

Student - Parent Handbook 2011-2012



K.A.R.A.T.® School of Learning

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August 2011

Dear Parents and Students

Hi, I'm Susan McDonald, Head of School at the K.A.R.A.T.® School of Learning, Greensburg, PA. I read once that "standardization is the assumption that locks in failure. " We cannot afford to lose our students to the "one size fits all" mentality. Although K.A.R.A.T.® School of Learning definitely has high – content academics, it does not hold every student to the same exact standard; we believe our students are individuals with different gifts, talents, and abilities. Traditional education is not designed for all students. Some need more hands-on, project-based learning, and K.A.R.A.T.® School of Learning is designed to meet the needs of students whose learning styles differs from traditional learning methods. These students often become uninterested in school and their education suffers. These students tend to be overlooked at this point because they are given many different labels from talkative and disruptive to unreachable and unteachable, causing some to drop out and others to just get by.

At K.A.R.A.T.® School of Learning, you will find engaged students who are excited about participating in integrated, project-based learning. You will find students who enjoy the freedom of helping create their own schedule and path to graduation. Juniors and seniors are busy with dual enrollment classes, and all grades, 9 – 12, shadow many different professions in the community so that they can experience real world relevance with their flexible but structured academics. I agree with Ron Wolk's (2010) assessment when he said, "To force every student to learn higher order math...whether or not they will ever use it in life after school is cruel and unusual punishment and a waste of time and resources." Instead, K.A.R.A.T.® students identify their post high school goals, integrate all disciplines of a traditional high school education , and then research, analyze, assess, justify, present, and defend those topics in open discussion, all while keeping audience and personal goals in mind. By graduation they are ready to move on to the next step in their life plan be it a state university, a two year college degree or straight to the work force. The bottom line is K.A.R.A.T.® students get more out of their education.

The purpose of this handbook is to provide valuable information about the school that will help make this a successful time for all of us. Please read the handbook thoroughly to become familiar with important school procedures, activities, rules, and policies that are described in this booklet. If you have any questions regarding information in the handbook, or about other school-related issues, please call us immediately for help. Communication helps to minimize problems that might potentially arise in the future. It is our intent to continue the pursuit of excellence in making the 2010-11 school year a tremendous success for you.

Sincerely,

Mrs. Susan McDonald
Head of School



THE KARAT® SCHOOL OF LEARNING

Mission Statement

To enable each student's desire to passionately pursue his or her own academic achievement, personal growth and long term success through an individualized, diversified, fully integrated, community-based curriculum; we teach real life learning for real world living.

Vision Statement

To make the K.A.R.A.T. School of Learning the choice that parents are looking for: more than a standard education for their child and to expand our faculty, facilities and individualized fully-integrated curriculum to accommodate those students who would benefit from a K.A.R.A.T. learning experience.

Motto

Real life learning for Real world living.

Core Values

Honesty = Integrity

Accountability to Self and Community = Respect for Self and Others

Individuality = Acceptance = Self Confidence

Dedication to Ambition = Success

Innovative thinking = Overall Excellence

PRINCIPLES OF K.A.R.A.T. ®

- ✓ No Excuses: Blame No One, Rationalize Nothing, Humble Yourself
- ✓ Hard work leads to profit; mere talk leads to poverty (Proverbs 2:28)
- ✓ You have many options...Failure is NOT one of them!
- ✓ Number one expectation in our classroom is HONESTY. We cannot be perfect. We won't always do the right thing. But, we CAN choose to be HONEST.
- ✓ You will eat the fruit of your labor (Proverbs) The fruit of the spirit is love, joy, peace, patience, kindness, goodness, gentleness and self-control. (Galatians 5:22)
- ✓ If something is wrong, those with the ability to do something about it, have the responsibility to do something about it (paraphrased from Declaration of Independence)



COMPLIANCE

KARAT School of Learning is an equal opportunity employer in conformance with Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

EQUAL OPPORTUNITY POLICY

KARAT School of Learning, in order to be in compliance with applicable federal, state, and local laws and regulations, shall not discriminate on the basis of race, color, religion, national origin, age, sex, or marital or handicapped status in its educational programs, services facilities, activities, or employment policies. The K.A.R.A.T.® School of Learning admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

ACCREDITATION

K.A.R.A.T. School is accredited with ACSI, Association of Christian Schools International. We became a member school in 2009, and we follow all the mandates and requirements of the membership.

OBJECTIVES

1. Spiritual

- a. To teach the Bible as the inspired Word of God
- b. To encourage an acceptance of Jesus Christ as Lord and Savior
- c. To develop a desire to know and obey the will of God
- d. To develop self-discipline and responsibility based on respect for God and other authority
- e. To develop a Christian world perspective through an integration of life, studies, and the Bible

2. Academic

- a. To promote high academic standards that encourage each student to realize his or her full academic potential
- b. To provide a strong academic foundation in the fundamental areas of reading, writing, speaking, and mathematics
- c. To academically prepare each student for higher education by providing a balanced curriculum which includes Bible, English, mathematics, science, social studies, health and physical education, fine arts, foreign language and computer
- d. To instill habits of critical thinking, time management and intelligent decision making, while developing a worthwhile value system
- e. To stimulate intellectual curiosity and creative thinking
- f. To encourage effective study habits and self-discipline toward the goal of learning as a lifetime endeavor



3. Personal

- a. To develop respect for each other so that helpfulness, understanding, and compassion are consistent responses
- b. To encourage a positive self-concept with a realistic perception of one's worth and limitations
- c. To encourage a respect for one's body and establish good physical health practices
- d. To promote good citizenship through teaching the Christian and American heritages of responsible freedom, human dignity and acceptance of authority
- e. To instill Biblical principles which encourage each student and family to develop a lifestyle that is acceptable and pleasing to God

PROGRAM VISIT

The K.A.R.A.T.® School of Learning is located in the Educational wing at the Greensburg YMCA campus, and classes are held all throughout Greensburg, Westmoreland County, Pennsylvania and other states. We may be at the zoo one day and the theatre the next. We may be in the classroom working on a project or on site doing research for it. Everyday holds a new adventure, a new way to show our students how they'll use their knowledge in "Real Life" because the "Real World" is where they learned it. During the summer we can schedule time for you and your son or daughter to meet with us and answer any questions you have as a family and better show you what to expect as a student at The K.A.R.A.T.® School of Learning. We invite you and your son or daughter to shadow a KSL student either off campus on a Field Experience learning real world application or on campus to see how we integrate the curriculum around their individualized education plan. All you need to do is give our admissions department a call and schedule your visit.

Graduation Requirements:

Students at the K.A.R.A.T.® School of Learning must complete the state-mandated requirements for graduation. For a non-public, private school, we complete 120 hours of instruction for the following 21 credits:

- 4 Credits of English (Language, Literature, Speech, and Composition)
- 3 Credits of Math (Geometry, Algebra, Basic math and Statistics)
- 3 Credits of Science (Biology and Chemistry)
- 3 Credits of Social Sciences (Geography, Civics, Economics, World History, PA History, and U.S. History)
- 2 Credits of Arts and Humanities
- 1 Credit of Health and P.E. every year
- 5 additional credits of vocational education courses

Students at the K.A.R.A.T.® School of Learning receive additional credits in Science through Earth and Space, Ecology, and Anatomy and Physiology. The students receive additional credits in math with Accounting, Finance, and Business math.



Students at the K.A.R.A.T.® School of Learning also are required to take music and art at Alabaster Productions. Students can choose from piano, voice, drums, and brass and woodwind instruments, along with art and drama lessons. Costs of all lessons are included in tuition.

Students receive their sports instruction at the YMCA in basketball, football, soccer, and hockey. Additional sports will be added soon.

Along with the state-mandated curriculum, Juniors and Seniors at K.A.R.A.T. ® School excel further in their academics by taking a myriad of college classes at the local community college. Freshmen and sophomores shadow many businesses in the workplace so they can see the relevance of science and math first-hand. Also, students are required to create a project each quarter to present to the audience of their choice. K.A.R.A.T. ® students are ahead of the state's mandated curriculum when it comes to speech, communication, and vocational skills.

High School Dual Enrollment

Dual enrollment is a program that allows high school students (usually juniors and seniors) to enroll in college courses for credit prior to high school graduation. College credits earned through dual enrollment can be simultaneously applied toward high school and college graduation and can be transferred to other colleges or universities.

What are the benefits of dual enrollment?

The benefits of dual enrollment are numerous. First, dual enrollment allows students to transition from high school to college easily. Students can get a taste of what college is like without being completely overwhelmed with a whole new environment. They can ascertain how their high school classes compare to college courses and how college professors differ from high school teachers. Dual enrollment also provides high school students with a wider range of courses so they have the opportunity to explore different fields before declaring a major. These classes also offer a chance for students who do not qualify to take AP or IB classes to demonstrate a more rigorous course load on their transcripts. Finally, one of the biggest benefits of dual enrollment is that it allows students to accumulate credits prior to entering college so they will be able to graduate from college early or on time.

Delays

During the winter months, weather delays and school closings will occur. Delays are communicated through the local news (TV WPXI) and local radio. It is the responsibility of the Parent / Student to be aware of possible delays / closings. Notices can be received via cell phone text or email by the parent / student going to <http://www.wpxi.com/closings/index.html> by signing up for the school weather alerts for the Greensburg / Salem school district. When there is a two hour delay, the KARAT School of Learning will begin promptly at 10:30 am.



Tuition Contract

Once your child is accepted to the K.A.R.A.T.® School of Learning, you may choose the best tuition payment option that works for you. We will go over any and all questions you have about the option of your choice. A Tuition Payment Contract will be written up with all the details of the options you choose. If at any point a new option is desired, a meeting with the Head of School will be scheduled and an alternate financial contract may be considered. This contract is your commitment to the K.A.R.A.T.® School of Learning, regarding tuition obligations. Since we accept a limited number of students, we will do everything we can to make sure that we are the best choice for your child and your child the best fit for our school.

Tuition Reimbursement

In the event of voluntary or involuntary withdrawal, any tuition paid prior to the student's withdrawal and prior to the first day of class attendance, is non-refundable. If a student pays for entire year up front and withdraws within the first semester of school then second semester tuition will be refunded. If a student attends any day in a nine week quarter, the parent is responsible for the full tuition for that quarter. Any refund due will be reimbursed by the end of the school year.

Late Fees and Returned Payments

A late fee will be charged to your account if tuition payments are not made by the 5th of each month. If your account is still delinquent after ten days, then a meeting with the Head of School must be scheduled to determine a plan to bring it current. If the account reaches twenty days past due, the student may be removed from the program and grades and credits will be withheld until account is brought current. Any insufficient funds made to the K.A.R.A.T School of Learning will result in a \$50 returned payment fee.

Financial Aid and "TOPs"

The K.A.R.A.T. School of Learning provides financial aid to those students that qualify. A link on our website under the admissions tab explains the financial aid process and a link to the financial aid application. The financial aid page also contains information on additional sites and companies that show just how affordable a private school education can be and ways to obtain other kinds of financial aid. In addition, several programs are offered throughout the school year to help offset some of the cost of tuition. Known as "TOPs," our Tuition Offset Programs are optional and, unlike most school's fundraisers, ours don't require the student to go door to door or for the parents to take anything to the office. Through K.A.R.A.T. partner companies, you can earn discounts on your child's tuition and help K.A.R.A.T. School of Learning offer your child even more possibilities, simply by doing things you already do like buying gas, groceries and home products, going out to eat, and even surfing the web. For more information on how to participate contact our Admissions Department.



SCHOOL OFFICE

1. Parents and guests are welcome to visit KARAT School of Learning. When you desire to visit a class for any reason, you must come by the office first to sign in and get a visitor's pass. Please do not go directly to the classroom between 8:15 a.m. and dismissal.
2. Lunch, homework, books, etc. may be left in the office to be delivered, but may not be taken directly to the student by the parent.
3. The school telephone (724) 689-9929 provides a vital link with parents and the public. The office phone may be used by students with permission only.

OFFICE AND CAMPUS HOURS

The school office is open from 8:30 a.m. to 3:30 p.m. If a student or parent wishes to see a particular staff member, an appointment is advised.

WEBSITE

Our web address is www.karatlearning.com. You will find information about the school including email addresses, the school calendar, teacher resources, notices about future events and much more. Photos are posted weekly.

REQUIRED FORMS

All required forms are found on our website and must be filled out in their entirety, and returned to the school before student is allowed to begin.

FIELD EXPERIENCES

The KARAT School of Learning take field experience trips to interesting and educational places in the area daily, as part of the instructional program. Parents will be notified beforehand through the weekly agenda letter that is send home via email each week. Safety is a primary consideration at all times. The school reserves the right to exclude a student from a field trip who has repeated behavior problems. The office must approve parents who wish to attend the field trip and/or drive their own student. Each parent is required to have a Level II Background Check. For drivers, a copy of the driver's license and insurance must be supplied to the office. Please allow 3-4 weeks for approval. School transportation will be provided for your child if you are unable to attend field trips. Younger siblings may not accompany the parent and child.

STUDENT REFERRAL REWARDS

The K.A.R.A.T.® School of Learning realizes that the families currently enrolled know what we are all about and what kind of student will get the most out of a K.A.R.A.T.® education. Enrolled families know firsthand if the recommendation of a family and their child or children will be a good fit for us all. We want to reward this fact and encourage you to recommend potential families and students to us by giving back to our families. We will credit your tuition account \$300 for every student you recommend, once that student is accepted, enrolled and has paid full tuition (not on scholarship). You can earn a referral credit for each and every family



you refer. Just have them fill out the referral section of the application or submit contact information to the admissions department. We thank you in advance for your referrals and helping grow our family.

WITHDRAWAL FROM SCHOOL

A conference with administration may be requested before finalizing a withdrawal. All student withdrawals must be with the written request of the student's parent. A withdrawal form from the registrar must also be completed. Financial obligations and the return of all school materials must be completed before withdrawal.

STUDENT RECORDS

Requests for student records must be written and submitted to the Registrar's office. Please allow one (1) business day for the processing of this request.

LUNCH PROGRAM

The breakfast and lunch menu for each day is detailed in the weekly agenda letter. You will have to sign up for the option on a weekly or daily basis.

The cost for each meal is \$1.00.

Nutrition is very important to the KSL curriculum. We will have healthy choices to eat and we stress hydration with plenty of water. Water cooler is available in the classroom.

Uniform Policy

The K.A.R.A.T.® School of Learning has a uniform policy that focuses on three main points and two kinds of dress: "Standard Dress" and "Special Dress." We do not have set guidelines as to what the student is allowed to wear but we focus on the following:

1. Dressing the part
2. A Representative of K.A.R.A.T.®
3. Comfort and Focus

Dressing the part

In life there are many things we do, places we go, or jobs we hold that a certain level or style or dress is expected, appreciated, required or just the norm. The curriculum takes us out into the community all the time for numerous reasons. Places such as the theatre or museum require a different dress than the zoo or a manufacturing plant. Every objective will take each student to many different places. While most days will be standard dress, there will be several special dress days. We will update the parents and students weekly for the following week what days are special dress days and how they should dress for those days. For our juniors and seniors who are doing dual enrollment or on the job training, you will be required to adhere to the set dress code or the standard of dress for either activity. Dressing the part means you'll be ready for where ever our curriculum takes you.



Comfort and Focus

We believe that when a student is comfortable in what he/she is wearing, then that is one less thing to be concerned about in helping them focus on the task at hand. By allowing our students to wear what they like, while adhering to school guidelines, the student is able to be themselves and that will only help them better focus on his/ her IEP. To accomplish individual goals and objectives, a student must be able to feel like an individual. One of our core values is self-confidence and if the student feels confident in how he/she looks, that confidence will pore over into other areas of life and education.

Two types of dress

Standard Dress

We define standard dress as whatever the student's every day wear would normally be while adhering to the set guidelines of the K.A.R.A.T. School of Learning. The students may wear any K.A.R.A.T. shirt that they feel matches their personal style of dress. Again seniors and juniors in dual enrolment or interning in an on-the-job training program must adhere to the set uniform or standard of dress for either activity. If you bring a change of clothes locker rooms are available for your use.

Special Dress

We define special dress as dressing the part. There will be numerous times we will require a certain level or style of dress. Depending on the field experience of the day, a student will need to either dress up or dress down. Which dress, and the guidelines of what that means, is defined in the weekly update. We will make parents and students aware of these days in advance and you can also check our website for these days. Some special dress days will be mandatory and some recommended. If a student shows up for a mandatory special dress day not dressed properly, he/she may be required to stay on campus. For questions or last minute double checks, give us a call.

Guidelines for Acceptable Clothing

Motto for adhering to policy: If there is ever a question of whether or not it is acceptable, then there is no question. Meaning if you have to ask yourself if what you're wearing follows the guidelines, it most likely doesn't.

Physical Education

Physical Education is of paramount importance to the students, and therefore PE meets various times throughout the school week. The weekly letters will always outline what PE activities are scheduled so it is imperative, on these days, your son or daughter has proper clothing to fit the type of class. Example: swimsuit for pool, gym shoes for running and weights, gym shorts or warm ups, etc. Students may not participate in PE in their bare feet and improper footwear is likely to cause injury. If your child needs to be excused from PE for medical reasons, please send a note to the school office with details of the injury and the likely dates that the doctor recommends for excusal. Students missing PE will not receive curriculum credit for the day.



Discipline at the KARAT School of Learning

Philosophy & Overview

The KARAT School of Learning's basic philosophy regarding discipline is that adolescents need consistent guidelines, expectations, and understanding in order to function well. KARAT has an implementation of a "positive discipline" approach. It is hoped that when students are given latitude with their privileges and decision making that they will make the right choice. Mistakes are regarded as learning opportunities, and the goal is to find a "win-win" situation for everyone involved. Occasionally, of course, if matters get more serious, then the faculty will intervene and the parents will be contacted immediately and an incident report will be put in the folders of the students involved.

Most of these common issues are resolved by speaking individually with the student. Solutions can also be brainstormed in a class meeting format, allowing students to create ideas on how a matter should be handled. It is occasionally appropriate to address an issue in front of the whole class, though generally this approach is less effective. In most cases, classes have determined that a light, contributive consequence should be implemented, and the teacher's primary intention is to avoid creating a habit or pattern for the student, as well as to determine the motive behind the behavior. Teachers have great latitude in setting consequences, but examples might include missing a break or recess, staying after school to finish an assignment, writing a note of apology or a plan of action.

Computers and Acceptable Use

The KARAT® School of Learning provides electronic mail and Internet access to all staff, faculty, and students. With this access comes the obligation to use it responsibly.

First and foremost, KARAT® considers computers tools not toys. In this rapidly changing communication age, it is vital that students have the technology skills they need to be successful. This includes the use of the Internet for email exchange and research, as well as learning and using computer applications for word processing, desktop publishing, design, math and science calculations, and multimedia projects. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover controversial information. We at KARAT® firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

It is our philosophy to allow open access, with guidelines in place to teach responsibility and Internet etiquette, to all students rather than denying or limiting their access. This empowers students to make good choices, learning the boundaries of acceptable use for themselves, rather than making those choices for them by locking them out of certain sites or activities. This requires specific education and careful monitoring as well as clear communication about acceptable use of computers and Internet access. Please take time to sit down with your child to read and discuss the *Rules and Code of Ethics for the KARAT School of Learning Users*.



Rules and Code of Ethics for the KARAT® School of Learning

Email

Each staff and faculty member has an individual email account at the KARAT® School of Learning. KARAT® students use personal web-based email to transfer documents between home and school. Messages sent over email must be written appropriately, in keeping with the KARAT® values of the school. Anyone receiving a message can forward it to others or post it on electronic bulletin board systems for anyone to read. Messages should not contain profanity, obscene comments, sexually explicit material, or expressions of bigotry, racism, or hate. Also messages should not contain personal information that one would not want any stranger to have, such as one's name, address, or phone number.

Internet Use

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. The Internet is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the school computers are responsible for their behavior and communications. It is presumed that users will comply with KARAT® standards and will honor the agreements they have signed.

During school, teachers guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Cell Phone Use

Students are allowed to have their cell phones on them during school hours. The phones are to be set on vibrate or silent. Texting and emailing during lessons, autonomy or teacher-instructed times are not allowed. Sharing or sending pictures or text of obscenity, nudity, or any of the below items listed as “not permitted” will result with a disciplinary action, as outlined in the section, *Discipline at the KARAT School of Learning*.

The following are not permitted:

- Sending or displaying offensive or inappropriate messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files, cell phones or personal property
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Piracy – using the internet to steal software, videos, TV shows, etc.



I have read and accept the above policy for computer (internet & email) use and cell phone use for the KARAT School of Learning.

Parent Signature

Date

Student Signature

Date



K.A.R.A.T. ® Policy for Conflict Resolution

The K.A.R.A.T. ® School of Learning believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others. To prevent conflict, the K.A.R.A.T. ® School of Learning will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community which helps ensure a safe and healthy learning environment. The K.A.R.A.T. ® School of Learning will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Students of K.A.R.A.T. ® School of Learning will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to, the following:

Students are to resolve their disputes without resorting to violence. Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems peaceably. Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence. Students needing help in resolving a disagreement, or students observing conflict, may contact an adult or peer mediators. Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussions confidential. Conflict resolution procedures shall not replace the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.



Policy for Bullying Prevention

The K.A.R.A.T. ® School of Learning believes that all students have a right to a safe and healthy school environment. We have an obligation to promote mutual respect, tolerance, and acceptance. The K.A.R.A.T. ® School of Learning will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The K.A.R.A.T. ® School of Learning expects students and/or staff to immediately report incidents of bullying to an adult. The staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. To ensure bullying does not occur on school campuses, the K.A.R.A.T. ® School of Learning will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. K.A.R.A.T. ® students will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to: *Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.*

Students are expected to immediately report incidents of bullying to an adult of K.A.R.A.T. ®. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact Mrs. McDonald immediately. K.A.R.A.T. ® prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following:

All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

The staff is expected to immediately intervene when they see a bullying incident occur. People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.



The K.A.R.A.T. ® School of Learning

Founded 2010 PA

Administration

Mrs. Susan McDonald

Head of School

Mrs. Mary Ruth Acebo

Director of Community Affairs

Miss Lillie Graves

Administrative Assistant

Board of Directors

Mrs. Karen Phillips, Chair

Dr. Tim McHenry

Mrs. Lisa Tidwell

