, social, etc.), we encourage you to bring those issues to the attention of your student's homeroom teacher first. Please email your concerns and wait 24 hours for a response. If the teacher is nonresponsive, please let the Director know, and a conference will be scheduled with all relevant parties. *If your student has an immediate need outside of the teacher's planning period, please contact the school admin directly for assistance.*

All communication between staff and families will be done via email and in-person meetings. *Teachers may choose but are not obligated to give out their personal phone number.* Please keep this in mind when approaching communications with staff.

- I understand the rules relating to *announcements and addressing concerns* at the Koan School as outlined above.

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Tracking Progress

Parent-Teacher conferences will be scheduled once per semester, or more often if requested. The student is not permitted to attend these conferences, but additional meetings can be scheduled with the student if requested by either the teacher or the parents. In addition, reports will be sent home once per semester outlining your student's growth and progress.

Teachers may choose to communicate student progress via email and google classroom. Please reach out to your teacher with questions about your student's progress.

Special Needs and Accommodations

The school faculty will notify parents / guardians if we observe the student engaging in behaviors that are consistent with potential learning disabilities or disorders. Koan School does not provide therapeutic services, but teachers may be able to work with therapy providers to provide consistent expectations for students across learning environments.

Documentation from a licensed medical professional is necessary for us to provide accommodations for students.

- I understand the rules relating to *special needs and accommodations* at the Koan School as outlined above.

X

Homework

We try to use our time well at Koan and usually complete most work during our study hall and class time together, so that a teacher is available for questions and help. *However, we do expect students to keep up with reading assignments at home.* We ask students to prioritize our study hall time on other work that might require help, and only do reading at school if all other work is complete. *Students who are taking AP or dual credit classes may also have outside homework, and there may be some assignments that need to be finished at home on particularly busy weeks.* We hope you'll take advantage of our minimal homework policies to pursue sports, arts, family time, and other interests during free time at home!

For students that fall behind on their coursework, a make-up plan will be decided by teachers and families. This may require students to complete work outside of school hours.

Grades and Credit

Koan teachers choose their own approach to teaching and grades. Students are given multiple opportunities for success, including extra review, re-testing, and other accommodations. *However, students who still do not compete requirements will not receive credit for the course.*

High School classes do have a grading policy. These teachers communicated their policy to families at the beginning of the school year. Please reach out to your child's teacher if you have questions about their grading policy.

- I understand the rules relating to *homework, grades, and credit* at the Koan School as outlined above.

X

Field Trips

The students will take field trips throughout the year. Parents will be notified of field trips at least 48 hours in advance. Students will require a signed permission slip from a parent / guardian to participate in each field trip. School t-shirts will be available for purchase at the beginning of the school year. Students should wear those shirts on all field trips for quick identification by teachers and volunteers.

Volunteers

Families are expected to volunteer at least 6 hours each year. Three of these need to be completed at Koan School. The other three can be completed at the non-profit of your choosing.

All volunteers are subject to background checks and fingerprinting. This may include parents / guardians who volunteer at the school or go on field trips with their student's class.

Changes to the Handbook / Policies

Koan School, at its discretion, may change any policy contained in this Handbook. Parents / Guardians will be notified of any changes by email or written notice sent home with the students. Prohibited items may be updated at any time at the School's discretion.

My student

and I have read and understand the Family Handbook, and agree to adhere to the policies, rules, and regulations therein.

Parent Signature

Date