



Somerset Academy
of
Las Vegas
Lone Mountain Campus

Parent & Student Handbook
2018-2019



SOMERSET ACADEMY

OF LAS VEGAS

LONE MOUNTAIN CAMPUS

4491 N. Rainbow Blvd. Las Vegas, NV 89108

www.SomersetLoneMountain.org

Sherry Pendleton, Principal

702.685.9150

Dear Families,

It is a pleasure to welcome you to Somerset Academy- Lone Mountain Campus. Somerset Academy-Lone Mountain is committed to providing outstanding academics and in valuing the unique interests and abilities in each individual student. Parent involvement that focuses on the common goal of developing happy and socially responsible scholars who desire and are successful in higher education and lifelong learning is a primary goal of Somerset Academy Lone Mountain Campus.

In order to ensure a successful educational experience, it is important that you and your child are aware of the school's expectations and procedures. This handbook includes a review of some of the policies, procedures, and guidelines that are a part of Somerset Academy of Las Vegas. Please take a moment to review the contents of this handbook with your child. Your support and knowledge of the school's procedures will help our school provide a productive experience for you and your child.

You are the first and most important teacher your child will have. Your support and belief in children and the educational system is what will help us be more successful as a team. If you have information related to your child that would help us, please communicate this information on a regular basis to your child's teacher. Your comments and suggestions are important to us and are always welcome.

We look forward to sharing a successful and exciting school year with you! We invite you to visit our school, attend our programs, become a member of the P.T.O. and volunteer at our school. We are happy and fortunate to have you and your child as part of our school community.

Sincerely,

Principal

GENERAL INFORMATION

**Somerset Academy of Las Vegas
Lone Mountain Campus**
4491 N. Rainbow Blvd.
Las Vegas, NV 89108
702-685-9150

Office Hours: 7:45 a.m. – 3:45 p.m.

Elementary School Hours Grades K-4: 8:00 a.m. – 2:25 p.m. M-F

*Flex Time: 2:30 – 3:30 pm Tues, Wed, Thurs

5th Grade and Middle School Hours: 8:00 a.m. - 2:25 p.m. M-F

*Flex Time: 2:30 – 3:30 pm Tues, Wed, Thurs

PALS (Parents as Liaisons)

Parent involvement and volunteerism, along with collaboration with school administration and staff, is something that we encourage and welcome. Parents as partners in education provides an opportunity for parents to become involved in their child's education while supporting the mission and vision of the school.

Good Neighbor Commitment: Families of Somerset Academy Lone Mountain commit to being good neighbors by respecting our own property and the property of others, maintaining a positive partnership with neighboring businesses and neighborhoods, following all traffic laws and city ordinances, and actively working together for the good of the community.

WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools (www.publiccharters.org): Charter schools are independent public schools allowed freedom to be more innovative, while being held accountable for improved student achievement. They foster a partnership between parents, teachers and students to create an environment in which parents can be more involved, teachers are given the freedom to innovate and students are provided the structure they need to learn, with all three held accountable for improved student achievement.

Somerset Academy's System-Wide Vision

Somerset Academy: A College Prep School Cultivating Leaders, Good Character and a Desire to Render Service

Our Core Principles:

- Student learning and achievement is paramount
- Effective school leaders
- Highly qualified staff
- Effective governing board
- Safe and secure learning environment
- Data assessments to drive curriculum and educational focus
- Research-based curriculum
- Continuous improvement
- Teacher training and mentoring throughout the academic year
- Balanced budgets to ensure resources for student achievement and teacher efficiency
- Teamwork with stakeholders – community leaders, parents, students, teachers, administration and governing board
- Communications among all Somerset leaders

LONE MOUNTAIN'S MISSION

Love learning

Excel in all we do

Achieve goals together

Do what is right

LONE MOUNTAIN'S SCHOOL PLEDGE

We are **W**ise, Innovative **L**eaders who are **D**isciplined,
Cooperative, **A**ccountable, **T**rustworthy, and **S**trong.

We are **WILDCATS!**

THE LONE MOUNTAIN'S MOTTO

LEAD like a **WILDCAT!**

DAILY



LE

7:45 a.m.
8:00 a.m.

Gat
5th -

- 8th Grade Students
sses Begin

| | |
|-----------|--|
| 8:10 a.m. | Gates Open to K-4 Students |
| 8:30 a.m. | K-4 Classes Begin |
| 2:25 p.m. | Dismissal on Mondays and Fridays for K-8 Dismissal 1 Tues, Wed, and Thurs for Flex Opted-Out Students Only (Home Practice) |
| 3:30 p.m. | Dismissal 2 (Flex Students) on Tuesdays, Wednesdays, and Thursdays |

Before and After-School Care

7:00 a.m. - 6:00 p.m. Champions, a high-quality before & after school program is available (fee-based) on site. Contact Hope Foye at Champions at 702-300-1301 or CH001527@klcorp.com for more information.

Students are not to be dropped off before gates open for their designated start time. Students are to be picked no later than 15 minutes after their designated dismissal time. Drop-off and pick up times are to be strictly adhered to for the safety of our students. Students who remain on campus outside of the designated drop-off and pick-up times will be placed in our Champions program and charges will apply for the emergency supervision provided.

ARRIVAL/DISMISSAL

We ask that parents follow a designated traffic pattern of entering and exiting the Lone Mountain property and follow a school-wide procedure for drop-off and pick-up for the safety of all. Please see Parking and Traffic Information for details.

Arrival/ Drop Off

Elementary School (Grades K-4): K-4 student drop-off is 8:15 a.m. – 8:28 a.m. The gate will open at 8:15 a.m. for students to enter the building. **K-4 student drop-off before 8:15 a.m. is prohibited** unless carpooling with a 5th-8th grade student or enrolled in and attending our Champions Before-School Program (fee-based). Students dropped off after 8:30 a.m. must check-in at the office accompanied by a parent for a tardy pass.

5th Grade and Middle School (Grades 6-8): 5th – 8th grade student drop-off is 7:45 a.m. -8:00 a.m. The gate will open at 7:45 a.m. for students to enter campus. As a courtesy to our 5th – 8th grade students' carpool drivers, **only** K-4 siblings/carpoolers of a 5th – 8th grade student may be dropped off at this time with their 5th – 8th grade student (our field is not equipped to hold all K-4 students along with 5th and MS students at the same time, thus the reason for the separate arrival for K-4 students.) 5th and Middle School students dropped off after 8:00am must enter through the office to

receive a tardy pass before proceeding to class.

Dismissal/Pick up

Dismissal/Pick Up is the same for all K-8 students:

Mondays and Fridays: Student pick-up is from at 2:25pm – 2:45pm.

Tuesdays, Wednesdays, and Thursdays: There are 2 pick-up times:

Dismissal 1 is from 2:25pm – 2:40pm for students who have opted out of *Flex Time for Home Practice.

Dismissal 2 is from 3:30pm – 3:45pm for *Flex Time students.

All students must be off campus no later than 2:45 pm on M/F and 3:45 p.m. on T/W/TH unless enrolled in and attending our Champions After-School Program (fee-based) or enrolled in an after-school club. Students who remain on campus after these times will be placed in our Champions program and charges will apply for emergency supervision.

*Flex Time:

Somerset Academy's vision as a College Prep School is to cultivate effective leaders, good character, and a desire to render service. Flex Time provides a unique opportunity for students to engage in co-curricular activities that support academic achievement and our vision of college preparation by allowing time for tutoring, academic advising, intervention, enrichment, make-up work, credit retrieval, additional course offerings, and access to computers for research or assignment completion. This time allows us to increase time on task and maintain optimal pacing by eliminating the need to otherwise fill these important demands during general classroom instruction. Flex time is an important part of the instructional day that "flexes" with the needs of each student.

Flex Time is part of the instructional school day and includes remedial classes, enrichment classes, and optional extra-curricular activities such as clubs, athletics, class parties, award ceremonies, Student Leaders Action Teams and service projects in the school and the community. Flex time classes are determined based upon student data and student interest. Flex time classes rotate in 7-9-week sessions to allow for session content to meet the changing academic needs of students. Parents are responsible to sign their child(ren) up for a Flex time session based on teacher recommendation and/or student need and interest. Parents may opt-out of the Flex Time and allow their child(ren) to be picked up at the early dismissal time (Dismissal 1) at 2:25pm for Home Practice if the student has no academic deficiencies.

Benefits of Flex Time:

- All teachers are mobilized to provide support across all grade levels.

- Clubs and activities can be multi-grade. (Example: Drama and Choir can include Elementary and MS students)
- Flex Time sessions are based on student data with class offerings responsive to the needs of the students on a 7-9-week basis. Early intervention is key!
- Parents may opt-out of Flex Time for an early release (Dismissal 1) if the student is not academically deficient or does not have accommodations that must be met during the instructional day. Parents may pick up students at 2:25pm for Home Practice, family time, homework, appointments, activities, etc. without the penalty of the student missing their regular class instruction.
- MS mentoring opportunities and student-led clubs across grade levels can now be implemented.
- Parents are encouraged to use this hour to volunteer to conduct a club, activity, or service project at school or in the community.
- New NVACS content is presented to students during the general instructional day, therefore those students who opt-out of Flex Time do not miss the introduction of content.
- Flex Time is structured, individualized, and provides a variety of opportunities to develop the WHOLE CHILD!

Requirements of Flex Time:

- Student and parent participation in Flex Time must be **pre-arranged**. Flex Time is NOT a drop-in format. It is not child-care. Flex Time is structured, pre-arranged, and tailored to the needs of the students to improve ACADEMIC GROWTH.
- If a student is deficient, not showing growth in his/her academics, or in danger of failure, Flex Time for remediation and additional support is required and communicated by teacher.
- Clubs, athletics, tutoring and most activities have limitations on the number of participants. Sign-up is required to attend any class, club or activity during Flex Time.
- Parent Conferences during Flex Time must be scheduled with the classroom teacher or faculty member with enough notice to allow the teacher or faculty member to thoughtfully prepare and to make alternate arrangements for coverage of any conflicting commitments.
- Only Flex Time participants are to be on campus during Flex Time. Siblings, friends, or carpoolers are not permitted to accompany a Flex Time participant unless they are also enrolled in a Flex Time activity.
- Students not enrolled in a Flex Time activity and remain on campus after 2:45pm will be enrolled in Champions, our quality out-of-school program (fee-based) where charges will apply for the emergency supervision provided.

- Flex Time students who remain on campus after Flex Time dismissal (3:30-3:45pm) will be enrolled in Champions, our quality out-of-school program (fee-based) where charges will apply for the emergency supervision provided.

ATTENDANCE

Regular attendance in school leads to increased student achievement, and students benefit from the education opportunities provided by our dedicated staff. Absences and tardiness also cause disruptions in your child's learning. It is the responsibility of the parents/guardians to ensure student attendance. On the first day of return after an absence, a student should bring a written note explaining the absence and signed by a parent/guardian. Students shall be allowed a minimum of three days to complete make-up work. Please be reminded that a student who exceeds eighteen (18) absences during the school year may be retained in the current grade. Excused absences are for illness or emergencies only, not for vacations. Excused absences are still considered absences on the student transcript.

EMERGENCY CONTACT INFORMATION

It is extremely important for the school to have current home and emergency telephone numbers and your current address so that you may be notified in case of accident, illness, or emergency. If this information changes throughout the year, please inform the office. Emergency contact individuals must present picture ID when picking up students.

COURSE OF STUDY

Students at Somerset Academy – Lone Mountain Campus will be required to take the

following courses:

Kindergarten – 5th Grade:

Reading

Writing

Math

Science

Social Studies

Specials (Gr. K – 5): Students will rotate between PE, Art, Music, and Spanish

6th Grade:

ELA Block (Includes English and Reading, two semesters: 1 credit)

Math 6

Science 6 (two semesters: 1 credit)

Physical Education (one semester: 1/2 credit)

Computer Literacy (one semester: 1/2 credit)

Elective 1 (two semesters: 1 credit)

Elective 2 during Flex Time (Non-credit)

7th Grade:

ELA (two semesters: 1 credit)

US History (two semesters: 1 credit)

Math 7 or Pre-Algebra (two semesters: 1 credit) as determined by 6th grade SBAC results, recommendation from previous teacher/report card, and math placement test

College Prep/Math Boost (two semesters)

Science 7 (two semesters: 1 credit)

Elective 1 (two semesters: 1 credit)

Elective 2 during Flex Time (Non-credit)

8th Grade:

ELA (two semesters: 1 credit)

Geography (two semesters: 1 credit)

Pre-Algebra or Algebra I (two semesters: 1 credit) as determined by 7th grade SBAC results, recommendation from previous teacher/report card, and math placement test

Physical Education 8 (one semester: ½ credit)

Health (one semester: ½ credit)

Science 8 (two semesters: 1 credit)

Elective 1 (two semesters: 1 credit)

Elective 2 during Flex Time (Non-credit)

Lone Mountain Campus practices standards-based instruction guided by the Nevada Academic Content Standards (NVACS). Student achievement toward mastery of NVACS is reported using the following grading system*:

A+= 101% and Above- **Exceeds** Grade Level Standards

A= 90-100% - **Meets** (Closer to Exceeds) Grade Level Standards

B = 80-89% - **Meets** Grade Level Standards

C = 70-79% - **Approaching** (Closer to Meets) Grade Level Standards

D = 60-69% - **Approaching** (Just out of Emergent) Grade Level Standards

F = 59% and Below - **Emergent** - Below Grade Level Standards

*Level of Mastery (**bolded**) will reflect on K-1 report cards

*Letter grades will reflect on Grades 2-8 report cards

Weights in Infinite Campus Gradebook

70% Summative

20% Formative

10% Practice

Citizenship: E,S,N,U

E = Exemplary S = Satisfactory N = Needs Improvement U = Unsatisfactory

Grades in Specialty classes (Art, Spanish, PE, and Music) will use the E,S,N, U format to report on performance.

Citizenship Rubric

Citizenship grades will be based on the students' abilities to follow classroom rules, procedures, and expectations. This includes assignment completion, participation, responsibility, and interpersonal skills.

| | Excellent 4 | Satisfactory 3 | Needs Improvement 2 | Unsatisfactory 1 |
|--------------------|---|--|--|---|
| Respect | These students exhibit total respect for themselves, others, class work, and the physical environment at all times. | These students usually exhibit acceptable levels of respect for themselves, others, the class work, and the physical classroom. | These students exhibit repeated minor instances of lack of respect for themselves, others, the class work, and the physical classroom, or are occasionally disruptive. | These students exhibit repeated instances of lack of respect for themselves, others, class work, and the physical classroom and/or are regularly disruptive. |
| Prepared | These students always have all supplies, and have done all of the assignments necessary for them to be successful in class. These students immediately correct any shortcomings on their own. | These students usually have done all of the assignments necessary for them to be successful in class. These students immediately correct shortcomings when reminded by the teacher. | These students occasionally are not prepared for class and do nothing to correct this. As a result, they cannot fully participate in some of the class activities. | These students are rarely prepared for class and do nothing to correct this. As a result, they cannot fully participate in some of the class activities. |
| Productive | These students consistently make the best possible use of time both in and out of the class and help others to do the same. As a result, they always produce work of the highest quality. | These students usually make good use of time both in and out of the class. As a result, they usually produce work of high quality. They only occasionally help others to be more productive. | These students make unproductive use of time both in and out of class. As a result, their work lacks the quality it would have with more time devoted to it. | These students rarely make productive use of time both in and out of class. As a result, their work lacks quality it would have with more time devoted to it. |
| Responsible | These students recognize that their behaviors determine their success in the classroom, so they consistently take the initiative to make sure that they are fully successful. | These students recognize that their behaviors determine their success in the classroom, so they usually take the initiative to make sure that they are fully successful. | These students recognize that their behaviors determine their success in the classroom, but they need to show more initiative to be fully successful. | These students allow outside influences to determine their success in the classroom. They make excuses instead of taking initiatives, so they are therefore not fully successful. |

- 16-15 = Excellent
- 14-11 = Satisfactory
- 10-7 = Needs Improvement
- 6-4 = Unsatisfactory

At Lone Mountain, all students complete every assignment. Assignments are designed to support student learning of the Nevada Academic Content Standards (NACS). Additionally, homework builds responsibility, develops study habits, and promotes adult involvement in the child's education. Along with regular homework, your child should be reading at least 20 minutes per night. The Lone Mountain Middle School has an Intensive Care Unit (ICU) program for "sick grades" where students who have missing work are provided the time and assistance to complete their important practice. Although a "Lifeguard" is on duty at the school to check for "sick grades", it is the responsibility of the student to maintain a constant awareness of their grade in each class and need for make-up work.

NOTICE OF UNSATISFACTORY GRADES

Your child's grades will be available for you at any time through the Infinite Campus portal. Students will be provided login information to access the Infinite Campus portal and are expected to maintain consistent grade awareness. Please contact the School Registrar for questions regarding your Infinite Campus account. Unsatisfactory Notices are sent home to parents 6 weeks into each quarter and are expected to be signed and returned. Unsatisfactory progress is considered to be any grade at 74% or below or any grade that is consistently falling over time.

PERSONAL BELONGINGS

Items such as electronic games, iPods, fidget spinners, toys, cameras, and trading cards are NOT ALLOWED on campus and should be left at home. Non-essential items will be confiscated and returned to a parent or guardian. Cameras are prohibited. The school is not responsible for lost, stolen, or damaged items that are brought to school.

Items required to meet IEP accommodations are certainly permitted and to be used according to the IEP.

LOST AND FOUND

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return items quickly. Students can claim lost items by checking the Lost and Found boxes located in the MP Room. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Periodically throughout the year, accumulated items will be donated to local charities.

LUNCH PROGRAM

Somerset Academy partners with Chef Ricky to provide a hot, fresh, and nutritious lunch option. Please visit the Somerset Academy Lone Mountain Campus website for updated food options and prices: www.SomersetLoneMountain.org.

If students do not purchase their lunch from the school's in-house chef, they are expected to bring lunch from home each day. Hot lunch orders must be submitted to the classroom teacher by 9:00am in order to be received.

MEDICATION

If a child under a physician's care is well enough to be in school but requires medication during the school day, parents must contact the school and sign a legal release form. Medications must be in the original prescribed container and must be kept in the health office. Please do not send over-the-counter medications with your child. **Under no circumstances is the school allowed to administer any medication to a student without a prescription.**

STUDENT CELL PHONE POLICY

At Lone Mountain, we talk face to face to each other. We discourage students from bringing cell phones to school. The school's primary purpose is for learning the Nevada Academic Content Standards and cell phone carrying and use has proven to be more of a distraction than a benefit to learning. We do all that we can to protect student learning time. If a student brings a cell phone to school, it must not be visible and it is carried at their own risk. The school is not responsible for lost or damaged cell phones. **Student cell phone use is prohibited during the instructional day (8:00am – 3:30pm), this includes during lunch/recess time.** If a student must contact a parent during school hours, the student may request to use the classroom or office phone. **If a parent must reach a student during school hours, the parent must contact the school by way of the office at 702-685-9150.** If necessary, students are permitted to use their cell phone prior to 8:00am, after 2:25pm for Dismissal 1, and after 3:30pm for Dismissal 2. We realize that phone communication during the drop-off and pick-up procedures is helpful in uniting students with their parents/guardians.

PICKING UP STUDENTS DURING SCHOOL HOURS

Students who need to be released from school during the school hours must be released from the office. Students will only be released to the parent, guardian, or other person(s) listed on school enrollment forms. Please be prepared to show proper identification. ****VOLUNTEERS** must sign out their children before leaving campus. Students may not be taken from the classrooms by parents but must be called down from the front desk.

The end of the school day is an extremely busy time in the office and classroom. **Students may not be dismissed from classroom instruction within the last half hour of class.** Please make prior arrangements with your child for after-school destinations. Phone calls and messages toward the end of the day may not reach the student before dismissal.

PROMOTION/RETENTION POLICY

Somerset Academy has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students who are not meeting grade level performance levels and are at risk for retention, the parent/guardian will be notified in a timely manner to provide opportunities for intervention and remediation. At the end of the year, the student's data will be reviewed in conjunction with the parent/guardian and a determination of grade level retention will be made.

Students in sixth grade must successfully complete two semester units of credit (by averaging quarters 1 & 2 and quarters 3 & 4) of each of the following courses for promotion to seventh grade: Reading, English, Mathematics, Science, Computer Literacy (1 semester) and Physical Education (1 semester).

Students in seventh and eighth grade must successfully complete two semester units of credit (by averaging quarters 1 & 2 and quarters 3 & 4) of the following courses for promotion to the eighth grade: Reading, English, Mathematics, Science, and History/Geography.

DELIVERIES TO STUDENTS

Somerset Academy Lone Mountain stresses the importance of uninterrupted instructional time for students. Deliveries should be for emergencies only and kept to a minimum. Classes will not be interrupted for lunch deliveries or deliveries that are not deemed emergencies.

SCHOOL PROPERTY

Somerset Academy of Las Vegas would like to stress the importance of taking proper care of textbooks, library books, and school property with your child. They are held responsible for the condition and proper usage of all textbooks, technology, and similarly related materials. All items must be paid for if lost, damaged, stolen, or defaced. Any student damaging school property is held responsible for any replacement or repairs needed.

PARENT REMINDER!

Somerset Academy supports the belief that education is important. We want your student to be College and Career Ready by the time they graduate. With this in mind, please be aware that we are unable to deliver messages or forgotten items (lunches, money, cell phones, and supplies). Please support us in our endeavor to limit classroom disruption by reminding students to bring all necessary materials with them to school. Your support and cooperation is greatly appreciated.

STUDENT RESPONSIBILITIES

MANNERS MATTER

Three basic expectations for all students, parents, and staff members of Somerset Academy of Las Vegas are as follows:

Safety

Keep hands and feet to self/no fighting.
Walk in the building.

Respect

Treat others as you wish to be treated.
Be prepared.
Be courteous.
Use appropriate language.
Listen to each other.
Remember that you represent yourself, family and community.

Responsibility

Try your best at all times.

Follow directions.

Complete your school work.

If you make a mess, help clean it up.

If you make a mistake, be honest.

Take care of your equipment/school property.

Be on time.

ASSEMBLY BEHAVIOR

Students are to enter the assembly at appropriate times and sit where directed by their teacher. A respectful, attentive attitude is expected at all times. Students are to show appreciation in a polite manner. Screaming, shouting, booing, whistling, and laughing inappropriately are unacceptable. Students are to stay seated and quiet until directions are given for dismissal.

STANDARD STUDENT ATTIRE

Somerset Academy of Las Vegas, Lone Mountain Campus follows a policy of standard student attire. Wearing school uniforms, students will become part of a team. It is this team effort and sense of belonging that will help students experience a greater sense of identity and promote academic excellence. We are committed to keeping the cost of uniforms as low as possible for our families. To purchase Somerset logo shirts and other uniform apparel, visit [All Uniform Wear](http://AllUniformWear.com), 7331 Lake Mead, Suite 100, Las Vegas, NV, 89128 or alluniformwear.com and search Somerset Academy Lone Mountain.

The Somerset logo must be visible at all times.

Shirts: Red, White, Navy Blue, or Hunter Green (long or short sleeved) collared shirts with the Somerset logo. All shirts must have sleeves that cover shoulders (no tank tops). Undershirts must also be red, white, navy blue, or hunter green. Other colors will violate the school uniform code.

Pants, Skirts, Shorts, Capris, Jumpers: Khaki (tan) or navy blue or black in color, canvas

or cotton twill material. No denim except on Spirit Wear days. Skirts/shorts must be no shorter than 2 inches above the knee. No sweat suit pants or jeggings. No pants or shorts with more than 2 front pockets and 2 back pockets. Sagging, oversized pants are not allowed.

Shoes or Sneakers: Shoes/sneakers must fit securely on the foot. Flip flops, slippers, and heeies are not allowed. Sandals may be worn provided that they don't interfere with the safety and welfare of the student. Shoes with heels should not be taller 2 inches.

Outerwear: Outerwear should match the school shirt colors or be removed upon entering the building. Outerwear worn in the building should be free of commercial logos on the front, back, or sleeve. Zippered sweatshirts with the Somerset logo are available at All Uniform Wear. Pullover hoodies with the Somerset logo are allowed to be worn to school. Pullover hoodies that are from Somerset sponsored clubs (Lacrosse, NJHS, Cheer, etc.) can be worn on Fridays during Spirit Day.

Accessories: Belts must be worn through belt loops and may not hang down or have a large buckle, and belts must be in neutral colors (white, brown, black); tights, leggings and hair accessories to be worn in school colors. School colored leggings if worn are to be worn under knee length skirts or rompers. Leggings are not to be worn alone. Hair color must be a natural color. Hairstyles must be worn in a natural fashion*. For example, spiked hair is not permitted while on campus. No facial piercings (such as gages, spikes, lip rings, nose rings, etc.) are permitted with the exception of conservative earrings. Plugs are permitted. Hair accessories must be in school colors and not distracting.

**Administration reserves the right to deem hair color or hair style a distraction to instruction.*

Spirit Days: The last day of the school week, usually a Friday, will be our scheduled Spirit Day. Students are allowed to wear their Somerset Academy school T-shirt on Friday with jeans. This attire is only allowed on Spirit Days. (*Jeans be BLUE denim with no patterns and must not be cut-off, frayed, or have holes.*) If a Lone Mountain Spirit Shirt is not worn on Spirit Day, the regular uniform is required.

CAFETERIA BEHAVIOR

Students are to enter the cafeteria quietly and in an orderly fashion. Middle School students are allowed to choose to eat their lunch either indoors in the cafeteria or outdoors on the field/playground (weather permitting). Students are expected to dispose of all of their trash and leave their area clean. Somerset students take pride in their campus and recognize the importance of cleanliness.

HARRASSMENT POLICY

Somerset Academy of Las Vegas will absolutely **NOT TOLERATE** bullying or harassment of any kind. The administration at Somerset Academy will take an extremely hard stance against students who are bullying, threatening, and discouraging other students. Bullying, cyber bullying, text bullying all have become a national safety issue and Somerset Academy is committed to providing a safe and orderly environment where students, staff, and parents are treated with courtesy and respect. Any form of bullying/harassment by staff, students, or parents including cyber, verbal, written, or physical is strictly prohibited. If you are being bullied or harassed, please report it **IMMEDIATELY** to any staff member or use the "Report a Bully" button on the school website. Those who are bullying/harassing will be dealt with immediately.

TEACHER CONFERENCES

You will be invited to attend formal teacher conference during the school year to discuss your child's progress. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child. You may schedule a conference with your child's teacher or the principal at any time. We especially encourage this when you have questions about your child's progress, class work, or school policies. **Please do not interrupt classrooms during instructional time to conference with the teacher.** Please allow the teacher the opportunity to schedule an appointment to meet with you – to offer privacy and enough time to discuss your concerns without interruption. To schedule a parent teacher conference with your child's teacher(s), please call the School Counselor.

PALS (Parents as Liaisons)

Somerset Academy of Las Vegas believes that parent engagement in schools results in greater student achievement. There are many ways that parents and guardians can volunteer their time at school. We encourage you to assist under teacher supervision in the classroom, help out in the lunchroom, or help from home. Parent volunteer opportunities are posted on our Sign Up Genius accessed through our website, www.somersetlonemountain.org. There are many ways to support the school. We look forward to your involvement at Somerset Academy! Please be advised that non-school age children are not allowed into the classrooms during the school day. Please make other arrangements for younger children when volunteering at school. For more information, contact our Parent Volunteer Liaison,

Danielle Montoya, at WildcatVolunteerHelp@gmail.com

VISITING SCHOOL

Parents are invited and welcome to visit the school with prior arrangement made through the classroom teacher or office. Visitors are required to check in at the office for a visitor's badge before entering the main building. Visitor badges must be visible at all times while on campus. Class visits are a time for observation, not for parent conferences during the instructional day. It is necessary to call the school's office in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. **Any questions or conferences should be reserved for an appointed time when more privacy and time is available.** Also know that we cannot honor requests for relatives and friends to visit in the school during the school day. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment.

CODE OF RESPECT

A Code of Respect is set in place to ensure the safety of students and staff and create an environment conducive to learning.

General guidelines and expectations are as follows:

A. Be safe

Students should not throw objects at others, push others, or act in any other manner that may cause harm to another individual.

B. Be respectful

Students are to behave in a manner that enhances their and others opportunities to learn.

Students are to avoid using profanity or other inappropriate language.

Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat.

C. Be responsible

Students are to follow the school's student standard attire.

Students are to attend school regularly.

Cell phones should be in the 'off' position during the entire school day.

Failure to abide by the school's Code of Respect will result in the student receiving a Citation. Parents/guardians are expected to sign and return the Citation to the teacher or staff member issuing the behavior report. Citations generally require no further action. In most instances, a class discussion of acceptable and unacceptable behavior heads off the need for parental

conference or further consequences. However, it is recognized that parents are the child's first and most important educators. Somerset Academy emphasizes the importance of the family in the child's development and seeks to create a partnership with parents/guardians. Such a partnership is a two-way, interactive process. Consequently, the primary intent of sending a Citation to the parent/guardian is to keep the family informed of the child's conduct at school and to enlist support and reinforcement of good behavior.

Upon receipt of multiple citations pertaining to the same inappropriate behavior or upon more serious offenses, teachers may find it necessary to complete an Incident Report and send that student to the principal's office for immediate action.

These situations are typically more habitual and/or disruptive and require immediate attention. **Certain violations may require a more severe consequence which includes but is not limited to:**

Verbal Warning/Reprimand
Classroom Citation – Parent Notification & Signature Required
Classroom Citation #2 – Parent Notification/ Dean's Referral/Lunch Detention
Classroom Citation #3 – Dean's Referral/PTC
PTC with Temporary Removal or Suspension
Expulsion and Revocation of Enrollment
Law Enforcement Involvement

See Somerset of Las Vegas Academy Discipline Procedures for the Progressive Discipline Plan.

Committing, participating in or unlawfully attempting any of the following activities or acts in school buildings or on school property is prohibited and may constitute cause for disciplinary action. In addition, students at school-sponsored, off campus events and those using charter school sponsored transportation shall be governed by the policies, rules, regulations, and procedures established in this manual. Any criminal act shall be reported at once to the local police or sheriff's office. The student's parent(s) or guardian(s) shall also be notified, if possible. The school will take disciplinary action, whether or not criminal charges result.

CRIMINAL OFFENSES (As defined in applicable statutes or ordinances)

Violations of local, state or federal laws shall be enforced on school properties or at activities sponsored by charter schools. Examples of such laws are indicated below:

1. **ALCOHOL:** The possession of, sales, and furnishing alcoholic beverages.
2. **ARSON:** The intentional setting of fire.

3. ASSAULT: Physical or verbal threats with the intent and the ability to carry through with same.
4. BATTERY: An unconsented-to touching or application of force to another person.
5. BOMB THREAT/FALSE: Willfully conveying by mail, written notes, telephone, telegraph, radio or any other means of communication, any threat knowing it to be false.
6. BURGLARY: Illegal entry with the intent to commit a crime.
7. DESTRUCTION OF PROPERTY: Willfully and maliciously destroying or injuring real or personal property of another.
8. DISTURBING THE PEACE: Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the school.
9. EXPLOSIVE DEVICES: The possession of explosive or incendiary devices.
10. FALSE FIRE ALARMS: False reporting of, or transmission of, signal knowing same to be false.
11. FIREWORKS: The possession of, sales, furnishing, use or discharge of fireworks.
12. INDECENT EXPOSURE: An open indecent or obscene exposure of his person or the person of another.
13. LARCENY: Stealing, taking, carrying away property of another.
14. LIBEL: A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
15. MARIJUANA: The possession of, sales or furnishing marijuana.
16. NARCOTICS: The possession of, sales or furnishing a controlled substance.
17. NARCOTICS PARAPHERNALIA: The possession of, sales, furnishing or use of.
18. PROFANITY: Use of vile or indecent language.
19. RESISTING OFFICER: Willfully resisting, delaying or obstructing an officer in the performance of duty.
20. ROBBERY: The unlawful taking of personal property from the person of another or in his/her presence, against his/her will, by means of force or violence or fear of injury.

21. **ROUT/RIOT:** Two or more persons meeting to do an unlawful act/two or more persons actually doing an unlawful act with or without a common cause of quarrel.
22. **STOLEN PROPERTY:** Receiving or possessing property of another, knowing or under such circumstances as would cause a reasonable person to know they were so obtained.
23. **TAMPERING WITH MOTOR VEHICLES:** Willfully break, injure, tamper, remove parts, deface a vehicle; without consent of owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while vehicle is at rest or unattended or to set vehicle in motion.
24. **THROWING SUBSTANCE AT VEHICLE:** To throw any stone, rock, missile or any substance at any motorbus, truck or other motor vehicle.
25. **TRESPASS:** To be upon the property of another without permission of the owner and to stay upon same after warning. To be on school property or at a school function while under suspension from school.
26. **WEAPONS:**
 - a. Brandishing any knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other deadly weapon in a rude, angry or threatening manner or to use same in any fight or quarrel.
 - b. Concealed - it is unlawful for any person to carry any weapon commonly known as a knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon. For the purpose of this section, nunchaku are included herein.
 - c. Possession - it is unlawful for any person to possess any weapon commonly known as a knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver or other firearm, or other dangerous weapon.
27. Violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

CHARTER SCHOOL OFFENSES

The following non-criminal activities may also lead to disciplinary action. Generally, these are acts that disrupt and interfere with the educational process or with the rights of other members of the educational community.

1. **ALCOHOLIC BEVERAGES:** Being on campus, on school-sponsored transportation or at a school-sponsored activity after having consumed an alcoholic beverage.

2. **DISOBEDIENCE, INSOLENT AND INSUBORDINATION:** Students must obey the instructions of school personnel.
3. **DISRUPTIVE CONDUCT:** Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
4. **FIGHTING.**
5. **FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.**
6. **GUM CHEWING AND EATING FOOD AT INAPPROPRIATE TIMES OR IN INAPPROPRIATE PLACES AS DETERMINED BY THE ADMINISTRATOR.**
7. **HAZING:** Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
8. **ILLEGAL SUBSTANCE:** Being on campus, on school-sponsored transportation or at a school-sponsored activity after having used an illegal substance.
9. **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
10. **MISCONDUCT ON SCHOOL VEHICLES:** Any action that creates a safety hazard or distracts the attention of the driver.
11. **PLAGIARISM AND CHEATING.**
12. **POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.**
13. **CELLULAR PHONES:** Students may possess or use electronic signaling devices, including but not limited to pagers, beepers, and cellular/digital telephones, provided that the use of such devices is before and/or after school hours or during lunch break. Inside school buildings and during the school day, electronic signaling devices shall be in the "off/silent" position at all times.
14. **SEXUAL HARASSMENT:** A student should not be sexually harassed, discriminated against, denied a benefit, or excluded from participation in any charter school educational program or activity as guaranteed by Title IX of the Educational Amendments of 1972. Sexual harassment is defined as the verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the school or by a student of the school. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.

15. SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.
16. TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.
17. TRUANCY: Being absent from school without a valid excuse acceptable to the administrator.

SUSPENSIONS

Suspension is the temporary removal of a student from school or from school-sponsored activities. Students may be suspended for the following reasons:

1. Violation of any state law or local ordinance in a school building, on school grounds, or at a school-sponsored activity.
2. Violation of rules, policies, and procedures established for charter schools as outlined in this manual.
3. Student actions or inactions at school or a school-sponsored activity that disrupt, interfere with, or pose a threat to the educational program, other students, staff, visitors, or the student personally.

The primary purpose of suspension is to give the student, his/her parent(s) or guardian(s), and the school the time needed to resolve a problem. The duration of suspension is related to a course of action designed to resolve the problem.

Types of Suspension:

1. Emergency Suspension: The administrator, or his or her designee, may suspend any student whose conduct is determined to be a clear threat to the physical safety of others or to the property interests of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of the other students to pursue an education.
2. Long-Term Suspension: A student may be suspended from school or from an interscholastic activity for more than ten (10) days by the school's governing body.
3. Short-Term Suspension: A student may be removed from school and/or from interscholastic activities for no more than ten (10) days by the administrator.
4. In-School Suspension: A student may be removed from his/her classes and all school activities for no more than ten (10) days and during the term of suspension

the student will remain in a separate supervised area of the school. The primary intention of this action is to gain cooperation with the student's parent(s) or guardian(s) and to isolate the student from all regular academic and social activities. If this action seems warranted after an investigation and after consultation with the parent(s) or guardian(s), the administrator, or his or her designee, shall take action.

SPECIAL CONDITIONS OF SUSPENSION:

1. A student may not participate in extracurricular activities during the term of his/her suspension.
2. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
3. Notations of suspensions from school will be made in the student's cumulative folder.
4. Schoolwork missed as a result of suspensions that last 10 days or less may be made up through the completion of make-up work. Any work that cannot be made up, or is not made up, will result in the lowering of the academic grade for the grading period, and it may result in loss of credit.

A pupil may be removed from school immediately for any of the following:

1. Posing a continuing danger to persons or property,
2. Posing an ongoing threat of disrupting the academic process,
3. Selling or distributing any controlled substance, or
4. Being found in possession of a dangerous weapon as provided in NRS 392.466.

When a student is removed for any of these reasons the student shall be given an explanation of the reasons for his or her removal. The student shall also be given an explanation of pending proceedings, to be conducted as soon as practicable after removal, for his or her suspension or expulsion.

In all other cases involving suspension, the administrator shall:

1. Tell the student you are meeting with him/her to investigate allegations that the student has violated laws, rule(s), state charter school policies, or the school's policies.
2. Tell the student the specific laws, rule(s), or policies that are alleged to have been violated and that, if the evidence supports the allegations, there will be

consequences up to and including suspension from school. Ask if he/she understands the allegation(s).

3. Explain to the student the evidence you have regarding the alleged violation(s).
4. Ask the student if he/she admits or denies the allegation(s). If the student admits to violation(s), assign appropriate consequences. If the student denies the allegation(s), give him/her the chance to explain and present his/her side of the story. The administrator will consider the student's explanation and, if the administrator deems it appropriate, may investigate the matter further. (This does not mean that the student can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)
5. After hearing the student's explanation and evidence, the administrator should determine if he/she needs more information and, if so, obtain it before making a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
6. If the student has a behavior plan, the administrator should review the plan with the student. If the student does not have a behavior plan and the student is subject to the habitual discipline statute (NRS 392.4655), then a behavior plan may be written.
7. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) commencing (starting date).
8. The administrator shall notify the parents of the suspension as soon as possible by phone or in person and follow up that notification with a letter, which will be placed in the student's file

EXPULSION AND LONG TERM SUSPENSION

When it is determined that a student's behavior seriously interferes with the educational program or the safety or welfare of school personnel or other students, the charter school's governing body may remove the student from further attendance in the charter school in accordance with NRS 386.585.

STATE-MANDATED SUSPENSIONS:

A student shall be suspended for at least a period equal to one (1) semester from the school s/he attends if:

1. On the first occurrence, the student commits a battery that results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.

2. On the first occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
3. On the first occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.
4. In one school year, there is written evidence that the student has threatened or extorted or attempted to threaten or extort another student, teacher or other personnel employed by the school.
5. In one school year, there is written evidence that the student has been suspended for initiating, without provocation, at least two (2) fights on school property.
6. In one school year, there is written evidence that the student has a record of three (3) suspensions from the school for any reason.

Any student who commits any the conduct described in 1 through 6 above will be placed on emergency suspension pending investigation and determination of final action to be taken in the matter.

STATE MANDATED EXPULSION:

One Year Expulsion

The school must expel any student for a period of not less than one (1) year from the school he or she attends if at any time, the student is found in possession of a firearm or an explosive device while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.

There is an exception for possession of a firearm with the prior approval of the administrator.

Permanent Expulsion

The school must permanently expel a student from the school he or she attends if:

- a. On the second occurrence, the student commits a battery that results in the bodily injury of an employee of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school sponsored bus;

- b. On the second occurrence, the student sells or distributes any controlled substance while on the premises of any public school, at any activity sponsored by a public school, or on any school bus;
- c. On the second occurrence, the student is found in possession of a dangerous weapon while on the premises of any public school, at any activity sponsored by a public school, or on any school bus.

Any student who commits the conduct described above in No. 1, No. 2.a., No. 2.b., or No. 2.c. will be placed on emergency suspension pending investigation and determination of final action to be taken in the matter.

EXPULSION AND LONG TERM SUSPENSION HEARINGS:

If after an investigation it is determined by the administrator that a long term suspension or expulsion is appropriate the student will be provided a hearing before the school's governing body. The governing body will decide in accordance with procedures in NRS 392.467 whether or not the student shall be put on a long term suspension or be expelled as recommended by the school administrator.

The hearing shall be closed to the public. A tape recording of the hearing will be made by the governing body. Upon request the student may obtain a copy of the hearing recording. The student shall have the right to be represented by an advocate of his/her choosing.

Both the student and the administrator may call witnesses and present evidence.

The hearing officer shall not be required to observe the same rules of evidence observed by the courts. Hearsay testimony of students shall be admissible.

The standard of proof shall be that of a civil action: a preponderance of the evidence. The hearing officer's determination of the appropriate consequences shall be based on the seriousness of the conduct as well as the student's prior disciplinary record insofar as it affects the effectiveness, or ineffectiveness, of forms of discipline previously imposed.

RE-ADMITTANCE TO SCHOOL:

Students may apply for re-admittance, within 45 school days from the one-year anniversary day of their expulsion by the charter school's governing body. Such request should be made to the administrator. During this period of time, the administrator will direct appropriate staff personnel to conduct a review of the request to ensure that any special conditions for re-admittance, such as a psychological evaluation, are completed as well as determining that the student has been a good citizen during the period of expulsion. When this review has been completed the governing body will decide near the end of the expulsion period whether

or not the student may be re-admitted. The charter school's governing body will provide written notification of its decision to the student, parent(s) or guardian(s), and the administrator of the charter school.

Somerset Academy of Las Vegas

Disciplinary Procedures 2018-2019

Somerset Academy of Las Vegas has established the following discipline plan for the progressive discipline of pupils and on-site review of disciplinary decisions. The plan was developed with the input and participation of teachers, **other educational personnel (counselors, strategists and specialists), support personnel,** and **the parents and guardians** of pupils who are enrolled in the school. The plan has been developed in accordance with written rules of behavior prescribed in NRS 392.463 and NRS 392.4644.

It includes, without limitation, provisions designed to address the specific disciplinary needs and concerns of the school. The plan provides for the temporary removal of a pupil from a classroom in accordance with NRS 392.4645. The plan was reviewed and developed by the Discipline Committee. The plan was reviewed and revised **by administration, teachers, other educational personnel, support staff personnel, and parents. The review and revisions were made continually and collaboratively as requested following monthly discipline committee meetings, weekly administrative meetings, and monthly Parent Advisory Committee meetings. A copy of this plan is located in the main office lobby and posted electronically on the school website for public inspection.**

HABITUAL DISCIPLINARY PROBLEM CRITERIA

A student will be considered a Habitual Disciplinary Problem (HDP) if written evidence documents that within one school year the student has:

1. Threatened or extorted, or attempted to threaten or extort, another student or school employee two or more times; or
2. Has been suspended for initiating at least two fights on school property, at an activity sponsored by a public school, on a school bus or, if the fight occurs within 1 hour of the beginning or end of a school day, on the pupil's way to or from school; or
3. Has a record of five suspensions for any reason.

Before a school deems a pupil a habitual disciplinary problem and suspends or expels the pupil, the school may develop, in consultation with the pupil and the parent or legal guardian of the pupil, a plan of behavior for the pupil. Such a plan must be designed to prevent the pupil from being deemed a habitual disciplinary problem and may include, without limitation, any agreement listed under NRS 392.4655(6). If the pupil violates the conditions of the plan or commits the same act after he or she enters into a plan of behavior, the pupil shall be deemed a habitual disciplinary problem. A student who is declared a Habitual Disciplinary Problem (NRS 392.4655) will be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

Habitual Disciplinary Declaration

If two teachers of a pupil enrolled at Somerset Academy of Las Vegas request that the principal deem a student a Habitual Disciplinary Problem, the principal will meet with each teacher to review the student's discipline record. If, after the review, the principal determines the student does not meet the criteria of a Habitual Disciplinary Problem, the teacher(s) submitting the request may appeal that determination to the school's AB 521 Committee.

PROCEDURES FOR CRITERIA # 1

Somerset Academy of Las Vegas will process threats, extortion incidents, or any attempt thereof using existing expulsion procedures, however, in order to be considered Habitual Disciplinary Problem under current statute, the act of threatening or extorting, or attempting to threaten or extort, must have been documented at least twice during one school year. Habitual Disciplinary Problem language will be included in addition to identifying the infraction when preparing expulsion paperwork. Somerset Academy of Las Vegas will provide a written notice seven days prior to declaring a student a Habitual Disciplinary Problem to the parent or legal guardian that contains:

- 1) A description of the act(s).
- 2) Dates on which the act(s) were committed.
- 3) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

A student who is determined to have documented infractions in the progression of those identified under statute relevant to Habitual Disciplinary Problem may enter into a voluntary behavior plan designed to prevent the student from being deemed Habitual Disciplinary Problem and may include, without limitation:

- 1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule;
- 2) Information on alternative schools;
- 3) A voluntary agreement by the parent/guardian to attend school with the student;
- 4) A voluntary agreement by the student and parent/guardian to attend counseling;
- 5) A voluntary agreement by the student and the parent/guardian for the student to attend summer school, intersession school, or Saturday School.

If the student commits the same act or any other act that qualifies him/her as an HDP for which the notice was provided after he/she enters into a plan of behavior, the student shall be deemed to have not successfully completed the plan of behavior and may be deemed a Habitual Disciplinary Problem.

HABITUAL DISCIPLINARY PROBLEM PROCEDURES FOR CRITERIA # 2

Following each suspension, Somerset Academy of Las Vegas will provide written notice to the parent or legal guardian that contains:

- 1) Description of the act committed by the pupil.
- 2) Date the act was committed.
- 3) An explanation that if the student is suspended five times within one school year, the student will be deemed a Habitual Disciplinary Problem.
- 4) An explanation that pursuant to NRS 392.466, a student declared a Habitual Disciplinary Problem may be suspended from school for a period not to exceed one school semester as determined by the seriousness of the acts which were the basis for the discipline or expelled from school under extraordinary circumstances as determined by the principal of the school.

BEHAVIOR PLAN PRIOR TO DECLARATION FOR CRITERIA #3

Before a student is deemed a Habitual Disciplinary Problem, if within one school year, a student is suspended one time for threatening or extortion, or attempting to threaten or extort, another student or school employee; or if the student has been suspended four times, a plan of behavior will be developed with the parent and student. A student may enter

into one behavior plan per school year. The plan, without limitation, may include a voluntary agreement for:

- 1) A plan for graduating if the student is credit deficient and not likely to graduate according to schedule;
- 2) Information on attending another Somerset school;
- 3) A voluntary agreement by the parent/guardian to attend school with the student;
- 4) A voluntary agreement by the student and parent/guardian to attend counseling;
- 5) A voluntary agreement by the student and the parent/guardian for the student to attend summer school, intersession school, or Saturday School.

If the student violates the conditions of the plan or commits the same act for which notice was provided (i.e. commits a second extortion or attempted extortion; or receives a fifth suspension) after he/she enters into a plan of behavior, the student shall be deemed a Habitual Disciplinary Problem.

The parent/legal guardian of a student who has entered into a plan of behavior may appeal the contents of the behavior plan to the Executive Director of Somerset Academy of Las Vegas.

If a student has been recommended for expulsion by a referring principal, and the student has been suspended for less than 11 days, the student may appeal the principal's recommendation for expulsion to a committee consisting of the executive director and two Somerset Academy of Las Vegas principals (the "Committee"). The Committee shall consist of one elementary leader, one middle school leader, and one high school leader, with the executive director serving as one of the aforementioned leaders on the Committee. If the referring principal is one of the members of the Committee, an alternate member of the Committee will be chosen from the then-serving Somerset Academy of Las Vegas principals. The Committee shall conduct a hearing on the matter and, following the hearing shall, by majority vote, determine whether the referring principal's recommendation for expulsion should be upheld, or, alternatively, whether the referring principal's recommendation for expulsion should be modified in any manner. In the event the Committee determines to uphold the referring principal's recommendation for expulsion, the student may appeal such decision to the Somerset Academy of Las Vegas Board of Directors (the "Board"). If the Committee determines that the referring principal's recommendation should be modified, the referring principal may appeal such decision to the Board. If the referring principal does not appeal a decision of the Committee to modify his or her recommendation for expulsion, the executive director, acting as superintendent under NRS 392.466, may modify the expulsion in accordance with the decision of the Committee.

DUE PROCESS NOTIFICATION—Somerset Academy of Las Vegas will provide due process notification to each parent at least seven days before the school deems the student a Habitual Disciplinary Problem.

STEPS TEACHERS MUST TAKE PRIOR TO AB 521 REFERRAL

AB 521 is an option teachers have for a student who has engaged in behavior that seriously interferes with the ability of the teacher to teach and the other students to learn. Before a student's behavior reaches this level of severity, the teacher must attempt to correct the student's behavior through progressive discipline. According to AB 521, progressive discipline must be followed in the classroom before requesting that a student be temporarily removed. Teachers will complete the following interventions before submitting an AB 521 referral:

1. Conference with student.
2. Parent contact by phone.
3. If the student's family has no phone, a copy of the parent contact form must be mailed home.
4. Assign teacher detention.
5. Counselor referral.
6. Referral to an administrator for disruptive behavior.

These steps must be documented, and documentation must be submitted with an AB 521 referral.

Assembly Bill 521 (Temporary removal of student)

The Somerset Academy of Las Vegas Discipline Plan provides for the temporary removal of a student from a classroom if, in the judgment of the teacher, the student has engaged in behavior that **seriously** interferes with the ability of the teacher to teach the other students in the classroom and with the ability of the other students to learn.

Progressive Discipline will be followed within the classroom as explained, and may include such things as: verbal warning, parent contact, detention, counselor referral, and administrator's referral. If a student is removed by teacher, the administrator will explain to the student the reason for the removal and the student will have an opportunity to respond. The administrator will contact the parent within 24 hours. A temporary, alternative placement will be given to the student unless the student is suspended or expelled for disciplinary action.

A conference with the student, parent, administrator, and teacher will be held within three days of the incident. Since it was the teacher that ordered the removal of the student, not the administrator, during the conference, the teacher must provide an explanation of the reasons for the removal and the parent must be given an opportunity to respond. Upon completion of the conference, the administrator will recommend whether the student returns to the classroom or remains in alternative placement for additional time. If the administrator recommends that a student be returned to the classroom from which he/she was removed and the teacher who removed the student does not agree with the recommendation, the administrator shall continue with the temporary alternative placement and will immediately convene a meeting of the AB 521 Committee. The parent will be informed of the meeting.

The committee will convene to review temporary alternative placement. If the committee membership includes the teacher who removed the student, that teacher shall not participate in the deliberation on that case. The AB 521 Committee will review the circumstances of the student's removal and behavior. Based upon its review, the committee shall assess the best placement available for the student and shall, without limitation 1) Direct that the student be returned to the classroom from which he was removed; 2) Assign the student to another classroom; 3) Assign the student to an alternative school of education (another Somerset Academy of Las Vegas school) if available or appropriate; 4) Recommend suspension or expulsion in accordance with NRS 392.467; or 5) Take any other appropriate disciplinary action against the student that the committee deems necessary.

AB521 Committee Members 2015-2016

SITE BASED

Principal or His/Her Designee
Teacher 1 (Selected by teaching staff)
Teacher 2 (Selected by teaching staff)

Members of this committee were selected based on their diverse, educational backgrounds and willingness to volunteer their time.

SPECIAL EDUCATION STUDENTS --Assembly Bill 14

If a student has a disability and is participating in special education, the student may be suspended or expelled from school in the same manner as a student without a disability if the behavior is **NOT** a manifestation of his/her disability. Part B of the Individual With Disabilities Education Act (IDEA) and established disciplinary procedures will be met when declaring a special education student a Habitual Disciplinary Problem.

The Individuals with Disabilities Education Act, the Americans with Disabilities Act of 1990, Title V of the Rehabilitation Act of 1973, any other federal law applicable to children with disabilities, and the procedures adopted by the Somerset Academy of Las Vegas board of directors will be reviewed for students with disabilities and/or participating in special education pursuant to NRS 388.440 to 388.520 to be removed under AB 521.

| <p>Minor Classroom Disruption</p> <p>Sample minor infractions may include but are not limited to:</p> | <p>Major Classroom Disruption</p> <p>Sample major infractions may include but are not limited to:</p> |
|--|---|
| <p>Annoying fellow students</p> <p>Being rude</p> <p>Chewing gum</p> <p>Disrespectful behavior</p> <p>Eating or drinking in class</p> <p>Hoarse playing</p> <p>Insubordination</p> <p>Making derogatory comments</p> <p>Not following teacher directions</p> <p>Not paying attention</p> | <p>Alcohol use or possession</p> <p>Arson</p> <p>Assault or battery</p> <p>Computer misconduct</p> <p>Controlled substance</p> <p>Defiance of school personnel</p> <p>Disorderly conduct</p> <p>Explosive devices</p> <p>Fighting</p> <p>Gambling</p> |

Somerset Academy Parent & Student Handbook

| | |
|-------------------------------|---|
| Not prepared for class | Gang activity |
| Off task | Harassment |
| Out of seat | Immoral conduct |
| Possession of a nuisance item | Incitement |
| Public display of affection | Robbery or extortion |
| Running/playing around | Threats to Somerset personnel or student(s) |
| Talking back | Theft |
| Talking loudly | Tobacco |
| Talking out of turn | Vandalism/Destruction of property |
| | Verbal abuse |
| | Weapons |

Somerset Academy Parent & Student Handbook

Somerset Academy of Las Vegas 2018-2019 Progressive Discipline Plan

| INFRACTION | FIRST OFFENSE | SECOND OFFENSE | THIRD OFFENSE | FOURTH OFFENSE |
|--|--|--|--|---|
| Alcohol Possession/Use (Involve Police) | RPC – Student encouraged to Enroll in Drug Program | RPC-T/ SUS Pending EXP | | |
| Arson (Involve Police) | RPC / SUS Pending EXP | | | |
| Assault to Adult | SUS Pending EXP | | | |
| Automobile Misuse | RPC | RPC / SUS | RPC / SUS / Revoke Privileges | RPC / SUS Pending EXP |
| Battery - Student (Involve police) | RPC / SUS Pending EXP | | | |
| Battery - Employee (Involve police) | RPC / SUS Pending Expulsion | | | |
| Bullying/Cyber Bullying | Follow SB504 Protocols RPC / Possible SUS | Follow SB504 Protocols RPC / Possible SUS | Follow SB504 Protocols SUS / or Expulsion | Follow SB504 Protocols SUS / Expulsion |
| Campus Disruption (May involve police) | RPC (Possible SUS Pending EXP) | RPC (Possible SUS Pending EXP) | RPC (Possible SUS Pending EXP) | |
| Classroom Disruption (Minor) see page 5 | Classroom Progressive Disc. Parent Contact - (RPC) | RPC | RPC/SUS | RPC / SUS Pending EXP |
| Classroom Disruption (Major) see page 5 | RPC (See page 5 for details.) | RPC / 1-3 day SUS | RPC /4-7 day SUS | RPC / SUS Pending EXP |

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| Computer Misconduct | Minor – RPC Major-RPC / SUS | RPC / SUS Loss of privileges for a period | RPC / SUS Possible Expulsion | |
| Controlled Substance Use or Possession (Involve police) | RPC/ SUS Pending EXP | SUS Pending EXP | | |
| Controlled Substance Sale and/or Distribution (Involve police) | RPC / 1-10 days SUS Pending EXP | | | |
| Controlled Substance Paraphernalia | RPC / 1-3 days SUS | RPC / 1-10 days SUS Pending Expulsion | | |
| Detention NO-Show | RPC | RPC / 1-3 days SUS | RPC / 4-7 days SUS | RPC / 8-10 days SUS |
| Disorderly Conduct student profanity/gestures towards students | Student Conference Parent Contact - (RPC) | RPC / 1-3 days SUS | RPC / 4-6 days SUS | RPC / 7-10 days SUS |
| Distribution of Porn | RPC / 1-10 days SUS Pending EXP | | | |
| Dress Code | Warning/Parent contact | RPC | RPC 1-3 SUS | SUS 4-6 |
| Explosive Devices (Involve police) | RPC / SUS Pending Expulsion, Confiscate Items | | | |
| Fighting Physical Altercation | RPC / 1-3 SUS | RPC / 4-7 SUS Pending Expulsion | RPC / 8-10 SUS Pending Expulsion | |
| Fighting Initiating Physical Altercation | RPC / 3-10 SUS | RPC / 3-10 SUS Pending Expulsion | | |
| Fighting Verbal Altercation | RPC /1-3 day SUS | RPC / 4 - 7 SUS | RPC / 8-10 SUS | |

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| Forgery (May Involve police) | RPC (Minor) RPC (Major) | RPC / SUS 1-3 RPC / SUS 4-6 | RPC / 4-6 SUS | |
| Gambling | RPC / 1-3 days SUS (\$\$ involved) Behavior Contract | RPC / 4-7 days SUS | RPC / 8-10 days SUS Pending Expulsion | |
| Gang (fighting) | RPC / 1-3 Possible SUS | RPC / 4-7 Possible SUS / Pending Expulsion | RPC / 8-10 SUS Pending Expulsion | |
| Gang Activity (Involve police) | RPC / SUS | RPC / SUS Pending Expulsion | | |
| Disregard of School Rules | RPC / Possible SUS/Behavior Contract | RPC / 1-3 days SUS | RPC / 4-6 days SUS | RPC / 8-10 days SUS / Pending Expulsion |
| Harassment - Threats towards students | Parent Contact - RPC Harassment Contract | RPC /1- 3 days SUS | RPC / 4-6 days SUS | RPC / 8-10 days SUS / Possible Expulsion |
| Immoral Conduct | RPC / 1-3 days SUS | RPC / 4-6 days SUS | RPC / 8-10 days SUS/ Pending Expulsion | |
| Incitement (May Involve police) | RPC (Possible 1-3 days SUS /Exp) Behavior Contract | RPC / 4-6 days SUS (Possible Expulsion) | RPC / 8-10 days SUS /Expulsion | |
| Insubordination | Student Conference Parent Contact - RPC | RPC | RPC / 1-3 days SUS | RPC / 4-6 days SUS Pending Alternate School Placement |
| Leaving Campus/Class without permission | Conf with student Campus -RPC-/Truancy Letter | RPC / 1-3 days SUS Truancy Letter | RPC / 4-6 days SUS Truancy Letter | RPC / 8-10 days SUS Truancy Letter |
| Nuisance Items (Minor) | Student Conference Confiscate-return parents | RPC Confiscate Item | RPC / 1-3 days SUS Confiscate Item | RPC / 4-6 days SUS Confiscate Item |
| Nuisance Items (Major) Portable Comm. Devices | Student Conference Confiscate-return parents | RPC Confiscate until end of sem. | RPC / 1-3 days SUS Confiscate Item | RPC / 4-6 days SUS Confiscate Item |

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| Possession of Stolen Property (under \$500) | RPC /1-3 days SUS | RPC / 4-10 days SUS / Possible Expulsion | | |
| Possession of a Weapon (non NRS) | RPC / 1-10 days SUS | SUS Pending EXP | | |
| Profanity towards Employee | RPC / 1-3 days SUS Behavior Contract | RPC / 4-6 days SUS | RPC / 8-10 days SUS | Pending Alternate School Placement / Expulsion |
| Robbery/Extortion (Involve Police) | RPC / 1-3 days SUS Compensation Behavior Contract | RPC / 4-7 days SUS Compensation Pending Expulsion | RPC / 8-10 days SUS Compensation Pending Expulsion | |
| Scholastic Dishonesty | RPC / Counselor Referral Redo / Reduction in Points | RPC / 1-3 days SUS / Redo Reduction in Points | RPC / 4-6 days SUS / Redo / Reduction in Points | RPC / 7-10 days SUS Redo / Reduction in Points |
| Sexual Assault | SUS Pending EXP | | | |
| Spraying Propellants (Tear gas, pepper spray, fire extinguisher) | RPC / Possible 1-3 days SUS Behavior Contract Possible /Expulsion | RPC / 4-10 days SUS Pending Expulsion | | |
| Tardies | Tardy Lock-Out/Parent Sign-In | Tardy Lock-Out/Parent Sign-In | Tardy Lock-Out/Parent Sign-In/RPC | Tardy Lock-Out / Parent Sign-In / RPC / 1-3 days SUS |
| Threats - Student | RPC Behavior Contract | RPC / 1-3 days SUS / Possible EXP | RPC / 4-7 days SUS / Possible EXP | RPC / 8-10 days SUS / EXP |
| Threats - Employee | RPC / 5 day SUS / Pending Expulsion | RPC / 10 day SUS / Pending Expulsion | | |
| Theft (May Involve police) | RPC / 1-3 days SUS Compensation Behavior Contract | RPC / 4-7 days SUS Compensation Pending Expulsion | RPC / 8-10 days SUS Compensation Pending Expulsion | |

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| Tobacco (Possession and/or Use) | RPC Confiscate | RPC / 1-3 days SUS Confiscate | RPC / 4-7 days SUS Confiscate | RPC / 8-10 days SUS Confiscate |
| Truancy (May Involve Police) | Parent Contact Truancy Letter | Parent Contact Truancy Letter | Parent Contact Truancy Letter | Citation |
| Vandalism/Destruction or Defacing Property (May Involve Police) | RPC /Possible 1-3days SUS or Expulsion Compensation Behavior Contract School Beautification | RPC / 4-7 days SUS / Expulsion | RPC / 8-10 days SUS Pending Expulsion | |
| Weapons (NRS) | RPC/SUS Pending Expulsion | | | |



SOMERSET ACADEMY OF LAS VEGAS

STUDENT INTERNET ACCESS AGREEMENT *PARENT PERMISSION FORM*

I am the parent/legal guardian of _____. In giving permission for my child to use the SOMERSET ACADEMY Network to access the internet, I understand and agree that:

1. I have reviewed the Rules of Acceptable Use on the reverse side, and my child will comply with these rules.
2. SOMERSET ACADEMY encourages use of the Internet's valuable information and educational resources in an age-appropriate manner consistent with curriculum objectives. However, the Internet contains some materials that may be inaccurate, incomplete, outdated or offensive to some individuals and that may be considered inappropriate for children.
3. SOMERSET ACADEMY, its employees and the Board of Directors is not liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of internet access, including, without limitation, access to other networks.
4. SOMERSET ACADEMY does not warrant that the functions of the network or any of the networks accessible through SOMERSET ACADEMY access points will meet any of the specific requirements you may have, or that internet access will be error free or uninterrupted. SOMERSET ACADEMY will not be liable for any direct or indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use internet access.
5. In consideration for the privilege of using SOMERSET ACADEMY network access and in consideration for having access to the public networks, I hereby release SOMERSET ACADEMY OF LAS VEGAS and its staff, administrators, operators, Board of Directors and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, SOMERSET ACADEMY access, including, without limitation, the type of damages identified above.
6. If my child violates this agreement in any way, I understand that he/she may lose his/her Internet access privileges, temporarily or permanently. I may be held financially liable for any damage that my child causes to the computer hardware or software. Unlawful activities may result in criminal prosecution.

_____ I give permission for my child to have access to the SOMERSET ACADEMY Internet.

_____ I **do not** give permission for my child to have access to the SOMERSET ACADEMY Internet.

Parent/Guardian Signature _____ Date _____

Home Phone _____ Work or Cell Phone _____



SOMERSET ACADEMY OF LAS VEGAS

STUDENT INTERNET ACCESS AGREEMENT *STUDENT RULES AND ACCEPTABLE USE FORM*

I understand that it is a privilege to use the SOMERSET ACADEMY network to access any public or other network, such as the Internet. I understand and agree with the following:

Student must initial each item.

1. _____ The privilege to use the SOMERSET ACADEMY network to access public and other networks may be revoked by SOMERSET ACADEMY at any time for abusive conduct or violation of the conditions of use below. This includes, but is not limited to: (1) the placing, transmission or deliberate access of obscene, abusive or otherwise offensive or objectionable language in any form using SOMERSET ACADEMY access; (2) plagiarism; and (3) use of the internet for the purpose of cyber bullying others. SOMERSET ACADEMY reserves the right to determine what constitutes abusive conduct or violation of SOMERSET ACADEMY policies.
2. _____ SOMERSET ACADEMY has the right to review any material stored in SOMERSET ACADEMY files to which other SOMERSET ACADEMY users have access and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable. I hereby waive any right of privacy, which I may otherwise have in and to such material.
3. _____ All information and services contained at Internet access points in SOMERSET ACADEMY are placed there for general informational purposes and are in no way intended to refer to or be applicable to any specific person, case or situation.
4. _____ I am using this service at my own risk. SOMERSET ACADEMY is not able to monitor or control all information accessible through the internet and cannot be held responsible for all content.
5. _____ Files downloaded from the internet may contain computer viruses. SOMERSET ACADEMY is not responsible for damage to my disk or computer or any loss of data, damage or liability that may occur from my use of SOMERSET ACADEMY computers.
6. _____ I will not attempt to modify or tamper with SOMERSET ACADEMY's computer hardware or software, introduce viruses, or install or run any unauthorized programs.
7. _____ I will not attempt to gain unauthorized access to other computers or networks, violate the acceptable use policies or any network to which I connect, or improperly read, copy, misappropriate, alter, misuse or destroy any information or files on this or other computers.
8. _____ I will not use this access for unlawful activities, including violations of copyright law or other rights of third parties, or transmission of obscene, threatening or harassing material.
9. _____ I will not use this access to operate an on-line business, distribute commercial advertising or represent myself as another person.
10. _____ If I violate this agreement in any way, I understand that I may lose my internet access privileges temporarily or permanently. I may be held financially liable for any damage that I cause to SOMERSET ACADEMY computer hardware or software. Unlawful activities may result in criminal prosecution.

I have read the above Internet Rules and Acceptable Use and agree to abide by their provisions. I agree that violation of the agreement may result in the revocation of my public network access and related privileges.

Student name (print) _____ Grade _____

Student signature _____ Date _____

NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source.

Examples of cheating can include, but are not limited to:

Taking or copying answers on an examination or any other assignment from another student or other source

Giving answers on an examination or any other assignment to another student

Copying assignments that are turned in as original work

Collaborating on exams, assignments, papers, and/or projects without specific teacher permission

Allowing others to do the research or writing for an assigned paper

Using unauthorized electronic devices

Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- Turning in purchased papers or papers from the Internet written by someone else
- Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Student Signature _____ Date: _____

Parent/Legal Guardian Signature _____ Date: _____

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.

Somerset Academy-Lone Mountain Campus Student/Parent Handbook Acknowledgment

PLEASE READ, INITIAL, SIGN AND RETURN THIS FORM to your child's teacher.

Parent Initials/Student Initials

___/___ We have read the Somerset Academy of Las Vegas Student/Parent Handbook. My child/children and I understand and agree to cooperate with all of the policies contained therein. As a parent, I understand the importance of the Somerset Academy Charter School Student/Parent Handbook and have explained it to my child/children in detail. My child/children and I agree to adhere to the policies and regulations of the Student/Parent Handbook including the Student Code of Respect and the Parent Contract. I understand that failure to follow school regulations and policies will jeopardize my child/children's eligibility to register for the following academic year, or perhaps will result in dismissal from Somerset Academy Charter School by the Governing Body of this institution.

___/___ **Good Neighbor Commitment:** I understand and agree to the terms of the Good Neighbor Commitment.

___/___ **Student Cell Phone Policy:** I understand and agree to the terms of the Student Cell Phone Policy.

___/___ **Arrival/Dismissal Policy:** I understand and agree to the terms of the Arrival/Dismissal Policy and understand that unsupervised children will be placed in emergency care with Champions where a fee will incur.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

Homeroom Teacher's Name _____ Grade _____

Sign and return this form to your classroom teacher.