



**Pharos
Academy**

A Christian, Classical, Hybrid Microschool

HANDBOOK

Updated 7-23-2026

Pharos Academy is a homeschool hybrid in Enola, Pennsylvania.

Our Vision: Preparing students to, “honor Christ the Lord as holy, always being prepared to make a defense for the hope that is within,” (1 Peter 3:15) while loving and impacting the world for God.

Our Mission: Partnering with parents to provide academic rigor and mentoring, while deepening students’ relationships with Christ, developing a Biblical world view, and pursuing goodness, truth, and beauty in a loving church environment. We do this by providing H.O.P.E.

Helping

Our

Parents

Educate

At Pharos Academy, students engage in vibrant classroom while parents take the lead in guiding their education at home. We stand alongside you, offering unwavering support in your home school journey. Together, we bring H.O.P.E.—Helping Our Parents Educate.

Pharos Academy instructors have a passion for their subject matter, a zeal for teaching, and a desire to transmit the love of Christ. They partner with parents by instructing students in a twice-weekly classroom setting while parents oversee student work through the week.

LEADERSHIP TEAM:

Jill L. Kilker – Director	jkilker@enolacog.com
Pastor George Jensen – Chaplain	gjensen@enolacog.com
Kathy Liddick – Office/Finance	kdliddick@msn.com
Cindy Marrow-Board Member	
Barry Wolfe-Board Member	
Joni Wolfe-Board Member	

PARTNERSHIP:

Instructors and Head of School in partnership with parents will enforce all Pharos Academy policies and academic and behavioral requirements in the Pharos Academy Handbook, Code of Conduct, and Statement of Faith. By parents and students reading the Pharos Academy Handbook, Code of Conduct, Homework Policy and Statement of Faith and signing the Registration Form, everyone agrees to the Pharos Academy requirements. Finally, it is important for students, parents, and instructors alike to realize that this is a unique partnership. All have come together for the common goal of educating enrolled children and preparing them for their future in Christ.

PAYMENT/REFUND POLICY

- The annual Registration Fee of \$25 per student per year. This is **non-refundable**.
- There is a \$100 Deposit, per student/per class, which holds your child's seat for the upcoming school year. This is **non-refundable**.
- Any Books/Supplies Fees and Editing/Evaluation Fees are due 2 weeks before the start of classes. (August 24)
- The Class Fees are due in quarterly payments. See schedule below. A \$50 per class late fee will be added for any class fee that is not paid by the due date.
 - 1st Quarter payment is due 2 weeks before the start of class. (August 24)
 - 2nd Quarter payment is due week 6 (October 12)
 - 3rd Quarter payment is due week 13 (December 7)
 - 4th Quarter payment is due week 19 (February 8)
- Students who withdraw from classes 1 weeks before the start of class, will receive a 100% refund of Class Fees, Books/Supplies Fees and Editing/Evaluations Fees.
- Students who withdraw after the start of classes (August 31) will receive a prorated refund of Class Fees.
- Study Hall fees of \$10 per study hall are due when requested and are **non-refundable**. Study Halls must be requested in advance 1 weeks before the start of each semester for the semester. Per the schedule below:
 - 1st Semester requests and payments are due by August 24.
 - 2nd Semester requests and payments are due by December 28.

FACILITY GUIDELINES

Pharos Academy is blessed to use the facilities at *Enola First Church of God*. We must show respect for the church's property.

1. Building - The utmost respect for the staff and grounds is expected. We are thankful for the use of the classrooms at Enola First Church of God. The church has ministry functions throughout the week and an active church office. The halls must be kept clear and quiet. Students and parents are expected to abide by the rules established by church leadership.

2. Eating-Students may eat in the designated areas ONLY. No student or parent is to consume food or drink anywhere in the building except in the designated area or parent lounge. Students must respect church property and strive to keep this area clean and spill-free by picking up after themselves.

3. Lunch - A lunch break is included in the schedule. However, due to the limited amount of time we have for lunch and the number of students, we request that you plan to bring a typical "brown bag" or personal cooler type lunch. We do not have permission for students to use the church's kitchen, refrigerator, microwave or supplies. Please be mindful when packing your student's lunch that it does not require heating and that they bring their own eating utensils. ALL STUDENTS are responsible for cleaning up their own mess.

4. Outside Area-Students are only allowed outside for lunch period if there is a Pharos Monitor. Students are responsible for throwing away their own trash and bringing in their lunch bags, water bottles, book bags etc.

SICK POLICY

For the well-being and health consideration of all, adults or children with a contagious illness should not attend class. It is our policy that a person must stay home with:

- Fever (24 hours free)
- Flu symptoms
- Nausea
- Persistent cough
- Strep Throat (24 hours on medication)
- Vomiting (24 hours free)
- Diarrhea
- Colored nasal discharge
- Pinkeye (24 hours on medication)
- Head lice

If a family has more than one child enrolled in Pharos Academy, and the other child/children are not showing symptoms, please use your best parental judgment before sending them to Pharos Academy.

DRESS CODE

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is, that which is good and acceptable and perfect.” ROMANS 12:1-2

We desire our dress to reflect our Christian faith and bring honor to God. Recognizing that different people have different standards of modesty, students and parents must proactively take a conservative approach that reasonably avoids offense to anyone. Modesty should always be the rule in the way we dress for school.

Students who arrive at Pharos Academy dressed inappropriately (in judgment of any Pharos Academy instructor or director) will be sent home or will be provided with appropriate clothing.

Please adhere to the following guidelines:

All Students:

1. Shoes must be worn at all times.
2. No hats may be worn in the building.
3. Hooded sweatshirts are to be off your head.
4. No pajamas (top and/or bottom)

In Young Men: Out of respect for your classmates and instructors, young men

May Not:

- Wear clothes or accessories that display messages or symbols that are profane, promote alcohol, drugs, weapons or sexual immodesty.
- Skulls & crossbones, skeletons, or anything from that style of dress is not permitted.
- Waistline of pants or shorts must be worn so that underwear is not visible at the waist.
- No ripped jeans.
- No sleeveless shirts or tanks.

In Young Women: Out of respect for your classmates and instructors, young ladies

May Not:

- Wear clothes or accessories that display messages or symbols that are profane, promote alcohol, drugs, weapons or sexual immodesty.
- Wear short shorts, dresses or skirts, (anything more than 2-3 inches above the knee is considered too short)
- Leggings/yoga pants can be worn with shirts that cover your bottom
- Pants with writing across the buttocks
- No tight shorts or revealing (including tight, see-through or lacy) blouses
- No bare midriffs
- No spaghetti straps or tank tops (straps must be at least 3 fingers in width) unless worn underneath a sleeved shirt or jacket AT ALL TIMES
- Skulls & crossbones, skeletons, or anything from that style of dress is not permitted.
- No ripped jeans

Parents, also please be aware of your own choice of clothing for Pharos Academy day. Even though some of these modes of dress may be acceptable for you. If you plan to leave your car and come onto the campus, we ask that you please adhere to the Pharos Academy Dress Code.

COMMITMENTS

Pharos Academy Head of School commit to:

- Seek to match available instructors and courses with the academic needs of students.

- Set criteria for instructors will include educational experience, mastery of material, ability to teach and personal integrity.
- Attempt to maximize learning by maintaining a class size between 5– 20 students per class depending on class structure.
- Serve as a liaison with our host facility.
- Provide an active website to inform Pharos Academy families of all pertinent information and announcements.
- Strive to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-20.

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector.” MATTHEW 18:15-20

Pharos Academy Instructors commit to:

- Provide a quality education in a Christian environment.
- Provide parents with course description, textbook list, class syllabus and schedules to specify expectations and assignments for each class.
- Strive to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-20.

Parents commit to:

- Join Pharos Academy by registering their family on the Pharos Academy website. At the time of registration, parents agree to pay an annual **non-refundable** Registration fee.
- Pay a \$100 **non-refundable** deposit, per class, to hold your child’s seat for the upcoming school year.
- Pay any remaining tuition to instructors by the deadline and purchase books and materials in a timely manner prior to the beginning of the first day of Pharos Academy. Students, unless previous arrangements/agreements have been made by parent and instructor, may not be able to attend class if there is a tuition balance.
- Review with their child and agree to abide by the policies set forth in the Pharos Academy Code of Conduct, Handbook, Homework Policy and Statement of Faith at the beginning of each year and as needed throughout the school year.
- Oversee their student’s Pharos Academy classes in order to provide their student with proper accountability to ensure that all assignments are completed on time with integrity. Parents are to ensure that their student is fully prepared to participate in class.

- Communicate in writing with Pharos Academy instructors regarding any changes or concerns about their student's assignments and homework.
- Make sure students arrive on time for classes.
- Pick up their student in a timely manner after classes or Study Hall.
- As such, parents must have daily access to WhatsApp. Pharos Academy depends on WhatsApp and our website to communicate.
- Strive to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-20.

Students commit to:

- Review and agree with your parent to abide by the policies set forth in this Handbook, Pharos Academy Code of Conduct, Homework Policy and Statement of Faith at the beginning of each year. Your parent's signature indicates you AND your parent's commitment.
- Abide by the Pharos Academy Dress Code & Code of Conduct.
- Come prepared for class.
- Complete assignments on time.
- Participate in class without being a distraction to the instructor or the other students in the class.
- Turn off cell phones unless instructed by the instructor. This includes text messaging, email, website games and phone calls.
- Be in their seats and prepared for class before the start of the class period. Students are expected to go to the restroom or get water during breaks between classes, Not during class unless approved by the instructor.
- Strive to handle all difficulties and conflicts with integrity and in a biblical manner, according to the guidelines of Matthew 18:15-20.
- Treat all Instructors, Head of School, students and Staff with respect and honor.

STUDY HALL

Study Hall is a supervised privilege where students are expected to work quietly and independently on studies or homework in the designated Study Hall area. Study Hall is not a time to socialize with friends. If the student needs to work with a friend for a group project, they need to ask for permission to do this from the Head of School. Use of electronic devices in Study Hall is permitted only with the approval of the Head of School.

Study Hall may be requested by the parent/guardian. To request Study Hall send an email, including the specific periods needed, to jkilker@enolacog.com. Pharos Academy Head of School will review each request and notify families of approval or decline.

Students approved for Study Hall will receive a Study Hall Acceptance Form which outlines Study Hall guidelines. Students are required to strictly follow all guidelines. Failure to do so

will result in the immediate removal of the student from Study Hall for the remainder of the Pharos Academy school year. Students and parents are required to sign and return the Study Hall Acceptance Form. Students not approved or removed from Study Hall will be required to be picked up by a parent or adult.

- The Study Hall fee is \$60 per student per Study Hall.
- This fee is **non-refundable** and needs to be paid in full prior to the student attending the first day of class.

CELL PHONE/ELECTRONIC DEVICE USE

Cellphone/Electronic device use is up to the discretion of each teacher and the Head of School. The use of a cellphone/electronic device within the classroom or Study Hall is for educational purposes only. If a student is using the cellphone/electronic device for non-educational purposes, the teacher will take it without warning and hold onto it until class is over. The teacher will then give the cellphone/electronic device to the Head of School. The Head of School will hold onto the cellphone/electronic device and release it back to the student when the parent comes in to pick up their student.

SIGN IN/SIGN OUT

Each student must sign in upon arrival. It is important that students remember to sign in/sign out so we can account for everyone at all times. When the student is done with his/her classes for the day, he or she must sign out before they leave campus.

If a student is of driving age and has permission from their parent to leave campus for lunch, the student must sign out and then sign back in when they return to campus for their next class. When a student signs out they must leave campus.

CONFLICT RESOLUTION

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established. And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector.” MATTHEW 18:15-20

Personality conflicts and misunderstandings can happen in any group. Using Matthew 18:15-20 as our Biblical example please follow these guidelines if you find yourself in the middle of a conflict with another member:

1. If you have been offended, do not talk to others about the conflict without first going directly to the other person or people involved.
2. With gentleness and humility, explain what has offended you. (1Corinthians4:21)

3. Seek resolution. Resolution is achieved when all parties involved reach mutual agreement, understanding and forgiveness.
4. If you do not believe resolution has been reached, go to the Head of School or teacher and explain your situation. We will assist you in every way possible to resolve the conflict.
5. Although every effort will be made to resolve conflict between individual families, the leadership of Pharos Academy reserves the right to terminate the membership of any family for any reason they see fit by majority vote without refund.

SCHOOL CANCELLATION POLICY

- All cancellation of classes would be communicated by WhatsApp and posted on the website and social media (Facebook).
- Classes would be cancelled if the ECOG building would be unavailable due to a church function or the building become unavailable due to other reasons such as no electricity/water/heat/AC or the parking lot not open.
- If the teacher would become ill or unavailable due to an emergency, class would be rescheduled or a substitute will be utilized.
- Weather cancellations would be determined by the Head of School who would be in communication with the teachers.
- All make-up classes would be decided by the teacher along with the Head of School.
- On-line options may be available at the discretion of the Head of School.
- Students are encouraged to not miss more than one class per semester.

PHAROS ACADEMY classes meet at:

Enola First Church of God

9 Sherwood Drive, Enola, PA 17025

For updates and additional information, see our website: www.pharos academy.net

PHAROS ACADEMY: HANDBOOK

STUDENT:

Sign Print Date

PARENT:

Sign Print Date