



## **KHSF Student & Family Handbook Academic Year 2025-2026**

KHSF is an inclusive, secular homeschool enrichment program serving families across Kentuckiana. KHSF is sponsored by Kentuckiana Homeschool, Inc. Kentuckiana Homeschool (KHS) is a nonprofit, tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code.

## Welcome to KHS High School Foundations!

When Kentuckiana Homeschool incorporated in 2022, taking over operations from a previous homeschooling support organization, an important piece of our five year plan was to launch a high school program. While several high school level tutorial and cottage school options exist in Kentuckiana, it was our goal to develop a program that offered more than academic classes in a classroom setting, more than meetups and trips to the skating rink, and more than a one-size-fits-all approach to working with teens. We wanted to build a flexible program that could provide the resources and support for teens and their families that they actually needed, rather than what we thought they needed.

Our program has been organically developing over several years of interest from the homeschooling community and lots of research into core curricula, high school graduation requirements, skill gaps in students homeschooled for high school, and the roles played by guidance counselors in traditional schools. We have also been focused on how to design our entire program so that it is woven through an overarching lattice of social and emotional learning (SEL). SEL is the process through which teens can: acquire and apply the knowledge, skills, and attitudes to:

- \* develop healthy identities,
- \* manage emotions and achieve personal and collective goals,
- \* feel and show empathy for others,
- \* establish and maintain supportive relationships, and
- \* make responsible and caring decisions.

Empowered with this capacity for self-awareness and connection, our students will be ready to face their futures with confidence and strength.

We are so glad that you have chosen to join us! Please read through this ***Student & Family Handbook*** thoroughly and carefully, as it offers all of the information you need to enjoy your year with us. We always welcome feedback on how we can improve the educational opportunities we are providing. Email me at [admin@kentuckianahomeschool.org](mailto:admin@kentuckianahomeschool.org). We look forward to having a great year with you!

In partnership,  
*Carrie Hembree Torres*, Foundations Coordinator

## OUR MISSION AND PURPOSE

As a program sponsored by Kentuckiana Homeschool (KHS), KHS High School Foundations is dedicated to building educational opportunities for high school students by providing programming in core academic subjects as well as career exploration, life skills, volunteerism, and social support. Our goal is to nurture a strong foundation of knowledge and social and emotional competencies to enable high school students to excel beyond their K-12 years. Foundations is an inclusive, secular high school program that welcomes all homeschoolers.

### ***At Foundations, we will strive to:***

- *Uphold integrity and commitment* to quality academic pursuit in a secular setting, and to teaching and learning with principles and perseverance.
- *Pursue scholarship and honesty*, to seek knowledge in an environment of curiosity and discovery, to question and explore, and to be accountable and steadfast.
- *Show respect and compassion*, to respect oneself and others, one's place and surroundings, to consider intent and impact, and to act in ways that demonstrate empathy and kindness.
- *Embrace inclusion and diversity*, to understand and learn with kindness, to create a safe and affirming community that accepts and values every person as they are, and to protect equity and mutual trust.
- *Take responsibility* for following the Code of Conduct, completing assignments on time, and contributing positively to the program and the larger community.

## PROGRAM OVERVIEW

*Foundations Coordinator: Carrie Hembree Torres*

### **Contact Information and Locations**

All official correspondence will take place via email. Registration confirmation, program details, financial information, and all updates will be sent to the email address provided on the registration form. You may want to add "[admin@kentuckianahomeschool.org](mailto:admin@kentuckianahomeschool.org)" to the contact list within your email

provider to avoid issues with spam filters. Emergency phone numbers will be provided with your registration confirmation.

The mailing address for Foundations is:

KHS High School Foundations  
% Kentuckiana Homeschool, Inc.  
PO Box 221673  
Louisville, KY 40252

Most *Academic Track* programming will be held at Saint Andrew United Church of Christ, 2608 Browns Lane, Louisville KY 40220.

Some *Community Track* programming will be held at Middletown Christian Church, 500 N Watterson Trail, Louisville, KY 40243.

Do not send mail to or call Saint Andrew United Church of Christ or Middletown Christian Church. Neither organization is formally affiliated with Foundations or KHS and bear no responsibility for our communications.

A private Instagram account may be maintained to share updates and photos among Foundations students and their families. More information about this will come via email.

### **An Introduction to Foundations**

KHS High School Foundations is a secular enrichment program for families homeschooling for high school throughout Kentuckiana. Sponsored by Kentuckiana Homeschool (KHS), Foundations will focus on helping teens build the foundational capacities of essay writing, effective communication, research and study skills, and exposure to well-known classic literature. Foundations will also offer guidance in standardized test-taking, career explorations, financial and media literacy, curriculum planning, transcript support, and college- or career-bound resources.

At the core of many teens' high school experience are the social connections to form friendships, explore interests, and celebrate common milestones with like-minded peers. Foundations hopes to establish an inclusive, safe space where teens are able to do that. Structured around values of community and volunteerism, Foundations will create opportunities for high school students

to serve their communities and strengthen friendships, supporting a foundation of social awareness and a conduit for finding their place in the world beyond homeschooling.

Foundations will consist of two separate tracks: an *Academic Track* and a *Community Track*. Students will be able to register for one or both tracks, depending on their individual needs and alignment with their family homeschooling plan. Both Foundations tracks will be guided by the concepts of social and emotional learning, where heart meets mind—helping students grow in compassion, confidence, and connection. Framing our program in this way will help nurture the inner strengths students need to thrive in their school work and in life.

**The Foundations *Academic Track*** will meet in a classroom beginning in September 2025 for 28 Tuesdays through May 2026.

Fall 2025 Semester	Spring 2026 Semester
September 2, 9, 16, 23, 30	January 13, 20, 27
October 7, 14, 21, 28	February 3, 10, 17, 24
November 4, 11, 18 (Fall Break 11/25)	March 3, 10, 17, 24 (Spring Break 3/31)
December 2, 9	April 7, 14, 21 (Makeup Day 4/28)

This weekly “seminar” style gathering will be presented during Wildflowers Academy, the KHS cottage program, held at Saint Andrew United Church of Christ, located at 2608 Browns Ln, Louisville, KY 40220. This will be the second year KHS has partnered with Saint Andrews UCC for classroom space and they have proven to be a welcoming and supportive ally to our organization. The seminar is the time during which students will have the chance to work on writing and communication skills, explore aptitudes and career paths, practice test-taking and public speaking, and delve into their own goals and inspirations to find out more about themselves and who they want to be. The *Academic Track* will also feature a companion Google Classroom with additional resources, assignments, and teacher feedback. This track may explore participation in National Beta Club, Future Business Leaders of America (FBLA), Model UN, or other similar organizations. Guest speakers will

bring their expertise to the classroom on topics such as basic automotive care, managing finances and taxes, starting a business, and the college admissions process. Occasional field trips during class or outside class hours will introduce students to potential careers they may not have considered as well as offer options for college fairs, apprenticeships, and building new skill sets.

**The Foundations *Community Track*** will revolve around two important themes: “Service” and “Socials.”

- **Service:** Once per month, Foundations students will gather to learn about an ongoing issue within their community and actively participate in ways to address that issue. Partnering organizations and projects will range from environmental clean-up to food banks, creating holiday cards to collecting toiletries or childrens’ clothes. Students will have the chance to see their communities through a different lens and be inspired by the work they can do to lessen the impact of negative elements in the world.
- **Socials:** Most teens seek out social connections and friendships, but for homeschooled students, these efforts may be stymied by public school schedules, plentiful extracurriculars, or lack of access to an inclusive, encouraging environment. Likewise, some homeschooled students have unique interests and interaction styles that make it a struggle to connect with others. At least once a month, Foundations students will attend a semi-structured social, which may be a destination outing such as bowling or a silent disco, but will also include activities such as game nights, Powerpoint parties, viewing parties, hiking, or scavenger hunts. The goal is to provide teens with entertaining ways to spend time with peers, while also exploring interests or activities they may never have thought to try before.

Both Foundations tracks will offer positive experiences for homeschooling teens, providing a solid foundation for scaffolding their core learning and academic credits and a way to bridge social gaps that students may encounter as they navigate their secondary education.

## TUITION AND FEES

Tuition investments are difficult decisions, especially as many homeschooling families make financial sacrifices in order to choose this path for their children's education. In this section, we have included not only tuition rates but a list of key expenditures covered by the tuition each family pays. In this way, we hope to provide transparency and an assurance that tuition funds are being appropriately spent.

For the 2025-2026 school year, the tuition for the Foundations *Academic Track* is \$1200 with a classroom supply fee of \$50. The registration fee is \$100 and is required to hold a place for your student in the track. This registration fee will be applied towards tuition and is not an additional expense.

### *Key Tuition Expenditures*

- Staff salary
- Speaker fees
- Increased rental costs, additional classroom space
- Costs associated with administering/scoring SAT/ACT
- Career aptitude packages
- Executive functioning assessment tools
- Entry fees for events such college or career fairs or career

The tuition for the Foundations *Community Track* is \$500. There is no classroom supply fee for this track. The registration fee is \$100 and is required to hold a place for your student in the *Community Track*. This registration fee will be applied towards tuition and is not an additional expense.

### *Key Tuition Expenditures*

- Rental costs for meet-up venue
- Community organization donations
- Work supplies for volunteering such as gloves or trash bags
- Materials for socials such as art supplies or games
- Food and beverages for socials

Registration fees are due within five days of submitting a student's registration form. If the program is full when the student's registration fee is received, the family will be offered the option of a place on the waiting list for that track. They can choose to have their registration fee returned at this point with the understanding that they would need to submit the fee again if their student is offered a space in the program. If they do not choose to have the

registration fee returned, it will automatically be returned one week before the beginning of the school year if the student has not been added to the program. **This is the only situation in which a registration fee will be refunded.**

### **Classroom Supply Fee (*Academic Track* only)**

Classroom supply fees are \$50 per student for those who elect to enroll in the *Academic Track*. Classroom supply fees must be paid in full by August 1 in one payment.

### **Payment Plans**

Tuition is due in full by August 1. If a family registers after August 1, tuition is due within five days after registration forms are submitted. If a family would like to follow an alternate payment plan, they must discuss and confirm with the Program Coordinator in advance.

- **FULL TUITION:** All tuition paid by August 1 (or five days after registration forms are submitted if registering after August 1).
- **HALVES:** Split the tuition into two payments. The first tuition payment is due by August 1 (or five days after registration forms are submitted if registering after August 1). The second tuition payment is due by October 1.
- **MONTHLY (AVAILABLE ONLY FOR *ACADEMIC TRACK*):** Make even monthly payments on the total tuition. A monthly payment plan must be approved in advance by the Program Coordinator. Monthly payments must be made with pre-dated checks. All checks must be submitted at registration or on the first day of the month following registration, each pre-dated with an acceptable monthly date before December 1 unless otherwise approved by the Program Coordinator. Monthly payment plan requests received after August 1 must still be completed by December 1.

For example, if a student registers for the *Academic Track* on June 1, the family will submit a registration fee of \$100 at the time of registration. An approved monthly payment plan for the remaining tuition (\$1100) could begin in July (5-month plan). Tuition payments



would need to be submitted by July 1 as 5 checks for \$220. These checks would be pre-dated for the following dates: July 1, August 1, September 1, October 1, and November 1. These checks would be held by Foundations/KHS until the date printed on the check. The check would then be deposited on the relevant date until the tuition is paid in full. (If you have attended KHS programming previously with a different payment plan, please reach out to set up a similar plan.) The classroom supply fee of \$50 must be paid by August 1 independently from tuition payments.

Registration fees, tuition, and classroom supply fees are NONREFUNDABLE. No student may attend Foundations unless their account is up-to-date.

A student's tuition payment will cover a majority of the expenses of participation in Foundations activities. Occasionally the *Academic Track* students and more frequently, the *Community Track* students will attend events or meet at destinations outside the regular host locations. These could include college fairs, university lectures, sporting events, bowling nights, or movie outings. The Program Coordinator will work to reduce the cost of any entrance fees or tickets and subsidize the price using funds from the program budget. However, it is likely that students will have to pay some additional amounts for these events/activities. All efforts will be made to keep these expenses reasonable.

### **The KHS “MORE KIDS, MORE DAYS” Discount**

A family who enrolls two or more children full-time in two KHS drop-off programs—Wildflowers Academy, Explorations Academy, and KHS High School Foundations—can waive all registration fees for Explorations Academy. This amounts to a \$200 discount per student. Because registration fees are applied to tuition, this equals a \$200 tuition discount per student. In other words, a family who enrolls two or more children full-time in two programs will pay only \$1000 per student in tuition for Explorations Academy. The tuition payments will be due following the standard timeline (Aug 1/Oct 1/Payment Plan) and no registration fee will be collected for EXA.

## **STATEMENT ON NONDISCRIMINATION AND EQUAL OPPORTUNITY**

Kentuckiana Homeschool and all subsidiary programs are committed to diversity, inclusion, and equity in all programming, foundational documents, and organizational mission and values. KHS does not discriminate on the basis of race, creed, ethnicity, national origin, religion, sex, gender identity, gender expression, sexual orientation, age, pregnancy, genetic information, marital status, or military service. This policy applies to internal operations such as hiring, employee management, internal trainings, and terminations as well as external operations such as educational programming and resources and benefits provided to members and non member participants. As one of a small number of local homeschooling organizations to adhere to this open and affirming policy, our programming attracts a widely diverse set of participants. Providing a safe space and building community for ALL homeschooling families are the guiding principles behind every Board resolution, program initiative, and membership application decision we make. It is our expectation that any family choosing to participate in our community will support and adhere to these principles as well.

## **DISCIPLINARY PROCEDURES AND OUTCOMES**

At Foundations/KHS, we believe that a compassionate, diverse, and welcoming learning environment supports the growth and success of all students. Our expectations for student conduct are rooted in our core values: integrity, scholarship, respect, inclusion, and responsibility. These expectations apply to all areas of Foundations—in the classroom and other shared spaces, online, and in representing KHS to partner organizations and the community.

While our Code of Conduct details the expectations we have for student behavior, the teachers and staff of Foundations/KHS also aim to provide the ideal climate for students to feel supported and empowered. We seek to maintain and support the free exercise of the following **Student Rights**.

### **Student Rights**

1. Students shall have the right to participate in a school that is

- physically safe from internal and external threats.
2. Students shall have the right to learn in an environment free of harassment, intimidation, and bullying from peers or adults.
  3. Students shall have the right to be respected by their teachers and their peers.
  4. Students shall have the right to be treated fairly and equitably by their teachers and peers.
  5. Students shall have the right to expand their experiences and opportunities through an appropriate schedule of enrichment activities.
  6. Students shall have the right to be welcomed into an environment that recognizes and supports their whole selves.
  7. Students shall have the right to express their opinions in a responsible manner and to take part in decisions regarding their activities and choices as appropriate for their age and maturity.
  8. Students shall have the right to know the rules and expectations for their behavior.

In turn, all students and their families participating in KHS programming are expected to adhere to the following **Code of Conduct**. Students and their families must review the code and pledge to comply with each rule. We require a signed copy

### **KHS Code Of Conduct**

1. Students are expected to cooperate, behave with common courtesy, and be respectful to all persons and property. Behavior that demonstrates a blatant disregard for person and/or property will result in immediate, permanent dismissal from KHS programming.
2. Students must respect instructors and follow directions in the classroom and in the community while representing Foundations or KHS. They are expected to be on time and prepared to participate with appropriate supplies and any homework or assignments due completed and on hand. Students must take the course material seriously and strive to do their best work. Rude and disrespectful attitudes and/or behaviors (e.g., excessive talking, blatant disobedience, frequently interrupting instruction time, arguing with instructors after established boundaries or decisions have been made, continuously inattentive or late to class) will not be tolerated.

3. Students must be fair, respectful, and courteous to the other students in their programs and to all other students involved in KHS programming. This is a diverse group with unique ideas and lifestyles. Unkindness towards those who are different does not represent the spirit of KHS. Bullying, name calling, belittling, malicious teasing, and purposefully distracting behavior will not be tolerated.

4. The physical boundaries of all students and staff must be respected and upheld at all times. Uninvited, unwelcome, or unnecessary physical contact is unacceptable. The only contact that will be seen as necessary are situations of instruction, caregiving, or safety. Examples would be helping a student position their fingers to play an instrument, removing a sticky substance from a student's hair, or steadying a student that is in immediate danger of falling. Students and staff should always ask for consent before any kind of physical contact aside from necessary situations.

5. Students must take care of the facilities including treating the space and furniture at Saint Andrew UCC, Middletown Christian Church, all educational equipment, and all school supplies with respect. Students will clean up all trash and leave any facility cleaner than they found it. We do not want to jeopardize our partnerships with Saint Andrew UCC or Middletown Christian Church or create negative impressions of Foundations/KHS while interacting in the community. Parents will be responsible for property damaged by their student(s).

6. No food or drink except in designated areas, at designated times.

7. Students must follow the required procedures for sign-in and sign-out at any program or facility. This may mean remaining with staff in a designated area until they are signed out by an authorized pick-up person.

8. Students need to be picked up on time. Pick-up and drop-off processes may vary and it is the responsibility of the student and their family to be aware of the required procedures.

All students are expected to cooperate and behave with common courtesy. We value kindness and inclusiveness and use a problem-solving approach to conflict. All discipline is framed as guidance and enacted with respect. Parent/guardian support of the KHS Disciplinary Procedures and Outcomes is expected. Only by working together can we effectively provide our children with an enjoyable, effective place of learning.

If situations do arise wherein a student's choices do not reflect the core values of Foundations, we will proceed with the following general steps, tailoring the approach to best address the issues at hand.

Step 1. If a student is not adhering to the Code of Conduct, the student will be given a verbal warning with the expectation that the student will correct the behavior.

Step 2. If the unacceptable behavior continues, the student will be removed from the classroom/activity for a period of time. The parent/guardian will be notified. The parent/guardian of any negatively affected students will be notified by the end of the day.

Step 3. If the unacceptable behavior still continues, the student will not be allowed to continue to participate in the current classroom/activity. The parent/guardian will be asked to pick up their student. The parents/guardians of any negatively affected students will be kept updated on the ongoing process of conduct remediation in a timely manner.

Step 4. If appropriate, Foundations staff will facilitate mediation between students at odds with one another, with the goal being constructive compromise and peaceful resolution.

Step 5. Foundations staff will collaborate with the student and their parents/guardians to establish an appropriate Conduct Accountability and Growth Agreement to correct the unacceptable behavior. If the student has been removed from a classroom/activity and dismissed early, the student conduct plan must be in place before the student can rejoin their class/program.

Step 5. Students with excessive behavior issues will be dismissed permanently from Foundations with NO REFUND. Foundations reserves the right to expel any student from the program if disruptive or non-compliant behavior fails to be curtailed or corrected.

Step 6. If the unacceptable behavior exhibited is severe in nature (as determined by the KHS Board, including but not limited to: sexual misconduct, physical violence, severe self-harm), the student will be dismissed immediately and permanently with NO REFUND. Authorities will be notified if applicable. It is our duty to protect the students of Foundations and related KHS programs by removing students with dangerous behavior.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

Access to technology is an essential part of a modern, well-rounded education, particularly at the high school level. Digital tools and online resources have the power to enrich learning, foster creativity, support collaboration, and help students develop the skills they need to thrive in an increasingly interconnected world. Whether students are conducting research, creating multimedia presentations, or communicating with peers and teachers, technology plays a vital role in their academic journey.

With this access comes the responsibility to use technology thoughtfully, ethically, and in alignment with the values of the KHS community. Just as students are expected to demonstrate integrity, respect, and honesty in Foundations classrooms and meeting spaces, those same expectations apply in digital environments—whether they are working online at school, at home, or elsewhere.

This Acceptable Use Policy is designed to guide the safe and appropriate use of all technology resources provided or permitted by the school. These include internet access, learning management systems, and any personally owned devices connected to the school network or in use while participating in Foundations activities. The policy outlines not only the rules for using technology, but also the reasons behind those rules: to protect students' privacy, ensure the security of our systems, promote healthy digital habits,

and maintain an environment where technology supports learning rather than distracts from it.

In addition to providing guidelines for what is and is not acceptable, this policy encourages students to become responsible digital citizens—individuals who use technology to communicate respectfully, think critically, and make ethical choices online. At Foundations, this means using technology to build up the community, contribute positively to discussions, and handle digital content with care and respect.

We ask all students, families, and staff to read this policy carefully and to understand that the use of technology while participating in Foundations activities is a privilege, not a right. Responsible use strengthens trust and helps ensure that this privilege can be extended to everyone, while misuse may lead to restricted access or disciplinary action.

### **Use of Learning Management Systems (Google Classroom)**

Educational Use: Access to learning management systems such as Google Classroom is provided to support the educational goals and objectives of Foundations. Personal or commercial use is prohibited.

Respectful Use: All students must respect the rights and privacy of others. Use of technology should be courteous and considerate and on-topic, maintaining subject matter in alignment with the conduct expectations at Foundations.

Privacy and Consent: Staff and students are prohibited from taking or posting photos, videos, or audio recordings of others without their explicit consent.

Digital Citizenship: Students should practice good digital citizenship by interacting responsibly and ethically online. This includes avoiding plagiarism and respecting intellectual property rights.

### **Access and Security**

Account Responsibility: Users are responsible for the security of their own accounts that can access the learning management systems and are prohibited from sharing passwords. Unauthorized access to other users' accounts is prohibited.

Network Security: Users must not attempt to bypass security measures or gain unauthorized access to network resources.

General Security: Foundations/KHS staff will implement all recommended features to maintain the security of the learning management systems in use.

### **Content and Language**

Appropriate Content: Uploading or sharing inappropriate or harmful content to learning management systems is strictly prohibited. This includes, but is not limited to, pornography, violent content, and hate speech. Students that share inappropriate content will be immediately removed from the shared online space and a parent/guardian will be contacted.

Inclusive Language: Students and staff are expected to use inclusive and affirming language with one another in any interactions posted to Foundations online spaces.. Cyberbullying, harassment, and disrespectful speech will result in disciplinary action.

### **Guidelines for Personal Devices**

Personal Devices: The use of personal devices at any time during Foundations activities will be subject to the same guidelines as any learning management systems provided by Foundations.

Use During School Hours: If a student uses a personal device for learning support, this should be communicated to Foundations staff during the development of the Student Support and Expectations Plan at the beginning of each fall semester. Staff will monitor use during instruction time to ensure personal devices are being used in supported and appropriate ways.

Some Foundations activities may explicitly call for the use of personal devices. This may include Google challenges, group gaming, voluntary photo sharing, or vetted apps for programming such as the Louisville Free Public Library or online scavenger hunts. Students and their families will be notified of these activities in advance and alternative options can be discussed as needed.

Non-educational use of personal devices during class time is prohibited unless explicitly permitted by Foundations staff. Personal devices can be used during breaks, lunch periods, and in designated areas if it does not disrupt school activities or violate school policies.



Respectful Use: Devices should be used in a manner that is respectful to others. This includes turning off or silencing devices during class to avoid disruptions.

Liability: Foundations/KHS staff are not liable for personal devices stolen or damaged while in classrooms or, during school-sponsored activities,

### **Consequences of Misuse**

Violations: Violations of these guidelines may result in disciplinary action, including loss of access to technology resources, suspension, termination, or expulsion. Legal action may be taken if warranted.

Reporting: Users should report any misuse or violations of these guidelines to a teacher or staff member immediately.

The Acceptable Use Policy for technology will be reviewed annually and may be revised as needed to address emerging technologies and new challenges.

By enrolling in Foundations, students and their families agree to comply with these Acceptable Use Guidelines. Failure to follow all or part of these guidelines or any action taken that may expose Foundations/KHS to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromised user safety is prohibited and may result in disciplinary action up to and including criminal prosecution.

## **SAFETY AND HEALTH**

### **Emergency Drills**

We will have emergency response plans in place and practice drills for fire and tornado/severe weather in both Saint Andrew UCC and Middletown Christian Church. We will have emergency response plans in place for earthquakes and intruder lockdowns and all staff will have input and be trained with these plans. However, we will not practice emergency response drills for earthquakes and intruder lockdowns unless there comes a time when it seems necessary to do so. Our partners, Saint Andrew UCC and Middletown Christian Church, are required by law to have emergency response plans in place and practice safety drills as well as allow for both planned and unplanned inspections of emergency systems and certain other safety features. We will work closely with our partners to develop specific provisions

for KHS programs in the building into their existing emergency response plans and cooperate with any necessary inspections or drills. We will make every effort to announce any emergency response drills or inspections involving emergency systems in advance so that families can prepare their child(ren) for what to expect.

### **Medication and Illness Guidelines**

Prescription or non-prescription medication required by a student should be administered outside of Foundations, if possible. If a student requires or may require prescription or non-prescription medication during any Foundations activity, a Medication Administration Form must be completed and turned in to the Program Coordinator to be kept on file. All prescription medications must be in the original, properly labeled containers. A pharmacy will usually be willing to supply two labeled bottles for this purpose. Medication should not be sent in baggies or unlabeled containers and will not be given if provided in this way.

“Controlled” (Class II) medications must be dropped off with the Program Coordinator or staff member by a parent/guardian. Please send only the dosage required for that day. Controlled medications are counted by the Program Coordinator or staff and kept in a locked box. The student must check in with the Program Coordinator or staff to access their medications during the day/activity and take the dose under observation.

If a student is injured or becomes ill during the school day, he or she will be assessed by the Program Coordinator or staff and—if necessary—first aid will be administered. Parents are contacted any time a child becomes ill or is injured. Depending on the severity, it may be necessary for the child to be picked up at school.

Students with certain symptoms and confirmed illnesses may NOT attend any Foundations activity. These include:

- exposed to someone with Covid-19; follow the CDC quarantine guidelines.
- symptoms such as fever, cough, shortness of breath, body aches, or sore throat
- Had a fever of 100.5 degrees or higher in the past 24 hours
- significant discharge from the eyes or nose

- experienced diarrhea or vomiting in the past 24 hours.
- any type of rash or unidentified skin irritation that has not been diagnosed as non-contagious by a physician or nurse practitioner.
- any communicable illness or parasite (e.g., pink eye, lice, scabies)

We trust your discretion in deciding whether or not your student is well enough to participate. However, for the sake of everyone, if your student is noticed with any of these conditions, you will be asked to pick them up. Please understand our decisions are made in the best interest of all those who participate. Refunds or credits will not be made for missed classes.

## **PARENT PARTNERSHIP PLEDGE**

Homeschooling a high school student comes with both deep rewards and unique challenges. As a parent/guardian, you're not only guiding your teen through a critical stage of academic and personal development, but also managing the responsibility of ensuring they meet educational milestones and are prepared for life beyond high school. It can feel overwhelming at times—balancing academic rigor with emotional support, social opportunities, and your family's values and goals. You invest countless hours researching curriculum and extracurriculars, looking for the right support system, and building a routine that helps your teen find the freedom to explore their interests, take ownership of their learning, and bloom into who they are becoming.

Foundations was developed to be your partner in homeschooling for high school, to offer new perspectives and help you curate a successful mix of meaningful academics, enriching experiences, and intentional support for your teen's social and emotional growth—so they feel confident, connected, and ready for what's next. Foundations is designed to be low-pressure and high-engagement; the group dynamic will be built on connection, trust, and mutual respect—where students can evolve at their own pace, surrounded by people who care.

We can only foster this environment by maintaining an open channel of communication about what's happening in your teen's life. Have they discovered a new hobby? Did the family lose a beloved pet? Do they have an

upcoming recital or stage performance? Are they or a family member struggling with a health issue? Please keep your student's teachers updated this year with the highs and lows, the new developments and the old challenges, and your observations on how their Foundations experience is supporting their needs.

We at Foundations commit to partnering with you to support your student's academic growth and personal well-being. We pledge to create a learning environment that challenges your student intellectually while also nurturing their emotional and social development. We will seek out their unique strengths, listen with empathy, and respond with care. We promise to communicate openly and consistently with you, to celebrate progress, and to address challenges with thoughtfulness and collaboration. Together, we can help your student build confidence, develop resilience, and thrive both in and beyond Foundations.

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This ***Student & Family Handbook*** provides essential information for navigating the process of evaluating and registering for ***KHS High School Foundations***. Registered students will receive much more detailed information about the scope and structure of each Foundations track and additional forms required for families to submit as part of each student's registration file.

Foundations reserves the right to change, amend, modify, suspend, continue, or terminate all or any part of this document, the offerings, sessions, instructors, location, etc., either in an individual case or in general, at any time without notice. If this document or other information affecting families enrolled in ***KHS High School Foundations*** is altered, families will receive notice within five days of the change.