



## PARENT HANDBOOK

A Guide for Parents  
to the Operation of  
KOR Education School

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*The mission of the KOR Education School is to provide a core academic program, based on Christian values, which in partnership with parents empowers students to become self-directed, life-long learners.*

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## **Admission Policies**

### **ADMISSION**

KOR Education School reserves the right to deny admission to a student if his ability, behavior or emotional development indicates he could not be best served by our school program. Testing for readiness for a student's entrance grade might be required before acceptance.

Your student must be within the relevant age parameters to be enrolled in KOR. You will be required to submit a copy of the student's birth certificate to the Director.

For students to be admitted into Kindergarten, they must be five years old before September 1.

KOR Education School acknowledges the chronological age of a student is not the criteria to determine either readiness for school or grade placement. Teachers, in consultation with parents, will determine the best grade placement for each student. Our desire is the best situation emotionally and academically for each of our students. After consultation with parents, the School has the authority and responsibility to make final decisions concerning the readiness and grade placement of students.

All qualified students are admitted on a first-come, first-served basis. As the available opening in a grade begins to close, priority is accorded to siblings of current and former students, students recommended by families of current and former students and friends of the School, and overall needs of the various classes (including factors such as male/female ratios).

### **NONDISCRIMINATION STATEMENT**

KOR Education School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **WITHDRAWING A STUDENT**

If it becomes necessary for parents to withdraw their student during the school year, for any reason, written notification must be received one month in advance of the withdrawal date. The parents are responsible for paying the full tuition and fees for the academic year. Because the School's expenses are incurred on an annual basis, the School cannot release the parents from their financial obligation. Should the vacancy created by a family's withdrawal be filled during the school year, the Director may release the family of their remaining financial obligation subject to a review. Records will not be forwarded to another school until all financial obligations have been satisfied.

Parents may be asked to withdraw their student for reasons including, but not limited to, the following:

## A d m i s s i o n P o l i c i e s

- the student's conduct, attitude or lack of academic effort is detrimental to the academic goal of the school and well being of the other students, faculty or staff;
- the student's behavior demands more time and attention than is reasonable to expect from the school's faculty and administrators;
- the parents of the student show unwillingness to cooperate with the school's administration;
- the parents of the student show unwillingness to abide by the policies and procedures set forth in the parent handbook.

# **Educational Policies**

## **ASSESSMENT AND REPORTING STUDENT PROGRESS**

Our desire is for students to be motivated to learn by an interest and desire to know and understand. When motivation is needed, we believe the encouragement and discipline of parents and teachers are a strong catalyst. Therefore, we hope to build a foundation where students learn to work for the enjoyment of learning, not just to obtain a grade.

Teachers provide students with a variety of opportunities to demonstrate their learning achievements, and use various tools to evaluate a student's progress, including checklists, benchmarks, continuous observation, and examinations. In Proverbs 12:11 and other passages, we read of the importance of diligent effort in all tasks. Recognizing that differing gifts result in differing academic performance, it is our belief that diligent effort should be reported to parents along with academic performance and conduct.

Teachers provide parents with information about their student's progress and performance throughout the year. Twice a year parents are given an official report detailing their student's academic performance and progress, conduct, and effort. At the end of the school year, parents of K-8<sup>th</sup> grade students are also given a portfolio with representative samples of their student's work.

## **ATHLETICS**

Participation in athletics develops the student mentally, physically, socially, and spiritually and is a part of KOR's total educational program. All participants are expected to strive for Christ-like character, and the standards of conduct apply to practice sessions, home and away games, and any other times the student is representing the school. All students represent KOR at sporting events, whether they are on the field or in the stands. As such one's conduct needs to reflect Christian sportsmanship toward the officials and the opponent.

Eligibility is an important factor in the athletic program. KOR's desire is for students to do well in their studies; therefore, when grades seriously drop, the ineligibility system serves as a reminder to students to keep a healthy balance between school work and other activities. If a student is deemed ineligible, he may practice but will not participate in games.

## **CLASSROOM MATERIALS AND BOOKS**

A grade-level list of required supplies to be purchased or provided by students is posted on the website in July.

The school loans most textbooks to students. Loaned books are not to be written in. They should be covered and kept in good order.

Students will be able to borrow books from our library for daily reading. Families are asked to take an active role in helping to foster responsible and considerate borrowing habits in their students.

Lost books or those damaged beyond normal wear and tear must be paid for or replaced before the close of the school year.

### **Textbook Selection Philosophy**

Textbooks are not the primary source of instruction. We are constantly exploring and reviewing available texts for use in our classes. Our desire is to use the best available books in each subject area that are academically sound and morally acceptable.

We encourage parents to make suggestions to the teacher and administration regarding the need for change due to outmoded content of the old text, possible improvements in new texts, perceived need for change in content, or other appropriate reasons.

### **COMMUNITY SERVICE REQUIREMENTS AND DESCRIPTION**

As part of KOR Education School's commitment to encourage service leadership, community service hours are required for all students in grades nine through twelve. A minimum of 25 hours per year (June 1 – May 31) are required for graduation.

Community service forms are to be used to record and report service hours and can be printed from the SIS. A supervisor must validate submitted hours, and all valid service hours from June 1 – May 31 may count for that respective year's requirement. Service for a relative, for class credit, or for compensation may not be submitted as service hours.

### **DISCIPLINE**

School discipline issues are generally handled by the student, his peers, and the classroom teacher. Our aim in personal discipline, as in academic discipline, is to help our students understand their choices in behavior have consequences for which they will be held responsible.

We believe the responsibility for behavioral development rightfully belongs with parents. Parents need to assist the school in promoting and maintaining acceptable social and moral standards of conduct. We ask parents to show the wisdom to postpone drawing conclusions until the *full picture* of the discipline situation is presented. Jumping to premature conclusions and making inaccurate accusations usually results in unnecessary hurt to everyone involved.

All students should conduct themselves in an appropriate manner not only for external reasons but because it is right with God. (Proverbs 20:11 – “Even a student is known by his doings, whether his work be pure and whether it be right.”)

Each student at KOR is expected to behave in age-appropriate ways and:

- Act honestly.  
II Corinthians 8:21 – “Providing honorable things, not only in the sight of the Lord, but also in the sight of men.”
- Show respect.  
I Peter 2:17 – “Show proper respect to everyone.”  
Romans 12:10 – “Honor one another above yourselves.”
- Be polite.

Matthew 22:39 – “Love your neighbor as yourself.”

Ephesians 4:32 – “Be kind and compassionate to one another.”

Philippians 2:4 “Each of you should look not only to your own interests, but also to the interests of others.”

- Have a good attitude.

Philippians 2:2 – “Make my joy complete by being one in spirit and purpose.”

Philippians 2:5 – “Your attitude should be the same as that of Christ Jesus.”

- Listen to instructions and to grown-ups in charge; follow orders the first time.

James 1:19 – “My dear brothers, take note of this: everyone should be quick to listen, slow to speak, and slow to become angry.”

- Set a good example for others.

Matthew 5:16 – “In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.”

Philippians 2:13 – “For it is God who works in you to will and to act according to his good purposes.”

If appropriate behaviors cannot be settled within the classroom, parents will be called for a conference. Students with continual instances of unacceptable behavior may be placed on a behavioral probation for a designated length of time to allow repentance and restitution. The details of such probation will be clearly communicated to both parents and the student. Violation of such probation could result in student suspension or expulsion from the school.

### **Corporal Punishment**

The staff and administration of KOR Education School will not, under any circumstances, administer corporal punishment to a student. Also, the staff and administration of KOR Education School will not witness or support corporal punishment administered on KOR property or at a KOR activity. This practice is not intended to make a statement about the use of corporal punishment.

### **ENRICHMENT ACTIVITIES**

Parents are encouraged to provide their students with a variety of experiences outside of the school curriculum, such as fine arts, music, field trips, physical education/fitness, spiritual growth, and character education.

### **Enrichment Days**

On many Fridays throughout the school year, students in kindergarten through eighth grade have the opportunity to participate in enrichment activities. These activities may include art, music, drama, P.E., creativity, and innovation at school; as well as field trips and service projects organized by parents.



## **HOMEWORK GUIDELINES**

Homework is an integral part of the school program and has a powerful effect on learning. It provides students the opportunity to reinforce their skills, develop good work habits, and gain responsibility for their work. Students will have homework, varying in frequency and length of time, which will be appropriate to the level of the student. Reading should be done daily. Students are expected to complete all assigned work. (“We are to strive to do ‘all things with our whole heart’ as unto the Lord.” Colossians 3:23)

Teachers work closely with students to ensure the overall homework load remains reasonable and balanced. Nonetheless, individual students can sometimes experience periodic difficulties with the quantity and pace of assignments. Should this occur, talk with your student’s teacher right away or speak with the Director.

### **Parent Help with Homework**

We believe parent interest in and support of a student's homework is essential. However, we also want students to develop independent work habits and a sense of their own competence and responsibility. Generally, it is best when parents monitor their student’s progress carefully without actually *doing* the student’s homework for them.

Parent feedback to teachers can be especially helpful. Teachers need to know if a student is having difficulty in an area.

## **PARENT-TEACHER CONFERENCES**

Our teachers strive to keep parents informed on a timely basis of any difficulty a student may be experiencing and what progress there has been to overcome this difficulty. During the school year, teachers of kindergarten through sixth grade students will schedule conferences with parents to discuss their student’s progress. When possible, both parents are encouraged to attend, but only one is required to attend. Teachers and parents of seventh through twelfth grade students are encouraged to meet as needed to discuss student progress.

Our goal is to keep the lines of communication very open. Often small matters can be handled by sending a note to the teacher. Any time you desire a conference with a teacher, do not hesitate to make an appointment. You can contact the teacher directly or leave word with the Director. If a matter cannot be resolved with the teacher, the Director is available for further consideration of the issue.

## **PERMANENT RECORDS**

A cumulative record of each student's progress is kept by the school. Student records are kept primarily for legal documentation and in case of student transfer.

In the presence of school officials, a student’s school record is available to parents and to persons authorized by parents in writing.

## **Transfers**

All official records are exchanged between schools. The school does not release a student's records if the family has an outstanding balance. Please see the Director for further details.

## **PROMOTION AND RETENTION**

Our desire is to provide the best situation emotionally and academically for each of our students. At the end of the school year, teachers, in consultation with parents, will determine the best grade placement for each student including promotion or retention. After consultation with parents, the school has the responsibility and authority to make final decisions concerning the promotion and retention of students.

## **SCHOLASTIC PROBATION**

A student who either shows unsatisfactory progress or does not turn in assignments promptly could be placed on Scholastic Probation.

A student placed on Scholastic Probation will have a period of three weeks to show improvement by either bringing grades to satisfactory or getting all assignments turned in on time. Immediate attention must be given to correct the situation to bring the student to acceptable standards. Once the probationary period is over, the parent and the student will meet with the Director and the teacher to review the student's progress. If satisfactory progress has not been achieved, the student will be placed on an extended probation. A student put on scholastic probation more than once in a semester will be subject to dismissal.

# **Administrative Policies**

## **ACCIDENTS AND INJURIES**

Student safety is a priority of KOR Education School. In the event of an accident or injury involving a student, School personnel will provide prompt and appropriate assistance.

### **Accident and Injury Procedure**

- In the case of minor accidents involving injury, first aid will be administered by the teacher or designated staff person.
- In case of more serious injury, parents will be contacted immediately.
- In cases where neither parents nor alternate emergency contact on file can be contacted, and medical treatment is needed, the school will use physician and preferred hospital information on file, or use its best judgment, in contacting a physician or transporting the student to a hospital or emergency treatment facility.

### **Accuracy of Emergency Information**

It is vital that the information on your student's school emergency records be accurate and current. Please notify the school office of any changes in address, phone numbers (both home and work), doctors, preferred hospital or emergency treatment facility, or persons to call in an emergency. The school must also know who to contact in an emergency when parents are away.

### **Insurance**

KOR does not provide accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent.

## **DROP-OFF AND PICK-UP**

KOR's priority to student safety extends to drop-off and pick-up times as well. Students may arrive at school ten minutes prior to the start of their class and should report directly to their classrooms. Students should be picked up promptly when school is dismissed.

Parents who are late picking up their student will be assessed a late pick-up fee, or their student will be sent to study hall and billed accordingly.

If an early drop-off is needed, please contact Director.

If you anticipate your student will be arriving late or leaving early, please notify the teacher in advance. Students leaving campus during the school day *for any reason* need to check out with their teachers (Parkway) or sign out on the designated form (Weedon).

## **Drop-off and Pick-up Procedure**

### *Parkway Campus.*

- Students will be released to parents (or authorized individuals) outside between Building A and Building B.
- On rainy days,
  - students in the portable classrooms can be picked up at those buildings
  - students in the Building B classrooms can be picked up at the drive-thru on the west side of Building A.

### *Weedon Campus.*

- Students will walk to the pickup area to meet parents (or authorized individuals).
- Parents are welcome to form a “car line.” However, if students are not in the pickup area, parents should get out of the car line and either circle around the parking lot to the end of the car line or park until students have arrived.
- If the car line has reached the front gate area, it is *imperative* that subsequent parents drive into the parking lot and *park* until their children are ready to be picked up or until the car line is shorter.

## **Parent Authorization for Alternate Release Arrangements**

For your student’s protection, KOR will not release a student to someone other than a parent, unless written authorization is provided to the teacher. If the teacher has not received such authorization, KOR will attempt to call the parents to obtain an oral authorization. Student drivers will not be permitted to leave campus prior to the conclusion of the school day without written authorization. Student drivers who have permission to leave prior to the conclusion of the school day must still sign out on the designated form.

## **ATTENDANCE**

We ask parents to have their students in attendance on designated school days. It is vital for your student’s development to miss as few days as possible. Though we encourage families to spend education time together, it is difficult for our teachers to meet the educational objectives of our school without consistent attendance.

### **Attendance Procedure**

- Parents should notify the School as soon as possible if a student will be absent from school for reasons other than sickness.
- Teachers will make every effort to prepare assignments for students to complete during their absence but must have at least one week to gather materials for pre-arranged absences. A teacher is under no obligation to provide work for students who miss an excessive number of school days not due to an illness or emergency.
- Work missed due to pre-arranged absences will be due the day students return to school. Students who are absent due to illness will be allowed one day for every day absent to make up missed work.

Parents who have concerns regarding missed work or absences should confer with the teacher or Director.

Excessive absences or failure to promptly turn in work will result in review by the Director and could result in dismissal.

## **COMMUNICATIONS**

### **Parents as Guests**

KOR has an open door policy. All parents are welcome to visit and observe classrooms during school hours. We ask that you schedule a visit in advance to minimize the disruption to the classroom and to make sure that the class will be in the room when you visit.

### **Notices**

KOR will inform parents of the latest school developments and announcements through letters and e-mails from your student's teacher and the Director. It is important that you read these on the day they are sent home, since much information involving your student is communicated through these notices. All school notices will be sent to you through one or more of the following means: email, SIS, or homework folder. All notes to your student's teacher or Director should be placed in your student's homework folder, delivered to the office, or placed in the appropriate campus mailbox.

### **Changes in the Home**

Changes in the home can have a profound impact on your student's attitude, behavior, and performance at school. Please inform your student's teacher of major changes that might affect your student. Any unusual event or change in behavior at school will be reported to you by the teacher.

### **Conflict Resolution**

KOR strives to cultivate and maintain an environment of mutual respect. KOR teachers and administrators are expected to treat students and parents honorably and graciously, and encourages students and parents to reciprocate. In the event of a conflict, complaint, or grievance, KOR will follow the example for conflict resolution outlined in Matthew 18:15-16: *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 a brother.*

Experience has shown that repeatedly following this simple, yet straightforward, principle is not only the best way to resolve conflicts in a positive way, but can also preserve and improve personal relationships between everyone involved. Adhering to this Godly guideline also greatly reduces the spread of rumors and misinformation, which is often hurtful and leads to tearing down the good name of individuals and the School.

### **Conflict Resolution Procedure**

In accordance with Matthew 18, and consistent with KOR's aim to promote personal discipline, any complaints or grievances should be handled according to the following procedure:

1. The complaint should first be addressed with the individual(s) involved.
2. If an amenable resolution cannot be reached and the complaint is related to a student, it should be brought to the teacher of the individuals involved.
3. If an amenable resolution cannot be reached or the complaint is related to a teacher, it should be brought to the Director.

If the situation persists, the complaint should be put in writing and given to the Director in order for further attention to be given to the matter.

Addressing concerns in *any manner* other than what is outlined above will be considered cause for a student to be withdrawn by the School.

### **DRESS CODE AND GENERAL APPEARANCE**

Consistent with KOR's goal to provide a healthy learning environment for all students, students must dress appropriately and in a way that honors God, shows respect for themselves and others, and minimizes distractions for other students. Any appearance judged by the teacher to be distracting to the educational process will be prohibited. Parents are asked to support the school administration as the final authority in matters of appropriate dress.

#### **All students:**

- Students should wear clothes that are comfortable, age-appropriate, neat, and clean. Jeans, shorts, t-shirts, and skirts of appropriate length are permitted.
- Since students will normally be outdoors during daily recess, outerwear should be appropriate to the weather.
- Shoes must be suitable for daily recess. Shoes with wheels are prohibited. Safety and prevention of injury should be the primary concerns when choosing shoes.

#### **Fifth through twelfth grades:**

In addition to the above, students in fifth through twelfth grades must adhere to the following:

- Clothing must completely cover the midriff and undergarments, even when arms are raised or student is bending over.
- All shirts must have sleeves.
- Low-cut or sheer clothing is only permitted if the clothing worn underneath follows the dress code.
- Leggings, jeggings, and tights are not considered pants. They are only permitted if the clothing on top follows the dress code.
- All shorts and skirts must be within two inches (2") above the knee.
- No visible tattoos or piercings are permitted (except for ear piercings for girls).
- Only natural hair color is permitted.

Students violating the dress code will be issued school clothing to wear for the day, and parents will be notified. Clothing should be laundered and returned within 24 hours, or a fee will be imposed.

### **EXTREME WEATHER AND EMERGENCY SCHOOL CLOSINGS**

KOR follows the lead of College Station ISD in all weather-related and civil emergency school closings. As a general rule, if College Station ISD closes, KOR will also close. In the event of extreme weather which could create the need for a delayed start to the school day, the Director will make that decision *by 6:00 a.m.* on the day in question. This information will be provided to KOR families via the SIS, email from the Director, and KBTX (via their website and/or television scroll bar).

In the event KOR has an unscheduled closing, the Director will make every effort to notify parents. If the closing is during school hours, students whose parents cannot be reached will remain at school under careful supervision.

### **EMERGENCY DRILLS**

Emergency drills are held at various times during the school year. Instructions and directions for leaving each room and the building will be given at the beginning of each school year and will be posted in each room. Students are to leave the room in an orderly manner and proceed to the proper location without talking. Students should recognize the seriousness of such a drill and refrain from improper behavior.

### **HARASSMENT**

KOR Education School seeks to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student shall be subjected to advances or conduct, either verbal, visual, or physical, which is intimidating, hostile, offensive, or unwelcome. Such conduct by adults or students is deemed unacceptable behavior and will not be tolerated by the school.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### **Harassment Complaint Procedure:**

1. Complaints of harassment should be brought immediately to the Director who will conduct an investigation.
2. The individual who suffered the harassing conduct shall be informed of the corrective action taken.
3. Disciplinary action will be based upon the circumstances of the infraction.

## **HEALTH**

### **Immunizations**

A current copy of your student's immunization records should be submitted to the Registrar before the first day of school. You may obtain your student's immunization records from either your private physician or the local county health clinic where your student received the immunizations.

No record of immunization is required if the school is provided with one of the following documents:

- Statement signed by the student's physician in which it is stated that, in the physician's opinion, immunizations may be detrimental to the student's health.
- Signed statement claiming exclusion for reasons of conscience, including a religious belief.

### **Illness**

Chronic conditions should be brought to the attention of the Director and your student's teacher. In addition, emergency instructions are to be provided in writing.

To protect the health of all students:

- Parents should inform the Director immediately if their student contracts a communicable disease. Students should remain at home until they are no longer contagious.
- Students must be fever free for 24 hours before returning to school.
- Parents will be contacted to pick up their student if he/she becomes ill during school hours.

### **Medication**

KOR teachers will cooperate with the family and the physician in administering medication during school hours if the following requirements are met:

- The teacher receives a written request from the parents to administer the medication as prescribed.
- The medication must be in its original container and delivered to the teacher by an adult.

With the exception of asthma inhalers and EpiPens, all medication must be kept and administered by the teacher. A record of the medication, time given, and dosage will be recorded. In the event any side effects are noted, parents will be notified.

If necessary and agreed upon in advanced, a parent may come to school to administer medication.

### **Allergies and Asthma**

Parents of students with life-threatening allergies must provide the school with a written medical treatment protocol for their student, as well as any medication prescribed by the doctor.



If a student has life-threatening allergies, restrictions will be placed on the class accordingly. This does not guarantee that a student will never experience an allergy-related event at school. We believe, however, that these measures significantly decrease the risk to allergic students.

## **PERSONAL POSSESSIONS**

Students are responsible for any personal items brought to school. The school cannot assume responsibility for lost possessions. All books, clothing, equipment, and other personal items should be labeled clearly with the student's name before being brought to school.

The following items are not permitted at school:

- Toys (unless teacher permission is given)
- Trading cards
- Electronic devices (unless teacher permission is given).
- Weapons or knives of *any* kind (including toy guns, knives, swords, etc.) are *not* permitted on the premises.

## **Cell Phones**

KOR's goal is to keep students safe and engaged without distractions. Limiting phone use at school helps facilitate this goal and keep students focused. While students are on campus, cell phones must be *turned off* and *kept in their backpacks*. Cell phones found in the possession of a student without permission can be retrieved from administrative staff at the end of the school day. If a student is found a second time using a device without permission, parents will need to retrieve it.

## **Lockers, Automobile ... Etc.**

All books, clothing, and equipment should be labeled clearly with the student's name and grade before being brought to school. The school cannot assume responsibility for lost possessions.

Toys are appropriate only with teacher permission, and trading cards should be left at home.

Students should not bring valuables to school, including electronic equipment (such as CD players, cameras, I-pods, pads or phones, and "Game Boys").

Weapons, knives, and toy guns of any kind are not permitted on the premises.

## **Lockers**

Students at the lower school will be issued lockers or cubbies at the beginning of the school year. Students are expected to keep lockers neat and treat them properly. Decorations can be added to the *inside* of a locker (*no* decorations on the outside) but must be attached with magnets *only* (NO glue, stickers, paint or anything with an adhesive back is allowed). Locks are *not* permitted on the lockers. Cubbies need to be emptied of all trash and food items every Thursday. Students at the upper school bring personal crates to keep in the classroom and need to be kept tidy and off of the floors at the end of the each day.

### **Automobile Policy**

Automobiles are a privilege on campus, not a right, and this privilege can be revoked. Automobiles are off-limits after arrival at school. Students may not go to their vehicles to get books or any other items except in emergency situations and with staff permission. The speed limit on the school grounds is 10 mph. All student automobiles are subject to search.

### **Lost and Found**

All articles left on campus will be placed in the Lost and Found. The Lost and Found bin is located in the office at the Parkway Campus and in the teachers' room at the Weedon Campus. Students should report any loss to the appropriate staff. Encourage your student to check for lost items as soon as they are missed as unclaimed articles will be donated to a needy organization at the end of each six weeks.

### **Right to Search Policy**

The school reserves the right, at the sole discretion of the administration, to search at any time, with or without probable cause, all lockers, automobiles, backpacks, handbags, gym bags, and any other items which contain or may contain personal belongings, while on the school property, or off the property when at a sanctioned KOR school event.

### **ROOM PARENT**

Every class has one parent who helps the teacher facilitate communication among the members of their student's class and the school as a whole. These parents also help organize enrichment day activities, field trips, parties, and special projects.

### **SCHOOL HOURS**

School hours are Monday through Thursday:  
8:30 a.m. to 12:30 p.m. for kindergarten through fifth grades  
8:30 a.m. to 12:45 p.m. for sixth grade  
8:00 a.m. to 1:05 p.m. for seventh through twelfth grades

Friday classes are held intermittently for middle school and high school students from 8:00 a.m. to 11:55 a.m.

Students can arrive ten minutes before their first class begins. Since we operate on a shorter day schedule than most schools, it is imperative our students arrive on time, ready to learn. Late arrival may cause embarrassment to the student and inconvenience to the class. Punctuality is also encouraged to teach our students to be dependable and good stewards of their time.

### **SNACKS**

Parents may provide a healthy snack for their students. "Junk food," foods and drinks that might stain, and breakable containers should be avoided. Candy and gum are not permitted at school. Carbonated and caffeinated beverages, including energy drinks, are strongly discouraged.

## **STUDENT BIRTHDAYS**

If you wish to celebrate your student's birthday with his/her class, you are welcome to do so during snack time. Students with summer birthdays may select a date during the school year to celebrate their birthday. Please make arrangements with the teacher in advance. Parents may bring in a special treat to share with the students and teachers in the class (must meet snack and allergy guidelines).

We deeply care that student parties foster a sense of community and inclusion and do not leave some students feeling hurt and/or rejected. In light of this, if you are planning a birthday party for your student, please do not send invitations to school unless all the students in the class are invited.

## **STUDENT DIRECTORY**

Class rosters are provided to parents of students in K-8<sup>th</sup> grades in order to facilitate communication among families. High school rosters can be printed from the SIS. These rosters are not to be used for solicitation purposes of any kind and may not be shared outside of the school community.

## **TARDIES**

Students are considered tardy if they are not in their seat ready to learn at the start of their class.

Persistent tardiness is a matter of serious concern. When students are late for school, they miss learning time, and the setting of the tone and the context for the day. This has significant implications for learning readiness, as well as for the sense of belonging to the classroom community. The late student needs to have instructions, presentations, and explanations repeated and this hinders instructional efficiency.

### **Tardy Procedure**

- Each student will be allowed three tardies per semester.
- After the third tardy, a notice will be emailed or sent home.
- Each succeeding tardy will incur a \$5.00 fee per family.
- All homework due may be considered late and graded as such.

## **VIOLENCE**

KOR Education School seeks to provide a school environment free from all forms of violence. Violence will not be tolerated by the School. Any threat of violence, perceived or real, will be considered serious and be dealt with immediately by appropriate KOR personnel.

### **Violence Discipline Procedure**

In the event of a violent incident (threat or perceived), the following procedure will be followed.

1. The student(s) involved will be sent home immediately.
2. Director will discuss the matter with the student(s)' parents and gather statements.

3. Student(s) will be given the opportunity to demonstrate appropriate behavior in the future.
4. If a student continues to demonstrate violent behavior, further action will be taken by the School, up to and including permanent dismissal from KOR.

# Financial Policies

## LATE ENROLLMENT FEES AND TUITION

Students entering the school after the school year has begun will be charged according to the following schedule:

- Registration will be the same as the beginning of the school year, regardless of the date the student begins.
- Tuition will be prorated.

## TUITION PAYMENTS

KOR Education School is dependent on tuition income for its operating capital. Timely tuition payments ensure the school's ability to meet expenses.

KOR Education School offers four payment schedules.

- A single (1) tuition payment due on September 1.
- Two (2) tuition payments due on September 1 and January 1.
- Nine (9) tuition payments due the first day of each month, September through May.
- Twelve (12) tuition payments due the first day of each month, June through May.

Tuition and fee payments may be made by personal checks, money order, or cashier's check.

Since tuition payments are based on annual rates, the amount of each payment has no relationship to the number of days in each month.

If you have difficulty paying tuition or fees on time, please contact the Director.

## Late Charges

All payments received after the 10<sup>th</sup> of the month will be charged a \$20.00 late fee, unless prior arrangements have been made with the Director.

## Returned Checks

Check payments not honored by the bank are not considered payment.

Checks returned by your bank will be re-deposited, unless prior arrangements have been made with the Director. KOR reserves the right to assess a fee for any check that is returned, and to ask parents to make future school payments by money order or cashier's check.

## Financial Accounts

KOR reserves the right to refuse admittance to class, deny enrollment priority for the following year, and withhold release of transcripts for any student whose financial account is delinquent.

Unless prior arrangements for payment have been made with the Director, students whose financial accounts are delinquent may no longer be permitted to attend class and may lose enrollment priority for the following year. Final payment for the school year is due May 1, and must be received no later than May 31, or student records will not be released.

### **Sending Payments to School**

Payments should be sent to school in a sealed envelope with the following information on the outside of the envelope:

- Student's first and last name
- Purpose of the payment
- Teacher's name or grade.

The envelope can be given to the teacher or put in the appropriate box drops at either campus.

### **WITHDRAWAL**

If it becomes necessary for parents to withdraw their student during the school year, for any reason, written notification must be received one month in advance of the withdrawal date. The parents are responsible for paying the full tuition and fees for the academic year. Because the School's expenses are incurred on an annual basis, the School cannot release the parents from their financial obligation. Should the vacancy created by a family's withdrawal be filled during the school year, the Director may release the family of their remaining financial obligation subject to a review. Records will not be forwarded to another school until all financial obligations have been satisfied.