

WHY CHOOSE KOLBE ACADEMY?

Kolbe Academy

KOLBE ACADEMY HOME SCHOOL IS:

- ❖ An orthodox Catholic, classical home school program for grades K-12
- ❖ A classical academic program that is flexible and adaptable to your needs
- ❖ Devoted to providing a philosophy and method of education that is thoroughly Catholic
- ❖ Dedicated to forming the whole individual—mind, soul and body—to renew the world through children and young adults with high educational, moral, civic and spiritual values
- ❖ Centered upon the principle of doing all things for the greater glory of God: Ad Majorem Dei Gloriam!
- ❖ Fully accredited by the National Association of Private Catholic and Independent Schools (NAPC*IS)
- ❖ Lay-founded and lay-operated

HOW IT ALL WORKS

When you register with Kolbe Academy Home School, you'll receive a Welcome Packet containing the following:

- ❖ An assessment test to determine proper grade placement (if desired)
- ❖ Syllabi and daily or weekly course plans for the complete course of study, including paper-writing topics as appropriate
- ❖ Quarterly tests with answer keys for Kolbe classes
- ❖ Various articles to aid in home schooling, such as *Synopsis of the Methods and Objectives of Ignatian Education*, *The Principle of Subsidiarity*, *Lost Tools of Learning* by Dorothy Sayers, *Speak, Write, Act* by Robert Spencer, etc.
- ❖ All the forms you need for reporting progress back to Kolbe

PROGRAM IN A NUTSHELL

Kolbe Academy Home School offers a program which is:

- Ignatian in Method
- Classical in Content
- Loyal to the Magisterium
- Flexible & Adaptable
- Designed to Help Simplify Your Life

Underlying all of these is the principle of subsidiarity—you, as the parent, are charged with being the primary educator of your children. Our goal is to help you in fulfilling your sacred duty.

BENEFITS OF REGISTRATION

- ❖ Dedicated staff of academic advisors to assist you in setting & meeting reasonable & challenging goals
- ❖ Your choice of DAILY or WEEKLY course plans for grades 1 - 8, and weekly course plans for Kindergarten and High School
- ❖ Quarterly inspection of work & examinations
- ❖ Detailed feedback available any time upon request
- ❖ Access to Latin, Greek, math & science experts
- ❖ Discounts on future re-registrations
- ❖ Significantly lower price on standardized tests
- ❖ Diplomas for 8th grade & high school graduation
- ❖ Comprehensive record-keeping, including official transcripts & letters of recommendation
- ❖ KOLBe-JOURNAL which includes: news updates, home education tips, advice, FAQs, etc.
- ❖ 17% discount on registration with the Home School Legal Defense Association
- ❖ Access to: restricted areas on the Kolbe Forum, online help for some of the courses, and some teacher's manuals available only to registered families

General Information

WHY A CLASSICAL CURRICULUM?

The study of a **classical curriculum** serves several purposes. It:

- ✦ Focuses on the highest spiritual, literary and artistic achievements of Western civilization, **elevating the mind and soul**
- ✦ Introduces students to the greatest books in their original sources, not just textbook summaries
- ✦ **Integrates the study of different subjects**, showing the interrelationships that exist among them
- ✦ Provides a **solid grounding in the basics**, emphasizing the technique of learning by memorization in the lower grades
- ✦ Improves English by the **study of Latin and Greek**

The classical curriculum is **implemented in phases**. We introduce younger students to the ancient civilizations of Egypt, Greece and Rome, to begin to build an awareness of God's preparations for the arrival of the Messiah. We revisit Greece and Rome in high school, along with the Medieval and Modern worlds. In high school, the literature and history courses go hand-in-hand: while reading *The Iliad* in literature, the student reads Herodotus' *Histories*; while reading the *The Early History of Rome* in history, the student is also reading *The Aeneid* in literature. It's about **making connections** between literature and history, between ancient and modern, between classical and Christian civilization.

THE KOLBE DIFFERENCE

Kolbe Academy Home School is composed of individuals completely dedicated to your mission. We're not in this to get rich. We are here to **make your life easier** in your holy endeavor. Based on the principle of **subsidiarity**, our program has been structured around two primary operating principles, **flexibility** and **adaptability**: you have the **flexibility** you need to **adapt** the program to **meet the individual learning needs of your children**. Want to skip 3rd grade science to focus more on language skills? Done! Need 5th grade math and 7th grade English for your 6th grader? Done! Want to use McGuffey's instead of the Catholic National Reader? Done! It's just that easy.

ACCREDITATION

Kolbe Academy is fully accredited by NAPC*IS – the National Association of Private, Catholic, and Independent Schools. Founded in 1995, NAPC*IS is dedicated to strengthening and promoting Catholic education through accreditation. The measures for accreditation employ the Standards of Excellence to the curriculum, which demand fidelity to Roman Catholic teachings and implementation of sound academic principles. The Standards of Excellence are the essential component of NAPC*IS accreditation and are incorporated in the Standards and Criteria for accreditation. For more information on NAPC*IS and accreditation, visit NAPC*IS' website at www.napcis.org.

WHAT IS YOUR TIME WORTH?

When considering the cost of registration, make sure to ask yourself this question. There is no doubt that you can create your own home school curriculum and do all the record-keeping yourself. How long would it take you, though, both in up-front preparation and in long-term maintenance? Would that time be better spent implementing your children's education? We have a ready-made, customizable program already prepared for you. What could be better?

ON WHO WE ARE:

Q. *What is the Ignatian Method of education?*

- A. The Ignatian Method of education is based on the *Spiritual Exercises* of St. Ignatius, which has been developed and refined for over 450 years. The focus of the Ignatian Method is **formation, not information**. The fundamental goal is to help parents lead their children to the knowledge and love of God. The Method helps the parents **train the student's memory, understanding and will**, so that the student can speak, write, and act well in life, for the greater glory of God. This is accomplished through self-activity, mastery of progressively more difficult material, and formation of the will through conscientious application of study habits.

Q. *Why choose a classical curriculum?*

- A. The study of a classical curriculum serves several purposes. It:
- ❖ Focuses on the highest spiritual, literary and artistic achievements of Western civilization, **elevating the mind and soul**
 - ❖ Introduces students to the greatest books in their original sources, not just textbook summaries
 - ❖ **Integrates the study of different subjects**, showing the interrelationships that exist among them
 - ❖ Provides a **solid grounding in the basics**, emphasizing the technique of learning by memorization in the lower grades
 - ❖ Improves English by the study of **Latin and Greek**

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Q. *What is the Principle of Subsidiarity?*

- A. The **Principle of Subsidiarity** states that nothing should be done by a larger and more complex organization that can be done as well by a smaller and simpler organization (Pope Pius XI's *Quadragesimo Anno*). Nowhere has this found greater expression than in the home schooling movement. **Kolbe Academy Home School** has embraced the principle of subsidiarity by offering an educational program that you implement in your home. We are not a correspondence program. With Kolbe, you are the teacher and are truly in charge of your children's education. This is in keeping with the dictum of Pope John Paul II that "the parents have been appointed by God Himself as the first and principal educators of their children...their right is completely inalienable" (*Familiaris Consortio* 40).

Q. *You say you are "orthodox", what does that mean?*

- A. With Kolbe Academy, there's no need to worry about so-called "Catholic" resources of questionable orthodoxy. We understand the need to crown an education with theology, the queen of the sciences, as our educational edifice indeed has a lofty aim—heaven itself. All of our religious instruction materials are excellent and faithfully orthodox. Our staff is made up of faithful Catholic, experienced and dedicated individuals, who take the Oath of Fidelity to the Magisterium and sign the Profession of Faith in the Holy Roman Catholic Church.

Q. *Is Kolbe Academy Home School accredited?*

- A. Yes! Kolbe Academy's Day School and Home School are both fully accredited by NAPC*IS, the National Association of Private Catholic and Independent Schools.

ON THE KOLBE PROGRAM AND HOW IT WORKS:

Q. *What is in the Syllabi, Course Plans, and Quarterly Tests?*

A. The **syllabi** set parameters and goals for each course, generally including scope and sequence. **Course plans** give **suggestions (not requirements)** for a week's worth of work, such that a complete course can be finished in a typical school year. **Quarterly Tests** with answers are keyed to the course plans; these are offered as **samples** and can be **altered** as needed.

Q. *How are the Course Plans formatted?*

A. Course plans for grades 1-8 are in a daily format and most are based on a four day work week. For Kindergarten and High school, course plans come in a weekly format.

Q. *How do I go about adapting the course of study?*

A. The Kolbe advisors are available to help parents adapt plans to the particular academic requirements of their students. When registering, you can note on the form any changes you wish to make or you may take an assessment test and then make changes.

Q. *What is an Academic Advisor?*

A. The advisors at Kolbe are dedicated individuals who have been selected based on their knowledge and practice of the Catholic Faith, academic background, and life experience. They assist you in setting and meeting reasonable and challenging goals, provide a review of the quarterly reports submitted by the family, answer questions about the curriculum, provide high school and pre-college counseling, help parents adapt the curriculum, review assessment tests, develop curriculum and more! **Think of us as your teaching consultant and aide!**

Q. *Can I get the course plans without registering in the full assistance program?*

A. Yes! Syllabi, course plans, and quarterly tests are available for most of the courses in the Kolbe Program (for pricing, look under the course in which you are interested).

Q. *Do I get advisor assistance if I buy just the course plans without registering?*

A. No. However, you may register for individual courses for \$35 for grades 1-8 and \$45 for grades 9-12 per course. Please see pages 40 and 50 for more information.

Q. *What if I decide to withdraw from the Kolbe full assistance program?*

A. If a family must withdraw, the following policies apply:

Before your school year begins, the following applies:

- If withdrawing before the registration has been processed, a full refund will be given.
- After the registration has been processed or materials sent, a \$25 family fee will apply if all registration materials are returned.
- If you registered more than 60 days before the beginning of your school year and are withdrawing more than 60 days after your registration was processed, one fourth of your registration fees will be kept.

Once your school year has begun, the following schedule applies. It is calculated based on the 1st day of the month your school year began:

- Within 30 days..... $\frac{1}{4}$ registration fees are due
- Within 60 days..... $\frac{1}{2}$ registration fees are due
- Within 90 days..... $\frac{3}{4}$ registration fees are due
- After 90 days.....full registration fee is due

HALF-YEAR REGISTRATIONS, COURSE PLANS & INDIVIDUAL COURSE ENROLLMENT FEES ARE NON-REFUNDABLE.

Q. *Is there a limit to how many times I can call the advisor?*

A. Absolutely not! The advisors are available during Kolbe's regular business hours, or by email, to discuss any of your questions or to just lend an ear. No question or concern is too small!

Q. *Must I administer an Assessment Test before I begin home schooling?*

A. NO! Assessment tests are **not required**, they are an optional tool for parents who are unsure of their student's grade level in the above subject areas.

Q. *What subjects do the Assessment Tests cover?*

A. The tests are designed as an end of the year assessment in reading, spelling, grammar, and math.

Q. *Is there a fee if I choose to administer an assessment test?*

A. Assessment tests are free to registered families at any point during their school year. Non-registered families may purchase tests for \$25 each. If you subsequently register, we'll apply the \$25 towards your registration.

ON THE KOLBE PROGRAM AND HOW IT WORKS:

Q. Are there any additional fees for making changes to the curriculum or requesting course plans from a grade level other than the one my student is registered for?

- A.** There are no additional fees for substituting Kolbe's curriculum with other curriculum choices (i.e. *Wordly Wise* instead of *Sadlier Vocabulary*, *Holt Mathematics* instead of *Saxon Math*, etc.). Within the Kolbe curriculum, if a parent would like to choose an alternate grade level other than the grade the student is registered for, they may do so with the following stipulations:
- 1) Registered students in grades 1-8 are allowed one course plan per subject within +/- two grade levels in the following subject areas: Religion, Reading (K-6), Word Study/Phonics (1-6), English Grammar, Spelling/Vocab/Comp, Literature (4-8), History, Geography (1-6), Math, Science, Latin (5-8) and Greek (5-8). For example, a parent who has registered a 7th grade student may request 6th grade History with no extra fee.
 - 2) One additional course plan may be added per registered student from the areas of Language, Science, or History with no additional fee. For example, a parent registering a 6th grade student may choose to request both the Harcourt 5 and 6 course plans at no extra charge. Two or more additional course plan requests beyond this are charged \$25 each.
 - 3) Registered students in high school may request one high school course plan per subject from the following subject areas: Theology, English, Literature, History, Math, Science, and Language. One additional course plan may be added for the high school student without additional fees. Additional course plan requests beyond this are charged \$35 each.
 - 4) Kindergarten students who would like to substitute or add more than two subjects to their course plan requests must pay the first grade registration fee (\$245).

Q. What do you mean by YOUR school year?

- A.** Parents specify the start of their school year on the registration form. Therefore, you choose which month you want to begin your school year.

Q. How long is a registration period?

- A.** A registration period is a 12 month period based on when you choose to begin schooling.

Q. Of that 12-month period, how many days of school must be recorded on the attendance record?

- A.** Most states require 180 days of school attendance. Our course plans are based on this premise. To be sure you are fulfilling your own state's requirements, please check the HSLDA website at www.hsllda.org.

Q. Must I join HSLDA, the Home School Legal Defense Association?

- A.** Although it is **not mandatory** to join HSLDA, it is strongly encouraged. HSLDA is a national advocacy and lobbying organization for home schooling families. Kolbe families receive an application in the Welcome Packet and will receive a more than 17% discount on the regular rate.

Q. What is a Quarterly Report?

- A.** A quarterly report is a sampling of the student's work sent to the advisors by the parent, along with a report card of grades. An advisor reviews the work, verifies the grades assigned, makes comments, and sends a report to the parents. Grades are verified by sending in one sample of work for each grade given.

Q. What kind of sample work and how much should I include in my quarterly report?

- A.** You may include any written and graded work the student has done in that quarter, i.e. the quarterly test, daily work, or a special project. In order for the advisor to verify the grades, there must be at least one sample of graded work per grade assigned, per quarter. (It is not necessary to send in a sample for electives such as music and physical education. A written narrative will suffice.)

Q. Will the sample work be returned to me or does Kolbe retain it?

- A.** No, sample work is not returned and is not retained by Kolbe. We recommend that parents make copies or send in work they don't want back.

Q. Is quarterly reporting a requirement?

- A.** Quarterly reporting is a **service, not a requirement**. However, if no reports at all are filed, or if the required elements are not sent in, Kolbe Academy cannot validate the grades given by the parents on official transcripts.

Q. Is there a deadline on filing quarterly reports? Must I file every quarter?

- A.** There is no deadline on filing reports and parents may choose to file two semester reports or one year-end report. However, parents are strongly encouraged to file reports once a quarter and in a timely manner for three reasons: 1. This will help parents keep on top of the paper work. 2. Advisor's comments on the reports will be relevant. 3. For high school students, regular reporting assures students are on track to graduate.

ON THE KOLBE PROGRAM AND HOW IT WORKS:

Q. What if I need help grading compositions? Can an advisor help me with this?

A. Following the Principle of Subsidiarity, **ALL GRADE ASSIGNMENTS ARE DONE BY THE PARENTS.** However, parents who feel they need help grading some of the daily work, may sign up for the Enhanced Evaluation Service (EES). This service is available for students in grades 3-12.

Q. How does the Enhanced Evaluation Service work?

A. Parents may sign up for the service by the quarter or for the whole year. If signing up for the whole year, you will receive a 20% discount. If you decide to try it for a quarter and then sign up for the year, the discount still applies. You will be entitled to send in up to 12 items of your choosing per quarter. Assignments will be given a detailed evaluation, a grade will be assigned, and suggestions for weighting.

Q. Must my student(s) be registered in Kolbe Academy Home School to sign up for the Enhanced Evaluation Service?

A. Yes, you must be registered for at least one course. If you are registered for only one course, we will evaluate work for only that course.

Q. What if I want my student to make corrections to his paper based on the advisors comments?

A. Great! Students should always be encouraged to correct mistakes—hopefully, that will keep them from repeating them. The evaluator will let you know if the paper should be resubmitted for grade improvement. If so, the re-evaluations will not count as one of the 12 items. If a parent requests to have a paper re-evaluated for grade improvement, the re-evaluation will count as one of the 12 items.

Q. Will the same advisor evaluate all the work I send in?

A. Absolutely! We recognize the need for consistency in evaluating the student's progress. However, parents are free to ask for a different advisor, if they feel the need, and you may be reassigned should your advisor leave us or have a job assignment change.

Q. How and when can I send work in for evaluation?

A. You may send work in either by regular mail, fax, or email whenever you want. For the program to be the most beneficial, we recommend sending in work throughout the quarter rather than waiting until the end of the quarter.

Q. What is the cost of the Enhanced Evaluation Service?

A. See the chart to the right.

Grade Level	Quarterly Price	Yearly Price 20% Discount
3-6	\$50	\$160
7-8	\$70	\$224
9-12	\$95	\$304

Q. What if I register for the EES service and then decide I don't really need it? Can I withdraw just from this service?

A. If withdrawing from the program **within 30 days of the start of your school year**, a \$10 per student set-up fee applies.

Once your school year begins or the quarter for which you signed up for EES, the following applies:

- If work has been reviewed or more than 30 days into the quarter:
 - Students registered for EES for only one quarter, no refund will be given.
 - Students registered for EES for a full year, any quarter in which work has been submitted will not qualify for a refund and a \$10 per student set-up fee will apply.

Q. How do I get a transcript, grade record, or a diploma?

A. Diplomas, grade records, and transcripts are issued **upon written request**. Parents need only contact the advisor office to request the proper form or go online to www.kolbe.org and click on the resources tab to find the proper form. Diplomas are issued for 8th and 12th graders upon review of their work. There is a form in the Welcome Packet for parents to send in to request a diploma.

Q. Is there an additional fee for grade records, diplomas or transcripts?

A. There is no additional fee for grade records or diplomas. Before a student graduates from high school or within the first six months after graduating, the first 10 transcripts are free; each additional transcript is \$5. More than six months after graduating, transcripts are \$5 each.

Q. What is the difference between a grade record and a transcript?

A. A grade record is issued for Kindergarten through 8th grade when parents need official records sent to another school. Transcripts are issued for high schoolers and credits and grade point averages are assigned to courses.

Q. Does Kolbe Academy keep cumulative files for students?

A. Yes, Kolbe establishes a cumulative file for each student upon registration. If a student has attended another school before registering with Kolbe, parents may ask the school to send their records to us. Kolbe Academy has over 30 years of experience preparing and safeguarding accurate and complete grade records for its students and families. You can be confident that your important records will be carefully and confidentially maintained for as long as you are registered and for five years after withdrawal.

THE WELCOME PACKET

When your registration form and fee are received at Kolbe, you will be sent by priority mail a Kolbe Academy WELCOME PACKET. If the registration and a book order are received at the same time, they will be given priority and will be sent together.

Each year families will receive the following family-specific materials:

Per Student:

- 4 Quarterly Report Checklist forms
- 1 attendance record
- 1 Course Of Study Introductory Cover Sheet (1-8)
- 1 Guide to the Syllabi, Course Plans, and Quarterly Tests for grades 9-12
- 1 Course of Study form
- 1 Book Report Information and Format
- 4 paper report cards
- 1 cardstock report card (for your own records)
- 1 Request For Release Of Records And Transcript Of Credits (new students only)
- Course Syllabi And Week-by-week Course Plans
- Sample Quarterly Tests with answers for most core curriculum courses
- Assessment Tests, if requested

Per Family:

- Parent As Counselor—handbook for planning a high school course of study, and a Chart of High School Studies (for new families with students in grades 8-12 and re-registering families with students in grade 8)
- Home School Legal Defense Association Application

The Welcome Packet booklet contains the following and will be sent to new families only. Re-registering families should retain this booklet for future reference:

Kolbe Academy's Objectives:

- Synopsis of the Methods and Objectives of Ignatian Education
- The "Principle of Subsidiarity: What is it? How does Kolbe live by this principle?"

To You, The Parent and Teacher:

- Guide for Kolbe home schoolers
- Quarterly reporting guidelines
- A sample daily grade record
- "What to Look for in Compositions"

Home Schooling Articles:

- "Lost Tools of Learning" by Dorothy Sayers
- "Blocking Internet Pornography"
- "Speak, Write, and Act"

AFTER YOU RECEIVE THE WELCOME PACKET...

- An Academic Advisor will be in touch with you shortly after you receive your Welcome Packet to welcome you to our program. You should expect this call within two to three weeks of your receipt of the Welcome Packet, giving you enough time to carefully read through all the material. The advisor will make sure that you have received and understand all the contents of the Welcome Packet. Our families overseas may receive their welcome calls via e-mail.
- The advisor can assist you in placing your book order based on the particular academic requirements of your children. However, enrolling families need not wait to consult with staff before ordering books. Kolbe home school families are free to substitute our selections with courses and materials of their own choosing.
- If you are administering assessment tests, you may correct the tests yourself or send the completed tests to Kolbe for correction and review by an advisor.

GENERAL EDUCATIONAL GOALS

Religion

- The orthodox Catholic Faith
- Common prayers (by heart)
- The meaning and purpose of all seven Sacraments
- Preparation for reception of the Sacraments
- The history of the Church--the primacy of St. Peter, patristics, the Councils, Vatican I and II documents, Church law, encyclicals, and doctrine, as well as the lives and writings of the saints

History

- The Incarnation is the central event in the course of Christian history
- The four facts of history: places, dates, people, and events—mastery of these broadens and perfects the memory
- Great civilizations of Greece and Rome: this study is introduced in the fourth and fifth grades and also comprises the first two years of the high school program

Mathematics

- Basic operations, measurements, functions, decimals, estimation, negative numbers, percentages, line graphs, exponents, probability, geometric shapes, and logic
- Middle school courses include introduction to algebra and geometry in preparation for Algebra I, Geometry and higher level mathematics courses.
- Advanced Mathematics (Calculus, Trigonometry, Coordinated Geometry, Advanced Algebra) are recommended to students who finish Algebra II by the tenth or eleventh grade

Language Arts

- Critical reading of literature
- Composition work
- Poetry
- Creative writing
- Vocabulary
- Rules of grammar
- Penmanship
- Spelling
- Research skills

Foreign Languages

- The study of Greek and Latin develops the intellect and understanding
- These two languages also provide the basis for a fuller knowledge and understanding of our own and other modern languages
- Students can begin classical language study in the fifth grade or even earlier
- Students are encouraged to study three additional years of language in high school

Phonics/Wordstudy

- Phonics is studied in Kindergarten through sixth grade
- In the primary grades, vocabulary is developed through reading and studying challenging material
- Formal vocabulary study is introduced in fourth grade and continued throughout high school

Science

- Concentration on plants and animals, the food chain, rocks and minerals, weather, the solar system, energy and motion, earth, life, and physical science
- Textbook perspectives on evolution are enhanced in the course plans by explaining Church teaching

Literature

- Reading for the Kolbe student involves capacity in four skills: assimilative, recreational, vocational, and critical
- In grades 1-3, students are introduced to great literature through readers and independent book reports
- In grades 4-6, students continue their study of great literature through readers and the Elementary Literature course plans
- Junior High students explore the world of literature through the Junior High Literature course plans
- In high school, the classics determine the scope of the literature program

Geography

- Begins with the mastery of map reading in elementary grades
- Continues through the twelfth grade integrated as an indispensable component of the history material being studied