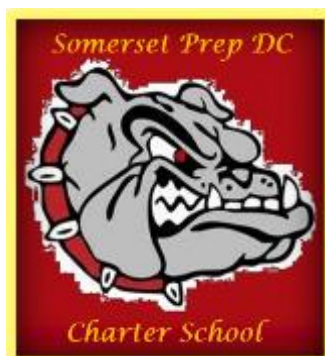


Somerset Prep DC **Charter School**

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Go Bulldogs!!



2016-2017

Student/Parent Handbook

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Dear Parents:

WELCOME!!!

On behalf of the faculty, staff and administration, I welcome you and your child to Somerset Prep DC. Your child is entering a specially prepared environment that is warm, secure, and challenging; a place in which to grow socially, physically, and creatively. This will be a great year at Somerset Prep DC. Our staff is outstanding and as a “family” unit parents and teachers will work together to provide a wonderful education for our terrific students.

We know that children learn in different ways and at different rates, so we provide experiences that take these differences into consideration. We encourage a love of learning and of self. Young children question the obvious and see mystery in the commonplace. We know that remarks of youth have meaning and reveal modes of reasoning and judgment based upon their developmental abilities. Our classrooms are places for thinking activities and the emphasis is on the child as “thinker-in-action” where he or she is encouraged to be an active participant in the learning process. We guide the students to seek out, select and deal with objects and happenings in our exciting school environment.

This handbook is one way to bring the parents, teachers, and students of Somerset Prep together. Only together can we accomplish a program of well-rounded education for all of our children.

In this book the answers to most of your questions can be found. The rules of the school apply to all students. Please contact a member of the administrative team at (202) 562-9170 for additional information or clarification of anything contained in this Handbook.

The following handbook and all items within are subject to change upon Resolution made by the Somerset Board of Directors. The most recent version of this handbook is posted on our web site (www.somersetdc.com). Any changes to the handbook will be posted on the web site and in student newsletters.

Our students deserve our best efforts...excellent school attendance, punctuality, a good night's sleep, a nutritional breakfast, and having the proper supplies needed in school are all part of a program of success for your child.

We accept the challenge and responsibility of educating our students. Have a wonderful year!

Go Bulldogs!

Lauren Catalano

Lauren Catalano
Principal

THE BULLDOG OATH

I pledge to be at school, to behave and to be working. I will be responsible for my actions. I will be respectful to my classmates, my teachers and the staff at Somerset. I will have the courage and integrity to do the right thing even when it may not be the most popular practice of my peers. ***Live, Learn, Lead!***

PURPOSE

The purpose of Somerset Prep DC is to provide an individualized, academically rigorous, and engaging curriculum focusing on the ever-changing needs of our learners. Our educational process encompasses the partnership among the school, family, and community, in order to develop a life-long love of learning. We strive to develop students who are self-assured, well-rounded, and prepared for future success.

WHAT IS A CHARTER SCHOOL?

Charter schools are non-profit, self-managed public schools (serving students in grades K-12). Although they must be approved and monitored by the local school board, they are run independently – like private schools except that you do not have to pay tuition! Charter schools are funded by state and local monies and are open to any student.

SCHOOL ADMINISTRATION

Lauren Catalano	Principal/CEO
Lamont Trotter	Assistant Principal
Keonna Randolph	Dean of Students

OFFICE ADMINISTRATION

Vania Maysonet	Chief Operating Officer/HR Director
Kristine Ras	HR Assistant/Office Manager
Syncottia Belinfontie	LEA/Data Manager
Gloria Williams	Receptionist/Administrative Assistant

STUDENT ARRIVAL AND DEPARTURE TIMES

Middle School		High School	
7:25 am	Building Open to Student Arrival	7:25 am	Building Open to Student Arrival
7:55 am	First Period Class Begins	8:25 am	First Period Class Begins
2:45 pm	Student Dismissal	3:15 pm	Student Dismissal
4:00 pm	Athletic Programs begins	4:00 pm	Athletic Programs begins
5:30 pm	All students to leave building and campus	5:30 pm	All students to leave building and campus

Depending on whether or not the child is involved in extended day or after-school activities, they may be required to stay on campus through 5:30 pm.

Policies

1. Acceptable Computer Use Policy

The use of computers at SOMERSET PREP ACADEMY offers opportunities for students to access the Internet and a subscription research database, as well as word processing, in order to enhance educational goals and objectives. Use of equipment in the computer lab, classrooms, and library is a privilege to the user and entails responsibility. The smooth operation of the networked and non-networked computers relies upon the proper conduct of users, who must adhere to guidelines for efficient, careful, ethical, and legal utilization of the resources. These guidelines are set forth in the *Acceptable*

Use Policy, which outlines SOMERSET PREP ACADEMY expectations for and the responsibilities of the computer user. Students and families must complete an acceptable use form in order to be able to use school computers.

2. Assembly Program Guidelines

- Students will enter the meeting room with their advisors in a quiet and orderly fashion.
- Students will sit in the seats assigned to their class unless otherwise instructed by an adult.
- Students will sit at their assigned seating area.
- Students will remain quiet throughout the entire program except when an audience response is requested by a speaker.
- Students will remain seated until directed by their advisor to stand and exit.
- Students who demonstrate an unwillingness or inability to participate in the assembly prior to the beginning of the program, will be removed from the assembly.

3. Attendance

Individuals under the age of 18 who are not currently enrolled students at Somerset Prep Academy are not permitted to attend any Somerset Prep Academy events unless accompanied by a parent or guardian. Students under the age of 18 may attend special events including but not limited to prom, graduation, and other as warranted by Administration without a parent/guardian if they have met the criteria established by the Administration for the specific event. Any current student who is serving an Out-of-School or Long Term suspension is not permitted to attend any Somerset Prep Academy event while serving the suspension. Any student who has been expelled or suspended, in-school or out-of-school, from Somerset Prep Academy is prohibited from attending Somerset Prep Academy events on- or off-campus.

Student Age. Each school-age child who is a resident of the District of Columbia must attend a public, independent, private, or parochial school or shall receive private instruction from five (5) years of age (by September 30 of the current school year) through seventeen (17) years of age. A school-age child and his or her parents or guardians shall be deemed to have met the District of Columbia's compulsory education requirements when the child is enrolled in a nonpublic school whose elementary and secondary program has been approved by OSSE.

Exemption. A school-age child and his or her parents or guardians shall be exempt from compulsory school attendance requirements if the child:

- Has earned a high school diploma or its equivalent; or
- Participates in a home schooling program that complies with all District of Columbia laws and regulations.

School Year and Instruction Time. A school year includes a minimum of one hundred eighty (180) regular instructional days; including an instructional day of six (6) hours, unless otherwise approved by OSSE pursuant to its approval of nonpublic educational institutions. An instructional day shall be at least six (6) hours in length for students, including time allotted for lunch periods, recess, and class breaks.

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities and/or after school activities unless otherwise approved by Administration.

Attendance: PATTERNS OF NON-ATTENDANCE

- Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day. Absences may not exceed 10 regardless if excused or unexcused in any subject area; on the eleventh absence a student will fail the course.
- A student who has had at least four unexcused absences, or absences for which the reasons are unknown, within a calendar month, you are exhibiting traits of non-attendance.
- Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused) by tardiness, or early sign-outs that equals 4 days (24 hours) in a marking period may establish a pattern of non-attendance.
- Habitual truant means a student has 10 unexcused absences without the knowledge or justifiable consent of the child's parent or legal guardian, is subject to compulsory school attendance at Somerset Preparatory Academy Charter.

Attendance: CONSEQUENCES RELATED TO TRUANCY

- A child who is found to be truant may be taken to the Juvenile Assessment Center or other locations that are established by the school district to receive students who are absent from school. It is the responsibility of the Law Enforcement Officer to call the school to determine if the child is legitimately out of school.

****The Student Support Team will meet regularly to consider students attendance issues for the following reasons:**

- Four unexcused absences during at least a four-week grading period
- Excessive tardiness
- Excessive absences—excused or unexcused

Attendance: EXCUSED ABSENCES

- Illness or other bona fide medical cause experienced by the student;
- Exclusion, by direction of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons;
- Death in the student's family;
- Necessity for a student to attend judiciary or administrative proceedings as a party to the action or under subpoena;
- Observance of a religious holiday;
- Lawful suspension or exclusion from school by school authorities;
- Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other condition(s) or emergency requiring a school closing or suspension of classes;
- Employment or other volunteer work approved by the school, provided that the student is seventeen (17) years of age, and provided further that any excused absences under this paragraph shall not adversely impact the student's academic performance or timely graduation;
- Failure of the District of Columbia to provide transportation in cases where the District of Columbia has a legal responsibility for the transportation of the student;
- Medical or dental appointments for the student;
- Absences to allow students of military to visit with their parent or legal guardian immediately before, during, and after deployment, as appropriate;
- An emergency; or
- Other set of circumstances approved by an educational institution.

Attendance: TARDIES (Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.)

- Parents must provide adequate documentation during the arrival of the student to school to excuse a tardy.
- Excessive tardiness will be addressed on a case-by-case basis to determine if a pattern of non-attendance exists. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
- Tardiness to any class without documentation may be considered unexcused.
- Habitual tardiness is defined as being tardy at least four times within a nine week marking period or eight in one semester.
- The Administration has the discretion to excuse tardiness for extenuating circumstances.

Attendance: UNEXCUSED TARDY POLICY TO SCHOOL

First, Verbal Warning **Second**, Parent contact **Third**, Detention **Fourth**, Referral

Documenting an Excused Absence

When a student returns to school after an absence, s/he should bring a note to the front office that includes the date(s) of the absence, the reason for the absence, and any required documentation. An original doctor's certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days.

IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.

Late Arrival

If a student is not present and in his or her seat in his or her first period class by 8:00 am, that student is considered tardy. If a student arrives after 8:45 am, s/he will be required to attend Tardy Hall until the conclusion of first period.

This absence from first period is considered an unexcused absence. Students must obtain a tardy pass and present this pass to their teachers in order to be admitted to class. **A student will not be allowed to enter his or her first period class after 8:45 am.** These absences count towards the maximum number of allowable absences to receive course credit. Students must attend 3 full periods (80%) to be counted present for a full day.

When a student arrives after 8:00, s/he must sign in at the security desk, check in with the attendance officer, show the required student ID, and then report to the appropriate class. .

Attendance: Tardy Policy

The following procedures apply if a student is tardy (e.g. not in the classroom by the starting time of the period) to any class:

- When a student accrues three unexcused tardies (to first period and/or any period/advisory), s/he will be assigned an after-school detention.
- For every additional tardy to each class period/advisory during that *month*, students will be assigned an additional after school detention.
- If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass.
- If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be assigned to In-School Suspension.
 - Students must attend 3 full periods (80%) to be counted present for a full day.
-

Attendance: Early Dismissal

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. A parent/guardian must send documentation in writing to the attendance officer. The attendance officer will verify the documentation and approve or deny the early dismissal.
2. The student will be considered excused if the dismissal is for a reason that is in accordance with the excused absence policy.
3. If a student is too ill to remain in school and needs to leave school, a parent/guardian will be contacted. ***Early dismissals are only granted when requested from a parent/guardian and/or emergency contacts that are documented during the enrollment process.***

If a parent/guardian arrives at Somerset Prep Academy to secure a student for early dismissal, he/she must present a current state license or state identification. He/she must be listed on the student's Emergency Contact Form. Changes to the Emergency Contact Form must be done in writing by the primary parent/guardian and cannot be accepted verbally.

- No students shall be released within the final 30 minutes of the school day unless the Administration determines it is an emergency.
- Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
- Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as an absence.

STUDENT'S RIGHTS AND RESPONSIBILITIES - ATTENDANCE

- Students have a responsibility to ask their parents to notify the school when they are absent, yet upon returning to school, the student must provide an excusable letter from the parent.
- Students have a responsibility to ask teachers for, and to complete, make-up assignments. Two days (not including the day of return) are allowed for each day of absence. Previously assigned work is due the day of return.
- Students must maintain current assignments and have the responsibility to turn in their daily work while serving internal suspension.

- Students who are married, are parents, or are expectant parents have the right to remain in the regular school program or attend a special center program tailored to their specific needs.

PARENTS' RIGHTS AND RESPONSIBILITIES – ATTENDANCE

- Parents have a right to be informed of the attendance responsibilities and consequences for truancy for both parents and students as described in the Code of Student Conduct.
- Each parent of a child of compulsory school attendance age is responsible for the child's school attendance as required by law.
- Parents must report their child's absence in accordance to our policies.
- Parents have the right to request a hearing if they refuse to participate in the intervention developed by the Student Support Team because they believe that the intervention is unnecessary or inappropriate.
- The parents of a student expected to miss at least 15 consecutive school days due to illness, medical condition, or social/emotional reasons, or who would miss excessive days intermittently throughout the school year for the same reasons, and could benefit from instruction should notify the school and request a copy of the Hospital/Homebound referral packet.
- Parents have a right to be notified if their child misses school and the parents have not reported the absence to the school.

Attendance: Truancy Defined

Truancy is the willful absence from school by a minor (5–18 years of age) **with or without parental approval, knowledge, or consent**.

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A truant is defined as any student who accumulates 10 or more unexcused absences in one school year.

Attendance: Truancy Enforcement

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.
- Parents/guardians are notified of the student's truancy status.
- Parents/guardians and the school are provided with consultation and follow-up support.
- Parents/guardians and students may be required to attend a truancy conference.
- Parents of students with excessive tardies will be referred to the Office of the Attorney General.

Consequences of Poor School Attendance

Missing school may result in:

- Poor work habits
- Lower grades/loss of credit
- Frustration in learning
- Dropping out of school
- Lower self-esteem
- Reduced earning potential
- Possible unemployment

Student Responsibilities

1. Arriving on time to school each day;
2. Attending all classes daily;
3. Assuming responsibility for behavior which supports regular attendance;
4. Coming to school each day ready to learn and prepared with all required materials.

4. Behavior and Discipline

Somerset Prep Academy's success, and the success of its teachers, staff and students, depends on an atmosphere that supports learning. Somerset Prep Academy's is a place for learning and getting along together. Student behavior that advances learning is encouraged, while behavior that detracts from learning has no place in the school. Accordingly, Somerset Prep Academy's has established a disciplinary system that recognizes students for positive conduct in the school and flags students for negative or disruptive conduct. The school wide disciplinary system is designed to help student's behavior conform to a positive

learning environment. The disciplinary process identifies and attempts to remediate student conduct that interferes or disrupts the work of the school. For a more detailed description of this process, please see the section on the Code of Conduct, below.

The School philosophy regarding student behavior ensures commitment to the School's mission on a daily basis. We believe that a safe and orderly school is of primary importance to creating an enjoyable learning environment for both students and teachers. The School's policies and procedures are to ensure a safe and orderly environment. Furthermore, when students behave in a respectful, responsible and safe manner, they enjoy a more productive learning experience and develop into responsible adults and citizens.

Thus, students will be expected to abide by a strict code of behavior. Proper conduct will be recognized and acknowledged and consequences will be given for breaking rules in accordance with the belief that inappropriate behaviors that interfere with the learning process must be extinguished. It is anticipated through a progressive discipline model, with commitment to apply consistent, best practice behavior management techniques, students will take ownership of their behavior or mistakes and learn from them. The School will encourage children to believe that "mistakes" of judgment can and often do occur, and it is the acceptance of responsibility for our actions and lesson(s) learned from the "mistakes" that develop a student's character.

Additionally, students will be taught character education throughout the school year, reinforcing a sense of responsibility in their actions and deeds, thus molding more self-aware, capable individuals. Students will be encouraged, at minimum, to be honest, kind, respectful, patient, proud, and courteous. The School expects each parent to take an active role in supporting this plan. It is in the student's best interest that parents, faculty and staff work together to ensure a happy, safe and productive learning experience.

Somerset Prep Academy will follow Discipline guidelines, (Tiers 1-4) as applied through the standards outlined as follows. The most appropriate disciplinary action taken by the School's officials will be the least extreme measure that can resolve the discipline problem. Teachers and administrators strive to use a variety of informal disciplinary or guidance strategies, prior to, during, and after formal disciplinary action.

Suspension:

The Principal of the School (or designee) may suspend a student from school for gross misconduct and/or persistent disobedience. Principals take this action when they have exhausted informal disciplinary strategies, or when they have at least considered those alternatives and rejected them as inappropriate in a given situation.

Out-of-School or Long Term Suspension may be utilized by the School under the following conditions:

- The student's presence in school presents a physical danger to the student or others;
- A "cooling off" period is needed in order to relieve tensions and relieve pressure; and/or
- The student and/or parent refuse an alternative to suspension.
- The student has violated the Student Code of Excellence or any Tier III or Tier IV violation.
- Tiers I-IV are available for review upon request to the Dean of Students.

During a suspension the child will be given the opportunity to complete the work that was missed during the suspension.

Failure to make up the assigned work missed during a period of suspension will result in the student being given the academic grade of "F" for those assignments. ***IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.***

A suspended student completing assigned work missed during the period of suspension will not be subject to the withholding of passing final grades unless the student has, in addition to suspension, attained five or more unexcused absences in a semester course or ten or more unexcused absences in an annual course. In addition to making up assigned work, the student will be held responsible for the material presented during his or her absence. ***Students are allowed one day per OSS day to make up assignments. No more than ten (10) days will be given to make up missed assignments.***

Under no circumstances are teachers required to make special provisions to comply with this procedure. The responsibility for securing assignments missed during the suspension period will be that of the student. Upon completion of the makeup work, within a reasonable amount of time, the student should submit the work to the teacher. The teacher must grade and record the makeup work as it is received.

No grade higher than 80% will be earned from students that are on an Out-of-School suspension.

Expulsion/Long Term Suspensions

A student may be expelled or long term suspended by the Principal upon recommendation of the School Administrative Panel or by the Board of Trustees Hearing Officer. The Administrative Panel should consist of at least three staff members who are neither a witness of the incident, has knowledge of the incident, or a Board member of the School. Students may request a neutral staff member to be on the panel. The Administrative Panel may recommend expulsion or long term suspend any student found to have committed a Tier IV offense, as listed in the Schools policies and procedures. If not satisfied with the outcome parents/guardians may appeal the decision to expel or long term suspend a student, to the Board of Trustees Hearing Officer. All appeals must be received in writing, to the Principal or Dean of Students, within 5 business days of the expulsion or long term suspension date.

Behavior and Discipline

5. Disciplinary Probation & Appeals

A student who has committed repeated violations of the Code of Conduct or a major violation of the Code of Conduct may be placed on disciplinary probation. Prior to the imposition of disciplinary probation, Somerset Prep Academy will provide the student and his/her parents with an opportunity for an informal conference as in the case of suspension, above. If placed on disciplinary probation, the student and his/her parent/guardian will be notified in writing that the student has violated school policy and that future violations will incur more stringent disciplinary action, up to and including long term or expulsion from Somerset Prep Academy.

If, while on Disciplinary Probation or a Probation contract, a student violates another major school policy, s/he may be long termed suspended (rest of school year) or expelled (365 days). Each violation is treated on a case-by case basis.

The length of disciplinary probation and its conditions will be determined individually for each student by the Administration. ALL probations will be at least 6 weeks or 30 school days. **Probation is a serious status with severe consequences. Students can be expelled for violations of disciplinary probation and behavior contracts.**

An Administrator will make reasonable attempts (three phone calls or written communications or email or any other form of contact) to contact a parent/guardian regarding a student's Disciplinary Probation status. **If a parent fails to communicate and/or refuses to sign a contract, the contract shall be enacted. A final copy of the contract will be provided to the parent/guardian.**

Steps in Disciplinary Probation:

- **Step 1:** After a student is placed on disciplinary probation, s/he will be required to attend a conference with the Divisional Dean and/or another member of the Administrative team and his/her parent/guardian. During this conference a Disciplinary Probation/and or Behavior Tracker contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
- **Step 2:** If a student *meets* the stated expectations of the Disciplinary Probation s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he may be removed from Disciplinary Probation/and or Behavior Tracker.
- **Step 3:** If a student *fails to meet* the state goals of the Disciplinary Probation/and or Behavior Tracker contract will result in further action which may include a Long Term Suspension or Expulsion from Somerset Prep Academy.

Expulsion and Long Term Suspensions

Students may be expelled or Long Termed Suspended for:

1. Extreme violations of the Code of Conduct that significantly and demonstrably harm the educational environment of Somerset Prep Academy or harm the safety or security of Somerset Prep Academy students, staff, faculty, or others associated with Somerset Prep Academy or:
 - a. The student poses a threat to staff or other students
 - b. The student exhibits violent behavior.
 - c. The student substantially disrupts the learning process.
 - d. Any Tier IV violation
 - e. Repeated violations of the Code of Conduct after appropriate remediation or interventions have been attempted.
 - f. Violation of Disciplinary Probation or a Probation Contract.
 - g. Any violation of a Court Order Probation

The following procedures will be followed if a student is being reviewed for expulsion: The student will receive a 10 day out of school suspension pending potential expulsion. Prior to the suspension, an informal conference (which may occur by phone) will be provided as described for suspensions (above) regarding the Code of Conduct violation which could lead to expulsion.

The student and family will be notified of the nature of the offense and possibility of expulsion. During the suspension, a meeting will be set up with the student, parent/guardian, and the Administration. The meeting consists of notification of charged offense(s), potential consequences, and procedures to be followed.

Appeals for a Discipline Hearing to review the incident(s):

Three faculty/staff members will serve as the Discipline Review Committee. The panel makes a recommendation to Somerset Prep Academy Administration regarding possible expulsion or long term suspension. During the hearing, one administrator will carry out the following procedures:

1. A statement of the Code of Conduct violation and summary of hearing procedures.
2. An explanation of the evidence or facts for which potential expulsion or long term suspensions will be considered.
3. The students will be able to provide a statement or explanation and speak to the panel. The panel may ask the student questions regarding the matter. One or more advocates may speak on the student's behalf.
4. At the conclusion of the hearing the panel will make a recommendation regarding the expulsion and/or other consequence will be determined. If the panel recommends expulsion, the recommendation will go to the Somerset Prep Academy Administration, which makes the final disciplinary decision.
5. The student/family will be informed of the decision via phone within 24 hours of the hearing, and written notification will be mailed within 48 hours of the hearing.
This notice will contain information regarding appeal procedures.
6. **Any student who is expelled or receives a long term suspension has the right to appeal the decision in writing to the Somerset School Board Hearing Officer via the Principal, within five school days of the written notice of expulsion or long term suspension and to have an advocate present on his/her behalf at the appeal.**
7. **If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, without prior written notice, the child's right to a hearing will be waived. Therefore, the school will proceed with its determination regarding the proposed charges and the ruling of the Disciplinary Panel. The findings from the hearing will be approved and take effect immediately.**
8. **The Board or panel of the Board generally will uphold the decision if there was a reasonable basis for the sanction such as: (1) the student was guilty of the alleged policy violation, (2) the school reasonably considered mitigating and aggravating factors, and (3) the school issued discipline within the scope of school board policy and public school law.**

Reasonable Force. School personnel may use reasonable force, to control behavior or to remove a person from the scene in those situations when necessary for any of the following reasons:

1. To correct students;
2. To quell a disturbance threatening injury to others;
3. To obtain possession of weapons or other dangerous objects on the person, or within the control of, a student;
4. For self-defense;
5. For the protection of persons or property;
6. To maintain order on school property, in the classroom or at a school-related activity on or off educational property.

Behavior and Discipline

6. BULLYING

THE SCHOOL BOARD OF SOMERSET PREP IS COMMITTED TO PROTECTING ITS STUDENTS, EMPLOYEES, AND APPLICANTS FOR ADMISSION FROM BULLYING, HARASSMENT, OR DISCRIMINATION FOR ANY REASON AND OF ANY TYPE. THE SCHOOL BOARD BELIEVES THAT ALL STUDENTS AND EMPLOYEES ARE ENTITLED TO A SAFE, EQUITABLE, AND HARASSMENT-FREE SCHOOL EXPERIENCE. BULLYING, HARASSMENT, OR DISCRIMINATION WILL NOT BE TOLERATED AND SHALL BE JUST CAUSE FOR DISCIPLINARY ACTION. THIS POLICY SHALL BE INTERPRETED AND APPLIED CONSISTENTLY WITH ALL APPLICABLE STATE AND FEDERAL LAWS. CONDUCT THAT CONSTITUTES BULLYING, HARASSMENT OR DISCRIMINATION, AS DEFINED HEREIN, IS PROHIBITED.

“Bullying” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: 1. Unwanted teasing 2. Threatening 3. Intimidating 4. Stalking 5. Cyberstalking 6. Cyberbullying 7. Physical violence 8. Theft 9. Sexual, religious, or racial harassment 10. Public humiliation 11. Destruction of school or personal property 12. Social exclusion, including incitement and/or coercion 13. Rumor or spreading of falsehoods.

Expectations: The Somerset Prep School Board expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. **Bullying will not be tolerated. Any act of bullying, will fall in Tier Three or Tier Four of student discipline. The tier will be determined by the administration’s investigation.**

The School prohibits the bullying of any student or school employee:

1. during any educational program or activity conducted by Somerset. 2. during any school-related or school-sponsored program or activity. 3. through the use of any electronic device or data while on school grounds, or computer software that is accessed through a computer, computer system, or computer network. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section. 4. Through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity. 5. while the School does not assume any liability for incidences that occur at a bus stop or en route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. If a student’s ability to receive an education or a school’s ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued. These incidents may occur off campus and may not entail threats of acts to occur during school hours, if a student’s ability to receive an education or a school’s ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.,

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator’s position within the School.

Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, the Discipline Matrix, and this Policy. All steps necessary to protect the victim from further violations of this policy will be taken, and may include, but are not limited to, assignment of the perpetrator to a different class or the alternative class. Additionally, egregious acts of bullying by certified educators may result in a sanction against an educator’s state issued certificate. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials. These same actions will apply to persons, whether they are students, school employees, parents/guardians, or visitors/volunteers/independent contractors, who are found to have made wrongful and intentional accusations of another as a means of bullying.

Students may report complaints of bullying to any school employee, faculty or staff. All employees, faculty and staff are required and must report, in writing, any allegations of bullying or violations of this Policy involving students to the principal/designee or appropriate area/district administrator.

Any other members of the school community who have credible information that an act of bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) in writing to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) school days after the alleged incident (i.e., within 90 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.

A school district employee, school volunteer, contractor, student, parent/guardian or other persons who promptly reports in good faith an act of bullying to the appropriate school official, and who makes this report in compliance with the procedures set forth in this Policy, is

immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

Administrators/principal/designee(s) shall document in writing and/or via the specified data system all complaints regarding bullying, as with all infractions of the Code of Student Conduct, to ensure that problems are appropriately addressed in a timely manner, whether the report is made verbally or in writing.

Anonymous reports may be made utilizing the Somerset Prep Schools Anonymous Bullying Report Form. This reporting form can be found on the School website or at the school's front office, or at the school's single point of entry Anonymous Reporting Box. Anonymous reports may be delivered to the school administration's front office, put in the school's Anonymous Reporting Box Bullying Complaints and Resolution

The investigation of a reported act of bullying of a student, school-based employee, parent/guardian or other persons providing service to the school is deemed to be a school- related activity and begins with a report of such an act.

The principal/designee and/or Investigative Designee shall document all complaints in writing and/or through the appropriate data system to ensure that problems are addressed in a timely manner. This process is to be followed with all anonymous complaints as well. Although this Policy encourages students to use the formal written complaint process, school officials "should investigate all complaints and reports of harassment, whether or not the complaint is in writing

If the complaint is about the principal or an area/district's staff member's direct supervisor, then the form should be sent to the Board of Trustees.

Informal Resolution - where the administrator, along with the alleged victim and the accused/student, may agree to informally resolve the complaint. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately separately, and are confidential. Each individual (victim, alleged perpetrator and witnesses) will be interviewed separately, and at no time will the alleged perpetrator and victim be interviewed together. Each party's agreement to Informal Resolution must be in writing. The incident and the resolution must be documented on the appropriate data system.

If a mutual resolution has not been achieved, a formal written appeal must be filed within five (5) work days after the informal meeting and submitted to the principal.

Formal Resolution - the alleged victim/complainant/student/employee or parent(s), on behalf of the student, may file a written complaint with the principal/designee or appropriate area/district administrator by utilizing the Somerset Prep Schools Bullying Complaint Report Form. Said form is available on the School website, or in the school's front office.

According to the level of infraction, parents will be promptly notified of any actions being taken to protect the victim via written notice, telephone or personal conference; the frequency of notification will depend on the seriousness of the bullying incident.

The resolution, all interviews and interventions that take place and the corresponding dates shall be documented in writing and/or noted in the district specified data system.

Within ten (10) school days of the notification as to the filing of the complaint, there shall be a written decision by the Principal/Designee or appropriate area/district administrator regarding the completion and determination of the investigation. The principal/designee shall make a decision about the validity of the allegations in the complaint and about any corrective action, if applicable, consistent with the Discipline Matrix.

The Principal/Designee or appropriate administrator will inform all relevant parties in writing of the decision and the right to appeal.

If the accused is an employee, discipline may be taken, consistent with any applicable provisions, to resolve a complaint of bullying. No retaliation of any kind is permitted in connection with an individual's having made a bullying complaint and if it occurs, it shall be deemed an additional act of bullying as stated herein this Policy.

Referral for Intervention

Referral of a student to the collaborative problem-solving team (or equivalent school- based team with a problem solving focus) for consideration of appropriate services is made through the school problem-solving process by school personnel or parent to the principal/designee. Parent notification is required. When such a report of formal discipline or formal complaint is made, the

principal/designee shall refer the student(s) to the collaborative problem-solving team for determination of need for counseling support and interventions.

School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to:

- 1. Counseling and support to address the needs of the victims of bullying.
- 2. Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
- 3. Intervention which includes assistance and support provided to parents.
- 4. Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

Guiding Principles of Good Citizenship

Throughout the year, the following principles will be emphasized:

- Character is defined by what one does; not what one says or believes.
- Every choice a student makes helps define the kind of person one is.
- Good character requires doing the right thing, even when it is costly or unpopular.
- What one does matters, and one person can make a difference.
- The payoff for good character is that it makes one a better person and it makes the world a better place.

Behavior and Discipline
Character Matters

The faculty and staff will promote and recognize good citizenship, and students will receive “merits” and other incentives for demonstrating positive character traits, such as:

Responsibility	Fairness/Justice	Citizenship	Perseverance
Respect	Diligence	Punctuality	Courage
Trustworthiness	Integrity	Compassion	Initiative

Behavior and Discipline
Safety

Somerset Prep Academy policies, procedures are to ensure a safe, orderly, and drug-free environment to encourage the highest academic and educational pursuits. These plans are developed and reviewed with all school staff. Additionally, information sessions will be held with new and current students, a minimum of once yearly, to inform all students and parents of the policies and procedures of the School. A clear line of communication with faculty, students and parents is crucial to fostering a safe, orderly, respectful and engaged environment for students to succeed.

ALL STUDENTS and VISTORS must clear security before entering the building. ANY STUDENT OR VISITOR that does not comply with the security process will not be allowed to enter the building.

The School has zero tolerance policies in regards to drugs, weapons, violence and threats of violence. The School principal shall meet regularly with federal and municipal officials and request that the School be updated on the most current health and national security. The following general security procedures shall be implemented to ensure the culture of the School is maintained:

- Principal shall ensure that all administrators and designated staff members are provided with clear and concise procedures for reporting and handling all serious incidents that might occur in or within close proximity of the School.
- The School has an emergency response plan and staff are trained to activate the plan effectively and timely in the event of an emergency.
- The School staff are instructed and trained to handle and report suspicious visitors or unusual activities in and around the School.
- Organized systems for student reporting of incidents and concerns are implemented to encourage an empowered sense for students to participate in a positive environment.

- Students and faculty collaborate to create clear set of rules and in creating a safe, respectful and peaceful environment.

The following will be **the guide** for issuing consequences for violations of classroom and/or school rules however more severe consequences may be determined:

Classroom Consequences:

- 1st Consequence – Verbal warning
- 2nd Consequence – Detention
- 3rd Consequence – Parent contacted/Referral note sent home
- 4th Consequence – Referral sent to Administration

Administrative Consequences:

1. Administrative Detention or other Intervention
2. In-School Suspension (ISS) Parent Conference
3. Out-of-School Suspension. (OSS)

Behavior and Discipline

***Severe Clause-Violation** – The School will have a zero tolerance policy with regards to Fighting or violence and/or the threat of violence, Drugs, Weapons, and Bullying. Infractions of this nature will result in immediate suspension from school, to ensure that students, faculty and staff can focus on learning.

The use of corporal punishment, including physical force or physical contact applied to the body as punishment is prohibited by any member of the school staff and extends to parents or guardians on school grounds. National origin minority or English Language Learner (ELL) students shall not be subjected to any disciplinary action because of the use of a language other than English.

When confronted with an act which may require the imposition of disciplinary action by the School, the student and all other appropriate persons should be given the opportunity to explain the circumstances of the incident (verbally and in writing). The School will make every effort to inform a parent of disciplinary action prior to the action being taken.

Some of the disciplinary actions that may be utilized include:

- Parent Conference
- Removal from Class
- Conflict Mediation
- Referral to Social Worker
- Referral to Behavior Specialist
- Student Work Assignment
- Assignment to a “Alternative Learning Lab”
- Saturday School
- Peer Mediation
- Other Alternatives (e.g. after school hours detention, off-site suspension, etc.).

Behavior and Discipline

Code of Conduct Violations

“**Bullying**” means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to: 1. unwanted teasing 2 threatening 3.intimidating 4.stalking 5.cyberstalking

6.cyberbullying 7.physical violence 8.theft 9.sexual, religious, or racial harassment 10.public humiliation 11. Destruction of school or personal property 12. Social exclusion, including incitement and/or coercion 13. Rumor or spreading of falsehoods.

Harassment is defined as verbal, nonverbal and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

Sexual harassment is defined as, but not limited to verbal or nonverbal unwelcomed sexual advances or sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Somerset Prep Academy.

Cyber bullying is defined as the use of information and communication technology to bully, embarrasses, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying should report the incident to the Dean of Students.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the Somerset Prep Academy Code of Conduct.

Threatening behavior is defined as an expressed or implied threat (verbally, physically, or in writing) to interfere with: 1) the health or safety of any individual associated with Somerset Prep Academy; 2) with Somerset Prep Academy property; or 3) property on Somerset Prep Academy premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Fighting is defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, while representing the school, s/he is subject to serious consequences, including suspension and/or expulsion.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself/herself from an aggressor or aggressors, then the physical altercation will be considered a fight in which all parties share equal responsibility.

Instead of threatening or fighting someone, there are a number of ways that a conflict can be resolved. For example:

1. Inform your Dean, a security guard, your advisor, a favorite teacher, or any other adult in the building and seek out conflict resolution.
2. Walk away from a situation that appears to be escalating, then seek out assistance.
3. Count to 10 and take deep breaths until you get your emotions under control.
4. If you have difficulty managing your anger, you could meet with the school counselor.
5. Request mediation between you and the other person with whom you have an issue.

These are just a few suggestions that enable a potentially violent situation from escalating.

Behavior and Discipline

Refusal to Comply with School Personnel

Students are expected to comply with all reasonable requests made by school personnel. Student refusal to comply constitutes an admission of fault and/or guilt. Those who choose not to comply will receive consequences commensurate with the Code of Conduct violation of which they have been accused.

For example, if a teacher sees a student using unauthorized materials on a quiz and s/he asks the student for those materials but the student refuses to give them to him/her, the student will be found guilty of violating the Code of Conduct. Second, if a student is asked to report to a designated location by school staff and he/she refuses, the student has committed an act of

insubordination. Third, if a student has a cell phone on him/herself and refuses to relinquish it to a faculty or staff member, he/she is insubordination. This list is not inclusive and other incidents will qualify.

Behavior and Discipline

Detentions

Detentions are held on scheduled days, after school for 30 minutes. Students will report to the designated room within five minutes of being dismissed at the end of the school day. A detention list will also be posted each day in a consistent, common location for student reference.

A student who fails to serve a detention (including being tardy) will be reassigned to serve that detention. If s/he does not serve this detention, s/he will receive additional consequences such as: Saturday School or In-School Suspension or Out-of-School Suspension

Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will serve an In-School-Suspension or Out-of-School Suspension as warranted by the behavior.

Behavior and Discipline

In-School Suspensions

During an In-School Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Dean of Students or a school Administrator and may last from one to three days. While in ISS, students will not be allowed to participate in any school activities but will be expected to complete ISS class assignments. Failure to complete ISS assignments or to follow ISS rules will result in additional ISS days, and/or Out-of-School Suspension. One day will be allowed for each ISS day to complete any classroom lesson. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS. No grade higher than 80% will be earned for any make-up work for the ISS period.**

Behavior and Discipline

Out-of-School Suspension

Out-of-School Suspension (OSS) involves separation from the school and all school activities for a specified period of time, which is determined by the Dean or Academic Director. The primary intent is to impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, an informal conference will be held that will include the following:

- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/her side of the story
- If a suspension is given, the reason for the suspension

If a student is suspended, the following steps will be taken:

1. The parent/guardian will be contacted by the Dean of Students, ISS Coordinator, or Principal's designee, or another representative of the school, and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The parent/guardian will be informed of the length of suspension and applicable procedures regarding the suspension.
2. Somerset Prep Academy will send a written notice of suspension, which will include an offer to meet with the parents as soon as possible and the date for a conference of readmission to the parent/guardian if required.

3. The student and parent/guardian will be asked to meet with the Administration and other appropriate staff before the student will be allowed to return to school. During this meeting a student may be placed on disciplinary probation and/or a behavioral contract. If a student is already on a behavior contract, the student's status at Somerset Prep Academy will be evaluated.
4. When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

After the suspension the child will be given the opportunity to complete the work that was missed during the suspension. Failure to make up the assigned work missed during a period of suspension will result in the student being given the academic grade of "F" for those assignments. A suspended student completing assigned work missed during the period of suspension will not be subject to the withholding of passing final grades unless the student has, in addition to suspension, attained five or more unexcused absences in a semester course or ten or more unexcused absences in an annual course. In addition to making up assigned work, the student will be held responsible for the material presented during his or her absence. **No more than five days will be given to make up missed assignments. No grade higher than 80% will be earned for any make-up work for the OSS period.**

Under no circumstances are teachers required to make special provisions to comply with this procedure. The responsibility for securing assignments missed during the suspension period will be that of the student. **IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.**

Upon completion of the makeup work, within a reasonable amount of time, the student should submit the work to the teacher. The teacher must grade and record the makeup work as it is received.

A manifestation determination meeting will always be held for a student who holds an IEP when an OSS would be 10 days or over as per IDEA guidelines.

7. Book Backpacks/Bags

All backpacks/bags must be stored in student lockers. Student bags must not exceed the size to limit locker storage.

8. Breakfast

Somerset Prep Academy serves breakfast between the hours of 7:25 am and 7:55 am. There are no cost associated with breakfast.

9. Building Hours

Somerset Prep Academy is open and available to students as much as possible. As a general principle, following dismissal of regular classes, students are encouraged to use the school building for learning and extra-curricular purposes.

During the school year, the building opens at 7:25 am for breakfast. Students may not enter the building before 7:25 am each morning.

All students must be out of the building by 2:35 pm Monday through Friday unless they are enrolled in 5th period classes, school activities or sports program when they are under the direct supervision of a Somerset Prep Academy faculty or staff member. Students who do not comply with these policies will be asked to leave the building and may suffer disciplinary consequences if there is a violation of the Code of Conduct.

10. Cafeteria Expectations

Students will eat in the cafeteria. Students are expected to stay in the designated lunch area for the entire time assigned to eat. Students are not to roam freely around campus during lunch time. Students are not allowed to order food from local restaurants. School authorities will confiscate the purchase of unauthorized food brought on campus by either parents or vendors. This includes all sodas and candies and any chips or cookies larger than the appropriate "lunch size" portion. This is in compliance with the National School Lunch Program policies and procedures. Students may either bring their lunch or purchase Breakfast and/or Lunch. Free and reduced lunches are available for qualified individuals.

11. Changes to Somerset Prep Academy Policies

Somerset Prep Academy policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.

12. Community Service

Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs. ALL community service hours must have prior Somerset approval. To be considered community service, an activity must be:

- Performed for no pay;
- Completed at a nonprofit institution, church, school, community center, library, hospital or other service-related organization;
- Beneficial to at least one other person and the larger community;
- Separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action.

Examples of activities that meet the community service definition include (but are not limited to):

- Working as a teacher's aide or office assistant
- Working in any capacity at a nonprofit organization
- Cleaning up the school on a Saturday
- Tutoring younger children
- Organizing a drive that for the collection of items including clothes, shoes, food, blankets, etc. for the benefit of those in need
- Reading to the elderly in nursing homes
- Restoring a park
- Volunteering at one's church
- Helping out a local fire or police department
- Sorting food at the food bank
- Serving meals at a homeless shelter
- Volunteering as a peer tutor

13. Dismissal

At the end of the school day, students are expected to leave the building in an organized and respectful fashion. Students should be aware that all Code of Conduct rules apply when they are leaving the building and on the school grounds, and continue to apply until they have arrived at their home or other destination. Students who violate the Code of Conduct on their way home or to school may suffer disciplinary consequences.

14. Drug Policy

Somerset Prep Academy maintains a drug-free environment. Our Code of Conduct provides that Somerset Prep Academy will take punitive action against any student involved with drugs. Somerset Prep Academy will also take rehabilitative action in such cases through referrals to appropriate agencies. Students who are suspected of being under the influence of drugs while in school will be sent home with appropriate Code of Conduct consequences.

15. Electronic Devices

Radios, portable MP3 players, CD players, cassette players, Game Boy and other video game players, cell phones, PDAs, and pagers are **not permitted in common areas, hallways, classrooms, and the cafeteria**. The school will designate an area where students may use such devices **after school**. If a staff or faculty member observes a student using, or in possession of any non-permitted electronic device, the item will be confiscated and given to the Dean of Students. The student's parent/guardian will be notified and s/he will be required to come to the school to retrieve the item. ALL cell phones or other electronic devices must be locked in a student's locker during the school day. **The school will not be responsible for lost or stolen electronic devices or cell phones.**

ELECTRONIC MEDIA USAGE

Any electronic activity via the Somerset network or using Somerset computers or personal devices is subject to inspection and monitoring. There should not be any expectation of privacy. If you violate the national, state, local and system provisions about the use of electronic resources, you will lose access to the electronic network/device and/or face disciplinary actions. Cell phones will be required to be locked in the locker during the school day.

Examples of inappropriate use include:

- Accessing or sending offensive materials or messages, including sexually explicit, defamatory, abusive;
- Obscene or profane images/messages;
- Racial or ethnic slurs;
- Threats;
- Messages or images promoting illegal activities such as controlled substances, partisan political activities or sectarian religion.

Social media and personal blogs may not be accessed during school hours.

16. Emergency Contact Information

All students must have Emergency Contact Information on file, listing the names and phone numbers of any adults (over the age of 18) who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed Somerset Prep Academy maintains a drug-free environment. Our Code of Conduct provides that Somerset Prep Academy will take punitive action against any student involved with drugs. Somerset Prep Academy will also take rehabilitative action in such cases through referrals to appropriate agencies. Students who are suspected of being under the influence of drugs while in school will be sent home with appropriate Code of Conduct consequences.

17. Enrollment

Students are enrolled according to the Enrollment Procedures set forth by the DC Public Charter School Board. To be enrolled, a student must complete all necessary documentation, provide current proof of residency, and medical and immunization records. Students will not be considered enrolled or allowed to attend Somerset Prep until all necessary documentation, **including IEP's**, have been provided.

Current students must complete an Intent to Enroll form annually by the set date. Failure to complete the Intent to Enroll form will result in a student losing his/her slot for the upcoming school year. The student will have to begin the enrollment process as a new entering student and may be placed on the waitlist.

Exclusion Criteria

Children may not attend Somerset Prep Academy if they have any of the following signs or symptoms:

- Any illness that prevents the child from participating comfortably in the school program
- Any illness that results in a greater need for care than staff can provide without compromising the health and safety of other children
- Fever (over 100 degrees by mouth, ear, or rectally)
- Difficulty breathing (e.g. uncontrolled asthma attack)
- Lethargy, irritability, persistent pain, or other sign of possible severe illness
- Vomiting (two or more times in the past 24 hours)
- Mouth sores associated with drooling (e.g. herpes stomatitis)
- Contagious rash (chicken pox, impetigo, scabies, ringworm of the scalp)
- Rash with fever or behavior change
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge)
- Head lice
- Sore throat and swollen glands to the point of discomfort and difficulty eating
- Persistent cough that interferes with activities
- Strong Body Odor

If the Somerset Prep Academy staff/faculty suspect or learn of a student with a communicable disease, contagious symptoms or any of the above signs/symptoms the student must submit a physician's note indicating that he/she is eligible to be in school. Students will not be permitted to return to school activity without a physician's clearance.

Immunizations

Students must be up to date on all immunizations recommended by the District of Columbia DOH. If you do not want your child immunized for medical or religious reason, you must fill out the appropriate exemption forms available from the nurse. Students who do not have all of their immunizations up to date will not be permitted to attend school.

Communicable Disease

The DC DOH does not permit students to remain at Somerset Prep Academy if they have a communicable disease or symptoms of a communicable disease.

Parent(s)/guardian(s) should notify the school within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home indicating the disease and the nature of the illness. The names of the students will not be provided. All information about communicable diseases is confidential.

The following communicable diseases must be posted or reported:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- Diarrhea: viral, parasitic or bacterial (e.g. E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria
- Fifth Disease/Erythema infectiosum
- Haemophilus influenza type B (Hib)
- Hepatitis A
- Hepatitis B
- Hand, Foot, and Mouth Disease
- Herpes simplex virus stomatitis (severe case of oral herpes)
- Impetigo
- Influenza (the flu)
- Lice
- Lyme Disease
- Measles
- Meningitis, viral or bacterial (e.g. meningococcal, enterovirus)
- Mumps
- Pertussis (whooping cough)
- Rabies
- Rubella
- Ringworm of scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis
- Typhoid Fever

18. Entering and Exiting the School

Somerset Prep Academy wants to maintain a safe and organized educational environment with minimal impositions on its members, so there are rules for entering and exiting the building. Students, family members, and guests must enter and exit through the main school entrance facing Wheeler Road SE. Students must have their **current** school identification card (ID) in order to enter the building each day. All students, guardians and guests must enter the security checkpoint and follow the security protocol of ID inspection and search and seizure, as necessary.

Students must present their IDs to security and Somerset Prep Academy staff when entering the school. Family members and guests entering the school must report to the security desk to sign in, and then proceed to the main office. Before a family

member or guest exits the building, she/he must sign out at the main office and exit via the security desk. These rules help the security staff maintain the safety of the school. Student ID's are required.

19. Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

20. FINANCIAL OBLIGATIONS

A Financial Obligation is issued when a student, or his/her family, owes a financial or material debt to the school (missing textbook, returned check, unpaid fees, etc). Once a financial obligation is issued the student's participation in extracurricular activities (athletics, fieldtrips, etc) will be restricted until the entire obligation is satisfied. These restrictions may also extend to any siblings in the school.

REFUNDS

Refunds, if permitted, must be requested in writing. The request needs to be filled out completely and be approved by the activity's sponsor, the schools Business Manager and the school Administrator. Please allow 6-8 weeks for processing.

FUNDRAISERS

At no time may a student conduct sales on school grounds, or using the school's name, which have not been pre-approved by the administration. All sales are conducted by official school organizations for the benefit of the school. Consequences for such actions will range from confiscation of items and money involved in the sales as well as suspension of the student(s) involved as well as further consequences at the administrations discretion.

SCHOOL PAYMENTS & FINANCIAL OBLIGATION POLICIES

Cash and Money Orders will be accepted for all financial transactions. Money Orders must be made payable to: ***Somerset Prep DC***. *No checks will be accepted by Somerset Prep DC PCS.*

Any Financial Obligations owed to the Somerset Prep may result in any or all of the following:

- Students will be denied participation in extra-curricular activities such as field trips, prom, graduation/promotion ceremony, homecoming, sporting events, parking privileges, senior activities, or any other privilege at school.
- Records and/or transcripts will be withheld until all outstanding monies owed are paid as prescribed by the school.
- Revocation of re-enrollment privileges for the following school year.

21. Food

Students may not have food or drinks outside of the cafeteria. If a student brings his or her lunch, she/he may carry it in the hallway to and from lunch in closed or sealed containers or wrappers, but at no other times. All lunches should be stored in the student locker. Students may not chew or otherwise ingest gum at any time in the school building. **Students may not bring items that violate the National School Lunch Program. i.e. sodas, candy, fast-food.**

22. GRADING PERFORMANCE SCALE

MIDDLE & HIGH SCHOOL

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

GPA Points: A=4 pts. B=3 pts. C=2 pts. D=1 pts. F=0 pts.

TEACHER'S RESPONSIBILITIES:

- Communicate with students, parents and administration how the grades for each class are computed.
- Compute numerically and report a grade for each student for each of the four nine-week grading periods.

- Complete and send home a progress report for each student by the Fourth to Fifth week of each nine week grading period.
- Keep an updated and well maintained parent log on all students and specific documentation of parent communication concerning deficient or failing students.
- Update grades in Power School weekly.

STUDENT'S RESPONSIBILITIES:

- Be proactive in giving your best effort to attain proficient grades in each class at all times.
- Take Interim/progress reports.
- Take report cards home.
- Periodically check Power School to review grades.

PARENT'S RESPONSIBILITIES:

- Ask for progress reports during fifth week of each nine-week grading period.
- Be aware of the pupil progression plan, retention and promotion criteria.
- When a concern about the child's performance or behavior arises, call the guidance department and set up a conference with the child's teachers or an individual teacher.
- Review Power School on a weekly basis to assess your child's grade.

Good Standing

Any student who is not in academic and/or behavioral good standing may be excluded from Somerset Prep Academy events. Students who are on Academic Probation, Disciplinary Probation, or a Final Probation Contract are considered to not meet the qualifications of good standing. The Administration reserves the right to exclude a student from any Somerset Prep Academy sponsored event based on the student's academic or behavioral record.

23. Harassment and Sexual Harassment Policy

Somerset Prep Academy is committed to providing all students with a safe and supportive school environment. Members of the school community, including teachers, students, administrators and staff, are expected to treat each other with mutual respect at all times.

This directive is issued to provide guidance on conduct that might give rise to complaints of harassment generally, and sexual harassment specifically, and the steps that school officers, parents, teachers, and students should take in responding to such conduct and/or complaints.

I. Harassment of Students or Employees by Employees or Other Students—Defined

Harassment is a violation of school policy, and includes verbal, nonverbal, and physical conduct that substantially interferes with a student's education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

II. Sexual Harassment of Students or Employees by Employees or Other Students— Defined

Sexual harassment of students and employees is prohibited at Somerset Prep Academy. Sexual harassment includes, but is not limited to, unwelcome sexual advances, verbal sexual behavior, or nonverbal sexual behavior that substantially interferes with a student's education, or creates an intimidating or hostile environment.

III. Sanctions for Harassment and/or Sexual Harassment of Students by Students

Harassment generally, and sexual harassment specifically, of students by students is specifically prohibited by the Somerset Prep Academy Code of Conduct, and such harassment constitutes grounds for disciplinary actions and/or school exclusions as set forth in those provisions.

IV. Sanctions for Harassment and/or Sexual Harassment of Students by Employees

Harassment generally, and sexual harassment specifically, of students by employees is specifically prohibited by this directive and Somerset Prep Academy policy. Such conduct by employees will be subject to adverse action provisions as set forth in the

Faculty Handbook, and may lead to adverse action including termination of employment.

V. Grievance Procedures for Harassment and/or Sexual Harassment of Students

Complaints of harassment generally, and sexual harassment specifically, of students by students, employees or other persons may result in an allegation of denial or abridgement of student rights as set forth in the Somerset Prep Academy Code of Conduct. When necessary, students and parents/guardians may avail themselves of the student grievance procedures. Any student who feels s/he has been harassed should report the incident to the Dean of Students and/or another member of the Leadership Team.

VI. Non discipline Grievance Procedures

Complaints generally, of students by students, employees or other persons may result in an allegation of denial or abridgement of student rights as set forth in the Somerset Prep Academy Code of Conduct. When necessary, students and parents/guardians may avail themselves of the student grievance procedures. Any student who feels s/he has a non-discipline complaint should report the complaint to the Dean of Students and/or another member of the Leadership Team. **Parents may report complaints to the Assistant Principal or Principal. Replies will be as timely as possible.**

24. Homeless Students/ McKinney- Vento

Somerset Prep Academy provides services for students who qualify as homeless under the McKinney Vento Act. Families receive information on the McKinney-Vento Homeless Education Assistance Act annually. The school's McKinney-Vento liaison acts as the main point of contact for families and government agencies. Referrals may be made to the student's Dean or McKinney-Vento liaison.

The McKinney-Vento liaison annually informs staff and parents/guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be on-going throughout the year. Once a student is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to the student if need is presented; Metro cards, uniforms, and supplies will be handled through the office of the Community Liaison.

25. Homework Policy

Homework is an important aspect of school work at Somerset Prep Academy. It helps students prepare for class and extend concepts learned in class. For this reason, no late homework will be accepted unless the student has a documented excused absence.

Students with an excused absence have two days to turn in homework assignments. Students with excused, long-term absences can make alternative arrangements with the administration. A teacher may adjust this policy at his or her discretion. **It is the student's responsibility to speak with his or her teacher about late homework assignments the day s/he returns to school.**

26. Late Project and Alternative Assessment Policy

Timely completion of assignments is important for classroom learning and preparation for college. Teachers may choose not to accept late projects. If a teacher chooses to accept a late project/alternative assessment it will be deducted one letter grade for each school day that it is late. In case of an emergency, it is the student's responsibility to speak with his or her teachers to ask for additional time, which may be granted at the teacher's discretion.

Make-Up Work Policy

We want students to learn and take responsibility for their school work. Students with excused absences must pick up their work the day they return to school. It is the student's responsibility to request his or her work from his or her teacher. Students have two days to complete their assignments for each excused day that they were absent. This includes class notes, handouts, and any other academic work that was missed. Students exceeding five excused absences in a row must see their teachers to create make-up work plans. **This is the responsibility of the student.** No credit will be given if the plan is not followed correctly by the student. Adjustments to the plan may be made at the teacher's discretion.

During a suspension the child will be given the opportunity to complete the work that was missed during the suspension. Failure to make up the assigned work missed during a period of suspension will result in the student being given the academic grade of "F" for those assignments. A suspended student completing assigned work missed during the period of

suspension will not be subject to the withholding of passing final grades unless the student has, in addition to suspension, attained five or more unexcused absences in a semester course or ten or more unexcused absences in an annual course. In addition to making up assigned work, the student will be held responsible for the material presented during his or her absence. No more than five days will be given to make up missed assignments. **No grade higher than 80% will be earned for any make-up work for the OSS period.**

Under no circumstances are teachers required to make special provisions to comply with this procedure. **The responsibility for securing assignments missed during the suspension period will be that of the student.** Upon completion of the makeup work, within a reasonable amount of time, the student should submit the work to the teacher. The teacher must grade and record the makeup work as it is received.

Requests for work should be made directly to that subject area teacher.

27. Identification Cards

Every student will receive a picture identification card during the beginning of the school year at no cost. **The student must have this card in his/her possession at all times.** Should a student lose an ID card, the student will be charged a \$5 dollar fee for each additional ID.

28. Individualized Education Plans (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. Somerset Prep Academy places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act of 1997 (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs. Students and parents/guardians are invited to learn more about the Special Education identification process by requesting a Student Support Team (SST) meeting for potential identification for special education services.

29. Internet Policy

Somerset Prep Academy provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet users, Somerset Prep Academy permits Internet access under the following circumstances:

1. During class, students may use the Internet for class-related work under the supervision of the teacher of the class.
2. During tutoring, students may use the Internet for locating information on homework topics under the supervision of a tutor.

No food, drink, or gum is allowed in any computer area. Chat room/social community visits are not permitted, unless part of a teacher assigned assignment. No printing will be allowed without the permission of the supervisor.

Students who violate the school's policy will have all computer privileges suspended.

30. Medication

Trained staff may administer medication to students while in school. Students must have on file a current Medication Authorization Form signed by a current physician. No medication will be administered unless you have completed a Medical Authorization Form. The form must be completed each school year.

- Prescription Medicine—Prescription medicines will be administered by the nurse or trained staff only if left in the original container and only according to the instructions on the container.
- Non-prescription Medicines—Somerset Prep Academy staff and/or nurse will not administer any nonprescription medication without a note from physician. Please cooperate by not asking our staff to administer drugs without instructions from a physician.

Students must secure all remaining medication by the last day of school from the school nurse or staff designee. Any medication left after the last day of school will be discarded.

31. Prohibited Items

Drugs, alcohol, tobacco products, weapons, sharp objects, and other potentially dangerous substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing or using prohibited items are grounds for expulsion.

32. School Closings

Somerset Prep Academy follows its own policies and procedures for school closings and delays. The Principal will make the definitive decision and it will be reported to the following television stations and websites:

- Local Television Channels: NBC, FOX, ABC as well as DCPS' Cable Channel 99
- DC Public Schools website: www.k12.dc.us PCSB website: www.dcpsb.org

In the event that the school is closed for more snow and/or emergency closing days than allotted per each calendar year, a contingency plan will be enacted to restore academic days.

33. School Materials Policy

The school provides a variety of materials to aid students' learning. Students must use these items with care and respect, as they and their parents/guardians are responsible for the cost of any school property that is lost or damaged. Students purchase their own notebooks, folders, pens, pencils, paper, and other necessary school supplies.

34. Student Activities

Throughout the school year, students have the opportunity to participate in various activities in and out of the school building. These activities may include a field trip, guest speaker, or other school sponsored events both during and after school. Students must meet eligibility criteria to participate in the event. Criteria for each event are determined on a case by case basis and students are informed of the criteria prior to the activity. Criteria include a student's:

- Academic standing and performance
- Discipline conduct and infraction points
- Student fees (if applicable)
- Other criteria determined by the administration as pertaining to the event

35. Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the greater Somerset Prep Academy community. Once students are elected/nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special events (dances, Spirit Week, and socials), discussing student concerns, and working to improve the Somerset Prep Academy community as a whole. In addition, the representatives from each grade assume lead roles in planning grade-wide events.

36. Test and Quiz Make-Up Policy

In-class tests and quizzes may be made up with a documented excused absence. Students have two days to make up quizzes and tests for each excused day absent. **It is the student's responsibility to arrange this with his/her teacher.** Adjustments to this policy may be made at the teacher's discretion.

37. Title IX and Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Somerset Prep Academy does not discriminate on the basis of sex or age in the employment of, or admission to, any education program or activity.

Somerset Prep Academy does not discriminate against any person on the basis of race, color, gender, national origin, disability, religion, or age.

38. TEXTBOOKS

The school will provide students a textbook as the guide and framework of the curriculum and the student will be responsible for maintaining the textbook in good condition. The student will pay a fine or full cost of the textbook should the textbook be lost or stolen.

39. Transportation

Parent(s)/guardian(s) are responsible for students' transportation to and from school. Metro bus passes may will be issued by the Community Liaison.

Students who are waiting for a parent/guardian to pick them up after school or a school related event may wait in the front of school or by the security desk. Students may not wait in any other area. Parents will be charged if the student is not picked up within 15 minutes of the end of the activity.

40. Uniform Policy

Virtually all professions have either explicit or implicit standards of dress, and Somerset Prep DC is no exception. Students must abide by the uniform code every day. Students are required to wear an ID badge and a school uniform each day. The uniform shirt must be purchased from the Somerset uniform vendor or the Somerset school store. ID badges will be given to students by Somerset Prep DC.

STUDENTS WILL RECEIVE DISCIPLINARY ACTION IF IMPROPERLY DRESSED TO INCLUDE NO ID BADGE. The following uniform policy is endorsed and committed to be enforced by Somerset Prep DC Public Charter School. Students are required to follow this policy, and failure to do so will result in the student being sent home at the door to return to school in the proper uniform resulting in an unexcused absence or tardy. Please consult the daily uniform code below.

All uniform shirts and pants must be purchased through the Somerset Prep DC School store:

Grade 6: - Gold color Polo Shirt with Somerset Bulldog logo.

Grade 7: - Red color Polo Shirt with Somerset Bulldog logo.

Grade 8: - Black color Polo Shirt with Somerset Bulldog logo.

Grade 9: - White color Polo Shirt with Somerset Crest logo.

Grade 10: - White oxford dress shirt with Somerset Crest logo. 10th grade students may also purchase a black pullover vest or black pullover sweater. These sweaters must be worn over the Somerset White oxford shirt.

Grade 11: - Black oxford dress shirt with Somerset Crest logo.

Somerset Prep DC PCS's Daily Uniform Code

All students must wear their grade level Somerset Prep shirt with the Somerset Prep logo. Students are not permitted to have shirts made independently. All shirts must be tucked in at all times.

All students must wear UNIFORM tan khaki full-length pants or UNIFORM tan khaki shorts that are no shorter than three inches from the knee. **NO CARGO POCKETS** on pants or shorts are allowed. No skinny leg pants or five pocket style pants or jeans. **Students must wear uniform style pants.**

Additionally: SKIRTS are not allowed unless for religious reasons. A letter from the church pastor must be on file for supporting such religious beliefs. Leggings may not be worn under skirts. Only black or white tights or knee socks.

PANTS

- Pants must be uniform style pants, which are not sold by Somerset Prep. Uniform pants may be purchased on your own.
- Pants may not be rolled up or cuffed at any time during the school day.
- Pants must be tan khaki in color. No other colors are allowed.
- Pants must be khaki material. Students may not wear pants made of denim, corduroy or sweatpants material.
- Pants must not be too tight or too loose. Any issues will be resolved by the Dean of Students or another member of the Leadership Team

- Pants must be worn appropriately with a black or brown belt through each belt loop. No sagging allowed or undergarments shown.
- Pants may not have any tears or holes.
- Pants with multiple pockets, such as cargo pants, are not allowed.
- Pants may not have any chains, beading, ties, embroidery or additional decoration.
- No leggings or tights may be worn with shorts.

BELTS

- Belts are required and must be all-black or brown with a plain buckle. No chains or other belts may be worn. No embellished or oversized belt buckles. Belts must be worn appropriately through the belt loops of the student's pants or shorts.

SHOES/SOCKS

- Black dress shoes or loafers are the only acceptable shoes during the school day. Dress shoes with black laces ONLY are acceptable.
- Dress shoes must be closed-toe, closed-heel. Heels may be no higher than 1 inch. Platform shoes are not acceptable.
- No buckles, labels or logos.
- Girls may wear Mary Jane or loafer style shoes, but NO ballet flats.
- Only solid black or white socks may be worn. Multi-colored socks are not allowed.

JACKETS/SWEATSHIRTS

- No jackets, sweaters or sweatshirts may be worn during class or throughout the school day, unless they are Somerset Prep Uniform logoed.
- No hoodies are allowed at any time. The Principal from time to time may reward students with Somerset Prep hoodies. These are the ONLY exceptions and may be worn ONLY on specified days.

STUDENT ID BADGES

- Students must wear their current school year Somerset Prep Academy ID badge around their necks so that it is visible at all times.

HEADWEAR

- Religious headwear must be individually approved by the Principal. A letter from the church pastor must be on file for supporting such religious beliefs
- No hair picks.
- No hats, sweatbands, sun visors, bandanas or headscarves.
- Females may wear simple solid colored black, red, white or gold headbands no larger than 1" in width. No rhinestones, flowers or embellishments allowed.
- MODEST hair barrettes in solid color of red, black, white, silver or gold and no larger than 3" in length may be worn.
- Hair beads must be solid colored black, red, white, gold or silver.

JEWELRY

- Only hoop earrings no larger than a dime and small stud earrings are allowed. Hoop earrings must be gold or silver in color. Stud earrings must be gold or silver in color or have a clear stone.
- Necklaces ARE NOT ALLOWED to be worn at any time.
- Bracelets ARE NOT ALLOWED to be worn at any time.
- Rings ARE NOT ALLOWED to be worn at any time.
- Watches may be worn that are modest in size, no larger than a 1" face. Only watch bands in solid color of red, black or white are allowed.

HAIR/MAKEUP/NAILS

- No loud or bright hair color is allowed, such as PINK, BLUE, RED, GREEN, PURPLE, ORANGE OR NEON.
- No loud, bright or neon colored lipstick, such as NEON PINK, BLUE, RED, GREEN, PURPLE, ORANGE.
- Nails may be polished with CLEAR polish or "FRENCH" manicure only (white tips). NO COLORED NAIL POLISH.

Cold Weather Options

- Grades 6th – 8th must wear the Somerset Prep logo uniform sweatshirt for their appropriate grade level OVER their grade level polo. No other jackets, sweaters or sweatshirts may be worn.
- Grade 9 - Must wear the Somerset Prep RED pullover sweater, RED pullover sweater vest or RED polar fleece jacket OVER their white polo shirt. No other jackets, sweaters or sweatshirts may be worn.
- Grade 10 - Must wear the Somerset Prep BLACK pullover sweater, BLACK pullover sweater vest or BLACK polar fleece jacket OVER their white oxford shirt. No other jackets, sweaters or sweatshirts may be worn.

- Non Somerset jackets and outerwear must be removed upon entry to the school and stored in the student's locker at all times throughout the school day until dismissal.
- All outerwear must be checked at the security entrance. All outerwear must be unzipped for the security check.
- Undershirts may be worn under the Somerset Prep uniform shirt, but cannot be seen from the sleeve or collar.
- All-black boots may be worn to school with full-length uniform pants. Pants must be worn properly over the boot (not tucked into boots). Boots may **not** be worn with shorts.
- UGG boots or UGG boot style shoes ARE NOT ALLOWED.

Professional Dress

There will be days where students are required or asked to dress professionally. These include events such as: Professional Day; when a student is representing the school at an event; special field trips; portfolio presentations; and other school-related events. If a student does not meet the Professional Dress requirements on a Professional Dress day, that student will be sent home to change and his or her absence will be unexcused.

Dress Down

Throughout the school year, students may have opportunities to Dress Down. These are limited events and specific clothing guidelines must be followed. Students who do not follow the guidelines will be sent home to change and his or her absence will be unexcused. Students may elect to wear their school uniform on Dress down Days.

41. Visitor Policy

Family members of students and other guests are welcome at Somerset Prep Academy. To ensure the safety of all members of the Somerset Prep Academy community, the school established the following visitor policy:

1. All visitors must present identification and sign in and out at the security desk at the school entrance.
2. A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person. Prearrange the visit.
3. Any visitor who interferes with the work of students or employees of Somerset Prep Academy will be asked to leave immediately.
4. Any visitor wishing to visit a current student must be included on the student's Emergency Contact Form. The school will not allow anyone to see a student if he/she is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/guardian listed as the primary contact for the student.
5. Please visit only the area to which you are assigned.
6. When visiting a classroom, remember that the teacher is in charge of his/her classroom.

42. Withdrawal

Students may withdraw from Somerset Prep Academy during the school, before the school year or after the school year. Students who wish to withdraw must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees.

Parents/Guardians must provide proof of enrollment in a subsequent school. Failure to do so will result in the student being considered truant/drop-out. Proper truancy protocols will be followed.

Students who withdraw from Somerset Prep Academy at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years. Such students will be evaluated on a case-by-case basis by the school administration pending credit evaluations. Students who are scheduled for Disciplinary Hearings and elect to withdraw will not be eligible to reenroll.

43. Somerset Prep Academy Gym Facility and Physical Education Program

All students are required to participate in physical education. Students must meet the Athletic Eligibility guidelines to participate in school sponsored athletics. The school has established guidelines and policies guiding the use of the Gym facility and physical education classes to ensure the safety of all students and faculty/staff. These guidelines are subject to change.

Injuries

All injuries sustained in Physical Education (PE) class should be immediately reported to the teacher so that proper action can be taken. Horseplay during class, in the locker room, or in any other facility will not be tolerated.

Medical Excuse

Students in physical education class may be excused from participating in class because of illness or injury up to three days per semester by written note from parent, guardian, or the school nurse stipulating the number of days. Students will still be required to dress for class (unless the medical situation prohibits the changing of clothes). Additionally, students will be required to participate in activities that do not interfere with their medical situation when possible or complete alternative tasks or activities when injury prohibits participating in class activities.

For more than **three days** of not participating due to illness, students are required to have a note from their doctor. These notes should be presented to the PE teacher. The teacher will make arrangements for the student to complete alternative Physical Education assignments.

Physical Education Locker Room Rules

Students are highly encouraged to use their lockers to store belongings during PE class. Additionally, students should not share their locker with other students. Somerset Prep Academy will not be responsible for items lost or stolen in the locker rooms. The following are locker room procedures:

- Students are to enter the locker room and take no more than five minutes to change into PE uniform.
- During class, all items should be locked in the student's locker.
- Students taking longer than the time allotted for changing will automatically lose points for the day.
- Any student entering the opposite sex locker room will immediately be referred to the Dean of Students.
- Students should mark their clothing with their name so that it is visible
- Students should not bring valuables to class.

Once class begins, no student is allowed back into the locker room without permission.

If items are missing from a student's PE locker, s/he should report the incident to the PE teacher immediately.

Physical Education Dress Requirement

Students enrolled in PE class are required to wear the Somerset Prep PE uniform. Students are expected to dress for class even when they are limited from participating physically (unless permanent or temporary handicap makes it impossible). Classes may be held outdoors in the fall and spring. Students should come to class prepared daily with jacket, sweatshirt and/or sweatpants as necessary for the weather.

No jewelry should be worn during class as it can pose a safety hazard.

Gymnasium Rules

Somerset Prep Academy rules as specified in the Code of Conduct are applicable to the athletic facility including the gym, classrooms, and locker room. Additionally, the following rules will apply to the Gym:

- Only sneakers are allowed on the gym floor.
- Sneakers must be laced and tied securely
- No throwing of objects
- No horseplay
- No gum, candy, seeds, or other food or drink are permissible in the facility
- Water bottles are allowed when working out and during PE class as specified by the supervising teacher and/or coach
- Do not leave the Gym without permission
- Students must use appropriate language at all times
- Excessive, rough or dangerous play will not be tolerated at any time
- Actions that are unsafe to oneself and others will not be tolerated
- Equipment must be used safely and properly and with the direct permission and supervision of the teacher

44. After School Expectations

If students remain in the building after school, they should be participating in one of the following activities:

- Club meetings
- Sports practice
- Teacher office hours
- Computer Lab
- Tutoring

Once a club meeting begins, students should not leave to go to another activity.

Students should NOT be in the hallways after school unless they are using the restroom.

Inside voices (Level 1) should be used at all times.

Students should only exit the building through the main entrance. Once students leave the building, they will NOT be allowed back into the school.

Students who serve Out-of-School Suspension, In-School-Suspension or do not attend school are not allowed to participate in after school activities on that day.

Students must wear their Somerset Prep Academy uniforms while participating in after school activities unless other clothing is warranted. (*Exceptions include but are not limited to football, basketball, dance, cheerleading, sports club meetings, practices, and games.*)

Students are not allowed to use cell phones inside the building including during after school hours except for designated areas. Students should use the phone at the security desk if they need to make a phone call after school.

Any snack provided by after school program staff must be consumed in the designated location(s).

45. Somerset Prep Academy Academic Honor Code

The life of a Somerset Prep Academy student is based on the broad principle of honor; we at Somerset Prep Academy demand a high standard of honesty and conduct from each of our students.

Academic Dishonesty

Academic dishonesty is a corrosive force in academic life. It jeopardizes the quality of education, undermines the learning process, and devalues the genuine achievements of others. The school community—which includes teachers, staff, administration, parents, and students—will hold students to the highest standards of academic integrity and will not tolerate academic dishonesty in any form. Academic dishonesty includes, but is not limited to: copying from any other source including another student's work, from tests, class work, homework paper, texts, lab work, computer disks, web sites, or other electronic sources. Each of the following is an act of academic dishonesty; however, this is not an inclusive list.

A. Cheating

Cheating is defined as using dishonest methods to gain an advantage, which would include the use of all unauthorized materials, information or study aids in any academic exercise.

B. Plagiarism

Plagiarism is defined as attempting to take credit for another's ideas, words, productions, or other intellectual property without appropriately crediting that individual.

C. Facilitating Academic Dishonesty

Facilitating Academic Dishonesty is knowingly helping or attempting to help another to commit an act of academic dishonesty.

Violations of the Academic Honor Code result in serious consequences which are divided into three levels, determined by the weight of the assignments and the potential premeditation of the student.

Level One: *First-time offenses* for the following violations are usually handled by the teacher in the classroom and reported to the student's Dean.

Level I violations include (but are not limited to):

- Copying homework or allowing another to copy one's homework
- Looking on another's test/quiz ("wandering eyes")
- Working with others on a class work or homework assignment that was meant to be completed independently (including written, verbal, or technology-based assignments)
- Any form of verbal or non-verbal communication during a test/quiz

Consequences for a first-time Level I offense will include the following:

- The student will receive a zero on the assignment
- The student will receive a detention or ISS as warranted
- The violation will be recorded in the student's conduct file
- The student may be required to complete a written assignment designed to enhance the student's understanding of the importance of academic integrity
- More serious violations will result in parental notification

A second Level I violation (even if it is an offense of a different type or in a different class) suggests a pattern of academic dishonesty; therefore, it will be considered a Level II violation.

Level Two: *First-time offenses* for the following violations are reported to the student's Dean. As an egregious act of academic dishonesty, specific consequences are handled by the administration with input from the faculty.

Level II violations include (but are not limited to):

- Plagiarizing from the Internet, written publications, or another student on a project, essay, or other major assignment
- Using an electronic translation program, website, or dictionary that has not been explicitly permitted by the teacher
- Using a "cheat sheet" on a test, quiz, or other in-class assessment
- Using secretive methods of receiving or giving answers on a test/quiz (including electronic transmission of information)
- Working with others on a test, quiz, project, or paper that was meant to be completed independently
- Using unauthorized materials on a take-home test or quiz
- Copying another's test/quiz or repeatedly allowing another to copy one's test/quiz
- Misrepresentation and/or falsification of academic information (including grades) verbally or in writing
- A second Level I violation

Consequences for a first-time Level II offense will include the following:

- The student will receive a zero on the assignment
- The student will be suspended out of school, the duration of which will be determined by the Dean and/or Academic Director
- The violation will result in parental notification and a parent conference will be offered
- The student may be required to complete a written assignment designed to enhance the student's understanding of the importance of academic integrity

A second or subsequent Level II violation (even if it is an offense of a different type or in a different class) suggests a pattern of premeditated academic dishonesty; therefore, it will be considered a Level III violation.

Level Three: These offenses are the most extreme given that they violate more than the Academic Honor Code; they are injurious to the entire school community. Level III acts of academic dishonesty are considered Category III violations of the Somerset Prep Academy Code of Conduct.

Level III violations include (but are not limited to):

- Stealing a quiz, test, project, or exam from a member of the faculty, staff, or study buddy
- Distribution of a stolen test, project, quiz, or exam
- Altering grades in a grade book (paper or electronic) or on a computer data base
- A second or subsequent Level II violation
- Chronic (defined as three or more) Level I violations

Consequences for a first-time Level III offense will include the following:

- The student will receive a failing course grade for the quarter
- The student will be suspended (pending potential expulsion), the duration of which will be determined by the Dean and/or Academic Director
- The Discipline Review Committee will convene to review the incident and make a recommendation regarding potential expulsion

For Level II and Level III violations, the parent/guardian and the student will be offered a conference with the Dean and/or another member of the Administrative team regarding the violation and the penalty. If at any point the student feels that the measures taken are unjustified, s/he may request of the Academic Director that the matter be reviewed by the Honor Committee. The student, his or her parent/guardian, and the faculty member will each have the opportunity to present his or her case to the Honor Committee. The Honor Committee's decision may result in expulsion from Somerset Prep Academy.

Disclosure of Infractions

Counselors, as well as Somerset Prep Academy faculty and staff, are ethically and legally obligated to respond to any question or statement regarding any infraction of the Somerset Prep Academy Honor Code and the District of Columbia Public Schools System's Discipline Policy.



Somerset Prep DC Charter School

2016-2017 Enrollment – Student Code of Excellence

Completion of a Registration Application does not guarantee acceptance or admission. Incomplete applications will not be considered.

Student Code of Excellence

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible and safe manner, they learn more and develop into responsible children whose “character counts.”

The Somerset Prep DC Charter Code of Excellence is a school-wide plan that clearly outlines student expectations. Proper behavior is recognized and consequences are given for breaking the code.

Each parent and student must take an active role in supporting this plan. We want our children to learn to be responsible citizens. It is in the student’s best interest that parents and staff work together to ensure a happy, safe and productive learning experience. The rules and regulations are outlined in detail in the Somerset Prep DC Charter Student & Parent Handbook found on-line on the schools web site and updated from time to time. Somerset Prep DC Charter rules and regulations supersede that of DC Public School Code of Student Conduct.

Expected Student Behaviors:

- Treat others with respect
- Be honest and fair
- Responsible for ones actions
- Obey all school rules
- Always be prepared for class (i.e., homework complete, class materials on hand)
- Be on-time
- Complete all assigned work
- Treat school property with respect
- Adhere to school uniform policy
- Use common sense
- Be proud to be a student at Somerset Prep DC Charter

Unacceptable Behaviors Leading to Disciplinary Action include (but are not limited to):

- Classroom tardiness
- Lying
- Acting in a manner as to interfere with the educational process
- Abusive language between or among students
- Failure to complete assignments or carry out directions

- Failure to submit daily homework assignments
- Disrespect to teacher, staff member or any other adult
- Acts of violence or the threat of violence
- Failure to completely comply with the dress code



Somerset Prep DC Charter School

2016-2017 Enrollment – Student Code of Excellence (pg. 2)

Types of Disciplinary Action

1. Verbal or written reprimand (by teacher or administrator)
2. Loss of privileges
3. Contact with parent (by teacher or administrator)
4. Withdrawal of privileges
5. Detention
6. Tasks considered appropriate for after-school detentions are those that will benefit the school, for example, students will assist with cleaning chores in the cafeteria, media center, and classrooms, and with debris pick-up around the school grounds. Teachers may elect to hold their own after-school detentions for the purpose of having students do the homework they failed to turn in. Students complete their detentions by writing a well-structured, positive essay about their experience.
7. In-school suspension (ISS): This suspension is served in a special classroom in the school. Students are expected to complete the class work sent by their teachers. However, they do lose the privilege of participating in extra-curricular for the duration of the assignment to ISS.
8. Out-of-school suspension (OSS): The student must be in his home during school hours, and the school resource officer may check for compliance. While suspended, the student is not allowed on school grounds or at any school-related function and refunds for prepaid events is not possible.
9. Dismissal from Somerset Prep DC Charter by action of the Principal.
10. Expulsion: student removed permanently from school by action of the Principal.

Additional consequences are also outlined in the Parent & Student Handbook, which by reference; both my child and I agreed to abide by.

DEFINITIONS:

As used in these Discipline Tiers, the following terms and phrases shall have the meanings ascribed:

“Academic Dishonesty” - any conduct that unfairly influences academic outcomes including:

- (a) Plagiarism including the adoption or reproduction of ideas, words, or statements of another person or source without giving acknowledgment or credit to the person or source;
- (b) Cheating including any attempt to give or obtain assistance in with a test or examination, without permission or acknowledgment;
- (c) Deception including giving false information to instructional staff— for example, a student giving a false excuse for missing a deadline or making a false claim that assignment was submitted;
- (d) Fabrication including altering data, information, and documents affecting any student’s academic records; forging signatures of authorized instructional staff or falsifying information on an official school document, i.e. report card, letter of permission, petition, class schedule, ID card, or any other official school document;
- (e) Sabotage including creating situations to prevent others from completing their work. For example, destroying another student’s work, tampering with the experiments of other students; and
- (f) Unauthorized Access including gaining unauthorized access to computer systems, academic or administrative records and information; viewing or altering any records, modifying computer programs or systems, releasing or distributing information gained through unauthorized access

“Acts of Exceptional Misconduct” - any activity that would constitute a felony, gross misdemeanor, or misdemeanor under District or federal law

“Assault” - being physically violent, using unwarranted force, or demonstrating a deliberate and immediate intent to be physically violent towards another. Assault does not include: 1) incidental touching unless it is flagrant, purposeful, repeated, or results in the threat of imminent harm; or 2) Self-Defense or the defense of someone else who is being assaulted if the force used in defense is reasonable in response to the Assault.

“Bullying”-repeated intentional behavior that occurs in order to intentionally harm others through verbal or nonverbal Harassment, physical Assault, or other more subtle methods of coercion. Such behavior may include, but is not limited to, manipulation, teasing, taunting, threatening, hitting, stealing, destroying person al property, sending threatening/abusive emails, text messages, or other electronic communications.

“Distribution” - the transfer to any other person, with or without the exchange of money or other valuables.

“DCPS” - means the District of Columbia Public Schools.

“Documented Pattern of Persistent Behavior” – repeated commission of the same or similar infraction. Behavioral occurrences on a single school day (for Elementary students) or in a single class period (for Secondary students) are considered a single infraction. To impose disciplinary action using this standard, prior infractions must be documented no later than one school day after than the occurrence of each infraction. Only infractions occurring within the current school year shall be considered in the assessment of whether a pattern of behavior exists.

“Education Plan” - includes instructional materials and written work sufficient to allow a student the opportunity to earn grades and credits of the same value as those earned by students attending classes. The plan shall also include information regarding accessing support services, such as counseling, mental health services, etc.

“Elementary” – grades preK-grade 5

“Expulsion” - the denial of the right of a student to attend school or program, including all classes and school activities, except DCPS Alternative Educational Settings, for one (1) calendar year.

“Extortion” or “blackmail” - obtaining, or attempting to obtain, money or property from another person, with or without that person’s consent, induced by wrongful use of force or intimidation, or the Threat thereof.

“False Alarm” - triggering a fire alarm or initiating a report of fire or emergency without valid cause, or accessory to this offense.

“Fighting” - engaging in or provoking physical contact involving anger or hostility. Fighting includes, but is not limited to, the following:

- (a) Engaging in mutual physical contact involving anger or hostility;

- (b) Teasing, harassing, threatening or intimidating others in a manner that results in physical contact involving anger or hostility;
- (c) Physical retaliation for teasing, harassing, threatening, or intimidating behavior; or
- (d) Verbally inciting or physically supporting a fight through one's encouragement or presence.

"Forgery" - forging notes or letters from parents, guardians, teachers, staff members, or office personnel; or the falsification of travel plans or sign-out designations.

"Gambling" - playing cards, dice, or games of chance for money or other things of value.

"Gang" - a group of individuals that are involved in illegal, intimidating or harassing conduct.

"Gun-Free Schools Act" – Federal law requiring states to have a law in place requiring the Expulsion of a student who is found to have brought a firearm to school, 20 U.S.C. § 7151.

"Hazing" - actions taken against a person for the purpose of being initiated into a group that endangers the mental or physical health, well-being or safety of a student, and results in humiliation, embarrassment, ridicule, intimidation or shame.

"Harassment" - verbal or physical conduct or communication relating to an individual's actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business, in a manner that denies or limits a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive environment for students, employees, or others in the school environment, or interferes with employees' performance of their job duties or the effective performance of the school-related functions of others. Harassment also includes written or verbal communications that are electronically transmitted with the intention of creating or causing the same harm described above.

"In-School Disciplinary Action" –disciplinary actions such as after-school detention, loss of privileges (including recess), exclusion from extracurricular activities, written reflection, conflict resolution, mediation, or similar actions of short duration that do not result in the student's loss of academic instruction time.

"Inappropriate Use of DCPS Computer or Network"- any use of computers or networks in violation of the Somerset Student Internet Safety and Use Policy.

"IEP" – an individualized education program as that term is defined in § 602 of the Individuals with Disabilities Education Act, approved June 4, 1997 (111 Stat. 37; 20 U.S.C. § 1401).

"Intentional Misuse of School Equipment/Supplies/Facilities" - deliberately misusing school equipment, supplies, or facilities, including failure to follow safety rules.

"Limited or no-English proficiency" - the inability to adequately understand or to express oneself in the spoken or written English language

"Long-Term Suspension" – Suspension for eleven (11) to the rest of the school year..

"Medium-Term Suspension" – Suspension for six (6) to ten (10) school days.

"Possession" - knowingly carrying or having an item on one's person, or exercising control over an item, that is prohibited from being on school grounds, that is either in the possession of a third-party or has been intentionally placed in a location on or near school property for the purpose of disposing of the item or retrieving the item at a future time.

"School Center for Special Instruction" ("SCSI") – In School Suspension on-site for one (1) to five (5) school days for Secondary students or one (1) to three (3) school days for Elementary students.

"Secondary" - grade 6 or higher.

"Self-Defense" - defensive behavior that occurs while an Assault is being inflicted on oneself or another, and is not more forceful than absolutely needed to deflect the violence suffered and prevent continuing injury or harm to oneself or the other person. Examples of Self-Defense are deflecting blows without returning them and holding or holding back an attacker to keep him/her from continuing to Assault. Defensive behavior that is considerably more forceful than needed for legitimate Self-Defense may be considered Assault.

"Sexual act" - any sexual act committed among two consenting parties.

“Sexual Harassment” - deliberately harassing another person for sexual reasons or in a sexualized manner with unwanted attention, touching, or verbal comments such that the person is uncomfortable, intimidated, or threatened by the behavior.

“Short-Term Suspension” – on-site or off-site Suspension for one (1) to five (5) school days for Secondary students or one (1) to three (3) school days for Elementary students.

“Suspension” - the denial of the right of a student to attend any school or program, including all classes and school activities, except in an approved Alternative Educational Setting, in no event exceeding ninety (90) school days pursuant to the provisions of this chapter.

“Temporary Removal of Student from Classroom” – removal from the student’s classroom for less than half a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.

“Threat” - the communication of an intention to intimidate, harass or inflict violence, harm or terror on an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or electronic actions, which cause the other person to believe his or her life or safety, or property, is in danger.

“Trespassing” - being present on school property without permission of school authorities. This includes entering any school district property, except an approved Alternative Educational Setting, while serving an off-site Suspension or Expulsion or attending any school function at any location while serving a Suspension or Expulsion in contravention of § B2504.6.

“Use”– when referring to alcohol, marijuana or other illegal drugs, or prescription medication, means a finding, based on reasonable evidence, that a student was found to have consumed such substances without proper authorization, or that a student was found, based on reasonable evidence, to be or have been under the influence of same while under the jurisdiction of DCPCSB authority.



SOMERSET PREPARATORY ACADEMY STUDENT DISCIPLINE TIERS



TIER ONE: Teacher Managed Behaviors DETENTION - ADMIN REFERRAL

Tier 1 behaviors are those behaviors that are insubordinate or cause minor disruptions to the academic environment but do not involve damage to school property or harm to self or others. Tier 1 behaviors results in classroom-level disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher.

1.1 DRESS CODE VIOLATIONS

1.2 CELL PHONE OR OTHER ELECTRONIC DEVICE VIOLATION (2ND OFFENSE-TAKE PHONE)

1.3 Unexcused tardies for school or class

1.4 Off-task behaviors that demonstrate disengagement from classroom learning

1.5 Excessive noise in the classroom, hall, or building

1.6 Running in the classroom, hall, or building

1.7 Communication with peers that is not polite, courteous, or respectful

1.8 Directing profanity or abusive language towards peers

1.9 Refusal to comply with reasonable staff instructions.

1.10 Classroom Rule Violations

1.11 Horseplay

1.12 Cheating on Exams/Homework or any other class project. Academic dishonesty. (GRADE ZERO ON EXAM/HOMEWORK/PROJECT)

1.13 Inappropriate or NON-disruptive physical contact between students

1.14 Any behavior or other conduct not specifically enumerated in any other tier that is insubordinate or causes minor disruption to the environment but does not involve damage to school property or harm to self or others

DISCIPLINARY RESPONSES:

1st OFFENSE Verbal redirection or reprimand

2nd OFFENSE Teacher/student conference/RTI Intervention/ Detention at teacher discretion

3rd OFFENSE Parental conference by phone or in person/RTI Intervention/ Detention at teacher discretion

4th OFFENSE REFER TO ADMIN FOR ACTION

TIER TWO: (ADMIN MANAGED) 1-3 DAYS ISS
SOMERSET PREPARTORY ACADEMY STUDENT DISCIPLINE TIERS
Tier 2 behaviors are those behaviors not specifically enumerated in any other tier that cause disruption to the academic environment, involve damage to school property, or may cause minor harm to self or others. Tier 2 behaviors result in school-based and administrative disciplinary responses.
2.1 Refusal to present school-issued identification upon request
2.2 Inappropriate use of computer or network (restricted websites, offensive emails)
2.3 Intentional misuse of school equipment / supplies/ facilities/ office equipment without permission
2.4 Sale or distribution of any item without authorization
2.5 Consistent Noncompliance with an approved dress code
2.6 Leaving classroom without permission.
2.7 Leaving school without permission
2.8 Willful Disobedience / Refusal to comply
2.9 Unauthorized presence in hallway during class time or class cuts
2.10 Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to students and/or staff. This includes posting material on internet or sending material electronically (Social Media i.e. Facebook)
2.11 Lying to or giving misleading information to school staff
2.13 Any behavior or other conduct not specifically enumerated in any other tier that causes disruption to the academic environment, involves damage to school property, or may cause minor harm to self or others
2.14 Possession or distribution of tobacco (1st Offense)
2.15 Documented pattern of persistent Tier 1 behavior
<u>ADMIN DISCIPLINARY RESPONSES</u>
<u>1st OFFENSE</u> (1-3 DAYS ISS) Teacher/ student conference or Administrator/ student conference/Parental contact in writing or by phone. Other Admin Responses may include: Conflict Mediation, Referral to Social Worker or Behavior Specialist
<u>2nd OFFENSE</u> (1-3 DAYS OSS) Parental contact in writing or by phone & RTI BEHAVIOR INTERVENTION. Other Admin Responses may include: Conflict Mediation, Referral to Social Worker or Behavior Specialist
3rd OFFENSE REFERRAL TO TIER 3

TIER THREE: (ADMIN MANAGED) 3-5 DAYS OSS
SOMERSET PREPARTORY ACADEMY STUDENT DISCIPLINE TIERS
Tier 3 behaviors are those behaviors not specifically enumerated In any other tier that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences, Tier 3 behaviors may result in either on-site or offsite Suspension.
3.1 Fighting which creates risk of or results in minor injury (1ST OFFENSE)
3.2 Hazing/ Bullying, or using humiliating, or intimidating language or behavior including Cyberbullying, on or off campus that disrupts the learning environment. (1ST OFFENSE)
3.3 Inciting others to violence or disruption OR Engaging in reckless behavior that may cause harm to self or others
3.4 Throwing objects that may cause injury or damage property
3.5 Gambling
3.6 Forgery
3.7 Acts of vandalism, destruction of property, or graffiti (tagging)
3.8 Causing disruption on school properties or at any Somerset Prep-sponsored or supervised activity
3.9 Trespassing
3.10 Documented theft of school or personal property without force
3.11 Causing disruption in Cafeteria (Throwing of Food/Food Fight)
3.12 Possession or distribution of obscene or pornographic material on school premises
3.13 Activating false alarm
3.14 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that causes significant disruption to the academic environment or cause harm to self or others
3.15 Possession or distribution of tobacco (2nd Offense)
3.16 Directing profanity or obscene or offensive gestures toward staff / Disrespect to staff (1st Offense)
3.17 Documented pattern of persistent Tier 2 Behavior
<u>ADMIN DISCIPLINARY RESPONSES</u>
<u>1st OFFENSE</u> (3-5 DAYS OSS) Teacher/ student confrence or Administrator/ student conference/Parental contact in writing or by phone. Behavior Tracker when student returns to school. Other Admin Responses may include: Conflict Mediation, Referral to Social Worker or Behavior Specialist
<u>2nd OFFENSE</u>: Referral to Tier 4

TIER FOUR: (ADMIN MANAGED) 10 DAYS - EXPULSION	
SOMERSET PREPARTORY ACADEMY STUDENT DISCIPLINE TIERS	
Tier 4 behaviors not specifically enumerated in any other tier that are illegal, cause significant disruption to the school operation, destroy school property, or cause substantial harm to self or others. Tier 4 behaviors results in off-site Suspension or Expulsion.	
4.1 Fighting which creates risk of or results in minor injury (2ND OFFENSE)	
4.2 Inciting others to violence or disruption (2ND OFFENSE)	
4.3 Hazing/ Bullying, or using humiliating, or intimidating language or behavior including Cyberbullying, on or off campus that disrupts the learning enviroment. (2ND OFFENSE)	
4.4 Lewd or indecent public behavior or sexual misconduct	
4.5 Acts of Exceptional Misconduct at other schools	
4.6 Vandalism/ destruction of property over \$500	
4.7 Using an article that is not normally considered a weapon to intimidate or threaten another individual	
4.8 Sexual Harassment / Engaging in sexual acts on school premises or at school-related functions	
4.3 Interfering with school authorities or participating a major disruption of the school's operation	
4.10 Persistent Harassment based on actual or perceived race, color, religion, national origin, sex, age martial status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, or place of residence or business.	
4.11 Participating/ Engaging in behavior that demonstrates group/gang /neighborhood crew affiliation (displaying clothing or gestures associated with gangs) fight which has been planned, causes major disruption to school day or results in substantial bodily injury	
4.12 Verbal, written, or physical threat to person or property (including intimidating postures and social media) or DISRESPECT TOWARD STAFF (2ND OFFENSE)	
ADMIN DISCIPLINARY RESPONSES	
1ST OFFENSE FOR (4.1 TO 4.12) 6-10 DAYS OSS / RTI/PROBATION	
2ND OFFENSE FOR (4.1 TO 4.12)10 DAYS OSS RECOMMENDATION FOR EXPULSION WITH REVIEW	
4.13 Tampering with, changing, or altering an official record or document of a school	
4.14 Contaminating food	
4.15 Selling, Using or Distribution of marijuana, prescription drugs, controlled dangerous substance, imitation controlled substance, inhalants, other intoxicant, controlled or drug paraphernalia	
4.16 Possession or distribution of alcohol	
4.17 Possession of drug paraphernalia or controlled substance, irrespective of the amount or type, pursuant to the criminal statutes of the District of Columbia.	
4.18 Causing serious disruption or damage to school's computer system, electronic files, or network	
4.19 Possession of fireworks or explosives	

4.20 Theft or attempted theft using force, coercion, intimidation or Threat of violence
4.21 Assault/ physical attack on staff
4.22 Fighting which results in a serious physical injury
4.23 Bomb threat
4.24 Possession of a weapon/replica or imitation of a weapon (including water guns) Use, threatened use, or transfer of any weapon
4.25 Use, possession, or bringing to school a loaded or unloaded firearm, as defined in 18 U.S.C. 921 (2000), including but not limited to pistols, blank pistols, starter pistols, revolvers, rifles, and shotguns.
4.26 Any behavior that violates the Gun Free School Act
4.27 Commission or attempted commission of any act of sexual assault or sexual aggression
4.28 Arson
4.29 Biohazard
4.30 Bomb threat
4.31 Any other intentional use of violence, force, coercion, Threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of Somerset Prep DC School, on or off campus.
4.32 Unauthorized possession, use, or distribution of over the counter medication
4.33 Any behavior or other conduct not specifically enumerated in any other tier in this chapter that is illegal, causes significant disruption to the school operation, or causes substantial harm to self or others
4.34 Documented pattern of persistent Tier 3 behavior
<u>ADMIN DISCIPLINARY RESPONSES</u>
1ST OFFENSE FOR (4.13 TO 4.34)10 DAYS OSS RECOMMENDATION FOR EXPULSION WITH REVIEW