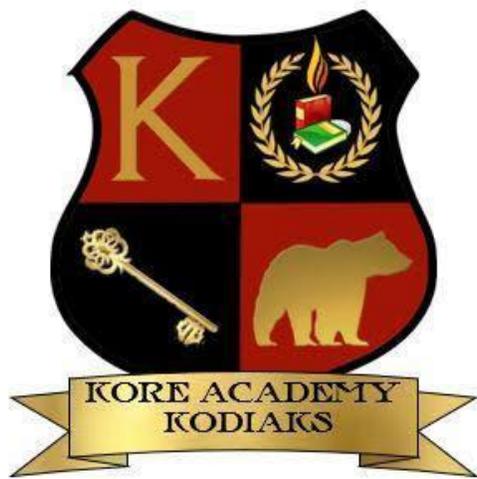


KORE Academy



Parent Handbook

KORE Academy admits students regardless of race, color, or national or ethnic origin.

Revised July 2020

Dear Parents:

Welcome and thank you for choosing KORE Academy! The following handbook has been prepared for your use throughout the coming school year. Please review it as a family and keep it in a handy place, referring to it periodically as you have questions. Contained within is information about our school: its philosophy, mission, & vision; financial details; health and safety protocols; curricula & assessment tools; attendance policies; standards for behavior; and parent communication tools, among other information. All our policies serve the purpose of creating and maintaining an orderly school environment in which your child can feel safe and learn to his/her potential.

Our goal is that this will be a year of growth for your child: academically, socially, & emotionally. We hope he/she will find friends here, feel supported and encouraged, and continue the process of reaching his or her individual potential. You are a vital part of making that happen, and we are here to support and encourage you as you navigate your child's educational journey.

I want to encourage you to become involved in the life of KORE Academy. We are a small school with a big mission. We need your support to continue the success of our school and create an optimal learning environment for your child. Please consider volunteering in some fashion. Many opportunities are available to you: Board committee work for fundraising, marketing, grant writing, special projects and events such as KORE Gives Back Day, prom, guest speaker, chaperoning a field trip and helping with classroom activities, and many more. All of us working together make KORE Academy the very best that it can be.

Finally, we are ever grateful for the generosity of Porter Memorial Baptist Church. Please take the time to let the staff here at Porter know how much you appreciate them. They are very generous in sharing their facilities with us throughout the year.

It's a privilege to serve you and your family!

Sincerely,

Vicki Crowe

Vicki Crowe, Executive Director

KORE ACADEMY
1400 Nicholasville Rd.
Lexington, KY
Office Phone: (859)971-7129
Office Email: koreacademyoffice@koreacademy.org

TABLE OF CONTENTS

I.	GOVERNANCE	Pages 4-5
	a. Board of Directors	
	b. Volunteers	
	c. Mission Statement	
	d. Vision Statement	
	e. Philosophy	
	f. Accreditation	
	g. Certification	
	h. Equal Opportunity	
II.	TUITION	Pages 7-9
	a. Payment Options	
	b. Smart Tuition	
	c. committees	
	d. Multi-child Discount	
	e. Volunteer Discount	
	f. Tuition Assistance	
	g. Emergency Tuition	
	h. Delinquent Account	
	i. Fees Associated With Outside Services	
	j. Withdrawal Protocol	
III.	PROCEDURES	Pages 10-11
	a. Morning Arrival	
	b. Afternoon Dismissal	
	c. Absences	
	d. Early Dismissal	
	e. Illness	
	f. Inclement Weather	
IV.	COMMUNICATION	Page 12
	a. Methods of Communication	
	b. Progress Reports and Conferences	

V. SAFETY

Pages 13-16

- a. Campus Safety
- b. Traffic Safety
- c. Supervision of Students on Grounds
- d. Reporting Child Abuse
- e. Reporting School Related Accidents
- f. Search and Seizure
- g. Releasing Students to Police Custody
- h. Background Checks
- i. Threatening, Taunting, Bullying, and Social Behavior Policy
- j. Alcohol/Drug/Tobacco Policy
- k. Possession of Dangerous Articles
- l. Duty to Report Certain Conduct
- m. Harassment Policy
- n. Disaster Drills
- o. Emergency Management Plan

VI. PERSONAL AND SOCIAL GROWTH

Pages 17-25

- a. Student Code of Conduct
- b. Discipline
- c. Technology
- d. Cell Phones/Electronics/Toys
- e. Probation or Dismissal from KORE Academy
- f. Dress Code
- g. Lunch
- h. Recreational Fitness
- i. Middle and High School Lockers
- j. Homework
- k. Grading System
- l. Psychoeducational Evaluations
- m. Coordination of Services
- n. Vocational Rehabilitation Services
- o. Assessment
- p. ACT

VII. HEALTH

Pages 25-31

- a. Sharing of Information
- b. Food Allergies
- c. Head Lice
- d. Immunizations
- e. Illness
- f. Administering Medication
- g. Smoking Policy

GOVERNANCE

KORE ACADEMY BOARD OF DIRECTORS

Matt Powell-President
Andrea Leslie- Vice President
Debbie Masters-Treasurer
Jonathan Keefe-Secretary
Vicki Crowe-Executive Director, Ex Officio
Rizwan Ali-Member at Large
Bonnie Watkins-Member
Jamie Cheak-Member

SCHOOL ADMINISTRATION

Vicki Crowe-Executive Director
Amanda Shepherd-Elementary Director of Instruction
Andi Gutteridge-Middle School Director of Instruction
Libby Lloyd-High School Director of Instruction

ADMINISTRATIVE STRUCTURE:

To ensure that our student's educational, social and emotional needs are met and that parents have full access to clear and timely communication. The Board has implemented the following structure:

- The Executive Director will oversee the financial and administrative management of the school.
- KORE also has a Director of Instruction (DOI) at each grade level to manage and ensure each student has an appropriate plan of instruction and curriculum to meet their individual needs.
- The grade level teacher is the first contact for parents in regard to their child's education program, communication and discipline.
- The grade level DOI is the first line administrator when a parent has questions about the overall grade level program or has an issue that was not able to be resolved through working with the child's teacher.
- The grade level DOI's will also be providing academic and social interventions/instruction as well as supervision during lunch and recreation periods each day.

VOLUNTEERS

KORE Academy is an independent, not-for-profit school. We receive no city, state, or federal funding. Our tuition does not cover the total cost of educating a child at KORE. KORE Academy was built on parental support and active participation. For it to continue to thrive in the capacity that it does and look toward the future, it is imperative that the school continue to receive this support and participation from its current parents. KORE staff and parents work together to form the following committees. Other volunteer opportunities might include: classroom tutor, field trip driver and chaperone, fundraising, assisting with monitoring lunch, teacher appreciation. All KORE Academy volunteers are required to undergo a background check. To order your background check, please visit the following website:

http://www.coeusglobal.com/council_ky_kore.html. Select the volunteer option that includes payment by KORE Academy for your background check.

LEADERSHIP COMMITTEE

KORE's Leadership Committee is chaired by a board member and composed of all the school directors, one teacher, and two parents. The role of the committee is to oversee human resources, curriculum and instruction, school events, school calendar, succession planning, and strategic planning.

FISCAL MANAGEMENT COMMITTEE

KORE's Fiscal Management Committee is composed of the Treasurer and two other board members. The role of this committee is to set an annual budget, pay taxes, implement risk management, run the audit, and provide an annual report.

COMMUNITY RELATIONS COMMITTEE

KORE's Community Relations Committee is chaired by a board member and composed of an assistant director and two parents. This committee provides website management, seeks and develops advertisements and promotions, and organizes parent information sessions.

DEVELOPMENT COMMITTEE

KORE's Development Committee is chaired by an executive board member and composed of a board member, a school director, a teacher or assistant director and three parents. This committee writes grant proposals, organizes fundraising events and seeks corporate sponsorships.

MISSION STATEMENT

KORE Academy exists to help students who face challenges in the traditional classroom due to various learning differences, including, but not limited to, learning disabilities, ADHD, processing disorders and high functioning autism.

VISION STATEMENT

Our vision is that KORE Academy will be recognized as a nurturing and educationally rich environment for students with unique learning styles and that our students become known for being life-long learners and resilient, successful individuals.

PHILOSOPHY

Every student deserves a safe environment in which to learn. Multi-sensory teaching addresses differences in student's learning styles. Expectations are individualized; in order to be fair, students must be treated differently.

ACCREDITATION

KORE Academy is accredited by AdvancED/Southern Association of Colleges and Schools.

CERTIFICATION

KORE Academy is certified by the state of Kentucky.

EQUAL OPPORTUNITY

KORE Academy does not discriminate based on gender, race, color, religion, nationality or ethnic origin in administration of its policies and programs.

TUITION

Tuition Structure: Kore Academy has a 5 year all inclusive tuition plan. The tuition would include all base tuition and fees including technology, Monday and Friday lunches, school uniforms, field trips, and other instructional fees. This program will begin for the school year 2021-2022.

KORE Academy tuition and payment information for the school year 2020-2021 is as follows:

TUITION PAYMENT OPTIONS

1. The deposit with the enrollment contract; the tuition balance paid in a single payment due July 1. Note: Single payments are paid directly to KORE and do not go through Smart Tuition.
2. The deposit with the enrollment contract; 10 monthly payments beginning August 1. Monthly payments are made via Smart Tuition.
3. The deposit with the enrollment contract; 12 monthly payments beginning June 1.

SMART TUITION

All monthly payments are made directly to Smart Tuition via a debit to a bank account that you designate, via online banking, a paper check, or a credit/debit card. Monthly payments can be made either on the 1st or the 15th of the month. There is a \$50 fee for this service payable to Smart Tuition. The fee is automatically drafted by Smart Tuition with your first monthly payment. To set up or access your Smart Tuition account visit www.smarttuition.com. Our school code is 12061. If you have any questions regarding your account activity or need assistance, contact the Smart Parent Help Center at 1-888-868-8828. The Parent Help Center is open 24 hours a day, 7 days a week, 365 days a year.

MULTI-CHILD DISCOUNT

There is a 10% discount for families with more than one child. The first child pays the annual tuition amount less the credited \$250 deposit. Each subsequent student would receive 10% off the balance of the tuition less the credited \$250 deposit. ALL students pay the \$250 deposit. The deposit is non-refundable.

VOLUNTEER DISCOUNT

This program would remove up to 10% of the base tuition if parents qualify for a volunteer position and complete the required volunteer hours at KORE. Positions would be for development, teacher assistants,

fundraising/ event personnel, and any other the board or school director deems necessary to enrich student learning.

TUITION ASSISTANCE

KORE Academy has allocated a limited amount of funds for financial aid to those families who demonstrate financial need. The amount of this assistance will be based on need as well as availability of funds. This tuition assistance is not a loan and repayment is not required.

How to Apply:

KORE ACADEMY partners with FACTS Grant & Aid Analysis to assist us in making decisions about awarding tuition assistance each school year. All families seeking assistance with paying tuition must apply through FACTS Grant & Aid Analysis. Please go to <http://www.koreacademy.org> and click on *Admissions/Tuition and Financial Aid* for information on how to apply through FACTS. You can also go directly to <https://online.factsmgmt.com/signin/4JQY6>. If you have questions or concerns about the FACTS application process, you may speak with a FACTS Customer Care Representative at 1-866-441-4637.

Families must reapply for aid each year.

Application Deadline: March 31

Tuition Assistance Eligibility: Consideration for available financial aid will be given first to applications from current families who have submitted their students' re-enrollment documentation and fees.

In early June, if funds remain, the committee will consider completed financial aid applications from students who have been admitted to and submitted enrollment documentation and fees to KORE Academy for the fall.

Tuition Assistance Decisions: Financial aid recommendations will be provided to KORE by FACTS Grant & Aid Analysis. However, all final decisions will be made by the committee. This Committee is made up of current KORE Academy board members There are no current parents on this committee to protect confidentiality.

Tuition Assistance Decision Date: April 30

Financial information submitted in support of tuition assistance applications is held in confidence.

EMERGENCY TUITION ASSISTANCE

Thanks to the generosity of our current parents as well as former parents and students, KORE Academy has been able to establish a modest emergency fund for families who encounter unforeseeable financial reversals after enrolling at KORE Academy. This fund has been designed to assist only those families who are unable to meet their KORE Academy tuition obligation due to a job loss, medical emergency, or other personal hardship. These grants are intended to be short-term for emergency situations only. To apply for Emergency Tuition Assistance please send an email to Debbie Masters at debbie.masters@oldcastle.com detailing your reasons for requesting emergency funds.

DELINQUENT ACCOUNT

An account overdue 30 days will be charged a \$25 late fee. An account overdue 90 days will be turned over to a collections agency and the student will be dismissed from the school. School records, such as transcripts and report cards, will be held until the account is in good standing. If a student has been dismissed or denied readmission for payment delinquency, that student is not guaranteed readmission to the school after the

account is in good standing. Readmission will be determined on an individual basis by the school director and board of directors.

FEES ASSOCIATED WITH OUTSIDE SERVICES

KORE students may participate in off campus activities and courses such as: dual credit college classes, community service, work experience, independent study, or outside therapies. In most cases these outside activities are held off campus and students remain at KORE for a half day. If your child needs or chooses this type of schedule request, full tuition continues to be required, because the student is still taking an enrollment spot at KORE. In addition, all costs (tuition, fees, etc..) related to the course and transportation to the course is the responsibility of the parent(s). KORE will work with the institution to complete needed paperwork, share information and provide records. KORE will accept credit toward graduation requirements from outside courses approved through the agreement between the institution and KORE.

WITHDRAWAL PROTOCOL

In the unlikely event that either party (KORE or student) must terminate enrollment during the school year the following withdrawal procedure shall be followed:

1. Conference with Director
2. Written Notification of Desire to Withdraw, including effective date
3. Director Accepts Notification
4. Director Makes Appropriate Notification to Staff and Students/Families
5. Tuition Is Required According to the Terms and Conditions of the Enrollment Contract

NOTE: In the event that the student terminates enrollment without following the withdrawal protocol, KORE Academy reserves the right to collect the remainder of the year's tuition. The same guidelines could apply for a delinquent account as noted above. If this were to occur a decision would be made by the Board.

PROCEDURES

REFER TO 2021-22 COVID PROTOCOL UNTIL FURTHER NOTICE

MORNING ARRIVAL

- Students are to enter through the columned porch doors facing Nicholasville Rd.
- Students should remain in their cars until a KORE staff member opens the doors at 7:55 am
- These doors will remain open until 8:30 am
- If you arrive after 8:30 you will need to park in the back and enter through the glass doors by the church office. Press the intercom and check in with the church secretary and let them know you are with KORE. Proceed straight down the hallway crossing over the carpet and down the stairs. The KORE office is through the door at the bottom of the stairs.
- Elementary & Middle school students must be signed in if arriving after 8:30 in the school office.
- High School students may sign themselves in if the parent has called and let the office know the high schooler has been dropped off. This privilege may be revoked if the student does not come directly to the school office.
- **Please do not call the church office or ring in before or after school. This office does not open until 8:30 am and closes at 4:30. pm.**

- **Security for our students and staff, as well as other groups utilizing the church property, is important! Doors should never be propped open for any reason.**
- Student drivers should park in the Welcome Center parking lot and follow morning arrival procedures.

AFTERNOON DISMISSAL

- School days end at 3:30.
- Student numbers should be posted in a visible area in the car. Elementary & Middle school students should have numbers posted on the passenger side. And High School students should have them posted on the driver side. It is important that students learn their numbers. This procedure needs to be known to anyone picking up your student.
- Elementary students (grades 1-5) exit at the white awning doors facing Toronto.
- Middle & High School Students (grades 6-12) will exit at the same columned porch doors facing Nicholasville Rd. as done at morning arrival.
- Middle school parents should be the first cars in the dismissal line and pull forward past the last large column. High school parents should form a second line across the parking lot to allow parents of middle school students to line up first.
- For safety reasons, students will not be allowed to cross traffic in the front parking lot.
- If you arrive after 3:30, you will need to park in the back and enter through the glass doors by the church office. Press the intercom and check in with the church secretary and let them know you are with KORE. Proceed straight down the hallway crossing over the carpet and down the stairs. The KORE office is through the door at the bottom of the stairs.
- For your student's safety **KORE must be notified prior to dismissal of any changes in pickup arrangements**, including pickup persons. Notify your child's homeroom teacher in writing or email before the school day. If necessary you may notify the KORE office during the school day via phone.
- **There will be a \$25 per 15 minute fee charged via Smart Tuition for pickup after 3:30.**

ABSENCES

- Regular attendance is expected unless due to an illness, death in the family, or family emergency.
- Please notify (call, email or leave a voice message) the office by 8:30 a.m. if your child is going to be absent.
- As much as possible, please try to plan appointments, vacations, etc. to take place outside of school hours.
- In the case of an extended medical absence, the director will work with the family to continue the student's educational progress.
- More than 20 day absences will be brought before the board and a decision will be made if the student should withdraw from KORE.

EARLY DISMISSAL

- Students departing prior to regular dismissal must be signed out by an authorized adult.
- The sign-out log is located at the reception desk in the KORE Academy office.
- Only adults who have been previously designated as "authorized" may pick up students prior to dismissal.

- High school students may sign themselves out and meet parents at the front entrance for pick up, if parents call the office and let us know you are upstairs. This privilege may be revoked if the student does not come directly to the school office.

ILLNESS

- **Please do not bring your child to school if they have: a fever of 100.4° F or higher, chills, nausea, diarrhea, conjunctivitis, head lice or a skin rash.**
- Children who have conjunctivitis (Pinkeye), or a strep infection, must remain at home for 24 hours after treatment begins.
- If your child has been sent home from school due to head lice, a doctor's note is required to return to school.
- If conjunctivitis or head lice is suspected, or if your child becomes ill with any of the above symptoms during the school day, **parents will be contacted to pick up their child from school as soon as possible.**

INCLEMENT WEATHER

- The decision to call school off will always be made with considerations of all our student's and staff well-being. KORE Academy will post weather related decisions on channels 18, 27, & 36, and will send out an email to all families.
- If inclement weather arises during the school day and students will be dismissed early, we will send out an email announcement, *Remind 101* messages and post a message on our Facebook page.
- We will begin contacting parents of students who have not been picked up via phone at 10 minutes past the determined dismissal time. **There will be a \$25 per 15 minute fee charged for pickups after 60 minutes of early dismissal time.**

COMMUNICATION

EMAIL: Primary Mode of Communication

Questions, concerns, feedback and suggestions are important to us and we want to respond as quickly as possible. It will be used by KORE's director and teachers to communicate with individual parents or with the entire student body. Please check your email at least once a day to be informed of school activities. Teachers will likely get back to you by 5:00 p.m.

KORE OFFICE 859-971-7129: If there is a pressing issue or emergency, please feel free to contact the school.

WEEKEND UPDATE: Upcoming events, important dates and hot lunches will be emailed to all parents each weekend

WEBSITE AND SOCIAL MEDIA: www.koreacademy.org, www.facebook.com/koreacademy

It is imperative that your contact information is current in the KORE Academy Office. If there is a change of address, phone number, email address, or other important information, please notify the school office immediately.

PROGRESS REPORTS AND CONFERENCES

Parent-Teacher conferences will be scheduled in the fall and in the spring for all students. Conferences may also be scheduled at any time by either the teacher or the parent to address areas of concern.

Progress reports for students in 6th-12th grade are available via our student information system, <https://kore.cloud.opensis.com/>, at any time.

Report cards are issued every 9 weeks and are to be signed by parents and returned to homeroom teachers the next day.

SAFETY

CAMPUS SECURITY

KORE Academy is located in the basement of Porter Memorial Baptist Church. Porter has a computerized, security access system. The church is locked and secured during the school day. A KORE Academy staff member will open the doors on the church porch facing Nicholasville Road each school day at 8 a.m. After 8:30 a.m., if you wish to enter the building, you **MUST** enter through the Porter Memorial Baptist Church office doors (facing the Toronto Road side). All visitors must check-in at the KORE Academy office in the basement.

TRAFFIC SAFETY

Because of our location at Porter Memorial Baptist Church, there is quite a bit of pedestrian and vehicle traffic in the parking lots and surrounding the building. In addition to KORE Academy, Porter also houses a daily preschool program, Mothers of Preschoolers weekly program, and numerous other Porter member gatherings throughout the year. Please drive slowly and cautiously. Please adhere to the morning traffic pattern and do not enter the drop off/pick-up lane going the “wrong” way. Circle the front loop and pull up with the passenger door on the right side closest to the columns.

SUPERVISION OF STUDENTS ON GROUNDS

Monday through Friday, between the hours of 8:00 a.m. and 3:30 p.m., and during official KORE Academy-sponsored, extracurricular activities, KORE Academy students are under the supervision of school personnel and are expected to adhere to all school rules and to respond appropriately to correction and/or redirection.

REPORTING CHILD ABUSE

State Law (KRS620.030(2)) requires school teachers and school officials who **suspect** the physical, emotional or sexual abuse or neglect of a child to report their suspicion to Child Protective Services. KORE Academy teachers and officials will immediately report any suspicions of abuse or neglect to the proper agency for investigation. School officials must permit agents from Child Protective Services to interview a child at school, if requested. **School officials are not required to notify parents/guardians that a child is being interviewed by CPS.** A school official may remain with the child during the interview, if requested by the child and allowed by CPS.

REPORTING SCHOOL RELATED ACCIDENTS

Any significant (requiring more than minor first aid) accident occurring at school will be documented on the appropriate accident form. The parent/guardian or emergency contact person will be notified as soon as possible.

SEARCH AND SEIZURE

School directors have the right to search any and all of a student's personal items (jacket, purse, book bag, etc.) and desk or locker at any time.

RELEASING STUDENTS TO POLICE CUSTODY

School officials are required by law to release a student to the custody of a police officer. In the event that a police officer shows school officials a warrant for the arrest or detention of a minor child, school officials will ask permission to call the parent/guardian. Police officials are not required to wait for the parent/guardian before escorting the child out of school. If a parent/guardian cannot be reached, a school official will accompany the student to the police station.

BACKGROUND CHECKS

The state of Kentucky and KORE Academy require the following:

Policy: Persons who have supervisory positions over children and are employed after July 15, 1988, shall undergo a State Police screening for records of sex offenses. (Policy based on KRS 17.165) Regulation: Teachers, aides, substitute teachers, drivers, playground monitors, coaches and ALL VOLUNTEERS WORKING WITH CHILDREN will undergo this screening. Parents should go to the following website to complete a background check.

http://www.coeusglobal.com/council_ky_kore.html

THREATENING, TAUNTING, BULLYING and SOCIAL BEHAVIOR POLICY

KORE Academy is an inclusive school, and students are expected to treat one another with respect. They should look for ways to encourage one another and make everyone feel included and welcome; cliques are discouraged!

KORE Academy follows a **zero-tolerance** policy for bullying, based on Stan Davis's *Schools Where Everyone Belongs*. A school-wide rubric, with varying consequences for each grade level, is used to ensure consistency in expectations. Bullying includes both physical and verbal harassment, as well as excluding others in a systematic way.

Please monitor your child's use of social media. Texting, email, Facebook, etc., all lend themselves easily to inappropriate communications, including cyber bullying. Our students are often not mature enough to handle this form of communication well.

Relationships are expected to remain at the friendship level while at school. There should be no public displays of affection (i.e. holding hands, hugging, or other forms of physical contact) or otherwise distracting, flirtatious behavior.

ALCOHOL/DRUG/TOBACCO POLICY

The possession and/or use of any alcohol, chemical, drug or drug derivative classified as a

stimulant or depressant, without the authorization of a physician, is prohibited on the school grounds or at any school-sponsored function. **In the event of possession or use of tobacco, illegal or controlled substances, a student's parents will be notified. A violation of this policy may be grounds for immediate dismissal.**

POSSESSION OF DANGEROUS ARTICLES

It is against the law to possess a firearm or deadly weapon on school property. A firearm is defined as “any weapon which will expel a projectile by the action of an explosive.” A deadly weapon means “any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged”; any “knife other than an ordinary pocket knife”; Billy club, nightstick or club; blackjack or slapjack, karate sticks; shuriken or death star or artificial knuckles made from metal, plastic or other similar hard material. Unlawful possession of a deadly weapon on school property is a class D felony, punishable by 1 to 5 years imprisonment and a fine of up to \$10,000. The chief administrator of each private and public school is required by law to post signs in prominent locations, including but not limited to sports arenas, gymnasiums, stadiums and cafeterias. The signs, which must be at least 6 inches high and 14 inches wide, must state:

UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE.

DUTY TO REPORT CERTAIN CONDUCT

The law now requires the parent or guardian of a child who has been adjudicated guilty or previously expelled from a school for homicide, assault, or violation of state law or school regulations relating to weapons, alcohol or drugs to notify a new school of that fact by a sworn statement given to the school at the time of registration. The law also requires the school records of any child expelled or subject to expulsion proceedings for the above conduct to reflect the charges and the final disposition of the expulsion proceedings.

The law also requires school employees to report to the sheriff, local police or Kentucky State Police:

1. Any felony occurring on school property
2. Any misdemeanor or violation relating to carrying, possession or use of a deadly weapon on school property
3. Though not required by law, any report of a threat to harm, whether taking place during school or outside of school will be reported to police. A written report of a threat assessment by a mental health professional will be required before the student may be considered for return to school.

Failure to report promptly is a Class A misdemeanor, punishable by up to 12 months in jail and a fine of up to \$500. These new laws are positive steps in addressing the problem of violence in our schools and communities. KORE Academy will remain a very safe place for learning and growing. If any student or parent has any reason to believe that another's behavior is compromising the safety at our school, **you must share that information with the School Director.**

HARASSMENT POLICY

KORE Academy seeks to be a community in which every individual is treated with sensitivity and respect. This means that KORE Academy will not tolerate harassment from any individual, adult or student, in any form including, without limitation, harassment which is based upon sexual, ethnic, religious or racial grounds. It is commonly understood as behavior that demean, humiliates or embarrasses a person, and it is characteristically identified by its unlikelihood in terms of social and moral reasonableness. KORE officials will take into consideration the individual needs and understanding of students involved before making a final determination.

Types of Harassment

Sexual Harassment – It is illegal and against the policy of KORE Academy for any person, male or female, to harass sexually another person by making unwelcome sexual advances or requests for sexual favors or other verbal or physical contacts of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or continued employment or in any manner relating to a student’s enrollment, attendance or advancement; (b) making submission to or rejection of such conduct the basis for employment decisions affecting an employee or educational decisions affecting a student; or, (c) creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is unlawful even when the alleged conduct has caused an employee or student no economic or educational harm or loss. Sexual Harassment is not social or courting behavior, but it is uninvited and unwanted and may include the following: (a) physical assault, including rape or any coerced sexual relations; (b) subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic connotation; (c) a demeaning sexual proposition; (d) unnecessary or unwanted touching or in any form; (e) leering or ogling a person’s body; (f) a sexually explicit or suggestive remark about a person’s physical attributes, clothing, or behavior; (g) a sexually stereotyped or sexually charged insult, humor or verbal abuse of sexual nature; (h) an inappropriate question about personal matters; (i) exposure of private parts in any form; (j) sexually degrading names.

It is important to remember that in faculty-student relationships particularly, the power imbalance, coupled with the student’s relative inexperience, makes imperative a strong sense of professional and institutional responsibility. KORE Academy acts in *loco parentis* with respect to students, and any hint of inappropriate or irresponsible behavior by faculty or staff will not be tolerated.

Ethnic Harassment – It is illegal and against the policy of KORE Academy for a person to harass another person on the basis of that person’s ethnicity. Ethnic harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle, but equally offensive, forms of ethnic harassment such as graffiti, epithets and ethnically stereotyped remarks or “humor.”

Racial Harassment – It is illegal and against the policy of KORE Academy for any person to harass another person on the basis of race. Racial harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle, but equally offensive forms of racial harassment such as graffiti, epithets and racially-stereotyped remarks or “humor.”

Religious Harassment – It is illegal and against the policy of KORE Academy for any person to harass another person on the basis of religion. Religious harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle, but equally offensive, forms of religious harassment such as graffiti, epithets and religiously stereotyped remarks or “humor.”

Reporting of Harassment

Any person who becomes aware of harassment by any member of the faculty, staff, or student body or by anyone else, including outside vendors, should immediately advise the School Director. The School Director or the School Director’s designee shall promptly investigate the matter. All information reported will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate circumstances. Should the nature of the allegation require notification of the police or any other government agency, the parents of the student(s) involved will be notified immediately. At the conclusion of any investigation which finds that a violation did occur, the student’s parents may be notified. If a student is involved in an incident of harassment, the parents of the student(s) will be notified immediately.

Dealing with Harassment

Consequences of Harassment – Each reported incident will be evaluated individually by the KORE administration. If it is determined that a student of KORE Academy has violated this Harassment Policy, the incident or incidents will be evaluated, and disciplinary action taken according to the severity of the violation. KORE Academy may take disciplinary action including, but not limited to:

- An apology to the person or persons against whom the harassment was directed
- Termination or dismissal

Retaliation – Any retaliatory action taken by a person accused of harassment is prohibited and will be regarded as a separate cause for complaint. KORE Academy recognizes that the question of whether a particular action or incident constitutes harassment, or is a purely personal, social relationship without discriminatory effect is one that requires evaluation on an individual basis and must include all the facts.

False Accusations – Given the nature of this type of discrimination, KORE Academy also recognizes that false accusations have serious effects on innocent people. An accusation proven to be false and performed with malice of forethought will be considered as serious an offense as harassment.

DISASTER DRILLS

In accordance with the requirements of state law, KORE Academy will hold the required number of practice drills for fire, tornado and earthquake disasters in coordination with the facilities management team at Porter Memorial Baptist Church.

EMERGENCY MANAGEMENT PLAN

KORE Academy has a full emergency plan which includes an alternate place where students may be taken in the event of a natural disaster that renders the presence of students in the school unsafe. For KORE Academy, the designated alternate place is PAX Christi Catholic Church, 4001 Victoria Way, Lexington, KY 40515 (located at Man O' War and Victoria Way).

PERSONAL AND SOCIAL GROWTH

STUDENT CODE OF CONDUCT

To encourage excellence in behavior, the “KORE Academy Expectations” will be posted in every classroom, and will be expected and reinforced by all teachers and adults working with KORE Academy students.

These are as follows:

Be Responsible by:

Arriving on time to school and class

Entering quietly

Sitting in your assigned seat

Raising your hand for permission to leave your seat of the room

Be Respectful by:

Greeting staff and peers

Raise your hand before blurting out answers or comments
Listening and waiting your turn to talk
Showing your appreciation to peers and staff
Acknowledging acts of kindness
Putting things back where they belong each time you use them.

Be Ready by:

Bringing your needed materials to each class every day.
Sitting up and being ready to learn.

DISCIPLINE

We value our families as partners and will work together to ensure the success of your children through open communication. The environment at KORE Academy, with clearly stated expectations and close monitoring, usually minimizes most discipline issues. Additionally, KORE teachers work on making positive connections with students and acknowledging positive behavior in various ways such as school assemblies, positive notes home, classroom incentives, etc.

KORE uses a coaching approach to help students set achievable goals, increase organizational skills, and monitor their own progress.

TECHNOLOGY

KORE Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

The Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus. Each KORE Academy parent and student must sign this agreement.

CELL PHONES/ELECTRONICS/TOYS

Students (including primary students) are not to bring toys of any kind to school. This includes iPods, electronic games, action figures, music, or any other item not specifically requested by the teacher. Any item brought to school will be confiscated by the teacher and returned at the end of the day. The teacher will contact the parent. Repeated need to confiscate items will result in the item being turned in to the director for determination of appropriate consequence/action. Cell phones brought to school must be kept turned off and in student's backpacks or pockets at all times, except when used as part of instruction at the request of the teacher. Students may use their electronic device (cell phone, tablet, laptop) for instructional purposes as determined and monitored by the teacher. Students may also use their devices during indoor recreation and at lunch with teacher permission and only after they have finished eating their food and cleaning up after themselves per their signed Cell Phone Contract. Otherwise, cell phones are not to come out of student backpacks, without specific permission from the teacher or director at any point. If so, they will be confiscated

and will need to be picked up by a parent. The goal is to minimize distractions and keep the focus on instruction.

PROBATION OR DISMISSAL FROM KORE ACADEMY

The probation or dismissal of a student is at the discretion of the School Directors. The School Directors may, at any time, dismiss or place on probation any student whose conduct is harmful to self or others, or whose behavior is not manageable by the staff, including behavior that leads to academic failure. In addition, demonstration on the part of a parent or guardian of a lack of respect, support, or compliance with the rules and regulations of the school may result in the dismissal of a student.

DRESS CODE *2021 School Year, Solid Color Polo or Tunic Shirts without logos are acceptable.

The following Dress code requirements are not meant to be restrictive but are intended to guide students and parents in selecting clothing which is safe and appropriate for school. The KORE Academy dress code is designed to promote respect and modesty for our students, reflect positively on the school and Porter Memorial Baptist Church (where the school resides), to minimize distractions for students and staff. Many of our students experience discomfort due to sensory issues, we do make certain allowances for our students with sensory issues and our younger students. Please allow us to be flexible in these ways and hold your student to the highest standard possible.

Students not in compliance with the dress code will have a conference with their primary teacher and will be assisted in correcting what is unacceptable, which may include providing a t-shirt or asking the child to turn their shirt insight out, etc... If a problem continues, teachers will contact the parent to make sure there are no questions regarding the dress code expectations and be given the opportunity to correct the problem. If the student continues to come to school dressed in an unacceptable manner, the director may consider dismissal from KORE Academy.

(see chart on following page)

<u>Shirts</u>	<u>Pants/Shorts</u>	<u>Shorts/Skirts/Dresses</u>	<u>General</u>
KORE Academy T-Shirts Collared Polo Style Shirts with KORE logo Solid/Print Tunic tops with KORE logo *2021 School Year, Solid Color Polo or Tunic Shirts without logos are acceptable.	Pants must be worn at the waist (no sagging pants). Solid Color Jeans, khaki’s, leggings (with no holes or rips) may be worn every day. Leggings or bike shorts under short dresses or tunic tops.	Shorts, skirts, and dresses must be at least fingertip length (mid-thigh).	“Spirit Wear” from KORE may be worn any day. College T-shirts and sweatshirts may be worn on Fridays. Athletic shoes may be worn any day. KORE hoodies and sweatshirts.
Prohibited: T-shirts promoting commercial products, bands or any type of drugs, alcohol, weapons,	Prohibited: No sagging pants Rips, tears, or holes in clothing.	Prohibited: Shorts, skirts, or dresses so short that students cannot stoop, squat, bend or lean over without revealing undergarments.	Prohibited: Anything that creates a distraction to the structure and order of the classroom and/or the instructional process. This

firearms, profanity or sexual innuendos. Crop tops or shirts that expose the midriff.	Leggings or bike shorts with short tops.		will include any of the following: <ul style="list-style-type: none"> ● Body piercing other than ear piercing ● Visible Tattoos ● Distracting hair styles, excessive makeup, jewelry, etc. ● Anything else at the discretion of the teachers and/or director.
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LUNCH

Students eat lunch in a cafeteria setting for opportunities to interact with peers and practice appropriate social skills. Students will bring lunches from home, and these will not be refrigerated, so please plan accordingly. Please pack lunches that are nutritious and healthy. This helps tremendously in student’s energy levels and alertness in the classroom throughout the day. Each Wednesday of the week is a hot lunch day. Information will be sent home after the start of school.

Please do not send soft drinks in your child’s lunches. Water bottles and nutritious snacks will be allowed in the classrooms throughout the day at the discretion of grade level teachers.

CRITICAL NOTE: KORE Academy has several children with severe food allergies. We are a nut and peanut free school. DO NOT send nuts (tree nuts)/peanuts or any product containing any type of tree nuts/peanut for your child’s lunch, snack, or to share on special occasions. Please inform the school IMMEDIATELY of any food allergies that your child has.

RECREATIONAL FITNESS

Weather permitting, all students will have a daily period of structured movement, exercise and recess or walk outdoors. Please make sure your child has appropriate outerwear for the temperature. Students who are not prepared for the weather condition may not be permitted to join recreational fitness depending on the severity of the weather and temperature. If the temperature is below 40 degrees, students will not remain outside for the full twenty-five minutes. In the event we are unable to go outside, students will remain in the café or another large room for recreational social time. Students will be able to choose to play a board game, indoor active games, walk the hallways or converse with their friends, use their telephones and laptops (permitted they are on school appropriate websites).

MIDDLE and HIGH SCHOOL LOCKERS

At the beginning of the school year, all 8th-12th grade students will be assigned a school locker for storage of their possessions during the school day. KORE Academy reserves the right to inspect lockers at any time, without notice, and without the consent of students or parents.

HOMEWORK

Homework at KORE Academy is determined by the needs and individual goals of each student. Homework usually falls into one of three categories: practice, preparation, or extension. The purpose usually varies by grade. Individualized

assignments that tap into students' existing skills or interests can be motivating. At the elementary school level, homework can help students develop study skills and habits and can keep families informed about their child's learning. At the secondary school level, student homework is associated with greater academic achievement. (Review of Educational Research, 2006). The main objectives of homework are:

- to practice skills/concepts not mastered (improve a specific deficit in reading, writing or math)
- to provide opportunities to work independently
- to practice time-management skills
- to reinforce following directions

HOMEWORK IS DESIGNED TO BE BENEFICIAL AND TO BUILD SKILLS, IT WILL NOT BE BUSY WORK.

Grade level homework expectations: The National PTA recommendations fall in line with general guidelines suggested by researcher Harris Cooper. Beginning with 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth). High school students may sometimes do more, depending on what classes they take (see Review of Educational Research, 2006). KORE Academy will subscribe to a modified model of this philosophy as stated below:

General Policy

Elementary Grades: 10-15 minutes per night for grades 1-3 and 15-20 minutes for grades 4 & 5.

Middle Grades: 20-30 minutes for grades 6, 7 & 8.

High School Grades: 30-45 minutes for grades 9, 10, 11 & 12.

*assignments may be individualized for student needs and may vary for projects or special assignments.

Home Study Guidelines:

- Students are expected to do the work independently.
- Parents should provide a well-lit, distraction-free area away from TV or other distractions.
- A schedule should be established for homework.
- Often it is helpful to set a timer to avoid procrastination.
- If you are having homework difficulties, please contact your child's teacher.

GRADING SYSTEM

Research on fair and equitable grading practices for students with learning challenges indicates that a fair grading system does the following:

- Provides an opportunity for high grades to be earned
- Provides meaningful grades that reflect a student's experience in the classroom
- Includes flexibility as needed to meet individual needs of students

An equitable grading system:

- Maintains high student accountability even when a grading system is individualized
- Accurately matches grades to performance, even when accommodations are implemented

At KORE Academy students are held accountable for working to their individual capacity, as referenced above. Grades are calculated, and are based on a variety of factors, including:

- Formative Assessments such as:
 - class work

- homework
- Summative Assessments such as:
 - tests & quizzes
 - projects
 - presentations

Other intangibles that factor into each student’s grades on a graduated scale from primary to high school are:

- class participation
- effort
- attitude
- work habits
- completion of assignments
- punctuality of assignments

Grading Scale*

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

59 --INCOMPLETE

Students will be given the opportunity to complete any incomplete assignments within the academic year the incomplete grade was earned.

*Elementary report cards use a scale that indicates progress as:

E= Emerging skills are those skills that are developing and just beginning to develop.

P= Progressing means the student is developing the skill and making documented growth in the acquisition of knowledge and skills with or without accommodations.

M= Moving toward mastery or being secure in the skill

NA= Not evaluated at this time.

Emerging (E), Progressing (P), Mastery (M), or NA .

Elective grades (music, art, physical education, life skills, keyboarding) are based primarily on appropriate class participation, completion of assignments, and overall effort, rather than skill in that particular area.

Grades are also a reflection of a student’s strengths and weaknesses. Understanding these strengths and weaknesses is an important life skill, and unduly inflated grades prevent a student from gaining this understanding.

PSYCHOEDUCATIONAL EVALUATIONS

Psychoeducational evaluation data, which often includes an IQ test and achievement tests in reading, writing, & math, as well as assessments of attention & behavior, and classroom observations are necessary for us to evaluate a student for admission to KORE Academy. Such evaluations help us to pinpoint learning strengths and weaknesses and serve as the basis for designing personalized instruction.

If you do not have a current determination of eligibility or psychoeducational testing for your student, a referral for evaluation may be requested through Fayette County Public Schools at no cost to the parent or through local providers at parent expense.

Testing is updated every three years when a child is identified as having a disability under the Individuals with Educational Disabilities Act (IDEA) and has an Individual Education Program (IEP). Updated evaluative data is needed in order that teachers have current information in which they can develop an appropriate educational plan.

KORE Academy's director will help facilitate and guide parents through the referral and evaluation process with the Fayette County Public Schools (FCPS). It is critical that parents provide a copy of all paperwork (Evaluation, Conference Summary Minutes, and IEPs) completed by FCPS to the director with the application or as soon as a reevaluation is completed. Typically, FCPS will notify parents when a reevaluation is due, and they will make arrangements to complete the evaluation with the child at KORE Academy. Some parents may elect to choose a private psychologist to complete the necessary evaluations.

Coordination of Services with Fayette County Public Schools (FCPS)

Students attending KORE Academy may access comprehensive assessments through the Fayette County Public School system including:

- psychological assessments
- educational evaluations
- speech/language assessments
- occupational therapy assessments
- assistive technology evaluations

KORE Academy's director will track student evaluations and determination of eligibility for services and will contact parents when evaluations are due. The director will make the referral to FCPS on behalf of the student's parents. Parents will then be contacted by the special education facilitator at their home school who will schedule and facilitate a meeting to discuss the referral and plan for evaluation or reevaluation. It is important that parents attend the meetings scheduled to review the referral, plan the evaluation and to review the results of the evaluation. KORE Academy teachers provide input for these meetings via email, conference call, or in writing. KORE Academy staff does not routinely attend these meetings because they are held during the school day.

VOCATIONAL REHABILITATION SERVICES

The Office of Vocational Rehabilitation is a government agency created to help in the transition from high school to either higher education (vocational school, technical school, community college, 4-year University) or the workforce. This program is designed to make sure students get the accommodations needed to succeed beyond high school. OVR is the key agency in making connections with most post school agencies. Parents and students need to begin making contact with our counselor, Veronica Dale when the child turns fourteen (14) years old.

Contact Information:

OFFICE OF VOCATIONAL REHABILITATION
333 WALLER AVENUE SUITE 180
LEXINGTON, KY 40504

ASSESSMENT

FASTBridge
ACT

In addition to classroom teacher assessments in all subject areas, the following tests are given throughout the year to assess student progress. Data is used to inform instruction, form ability groups, observe and evaluate trends and comparison data, and evaluate the effectiveness of programs and curricula.

Formative Assessment System for Teachers (FASTBridge™)

FASTBridge is an online progress monitoring program that assesses student progress in the following: math computation, math applications, reading fluency, reading comprehension, words spelled correctly, correct writing sequences, and total words written. Benchmark tests are given in the fall, winter, and spring, while more frequent (weekly or bi-monthly) progress monitoring is completed for those who need additional monitoring. FASTBridge™ provides precise assessment data for reading, math and social-emotional behavior. Teachers can use this data to identify at-risk students and intervene to prevent students from falling even further behind.

ACT

This test is required only for students going to a 4-year university, but is *not* required for students electing to go to BCTC. ACT practice materials are available on line, as is information about test dates and sites. Students may receive extended time for the ACT with documentation of their learning needs. The director will help facilitate the registration for students in need of accommodation on the ACT.

HEALTH

PLEASE REFER TO THE 2020 COVID PROTOCOL UNTIL FURTHER NOTICE

SHARING OF INFORMATION

Emergency information, health issues, and release information will be shared with the KORE staff, and all staff will be required to be up to date on necessary response measures to be taken in an emergency. Also, it may be necessary to share this information with volunteers, such as drivers on a field trip. Receipt of the handbook indicates permission to share information as needed.

FOOD ALLERGIES

CRITICAL INFORMATION: Please note that we do have peanut/tree nut allergies at our school so please do not bring peanut butter sandwiches, peanuts/nuts, or anything made with peanuts or tree nuts for your lunch, a snack, or to share.

If a student has any type of food allergy, a parent must notify the school, in writing, before the first day of school, and must list it on the student medical/emergency form.

HEAD LICE

You must notify the school if a student or any other member of your family contracts head lice.

The child must remain at home until the proper treatment has been administered. School officials may find it necessary to check individual children for head lice if cases are reported.

IMMUNIZATIONS

A current and valid Kentucky Immunization Certificate is required **for all students** and medical examination forms are required for all **first graders, sixth graders and new students**.

First grade-Fifth Grade Requirements:

1. A current Kentucky Immunization Certificate indicating:
 - a. Two MMR, at or after age 12 months, second b
 - b. before Kindergarten, between ages 4-6.
 - c. Series of three Hepatitis B vaccines
 - d. Two or three HIB immunizations (according to brand)
 - e. Four doses of DTaP, fourth dose on or after 4th birthday.
 - f. Age appropriate dose of Poliovirus, the final dose on or after 4th birthday.
 - g. Two Varicella (chicken pox) vaccines after the first birthday and the second between ages 4-6 years; or proof of having had the disease.
2. A Physical Examination (examination form provided by your physician) done within one year prior to or 30 days after entering school. Completed Physical Examination forms must be turned in to KORE Academy.

Sixth – Twelfth Grade Requirements:

1. A valid Kentucky Immunization Certificate including all the above immunizations.
2. A Tetanus, Diphtheria and Acellular Pertussis (Tdap) booster is required if the student is between 11-12 years of age or older regardless of interval since the last dose of Tetanus.
3. A second dose of Varicella (chicken pox) vaccine is required for sixth-twelfth grade entry.
4. One dose of Meningococcal vaccine for sixth-twelfth grade entry, age 11 or 12 years or older.
3. A Physical Examination (examination form provided by your physician) done within one year prior to or 30 days after entering sixth grade. Completed Physical Examination forms must be turned in to KORE Academy.

Out of State Transfer Students:

1. A valid Kentucky Immunization Certificate
2. A Physical Examination (examination form provided by your physician) done within one year prior to or 30 days after entering school. Completed Physical Examination forms must be turned in to KORE Academy.

Tuberculosis Requirements:

1. A Tuberculosis skin test or BAMT (Blood Assay for Mycobacterium Tuberculosis) is required to be given to the student and read prior to enrollment in school if the student has lived outside the U.S.A. or Canada for more than 3 months and has not previously been enrolled in a public school in the U.S. A.
2. The Tuberculosis skin test must have been performed and read within three months before the date of enrollment.
3. If the Tuberculosis skin test is reactive, the student must have a chest x-ray and medical examination prior to enrollment.

To Meet These Requirements:

1. Contact your Physician for an appointment as soon as possible.

2. Take all personal immunization records with you to the appointment. Out of State Transfer Students will take their out of state immunization record to the Kentucky physician. The immunizations from the previous state of residence will be transferred to the Kentucky Immunization Certificate (provided to you by your Physician).
3. Deliver, mail or FAX the required, completed forms to KORE.

Immunization Exemptions: *KRS 214.036 Exceptions to testing or immunization requirements.* Nothing contained in KRS 158.035, 214.010, 214.020, 214.032 to 214.036, and 214.990 shall be construed to require the testing for tuberculosis or the immunization of any child at a time when, in the written opinion of his attending physician, such testing or immunization would be injurious to the child's health. Nor shall KRS 158.035, 214.010, 214.020, 214.032 to 214.036, and 214.990 be construed to require the immunization of any child whose parents are opposed to medical immunization against disease, and who object by a written sworn statement to the immunization of such child on religious grounds. Provided, however, that in the event of an epidemic in a given area, the Cabinet for Health and Family Services may, by emergency regulation, require the immunization of all persons within the area of epidemic, against the disease responsible for such epidemic.

Effective: June 20, 2005 History: Amended 2005 Ky. Acts ch. 99, sec. 449, effective June 20, 2005. -- Amended 1998 Ky. Acts ch. 426, sec. 396, effective July 15, 1998. -- Amended 1980 Ky. Acts ch. 55, sec. 1, effective July 15, 1980. -- Amended 1976 Ky. Acts ch. 128, sec. 4. -Amended 1974 Ky. Acts ch. 74, Art. VI, sec. 107(3). -- Amended 1968 Ky. Acts ch. 87, sec. 4. -- Created 1962 Ky. Acts ch. 95, sec. 4.

ILLNESS

For your child's comfort, and to prevent the spread of illness to other students and staff, ***please do not send your child to school if they have: a fever of 100.4 ° F or higher, chills, nausea, diarrhea, conjunctivitis, or a skin rash.*** Children who have conjunctivitis (Pinkeye), or a strep infection, must remain at home for 24 hours after treatment begins. If conjunctivitis is suspected, or if your child becomes ill with any of the above symptoms during the school day, parents will be asked to pick up their child from school as soon as possible.

ADMINISTERING MEDICATION

Adopted: 04/18/2015

Purpose: To establish a procedure for the administration of medication during school hours.

It shall be the policy of KORE Academy that the administration of medication to students during regular school hours should be discouraged unless necessary to maintain the student in school or in the event of an emergency.

Definitions:

1. Long-term prescription medication- medication prescribed by a healthcare provider used to treat chronic illnesses. (Examples might include insulin for diabetes or stimulants for attention deficit disorders.)
2. Short-term prescription medication- medication prescribed by a healthcare provider used to treat acute illnesses. (Examples might include antibiotics for infections or steroids for asthma.)
3. Over the counter (OTC) medication- medication that does not require a healthcare provider prescription. (Examples might include ibuprofen (Advil), acetaminophen (Tylenol), and Tums.)
4. Routine/scheduled medication- medication that is to be given at a specific time(s).
5. Emergent/rescue medication- medication that is to be given in response to an urgent need. (Examples might include a rescue inhaler for asthma, epinephrine for an anaphylactic reaction, or glucagon for a hypoglycemic reaction.)
6. As needed/PRN medication- medication that is to be given in a response to symptoms. Emergent/rescue medications are included within this group. Medications may be prescription or OTC. (Examples might include ibuprofen for menstrual cramps or decongestants for sinus problems).

7. Controlled substance medication-medications that have a legitimate medical purpose but there is a potential for abuse and psychological and physical dependence. (Examples include stimulants for attention deficit disorders.)

Physician/Healthcare Provider Authorization for Medication:

The Authorization and Permission for Administration of Medication form shall be completed by the licensed prescriber and student's parent/guardian prior to the dispensing of any medication to a student. The form must be renewed annually at the beginning of each school year. The form is required for both prescription medications and OTC medications. A new form is required with any changes with the medication regime (i.e. dose or scheduled time).

Authorization and Administration of Medication - Prescription medication

Prescription medication is to be delivered by the student's parent/guardian to a KORE delegate. The following is required:

1. Prescribed medication must be sent to the school in the original labeled container and the label shall include:
 - a. Name of the student/patient
 - b. Name and address of the pharmacy
 - c. Name of the prescribing practitioner
 - d. Date the prescription was dispensed
 - e. Expiration date of the medication (no medication shall be administered beyond its expiration date)
 - f. Name of the medication, dosage and strength of medication
 - g. Route of administration
 - h. Frequency of medication
2. Authorization and Permission for Administration of Medication form.
 - a. A new authorization form is required with any changes in the medication regime (i.e. dose, time interval).
 - b. A new authorization form is required with each short-term prescription medication even if the student has taken the medication previously.
3. If the medication is a controlled substance medication, the medication will be counted with both parent and KORE delegate and documented on the student's daily medication administration record.

OTC medication:

OTC medication is to be delivered by the student's parent/guardian to a KORE delegate at the beginning of the school year or when the need for the medication is established. The following is required:

1. OTC medications must be sent to the school in the original manufacturer's container with the student's name affixed to the container.
2. Authorization and Permission for Administration of Medication form.
3. If an OTC medication is an as needed/PRN medication, it shall only be administered for the stated reasons on the authorization form.
4. An OTC medication shall not be administered beyond its expiration date.
 1. Trained KORE delegates administer medications:
 2. Medication will be administered by trained KORE delegates.
 3. KORE delegates must attend an annual training session and demonstrate knowledge of appropriate medication administration.
 4. KORE delegates will document administration of medication per policy.

Self-administration of medication by student:

Only emergent/urgent medication will be considered for self-administration by a student. The student will be evaluated on an individual basis regarding the need to carry emergency medication. The Student Self Medication Administration form is required and must be signed by the student's physician/healthcare provider and parent verifying the necessity and student's ability to self-administer the medication appropriately.

Documentation of administered medication:

1. Routine/Scheduled medication shall be documented on the Medication Administration Record when administered.
2. As needed/PRN medication shall be documented on the Medication Administration Record when administered.
3. Additionally, if an as needed/PRN medication is given, an as needed/PRN medication Given Today form will be sent home with the student.
4. As needed/PRN medication that is given for an urgent/emergent situation requires stated documentation plus additional phone calls and/or steps as directed on the student's medical emergency plan.

Storage of medication:

Except for emergency medications, all medications should be kept in an appropriately labeled, secure, locked container or cabinet accessible only to the responsible authorized school personnel/KORE delegates. Emergency medications are stored with the student's classroom emergency backpack.

Medication errors:

1. Administering the wrong medication
2. Administering the wrong dose of medication
3. Administering the medications at the wrong time
4. Administering the medication in the wrong route
5. Administering the medication to the wrong student
6. Failing to give a scheduled medication
7. Failing to document medication was given or inaccurate documentation of medicine given

Though delegates are trained on the correct administration of medication, error may occur. When a medication administration error occurs, the following guidelines will be followed:

1. The student is kept in the office with a delegate. If the student has returned to the classroom, the delegate will obtain the student and bring him/her to the office.
2. The student's status will be observed and documented.
3. The delegate will contact the parents of the student and/or health care provider.
4. If warranted, the delegate will contact the Poison Control Center for instructions.
5. The delegate will fill out a Medication Administration Incident Report form.

Field trips and medication administration:

If a student is attending a field trip and is away when a scheduled medication is required, a trained delegate from KORE will be designated to administer the medication while the student is on the field trip. Emergency medications and medical information will accompany students in the emergency backpack any time the student is away from the classroom.

Refusal of medication:

If there is refusal for the administration of medication from either the delegate or the student, the parent/guardian will be notified by phone. All attempts will be made to remedy the situation. (Examples of such situations may include but are not limited to: expired medication, improper information for the

medication i.e. change in dose or frequency, no authorization form from healthcare provider or flat refusal from the student.)

General Medication Safety Guidelines:

1. The first dose of any new medication should be given at home and not at school.
2. All medications, both prescription and OTC, must be brought to KORE by a parent/guardian and given to a KORE delegate.
3. Controlled substance medication must be counted by both the parent/guardian and a KORE delegate. The counted number will be noted on the medication log and signed by both parties.
4. Parent/guardian is responsible for ensuring that the school has an appropriate supply of medication for the student. When there is only a three day supply of medication left, a KORE delegate will send home the Three Days of Medication Left Warning Sheet and/or email the parent.
5. Medications shall not be given past the expiration date on the label. 6. PRN medications shall only be given for the stated reasons on the Authorization and Permission for Administration of Medication form.

Forms:

1. Authorization and Permission for Administration of Medication
2. Student Self Medication Administration
3. Medication Administration Record
4. As Needed/PRN Medication Given Today
5. Medication Administration Incident
6. Three Days of Medication Left Warning Sheet

(Medication Administration in the School Setting, Position Statement, National Association of School Nurses).

SMOKING POLICY

KORE Academy is a **tobacco-free facility**. Smoking/Vaping/Smokeless tobacco is not permitted in the buildings at any time. Smoking/Vaping/Smokeless tobacco is permitted on the grounds only after school hours, when there are no students present. Please dispose of your cigarette butts properly.



2021-22 ACADEMIC SCHOOL YEAR

STUDENT NAME: _____ DOB: _____ GRADE: _____

I, the undersigned, acknowledge that I have been informed the Parent Handbook for KORE Academy may be accessed via the school website at <http://www.koreacademy.org/> .

While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand the Parent Handbook:

1. is subject to change.
2. will be revised in accordance with the rules or regulations of the state, accrediting entities, and at the discretion of the Board of Directors.
3. revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.
4. is posted on the school website at <http://www.koreacademy.org/> under the **Resources** tab and it is my responsibility to stay informed of these policies and procedures.

In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the school administrative assistant. It is my responsibility to contact the school director for any questions I might have about the contents of the Parent Handbook now and in the future.

Guardian Name (Print)

Guardian Signature

Date