



PARENT HANDBOOK

A Guide for Parents
to the Operation of
KOR Education School

2011 - 2012

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.

Table of Contents

Admission Policies.....	1
Admission Policy	1
Nondiscrimination Statement.....	1
Withdrawing a Student	1
Educational Policies	3
Assessment and Reporting Student Progress	3
Classroom Materials and Books	3
Discipline	4
Enrichment Activities	5
Homework Guidelines	5
Parent-Teacher Conferences	5
Permanent Records	6
Promotion and Retention	6
Scholastic Probation.....	6
Administrative Policies.....	7
School Hours.....	7
Arrival and Pick Up Policy	7
Extreme Weather and Emergency School Closings	7
Attendance Policy	8
Tardy Policy.....	8
Dress Code and General Appearance	9
Personal Possessions.....	9
Snacks	9
Student Birthdays.....	10
Communications	10
Room Parent.....	11
Parents as Guests.....	11
Health Policy.....	11
Medication	12
Accidents and Injury Procedure.....	12
Harassment Policy	13
Student Directory	13
Financial Policies.....	14
Tuition Payments	14
Late Enrollment Fees and Tuition.....	15
Withdrawal Policy	15

Admission Policies

ADMISSION POLICY

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

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

For a student to be admitted into Kindergarten, we desire that he be 5 years old before September 1. Those, whose birthdays lie on or after September 1, must pass a readiness screening to be considered for enrollment.

KOR Education School acknowledges that the chronological age of a child 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

The 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 child 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 School 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.

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

Parents may be asked to withdraw their child for reasons including, but not limited to the following: the student's conduct and 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.

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 that 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 to just 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 child's progress and performance throughout the year. Twice a year parents are given a written report detailing their child's academic performance and progress, conduct, and effort. At the end of the school year, parents are also given a portfolio with representative samples of their child's work.

CLASSROOM MATERIALS AND BOOKS

A grade-level list of required supplies to be purchased or provided by students is included in each July's mailing.

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 children.

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.

DISCIPLINE

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

We believe that 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. Prov. 20:11 – “Even a child 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 Cor. 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.”
Rom. 12:10 – “Honor one another above yourselves.”
- Be polite.
Matt. 22:39 – “Love your neighbor as yourself.”
Eph.4:32 – “Be kind and compassionate to one another.”
Phil. 2:4 “Each of you should look not only to your own interests, but also to the interests of others.”
- Have a good attitude.
Phil. 2:2 – “Make my joy complete by being one in spirit and purpose.”
Phil. 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.
Matt. 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.”
Phil. 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.

ENRICHMENT ACTIVITIES

Parents are encouraged to provide their children 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 Day

On many Fridays throughout the school year, students have the opportunity to participate in enrichment activities, including art, music, drama, and P.E. 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 children 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. Col. 3:23 – We are to strive to do “all things with our whole heart as unto the Lord”.

Teachers work closely with students to ensure that 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 child’s teacher right away or speak with the School Director.

Parent Help with Homework

We believe that parent interest in and support of a child's homework is essential. However, we also want children to develop independent work habits and a sense of their own competence and responsibility. Generally, it is best when parents monitor their child's progress carefully without actually "doing" the child's homework for him/her.

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 child may be experiencing and what progress there has been to overcome this difficulty. During the school year, teachers will schedule conferences with you to discuss your child’s progress. When possible, both parents are encouraged to attend, but only one is required.

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 School Director. If a matter cannot be resolved with the teacher, the School 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 outstanding balances remaining. Please see the School Director for further detail.

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 3 weeks to show improvement in 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

SCHOOL HOURS

The school hours are Monday through Thursday 8:30 a.m. to 12:30 p.m. for K – 5th grade; and 8:15 a.m. to 12:45 p.m. for 6th and 7th grade, and 8 a.m. to 1:00 p.m. for 8th and up. *We ask that students arrive at least ten minutes before their class begins.* Since we operate on a shorter day schedule than most schools, it is imperative that our children 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 children to be dependable and good stewards of their time.

ARRIVAL AND PICK UP POLICY

Please do not drop off your child before 8:00 a.m., because adequate supervision is not available. All students should report directly to their classroom ten minutes prior to the start of their class. Students arriving more than ten minutes early should report to the *Early Room (building B, spanish room)*.

Students should be picked up promptly. Please wait outside; your child will be brought to you. Parents, who are regularly late picking up their child, will be assessed a late pick up fee.

If an early drop off is needed, or a late pick up is anticipated, please contact the School Director. This should only be in emergencies.

Please notify the teacher in advance if you anticipate that your child will be picked up early or arriving late.

Parent Authorization for Alternate Release Arrangements

For your child'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.

Enrichment Days Arrival

Students participating in enrichment day activities on school premises should be escorted to the classroom by the parent or caregiver. All students must be signed IN; no exceptions.

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. Before 8:00 a.m., you may also call the School Director at home (764-4054). After 8:00 a.m., please phone the school at 777-1213.

In the event that KOR has an unscheduled closing, the School 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.

ATTENDANCE POLICY

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

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

We ask parents to notify their child's teacher, as soon as possible, if he/she will be absent from school. Teachers will make every effort to prepare assignments for your child to complete during his/her absence. Please allow the teacher 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.

It is important for the child to promptly turn in missed work. When a child is absent due to illness, he/she will be allowed one day for every day missed to make up the work. Work missed due to pre-arranged absences will be due on the day of return.

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

TARDY POLICY

Students are considered tardy if they are not in their classroom at the start of their class.

Persistent tardiness is a matter of serious concern. When children 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.

Our school policy on tardiness is as follows:

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

Tardies are excused if the teacher or director is notified at least one day prior to a tardy or in the event of extreme circumstances.

DRESS CODE AND GENERAL APPEARANCE

Students should wear clothes that are comfortable, age-appropriate, neat, and clean. Jeans, shorts, t-shirts, and skirts of appropriate length are permitted.

Outerwear should be appropriate to the weather. Students will normally be outdoors during daily recess and should dress accordingly.

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.

Any appearance that is 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.

Fifth grade and up:

In addition to the above, students in fifth grade and above must adhere to the following:

1. Clothing may not expose the midriff or undergarments at any time.
2. No sleeveless, low-cut, or sheer clothing permitted, unless the clothing underneath follows the dress code.
3. All shorts and skirts must be no more than 2” above the knee.

Students violating the dress code will be sent home or issued school clothing to wear for the day. Clothing should be returned laundered or imposed a fee.

PERSONAL POSSESSIONS

All books, clothing and equipment should be labeled clearly with the student's name 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, cell phones, and “Game Boys”).

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

SNACKS

During the course of the school day, your child may get hungry. Accordingly, we ask each family to supply snacks for their child. **Candy, gum, and carbonated or caffeinated beverages** (including energy drinks) are not permitted at school. Please avoid "junk food", foods and drinks that might stain, and breakable containers.

STUDENT BIRTHDAYS

If you wish to celebrate your child's birthday with his/her class, you are welcome to do so. Children 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 of food (must meet snack guidelines regarding peanuts) to share with the children and teachers in the class. Gifts are not to be given at school birthday parties.

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 child, please do not send invitations to school unless all the children in the class are invited.

COMMUNICATIONS

Problems, conflicts, criticisms, or suggestions should be first taken up with the individual it directly concerns. This procedure is in direct accordance with 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. But if he will not hear you, take with you one or two more....”

Experience has shown repeatedly that following this simple, yet straightforward, principle to resolve conflicts is not only the best way to resolve problems 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.

Notices

KOR will inform parents of the latest school developments and announcements through letters and e-mails from your child's teacher and the School Director. It is important that you read these on the day there are sent home, since much information involving your child is communicated through these notices. All school notices will be sent to you in your child's homework folder. Please check this folder daily.

All notes to your child's teacher or School Director should be placed in your child's homework folder. Please label any envelopes with name and contents.

Changes in the Home

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

ROOM PARENT

Every class has one parent who helps facilitate communication among the members of their child's class and the school as a whole. The Room Parent keeps things running smoothly by being the main communicator to the parents. These parents also help organize enrichment day activities, field trips, parties, and special projects.

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.

HEALTH POLICY

Immunization

Please submit a current copy of your child's immunization records to the school before your child begins the first day of school. You may obtain your child's immunization records from either your private physician or the local county health clinic where your child received the immunizations.

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

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

Illness

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

To protect the health of all students:

- Parents should inform the School Director immediately if their child 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 child 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:

1. The teacher receives a written request from the parents to administer the medication as prescribed.
2. 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 children with life-threatening allergies must provide the school with a written medical treatment protocol for their child, 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 children.

ACCIDENTS AND INJURY PROCEDURE

1. In the case of minor accidents involving injury, first aid will be administered by the teacher or School Director.
2. In case of more serious injury, parents will be contacted immediately.
3. 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 child to a hospital or emergency treatment facility.

Accuracy of Emergency Information

It is vital that the information on your child'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.

HARASSMENT POLICY

It is the policy of the KOR Education School 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.

STUDENT DIRECTORY

Class rosters are provided to parents in order to facilitate communication among families. These rosters are not to be used for solicitation purposes of any kind and may not be shared outside of the school community.

Financial Policies

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.

The 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 School Director.

Late Charges

All payments received after the 10th of the month will be charged a \$20.00 late fee, unless prior arrangements have been made with the School 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 School Director. KOR reserves the right to charge a \$20.00 fee for each time a check is returned, and to ask parents to make school payments by money order or cashiers check only.

Delinquent 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 School Director, students whose financial account 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: 1. Child's first and last name, 2. Purpose of the payment, and 3. Teacher's name or grade.

LATE ENROLLMENT FEES AND TUITION

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

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

WITHDRAWAL POLICY

If it becomes necessary for parents to withdraw their child 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 School 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.