



## **NOTICE OF PUBLIC MEETING of the Board of Directors of SOMERSET ACADEMY OF LAS VEGAS**

---

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF SOMERSET ACADEMY OF LAS VEGAS, A PUBLIC CHARTER SCHOOL, WILL CONDUCT A PUBLIC MEETING ON AUGUST 5, 2024 BEGINNING AT 6:00 P.M. 4650 LOSEE ROAD, NORTH LAS VEGAS, NV 89081. THE PUBLIC IS INVITED TO ATTEND.

ATTACHED HERETO IS AN AGENDA OF ALL ITEMS SCHEDULED TO BE CONSIDERED. UNLESS OTHERWISE STATED, THE BOARD CHAIRPERSON MAY 1) TAKE AGENDA ITEMS OUT OF ORDER, 2) COMBINE TWO OR MORE ITEMS FOR CONSIDERATION, OR 3) REMOVE AN ITEM FROM THE AGENDA OR DELAY DISCUSSION RELATING TO AN ITEM.

REASONABLE EFFORTS WILL BE MADE TO ASSIST AND ACCOMMODATE PHYSICALLY DISABLED PERSONS DESIRING TO ATTEND OR PARTICIPATE IN THE MEETING. ANY PERSONS REQUIRING ASSISTANCE MAY CONTACT DENA THOMPSON AT (702) 431-6260 OR [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM) TWO BUSINESS DAYS IN ADVANCE SO THAT ARRANGEMENTS MAY BE CONVENIENTLY MADE.

DENA THOMPSON IS THE CONTACT PERSON FOR THE MEETING AGENDA, SUPPORT MATERIALS, AND MINUTES. THE MATERIALS ARE AVAILABLE VIA EMAIL AT [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM), BY VISITING THE SCHOOL'S WEBSITE AT [HTTPS://SOMERSETACADEMYOFLASVEGAS.COM/](https://somersetacademyoflasvegas.com/), OR AT 6630 SURREY ST., LAS VEGAS, NV 89119 FOR COPIES OF THE MEETING AUDIO, PLEASE EMAIL [DENA.THOMPSON@ACADEMICANV.COM](mailto:DENA.THOMPSON@ACADEMICANV.COM).

PUBLIC COMMENT MAY BE LIMITED TO THREE MINUTES PER PERSON AT THE DISCRETION OF THE CHAIRPERSON.



*We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to providing Equitable, high-quality education for all students. We promote a culture that maximizes student achievement and fosters the development of accountable 21st Century learners in a safe and enriching environment.*

### **Board of Directors**

**TRAVIS MIZER – *Board Chair***

**LENORA BREDSGUARD – *Board Vice Chair***

**JOHN BENTHAM – *Board Secretary***

**MATT HURLEY – *Board Treasurer***

**SARAH MCCLELLAN – *Board Member***

**RENEE FAIRLESS – *Board Member***

**MATT MORRIS – *Board Member***

## **MEETING OF THE BOARD OF DIRECTORS AUGUST 5, 2024**

# **AGENDA**

---

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT**

*(NO ACTION MAY BE TAKEN ON A MATTER RAISED UNDER THIS ITEM OF THE AGENDA UNTIL THE MATTER ITSELF HAS BEEN SPECIFICALLY INCLUDED ON AN AGENDA AS AN ITEM UPON WHICH ACTION WILL BE TAKEN.)*



**3. CONSENT AGENDA (FOR POSSIBLE ACTION)** *(ALL ITEMS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED ROUTINE AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A BOARD MEMBER SO REQUESTS, IN WHICH CASE THE ITEM(S) WILL BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED ALONG WITH THE REGULAR ORDER OF BUSINESS.)*

- a. APPROVAL OF MINUTES FROM THE JULY 12, 2024 BOARD MEETING
- b. APPROVAL OF SOMERSET LOCAL LITERACY PLAN FOR THE 2024/2025 SCHOOL YEAR
- c. APPROVAL OF THE 2024/2025 PARENT/STUDENT HANDBOOKS
- d. ACCEPTANCE OF GRANT FUNDS FROM THE FOLLOWING:
  - EXN SPECIAL EDUCATION (IDEA, PART B)
  - MCKINNEY-VENTO
  - SPECIAL EDUCATION (IDEA, PART B)
  - STATE CTE ALLOCATION
  - TITLE I, PART A, SECTION 1003A
  - TITLE I, PART A
  - TITLE II, PART A
  - TITLE III, IMMIGRANT
  - TITLE IV, PART A

**4. ACTION & DISCUSSION ITEMS**

- a. ACKNOWLEDGEMENT OF THE RESIGNATION OF CODY NOBLE (FOR POSSIBLE ACTION)
- b. APPROVAL OF EMERITUS STATUS FOR CODY NOBLE (FOR POSSIBLE ACTION)
- c. CAMPUS UPDATES (FOR DISCUSSION)
- d. APPROVAL OF RETENTION BONUSES (FOR POSSIBLE ACTION)
- e. REVIEW AND APPROVAL TO REPLACE THE PARKING LOT LIGHTS FOR THE NORTH LAS VEGAS CAMPUS (FOR POSSIBLE ACTION)
- f. DISCUSSION AND POSSIBLE ACTION REGARDING THE SKY POINTE CONSERVATORY AND THE LONE MOUNTAIN GYM (FOR POSSIBLE ACTION)

**5. LONG RANGE CALENDAR/ANNOUNCEMENTS**

- NEXT REGULARLY SCHEDULED MEETING IS OCTOBER 14, 2024 AT 6:00 P.M.

**6. MEMBER COMMENT**



**7. PUBLIC COMMENT** *(NO ACTION MAY BE TAKEN ON A MATTER RAISED UNDER THIS ITEM OF THE AGENDA UNTIL THE MATTER ITSELF HAS BEEN SPECIFICALLY INCLUDED ON AN AGENDA AS AN ITEM UPON WHICH ACTION WILL BE TAKEN.)*

**8. ADJOURN MEETING**

THIS NOTICE AND AGENDA HAS BEEN POSTED ON OR BEFORE 9 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING AT THE FOLLOWING LOCATIONS:

- 1) SOMERSET ALIANTE CAMPUS – 6475 VALLEY DR., NORTH LAS VEGAS, NV 89084
- 2) SOMERSET LONE MOUNTAIN CAMPUS – 4491 N. RAINBOW BLVD., LAS VEGAS, NV 89108
- 3) SOMERSET LOSEE CAMPUS – 4650 LOSEE ROAD, NORTH LAS VEGAS, NV 89081
- 4) SOMERSET NORTH LAS VEGAS CAMPUS – 385 W. CENTENNIAL PKWY, NORTH LAS VEGAS, NV 89084
- 5) SOMERSET SKY POINTE CAMPUS – 7038 SKY POINTE DR., LAS VEGAS, NV 89131
- 6) SOMERSET SKYE CANYON CAMPUS – 8151 N. SHAUMBER ROAD, LAS VEGAS, NV 89166
- 7) SOMERSET STEPHANIE CAMPUS – 50 N. STEPHANIE ST., HENDERSON, NV 89074
- 8) [HTTPS://SOMERSETACADEMYOFLASVEGAS.COM/](https://somersetacademyoflasvegas.com/)
- 9) [HTTPS://NOTICE.NV.GOV/](https://notice.nv.gov/)



# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**  
AGENDA ITEM: **3 – CONSENT AGENDA**  
NUMBER OF ENCLOSURES: **0**

**SUBJECT: CONSENT AGENDA**

ACTION  
 CONSENT AGENDA  
 INFORMATION

CONTRIBUTOR(S): **BOARD**

PROPOSED WORDING FOR MOTION/ACTION:

**MOVE TO APPROVE THE CONSENT AGENDA.**

FISCAL IMPACT:

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **2-3 MINUTES**

**BACKGROUND: SUPPORT MATERIALS AND/OR BACKGROUND HAS BEEN PROVIDED TO THE BOARD. ALL ITEMS ON THE CONSENT AGENDA WHICH ARE FOR ACTION CAN BE APPROVED IN ONE MOTION; HOWEVER, INDIVIDUAL ITEMS MAY BE TAKEN OFF THE CONSENT AGENDA IF THE BOARD DEEMS THAT DISCUSSION IS NECESSARY.**

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **3a – APPROVAL OF MINUTES FROM THE JULY 12, 2024 BOARD MEETING**

NUMBER OF ENCLOSURES: **1**

SUBJECT: **MINUTES APPROVAL**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **DENA THOMPSON**

PROPOSED WORDING FOR MOTION/ACTION:

**CONSENT**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **0 MINUTES**

BACKGROUND: **MINUTES FROM THE JULY 12, 2024 BOARD MEETING SHOULD BE REVIEWED BY THE BOARD FOR POSSIBLE APPROVAL AS PART OF THE CONSENT AGENDA.**

**MINUTES  
OF THE MEETING OF THE  
BOARD OF DIRECTORS OF SOMERSET ACADEMY OF LAS VEGAS  
JULY 12, 2024**

The Board of Directors of Somerset Academy of Las Vegas held a public meeting on July 12, 2024, at 8:00 a.m. via Zoom.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 8:00 a.m. by Board Chair Travis Mizer. The following Board members were in attendance: Travis Mizer, John Bentham, Matt Hurley, Sarah McClellan, and Renee Fairless.

Board Members LeNora Bredsguard and Matt Morris were not in attendance.

Also present were the following principals: Lee Esplin, Jessica Scobell, Shannon Manning, and Cesar Tiu. Academica representatives Gary McClain and Ryan Reeves attended the meeting.

**2. PUBLIC COMMENT**

There was no public comment.

**3. CONSENT AGENDA**

**a. APPROVAL OF MINUTES FROM THE JUNE 20, 2024 BOARD MEETING**

**b. APPROVAL OF THE SOMERSET ANNUAL TEST SECURITY PLAN**

**MEMBER BENTHAM MOVED TO APPROVE THE CONSENT AGENDA, AS PRESENTED. MEMBER MCCLELLAN SECONDED THE MOTION, AND THE BOARD VOTED UNANIMOUSLY TO APPROVE.**

**4. ACTION & DISCUSSION ITEMS**

**a. REVIEW AND APPROVAL OF CONTRACTOR FOR SKYE CANYON, SKY POINTE, AND ALIANTE ADDITIONS**

Mr. Gary McClain addressed the Board and stated that on July 10, 2024, three bidders delivered bids for the campus additions. The lowest bidder quoted \$4.6 million with subsequent bids being quoted at \$5 million and \$5.9 million. Mr. McClain stated that the three additions were combined into one proposal to receive the best price per square foot. DC Builders was the lowest qualified bidder at a price of \$600 per square foot. Mr. McClain noted they were obligated to accept the lowest responsive bid if they chose to move forward with the additions.

Member McClellan asked whether the bid price was higher or lower than anticipated at the project's start. Mr. McClain explained that in November 2023, he estimated the project would cost \$3.4 million based on \$500 per square foot. Since then, the market price had increased to \$600 per square foot. Additionally, the Skye Canyon project had been modified to include more square footage, resulting in increased project costs.

Mr. McClain stated that approximately \$1 million in bond funds were available to help offset the cost increase. The bid of \$4.6 million would cover only the construction of the additions and not

the third-party QAA, which was estimated to be 10% of the cost. Member Bentham asked if Mr. McClain had seen any work that DC Builders had done. Mr. McClain replied that he had not worked with DC Builders before; however, they were well known in the local area and the Western United States, and he had no concern about their ability to complete the project.

Member Bentham noted that the project was estimated to take 200 days and asked how that would align with the principal's timeline. Mr. McClain replied that construction would be occurring with students on campus. Although the campus would be disrupted at times, student safety and the minimization of disruptions would be the focus. He noted that pushing the project would increase costs and disrupt the next school year, and that the current project timeline was only 30 days behind schedule.

Member McClellan abstained from the vote due to a personal relationship with one of the bidders.

**MEMBER FAIRLESS MOVED TO ACCEPT DC BUILDERS FOR THE CONSTRUCTION OF THE SOMERSET PROJECTS. MEMBER BENTHAM SECONDED THE MOTION, AND FOUR OF THE FIVE MEMBERS IN ATTENDANCE VOTED TO APPROVE, WITH MEMBER MCCLELLAN ABSTAINING.**

**b. REVIEW AND APPROVE SYSTEM-WIDE CONTENT FILTERING PLATFORM/HARDWARE REGARDING INTERNET ACCESS**

Mr. McClain stated that Onward recommended using a centralized filtering system to filter content for all schools. He explained that Board was being asked to approve two separate platforms. The first platform, ContentKeeper, was for system-wide filtering, which each campus would have autonomy over. The second platform was for classroom management, and its usage would be at the principal's discretion at each campus.

Mr. McClain noted that switching to Onward saved the school 70 cents per student per month, which would cover the cost of the new filtering platforms. Member McClellan asked if these platforms were replacing the current systems. Mr. McClain explained that GoGuardian, the current filtering system, would be replaced by Content Keeper. The classroom management system would be new, and its usage would be based on administration preferences.

**MEMBER MCCLELLAN MOVED TO APPROVE ONBOARDING FOR THE SYSTEM-WIDE CONTENT FILTERING PLATFORM. MEMBER HURLEY SECONDED THE MOTION AND THE BOARD VOTED UNANIMOUSLY TO APPROVE.**

**5. LONG RANGE CALENDAR/ANNOUNCEMENTS**

Mr. McClain stated that the next scheduled board meeting was August 5<sup>th</sup>, 2024, at 6:00 p.m.

**6. MEMBER COMMENT**

There was no member comment.

**7. PUBLIC COMMENT**

There was no public comment.

**8. ADJOURN MEETING**

**THE MEETING ADJOURNED AT 8:16 A.M.**

**Approved on:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board of Directors  
Somerset Academy of Las Vegas**

DRAFT

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **3b – APPROVAL OF SOMERSET LOCAL LITERACY PLAN FOR THE 2024/2025 SCHOOL YEAR**

NUMBER OF ENCLOSURES: **1**

**SUBJECT: SOMERSET LOCAL LITERACY PLAN 24/25 SCHOOL YEAR**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **LEE ESPLIN/CAMPUS PRINCIPALS**

PROPOSED WORDING FOR MOTION/ACTION:

**CONSENT**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **0 MINUTES**

BACKGROUND: **THE SOMERSET LOCAL LITERACY PLAN REQUIRES BOARD APPROVAL PRIOR TO SUBMISSION TO THE NDE.**

**READ BY GRADE 3 LOCAL LITERACY PLAN FOR THE 2024-2025 SCHOOL YEAR**

**I. LOCAL PROGRAM CONTACT SECTION**

Name of School District or Charter Organization/School:											Date:	
---	--	--	--	--	--	--	--	--	--	--	-------	--

Number of Sites Being Served?		Grade Spans Offered:		K-2		K-3		K-4		K-5		K-6		Other	
-------------------------------	--	----------------------	--	-----	--	-----	--	-----	--	-----	--	-----	--	-------	--

**Read by Grade 3 Local Literacy Plan Lead Contact Person:**

Name:				Title:			
-------	--	--	--	--------	--	--	--

Phone #				Email Address:			
---------	--	--	--	----------------	--	--	--

**Provide a list of the names and titles of the members of your Local Literacy Plan Team:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Is your program a new program that has never Submitted a Local Literacy Plan to the Nevada Department of Education?					YES		NO		If yes, what year did your site open?			
---	--	--	--	--	-----	--	----	--	---------------------------------------	--	--	--

How many academic years has your program/school been participating in Read by Grade 3?													
--	--	--	--	--	--	--	--	--	--	--	--	--	--

**II. INTRODUCTION SECTION**

**Briefly describe the impact that Read by Grade 3 has had on your community including administrators, literacy specialists, classroom teachers, students (with specific reference to students reading below grade level and their families).**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

List 3-5 primary goals of your Read by Grade 3 Local Literacy Plan:

**AB 289 (2019) REQUIREMENT #1:**

**LEA Plan for Implementing the Literacy Specialist Requirement**

In answering the following questions, provide an explanation on how your program plans to implement the role of the Read by Grade 3 Literacy Specialist as required in the Read by Grade 3 Act [AB 289 \(2019\)](#) and in the Read by Grade 3 Regulations (NAC 388.662 & 388.666).

**1. Describe how your program plans to ensure that the AB 289 Literacy Specialist Qualifications are met per AB 289 (2019) Section 2.1 (a), (b), (c), (d), (e).**



**2. Describe how your program plans to establish and maintain the recommended Duties and Responsibilities of the Read by Grade 3 Literacy Specialist role per AB 289 (2019), Section 2.4 (c) and the recommended language for NAC 388.666.**

**3. Describe how your program plans to ensure that all Read by Grade 3 Literacy Specialists receive the required training or professional development in reading per AB 289 (2019), Section 2.4 (a) and the language of NAC 388.662.**

**4. Describe your program's plan for guaranteeing that the Literacy Specialist consults with the site administrator and other literacy personnel to ensure that intervention services and intensive instruction are provided for students performing below grade level in reading (for as long as it is necessary) while these students are enrolled in the elementary setting per AB 289 (2019), Section 7. 2 (a).**

**5. Describe your program's procedures for facilitating collaboration between literacy specialists and classroom teachers per AB 289, Section 1 (d).**

**AB 289 (2019) REQUIREMENT #2:**

**LEA Plan for Implementing the Required Professional Learning for Elementary Teachers**

In answering the following question, explain how your program plans to implement the required professional learning for elementary school teachers as required in the Read by Grade 3 Act (AB 289-2019) and in the language for the Read by Grade 3 Regulations (NAC 388.664).

- 1. Describe how your program plans to ensure that all teachers employed by a school district or charter school to teach at an elementary school receive the required training or professional development in reading per AB 289 (2019), Section 2.4 (b) and the language of NAC 388.664.**

**AB 289 (2019) REQUIREMENT #3:**

**LEA Plan for Providing Intervention Services and Intensive Instruction for Elementary Students Performing Below Grade Level in Reading**

In answering the following questions, describe the systems and structures that your district or charter organization plans to put into place that will guarantee that intervention services and intensive instruction are being provided for elementary students who are performing below grade level in reading as required in the Read by Grade 3 Act – AB 289 (2019).

**1. What are the systems and structures that will be put into place to ensure intervention services and intensive instructions are provided for **K-3** students who are performing below grade level in reading? Be sure to address regularly scheduled reading sessions in small groups and the 5 pillars of reading (phonological and phonemic awareness, decoding skills, reading fluency, vocabulary, and reading comprehension strategies).**

**2. What are the systems and structures that will be put into place to ensure intervention services and intensive instructions are provided for **4-5** students who are performing below grade level in reading? Be sure to address regularly scheduled reading sessions in small groups and the 5 pillars of reading (phonological and phonemic awareness, decoding skills, reading fluency, vocabulary, and reading comprehension strategies).**

**AB 289 (2019) REQUIREMENT #4:**

**LEA Plan for Implementing an Assessment System Designed to Measure the Reading Proficiency of Elementary Students**

In answering the following questions, explain the procedures that your program plans to use for assessing student proficiency in reading.

**1. Describe the procedures that your program plans to use for assessing the reading proficiency of elementary students. These procedures require the use of valid and reliable standards-based assessments that have been approved by the Nevada State Board of Education per AB 289 (2019), Section 1 (b) and by State Board Regulations (NAC 388.660). [At this point in time, these assessments include the NWEA MAP Reading Assessment for K-3 students and the SBAC ELA Assessment for 4<sup>th</sup> and 5<sup>th</sup> grade students.]**

**2. Describe how your program plans to assess all kindergarten students within the first 30 days of school or upon enrollment (if the student enrolls after that period and has not been previously assessed) per AB 289 (2019), Section 1(b-1).**

**3. Describe how your program plans to assess students in each grade level of the elementary school at which the students are enrolled per AB 289 (2019), Section 1 (b-2).**

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS



## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

## THE IMPLEMENTATION ROADMAP

Please complete the following Implementation Roadmap

PRIMARY ACTIVITIES (5-7)	OUTCOME MEASURES	ALIGNMENT TO LLP GOAL(S)	ALIGNMENT TO READ BY GRADE 3 REQUIREMENTS

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **3c – APPROVAL OF 2024/2025 PARENT/STUDENT HANDBOOKS**

NUMBER OF ENCLOSURES: **0**

SUBJECT: **24/25 PARENT/STUDENT HANDBOOKS**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **LEE ESPLIN/CAMPUS PRINCIPALS**

PROPOSED WORDING FOR MOTION/ACTION:

**CONSENT**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **0 MINUTES**

BACKGROUND: **THE SOMERSET PARENT/STUDENT HANDBOOKS REQUIRE BOARD APPROVAL PRIOR TO SUBMISSION TO THE STATE.**

**\*\*\* DUE TO THE SIZE, THIS WILL BE SENT/PRINTED SEPARATELY\*\*\***



# Somerset Academy of Las Vegas

Aliante Campus

Grades K - 8  
Student/Parent Handbook  
2024-2025

SOMERSET ACADEMY OF  
LAS VEGAS – ALIANTE CAMPUS

Shannon Manning, Principal

---

Dear Families,

On behalf of the staff at Somerset Academy of Las Vegas—Aliante Campus, it is our pleasure to welcome you to our school. We are looking forward to a wonderful year with your child. We take pride in providing an excellent educational program for your child. Our school emphasizes growth, both academically and socially, in a warm, caring, and stimulating environment.

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 participate in our volunteer program. We are happy and fortunate to have your child as part of our school community.

Sincerely,

Shannon Manning

Principal



## GENERAL INFORMATION

**Somerset Academy of Las Vegas  
Aliante Campus  
6475 Valley Drive  
North Las Vegas, NV 89084  
702-916-2327 (BEAR)**

**Office Hours:**

**\*Subject to change**

**Monday – Friday 7:30 a.m. – 3:15 p.m.**

**School Hours**

**\*Subject to change**

**Grades K-8: Monday - Friday 7:50 a.m. - 2:40 p.m.**

**Grades K-8: Data Days 7:50 a.m.- 11:00 a.m. \*no lunches**

## WHO'S WHO AT SOMERSET ALIANTE?

**Shannon Manning, Principal**

**Morgan Carrona, Vice Principal (K, 1, 3)**

**Jacquelyn Johnson, Assistant Principal (2, 4, 6)**

**Kelly Miller, Assistant Principal (5, 7, 8)**

**Rebecca Hagenbeek, Assistant Principal (SPED Facilitator)**

Office Staff

**Helene Winjum, Office Manager**

**Jessica Rangel, Registrar**

**Daynea Rangel, Receptionist**

**Christie English, F.A.S.A. (Health Office Aide)**

## WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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 MISSION AND VISION STATEMENT

### **Somerset's Mission**

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education. We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to provide equitable, high-quality education for all students.

### **Somerset Aliante's STEAM/STEM Mission**

It is our mission to ignite student curiosity for learning and their desire to become real world problem solvers through the integrated use of science, technology, engineering, art and mathematics as an access point for guiding student inquiry, dialogue and critical thinking in order to teach and inspire the whole child and provide meaningful education to all students.

### **Somerset's Vision**

A College Prep School Cultivating Effective 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

### **Our Beliefs:**

S - Self-motivated learning

O - Obligation to all stakeholders

M - Maintaining a safe and nurturing environment

E - Effective instructional practices

R - Resources that engage 21<sup>st</sup> century learners

S - Students achieving proficiency and exceeding high expectations

E - Evaluation that leads to data-driven decisions

T - Teaching that supports learning through research-based curriculum

## ALIANTE'S STUDENT PLEDGE

**“I, AS AN ALIANTE BEAR, WILL TREAT MY PEERS, MY TEACHERS, AND MYSELF WITH RESPECT AND KINDNESS EVERY DAY! GO BEARS!”**

## DAILY SCHEDULE

\*subject to change

### **MONDAY- FRIDAY K-5**

7:00 am	Cars may enter the car loop
7:35 am	Staff will begin letting students on campus (gate & car loop open)
7:49 am	Staff will close the gate & car loop
7:50 am	Classes begin (gate and car loop close)
7:50 am	Tardy bell
2:00 pm	Cars may enter the loop for pick-up
2:15 pm	Cut off time for early pick-up from the front office
2:35-2:40 pm	Dismissal for walk-off <i>*Permission Required for K-5 students*</i>
2:40-2:45 pm	Dismissal via car loop begins
3:00 pm	Car loop closes

### **MONDAY- FRIDAY: Grades 6-8**

7:50-9:05 am	1st period
9:07-10:02 am	2nd period
10:04-10:59 am	3rd period
11:00-11:35 am	LUNCH/ RECESS
11:41 am-12:36 pm	4th period
12:38-1:33 pm	5th period
1:35-2:35 pm	6th period
2:35 pm	Dismissal for walkers
2:40 pm	Dismissal for carloop

## CHAMPIONS - BEFORE/AFTER SCHOOL CARE

Champions is the provider for our before and/or after school care. The program is from 6:30 am-6:00 pm. Before-school care begins at 6:30 am. After-school care begins at 2:45 pm and ends at 6:00 pm. Children must be signed in and out upon arrival and departure each day of attendance by an adult listed on the registration form. Please be prepared to show a picture ID when picking up your child.

Payment and Registration Information: Please visit the school website to access program and pricing information by clicking the Families tab and selecting Before and After School. Contact Champions at: 702-217-5062

## ARRIVAL/DISMISSAL

The Drop-Off and Pick-Up Procedures for Somerset Aliante maximize efficiency but most importantly ensure student safety. Please carefully read the following procedures for obtaining access onto campus during Drop-Off and Pick-Up.

### General Traffic Rules

- Please drive slowly and carefully at all times on school grounds. The speed limit on campus is 5 mph. Additionally, on Valley Dr and Bears Den the speed limit is 15 mph.
- **The preferred method for dropping off students is BY CAR via the car loop.**
- The parking lot/front of school is **NOT** a drop-off zone. The parking lot will be closed to parents from 7:15 am – 8:05 am and from 2:30 pm - 3:10 pm unless prior arrangements have been made for a meeting.
  - Please note that our support staff arrives and departs at these times and will need access to the parking lot.
- Obey all traffic signs/cones at all times. Please do not switch lanes after entering the car loop.
- Obey traffic staff/volunteers at all times.
- The cul-de-sac is designated as a turn-around for emergency vehicles, parking is prohibited.

Morning Drop-off Time	Times cars may enter the car loop	Time car loop will begin unloading & the gate will open	Time car loop and gate will be closed.	Time students will be considered tardy
K-8	7:00 am	7:35 am	7:49 am <small>*Students in carline before 7:49 will not be considered tardy</small>	7:50 am

Parking lot will be closed to families from 7:15 - 8:05 am

*\*Times may be subject to change based on student safety and special events. Communication will be sent out to families if there is any change.*

Unless students are enrolled in CHAMPIONS before school care, DO NOT drop-off the student before the times listed above.

Somerset Academy Aliante Student Parent Handbook 24-25 SY

Afternoon Pickup Time	Times cars may enter the car loop	Time students with walk-off permission will walk-off campus	Time car loop will load	Time car loop will close & students will be escorted to the front office
K-8	2:00 pm	2:35-2:40 pm	2:40-3:05 pm	3:10 pm

Parking lot will be closed from 2:20 pm - 3:10 pm

*\*Times may be subject to change based on student safety and special events. Communication will be sent out to families if there is any change.*

**By CAR (Preferred method- the most EFFICIENT and SAFEST):**

Please enter campus and follow traffic flow around the back of the school. Once you have entered the car loop, please do not change lanes. Traffic will split into two lanes on school grounds and merge again into one lane upon exiting.

Once in the Drop-off Zone, staff will indicate when it is safe for the children to exit the car. Please note that this zone contains two rows of cars unloading children. Staff and volunteers will assist with traffic and students.

While in the drop-off/pick-up zone, parents need to put their cars in park and must remain in the car at all times. Parents are NOT to exit their vehicle to let a student out or to let a student in during drop off or pick up – this is for safety purposes, as well as to keep the line moving efficiently. Please teach your child how to buckle and unbuckle their seat belt independently.

**By WALKING/RIDING BIKE without Parents:**

Students walking or riding their bike to school must enter the front gate of the school. Bike riders must dismount and walk their bike while on school property to the bike racks located near the front gate. Authorization to walk or ride a bike off campus must have been granted through the walk off permission form for grades K-5.

Aliante Campus is a closed campus in the morning. All students will enter the building and proceed directly to their classroom upon arrival on campus. If you need individual assistance, please stop in the front office or schedule an appointment with your child’s teacher.

**Please make prior arrangements with your child for after school destinations – please notify them as to how they are getting home each day.**

## ATTENDANCE

Attendance Policy School wide goal is for students to have 96% attendance or better. Per the State of Nevada, NRS 392, if a student is absent 10 class periods in one course during a semester, they are subject to losing credit for that course. Regular attendance in school leads to increased student achievement, and students benefit from the educational 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. **Chronic absenteeism is defined as missing 10 percent, or more, of school days for any reason, including excused, unexcused or disciplinary absences.** *Students who are absent due to school sponsored activities are not considered absent for the purposes of this calculation.* The state of Nevada tracks student attendance and Somerset Aliante is held accountable for students attending school. Aside from state reporting, present students learn the life skill of arriving on time at school every day. This also aligns with our vision of students being successful in future college and careers. You cannot be successful at college or in a career unless you are present

## Somerset Academy Aliante Student Parent Handbook 24-25 SY

in class and/or on the job. Students must attend school in person to participate in sports, activities, clubs, field trips, and other school related activities.

Students who have been absent more than 9 days (excused or unexcused) per semester will have limited or be restricted from participation *in field trips and possible restriction from school wide events, clubs and activities*. If your child is absent from school, please go to our school's website [www.somersetaliante.org](http://www.somersetaliante.org) and select REPORT ABSENCE within 3 school days after their return, or the absence will be deemed unexcused. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. **The only excused absence per the state is a doctor's note.** Students who have been absent 10 class periods (excused or unexcused) per course, per semester are subject to loss of credit for the course. Students must attend school the day they are involved in sports practice, games, event nights, or extracurricular activities to participate that day.

Students with excessive absences will be referred to administration. Administration will reach out per quarter with any concerns about excessive absences and/or tardies for each student. Excessive absences may result in the student's report card reflecting insufficient attendance for receiving a grade and/or being promoted to the next grade level. If a student is more than 30 minutes late to class, he/she will be marked absent.

**Make-up Work for Absences if the absences are excused:** the student shall have up to three (3) school days to request make-up work for excused absences. Students will have the opportunity to submit assignments in a period equal to the number of days absent.

### **Reporting An Absence**

As soon as you are aware that your child will be absent from school please fill out the "report an absence" form on our website at: <https://www.somersetaliante.org/apps/forms2/?f=23587>. You may also send in a written note explaining the absence and signed by a parent/guardian on the child's first day of return after an absence. Students shall be allowed a minimum of three days to complete make-up work. **If a child is absent for more than half of a day they may not attend any after school extra curricular activities for that same day (including sports, dances, practices, field trips, PTO events, etc.). If a student is out of school due to disciplinary action, they may not attend any school activity without the express written permission by the principal.**

Please be aware of our attendance policies; **10 consecutive** days absent/whereabouts unknown will be cause for withdrawal. Additionally, a student will be automatically withdrawn after **20 consecutive** absences (excused or unexcused). Please note, if a student reaches **20 or more total absences** in a school year, that student may be retained dependent upon academic growth.

**\*\* Proof of understanding of the Attendance Policy will be signed electronically during Registration.**

**Attendance Progressive Discipline Plan**

<p><b>Every absence</b></p>	<p>Parents will receive daily notification of absence/tardy by the end of the day by email or phone if notifications are turned on by parents.</p>
<p><b>4 or more tardies/absences (per quarter)</b></p>	<p>An attendance email or phone call will be made to parents.</p>
<p><b>10 tardies/absences (Excused or Unexcused)</b></p>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents.</li> <li>● Possible loss of semester credit 6-8<sup>th</sup> grade)</li> <li>● Required parent conference with Administrator. Intervention plan developed.</li> <li>● Unexcused absences may result in possible restriction from extracurricular activities, athletics, field trips, etc. - if attending an end of the year field trip, will lose payments that have been made to date.</li> </ul>
<p><b>16 (tardies)/ absences (Excused or Unexcused)</b></p>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents.</li> <li>● Required parent conference with Administrator.</li> <li>● Intervention plan reviewed and revised</li> <li>● Possible educational neglect filed</li> <li>● Possible retention (if low academically)</li> <li>● Unexcused absences may result in possible restriction from extracurricular activities, athletics, field trips, etc. - if attending an end of the year field trip, will lose payments that have been made to date.</li> </ul>
<p><b>18 absences or higher (Excused or Unexcused)</b></p>	<ul style="list-style-type: none"> <li>● Parent conference to let the parent know that their elementary/middle school child may possibly be retained</li> <li>● Possible educational neglect filed</li> </ul>
<p><b>10 absences with whereabouts Unknown</b></p>	<ul style="list-style-type: none"> <li>● Parents Contacted</li> <li>● Withdraw from Somerset Aliante</li> <li>● Possible educational neglect filed</li> </ul>
<p><b>20 absences with whereabouts Known</b></p>	<ul style="list-style-type: none"> <li>● Parents Contacted</li> <li>● Withdraw from Somerset Aliante</li> <li>● Possible educational neglect filed</li> </ul>

## TARDY POLICY

The Somerset Academy Las Vegas also recognizes the problem of student tardiness to class as a serious disruption of the educational atmosphere of our schools. The distractions caused by students arriving late to class are unfair to the teacher and are an infringement on the educational rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class. Each Somerset Academy Las Vegas school administrator shall have a fair, consistent, staff-involved, and well-communicated tardy procedure.

All students K-8, who arrive tardy to school must report to the front office. Parents will need to park and accompany their child(ren) to sign-in and get a tardy slip after the carline has closed and exited. If a student begins to accumulate tardies and consistently disrupt the academic environment, the parent and student must meet with an administrator to discuss a plan for getting the student to school on time. Tardy Progressive Discipline will reset at semester.

*\*\* Proof of understanding of the Attendance Policy will be signed electronically during Registration. \*\**

If an elementary student is tardy with excess, the teacher and/or administrator will reach out to parents regarding tardiness and possible intervention.

If a middle school student is tardy in the morning and throughout the school day during passing periods, the following consequences will be in effect per class period(s) they are tardy to:

- |  |  |
|--|--|
| <b>1<sup>st</sup>-2<sup>nd</sup> tardy</b> | <ul style="list-style-type: none"><li>● Verbal Warning to student from teacher(s)</li></ul>  |
| <b>3<sup>rd</sup>-6<sup>th</sup> tardy</b> | <ul style="list-style-type: none"><li>● Communication made to Parent/Guardian by teacher</li></ul>   |
| <b>7 or more tardies</b>                   | <ul style="list-style-type: none"><li>● Behavioral Referral with notice (email) home to Parent/ Guardian.</li><li>● Students may also participate in "Lunch and Learn," lunch detention with his/her administrator.</li><li>● Possible Attendance RPC (required parent meeting) at Administrative discretion regarding student attendance concern(s)</li></ul>       |
| <b>9<sup>th</sup> tardy &amp; up</b>       | <ul style="list-style-type: none"><li>● Meeting with parents will be scheduled (RPC). Administrative discretion (specific privileges/activities may be denied).</li><li>● Possible restriction from extra-curricular activities, athletics, field trips, etc. If attending the end of the year field trip, will lose payments that have been made to date.</li></ul> |



## COURSE OF STUDY

Students at Somerset Academy – Aliante Campus will be required to take the following courses: **Kindergarten - 5<sup>th</sup> grade**

<b>Writing</b>	<b>Reading</b>	<b>Math</b>
<b>Science</b>	<b>Social Studies</b>	<b>Specials K-5*</b>

**Specials (K-5):** Students will rotate between: P.E, Leadership, STEAM, Music, and Spanish. Students **MUST** wear sneakers for PE.

Students at Somerset Academy – Aliante Campus will be required to take the following courses: **6<sup>th</sup> – 8<sup>th</sup> grade**

<b>6th grade</b>	<b>Reading</b> 2 semesters <b>Writing</b> 2 semesters <b>or ELA Accelerated</b> 2 semesters <b>Math 6 or Math 6 Accelerated</b> 2 semesters <b>Science</b> 2 semesters <b>Computer Science and Applications</b> 1 semester <b>PE</b> 1 semester <b>Elective</b> 2 semesters
<b>7th grade</b>	<b>ELA (English Language Arts) or ELA Accelerated</b> 2 semesters <b>Math 7 or Pre-Algebra</b> 2 semesters <b>Science</b> 2 semesters <b>U.S. History</b> 2 semesters <b>Elective</b> 2 semesters
<b>8th grade</b>	<b>ELA (English Language Arts) or ELA Accelerated</b> 2 semesters <b>Pre-Algebra or Algebra I</b> 2 semesters <b>Science</b> 2 semesters <b>Health</b> 1 semester <b>PE</b> 1 semester <b>World Geography</b> 2 semesters <b>Elective</b> 2 semesters

## ELEMENTARY K-5 TRADITIONAL LETTER BASED GRADING

Values listed represent the percentage earned of total points possible.

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Student grades will be calculated as follows:

Summative Assignments (quizzes, tests, projects, etc.) 60%

Formative Assignments (classwork, small projects, etc.) 40%

LEARNER BEHAVIORS/CITIZENSHIP:

E Exceptional Progress

S Satisfactory Progress

N Needs Improvement

- I begin with the end in mind.
- I put first things first.
- I synergize with others.

## MIDDLE SCHOOL 6-8 TRADITIONAL LETTER BASED GRADING

Values listed represent the percentage earned of total points possible.

A 90-100+

B 80-89

C 70-79

D 60-69

F Below 60

Student grades will be calculated as follows:

### Quarter Grades

Summative Assignments (quizzes, tests, projects, etc.) 60%

Formative Assignments (classwork, small projects, etc.) 40%

### Semester Grades

Quarter Grade 45%

Quarter Grade 45%

Semester Exam 10%

## NOTICE OF UNSATISFACTORY GRADES

Parents/guardians of all students will be notified at any time during the grading period when it is apparent that the student may fail the course or is doing unsatisfactory work. Your child's grades will be available for you at any time through the Infinite Campus or MyEducation Data portals. **To obtain your Infinite Campus login please contact our registrar, [Jessica.Rangel@somersetnv.org](mailto:Jessica.Rangel@somersetnv.org)**

## 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 an accident, illness, or emergency. If this information changes throughout the year, please contact our registrar, [Jessica.Rangel@somersetnv.org](mailto:Jessica.Rangel@somersetnv.org) (proof of address change is required).

## HOME LEARNING – EXTRA PRACTICE POLICY

Grade Level Average Daily Home Learning	
Grade	Homework Time
K	5-10 minutes
1	10-15 minutes
2	20 minutes
3	30 minutes
4/5	40+ minutes
6-8	60+ minutes

## LIBRARY

K-4 and 5-8 ELA teachers will schedule class time for their students to visit the library. Individual students may access the library with teacher permission. Please contact your child's teacher for information on their class' library day.

## 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.

## NATIONAL SCHOOL LUNCH PROGRAM

*We are pleased to inform you that Somerset Academy Aliante will be implementing a program available to schools participating in the National School Lunch Program and School Breakfast Programs called the **Community Eligibility Provision (CEP)**.*

***What does this mean for you and your children attending the schools identified below?***

*Great news! All enrolled students of Somerset Academy Aliante are eligible to receive a healthy breakfast and lunch at school at **no cost** to your household each day of the school year. Your children will be able to participate in these meal programs without having to pay a fee or submit a meal application.*

## 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 nurse 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.**

## PERSONAL BELONGINGS

Items such as CELL PHONES, smart watches, electronic games, wireless earbuds, portable speakers, i-pods, 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. The school is not responsible for lost, stolen, or damaged items that are brought to school.

## STUDENT SCHOOL PHONE USE POLICY

- Students should only use the office telephone for any calls that need to be made while on campus.
- Students must have a pass from their classroom teacher to use the front office phone during school hours. This should be reserved for emergencies only.
- **PHONE MESSAGES TO STUDENTS – Messages will not be delivered to students during instructional time.**

## STUDENT CELL PHONE POLICIES

### **SOMERSET ALIANTE IS A NO CELL PHONE and NO SMART WATCH SCHOOL**

These items will not be permitted to be used during instructional time, lunch hours, recess/brain breaks, passing period, or any other time throughout the school day.

- Cell phones must be kept in the off position and stored in the child's backpack (not pocket).
- **Pictures and videos are not to be taken at any time.**
- Texting is considered the same as cell phone use.

### **If a student is caught using a cell phone/smart watch:**

- 1<sup>st</sup> offense: Students will be asked to put the phone/smart watch away in their backpack. Parent/guardian will be notified by the classroom teacher.
- 2<sup>nd</sup> offense and beyond: The phone/smart watch will be confiscated and kept in the front office. The device will be issued at the end of the school day to the student or parent, depending on the circumstance
- If a parent/guardian needs to reach their child for an emergency, they may call the office at 702-916-2327(BEAR). Messages will only be delivered for emergencies. Otherwise, inform your child of the dismissal procedure and other relevant information prior to the start of each school day.

## DELIVERIES TO STUDENTS

Somerset Academy supports the belief that education is important. We want your students to be College and Career Ready by the time they graduate.

**With this in mind, please be aware that we will not deliver forgotten items (lunches, money, cell phones, and/or supplies).** Please support us in our endeavor to limit classroom disruption by reminding students to bring all necessary materials with them to school. Additionally, students are **NOT** permitted to have deliveries from Uber Eats, Grubhub, DoorDash, Postmates or any like delivery service. Your support and cooperation are greatly appreciated.

## 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 a parent, guardian, or other person(s) authorized on the 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. They 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 contact a parent to be picked up due to illness without first seeing the school nurse. We must document the reason a student is not in attendance. The nurse will make the phone call home for a student to be picked up. **To limit disruptions, students will not be released after 2:15pm Monday-Friday.**

## 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. The final decision regarding retention will be made by the principal.

Students in grades kindergarten through eighth grade must successfully pass the following courses for promotion to the next grade: Reading, Writing, Mathematics, Social Studies, Science, PE, and electives **\*\* Proof of understanding of the Retention Policy will be signed electronically during Registration.**

## SCHOOL PARTIES AND GIFTS

School parties for grades K-8 will be held to recognize special holidays/events that are related appropriately to instruction and within NSLP guidelines. Details of celebrations will be announced during the year. No gift exchanging between students will take place at school. Parents **MAY NOT** bring food or birthday related items in for birthdays unless it is the LAST Friday of the month. For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- o Valentine's Day
- o Nevada Admissions Day/Halloween
- o Day prior to Fall Break, Spring Break, Winter Break and Summer Break
- o Field Day - with prior administration approval
- o Birthdays will be celebrated on the last Friday of each month, the last 15 minutes of the day or during Brain Break.

## FIELD TRIPS

Teachers will schedule field trips at various times throughout the school year, to various locations. Information will be sent out to families in a timely manner, with enough notice for arrangements to be made. Please note, that there are **NO REFUNDS AT ALL**

issued to parents/students for any field trip. Detailed information regarding a field trip will be issued at the time of each trip.

## SCHOOL PROPERTY

Somerset Academy of Las Vegas would like to stress the importance of taking proper care of technology, textbooks, library books, and other school property. Students are held responsible for the condition and proper usage of all school materials. All items must be paid for if lost, damaged, stolen, or defaced. Parents/guardians of a student who damages school property will be held responsible for any replacement or repairs needed.

## TESTING DATES

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by the Department, applicable, federal, state and local laws and regulations. All formal testing administration dates will be aligned with schedules provided by the Nevada Department of Educations.

- **Grades K-3 MAP testing will occur in the Fall, Winter and Spring. Specific dates to be determined.**
  - **Grades K-8 iReady testing will occur in the Fall, Winter and Spring. Specific dates to be determined.**
  - **Grades 3-8 SBAC testing in the Spring. Specific dates to be determined.**
- All dates will be posted on our school website.**

## DAILY BEHAVIOR

At Somerset Academy we believe in providing educational and leadership opportunities for personal growth for all students in a safe and accepting environment. To do this, we utilize Leader in Me components and a restorative practice approach. The Leader in Me and consistent implementation of restorative practices, will enhance our school-wide behavior program, providing an alternative to exclusionary disciplinary practices in certain incidents. Through studying the 7 habits, students will learn important qualities such as responsibility, vision, integrity, teamwork and collaboration.

The goal of Somerset's Leadership Program is to create a culture of empowerment based on the idea that every person is a leader. The process teaches students the skills needed for academic success such as critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups in any setting.

We follow Stephen Covey's Habits of Effective Leadership.

Somerset Academy Aliante Student Parent Handbook 24-25 SY

<p><b>The Habits</b></p> <p>Be proactive.          Begin with the end in mind.          Put first things first.          Think Win-Win          Seek first to understand and then to be understood.          Synergize.          Sharpen the Saw.</p>	<p>We LIVE by striving to be the best we can be          We LEARN by working hard and always doing our best          We LOVE by caring for others          We LEAVE A LEGACY by sharing our school with others and trying to make a difference in the world.          -Stephen R. Covey</p>
---	---

**Defining & Communicating Expectations**

Drop-Off	Hallways	Lunch	Recess
<ul style="list-style-type: none"> <li>Put first things first and arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>Be Proactive by:</li> <li>Having a quiet voice</li> <li>Walking in a single file line</li> <li>Facing forward</li> <li>Keep hands/feet to self</li> <li>Respect the space of others and the school</li> </ul>	<ul style="list-style-type: none"> <li>Hands on only your food</li> <li>Indoor voices (Level 2)</li> <li>Raise hand to leave seat</li> <li>Clean up your table area</li> <li>Throw all garbage away in trash can</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Line up promptly</li> <li>Include others</li> <li>Share equipment</li> <li>Hands &amp; feet to self</li> <li>Appropriate Language</li> <li>Help put equipment away after recess</li> <li>Think Win - Win</li> </ul>
Dismissal	Bathrooms	Working in Groups	Computers
<ul style="list-style-type: none"> <li>Pack all items quickly</li> <li>Be watching for your car</li> <li>Listen for class to be dismissed or your name to be called</li> <li>Begin with the end in mind</li> </ul>	<ul style="list-style-type: none"> <li>Go in timely manner</li> <li>Flush</li> <li>Wash &amp; Dry</li> <li>No loitering/lingering in restrooms</li> <li>Be proactive</li> </ul>	<ul style="list-style-type: none"> <li>Do your share of work</li> <li>Seek first to understand and then to be understood</li> <li>Resolve conflicts effectively</li> <li>Synergize</li> <li>Sharpen the Saw</li> </ul>	<ul style="list-style-type: none"> <li>Never share your passwords</li> <li>Respect all technology</li> <li>Use media literacy skills in online decision-making</li> <li>Treat all members of the online community as if you were standing next to them in person.</li> </ul>

## 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 sit flat on their bottoms with legs crossed during assemblies. 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 POLICY

Somerset Academy of Las Vegas, Aliante Campus will be following 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, 7331 Lake Mead, Suite 100, Las Vegas, NV, 89128 (702) 780-0277**

### Shirts:

- **White, red, gray, or black** (long or short sleeved) collared, polo shirts **with the embroidered Somerset logo**. Navy is NOT an approved polo shirt color for Somerset Aliante.

### Bottoms:

- Pants, Skirts/Jumpers, Shorts, and Capris must be **khaki (tan), navy blue or black** in color. Skirts/shorts/jumpers must be fingertip length. If a jumper is worn it must be embroidered with the school logo.
- **No** jeggings, sweat pants, cargo shorts, cargo pants, joggers, sagging or oversized pants are allowed.
- Blue jeans may be worn on spirit days, college Tuesdays, and awareness days. Jeans must be free from rips, tears, holes, fraying, and designs. Additional colors of denim may not be worn.
- Tights and leggings may **only** be worn under shorts or skirts/jumpers.

### Shoes:

- Shoes/sneakers must fit securely on the foot.
- Flip flops, Heelys, house shoes, and slippers are not allowed. Shoes with heels should not be taller than 2 inches.
- Crocs may not be worn during PE and/or Athletic practice. Students must bring sneakers on PE days.
- Sandals may be worn provided that they don't interfere with the safety and welfare of the student. Sneakers **MUST** be worn on PE days – no sandals.



**Outerwear:**

- Sweatshirts/Hoodies/Sweaters/Jackets must be **white, red, gray, or black**. All outerwear should be free of commercial logos on the front, back, or sleeve. Hoods are not to be worn indoors.
- Students may wear a plain long sleeve or hooded long sleeve in school colors (red, black, white or gray) under their Somerset crested polo.
- Students must wear a Somerset polo shirt under their outerwear.
- Navy is NOT an approved color for outerwear.

**Accessories:**

- Belts must be worn through belt loops and may not hang down or have a large buckle, spikes or chains.
- Tights and leggings may **only** be worn under shorts or skirts/jumpers.
- Hair accessories can be worn in school colors or other colors/patterns. However, animal headbands (bunny ears, cat ears, etc.) are not allowed and can be confiscated. Bandanas are not allowed of any color.
- Beanies, sweat bands, visors, and hats must be removed when indoors

**Hair:**

- Hair color must be of a natural color. Students may not dye or add hair in colors such as: Pink, Green, fire engine Red, Gray, Purple, Blue, and etc.
- *Administration reserves the right to deem hair color or hair style a distraction to instruction.*

**Piercings:**

- Facial piercings and/or facial markings are not permitted for any student, K-8.
- *Administration reserves the right to deem any facial and/or additional markings a distraction to instruction.*

**Spirit Days/Awareness Days:**

- Fridays (or the last instructional day of the week) will be our scheduled "Spirit Days." Students are allowed to wear any spirit shirt from a Somerset Aliante sponsored club/activity/sport on Friday (or last instructional day of the week) with any approved uniform or blue jean bottoms.
- This attire is only allowed on Fridays or the last day of the instructional week.
- College Tuesday is the 1st Tuesday of each month. Students may wear a college shirt or jersey with jeans or uniform bottoms.
- Awareness Day is the 3rd Tuesday of each month (unless otherwise noted). Students may wear the Bear Awareness shirt with jeans or uniform bottoms.

**\*\* Proof of understanding of the Uniform Policy will be signed electronically during Registration.**

Acceptable Uniform Tops

Polos/Hooded Sweatshirts **with Somerset Logo**



Red



Black



Gray



White

Acceptable Uniform Bottoms



Khaki



Black



Navy



Navy



Khaki



Black



Blue Jeans (Friday

ONLY)

## What NOT to Wear



Yoga Pants



Jackets/Sweatshirts with non-Somerset logos



Ripped Jeans



Colored Jeans



flip flops

Any student not wearing complete school uniform as specified will be issued the following disciplinary consequences:

1 <sup>st</sup> Infraction	Verbal warning Uniform top or bottom may be supplied by the school and must be worn the remainder of the day.
2 <sup>nd</sup> Infraction	Parent contact via email. Warning and uniform top or bottom may be supplied by the school and must be worn the remainder of the day.
3 <sup>rd</sup> Infraction	Parent contact via email. Uniform top or bottom may be supplied by the school and must be worn the remainder of the day. Behavior Referral submitted through Infinite Campus. Administration's discretion, specific privileges/activities may be denied.
4 <sup>th</sup> Infraction and up	Students will face increasing appropriate disciplinary action which may include a suspension. *It is up to the administration's discretion what is deemed appropriate. Students may be unable to participate or attend any extracurricular activities including, but not limited to, school dances, field trips, special assemblies, etc. Student athletes may face potential suspensions from practices and/or games. Habitual violations may result in removal from the team.

## CAFETERIA BEHAVIOR

Students are to enter the cafeteria quietly and sit at the assigned tables. Students are expected to stay seated and raise their hand if needing assistance. Students should be encouraged to use the restroom prior to lunch period. Students are to stay seated and speak quietly (using restaurant voices) until directions are given for dismissal. When the lunch period is over, classes will be dismissed by class so all areas can be monitored for cleanliness. When the students are dismissed, they will gather their trash from their area. Stand up (remaining in their area) trash in hand (this gives the staff an opportunity to visually see that everyone has their trash and is being responsible for their area) walk to the trash can, dispose of trash, and exit the lunchroom area with their supervisory teacher for recess.

## RECESS/PLAYGROUND BEHAVIOR

**Rules that may ban students from playing for minutes, days, or weeks depending on the situation:**

- Kicks or attempts to kick an opponent
- Trips or attempts to trip an opponent
- Jumps at an opponent
- Charges an opponent
- Strikes or attempts to strike an opponent
- Pushes an opponent
- Tackles an opponent
- Holds an opponent
- Spits at an opponent
- Serious foul play
- Violent conduct
- Using offensive or abusive language and/or gestures
- Not using equipment correctly

## BULLYING AND HARASSMENT

### **NRS 388.122 “Bullying” defined**

Bullying means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

- (a) Have the effect of:
  - (1) Physically harming a person or damaging the property of a person; or
  - (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
- (b) Interfere with the rights of a person by:
  - (1) Creating an intimidating or hostile educational environment for the person; or

## Somerset Academy Aliante Student Parent Handbook 24-25 SY

(2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

(a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;

(b) Behavior that is intended to harm another person by damaging or manipulating his other relationships with others by conduct that includes, without limitation, spreading false rumors;

(c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;

(d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;

(e) Blackmail, extortion or demands for protection money or involuntary loans or donations;

(f) Blocking access to any property or facility of a school;

(g) Stalking; and

(h) Physically harmful contact with or injury to another person or his or her property.

Our School is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn. Bullying, discrimination and harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited.

Harassing behavior including sexually harassing behavior between members of the same or opposite sex is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Such behavior is just cause for disciplinary action.

## Somerset Academy Aliante Student Parent Handbook 24-25 SY

Our School will act promptly on reports, (including informal reports), complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation, that come to our attention. Charter School staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to School administration.

Our School will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

Our School will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students' ages and grade levels. Our School will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students. Such staff training shall be regularly scheduled at least every other year in the School in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business, or at any school- sponsored event regardless of location.

Students, parents and faculty throughout Nevada now have access to SafeVoice, an anonymous reporting system used to report threats to the safety or well-being of students. SafeVoice was established by the Nevada Department of Education under SB 212 in 2017 to protect student wellness, prevent violence and save lives.

In partnership with the Nevada Department of Public Safety, the SafeVoice program provides students a safe place to submit tips concerning their own safety or that of others. A fully trained professional team of experts responds in an appropriate manner 24/7/365. Tips always stay anonymous. <http://safevoicenv.org>

## TEACHER CONFERENCES

You will be invited to attend a 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 at any time by contacting the school counselor. We especially encourage this when you have questions about your child's progress, class work, or school policies. **Please do not attempt to conference with a teacher during morning arrival, as teachers are preparing for the day. Please do not interrupt classrooms during instructional time to conference with the teacher.**

## PARENT VOLUNTEERS

Somerset Academy Aliante partners with you in providing an enriched educational opportunity for the students who enter our doors each day. We value student input and reward students in various ways for their contributions to our school communities. One of the ways we honor students is through student recognition programs where service is a core value.

Just as we expect our students to engage in service projects at the school and the communities in which they live, we also encourage parents to help at school whenever possible. This is possible by working inside the classrooms, tutoring students under the classroom teacher's supervision, attending family nights at schools, carpooling to ensure each child can arrive at school on time and ready for instruction, and offering support inside the offices where permissible. Without your support, our day to day operations would suffer.

### **Background Checks for Volunteers**

At Somerset we value the participation and involvement of our parents in their students' education. As such, we always encourage our parents to spend time volunteering at the school. **Nevada State Law requires many of the adults who volunteer at our schools or during school activities to be fingerprinted. Senate Bill 287 requires that certain volunteers need to receive a background check.** Along with the background check, each volunteer will sign an acknowledgment as being a mandatory child abuse reporter. In order to complete these steps, **volunteers must contact our office manager, Helene Winjum at Helene.Winum@somersetnv.org,** to inform the school that they wish to undergo fingerprinting. If a volunteer has not contacted Helene before going to Fingerprinting Pros, they will not be able to complete their fingerprinting.

There will be **no unsupervised** volunteer contact with students unless the volunteer has been fingerprinted. Additionally, parents may volunteer no more than four times per month throughout the school year unless they have been fingerprinted. We encourage parents to continue to be engaged in their child's education.

## VISITING OUR SCHOOL

Visitors are required to check in at the office for a visitor's pass. As a reminder, class visits are a time for volunteering, NOT observing the teacher or conferencing with the teacher. 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. **If parents wish to observe the teacher, the parent must call the school to make an appointment with an administrator. Observations are scheduled and parents are accompanied by an administrator, and will last approximately 30 minutes.**



## 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:

**1. Be safe**

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

**2. 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.

**3. Be responsible**

Students are to follow the school's student standard attire. Students are to attend school regularly. Cell phones should be off during the entire school day.

Failure to abide by the school's Code of Respect will result in the student having consequences that follow the school wide progressive discipline policy. 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.

## CRIMINAL OFFENSES

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 Warranting Law Enforcement Notification** (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 the 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 club, 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 club, 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 club, 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 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. Administration reserves the right to utilize the level of behavior modification or punishment based upon the students' action or behavior with the goal of using the least restrictive method.

1. DISOBEDIENCE, INSOLENT AND INSUBORDINATION: Students must obey the instructions of school personnel.
2. DISRUPTIVE CONDUCT: Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
3. FIGHTING: Other than that, which would be considered Battery or Assault.
4. FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.
5. HAZING: Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.

6. **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
7. **MISCONDUCT ON SCHOOL VEHICLES:** Any action that creates a safety hazard or distracts the attention of the driver.
8. **PLAGIARISM AND CHEATING.**
9. **POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.**
10. **WIRELESS COMMUNICATION DEVICES:** Wireless communication devices include: two-way communication devices, including cellular phones, mobile phones, beepers, pagers, portable computers, personal organizers, and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device. The following rules must be followed regarding the possession, use, and display of wireless communication devices.
  - a. Students may not possess, display, and use wireless communication devices during the instructional day. \*See each campus's policies for their cell phone policies.
  - b. Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day, unless such use is deemed educational and authorized by the teacher. This includes during class, in the library, during lunch breaks, during class changes, and during any other structured activity.
  - c. Students must ensure that devices are turned off during the instructional day.
  - d. Students shall not use wireless communication devices while being transported on a school bus.
  - e. Students must conceal wireless communication devices in a backpack, pocket, purse, or other container during the instructional day.
  - f. The School is not responsible if a student's wireless communication device is lost or stolen.

11. **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.

12. **SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.**

13. **TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.**

14. **TRUANCY:** Being absent from school without a valid excuse acceptable to the administrator.

15. **GANG ACTIVITY:** As set forth in the section below:

No student on or about school property or at any school activity:

- a. Shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, tattoo, sign, or other things that are indicators of membership in or affiliation with any gang.
- b. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
- c. Shall place graffiti on or otherwise deface property on school grounds. For purposes of this regulation, the term "graffiti" means any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn, painted on or affixed to the public or private property, real or personal, of another that defaces the property; or
- d. Shall use any speech or commit any act or omission in furtherance of the interests of any gangs or gang activity, including, but not limited to:
  - i. Soliciting others for membership in any gangs;

- ii. Requesting any person to pay protection or otherwise intimidating or threatening any person;  
or,
- iii. Committing any other illegal act or other violation of charter school rules, regulations, or policies; or,
- iv. Inciting other students to act with physical violence upon any other person.

## **SUSPENSIONS**

Temporary removal of a student from school or from school no more than 3 days and requires RPC.

Significant Suspension is the temporary removal of a student from school or from school-sponsored activities. For the purpose of declaring a student a Habitual Disciplinary Problem or for the purpose of escalating to possible expulsion, the suspension must be no less than three (3) days and require a conference or other communications with the parent/guardian. (NRS.392.4655) 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.

### **SPECIAL CONDITIONS OF SUSPENSION:**

- A. A student may not participate in extracurricular activities during the term of his/her suspension.
- B. Suspension may be reflected in the student's class citizenship or school citizenship grade.
- C. Notations of suspensions from school will be made in the student's cumulative folder.
- D. Schoolwork missed as a result of suspensions may be made up through the completion of make-up work as stated in the Student Handbook. Any work that cannot be made up, or is not made up, may 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. Battery on an employee or peer of School,
2. Possession of firearm or dangerous weapon,
3. Sale or distribution of controlled substance

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. 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 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 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)

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 a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.

6. If the student has a Restorative Justice or behavior plan, the administrator should review 14 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 a suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be 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. The administrator can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)

#### 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 with 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 a 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.

**\*\* Proof of understanding of this document (Code of Respect) will be signed electronically during Registration**

## **SOMERSET ACADEMY OF LAS VEGAS SCHOOL WELLNESS POLICY GOALS 2023-2024**

### **1. Nutrition education and promotion**

We will educate staff, students, parents and community about the School Wellness Policy and regulations at the start of the school year by posting the School Wellness Policy (SWP) on our websites, discussing the SWP at opening of school staff and parent/community meetings, including the policy in staff and parent handbooks and including reminders and informational articles about the SWP in our communication with families (newsletters, emailed parent/guardian letters and communiques, etc.) during the course of the school year.

### **2. Physical Activity**

Physical activity will be provided a minimum of 30 minutes per day for students in grades K-12 through the implementation of brain breaks, recess, extracurricular activities before and after school, intramurals and students walking/bicycling to and from school as applicable at each campus.

### **3. Other Wellness Activities**

We will identify one wellness coordinator at the school campuses before September of each school year in order to ensure SWP compliance.

June 2021





## **SOMERSET ACADEMY OF LAS VEGAS' WELLNESS POLICY**

Revised: May 2022

### **1. ADVISORY GROUP**

Somerset Academy of Las Vegas will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools' needs and develop a policy that meets the operational realities of the schools and works toward improved health and wellness outcomes for school children. The Wellness Advisory Group will include:

Seven parent representatives (1 per school) Seven middle school students (1 per school) Four high school students (2 per high school) Seven staff members (1 per school)

The Wellness Advisory Group will meet twice a year to review the schools' goals, menus and to discuss other issues. Wellness Advisory Group meetings will be open to the community.

### **2. WELLNESS POLICY COORDINATOR**

Wellness Policy Coordinator: Designated Somerset Administrator 702-826-4373, ext. 2017

The Wellness Policy Coordinator will be responsible for reporting the status of policy implementation annually. Somerset Academy of Las Vegas will provide the Nevada Department of Agriculture (NDA) the name(s), positions(s) and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30th of each school year. If the designated wellness policy coordinator changes, Somerset Academy of Las Vegas must notify NDA within 60 days.

### **3. RECORDKEEPING**

Somerset Academy of Las Vegas will retain basic records demonstrating compliance with the LSWP and will include the following documentation: compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress reports for each school under its jurisdiction and demonstrate compliance with public notification that includes:

The Wellness Policy can be found on each campus' website under the Lunch/Breakfast tab. Additionally, under the Wellness Policy tab, there will be a link to the Wellness Policy, a schedule of each campus' events or activities related to the Wellness Policy and how individuals and the public can get involved with the advisory group.

### **4. SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS**

Somerset Academy of Las Vegas Wellness Advisory Group will annually review and create goals in the following areas:

1. Nutrition education and promotion
2. Physical activity
3. Other school wellness activities

### **5. INCENTIVES AND REWARDS**

Somerset Academy of Las Vegas campuses will not use food as an incentive or reward. For special circumstances, and with school administrator approval, food awards or incentives may be used as long as they align to the Smart Snacks Nutrition Standards.

### **6. FUNDRAISING**

All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards – there are no exemptions. School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.

### **7. SPECIAL OCCASIONS POLICY**

For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- State or National Holidays
  - Valentine's Day
  - Nevada Admissions Day/Halloween - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
  - . Day prior to Summer Break
- School Community Observations
  - Lesson Plans: Prior approval by administration required
  - Birthday parties and other celebrations – Once per month or as otherwise determined by the school administration on a limited basis.
  - Field Day - prior approval by administration required

- In order to minimize risks of food borne-illness and to avoid known food allergens, food must be commercially prepared.

## 8. **REVENUE**

### **Food Accounts**

The schools will open and maintain a separate bank account for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). All deposits and payments out of this account may only be used for the purpose of NSLP/SBP.

All transactions related to the NSLP/SBP must be entered into the tracking/point of service (POS) system. All cash collected, along with all daily receipts, are required to be turned over to the office manager on a daily basis. The office manager, along with one other school employee (not the person who collected the money or the person who will be depositing the money), will reconcile the receipts with the cash collected to verify that the amounts match. The office manager will then endorse all checks **FOR DEPOSIT ONLY** and prepare the deposit slip. A school employee who neither collected money nor reconciled the money will then take the deposit to the bank. Deposits must be made either once a week or whenever \$500.00 or more in cash has been received.

Notifications to households of low or negative balances in student meal accounts will be made in accordance with Somerset Academy of Las Vegas' Meal Charge Policy.

## 9. **MEAL CONSUMPTION**

It is the intent of this policy to allow each student adequate time to eat their meals; therefore, time spent acquiring the meal is not included in the time to consume the meal.

Somerset Academy of Las Vegas campuses shall:

Provide at least 20 minutes for each student to consume meals during lunch and at least 15 minutes for each student to consume meals during breakfast for those campuses participating in this program.

## 10. **PHYSICAL ACTIVITY**

Somerset Academy of Las Vegas campuses will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes each regular school day (as defined by the USDA). It is recommended that students be given physical activity opportunities in bouts of 10 minutes at a minimum. Passing periods do not qualify as physical activity time.

Teachers, school personnel and community personnel will not use physical activity or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

**11. RECESS BEFORE LUNCH**

Recess before lunch is recommended but is left to the discretion of Somerset Academy of Las Vegas principals.

**12. MARKETING**

Only marketing consistent with Smart Snacks Nutrition Standards is allowed on the school campus. This includes any advertising and other promotions on the school campus during the school day (oral, written or visual).

Somerset Academy of Las Vegas campuses will work to identify and eliminate all marketing and advertising on school property that does not currently meet the Smart Snacks Nutrition Standards as leases, agreements or contracts are renewed or items are replaced.

**13. SMART SNACKS NUTRITION STANDARDS**

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).

To be allowable, a food item **must meet all** of the competitive food standards as follows:

**Calories:**

Snack/Side Item - ≤ 200 calories per item as served (includes any accompaniments)

Entrée - ≤ 350 calories per item as served (includes any accompaniments)

**AND**

**Sodium:**

Snack/Side Item - ≤200 mg per item as served

Entrée - ≤480 mg per item as served

**AND**

**Fat:**

Total Fat - <35% of calories

Saturated Fat - <10% of calories

Trans Fat - 0 g per serving

**AND**

**Sugar:**

Total sugar - <35% by weight Specific Nutrient Standards for Food

In addition to the Smart Snacks Nutrition Standards, food items **must meet one** of the following criteria:

- Be a grain product that contains >50% whole grains by weight or have whole grains listed as the first ingredient on the food label; **OR**
- Have listed as the first ingredient on the food label one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; **OR**
- Be a combination food that contains at least ¼ cup fruit and/or vegetable  
\*If water is the first ingredient, the second ingredient must meet one of the above criteria.

**14. BEVERAGES**

Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day, anywhere on the school campus.

Beverages for all:

**Water** – Plain, no size limit.

**Milk** – Unflavored non-fat, unflavored low-fat (1%), flavored non-fat or flavored low-fat (1%) milk, ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle and high school.

**Juice** – 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners), ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk (1%), unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Non-fat milk, unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
100% Fruit/Vegetable juice**	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz

\*Includes nutritionally equivalent milk alternatives as permitted by NSLP.

\*\*May include 100% juice diluted with plain water and with no added sweeteners.

Other allowable beverages in **High School ONLY** :

**Non-carbonated calorie-free beverages (≤20 fl. oz/serving);**

## Somerset Academy Aliante Student Parent Handbook 24-25 SY

Examples: *Vitamin Water Zero, Propel Fit Water, Powerade Zero*

### **Other non-carbonated calorie-free beverages (≤20 fl. oz./serving):**

<5 calories per 8 fl. oz. or ≤10 calories per 20 fl. oz.;

Examples: *Diet Fuze, Pure Leaf Iced Tea*

### **Non-carbonated lower-calorie beverages (≤12 fl. oz./serving):**

≤60 calories per 12 fl. oz. or ≤40 calories per 8 fl. oz.

Examples: *G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch*

## **15. CAFFEINE**

All foods and beverages in elementary and middle schools must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).

It is recommended that no caffeine be allowed; however, caffeine is permitted at the high school level at the discretion of the Charter.

## **16. CHEWING GUM**

Chewing gum (sugar, sugar-free...) is not allowed on any Somerset Academy of Las Vegas campus for sale or use.

### **Definitions**

Carbonated Beverage- A class of beverages that bubble, fizz or are effervescent. These include beverages that are aerated or infused.

Combination Food- Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.

Competitive Food- All food and beverages other than meals reimbursed available for sale to students on the school campus during the school day.

Fundraisers- The sale of items for monetary gain intended for consumption during the school day.

Local Educational Agency (LEA)- The authority responsible for the administrative control of public or private nonprofit educational institutions within a defined area of the state. For example: A school district or state sponsored charter school.

Local School Wellness Policy (LSWP)-The policy that applies to your local school district which supports a school environment that promotes sound nutrition and student health, reduces childhood obesity and provides transparency to the public on school wellness policy content and implementation.

Marketing- Advertising and other promotions in schools. Includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

Moderate to Vigorous Physical Activity- Physical activities done at an intensity that increases children's heart and breathing rates above normal. For example: A child walking to school is moderate activity; Running and chasing others during a tag game is vigorous activity.

## Somerset Academy Aliante Student Parent Handbook 24-25 SY

Non-program food-Food sold in school during the school day at any time or location on the school campus other than reimbursable meals.

Physical Activity- Bodily movement produced by the contraction of skeletal muscle that increases a person's energy expenditure above a basal level.

School Campus- All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School Day- The period from the midnight before, to 30 minutes after the end of the official school day.

School Property- All areas of the school campus including those that are owned or leased by the school and used at any time for school-related activities such as the school building, areas adjacent to the school building, school buses or other vehicles used to transport students, athletic fields or stadiums or parking lots.

Smart Snacks Nutrition Standards – A part of the Healthy Hunger-Free Kids Act of 2010 that provide science-based nutrition standards for all foods and beverages sold to students in school during the school day.

## SOMERSET ACADEMY OF LAS VEGAS MEAL CHARGE POLICY

### I. Purpose

The goal of Somerset Academy of Las Vegas is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program and School Breakfast Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Somerset Academy of Las Vegas campuses participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The provisions of this policy pertain to full-priced meals only.

Somerset Academy of Las Vegas will maintain records to demonstrate how the policy was implemented and communicated to households.

### II. Policy

**A. Full-Priced Meals** - Elementary, Middle and High School students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

**B. Free Meal Benefit** – Students identified as eligible to receive free

meals will be allowed to receive one (1) free reimbursable meal during lunch and breakfast at participating schools each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

**C. Reduced Meal Benefit** – Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) reduced-price reimbursable meal during lunch and breakfast at participating schools each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

**D. Parents/Guardians** – The responsibility for meal payments to the campus belongs to the parent/guardian. Meals are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in students' meal accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price meals for their child(ren) at any time over the course of the school year.

### **III. Notifications to Households of Low or Negative Balances in Campus Meal Accounts**

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- A. The student's household will be notified when a student charges his/her first meal, second meal and third meal.
- B. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
- C. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- D. The consequences of non-payment will be determined on a case-by case basis.
- E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

### **IV. Delinquent Meal Charge Debt**



## Somerset Academy Aliante Student Parent Handbook 24-25 SY

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

A. At the end of the school year, campus administration and the Somerset NSLP administrative designee will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.

B. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider."

Revised: June 2020

## 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. ***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. \*\* This document will be signed electronically during Registration.***



**Please sign and return the forms on the following pages.**  
**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 Student Internet Access Agreement and Student Rules and Acceptable Use 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 network.

\_\_\_\_\_ I **do not** give permission for my child to have access to the SOMERSET ACADEMY network.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

**It is required to have this form completed and on file prior to any student using a school computer or accessing the school’s network. Submit this form to your child’s teacher to keep on file at the school.**

**Sign and return this form to your classroom teacher.**



## **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:

**Students 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 \_\_\_\_\_

**It is required to have this form completed and on file prior to any student using a school computer or accessing the school's network. Submit this form to your child's teacher to keep on file at the school.**



# Somerset Academy Aliante Campus Student/Parent Handbook Acknowledgment 2024/2025 School Year

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

We have read the Somerset Academy of Las Vegas Student/Parent Handbook. My child/children and I understand and agree to adhere to the policies and regulations 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.

\_\_\_\_\_ (*initial*) 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

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Name \_\_\_\_\_ Grade \_\_\_\_\_

**Sign and return this form to your classroom teacher.**

**Somerset Academy of Las Vegas  
Aliante Campus  
6475 Valley Drive  
North Las Vegas, NV 89084  
702-916-2327 (BEAR)**



Somerset Academy  
of  
Las Vegas  
Lone Mountain Campus

Parent & Student Handbook  
2024-2025

**\*SUBJECT TO CHANGES/UPDATES DURING THE SCHOOL YEAR\***



# SOMERSET ACADEMY

OF LAS VEGAS

LONE MOUNTAIN CAMPUS

4491 N. Rainbow Blvd. Las Vegas, NV 89108

[www.SomersetLoneMountain.org](http://www.SomersetLoneMountain.org)

Cesar Tiu, Principal

702.685.9150

---

Dear Families,

Welcome to the 2024-2025 school year! As your principal, I am dedicated to fostering a vibrant and dynamic learning environment in every classroom, while ensuring our school remains safe and orderly. At Somerset Academy Lone Mountain, we pride ourselves on delivering top-notch academics and celebrating the unique interests and talents of each student. Our primary goal is to engage parents in our shared mission of nurturing happy, socially responsible learners who thrive in higher education and embrace lifelong learning.

Stay tuned to our school's website for any updates to this Handbook throughout the year.

Thank you in advance for joining forces with the Somerset Academy Lone Mountain's administrative team, its teachers, and staff. We encourage you to support our efforts to challenge students academically and to explore the many athletic and co-curricular opportunities we offer.

We believe that Great Habits Make Great Leaders! I am excited to collaborate with each of you to ensure your child's success both inside and outside of the classroom. Together, we can make this year a remarkable one at Somerset Academy Lone Mountain and ensure that year 10 of Lone Mountain's inception is the best one yet!

Sincerely,

*Cesar Tiu*  
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.

**K-5 Elementary School Hours:** 8:30 a.m. – 2:31 p.m. M/F  
8:30 a.m. - 3:15 p.m. Tuesday, Wednesday, and Thursday

**Middle School Hours:** 8:00 a.m. - 2:31 p.m. M-F;  
8:00 a.m. - 2:47 p.m. Tuesdays- Thursdays

\*Flex Time: 2:47 p.m – 3:15 p.m. Tuesday, Wednesday, and Thursday

## 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. Parents will be asked to attend the Parent/Volunteer Training. In addition, parents/volunteers will need to be fingerprinted. Please see the front office for details. \*\*\* Please note that students that are not school age will need to remain at home.

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. Please know that any situations or circumstances that are before and/or after school, in our surrounding neighborhood are the responsibility of the parent/guardian and not Somerset Academy Lone Mountain Campus.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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

**L**ove learning  
**E**xcel in all we do  
**A**chieve goals together  
**D**o what is right

## LONE MOUNTAIN'S SCHOOL PLEDGE

We are **W**ise, **I**nnovative **L**eaders who are **D**isciplined,  
**C**ooperative, **A**ccountable, **T**rustworthy, and **S**trong.  
We are **WILDCATS!**

**LEAD** like a **WILDCAT!**



Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

# 2024- 2025 School Calendar

2024		2025	
Monday, August 12, 2024	Classes Begin	Wednesday, January 15, 2025	Data Day- Half Day for Students Early Release at 11:30am
Monday, September 2, 2024	Labor Day Holiday- No School	Monday, January 20, 2025	Martin Luther King Jr. Day Holiday- No School
Wednesday, September 25, 2024	Data Day- Half Day for Students Early Release at 11:30am	Monday, February 10, 2025	Professional Development Day for Staff No School for Students
Monday, October 7, 2024	Professional Development Day for Staff No School for Students	Monday, February 17, 2025	President’s Day Holiday- No School
<b>Friday, October 11, 2024</b>	<b>End of 1st Quarter</b> Quarter 1 Report Cards available on Infinite Campus for Middle School Students on Monday	Wednesday, March 12, 2025	Data Day- Half Day for Students Early Release at 11:30am
Friday, October 18, 2024	Professional Development Day for Staff No School for Students	<b>Friday, March 14, 2025</b>	<b>End of 3rd Quarter</b> Quarter 3 Report Cards available on Infinite Campus for Middle School Students on Monday
Friday, October 25, 2024	Nevada Day Holiday- No School	Monday- Friday March 17-21, 2025	Spring Break- No School
Monday, November 11, 2024	Veteran’s Day Holiday- No School	Friday, April 11, 2025	Professional Development Day for Staff No School for Students
Monday- Friday November 25- 29, 2024	Thanksgiving Holiday Break- No School	Friday, April 18, 2025	Professional Development Day for Staff No School for Students
<b>Friday, December 20, 2024</b>	Data Day- Half Day for Students Early Release at 11:30am <b>End of 2nd Quarter/ Semester 1</b> Semester 1 Report Cards available on Infinite Campus on Monday	Friday, May 23, 2025	Last Day of School for Students <b>End of 4th Quarter/ End of Semester 2</b> Semester 2 Report Cards available on Infinite Campus on Monday
Monday- Friday December 23- Jan.3, 2025	Winter Break - No School	Tuesday- Thursday May 27- 29, 2025	Make Up Days if Needed

**Cesar Tiu, Principal**  
**Colundra Owens, Vice Principal**  
**Manuel Herrera & Joseph Palmaffy, Assistant Principals**  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



# DAILY SCHEDULE

7:45 a.m.	Gates Open to Middle School Students
8:00 a.m.	Middle School Classes Begin
8:10 a.m.	Gates Open to K-5 Students
8:30 a.m.	K-5 Classes Begin
2:31 p.m.	Dismissal Bell on Mondays and Fridays for K-8
2:35 p.m.	Carline begins (student names called)
2:47 p.m.	MS Dismissal Bell for Students w/o FLEX (T/W/TH)
2:50 p.m.	Carline begins for students leaving for FLEX (T/W/TH)
2:47 p.m.	MS FLEX Classes begin (T/W/TH)
3:15 p.m.	Dismissal 2 Bell (MS & Elem. students with FLEX)
3:20 p.m.	Carline begins for all students (T/W/TH)

Students are not to be dropped off before gates open for their designated start time. Students are to be picked up 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

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

## Arrival

### **Middle School (Grades 6-8)**

Student drop-off is 7:45 a.m.-8:00 a.m. The gate will be open at 7:45 a.m. for

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



## Somerset Academy Parent & Student Handbook

students to enter campus. As a courtesy to our Middle School students' carpool drivers, **only** K-5 siblings/carpoolers of a Middle School student may be dropped off at this time with their 6<sup>th</sup> – 8<sup>th</sup> grade student (our field is not equipped to hold all K-5 students along with MS students at the same time, thus the reason for the separate arrival for K-5 students).

Vehicles must enter the carline from Balsam St. located behind the school building (from Rainbow Blvd. turn onto Red Coach Ave., then take a left on Balsam St and then left into the car loop). They then proceed around the perimeter of the property using both lanes in an orderly manner until they arrive at the unloading zone. Vehicles should not arrive before 7:45am to drop off middle school students. Students that are dropped off and left at the gates prior to 7:45am will be escorted to Champions and required to pay for the service as we do not provide supervision for students dropped off this early. For safety reasons, all cars are brought to a complete stop inside the unloading zone before the signal is made for students to exit their vehicle and proceed to the field. All vehicles are then moved forward so the next group can be staged. Vehicles exit by turning right back on to Balsam St. and then right on Red Coach Ave. to exit back to Rainbow.

Families who walk will come from Rainbow Blvd. only, and stick to sidewalks and crosswalks. No pedestrians should be in the parking lot nor walking through the car line. Walkers can enter the field at the first gate, but should not pass this gate so that carpool students can use the sidewalk to walk to an open gate to enter the field. No pedestrians may enter from Balsam St.

In an effort to keep all students safe during drop off and pick up, we kindly ask that you refrain from dropping off and picking up on Rainbow Blvd.

### **Elementary School (Grades K-5)**

K-5 student drop-off is 8:10 a.m. – 8:30 a.m. The gate will open at 8:10 a.m. for students to enter the campus. **K-5 student drop-off before 8:10 a.m. is prohibited** unless carpooling with a Middle School student or enrolled in and attending our Champions Before-School Program (fee-based).

Elementary drop-off procedures are the same as Middle School drop-off. Elementary vehicles should not enter the property until 8:05am, after middle school vehicles have completed drop-off (early elementary vehicles will be asked to come back at the proper time). At 8:05am, elementary vehicles may enter the car-loop and progress around the perimeter of the property using both lanes. Students that are dropped off and left at the gates prior to 8:10 am will be escorted

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

to Champions and required to pay for the service because we do not provide supervision for students dropped off this early. For safety reasons, all vehicles are brought to a complete stop inside the unloading zone before students are allowed to exit and proceed to the field. All vehicles are then moved forward so the next group can be staged. Parents are required to stay inside their vehicles at all times. Vehicles exit by turning right back on to Balsam St. and then right on Red Coach Ave. to exit back to Rainbow Blvd.

Families who walk will come from Rainbow only, and stick to sidewalks and crosswalks. No pedestrians should be in the parking lot nor walking through the car line. Walkers can enter the field at the first gate, but should not pass this gate so that carpool students can use the sidewalk to walk to an open gate to enter the field. No pedestrians may enter from Balsam.

In an effort to keep all students safe during drop off and pick up, we kindly ask that you refrain from dropping off and picking up on Rainbow Blvd.



All students are dropped off at the field unloading zone during designated drop off times.

Unloading/Loading and Screening/Calling Name zones marked by Green and Blue Rectangles

RED ARROWS ARE FOR CAR LINE TRAFFIC  
GREEN ARROWS ARE FOR WALKING TRAFFIC

### Before and After-School Care- CHAMPIONS

6:00 a.m. - 6:00 p.m. Champions, a high-quality before & after school program is available (fee-based) on site. Contact Talia Barnes at Champions at 702-300-2798 or via email at [TBarnes@discoverchampions.com](mailto:TBarnes@discoverchampions.com) or [CH001527@klcorp.com](mailto:CH001527@klcorp.com) for more information, visit: [www.discoverchampions.com](http://www.discoverchampions.com).

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## Somerset Academy Parent & Student Handbook

Please note, there is NO PICK UP permitted from Champions during dismissal times (M/F 2:30pm- 2:50pm; T/W/TH 3:15pm- 3:35pm).

### DISMISSAL

#### **School-Wide Dismissal (Monday & Friday only) Pick-Up:**

Dismissals use a different pattern for traffic flow. The first lane in our carline closest to the building is for Kindergarten (and Kinder siblings) pick-up only. If you are picking up a Kindergarten student, a Kindergarten placard should be placed on your rearview mirror. Not having a visible placard will cause confusion and disrupt the flow of traffic during dismissal. Vehicles that backed-up onto Balsam St. are to stay in a single-file line. At this point, you will receive instructions from traffic personnel as to where to stage to wait for a clear path. Do not stop in front of any driveway on Balsam St, as business/residential access should not be interrupted. Kindergarten pick-up vehicles will be turning left at the corner of the kindergarten playground into the first parking lot entrance, which is the beginning of their loading zone. They will pick up their kindergarten student, as well as all other students that ride in the carpool, from the kindergarten loading zone. Once loaded, the kindergarten carpool vehicle will proceed to exit on Rainbow. All kindergarten cars are asked to only turn right to allow all vehicles to exit quickly.

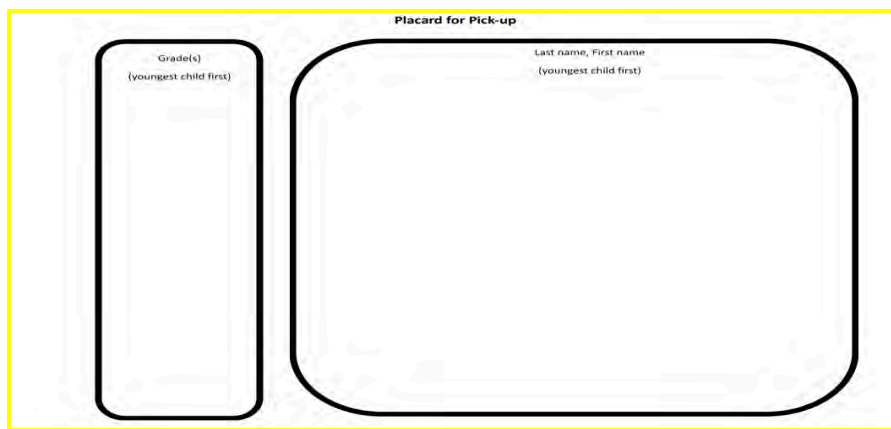
After the kindergarten lane turns into the parking lot, the main pick-up vehicles may expand into two lanes and proceed around the car-loop the same as in the morning. When vehicles reach the loading zone, your student will be called to specific gates for pick-up (green and orange) for loading. Please do not arrive before 2:20 pm for pick-up. To keep the fire lane open, we will stop the main car-loop in the lanes at the red fire zone until 2:30 pm. At that time, the vehicles may pull ahead to the staging zone for their names to be called for pick-up. For safety reasons, all cars are brought to a complete stop inside the loading zone before students are allowed to load. All vehicles are then moved forward to exit while the next wave is staged. The vehicles exit by turning right back on to Balsam St. and then right on Red Coach Ave.

To pick up a student via the car loop you must have a placard for each student (see picture below). To pick up a student via the car loop you must have a placard for each student (see picture below). When entering the campus, please place the sign on the passenger side dashboard (left lane) and on the driver's side dashboard



### Somerset Academy Parent & Student Handbook

(right line) so it is visible through the windshield for the staff on duty. This will ensure a smooth pick-up process daily. Cars without dashboard signs will be subject to diversion out of the car line, which may result in an unnecessarily lengthy process for the parent and school. Car loop duty personnel will call for your student to be released to the loading zone. Staff and volunteers will assist with traffic and students. Parents must remain in the car at all times and follow traffic signs. Once your child(ren) is safely loaded in the car, please remove your Dashboard sign so the staff know your car is ready to proceed. When leaving the property, all traffic from the drop-off lane area must exit from SOUTH/MAIN exit only.



Families who walk will come from Rainbow Blvd. only, and stick to sidewalks and crosswalks. No pedestrians should be in the parking lot nor walking through the car line. Walkers exit the field at the first gate. No pedestrians will exit campus to Balsam St. Walkers will exit through the gate to be reunited with parents at a predetermined place. We encourage parents and the students to find a common meeting place away from the walking gate, i.e. the flagpole or a specific habit paw on the sidewalk.

If parents are late for pick-up, students that are still waiting will be taken to Champions and parents will be required to pay for the service. If any of our Lone Mountain students are unsupervised on or around the school campus (church property included), they will also be taken to Champions; and parents will be also required to pay for the service.

In an effort to keep all students safe during drop off and pick up, we kindly ask that you refrain from dropping off and picking up on Rainbow Blvd.

**Elementary and MS FLEX Dismissal (Tuesday, Wednesday, and Thursday):**  
Dismissals use a different pattern for traffic flow. The first lane closest to the

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## Somerset Academy Parent & Student Handbook

building is for Kindergarten (and Kinder siblings) pick-up only. If you are picking up a Kindergarten student, a Kindergarten placard should be placed on your rearview mirror. Not having a visible placard will cause confusion and disrupt the flow of traffic during dismissal. Vehicles that backed-up onto Balsam St. are to stay in a single-file line. At this point, you will receive instructions from traffic personnel as to where to stage to wait for a clear path. Do not stop in front of any driveway on Balsam St, as business access should not be interrupted. Kindergarten pick-up vehicles will be turning left at the corner of the kindergarten playground into the first parking lot entrance, which is the beginning of their loading zone. They will pick up their kindergarten student, as well as all other students that ride in the carpool, from the kindergarten loading zone. Once loaded, the kindergarten carpool vehicle will proceed to exit on Rainbow. All kindergarten cars are asked to only turn right to allow all vehicles to exit quickly.

After the kindergarten lane turns into the parking lot, the main pick-up vehicles may expand into two lanes and proceed around the car-loop the same as in the morning. When vehicles reach the loading zone, your student will be called to specific gates for pick-up (green and blue) for loading. Please do not arrive before 3:10 pm for pick-up. To keep the fire lane open, we will stop the main car-loop in the lanes at the red fire zone until 3:20 pm. At that time, the vehicles may pull ahead to the staging zone for their names to be called for pick-up. For safety reasons, all cars are brought to a complete stop inside the loading zone before students are allowed to load. All vehicles are then moved forward to exit while the next wave is staged. The vehicles exit by turning right back on to Balsam and then right on Red Coach.

To pick up a student via the car loop you must have a placard for each student (see picture below). When entering the campus, please place the sign on the passenger side dashboard (left lane) and on the driver's side dashboard (right line) so it is visible through the windshield for the staff on duty. This will ensure a smooth pick-up process daily. Cars without dashboard signs will be subject to diversion out of the car line, which may result in an unnecessarily lengthy process for the parent and school. Car loop duty personnel will call for your student to be released to the loading zone. Staff and volunteers will assist with traffic and students. Parents must remain in the car at all times and follow traffic signs. Once your child(ren) is safely loaded in the car, please remove your Dashboard sign so the staff know your car is ready to proceed. When leaving the property, all traffic from the drop-off lane area must exit from SOUTH/MAIN exit only.



## Somerset Academy Parent & Student Handbook

**Placard for Pick-up**

Grades) (youngest child first)	Last name, First name (youngest child first)
-----------------------------------	---

Families who walk will come from Rainbow Blvd. only, and stick to sidewalks and crosswalks. No pedestrians should be in the parking lot nor walking through the car line. Walkers exit the field at the first gate. No pedestrians will exit campus to Balsam St. Walkers will exit through the gate to be reunited with parents at a predetermined place. We encourage parents and the students to find a common meeting place away from the walking gate, i.e. the flagpole or a specific habit paw on the sidewalk.

If parents are late for pick-up, students that are still waiting will be taken to Champions and parents will be required to pay for the service. If any of our Lone Mountain students are unsupervised on or around the school campus (church property included), they will also be taken to Champions; and parents will be also required to pay for the service.

In an effort to keep all students safe during drop off and pick up, we kindly ask that you refrain from dropping off and picking up on Rainbow Blvd.

Please note that there is NO waiting around in the parking lot before or after school hours. Students are NOT allowed to wander the halls or campus. Please adhere to our Good Neighbor Commitment and do not allow your child(ren) to wait around in the surrounding neighborhood or businesses as this is also a huge safety concern. Once students leave the campus they are not permitted to return.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## 2024- 2025 ATTENDANCE POLICY

**Somerset Academy Lone Mountain’s school-wide attendance goal is 96%. Any student with more than 18 absences over the duration of the school year is considered Federally Chronically Absent.**

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.

Research shows that attendance matters and that chronic absenteeism places students at risk of negative academic consequences. Chronic absenteeism is defined as missing 10 percent, or more of school days for any reason, including excused, unexcused or disciplinary absences. For example, students who are enrolled for the full school year (e.g., 180 days) become chronically absent if they miss at least 18 days of school for any reason. Students who are absent due to school sponsored activities are not considered absent for the purposes of this calculation.

### **General Attendance Policy**

Attendance is extremely important and is a focus at Somerset Academy. The state of Nevada tracks student attendance and Somerset is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day. This also aligns with our vision of students being successful in future college and careers. You cannot be successful in college or a career, unless you are present in class and/or on the job. Students may earn attendance incentives for coming to school on time every day.

Students who have missed more than 8 days (excused or unexcused) per semester may have limited, or be restricted from, participation in field trips and possible restriction from school wide events. If your child is absent from school, please remember to go to our school’s website [www.somersetlonemountain.org](http://www.somersetlonemountain.org) and select REPORT ABSENCE within 3 school days after their return, or the absence will be deemed unexcused.



## Somerset Academy Parent & Student Handbook

Students must attend school the day they are involved in sports practice, games, event nights, or extra-curricular activities to participate that day. Please remember that your child needs to be on time and in school every day to learn. There are only 180 days in a school year; therefore, every minute of learning counts!

In accordance with school daily attendance policies, students must be physically present in school for a minimum of 2/3's of the school day or period (middle/high school students) to be counted as present for attendance purposes. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences will be referred to administration. Excessive absences may result in the student's report card reflecting insufficient attendance for receiving a grade and/or being promoted to the next grade level.

### **Course Make-up for Absences**

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to request make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

### **Excused/Warranted Absences**

- Illness or injury- up to 3 days. After 3 days: Physician's note required
- Quarantine- Physician's note required
- Medical, dental, optometric, chiropractic services
- Funeral services for a member of the immediate family
- Jury Duty
- Approved school activity
- Appearance in court
- Employment interview or conference
- Holiday or ceremony of student's own religion

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

- Essential family travel (3- day maximum)
- Verified family emergency- documentation required
- Community disaster/emergency
- Funeral services for other than a member of the immediate family (3-day maximum)

### Unexcused Absences

Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received.

**Failure to provide the required documentation within three school days upon the return to school, will result in an unexcused absence.**

#### Unexcused absences include:

- Vacations, personal services, local non-school events, programs or sporting activities.
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

### Attendance Incentive

Every month students will be rewarded if they have perfect attendance for the month. Perfect attendance constitutes no tardies (excused or unexcused) and no absences (excused or unexcused) for the entire month, no exceptions. Each month students will have the opportunity to achieve perfect attendance.

Rewards could include:

Dress up days (attire has to be school appropriate and follows student standard attire, as found in the Parent/Student Handbook)

Woot-woot wagon prizes (students will get to pick one prize)

### Attendance Progressive Discipline

Every absence	● Parents will receive daily notification of absence/tardy by the end of the day, via Infinite Campus.
4 absences	● An attendance email/letter to parents.



### Somerset Academy Parent & Student Handbook

<b>8 absences (Excused/ Unexcused)</b>	<ul style="list-style-type: none"> <li>• An attendance email/letter to parents.</li> <li>• RPC -Required parent conference may be required with Registrar, Counselor and/or Administration (<b>*inform MS parents that at 10 absent the student may lose credit for course for the semester.</b>) <ul style="list-style-type: none"> <li>· Develop intervention plan</li> </ul> </li> <li>• Absences may result in being restricted from field trips and possible restriction from school wide events - if attending an end of the year field trip will lose payments that have been made to date.</li> </ul>
<b>16 absences (Excused/ Unexcused)</b>	<ul style="list-style-type: none"> <li>• An attendance email/letter to parents.</li> <li>• Required parent conference with Administrator.</li> <li>• Intervention plan reviewed and revised</li> <li>• Possible educational neglect filed</li> <li>• Possible retention (if low academically)</li> <li>• Absences may result in being restricted from field trips and possible restriction from school wide events - if attending an end of the year field trip, parents will lose payments that have been made to date.</li> </ul>
<b>18 absences</b>	<ul style="list-style-type: none"> <li>• Parent conference to let the parent know that their child may be retained - Elementary</li> </ul>

If a Middle School student reaches 10 absences in a semester, they may lose credit for the course for that semester. \*Extenuating circumstances will be reviewed for all cases throughout this process.

## TARDY POLICY FOR ALL STUDENTS

Tardiness to class is not acceptable. It is important that students arrive to class on time, as tardiness works against student achievement. When students are tardy they are losing instruction time and affecting the instruction of others. Students arriving to a class after the start of class will receive consequences aligned with Somerset Lone Mountain Tardy Policy. Somerset Lone Mountain students will be in their classroom when the bell rings or they will be considered tardy. Tardies will be reflected in Infinite Campus and will reflect on the report card citizenship grades. A tardy policy also establishes clear, consistent expectations for students. If a student is more than 30 minutes tardy, it is considered an absence.

Students dropped off after 8:00am (MS) or after 8:30am (Elem. school) **MUST** check-in at the front office and **MUST** be signed in by a parent/guardian **EACH**



## Somerset Academy Parent & Student Handbook

**TIME THEY ARE TARDY.** Students will receive a tardy pass before being allowed to proceed to class. Students must adhere to the consequences as outlined in the Morning Tardy policy if they are late to their 1st period classes. See Morning Tardy Policy for consequences after 5th, 10th, 15th Tardy, etc.

Middle School students who are Tardy *throughout the school day* during passing periods, consequences are outlined after the 1st, 2nd 3rd, etc. Tardy. See the Progressive Tardy Policy for more information.

**If students are tardy, the following Tardy Progression, will be followed.**

If ANY student is tardy first thing in the morning, the parent/ guardian **MUST** accompany the student to the front office and sign them in.

### Morning Tardy Progression

10th tardy	15th tardy	20th tardy	25th tardy	26th & all others after 26th
1 day lunch detention - <i>exemption from school events for two weeks for MS students</i>	Required Parent Conference - <i>exemption from school events for one month for MS students</i>	5 day lunch detention - <i>exemption from end of year school trip for MS students</i>	1 day reverse suspension (Guardian in school with student)	1 hour after school detention and <i>an additional 1 day suspension for MS students</i>

**\*\*If any student accumulates all tardy marks during the first period for the first 10 tardy marks of the semester, the parent/guardian may voluntarily work during a lunch period if they do not want their student to face lunch detention. All other subsequent consequences will be completed by the student\*\***

### ***MIDDLE SCHOOL STUDENTS***

**If a student is tardy *throughout the school day* during passing periods, the following consequences will be in effect:**

1st Tardy	Verbal Warning
2 <sup>nd</sup> Tardy	Written Warning with notice (email) home to Parent/Guardian





## Somerset Academy Parent & Student Handbook

3 <sup>rd</sup> Tardy	Restorative Justice: Academic time will be reclaimed with Lunch Detention (1 day suspension if no show); Parent Notification
4 <sup>th</sup> Tardy	Restorative Justice: Academic time will be reclaimed with Lunch Detention. Meeting with parents will be scheduled (RPC). Students will remain in lunch detention until a parent meeting is held.
5 <sup>th</sup> Tardy	Restorative Justice: Students are prevented from attending the next (Upcoming) school-wide/ grade level/ sporting event.
6 <sup>th</sup> Tardy	Restorative Justice: Students are prevented from attending school-wide/ grade level/ sporting events for 2 weeks.
7 <sup>th</sup> -19 <sup>th</sup> Tardy	Restorative Justice subject to Associate Administrator’s Discretion Specific privileges/events may be denied up to 4 weeks.
20 <sup>th</sup> Tardy	Suspension Exemption from End of the year field trip. If attending an end of the year field trip, the student will lose payments that have been made to date.

### 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 an accident, illness, or emergency. If this information changes throughout the year, please inform the office. Emergency contact individuals must present a picture ID when picking up students.

### INFINITE CAMPUS

Accessing the Infinite Campus Parent Portal:

#### Online

1. Visit <https://nspcsa.infinitecampus.org/campus/portal/somerset.jsp>
2. For *existing* parents: Input your username and password
  - a. If you forgot your username/password, select: “Forgot Password” or “Forgot Username”

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## Somerset Academy Parent & Student Handbook

3. For *new* parents: Click on “New User”
  - a. Enter the activation code provided to you by the school
  - b. Create your account by entering your personal email address and creating a password.

### Infinite Campus Portal Mobile App

1. Download the *Campus Portal* mobile App
2. Enter the following details:
  - a. District Name: Somerset Academy
  - b. State: NV
3. Select *Somerset Academy* as the District
4. For *existing* parents: Input your username and password
  - a. If you forgot your username/password, select: “Forgot Password” or “Forgot Username”
5. For *new* parents: Click on “New User”
  - a. Enter the activation code provided to you by the school
  - b. Create your account by entering your personal email address and creating a password.

Please contact our Academica Infinite Campus Support Team with any questions/concerns you may have at [icsupport@academicnv.com](mailto:icsupport@academicnv.com)

## COURSE OF STUDY

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

### Kindergarten – 5<sup>th</sup> Grade:

Reading  
Writing  
Math  
Science  
Social Studies  
Specials: Students will rotate between PE, Music, Art, and Leadership

### 6<sup>th</sup> Grade:

- ELA 6 Block or ELA 6 Block Accelerated \* (Includes English and Reading, two semesters: 2 credits)
- Math 6 or Math 6 Accelerated \* (two semesters: 1 credit)
- Science 6 (two semesters: 1 credit)

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

- Social Studies (two semesters: 1 credit)
- Elective (two semesters: 1 credit)
- Flex Time (Non-credit)

### 7<sup>th</sup> Grade:

- English 7 or English 7 Accelerated \* (two semesters: 1 credit)
- Math 7 or Pre-Algebra \* (two semesters: 1 credit)
- Science 7 (two semesters: 1 credit)
- US History (two semesters: 1 credit)
- 1.5 Electives (1.5 semesters each: 1.5 credits)
- Leadership (one semester: ½ credit)
- Flex Time (Non-credit)

### 8<sup>th</sup> Grade:

- English 8 or English 8 Accelerated\* (two semesters: 1 credit)
- Pre-Algebra or Algebra I \* (two semesters: 1 credit)
- Leadership (one semesters: 1/2 credit)
- Science 8 (two semesters: 1 credit)
- Geography (two semesters: 1 credit)
- Elective (two semesters: 1 credit)
- Flex Time (Non-credit)

\* Placement determined by SBAC/i-Ready/MAP results, recommendation from previous teacher/report card, and math placement test

## Field Trips, School Dances, and Sporting Events

In an effort to give our students meaningful learning opportunities, all Somerset Academy campuses have arranged for our students to experience field trips throughout the year when educationally appropriate. More specific details will be provided to parents as plans are finalized for the trips.

If a student has excessive behavior referrals in the quarter or has received an RPC or Suspension, this could result in a loss of school privilege which includes field trips, school dances, sporting events, and other classroom events (parties, movie/popcorn, etc.). If the field trip, school dances, or monies paid for sporting events has been paid for prior to the student receiving a behavior referral, parents **will not receive a refund.**

### **Field Trip Cell Phone Policy**

Students are **NOT permitted** to bring their cellphones during field trips as this is



## Somerset Academy Parent & Student Handbook

part of the school day. If cell phones are brought and confiscated, they will be available at the front desk for parent/ guardian pick up only.

### FIELD TRIP DISCIPLINE REQUIREMENTS:

Administration reserves the right to restrict any student from participating in field trips due to:

1. Behavioral or academic performance.
2. Students with missing assignments in any class may not be eligible to participate in field trips.
3. Students with more than 8 absences per semester may not be eligible to participate in field trips.
4. Excessive tardies (8 tardies or more) may also limit students from attending field trips.
5. Students who have failed a course or who currently have a D or an F in a course may be restricted from participating in the Field Trip.
6. Students with a Suspension during the current school year may be prohibited from participating in any field trip(s).
7. If a student has paid to attend a field trip and is deemed ineligible due to attendance, grades, disciplinary issues, etc., NO REFUND will be issued.

### K- 5th GRADING POLICY

Lone Mountain Campus practices standards-based instruction in all grades guided by the Nevada Academic Content Standards (NVACS). Student achievement toward mastery of NVACS is reported using the following standards based grading system for **Grades K-5**:

- 4 – **Exceeds** Expectations for Target
- 3 – **Meets** Expectations for Target
- 2 – **Approaching** Target
- 1 – **Emerging/Developing** Does not demonstrate mastery, even with instructor assistance.

Standards Based Grading is measuring mastery of content throughout the year and will only be reported via report card at the **end** of the academic year.



## Somerset Academy Parent & Student Handbook

Grades in Specialty classes (Art, Leadership, PE, and Music) will use the 4,3,2,1 format to report on performance.

4 = Exemplary    3 = Satisfactory    2 = Needs Improvement    1 = Unsatisfactory

### Testing Dates

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by federal, state and local laws and regulations. All formal testing administration dates will be aligned with schedules provided by the Nevada Department of Education. Somerset Academy of Las Vegas Board of Directors passed a no-opt-out policy for students.

## PROMOTION/RETENTION POLICY K-5

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/or attendance requirements 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.

## K-5 Learner Responsibility (Citizenship) Grades

Citizenship grades will be based on the students' abilities to master the four tenets of Somerset Academy including, Character, Leadership, Service, and Scholarship. Citizenship scores will be entered once a month by classroom teachers and once a quarter by Specialist teachers.



## Somerset Academy Parent & Student Handbook

	<b>Character</b>	<b>Leadership</b>	<b>Service</b>	<b>Scholarship</b>
<b>4</b>	<p>I go above and beyond to show respect to myself and others</p> <p>I go above and beyond school expectations through my choices and actions</p>	<p>I go above and beyond to work independently and cooperatively</p> <p>I go above and beyond to act as a role model for my school</p>	<p>I go above and beyond to take initiative to better my school</p> <p>I go above and beyond to advocate for myself and others</p>	<p>I go above and beyond to complete all assigned work, on time, to benefit my learning</p> <p>I go above and beyond to actively participate in my learning</p>
<b>3</b>	<p>I respect myself and others</p> <p>I meet school expectations through my choices and actions</p>	<p>I work independently and cooperatively</p> <p>I act as a role model for my school</p>	<p>I take initiative to better my school</p> <p>I advocate for myself and others</p>	<p>I complete all assigned work, on time, to benefit my learning</p> <p>I actively participate in my learning</p>
<b>2</b>	<p>I mostly show respect to myself and others</p> <p>I mostly meet school expectations through my choices and actions</p>	<p>I mostly work independently and cooperatively</p> <p>I mostly act as a role model for my school</p>	<p>I mostly take initiative to better my school</p> <p>I mostly advocate for myself and others</p>	<p>I mostly complete all assigned work, on time, to benefit my learning</p> <p>I mostly actively participate in my learning</p>
<b>1</b>	<p>I often need reminders to show respect to myself and others</p> <p>I often need reminders to meet school expectations through my choices and actions</p>	<p>I often need reminders to work independently and cooperatively</p> <p>I often need reminders to act as a role model for my school</p>	<p>I often need reminders to take initiative to better my school</p> <p>I often need reminders to advocate for myself and others</p>	<p>I often need reminders to complete all assigned work, on time, to benefit my learning</p> <p>I often need reminders to actively participate in my learning</p>

### MIDDLE SCHOOL GRADING POLICY

Student achievement toward mastery of NVACS is reported using the following Traditional Grading System for Middle School (grades 6-8): All classes utilize the Traditional Grading system for grades. These classes include all core classes,

**Cesar Tiu, Principal**  
**Colundra Owens, Vice Principal**  
**Manuel Herrera & Joseph Palmaffy, Assistant Principals**  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



## Somerset Academy Parent & Student Handbook

electives, and WIN Time classes. The traditional grading system utilizes a standard letter grade scale, as follows:

### Standard Grading

- **A (90-100%)**
- **B (80-89%)**
- **C (70-79%)**
- **D (60-69%)**
- **F (below 60%)**

Student grades will be calculated based on the following components:

1. **Classwork/ Homework (10%):** This includes daily assignments, weekly iReady requirements (2 reading and 2 math lessons passed), and in-class activities. Homework assignments are given to reinforce and extend learning outside of the classroom. Timely and accurate completion of homework will contribute to this portion of the grade.
2. **Formative Assessments (20%):** This may include periodic quizzes, exit tickets, entrance tickets, graphic organizers, journals, notes, notebook checks, etc. Formative assessments are designed to assess students' understanding of the material covered in class. These assessments will be scheduled regularly and will vary in format, including multiple-choice, short answer, and essay questions.
3. **Summative Assessments (70%):** Long-term projects and presentations allow students to delve deeper into specific topics and demonstrate their knowledge in creative ways. These assignments will be graded on thoroughness, creativity, and presentation skills.

### Testing Dates

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by federal, state and local laws and regulations. All formal testing administration dates will be aligned with schedules provided by the Nevada Department of Education. Somerset Academy of Las Vegas Board of Directors passed a no-opt-out policy for students.



## Missing Assignments (Middle School Students Only)

Students who have Missing assignments are provided the time and assistance to complete their Missing assignments at lunch recess, during field trips, pep rallies, assemblies or any other in school-sponsored event. A staff member will check on students periodically and ask about their Missing assignments and help to construct a plan to turn them in. It is the responsibility of the student to maintain a constant awareness of their grades in each class and need for make-up work.

Missing assignments will have a direct impact on Citizenship Grades. This will cause students to lose Citizenship points in the area of Preparedness, causing their overall Citizenship grade to be lowered for that week. Students who have an N or U in Citizenship may be ineligible to participate in school activities during the following week including sporting events, school dances, field trips, pep rallies, classroom celebrations, etc. until the Citizenship grade is raised to an E or S.

## Late Work

Late assignments must be handed in within one week of the due date. Assignments submitted more than one week late do not need to be accepted by the teacher. Late assignments will not be accepted during the last week of the quarter.

## Minimum F and Missing Assignments

Minimum F (50%) will be utilized. To receive a Minimum F, the assignment must be completed and handed in within the time frame for the assignment. If a student earns a score below 50% on that assignment, they will be given the 50% minimum for that assignment. If the student earns a score above 50%, that score will stand. Any assignment that is not turned in by the due date will be considered Missing and will receive a zero.

## Retake Policy

Our priority is to have all students successfully show mastery on every assessment the first time, but we know that this may not always happen. Summative assessment scores that fall below the range of 74% are eligible for a retake. If a student earns a score of 75% (or above) it is determined that they have met or





## Somerset Academy Parent & Student Handbook

exceeded standards showing that content mastery has been demonstrated; at which time, they may not be able to retake a Summative assessment. Formative assessments, homework, and classwork assignments are not eligible for retakes.

Per school policy, if students choose to retake a Summative assessment, they are provided with the opportunity to do so. Retakes must be requested by the student within 5 days of the test being returned. Retakes will be arranged with the teacher before or after school or during a time the teacher deems appropriate.

In order to complete a retake, the following steps must be taken:

- 1) Students must first **request a retake** from their teacher following the procedures outlined by the teacher.
- 2) It is encouraged that proper instruction takes place and that any missing assignments are turned in before the retake can be given.
- 3) After making a request to retake a Summative assessment and completing any steps to prepare for the retake, a date and time will be scheduled for the retake.
- 4) Teachers may decide when they will offer retakes, outside of class time and scheduled by the teacher.
- 5) Students that do not show up to two scheduled retakes will not be given additional time to complete the assessment and their initial grade will remain in Infinite Campus.

These steps are in place to encourage students to advocate for themselves. We are all here to promote your child's academic and personal success.

## Grade Reporting

- **Unsatisfactory Notice of Grades**

Notification of student progress will be posted through the Infinite Campus Parent Portal approximately every four weeks during the grading period. Also, your child's grades will be available for you at any time throughout the school year on the Infinite Campus Portal located on our website @ <http://www.somersetlonemountain.org/> OR directly at <https://nspcsa.infinitecampus.org/campus/portal/nspcsa.jsp>. My Education Data will also be available to view student progress. Students and parents will be provided with individual Infinite campus and My Education Data logins and are expected to maintain consistent grade awareness.





## Somerset Academy Parent & Student Handbook

Unsatisfactory progress is considered to be any grade at 74% or below or any grade that is constantly falling over time.

Parents are provided with login instructions for My Education Data site.

- **Infinite Campus** offers daily updates of current grades, citizenship grades, and attendance. This can be accessed via online or through an app that can be downloaded to smartphones.
- **My Education Data** offers daily updates on grades, citizenship, attendance, and historical testing data. This platform also houses the school's Weekly Newsletter with important updates, upcoming events, and other important information. Please contact the School Registrar for questions regarding your Infinite Campus account.

- **Progress Reports**

Our school is required to send notices to parents to advise them of unsatisfactory work being done by their child or of work that has deteriorated two or more letter grades below previous performance. In order that all faculty members adhere to the above regulation in the same manner, the following guidelines are to be implemented: Parents/guardians of all students may be notified as a courtesy at any time during the grading period when it is apparent that the student may fail the course or is doing unsatisfactory work.

- **Report Cards**

At the end of each grading period, students will receive a report card summarizing their performance in each subject. Report cards will include letter grades and teacher comments.

## **Additional Considerations**

### **Make-Up Work for Absences:**

Students who miss assignments due to excused absences will have the opportunity to complete make-up work. It is the student's responsibility to obtain and submit missed work within the specified timeframe. If the absences are excused, all educational requirements for the course shall be



## Somerset Academy Parent & Student Handbook

met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to request make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

- **Academic Integrity:**

Students are expected to uphold the highest standards of academic integrity. Cheating, plagiarism, and other forms of academic dishonesty will result in disciplinary action and may affect grades. See consequences for Academic Dishonesty in the Progressive Discipline Matrix.

- **Extra Credit-** No extra credit is provided

- **Awards and Recognition**

Students will not be recognized for Semester Awards if they have an N in Citizenship for the Semester.

Students will be able to earn the following awards:

**Principal's Award-** Earn All A's and E's for the Semester (Quarters 1 and 2 OR Quarters 3 and 4)

**A Honor Roll-** Earn All A's in Semester 1 (average of Quarter 1 and 2) with E's and S's in Citizenship

**A/B Honor Roll Award-** Earn All A's and B's in Semester 1 (average of Quarter 1 and 2) with E's and S's in Citizenship

**Citizenship Award-** Awarded to those students who earn all E's in a Semester (with A, B, or C grades).

**Wildcat Award-** Awarded to those students who exemplify the Wildcat Character Traits. This award is chosen by teachers.

**Leadership Awarded-** Awarded to 1 student per grade level each Semester who exemplifies what a leader is among their peers. This award is voted on by grade level peers.



## Somerset Academy Parent & Student Handbook

**Top 5 iReady Math Growth-** Awarded to 5 students in each grade level who has achieved the most amount of growth in Math according to iReady benchmarks.

**Top 5 iReady Reading Growth-** Awarded to 5 students in each grade level who has achieved the most amount of growth in Reading according to iReady benchmarks.

**Top 5 MAP Reading Growth-** Awarded to 5 students in each elementary grade level who has achieved the most amount of growth in Reading according to MAP benchmarks.

**House Spirit Award-** This award is awarded to 1 student in each House per Semester. This student represents their House (Ubunufi, Amistoso, Valencia, Sensato) in the most positive, supportive, and dressed up ways possible when given the opportunity.

## Support and Resources

- **Tutoring and Academic Support:** The school offers tutoring and additional academic support for students who need extra help. Students are encouraged to seek assistance early to address any challenges they may face.
- **Parent-Teacher Conferences:** Parent-Teacher conferences are recommended when unsatisfactory progress is identified. Conferences will be scheduled periodically to discuss student progress and address any concerns. Parents are encouraged to communicate with teachers regularly to stay informed about their child's academic performance.

## PROMOTION/RETENTION POLICY

Somerset Academy's Board of Directors has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students not meeting grade level performance levels and who 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 by the school. If a student reaches 20 absences in a school year that student may be retained dependent upon academic



growth.

### **Elementary**

Somerset Academy has implemented a strict policy regarding retention. Students can be retained based on three criteria: academics, attendance, or behavior. 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 grades kindergarten through fifth grade must successfully pass the following courses for promotion to the next grade: reading, writing, mathematics, social studies, and science

Before retaining any student in the same grade, conferences must be held with parent(s) or guardian(s) to discuss the reason for retention. Each phase of the intervention/retention process must be documented. Parental acceptance of retention is essential to the probability of future success for the child. For this reason, though permission is not a requirement, retention should not ordinarily be considered if the parents are resistant.

The decision to make a recommendation for retaining a student in the same grade is one of the more important and sometimes difficult decisions that a teacher must make. One of the first considerations is that studies and research findings conclude that for most children, retention is of no benefit and may often be harmful. The prime consideration for recommending retention is that, in the teacher's judgment, the pupil will benefit over and above any detrimental effects that may result from being retained. In this regard the teacher should consider not only the situation for the child at the beginning of the next school year, but also his/her situation in years to come. Retention should be considered only if a child can reasonably be expected to profit from another year in the same grade. No student may be retained more than one time in the same grade.

### **Middle School**

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,



## Somerset Academy Parent & Student Handbook

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. Middle School students that fail a course must retake the course through a credit retrieval program at the parents expense.

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). *Any student that does not pass a semester with a D or better will need to complete credit retrieval at the parent's expense to promote to the next grade level.*

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: English Language Arts, Mathematics, Science, and History/Geography. *Any student that does not pass a semester with a D or better will need to complete credit retrieval at the parent's expense to promote to the next grade level.*

### **FLEX Time- Middle School Only**

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 academic support in the areas of math, reading, and intervention. FLEX Time will be utilized for students to complete their required math and reading lessons on the iReady program. This time allows us to increase time on task, maintain optimal pacing throughout the curricula, as well as provide students an opportunity to work on required iReady tasks to promote academic growth, weekly. by eliminating the need to otherwise fill these important demands during general classroom instruction.

#### Requirements of Flex Time:

- Students must be Opted In or Opted Out of FLEX Time prior to the start of each Semester.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



### Somerset Academy Parent & Student Handbook

- If students are **Opted In**, they must participate in FLEX Time Tuesdays, Wednesdays, and Thursdays for the duration of each Semester. These students will be dismissed at 3:15pm on FLEX days.
- If students are **Opted Out**, they have chosen not to participate in FLEX Time for the Semester. They will be dismissed during the 1st dismissal at 2:47pm. These students must be off campus by 2:55pm.
- Students who are not enrolled in Flex on Tuesdays, Wednesdays, and Thursdays will be required to be off campus during those days by 2:55pm. \*It is important to note that our Champions program will not be available to provide supervision until 3:15pm on these days.
- 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 the teacher.
- 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 in class.
- Flex Time students who remain on campus after Flex Time dismissal (beginning at 3:35pm), will be enrolled in Champions, our quality out-of-school program (fee-based) where charges will apply for the emergency supervision provided.

## Middle School 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.

	<b>Excellent 4</b>	<b>Satisfactory 3</b>	<b>Needs Improvement 2</b>	<b>Unsatisfactory 1</b>
<b><i>Respect</i></b>	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.

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150





## Somerset Academy Parent & Student Handbook

<b><i>Prepared</i></b>	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.
<b><i>Productive</i></b>	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 the quality it would have with more time devoted to it.
<b><i>Responsible</i></b>	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

### HOME LEARNING/PRACTICE POLICY

At Somerset 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 30 minutes per night.

Our school's policy is that homework may be assigned daily from Monday through Friday and on occasion per the classroom teacher, on the weekend. If/ when a student is struggling to understand a concept, additional homework may be given to help the student gain mastery of that material. Additional homework assignments may be assigned to meet student needs, focus on special projects, or

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



## Somerset Academy Parent & Student Handbook

complete make-up work. Completion of homework is graded under our Learning Behavior/Citizenship grades.



### **i-Ready School-wide Expectations**

It is a school-wide expectation that ALL students K-8 does all of the following each week in i-Ready:

1. All students K-8 are expected to PASS at least two “My Path” lessons in reading.
2. All students K-8 are expected to PASS at least two “My Path” lessons in mathematics

Passing is a score of 67% or higher. Students can access i-Ready by logging into their Clever account. Please help us meet this goal by ensuring that your student(s) are working on i-Ready “My Path” lessons every week. The “My Path” lessons are tailored to individual student needs. Skills covered in the lessons are assigned based on your student’s level and performance on the most recent Diagnostic test completed. Please contact your child’s teacher(s) if you have any questions about i-Ready. Included below is a link to a video tutorial that shows how to check your student’s weekly progress on I-Ready.

We hope that this helps with your monitoring and support of these school-wide expectations: <https://www.youtube.com/watch?v=gsWXOQ7Ubjw>

## **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.

Students are not allowed to bring glass containers into the campus. Cologne,





## Somerset Academy Parent & Student Handbook

perfume, or any other products that are in a glass container, will be confiscated by the staff. If an item is confiscated it may be returned to a parent/guardian but it becomes property of the school and may be discarded.

No personal playground equipment, balls, etc. will be allowed on campus. *All personal equipment brought for an after-school sports practice will need to remain in a backpack or athletic bag until practice.*

### LOST AND FOUND

Children are inclined to lose things. Please mark all items clearly with your child's first and last 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.

### STUDENT ELECTRONIC DEVICE POLICY

The aim of this policy is to create a learning environment at Somerset Academy Lone Mountain that is focused, productive, and free from distractions. This policy regulates the use of cell phones, smart watches, tablets, and other electronic devices during school hours on campus. By setting clear guidelines, we believe this policy will enhance student engagement, promote effective learning, and foster meaningful interpersonal relationships.

Students are NOT permitted to use cell phones, smart watches (must be disabled while on campus), tablets, or other personal electronic devices during school hours. This includes, but is not limited to making/receiving calls, sending/receiving text messages, internet browsing, social media use, app use, or any other form of interaction with these devices. "School Hours" are defined as the time from the hours of 7:40am- 3:45am.

If a student brings a cell phone to school, it must be in the off position and placed in their backpacks. If cell phones are confiscated, parents or guardians will be required to pick up the cell phone from the front office. **The school is not responsible for lost or damaged cell phones. Student cell phone use is prohibited**



### Somerset Academy Parent & Student Handbook

once on campus from 7:40am-3:45pm. This includes on the field, front office, restrooms, hallways, lunchroom, classrooms, etc. from Monday- Friday. 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.

**Be advised that any student's device may be examined, inspected and or viewed at the discretion of the school administration at any time.** Should the school administration discover any inappropriate content or material on the personal devices, that student may be subject to disciplinary action including but not limited to suspension or recommendation for expulsion.

If a student takes out a cell phone/smart watch electronic device, is caught using one, and/or if the device rings/beeps/alert tones, it will be confiscated by the teacher/staff member and placed in the front office for parent/ guardian pick up only.

After two violations have occurred, the student may receive more severe disciplinary actions. This may include requiring that the device be turned in to the front office at the start of each day. For repeated violations, more severe disciplinary action may be taken that may include suspension.

## 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. SEE STUDENT COMPUTER CONTRACT.



## LUNCH PROGRAM

Somerset Academy partners with B4YM to provide nutritional breakfast and lunch options to students, daily. During the 2024- 2025 school year, our lunch program is under the Community Eligibility Program (CEP), which means that all students have access to FREE breakfast and lunch, daily, throughout the year. Applications will not have to be completed since we are recognized as a CEP campus; all students directly qualify to benefit from the program. Please visit the Somerset Academy Lone Mountain Campus website for updated menu options and other important breakfast and lunch information: [www.SomersetLoneMountain.org](http://www.SomersetLoneMountain.org) .

## DELIVERIES TO STUDENTS

Somerset Academy Lone Mountain stresses the importance of uninterrupted instructional time for students. Classes will not be interrupted for deliveries.

**Lunch Expectations- No Food Deliveries-** While we understand the convenience and appeal of food delivery services (Uber Eats, GrubHub, etc.), we believe it is essential to prioritize the safety and security of our students during school hours. Allowing external food deliveries opens up the possibility of unauthorized individuals entering the school premises, posing potential security risks. Furthermore, the arrival of food deliveries for students during breakfast and lunch blocks creates major disruptions for the office staff, teachers, and breakfast and lunch procedures as a whole. All breakfast and lunch deliveries must be into our front office by 9:00am. We kindly request your cooperation in adhering to this policy and ensuring that your child(ren) comes to school with a packed breakfast or lunch or utilizes our National School Lunch Program (NSLP) offered free to all students for the 2024- 2025 school year.



## Birthday, Holiday, and In- Class Celebrations

School Parties, Birthday Celebrations and In- Class Celebrations for grades K-8 will be held to recognize special holidays/events that are related appropriately to instruction and must follow National School Lunch Program (NSLP) designated Treat Day dates, which falls on the last Friday of each month.

In-Class Birthday Celebrations are up to the discretion of the classroom teacher and must be celebrated on Treat Days only. Details of celebrations will be communicated during the year by the classroom teacher. Parents may be asked to assist teachers with special preparations. No gift exchanging will take place at school. If invitations are being given out during the school day for a child's event, the entire class must be invited. Please contact your child's teacher(s) to find out the grade level policy for birthday celebrations, which must follow National School Lunch Program (NSLP) guidelines.

Any type of holiday celebration will be limited to the last 30 minutes of the day or at a time specified by the teacher. Please note that additional older OR younger siblings will not be permitted into the classroom during these celebrations; therefore, please make other arrangements.

Due to National School Lunch Program guidelines, staff will not be able to distribute sweets, treats or snacks to students for birthday celebrations. Prior approval from your student's teacher is required for gift bags to be distributed. Gift bags may NOT contain any food items. If edible items are included, teachers will not be able to distribute them, and your student will need to bring them home.

## CAFETERIA BEHAVIOR

Students are expected to enter and exit the cafeteria quietly and in an orderly fashion and be seated and dismissed according to staff directions. 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.



## Somerset Academy Parent & Student Handbook

Students whose behavior negatively affects the cafeteria environment will receive consequences in accordance with our progressive discipline matrix under major and minor classroom disruptions.

### 1-2-3 Lunchroom Dismissal and Transition Procedures

#### K-5 Lunch

Students must remain in their seats for the duration of lunch (20 minutes) unless they raise their hand for permission for the restroom, water fountain, or if in need of assistance.

Trash cans are passed around by staff when it's time to clean up. Students are instructed to gather all trash on their tables and floors and dispose of it in the trash can. Students are instructed to close lunch boxes and prepare to transition.

When the students hear:

**K-5 Transition 1-** Level 0 and heads down to wait for further instructions

**Transition 2-** Gather all items including lunch boxes, jackets, water bottles and stand near seating area, facing the exit door

**Transition 3-** Students may quietly, and very orderly proceed by walking to exit door for recess

#### Middle School Lunch

Students must remain in their seats for the duration of lunch (20 minutes) unless they raise their hand for permission for the restroom, water fountain, or if in need of assistance.

Upon dismissal from the MPR, students hear a countdown from 5-4-3-2-1-0 at which time they are expected to be at a level 0 and remain silent and listen to further dismissal instructions. Students are instructed to gather all trash on their tables and floors and dispose of it in the trash can as they walk past them, located at the end of each table row. Tables and floors are inspected by staff members prior to being dismissed.



## MEDICATION and FOOD POLICY

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.**

\*\* This policy is consistent with CHAMPIONS before and after school care.

### SOMERSET LONE MOUNTAIN FOOD LABEL POLICY 2024- 2025

Please review the below information carefully on what food is permitted in the classroom for sharing. Please remember these are safeguards to keep our school and students as safe as possible.

- Ensure all food allergies are known and allergens are kept away from those affected **\*\*Be Allergy Aware!\*\***
- All food, or food products shared in the classroom must be store bought, and have a commercial label clearly listing the ingredients
- In an event such as a pizza party, where the product is store bought, but there is not a label of ingredients directly on the box, ingredients should be looked up ahead of time. This information can be found online or be requested from the restaurant ahead of time. (FYI - Pizza Hut and Dominoes have ingredients listed online). Review the label and ingredient list for potential allergens for your known student allergies and place a copy in the nurse's box before it is served to keep on file (this will be kept on record and is not for review). **\*\*This must be a list of ingredients in the food from the company, not only a list of potential allergens.**
- Remember cross contamination is an issue for allergens. For example, a box of assorted sandwiches or donuts are touching each other and have the risk of cross contamination. Individually wrapped items are ideal to avoid cross contamination.
- Please remember to check expiration dates on all food served
- All food must be in original package
- No handmade items with self-created labels
- Any food that does not fall within these criteria can be placed into the break





## Somerset Academy Parent & Student Handbook

room for staff consumption. Partake at your own risk. :)

\*days students can bring in food not on the approved list

\*ordering lunch a week in advance

Thank you all for your cooperation, understanding, and hard work!

Any questions or concerns, please contact:

Tiffany Wang, RN

School Nurse, Somerset Lone Mountain

## STANDARD STUDENT ATTIRE/ UNIFORM POLICY

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, please visit:

### **All Uniform Wear**

Lake Mead, Suite 100

Las Vegas, NV, 89128 OR

**ONLINE** at: [alluniformwear.com](http://alluniformwear.com) and search Somerset Academy Lone Mountain  
**Uniforms are Mandatory. There are NO Exceptions**



***The Somerset logo must be visible at all times.***

**Shirts:** Red, White, Navy Blue, Hunter Green, or Black (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, black, or hunter green. Other colors will violate the school uniform code.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

Acceptable School Shirts/ Colors	Unacceptable School Shirts/ Colors
	

**Pants, Skirts, Shorts, Capris, Jumpers:** Bottoms must be navy blue, khaki, or black in color, canvas or cotton twill material. Bottoms do not require a logo. Bottoms include pants, shorts, skirts, and jumpers (modest length). Only dark black denim except for Spirit Days when blue denim can be worn. Denim pants must be solid in color (blue or dark black) and be free of holes, rips, frays, etc. Students may not wear leggings under exposed holes in denim. Leggings worn under skirts/dresses must be **solid** school colors. Skirts/shorts must be no shorter than 2 inches above the knee. Sagging, oversized pants are not allowed.

Outside of Spirit Days, denim(unless dark black), cargo pants, leggings, sweatpants, yoga pants, or any other apparel that is not similar to the official Somerset uniform pants may not be worn.\*Wearing jeggings (with functioning pockets and belt loops) is okay if they are black, navy blue or khaki.





### Somerset Academy Parent & Student Handbook

Acceptable School Bottoms	Unacceptable School Bottoms
	<p>NO JOGGERS!</p>

**Shoes or Sneakers:** Shoes/sneakers must fit securely on the foot and include a sturdy sole and/ or secure strap that will prevent slips/ falls and punctures. **Crocs, Flip flops, slippers, and heeies are not allowed.** Sandals may be worn with a secure strap around the back of the ankle, provided that they don't interfere with the safety and welfare of the student.

Crocs that have an optional use of rear-supporting strap, may not be worn. Sandals may not be worn if a student is enrolled in PE or is participating in a physical activity. Shoes with heels should not be taller than 2 inches.

*\*We kindly request that students refrain from wearing Crocs or similar footwear to school. While we understand that Crocs may be comfortable and popular among students, we have observed certain practical and safety concerns related to these*

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



### Somerset Academy Parent & Student Handbook

shoes in an educational setting. The design of Crocs and similar slip-on footwear may not provide adequate support and protection while students are engaged in outdoor activities and physical play. We want to prioritize the safety and well-being of our students and minimize the risk of potential accidents or injuries. We understand that dress code policies are subjected to differing opinions; however, we firmly believe that these updates will contribute positively to our school's learning environment. Thank you for adhering to this change and ensuring that your child comes to school with appropriate footwear that meets the updated guidelines.

Acceptable School Shoes	Unacceptable School Shoes
	

**Outerwear:** Outerwear is to be in solid school colors or be removed upon entering the building. Outerwear worn in the building should be free of commercial logos/any writing 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. (Somerset Polos are still required to be worn underneath the hoodies). Pullover hoodies that are from Somerset sponsored clubs (Lacrosse, NJHS, Cheer, etc.) can be worn each day of the week, not just Fridays. Pullover hoodies that are not school-issued may not be worn as Somerset logos must be visible at all times. Hoods or hats are not allowed to be worn on campus.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150

Acceptable Outerwear	Unacceptable Outerwear

**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 must be BLUE/BLACK 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. \*\*\*School approved footwear must be worn; **Crocs, flip flops, slippers, and heeies are not allowed to be worn.**

**Free Dress Days:** Pants must not be frayed or have holes. No leggings worn as pants. All length requirements must be followed. \*\*\*School approved footwear must be worn.

**Crocs, flip flops, slippers, and heeies are not allowed to be worn on Free Dress Days.**



Somerset Academy Parent & Student Handbook

<b>Acceptable Free Dress &amp; Spirit Day Attire</b>	<b>Unacceptable Free Dress and Spirit Day Attire</b> <b>*Homemade Spirit wear is <u>not allowed</u>. All spirit wear must be purchased from the school or PTO.</b>
	
<b>Somerset Lone Mountain Spirit Shirts, Sports Team, or Club Shirts and Hoodies</b>	<b>Shirts that are unacceptable throughout the year include: Field Day Shirts, APEX shirts (unless on APEX Run Days)</b>

**Hair Color:** All students are expected to maintain a natural hair color while attending classes, participating in school activities, and representing the school in any capacity. Natural hair color is defined as shades and tones commonly found in human hair, including but not limited to black, brown, blonde, red, and their respective variations. Colors that are not acceptable include shades of pink, green, purple, shades of neon, etc.

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150





### Somerset Academy Parent & Student Handbook

**Accessories:** Belts must be worn through belt loops and may not hang down, have a large buckle, spikes or chains. Belts must be in neutral colors (white, brown, black). Stockings, leggings, tights, and socks and are to be solid (no patterns or stripes) and worn in uniform colors (white, red, navy, khaki, black, navy blue, hunter green) only. The wearing of sunglasses inside is not allowed. Character headbands (bunny ears, cat ears, mouse ears, etc.) are not allowed and can be confiscated. Bandanas and durags are not allowed.

Acceptable Accessories	Unacceptable Accessories
	 <p data-bbox="1144 1501 1274 1522">Glass Bottles</p>

**\*\* Proof of understanding of the Uniform Policy will be signed electronically during Registration and at the Beginning of the School Year.**

Any time a student is wearing an item not aligned with our uniform policy, the student will be sent to the health office and the parent notified each time. If the parent is unable to bring the appropriate uniform item, the health office will supply the appropriate item if available. This item must be worn for the remainder of the

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



### Somerset Academy Parent & Student Handbook

day and washed and returned to the office the next day. Any student not wearing a complete school uniform or following all uniform policies as specified will be issued the following consequences:

#### Uniform Policy Consequences

1st Infraction	Verbal Warning w/ follow up email to parent
2nd Infraction	Parent contacted to bring change of clothing
3rd Infraction	Student will serve 1 day of lunch detention and Restorative Action Plan (or until plan is complete).
4th Infraction	2 days of lunch detention and Restorative Action Plan (or until plan is complete); Conference with administration
5th Infraction	In- School Restorative Justice (ISRJ)
6th Infraction	Required Parent Conference

## GUM CHEWING POLICY

We have a no gum chewing policy at Somerset Lone Mountain. Any time that a student is caught chewing gum on campus, this infraction will be documented and communication sent to parents. We have this policy in place to adhere to NSLP federal guidelines and to help keep our campus clean. Any student caught chewing gum will be issued the following consequences:

1st Infraction	Verbal Warning
----------------	----------------



## Somerset Academy Parent & Student Handbook

2nd Infraction	Parent contact. Student serves 1 day of lunch detention and complete Restorative Justice activities
3rd Infraction	Parent contact. Student serves 2 days of lunch detention and complete Restorative Justice activities
4th Infraction	Parent contact; student meet with Administration; 1 week of lunch detention and complete Restorative Justice activities.
5th Infraction	Required Parent Conference

### PARENT REMINDERS

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.

### PARENT COMMUNICATION WITH TEACHERS

We encourage parents to communicate directly with their child's teacher with any questions or concerns that might arise throughout the year. We also ask that communication remain professional and respectful. Teachers can be contacted via email. To email any teacher at the school, go to the Staff Directory page on the school website and click on the teacher's picture. Teachers have 24 business day hours to respond to any parent communication. Please keep in mind that during most of the school day teachers are providing instruction to students and will not be able to respond to communication sent by parents. Parents are encouraged to address any concerns relating to their child with the teacher directly before

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



contacting the administration.

## PICKING UP STUDENTS DURING SCHOOL HOURS

Students who need to be released from school during 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.

Students are not allowed to call or text parents from their cell phones asking to be picked up from school. If a student is ill or not feeling well, the call to go home must come from the school's Health Office (not the student).

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 and during lunch time.** 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.

## Student and Visitor ASSEMBLY EXPECTATIONS

All students and visitors are to enter the assembly at appropriate times and sit where instructed. A respectful, attentive attitude is expected at all times. All students and visitors 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. Visitors are asked to follow all staff instructions. Visitors/ parents, please refrain from using cell phones during assemblies.

## VISITING SCHOOL

Parents are invited and welcome to visit the school with prior arrangements 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 and





## Somerset Academy Parent & Student Handbook

volunteering, 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.

### TEACHER CONFERENCES

You may be invited to attend a 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 reach out to the teacher directly.

### PARENT WILDCAT WAYS

Realize that we are about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you.

Realize that we are guaranteeing to provide your child with an education. Nothing else is promised or guaranteed, and anything extra should be seen as a wonderful bonus.

Let kid business be kid business.

Trust the process.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

Realize that not every child deserves a cookie, and your child may not get one.

Be on time for school in the morning and when picking up your child.

Be more focused on your child getting a good education rather than your child getting good grades.

Allow SALM to push your child.

Keep social media posts positive.

Show appreciation to the teachers and staff often.

Speak positively about staff members and the school in front of your child at all times.

Don't email when you're angry.

Realize grades aren't given; they are earned.

Encourage your child not to complain.

Don't make excuses for your child.

Read your emails from the school thoroughly.

Avoid nagging sessions at carpools. Don't become a negative voice in your class.

Contribute no more than 15% of the ideas and work to any of your child's projects or papers.

Encourage quality over quantity when your student is choosing activities to be involved in.

Don't be a petty parent. You can't come to SALM and show a face of appreciation and love and then go into the community and show a different side.

Allow your child to advocate for themselves before you advocate for them. It is



## Somerset Academy Parent & Student Handbook

when they have to handle issues themselves that they learn to fight their own battles.

Recognize that we treat every child fairly, but they may not all be treated equally. At SALM, the best players are put in the game, the ones who deserve it receive the recognition, and the ones who impress us receive the praise. We are not trying to reward them all equally because, quite frankly, it's not deserved equally.

Realize that all children have the capacity to lie, even yours.

Attend SALM games and events and cheer with wild abandon, but also support our competitors as well. No yelling at refs, other schools, free throw shooters or presenting yourself in any negative way at any time.

Do not pick up your child early from school unless it's a doctor's appointment or other major event.

### 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:

1. Respect is the basic guide of behavior while on campus. This applies to all Parents/Guardians and Students.
2. Classroom disruptions will be initially handled by the teacher. When the teacher has addressed the disruption and felt they needed to issue a restorative Justice activity for the student to understand why it is important to respect the classroom, they will notify the parents/guardians listed in Infinite Campus. If the disruption is considered a major disruption based on the teacher's evaluation of the circumstances or they have not seen positive change from previous corrections, they will notify the administration.
3. At this point, an Administrator will discuss the issue(s) with the student and take appropriate actions in accordance with the laws of Nevada and Somerset school policies.
4. If the behavior continues, the Administrator will contact the parents to discuss their assistance in modifying the disrespectful or disrupting behavior.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

5. MAJOR classroom disruptions and infractions will be handled by an Administrator in accordance with Nevada law, Board Restorative Discipline Plan(outlined below), and school policy as deemed appropriate by the administration.

# 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.



## HARASSMENT 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.

## RESTORATIVE DISCIPLINE

### Somerset Lone Mountain’s Restorative Justice and Behavior Matrix Disciplinary Procedures 2024- 2025

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*

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

*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



## Somerset Academy Parent & Student Handbook

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,





## Somerset Academy Parent & Student Handbook

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**





## Somerset Academy Parent & Student Handbook

**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 a 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 a 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*



## Somerset Academy Parent & Student Handbook

*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 students.
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. 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 the 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



## Somerset Academy Parent & Student Handbook

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.

### **Progressive Restorative Practice Plan**

The goal of restorative practice at Somerset Academy is to teach responsibility and develop ownership of one's actions through restorative practices. We value the importance of teaching students to consider others when making decisions and to act in ways that are respectful and considerate of the school environment.

For all offenses, common sense and good judgment will prevail. **Somerset Academy students are expected to show respect for themselves and others.** Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. Administration will make the final decision on disciplinary actions.

### **Summary of Progressive Restorative Practice Structure**

***Student consequences are handled in a restorative, progressive manner. It is not an individual disciplinary event(s) that are consequential; students will be given an opportunity to correct their wrongdoings and to learn from their mistakes through restorative practices (AB 168).***



## Somerset Academy Parent & Student Handbook

Continued disregard for school rules is a key factor for all disciplinary consequences. Disciplinary action is also commensurate with the severity of the offense.

### Levels of Restorative Practice

#### Level 1

Each teacher will implement a positive behavior management plan or Restorative Plan of Action, in their classroom. Teachers will first use principles of the 7 Habits, SEL, and restorative practices in assisting students in demonstrating proper behaviors.

- Teachers are expected to manage their classrooms' proactive interventions by using effective procedures, love, patience, redirection and consistent classroom management.
- Teachers may use a short time out (break) in a safe place with adult supervision at all times.
- Students who do not respond to initial interventions could be asked to write a self-reflective plan.
- Parents will be notified within 24 hours via email or phone by the teacher.

#### Level 2

If Level 1 interventions and restorative practices do not lead to changed student behavior, Level 2 interventions will be enacted by the teacher and administration shall be notified.

- Temporary alternative placement can be used by a teacher who calls on a colleague to supervise a student in another classroom. The classroom teacher will provide school work for students while they are in the alternative placement. Parents will be contacted within 24 hours via email or phone by the teacher.
- The teacher may implement level 2 interventions to include without limitation: school beautification, lunchroom detention, loss of recess, behavior charts with goals and rewards, restitution and repair, face-to-face conversation, restorative justice activities including but not limited to an apology letter or other consequences that can help develop character and growth. Teacher will notify parents within 24 hours.



## Somerset Academy Parent & Student Handbook

### Level 3

Level 3 interventions require support from Administration.

Teachers may refer a student for repeated minor (Level 1 and 2) violations that occur. The teacher or the administration will contact parents within 24 hours and follow-up with the teacher if a Level 3 intervention is implemented.

- When necessary, a designated staff member will be assigned to the teacher to come to the classroom to provide behavioral support. The teacher will have the option of having the staff member supervise the class so that the teacher can further dialog with the student about the behavior, or the designated staff member may require a student to leave the class and spend time in the office and receive support consistent with restorative practices. Some restorative practices may include; harm circles, circles of support, re-entry circles and restorative conferences.
- A student who continues undesired behavior after level 1 or 2 interventions have been implemented, is continuous in disrupting the learning of self and/or others, or is a safety concern to others will receive disciplinary actions in accordance with school policy.
- If a student is removed from the classroom (i.e. suspension, RPC, or in-school suspension/restorative actions) for three or more days the student will receive a restorative plan for reintegration to the classroom/campus.

### Level 4

If the student continues to exhibit disruptive, dangerous, defiant or otherwise undesired behavior, the student will receive disciplinary actions and the parents must come to campus and attend a Required Parent Conference. The RPC may include a member of the leadership team, a safe school professional, teacher, parents and the student. The most severe form of Level 4 consequence is expulsion. Any item deemed to be a weapon, or a student is using the item as a weapon, will be confiscated by administration. *If an item is confiscated* it becomes property of the school and may be discarded at the discretion of the administrator.



## Somerset Academy Parent & Student Handbook

<b>Threats – Student</b>	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/EXP
<b>Threats – Employee</b>	RPC/5 days SUS/Possible EXP	RPC/10 days SUS/Possible EXP		
<b>Theft/May Involve Police</b>	RPC/1-3 days SUS/Compensation/Behavior Contract	RPC/4-7 days SUS/Possible EXP/Compensation	RPC/8-10 days SUS/Possible EXP/Compensation	
<b>Tobacco (Possession and/or use)</b>	RPC/1-3 days SUS/Confiscate	RPC/4-6 days SUS/Confiscate	RPC/7-10 days SUS/Confiscate	RPC/7-10 days SUS/Confiscate
<b>Truancy (May Involve Police)</b>	Parent Contact/Truancy Letter/RPC	Parent Contact/Truancy Letter/RPC	Parent Contact/Truancy Letter/RPC	Report of Educational Neglect (DFS)
<b>Vandalism/Destruction or Defacing Property (May Involve Police)</b>	RPC/Possible 1-3 days SUS/Possible EXP/Compensation/Behavior Contract/School Beautification	RPC/4-7 days SUS/Possible EXP	RPC/8-10 days SUS/Possible EXP	
<b>Weapons (NRS)</b>	RPC/SUS/Possible EXP/May Involve Police			

### NRS 388.122 “Bullying” defined

Bullying means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

- (a) Have the effect of:
    - (1) Physically harming a person or damaging the property of a person; or
    - (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
  - (b) Interfere with the rights of a person by:
    - (1) Creating an intimidating or hostile educational environment for the person; or
    - (2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
  - (c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:
    - (1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
    - (2) Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term includes, without limitation:

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150





## Somerset Academy Parent & Student Handbook

- (a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
- (b) Behavior that is intended to harm another person by damaging or manipulating his other relationships with others by conduct that includes, without limitation, spreading false rumors;
- (c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
- (d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
- (e) Blackmail, extortion or demands for protection money or involuntary loans or donations;
- (f) Blocking access to any property or facility of a school;
- (g) Stalking; and
- (h) Physically harmful contact with or injury to another person or his or her property.

Our School is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn.

Bullying, discrimination and harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited.

Harassing behavior including sexually harassing behavior between members of the same or opposite sex is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious



## Somerset Academy Parent & Student Handbook

preference is prohibited. Such behavior is just cause for disciplinary action.

Our School will act promptly on reports, (including informal reports), complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation, that come to our attention. Charter School staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to School administration.

Our School will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

Our School will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students' ages and grade levels. Our School will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students. Such staff training shall be regularly scheduled at least every other year in the School in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business, or at any school- sponsored event regardless of location.

### Glossary

#### **OFFENSES WARRANTING POSSIBLE LAW ENFORCEMENT NOTIFICATION:**

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

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





### Somerset Academy Parent & Student Handbook

3. **ASSAULT:** Physical or verbal threats with the intent and the ability to carry through with the 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 the 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, sale, 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, or carrying away the property of another.
14. **LIBEL:** A malicious defamation expressed to impeach a person's honesty, integrity, virtue, or reputation.
15. **MARIJUANA/CANNABIS PRODUCT/DEVICE:** The use, possession of, sales, or furnishing of marijuana/cannabis.
16. **NARCOTICS:** The possession of, sale, or furnishing of 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 performing duty.
20. **ROBBERY:** The unlawful taking of personal property from



## Somerset Academy Parent & Student Handbook

the person of another or in his/her presence, against his/her will, using force or violence or fear of injury.

21. **ROUT/RIOT:** Two or more persons meeting to do an unlawful act/two or more persons doing an unlawful act with or without a common cause of quarrel.
22. **STOLEN PROPERTY:** Receiving or possessing the 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, or deface a vehicle; without consent of the owner, climb into or upon a vehicle with intent to injure; to manipulate any levers while the vehicle is at rest or unattended or to set the 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 suspended from school. Somerset Academy Parent & Student Handbook
26. **WEAPONS:**
  - a. Brandishing any knife, blackjack, slingshot, billy, sand club, sandbag, metal knuckles, explosive substance, dirk, dagger, pistol, revolver, other firearms, or other deadly weapon in a rude, angry, or threatening manner or using the 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 firearms, or other dangerous weapons. Nunchaku is included herein in this section.
  - 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 weapons.
  - d. Unless the weapon is an illegal object (like a switchblade),



## Somerset Academy Parent & Student Handbook

releasing the confiscated object to the parent is common practice. However, It is within the school's discretion to discard, destroy, or turn the weapon over to the police; therefore, a parent's request to retrieve a weapon may be denied.

### **27. Violation of other federal or state criminal laws or local ordinances**

Whether at school, at school-sponsored activities, or on school-sponsored transportation, this action is prohibited.

## **OFFENSES WARRANTING SUSPENSION**

Non-criminal activities may lead to disciplinary action. Generally, these acts disrupt and interfere with the educational process or the rights of other educational community members. The administration reserves the right to utilize the behavior modification or punishment level based on the student's actions or behaviors.

The administration's goal is to use the least restrictive method.

Here are possible progressive discipline results for non-criminal activities:

**FIRST OFFENSE:** IMPLEMENT 1ST-3RD LEVEL CONSEQUENCES

**SECOND OFFENSE:** IMPLEMENT 1ST-4TH LEVEL CONSEQUENCES / ONE DAY OR LESS OF SCHOOL SUSPENSION

**THIRD OFFENSE:** IMPLEMENT 1ST-4TH LEVEL CONSEQUENCES/ THREE DAYS OR LESS OUT OF SCHOOL SUSPENSION

**FOURTH OFFENSE:** IMPLEMENT 1ST-4TH LEVEL CONSEQUENCES / FIVE DAYS OR LESS OUT OF SCHOOL SUSPENSION

**FIFTH OFFENSE:** HABITUAL DISCIPLINARY PROBLEM / MORE THAN TEN DAYS OUT OF SCHOOL SUSPENSION / EXPULSION HEARING



## Somerset Academy Parent & Student Handbook

The following items can be considered non-criminal activities:

1. DISOBEDIENCE, INSOLENT, AND INSUBORDINATION: Students must obey the instructions of school personnel.
2. DISRUPTIVE CONDUCT: Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
3. FIGHTING: Other than that, which would be considered Battery or Assault.
4. FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.
5. HAZING: Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
6. INAPPROPRIATE DRESS AND APPEARANCE: Dress and appearance must not present potential health or safety problems or cause disruptions.
7. PLAGIARISM AND CHEATING.
8. POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.
9. WIRELESS COMMUNICATION DEVICES: Wireless communication devices include two-way communication devices, including cellular phones, mobile phones, beepers, pagers, portable computers, personal organizers, and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or interfere with the safety-to-life issues of students by using a wireless communication device. The following rules must be followed regarding wireless communication devices' possession, use, and display.
  - a. Students may not possess, display, or use wireless communication devices during the instructional day. Cell phones must be off and inside the backpack until outside the gated area.
  - b. Students shall avoid classroom disruptions by not displaying, using, or activating wireless communication devices during the instructional day unless such use is deemed educational and authorized by the teacher. This includes during class, in the library, lunch breaks, class changes, and any other structured activity.
  - c. Students must ensure that devices are turned off during the instructional day.
  - d. Students shall not use wireless communication devices while transported on a school bus.
  - e. Students must conceal all wireless communication devices in a backpack.
  - f. The School is not responsible if a student's wireless communication device is lost or stolen.
10. SEXUAL HARASSMENT: A student should not be sexually harassed,

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

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 based on sex, by an employee or agent of the school or by a student of the school. No student shall be denied or limited to providing aid, benefits, services, or treatment protected under Title IX.

### 11. SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.

### 12. TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.

13. TRUANCY: Being absent from school without a valid excuse is acceptable to the administrator.

14. GANG ACTIVITY: As outlined in the section below:

No student on or about school property or at any school activity:

- a. Shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, tattoo, sign, or other things that are indicators of membership in or affiliation with any gang.
- b. Shall commit any act or omission or use any verbal or non-verbal speech (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
- c. Shall place graffiti on or otherwise deface property on school grounds. For purposes of this regulation, the term “graffiti” means any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn, painted on, or affixed to the public or private property, real or personal, of another that defaces the property; or
- d. Shall use any speech or commit any act or omission in furtherance of the interests of any gangs or gang activity, including, but not limited to:
  - i. Soliciting others for membership in any gangs;
  - ii. Requesting any person to pay protection or otherwise intimidating or threatening any person; or,
  - iii. Committing any other illegal act or other violation of charter school rules, regulations, or policies; or,
  - iv. Inciting other students to act with physical violence upon any other person.

## **DISCRIMINATION BASED ON RACE**

According to AB 371, “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

1. Regarding the race, color, culture, religion, language, ethnicity, or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations, or intimidation; and
2. That occurs in person, online, or in any other setting, including, without limitation, in the course of distance education.

In addition to any employee on campus, a pupil or parent or legal guardian of a pupil who witnesses an incident of discrimination based on race may report the incident to an administrator or his or her designee.

Somerset will provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes, or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential. All administrators, teachers, and other personnel of Somerset will demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate discrimination based on race, bullying and cyberbullying, and by taking immediate action to protect a victim or target of discrimination based on race, bullying or cyberbullying when witnessing, overhearing or being notified that discrimination based on race, bullying or cyber-bullying is occurring or has occurred.

Any teacher, administrator, coach, other staff members, or pupil who tolerates or engages in the act of discrimination based on race, bullying, or cyberbullying or violates a provision of NRS 388.121 to 388.1395, inclusive, and sections 4, 5, and 6 of this act regarding a response to discrimination based on race, bullying or cyberbullying against a pupil will be held accountable.

### **SEXUAL HARASSMENT**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly a term or

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## Somerset Academy Parent & Student Handbook

condition of a student's educational progress;

2. Submission to, or rejection of, that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

An "intimidating, hostile, or offensive educational environment" means an environment in which any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed, or any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

### **RETALIATION**

Forms of prohibited retaliation include but are not limited to, adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Please use the attached bullying, discrimination, and harassment form to report such instances anonymously. The administration will respond promptly to all concerned parties.

### **SUSPENSIONS**

Suspension is the temporary removal of a student from school or school-sponsored activities. To declare a student a Habitual Disciplinary Problem or to escalate to possible expulsion, the suspensions must be no less than three (3) days and require a conference or other communications with the parent/guardian. (NRS.392.4655) Students may be suspended for the



## Somerset Academy Parent & Student Handbook

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 the property interests of others or is so extremely disruptive as to make the student's temporary removal necessary to preserve the right of other students to pursue an education.
2. **Long-Term Suspension:** The School's governing body may suspend a student from school or an interscholastic activity for more than ten (10) days.
3. **Short-Term Suspension:** The administrator may remove a student from school and/or interscholastic activities for ten (10) days. **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





## Somerset Academy Parent & Student Handbook

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 consultation with the parent(s) or guardian(s), the administrator or his or her designee shall take action.

### **SPECIAL CONDITIONS OF SUSPENSION:**

A. A student may not participate in extracurricular activities during his/her suspension term and may not participate in the next school special event following their suspension. Some examples are dances, field trips, and class celebratory activities.

B. Suspensions may be reflected in the student's class citizenship or school citizenship grade.

C. Notations of suspensions from school will be made in the student's cumulative folder.

D. Schoolwork missed due to suspensions may be made up through completing make-up work as stated in the Student Handbook. Any work that cannot be made up or not made up may lower the academic grade for the grading period and ultimately can result in a loss of credit.

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

- Battery on employee or peer of school,
- Possession of a firearm or dangerous weapon,
- Sale or distribution of controlled substance
- Status as a habitual disciplinary problem, as provided in NRS 392.466.

In almost all cases, when a student is removed for any of these reasons, the reasons for his or her removal will be explained to the student. In all other cases involving suspension, the administrator shall:

- a. Tell the student you are meeting with him/her to investigate allegations that the student has violated laws, rule(s), state charter school



## Somerset Academy Parent & Student Handbook

policies, or the School's policies.

b. Tell the student the specific laws, rule(s), or policies 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).

c. 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 may investigate the matter further if the administrator deems it appropriate.

d. After hearing the student's explanation and evidence, the administrator will 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.

e. If the student has a Restorative Justice or behavior plan, the administrator should review it with the student. If the student does not have a behavior plan and is subject to the habitual discipline statute (NRS 392.4655), a behavior plan may be written.

f. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will commence (starting date).

g. The administrator shall notify the parents of the suspension by phone or in person as soon as possible via a notification letter or phone call, which will be annotated 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 per NRS 392.466.1).

### **Battery or Sale/Distribution of Controlled Substances (NRS 392.466.1)**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

If a student (1) commits battery that results in bodily injury of an employee, or (2) sells or distributes any controlled substance on school grounds, a school bus, or at a school-sponsored activity **AND is at least 11 years old:**

- The student must meet with the school and the parents/guardians
- The school must provide a plan of action based on restorative justice to the parents/guardians
- The student **may** be expelled (NRS 392.466.1).
- Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.1).
- If a student has committed battery of an employee of a school, the employee may appeal the plan of action based on restorative justice if (1) the employee feels that any actions taken according to that plan are inappropriate and (2) for a special education student, the Board of Trustees has reviewed the circumstances and determined that the appeal complies with Individuals with Disabilities Education Act (IDEA) (NRS 392.466.2).

### **Possession of a Firearm or Dangerous Weapon (NRS 392.466.3)**

- A student found to have a firearm or a dangerous weapon may be removed from the school immediately upon being explained the reasons for the removal and pending proceedings (NRS 392.467.2).
- The first occurrence of possession of a firearm or a dangerous weapon (as defined) in NRS 392.466.11(b) and (c)) still requires a mandatory one-year minimum expulsion OR placement in another kind of school for a period not to exceed the period of the expulsion; a second occurrence still requires permanent expulsion from the school (NRS 392.466.3). Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.3).

### **Habitual disciplinary problem (NRS 392.4655)**

If a student is suspended, the school shall develop a behavior plan for the student in consultation with the student and the parents/guardians of the student. The plan must be designed to prevent the student from being deemed a habitual disciplinary problem (NRS 392.4655.5).



## Somerset Academy Parent & Student Handbook

- Parents/guardians may choose to have their student not participate in the behavior plan that must be developed. (NRS 392.4655.5)
- If the parents/guardians opt their student out of participating in the behavior plan, the school must inform them of the consequences of not participating (e.g., that the student may be deemed to be a habitual disciplinary problem) (NRS 392.4655.5).

If a student is deemed to be a habitual disciplinary problem **AND is at least 11 years old**, the student may be suspended (for a period not to exceed one semester) **OR** may be expelled under extraordinary circumstances as determined by the principal, **if and only if the school has made a reasonable effort to complete a plan of action based on restorative justice** (NRS 392.466.1).

- Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.1).

### STATE MANDATED EXPULSION:

#### One Year Expulsion

The School must expel any student for 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 administrator's prior approval.

#### 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 or peer of the School while on the premises of any public school, at

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



### Somerset Academy Parent & Student Handbook

any activity sponsored by a public school, or on any school 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 to possess 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 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, the administrator determines 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 per procedures in NRS 392.467 whether or not the student shall be put on a long-term suspension or expelled as recommended by the School Administrator.

The hearing will be closed to the public. The governing body will record the hearing on tape. The student may obtain a copy of the hearing recording upon request.

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 is not required to observe the same rules of evidence observed by the courts. Student hearsay testimony is 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 and the student's prior disciplinary record as it affects the effectiveness or ineffectiveness of forms of discipline



## Somerset Academy Parent & Student Handbook

previously imposed.

### **RE-ADMITTANCE TO SCHOOL:**

Students may apply for re-admittance within 45 school days from the first anniversary of expulsion by the charter school's governing body. Such a request should be made to the administrator.

During this period, the administrator will direct appropriate staff personnel to review the request to ensure that any special conditions for re-admittance, such as a psychological evaluation, are completed and determine that the student has been a good citizen during 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.



Somerset Academy Parent & Student Handbook
Restorative Action Plan (Example Template)

Student Name:
Date:
Grade:
Staff Name:

Reason for plan:

Behavior continued despite levels 1-2 intervention

Goal(s):

- Bullet points for goals

Action Plan: (created with the student)

Supports to Change Behavior: (Delete ones that do not apply)

will check-in with regularly. The goal of these check-ins are to build, strengthen, and restore student's relationships on campus.

AND/OR

will participate in mentorship, small groups, and/or lessons tailored to their needs. The goal is to teach self-awareness, self-management, relationship skills, and responsible decision-making.

AND/OR

Teacher will implement a behavior chart for aligned with the goal(s) and action plan identified above.

Accountability

will participate in Restorative Conversations to discuss feelings and events leading to incident(s), who was impacted by their choices, and expectations for appropriate behavior.

Restoration/Remedy and Relief to Repair Harm

Apology Letter Mediation with Victim

The following have been completed:

- Expectations of behavior have been clearly explained
Student has had opportunity to reflect on their actions
Discussed alternative ways of handling similar situations in the future
Provided access to multiple staff members for supports

Student Signature Date Staff Signature Date





# 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 Student Internet Access Agreement and Student Rules and Acceptable Use 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 network.

\_\_\_\_\_ I **do not** give permission for my child to have access to the SOMERSET ACADEMY network.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

**It is required to have this form completed and on file prior to any student using a school computer or accessing the school’s network. Submit this form to your child’s teacher to keep on file at the school. Sign and return this form to your K-5 classroom/MS 1st period teacher.**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





# 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 \_\_\_\_\_

**It is required to have this form completed and on file prior to any student using a school computer or accessing the school's network. Submit this form to your child's teacher to keep on file at the school.**

**Sign and return this form to your K-5 classroom/MS 1st period teacher**

**NEVADA DEPARTMENT OF EDUCATION**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

### 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
- Cut, Copy, and Pasting information from other sources does not constitute original work, even when crafting informational or expository pieces.

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 \_\_\_\_\_ Grade: \_\_\_\_\_ 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.*

**Sign and return this form to your K-5 classroom/MS 1st period teacher.**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

Student Name \_\_\_\_\_ Grade \_\_\_\_ Computer Assignment Number \_\_\_\_\_

LEAD/Classroom Teacher \_\_\_\_\_

### Somerset Lone Mountain Student Computer Contract

Below are policies that will regulate our use of the Internet and computer. These rules have been designed to keep our computer and classroom functioning at the highest of standards. In order to have access to email, the Internet, and computer in the Computer Lab or on a Laptop, please read the following and sign below.

1. Students may **ONLY** use their assigned device.
2. Students should not bring food or drinks into any computer lab or near the laptops.
3. These computers should only be used for educational use, only the programs the teacher allows.
  - a. Games, Instagram, Twitter, Facebook, Internet Games, YouTube, chat rooms, Instant Messengers, Blog Websites, Fantasy Football/Basketball, or any other social media non approved sites are **NOT permitted!!!**
4. No bypassing the school's firewall.
5. Students may not under any circumstances install software onto the computers.
6. Students hacking, altering unauthorized files, or using the network in any way other than that intended will lose their computer privileges and disciplinary actions will follow.
7. Students must not move any equipment or cables. Keyboards and mice must not be swapped between machines.
8. Any behavior which threatens the physical safety of the equipment or other students will lead to the loss of privileges.
9. NEVER give a password to anyone!!!
10. No inappropriate language tolerated.
11. Students should not change their desktop, screensaver, etc.
12. Students should save under their profile.
13. Check your workstation everyday when you enter and leave the classroom. Inform your teacher if anything is wrong. The student is responsible for their workstation.
14. These are just to name a few. The students know what is acceptable and what is not. If there is ever any question as to permissible use, ask the teacher before proceeding.

Consequences:

- 1<sup>st</sup> offense: Call Home
- 2<sup>nd</sup> offense: Sent to the Associate Administrator or Administration with a referral
- 3<sup>rd</sup> offense: Loss of computer privileges
- 4<sup>th</sup> offense: Removed from class with an F in the class

These policies and procedures must be adhered to, and any violations of them will be met with zero tolerance.

- Students must abide by their signed contracts.
- The use of the computer is a privilege, not a right.
- If this contract is broken, the student's privilege will be revoked.
- Any damage caused are the responsibility of the student

**Sign and return**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150



## Somerset Academy Parent & Student Handbook



### Somerset Lone Mountain Campus Good Neighbor Commitment

We are committed to being good neighbors by respecting our own property and the property of others.

---

Respecting our property means that Lone Mountain families will:

- Keep our grounds clean and safe
- Keep our building clean and safe
- Drive cautiously and courteously while on the school property
- Park only in designated spaces
- Contribute to school improvements

Respecting the property of others means that Lone Mountain families will:

- Contribute to the cleanliness of the surrounding areas by never littering
- Follow all traffic laws and city ordinances
- Park only in approved spaces, never blocking driveways or parking in the surrounding neighborhoods where permission has not been granted
- Refrain from loitering in neighboring areas such as the church parking lot and grounds
- Contribute to the beautification of the school and property so that it is something in which we are all proud

---

**We are good neighbors by establishing and maintaining a positive partnership with neighboring families and businesses where we support and respect each other at all times.**

---

**We are good neighbors by actively working together for the good of the community and by respectfully communicating concerns where solutions are determined quickly, calmly and together.**

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

Student Signature

\_\_\_\_\_

Date:

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date:

**Sign and return this form to your classroom/1st period teacher.**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



# SOMERSET ACADEMY Lone Mountain Campus

## Media Parental/Guardian Consent Form

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image to be published on the district and/or school's website and social media sites. Photos or videos will always be in good taste, school related, and promote positive content.

Pursuant to law, we will not release any personally identifiable information without **prior consent from you as parent or guardian. Personal identifiable information includes student name, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.**

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the principal, Mr. Cesar Tiu, and such rescission will take effect upon receipt by the school.

### Check YES or NO

I/We GRANT permission for a photo/image that includes this student without any other personal identifiers to be published on the school and/or district's public website. **(Image only allowed to be posted. No name to be posted.)**

YES                      NO

I/We GRANT permission for this student's photo/image and name to be published on the school and/or district's public Internet site. **(Image and name allowed to be posted.)**

YES                      NO

I/We GRANT permission for this student's photo/image and name to be published in the school's yearbook.

YES                      NO

Student's Name: (please print) \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Classroom Teacher/MS 1st period Teacher's Name: \_\_\_\_\_

Name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_ Date: \_\_\_\_\_

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



# Somerset Lone Mountain Middle School Tardy Policy 2024- 2025

Tardiness to class is not acceptable. It is important that students arrive to class on time, as tardiness works against student achievement. When students are tardy they are losing instruction time and affecting the instruction of others. Students arriving to a class after the start of class will receive consequences aligned with Somerset Lone Mountain Tardy Policy. Somerset Lone Mountain students will be in their classroom when the bell rings or they will be considered tardy. Tardies will be reflected in Infinite Campus and will reflect on the report card citizenship grades. A tardy policy also establishes clear, consistent expectations for students. If a student is more than 30 minutes tardy it is considered an absence.

If students are tardy, the following Tardy Progressive Discipline steps will be followed.

**If ANY student is tardy first thing in the morning, the parent/ guardian MUST accompany the student to the front office and sign them in. MORNING POLICY WILL BE UPHOLD**

**If a student is tardy to school and/ or throughout the school day during passing periods, the following consequences will be in effect:**

1st Tardy	Verbal Warning
2 <sup>nd</sup> Tardy	Written Warning with notice (email) home to Parent/ Guardian
3 <sup>rd</sup> Tardy	Restorative Justice: Academic time will be reclaimed with Lunch Detention (1 day suspension if no show).  Parent Notification
4 <sup>th</sup> Tardy	Restorative Justice: Academic time will be reclaimed with Lunch Detention. Meeting with parents will be scheduled (RPC). Students will remain in lunch detention until a parent meeting is held.
5 <sup>th</sup> Tardy	Restorative Justice: Student is prevented from attending the next (Upcoming) school-wide/ grade level/ sporting event.
6 <sup>th</sup> Tardy	Restorative Justice: Student is prevented from attending school-wide/ grade level/ sporting events for 2 weeks.
7 <sup>th</sup> – 19 <sup>th</sup> Tardy	Restorative Justice subject to Associate Administrator’s Discretion  Specific privileges/events may be denied up to 4 weeks.
20 <sup>th</sup> Tardy	Suspension Exemption from End of the year field trip. If attending an end of the year field trip, the student will lose payments that have been made to date.

\*Dr.’s notes/ appointments on letter head are excused from counting toward this policy.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

Parent Signature: \_\_\_\_\_

### Attendance Policy

**School wide goal is to have students have 96% attendance or better.**

**Somerset Academy Lone Mountain will not have any students with more than 18 absences which is considered Federal Chronic Absenteeism**

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.

Research shows that attendance matters and that chronic absenteeism places students at risk of negative academic consequences. Chronic absenteeism is defined as missing 10 percent, or more, of school days for any reason, including excused, unexcused or disciplinary absences. For example, students who are enrolled for the full school year (e.g., 180 days) become chronically absent if they miss at least 18 days of school for any reason. Students who are absent due to school sponsored activities are not considered absent for the purposes of this calculation.

#### Attendance Progressive Discipline

<b>Every absence</b>	<ul style="list-style-type: none"> <li>Parents will receive daily notification of absence/tardy by the end of the day, via Infinite Campus.</li> </ul>
<b>4 absences</b>	<ul style="list-style-type: none"> <li>An attendance email/letter to parents.</li> </ul>
<b>8 absences (Excused or Unexcused)</b>	<ul style="list-style-type: none"> <li>An attendance email/letter to parents.</li> <li>RPC -Required parent conference may be required with Registrar, Counselor and/or Administration (*inform MS parents that at 10 absent the student may lose credit for course for the semester.)</li> <li>Develop intervention plan</li> <li>Absences may result in restricted from field trips and possible restriction from school wide events - if attending an end of the year field trip will lose payments that have been made to date.</li> </ul>
<b>16 absences (Excused or Unexcused)</b>	<ul style="list-style-type: none"> <li>An attendance email/letter to parents.</li> <li>Required parent conference with Administrator.</li> <li>Intervention plan reviewed and revised</li> <li>Possible educational neglect filed</li> <li>Possible retention (if low academically)</li> <li>Absences may result in restricted from field trips and possible restriction from school wide events - if attending an end of the year field trip will lose payments that have been made to date.</li> </ul>
<b>18 absences</b>	<ul style="list-style-type: none"> <li>Parent conference to let the parent know that their child may be retained - Elementary</li> </ul>

-If a Middle School student reaches 10 absences in a semester, they may lose credit for the course for that semester.

\*Extenuating circumstances will be reviewed for all cases throughout this process.

Thank you for your support in this initiative. It is the support and efforts from our families that help our school achieve greatness!

Student Signature: \_\_\_\_\_ Not Applicable for 2024- 2025 \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Not Applicable for 2024- 2025 \_\_\_\_\_

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





Somerset Academy Parent & Student Handbook



SOMERSET ACADEMY  
Lone Mountain Campus  
AFTERSCHOOL INFORMATION



Student Name: \_\_\_\_\_

Homeroom Teacher Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

\_\_\_\_\_ My child will be picked up each day at the **Kindergarten gate** of the Car Loop. (This area is reserved for K students and their siblings/carpoolers only.)

\_\_\_\_\_ My child has permission to be released immediately to **walk/ride off** Somerset Academy Lone Mountain campus after school. I understand that my child must LEAVE campus at dismissal.

\_\_\_\_\_ My child attends the **Champions** After-School Program

\_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri.

\_\_\_\_\_ My child will be picked up by vehicle each day at the **field gates** of the Car Loop.

\_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri.

*Note: All students sit with their own classroom teacher to be called to their pick-up vehicle. Carpoolers join together at the loading gate upon being called by a staff member. This includes siblings.*

↓ Cut and clearly display on dashboard ↓ Include Grade and Student Name for all carpoolers.

Write BIG!

GRADE

Student's Full Name

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150





# 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

Parent Student

\_\_\_\_/\_\_\_\_ 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.**

parent/student initials

\_\_\_\_/\_\_\_\_ **Student Conduct and Dress Code:** I understand and agree to the terms of Student Conduct and Student Dress Code.

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

\_\_\_\_/\_\_\_\_ **Cell Phone Use Policy:** I understand and agree to the terms of the Cell Phone Use Policy.

\_\_\_\_/\_\_\_\_ **Arrival/Dismissal/Flex Time Policies:** I understand and agree to the terms of the Arrival, Dismissal, and Flex Time policies.

\_\_\_\_/\_\_\_\_ **Personal Belongings Policy:** I understand and agree to the terms of the Personal Belongings Policy.

\_\_\_\_/\_\_\_\_ **Attendance and Tardy Policies:** I understand and have received the attendance and tardy policies for 2024- 2025

\_\_\_\_/\_\_\_\_ **iReady Requirements:** I have read and understand the requirements as set forth for the iReady program for the 2024- 2025 school year.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher/MS 1<sup>st</sup> period Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

**Sign and return this form to your K-5 classroom/MS 1st period teacher**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy of Las Vegas' Wellness Policy

Revised: July 2024

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

### **1. ADVISORY GROUP**

Somerset Academy of Las Vegas will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools' needs and develop a policy that meets the operational realities of the schools and works toward improved health and wellness outcomes for school children. The Wellness Advisory Group will include:

- Seven parent representatives (1 per school)
- Seven middle school students (1 per school)
- Four high school students (2 per high school)
- Seven staff members (1 per school)

The Wellness Advisory Group will meet twice a year to review the schools' goals, menus and to discuss other issues. Wellness Advisory Group meetings will be open to the community.

### **2. WELLNESS POLICY COORDINATOR**

Wellness Policy Coordinator: Designated Somerset Administrator

702-826-4373, ext. 2017

The Wellness Policy Coordinator will be responsible for reporting the status of policy implementation annually. Somerset Academy of Las Vegas will provide the Nevada Department of Agriculture (NDA) the name(s), position(s) and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30<sup>th</sup> of each school year. If the designated wellness policy coordinator changes, Somerset Academy of Las Vegas must notify NDA within 60 days.

### **3. RECORDKEEPING**

Somerset Academy of Las Vegas will retain basic records demonstrating compliance with the LSWP and will include the following documentation: compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress reports for each school under its jurisdiction and demonstrate compliance with public notification that includes:

The Wellness Policy can be found on each campus' website under the Lunch/Breakfast tab. Additionally, under the Wellness Policy tab, there will be a link to the Wellness Policy, a schedule of each campus' events or activities related to the Wellness Policy and how individuals and the public can get involved with the advisory group.

### **4. SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS**

Somerset Academy of Las Vegas Wellness Advisory Group will annually review and create goals in the following areas:

1. Nutrition education and promotion
2. Physical activity
3. Other school wellness activities

### **5. INCENTIVES AND REWARDS**

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

Somerset Academy of Las Vegas campuses will not use food as an incentive or reward. For special circumstances, and with school administrator approval, food awards or incentives may be used as long as they align to the Smart Snacks Nutrition Standards.

### 6. **FUNDRAISING**

All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards – there are no exemptions. School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.

### 7. **SPECIAL OCCASIONS POLICY**

For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- State or National Holidays
  - Valentine's Day
  - Nevada Admissions Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
  - Day prior to Summer Break
  
- School Community Observations
  - Lesson Plans – Prior approval by administration required
  - Birthday parties and other celebrations – Once per month or as otherwise determined by the school administration on a limited basis.
  - Field Day- Prior approval by administration required.

In order to minimize risks of food borne-illness and to avoid known food allergens, food must be commercially prepared.

### 8. **REVENUE**

#### **Food Accounts**

The schools will open and maintain a separate bank account for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). All deposits and payments out of this account may only be used for the purpose of NSLP/SBP.

All transactions related to the NSLP/SBP must be entered into the tracking/point of service (POS) system. All cash collected, along with all daily receipts, are required to be turned over to the office manager on a daily basis. The office manager, along with one other school employee (not the person who collected the money or the person who will be depositing the money), will reconcile the receipts with the cash collected to verify that the amounts match. The office manager will then endorse all checks **FOR DEPOSIT ONLY** and prepare the deposit slip. A school employee who neither collected money nor reconciled the money will then take the deposit to the bank. Deposits must be made either once a week or whenever \$500.00 or more in cash has been received.

Notifications to households of low or negative balances in student meal accounts will be made in

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150



## Somerset Academy Parent & Student Handbook

accordance with Somerset Academy of Las Vegas' Meal Charge Policy.

### **9. MEAL CONSUMPTION**

It is the intent of this policy to allow each student adequate time to eat their meals; therefore, time spent acquiring the meal is not included in the time to consume the meal.

Somerset Academy of Las Vegas campuses shall:

Provide at least 20 minutes for each student to consume meals during lunch and at least 15 minutes for each student to consume meals during breakfast for those campuses participating in this program.

### **10. PHYSICAL ACTIVITY**

Somerset Academy of Las Vegas campuses will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes each regular school day (as defined by the USDA). It is recommended that students be given physical activity opportunities in bouts of 10 minutes at a minimum. Passing periods do not qualify as physical activity time.

Teachers, school personnel and community personnel will not use physical activity or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

### **11. RECESS BEFORE LUNCH**

Recess before lunch is recommended but is left to the discretion of Somerset Academy of Las Vegas principals.

### **12. MARKETING**

Only marketing consistent with Smart Snacks Nutrition Standards is allowed on the school campus. This includes any advertising and other promotions on the school campus during the school day (oral, written or visual).

Somerset Academy of Las Vegas campuses will work to identify and eliminate all marketing and advertising on school property that does not currently meet the Smart Snacks Nutrition Standards as leases, agreements or contracts are renewed or items are replaced.

### **13. SMART SNACKS NUTRITION STANDARDS**

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).



## Somerset Academy Parent & Student Handbook

To be allowable, a food item **must meet all** of the competitive food standards as follows:

### Calories:

Snack/Side Item -  $\leq 200$  calories per item as served (includes any accompaniments)

Entrée-  $\leq 350$  calories per item as served (includes any accompaniments) **AND**

### Sodium:

Snack/Side Item -  $\leq 200$  mg per item as served

Entrée -  $\leq 480$  mg per item as served **AND**

**Fat:** Total Fat -  $\leq 35\%$  of calories

Saturated Fat -  $< 10\%$  of calories

Trans Fat - 0 g per serving **AND**

**Sugar:** Total sugar -  $< 35\%$  by weight

### Specific Nutrient Standards for Food

In addition to the Smart Snacks Nutrition Standards, food items **must meet one** of the following criteria:

- Be a grain product that contains  $> 50\%$  whole grains by weight or have whole grains listed as the first ingredient on the food label; **OR**
- Have listed as the first ingredient on the food label one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; **OR**
- Be a combination food that contains at least  $\frac{1}{4}$  cup fruit and/or vegetable
- \*If water is the first ingredient, the second ingredient must meet one of the above criteria.

## 14. BEVERAGES

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk (1%), unflavored or flavored*	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz
Non-fat milk, unflavored or flavored*	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz
100% Fruit/Vegetable juice**	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz

Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day, anywhere on the school campus.

Beverages for all:

Cesar Tiu, Principal  
 Colundra Owens, Vice Principal  
 Manuel Herrera & Joseph Palmaffy, Assistant Principals  
 4491. N. Rainbow Blvd. Las Vegas, NV 89108  
 702-685-9150

## Somerset Academy Parent & Student Handbook



**Water** – Plain, no size limit.

**Milk** – Unflavored non-fat, unflavored low-fat (1%), flavored non-fat or flavored low-fat (1%) milk,  $\leq 8$  fl. oz. per serving for elementary school,  $\leq 12$  fl. oz. per serving for middle and high school.

**Juice** – 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners),  $\leq 8$  fl. oz. per serving for elementary school,  $\leq 12$  fl. oz. per serving for middle and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

\*Includes nutritionally equivalent milk alternatives as permitted by NSLP.

\*\*May include 100% juice diluted with plain water and with no added sweeteners.

Other allowable beverages in **High School ONLY**:

**Non-carbonated calorie-free beverages ( $\leq 20$  fl. oz./serving):**

Examples: *Vitamin Water Zero, Propel Fit Water, Powerade Zero*

**Other non-carbonated calorie-free beverages ( $\leq 20$  fl. oz./serving):**

$< 5$  calories per 8 fl. oz. or

$\leq 10$  calories per 20 fl. oz;

Examples: *Diet Fuze, Pure Leaf Iced Tea*

**Non-carbonated lower-calorie beverages ( $\leq 12$  fl. oz./serving):**

$\leq 60$  calories per 12 fl. oz. or  $\leq 40$  calories per 8 fl. oz.

Examples: *G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch*

### **15. CAFFEINE**

All foods and beverages in elementary and middle schools must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).

It is recommended that no caffeine be allowed; however, caffeine is permitted at the high school level at the discretion of the Charter.

### **16. CHEWING GUM**

Chewing gum (sugar, sugar-free...) is **NOT** allowed on any Somerset Academy of Las Vegas campus for sale or use.

Cesar Tiu, Principal  
Colundra Owens, Vice Principal  
Manuel Herrera & Joseph Palmaffy, Assistant Principals  
4491. N. Rainbow Blvd. Las Vegas, NV 89108  
702-685-9150





## Definitions

Carbonated Beverage- A class of beverages that bubble, fizz or are effervescent. These include beverages that are aerated or infused.

Combination Food- Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.

Competitive Food- All food and beverages other than meals reimbursed available for sale to students on the school campus during the school day.

Fundraisers- The sale of items for monetary gain intended for consumption during the school day.

Local Educational Agency (LEA)- The authority responsible for the administrative control of public or private nonprofit educational institutions within a defined area of the state. For example: A school district or state sponsored charter school.

Local School Wellness Policy (LSWP)-The policy that applies to your local school district which supports a school environment that promotes sound nutrition and student health, reduces childhood obesity and provides transparency to the public on school wellness policy content and implementation.

Marketing- Advertising and other promotions in schools. Includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

Moderate to Vigorous Physical Activity- Physical activities done at an intensity that increases children's heart and breathing rates above normal. For example: A child walking to school is a moderate activity; Running and chasing others during a tag game is vigorous activity.

Non-program food -Food sold in school during the school day at any time or location on the school campus other than reimbursable meals.

Physical Activity- Bodily movement produced by the contraction of skeletal muscle that increases a person's energy expenditure above a basal level.

School Campus- All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School Day- The period from the midnight before, to 30 minutes after the end of the official school day.

School Property- All areas of the school campus including those that are owned or leased by the school and used at any time for school-related activities such as the school building, areas adjacent to the school building, school buses or other vehicles used to transport students, athletic fields or stadiums or parking lots.

Smart Snacks Nutrition Standards – A part of the Healthy Hunger-Free Kids Act of 2010 that provides science-based nutrition standards for all foods and beverages sold to students in school during the school day.





**Somerset Academy of  
Las Vegas  
Losee Campus**

**Parent & Student Handbook  
2024-2025**

**\*SUBJECT TO CHANGE**

# Table of Contents

General Information .....	pages 3-7
Welcome	
Address	
Phone	
Hours	
Vision	
Principles	
Beliefs	
Student Pledge	
Motto	
Daily Schedule	
Before and After-School Care	
Arrival/Dismissal	
Personal Belongings	
Lost and Found	
Student Information .....	pages 8-20
Standard Student Attire	
Parent Conference and Campus Visits	
Attendance	
Emergency Contact	
Grading	
National School Lunch Program .....	pages 13-24
Discipline Information.....	pages 25-42
Student Acceptable Use of Technology Policy/Agreement .....	page 42-43
Signature Page.....	page 44

Dear Families,

It is our pleasure to serve our students and our community as your Somerset Academy-Losee Campus Administrative Team. Somerset Academy-Losee Campus is committed to providing the best educational experience possible. We are dedicated to creating a welcoming environment where parent involvement is highly encouraged. Our team of educators is composed of individuals with a passion for learning, an enthusiasm for teaching, a growth mindset, and a desire to build relationships with students.

In order to ensure a meaningful and successful educational experience, it is necessary that our families and students are well aware of our school's expectations and procedures. This Parent- Student Handbook includes information about our policies, procedures, and expectations as a Somerset Academy of Las Vegas campus. Careful review of the information included provides you and your student an opportunity to be set up for success.

You as the parent know your student best. If you have information about your student that is important for our school team to know about your child in order to help your child succeed, then we encourage you to communicate this information to your child's teacher. Your comments and suggestions are valued by us and always welcome.

We look forward to sharing a successful and engaging school year with you and your student! Thank you for making the choice to become part of our Somerset Academy-Losee Campus Lion Pride!

Yours in education,

The Somerset Academy-Losee Campus Administrative Team

## GENERAL INFORMATION

**Address:** 4650 Losee Road North Las Vegas, NV 89081

**Phone:** 702-826-4373

**Office Hours:** 7:15 a.m. – 3:45 p.m.

**Elementary School Hours:** 8:15 a.m. – 3:00 p.m.

**Secondary School Hours:** 7:50 a.m. - 2:35 p.m.

## DAILY SCHEDULE

### 6th - 12th Grade Students

7:20 a.m. Gates Open

7:50 a.m. Classes Begin

2:35 p.m. Dismissal

### K-5 Students

7:45 a.m. Gates Open

8:15 a.m. Classes Begin

3:00 p.m. Dismissal

## WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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*

## ***Somerset Beliefs:***

***S*** - *Self-motivated learning*

***O*** - *Obligation to all stakeholders*

***M*** - *Maintenance of a safe and nurturing environment*

***E*** - *Effective instructional practices*

***R*** - *Resources that engage 21st century learners*

***S*** - *Students achieving proficiency and exceeding high expectations*

***E*** - *Evaluation that leads to data-driven decisions*

***T*** - *Teaching that supports learning through research-based curriculum*

## ***LOSEE'S STUDENT PLEDGE :***

We are the Losee Lions.

We have **P.R.I.D.E.**

We are Prepared

We are Respectful

We have Integrity

We are Dedicated

And we Excel in all we do!

We are the Losee Lions...Hear us ROAR!

## **LOSEE'S MOTTO**

**LEADERS, LEARNERS, LIONS!**

## BEFORE AND AFTER-SCHOOL CARE

6:00 a.m. - 6:00 p.m. CHAMPIONS, a high-quality before & after school program is available (fee-based) on site.

Students are not to be dropped off before gates open for their designated start time. Students are to be picked up 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 the 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 Losee 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

**Secondary School (Grades 6-12): 6<sup>th</sup> – 12<sup>th</sup> grade** student drop-off is 7:20 a.m. - 7:50 a.m. The gate will open at 7:20 a.m. for students to enter campus. As a courtesy to our 6<sup>th</sup> – 12<sup>th</sup> grade students' carpool drivers, only K-5 siblings/carpoolers of a 6<sup>th</sup> – 12<sup>th</sup> grade student may be dropped off at this time with their 6<sup>th</sup> – 12<sup>th</sup> grade student to attend CHAMPIONS Before-School Program (fee-based). Secondary students dropped off after 7:50 a.m. must enter through the office to receive a tardy pass before proceeding to class.

**Elementary School (Grades K-5):** K-5 student drop-off is 7:45 a.m. – 8:15 a.m. The front gate will open at 7:45 a.m. for students to enjoy morning recess. K-5 student drop-off before 7:45 a.m. is prohibited unless carpooling with a 6<sup>th</sup>-12<sup>th</sup> grade student **and** attending our CHAMPIONS Before-School Program (fee-based). Students dropped off after 8:15 a.m. must check-in at the office accompanied by a parent for a tardy pass.

## **DISMISSAL/PICK UP**

**Secondary School (Grades 6-12):** 6<sup>th</sup> – 12<sup>th</sup> grade student pick-up is 2:35 p.m. - 2:45 p.m. All students must be off campus no later than 2:45 unless enrolled in CHAMPIONS After-School Program (fee-based) or attending a club or sports program. Students who remain on campus after these times will be placed in our CHAMPIONS program and charges will apply for emergency supervision.

**Elementary School (Grades K-5):** K-5 student pick-up is 2:55 p.m. - 3:00 p.m. All students must be off campus no later than 3:00 unless enrolled in CHAMPIONS After-School Program (fee-based) or attending a club or sports program. Students who remain on campus after these times will be placed in our CHAMPIONS program and charges will apply for emergency supervision.

## **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**

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, unclaimed accumulated items will be donated to local charities.

## **DELIVERIES TO STUDENTS**

Somerset Academy Losee 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. **Students are NOT permitted to have deliveries from Uber Eats, Grubhub, Postmates or any like delivery service.**

## **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.

## **STANDARD STUDENT ATTIRE**

Somerset Academy of Las Vegas, Losee 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, 7331 Lake Mead, Suite 100, Las Vegas, NV, 89128 or [alluniformwear.com](http://alluniformwear.com) and search Somerset Academy Losee.

### **Approved school colors:**

**Tops (Red, White, Yellow, or Black) Bottoms (Khaki (tan) or navy blue or black)**

### **Student ID Badges must be worn at all times.**

#### **Tops**

- Approved color collared shirts (long or short sleeved) with the Somerset logo.
- All shirts must have sleeves that cover shoulders (no tank tops).
- Undershirts must also be school colors, other colors will violate the school uniform code.

#### **Bottoms**

- Must be an approved solid color with no logos, words or patterns.
- Pants must be sized to fit and no Sagging, oversized pants are not allowed.
- NO: sweat suit pants, joggers, or jeggings.
- No pants or shorts with more than 2 front pockets and 2 back pockets (no cargo shorts or pants).
- Students will be allowed to wear black Jeans, no faded or grey colored jeans.
- No denim except on Spirit Wear days.
- Skirts/shorts must be no shorter than 2 inches above the knee.
- Tights worn under skirts, skorts, jumpers & dresses must be in approved solid colors.



## **OUTERWEAR**

- Outerwear is to be in solid school colors (Red, White, Yellow, or Black) or be removed upon entering the building.
- Outerwear worn in the building should be free of commercial logos on the front, back, or sleeve. Outerwear with the Somerset crest is preferred.
- Pullover hoodies that are from Somerset sponsored clubs (Football, NJHS, Cheer, etc.) can be worn on Fridays during Spirit Day.
- Zippered sweatshirts with the Somerset logo are available at Uniform store. Pullover hoodies with the Somerset logo are allowed to be worn to school.

## **Spirit Days**

- The last day of the school week and students are allowed to wear their Somerset Academy School T-shirt on Friday with jeans.
- This attire is only allowed on Spirit Days. (Jeans must be BLUE denim with no patterns and must not be cut-off, frayed, have holes or be ripped.)
- If a Losee Spirit Shirt is not worn on Spirit Day, the regular uniform is required. The Somerset logo must be visible at all times. Shirts: Red, White, Yellow, or Black (long or short sleeved) collared shirts with the Somerset logo. All shirts must have sleeves that cover shoulders (no tank tops). Sweatshirts can be Solid Red, White, Yellow or Black with no logos, they can wear sweatshirts that were provided as part of a Losee club or organization or a sweatshirt with a Somerset logo.

## **Shoes or Sneakers**

Shoes/sneakers must fit securely on the foot and include a sturdy sole that will prevent punctures. Flip flops, slippers, and heeies are not allowed. Shoes with heels should not be taller than 2 inches.

## **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, and leggings 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. No facial piercings (such as gages, spikes, lip rings, nose rings, etc.) are permitted with the exception of conservative earrings. Plugs are permitted.

## **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.

## **TEACHER CONFERENCES**

You will be invited to attend a 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 an administrator 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 contact an Administrator or School Counselor.**

## **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 volunteering, not for parent conferences or observations 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.

## **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 twenty minutes 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.

## **STUDENT INFORMATION**

### **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 an **Elementary School student who exceeds eighteen (18) absences during the school year may be retained in the current grade. Students in Middle School and High School may lose credit for a course if they exceed ten (10) absences in a semester.**

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 – Losee Campus will be required to take the courses outlined in accordance with the state of Nevada requirements (NRS).

## **GRADING POLICY**

Losee Campus practices standards-based instruction in all grades guided by the Nevada Academic Content Standards (NVACS).

Student achievement toward mastery of NVACS is reported using the following grading system for **Grades K-5:**

- 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

Citizenship Grades – Learner Behaviors

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

Grades in Specialty classes for elementary students (PE, Music, Library, Leadership and STEM) will use the E, S, N, U format to report on performance.

Student achievement toward mastery of NVACS is reported using the following grading system for **Secondary Students (grades 6-12):**

- 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

Citizenship Grades – Learner Behaviors

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

## **HOME LEARNING/PRACTICE POLICY**

At Losee, all students complete every assignment. Assignments are designed to support student learning of the Nevada Academic Content Standards (NACS). Additionally, prescriptive homework builds responsibility, develops study habits, and promotes adult involvement in the child's education. Along with prescriptive homework and iReady, your child should be reading at least 20 minutes per night. Intervention for Middle School students struggling in coursework will be provided through iReady. It is the responsibility of the student to maintain a constant awareness of their grade in each class and need for make-up work.

## **MAKE-UP WORK FROM ABSENCE POLICY**

After any absence, the student is required to initiate contact with his/her teachers to obtain appropriate make-up work within three school days directly following the absence. Once contact has been made with the teachers, the student will have three days to make up work for the absence.

## **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. Unsatisfactory progress is considered to be any grade at 70% or below or any grade that is constantly falling over time.

## **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 Q1, Q2, and Sem 1 exam and Q3, Q4, and Sem 2 exam) of the following courses for promotion to the ninth grade: Reading, English, Mathematics, Science, and History/Geography.**

**Parents will be notified starting semester 2 of their 8th-grade year unless the student is severely credit deficient in which case parents may be notified at the beginning of the school year.**

## 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.

## NATIONAL SCHOOL LUNCH PROGRAM

National School Lunch Program (NSLP) applications for the 2021-22 school year are available through the parent portal of Infinite Campus. Parents/Guardians are encouraged to complete the applications online; however, paper copies will be sent home with children at the request of parents/guardians or may be picked up in the front office of your children's school(s).

All families, new and returning, must complete an application to determine if their children qualify for free meals or for reduced price meals. Please know that even if your child(ren) previously qualified for free or reduced lunches, a new application must be completed and submitted each school year.

Along with the NSLP applications, parents/guardians will receive How To Apply for Free and Reduced Price School Meals to assist families with completing these applications. Additionally, Frequently Asked Questions About Free and Reduced Price School Meals will be provided. Families may request paper copies of this information or pick up copies located in the front office of your children's school(s).

Completed applications may be returned in one of the following ways:

1. Complete the application online via the parent portal of Infinite Campus.
2. Complete a paper copy of the application, scan and email completed application to Renee Kohley: renee.kohley@somersetnv.org
3. Fax completed paper application to Renee Kohley, 702- 487-5411.
4. Mail completed paper application to Renee Kohley at 4650 Losee Road, North Las Vegas,NV 89081.
5. Drop completed paper application to the receptionist of your children’s school.

As a reminder, only one application per household should be completed and submitted. Please contact your children’s school if you require assistance with completing the application.

Finally, please identify your child(ren)’s school campus at the top of the completed application only if you email, fax or mail it as identified above. If you have questions, please call us at 702-826-4373, ext. 2017.

## **CAMPUS WELLNESS POLICY**

### **1. ADVISORY GROUP**

Somerset Academy of Las Vegas will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools’ needs and develop a policy that meets the operational realities of the schools and works toward improved health and wellness outcomes for school children. The Wellness Advisory Group will include:

- Seven parent representatives (1 per school)
- Seven middle school students (1 per school)
- Four high school students (2 per high school)
- Seven staff members (1 per school)

The Wellness Advisory Group will meet twice a year to review the schools’ goals, menus and to discuss other issues. Wellness Advisory Group meetings will be open to the community.

### **2. WELLNESS POLICY COORDINATOR**

Wellness Policy Coordinator: Designated Somerset Administrator  
702-826-4373, ext. 2017

The Wellness Policy Coordinator will be responsible for reporting the status of policy implementation annually. Somerset Academy of Las Vegas will provide the Nevada Department of Agriculture (NDA) the name(s), positions(s) and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30<sup>th</sup> of each school year. If the designated wellness policy coordinator changes, Somerset Academy of Las Vegas must notify NDA within 60 days.

### **3. RECORDKEEPING**

Somerset Academy of Las Vegas will retain basic records demonstrating compliance with the LSWP and will include the following documentation: compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress reports for each school under its jurisdiction and demonstrate compliance with public notification that includes:

The Wellness Policy can be found on each campus' website under the Lunch/Breakfast tab. Additionally, under the Wellness Policy tab, there will be a link to the Wellness Policy, a schedule of each campus' events or activities related to the Wellness Policy and how individuals and the public can get involved with the advisory group.

#### **4. SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS**

Somerset Academy of Las Vegas Wellness Advisory Group will annually review and create goals in the following areas:

1. Nutrition education and promotion
2. Physical activity
3. Other school wellness activities

#### **5. INCENTIVES AND REWARDS**

Somerset Academy of Las Vegas campuses will not use food as an incentive or reward. For special circumstances, and with school administrator approval, food awards or incentives may be used as long as they align to the Smart Snacks Nutrition Standards.

#### **6. FUNDRAISING**

All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards – there are no exemptions. School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.

#### **7. SPECIAL OCCASIONS POLICY**

For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- State or National Holidays
  - Valentine's Day
  - Nevada Admissions Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
- School Community Observations
  - Lesson Plans – Prior approval by administration required
  - Birthday parties and other celebrations – Once per month or as otherwise determined by the school administration on a limited basis.

In order to minimize risks of food borne-illness and to avoid known food allergens, food must be commercially prepared.



## **8. REVENUE**

### **Food Accounts**

The schools will open and maintain a separate bank account for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). All deposits and payments out of this account may only be used for the purpose of NSLP/SBP.

All transactions related to the NSLP/SBP must be entered into the tracking/point of service (POS) system. All cash collected, along with all daily receipts, are required to be turned over to the office manager on a daily basis. The office manager, along with one other school employee (not the person who collected the money or the person who will be depositing the money), will reconcile the receipts with the cash collected to verify that the amounts match. The office manager will then endorse all checks **FOR DEPOSIT ONLY** and prepare the deposit slip. A school employee who neither collected money nor reconciled the money will then take the deposit to the bank. Deposits must be made either once a week or whenever \$500.00 or more in cash has been received.

Notifications to households of low or negative balances in student meal accounts will be made in accordance with Somerset Academy of Las Vegas' Meal Charge Policy.

## **9. MEAL CONSUMPTION**

It is the intent of this policy to allow each student adequate time to eat their meals; therefore, time spent acquiring the meal is not included in the time to consume the meal.

Somerset Academy of Las Vegas campuses shall:

Provide at least 20 minutes for each student to consume meals during lunch and at least 15 minutes for each student to consume meals during breakfast for those campuses participating in this program.

## **10. PHYSICAL ACTIVITY**

Somerset Academy of Las Vegas campuses will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes each regular school day (as defined by the USDA). It is recommended that students be given physical activity opportunities in bouts of 10 minutes at a minimum. Passing periods do not qualify as physical activity time.

Teachers, school personnel and community personnel will not use physical activity or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

## **11. RECESS BEFORE LUNCH**

Recess before lunch is recommended but is left to the discretion of Somerset Academy of Las Vegas principals.

## **12. MARKETING**

Only marketing consistent with Smart Snacks Nutrition Standards is allowed on the school campus. This includes any advertising and other promotions on the school campus during the

school day (oral, written or visual).

Somerset Academy of Las Vegas campuses will work to identify and eliminate all marketing and advertising on school property that does not currently meet the Smart Snacks Nutrition Standards as leases, agreements or contracts are renewed or items are replaced.

### 13. SMART SNACKS NUTRITION STANDARDS

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).

To be allowable, a food item **must meet all** of the competitive food standards as follows:

**Calories:**

Snack/Side Item -  $\leq 200$  calories per item as served (includes any accompaniments)

Entrée-  $\leq 350$  calories per item as served (includes any accompaniments) **AND**

**Sodium:**

Snack/Side Item -  $\leq 200$  mg per item as served

Entrée -  $\leq 480$  mg per item as served

**AND**

**Fat:**

Total Fat -  $\leq 35\%$  of calories

Saturated Fat -  $< 10\%$  of calories

Trans Fat - 0 g per serving

**AND**

**Sugar:**

Total sugar -  $< 35\%$  by weight Specific Nutrient Standards for Food

In addition to the Smart Snacks Nutrition Standards, food items **must meet one** of the following criteria:

- Be a grain product that contains  $> 50\%$  whole grains by weight or have whole grains listed as the first ingredient on the food label; **OR**
  - Have listed as the first ingredient on the food label one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; **OR**
  - Be a combination food that contains at least  $\frac{1}{4}$  cup fruit and/or vegetable
- \*If water is the first ingredient, the second ingredient must meet one of the above criteria.

### 14. BEVERAGES

Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day, anywhere on the school campus.

Beverages for all:

**Water** – Plain, no size limit.

**Milk** – Unflavored non-fat, unflavored low-fat (1%), flavored non-fat or flavored low-fat (1%) milk,

≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle and high school.  
**Juice** – 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners), ≤8 fl. oz. per serving for elementary school, ≤12 fl. oz. per serving for middle and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk (1%), unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Non-fat milk, unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
100% Fruit/Vegetable juice**	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz

\*Includes nutritionally equivalent milk alternatives as permitted by NSLP.

\*\*May include 100% juice diluted with plain water and with no added sweeteners.

Other allowable beverages in **High School ONLY** :

**Non-carbonated calorie-free beverages (≤20 fl. oz./serving);**

Examples: *Vitamin Water Zero, Propel Fit Water, Powerade Zero*

**Other non-carbonated calorie-free beverages (≤20 fl. oz./serving):**

≤5 calories per 8 fl. oz. or ≤10 calories per 20 fl. oz.;

Examples: *Diet Fuze, Pure Leaf Iced Tea*

**Non-carbonated lower-calorie beverages (≤12 fl. oz./serving):**

≤60 calories per 12 fl. oz. or ≤40 calories per 8 fl. oz.

Examples: *G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch*

## **15. CAFFEINE**

All foods and beverages in elementary and middle schools must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).

It is recommended that no caffeine be allowed; however, caffeine is permitted at the high school level at the discretion of the Charter.

## **16. CHEWING GUM**

Chewing gum (sugar, sugar-free...) is not allowed on any Somerset Academy of Las Vegas campus for sale or use.

## **Definitions**

Carbonated Beverage- A class of beverages that bubble, fizz or are effervescent. These include beverages that are aerated or infused.

Combination Food- Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.

Competitive Food- All food and beverages other than meals reimbursed available for sale to students on the school campus during the school day.

Fundraisers- The sale of items for monetary gain intended for consumption during the school day.

Local Educational Agency (LEA)- The authority responsible for the administrative control of public or private nonprofit educational institutions within a defined area of the state. For example: A school district or state sponsored charter school.

Local School Wellness Policy (LSWP)-The policy that applies to your local school district which supports a school environment that promotes sound nutrition and student health, reduces childhood obesity and provides transparency to the public on school wellness policy content and implementation.

Marketing- Advertising and other promotions in schools. Includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

Moderate to Vigorous Physical Activity- Physical activities done at an intensity that increases children's heart and breathing rates above normal. For example: A child walking to school is moderate activity; Running and chasing others during a tag game is vigorous activity.

Non-program food- Food sold in school during the school day at any time or location on the school campus other than reimbursable meals.

Physical Activity- Bodily movement produced by the contraction of skeletal muscle that increases a person's energy expenditure above a basal level.

School Campus- All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

School Day- The period from the midnight before, to 30 minutes after the end of the official school day.

School Property- All areas of the school campus including those that are owned or leased by the school and used at any time for school-related activities such as the school building, areas adjacent to the school building, school buses or other vehicles used to transport students, athletic fields or stadiums or parking lots.

Smart Snacks Nutrition Standards – A part of the Healthy Hunger-Free Kids Act of 2010 that provide science-based nutrition standards for all foods and beverages sold to students in school during the school day.

## **MEAL CHARGE POLICY**

### **I. PURPOSE**

The goal of Somerset Academy of Las Vegas is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Somerset Academy of Las Vegas campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-priced lunches only.

Somerset Academy of Las Vegas will maintain records to demonstrate how the policy was implemented and communicated to households.

### **II. POLICY**

**A. Full-Priced Meals** - Elementary, Middle and High School students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

**B. Free Meal Benefit** – Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

**C. Reduced Meal Benefit** – Students identified as eligible to receive reduced- price meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional

meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

**D. Parents/Guardians** – The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced price lunches for their child(ren) at any time over the course of the school year.

### III. NOTIFICATIONS TO HOUSEHOLDS OF LOW OR NEGATIVE BALANCES IN CAMPUS BREAKFAST/LUNCH ACCOUNTS

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- A. The student's household will be notified when a student charges his/her first meal, second meal and third meal.
- B. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
- C. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- D. The consequences of non-payment will be determined on a case-by- case basis.

The person responsible for managing unpaid meal charges is the campus administrator or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

#### IV. DELINQUENT MEAL CHARGE DEBT

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

A. At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.

B. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

#### NON-DISCRIMINATION STATEMENT

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly. "In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Declaración de no discriminación: De acuerdo con la ley federal de derechos civiles y los reglamentos y políticas de derechos civiles del Departamento de Agricultura de EE. UU. (USDA - U.S. Department of Agriculture), el USDA, sus organismos, oficinas y empleados, y las instituciones que participan o administran los programas del USDA tienen prohibido discriminar por motivos de raza, color, origen étnico, sexo, religión, discapacidad, edad, creencias políticas o represalias o venganza por actividades anteriores a los derechos civiles en cualquier programa o actividad llevado a cabo o financiado por el USDA.

Las personas con discapacidad que requieran medios alternativos de comunicación para informarse del programa (por ejemplo, braille, letra grande, cinta de audio, lengua de signos americana, etc.) deben ponerse en contacto con el organismo (estatal o local) donde solicitaron sus prestaciones. Las personas sordas o con problemas de audición o deficiencias en el habla pueden ponerse en contacto con el USDA a través del Federal Relay Service (servicio federal de transmisiones) en el (800) 877-8339. Además, puede encontrar información del programa en otros idiomas además del inglés.

Para presentar una queja por discriminación contra el programa, rellene el formulario de quejas por discriminación contra el programa de USDA, (USDA Program Discrimination Complaint Form - AD-3027) disponible en línea en:

[http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), y en cualquier oficina del USDA, o escriba una carta dirigida al USDA con toda la información solicitada en el formulario. Para solicitar una copia del formulario de queja, llame al (866) 632- 9992. Envíe el formulario relleno o carta al USDA por:

- (1) correo: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) fax: (202) 690-7442; o
- (3) correo electrónico: [program.intake@usda.gov](mailto:program.intake@usda.gov).

Esta institución aplica el principio de igualdad de oportunidades



## BEHAVIORAL INFORMATION

### STUDENT CELL PHONE POLICY

At Losee, 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. **These items will not be permitted to be used during instructional time, but these items may be used before/after school and during lunch hours.** Somerset Losee and Academica are not responsible for any personal items lost on campus because we are a no cellphone/ electronic school. If a student must contact a parent during school hours, the student may request to use the office phone. **If a parent must reach a student during school hours, the parent must contact the school by way of the office.** We realize that phone communication during the drop-off and pick-up procedures is helpful in uniting students with their parents/guardians.

**1st offense:** Students will be asked to put the phone/smart watch away in their backpack. Parent/guardian will be notified by the classroom teacher.

**2nd offense:** The phone/smart watch will be confiscated and kept in the front office. The device will be issued at the end of the school day to the student or parent, depending on the circumstance.

**3rd offense:** The phone/smart watch will be confiscated and kept in the front office. The device will be issued at the end of the school day to the student or parent, depending on the circumstance. Possible consequences can consist of: PACK UP, Required Parent Conference (RPC), and Suspension.

If a parent/guardian needs to reach you for an emergency, they may call the office at 702-826-4373. Messages will only be delivered for emergencies.

### CAFETERIA BEHAVIOR

Students are to enter the cafeteria quietly and in an orderly fashion and be seated according to staff directions. 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.

### BULLYING

Under NRS 388.135, bullying and cyberbullying are prohibited on the premises of any public school, at an activity sponsored by a public school, or on any school bus. Nevada law requires that the school provide notification of a reported violation of NRS 388.135 to the parent or legal guardian of each pupil directly involved in the reported violation. NRS 388.122 "Bullying" defined. "Bullying" means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

Please note that the school administrator must complete an investigation no later than two school days

after receiving the report. If after making a good faith effort to interview all parties, any of the persons to be interviewed are not available, one additional school day may be used to complete the investigation.

## **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" during the entire school day.

Violations of the student code of conduct will result in consequences that are contingent upon the infraction. The following are possible consequences which include but is not limited to:

- Verbal Warning
- Counselor Referral
- Required Parent Conference
- Development of Behavior Plan
- Short-term out of school suspension (10 days or less)
- Expulsion/Permanent Suspension 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 courteously comply with the reasonable requests of any teacher, substitute teacher, staff member, security personnel, or administrator at all times while on any part of the school grounds, in a school vehicle, at any school-sponsored activity or on any school-sponsored trips.

3. **DISRUPTIVE CONDUCT:** Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.

4. **FIGHTING.** (NRS 202.265) If two or more persons shall, by agreement, fight in a public place, to the terror of the citizens of this state, the persons so offending commit an affray and are guilty of a misdemeanor.

5. **FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENT.**

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:** See Standard Student Attire section.

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. 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.
5. **Reverse Suspension:** The administrator, or his or her designee, may require a parent of a student to accompany their child at school throughout the duration of the school day for no more than (10) school days.

## **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.

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.

## Disciplinary Procedures 2021-2022

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.

## **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 2022-2023**

Principal or 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.



**Somerset Academy of Las Vegas 2023-2024**  
**Progressive Discipline Plan**

<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>Alcohol Possession/Use (Involve Police)</b>	RPC/RJ Plan/SUS/ Pending EXP	RPC/ SUS/Pending EXP		
<b>Arson (Involve Police)</b>	RPC / SUS Pending EXP			
<b>Assault to Adult</b>	SUS Pending EXP			
<b>Automobile Misuse</b>	RPC	RPC / SUS	RPC / SUS / Revoke Privileges	RPC / SUS Pending EXP
<b>Battery - Student (Involve police)</b>	RPC / SUS Pending EXP			
<b>Battery - Employee (Involve police)</b>	RPC / SUS Pending Expulsion			
<b>Bullying/Cyber Bullying</b>	Follow SB504 Protocols RPC / Possible SUS	Follow SB504 Protocols RPC / Possible SUS	Follow SB504 Protocols SUS / or Expulsion	Follow SB504 Protocols SUS / Expulsion
<b>Campus Disruption (May involve police)</b>	RPC (Possible SUS Pending EXP)	RPC (Possible SUS Pending EXP)	RPC (Possible SUS Pending EXP)	
<b>Classroom Disruption (Minor) see page 5</b>	Classroom Progressive Disc. Parent Contact - (RPC)	RPC	RPC/SUS	RPC / SUS Pending EXP
<b>Classroom Disruption (Major) see page 5</b>	RPC (See page 5 for details.)	RPC / 1-3 day SUS	RPC /4-7 day SUS	RPC / SUS Pending EXP
<b>Computer Misconduct</b>	Minor – RPC  Major-RPC / SUS	RPC / SUS Loss of privileges for a period	RPC / SUS Possible Expulsion	
<b>Controlled Substance Use or Possession (Involve police)</b>	RPC/ SUS Pending EXP	SUS Pending EXP		
<b>Controlled Substance Sale and/or Distribution (Involve police)</b>	RPC / 1-10 days SUS Pending EXP			
<b>Controlled Substance Paraphernalia</b>	RPC / 1-3 days SUS	RPC / 1-10 days SUS Pending Expulsion		
<b>Detention NO-Show</b>	Reminder slip/ Re- Schedule	Picked up by Deans office to serve during Lunch or after school	Add another Detention/Parent Contact	RPC
<b>Disorderly Conduct student profanity/gestures towards students</b>	Student Conference Parent Contact - (RPC)	RPC / 1-3 days SUS	RPC / 4-6 days SUS	RPC / 7-10 days SUS

<b>Distribution of Porn</b>	RPC / 1-10 days SUS Pending EXP			
<b>Dress Code</b>	Warning/Parent contact	Parent Contact/ PACK UP	Parent Contact/ PACK UP/RPC	Parent Contact/ PACK UP/RPC
<b>Explosive Devices (Involve police)</b>	RPC / SUS Pending Expulsion, Confiscate Items			
<b>Fighting Physical Altercation</b>	RPC/RJ Plan/SUS/ Pending EXP	RPC / SUS/ Pending Expulsion	RPC / SUS/ Pending Expulsion	
<b>Fighting Initiating Physical Altercation</b>	RPC/RJ Plan/SUS/ Pending EXP	RPC / SUS/ Pending Expulsion	RPC / SUS/ Pending Expulsion	
<b>Fighting Verbal Altercation</b>	RPC/RJ Plan.	RPC / SUS	RPC / SUS/ Pending Expulsion	
<b>Forgery (May Involve police)</b>	RPC (Minor) RPC (Major)	RPC / SUS 1-3 RPC / SUS 4-6	RPC / 4-6 SUS	
<b>Gambling</b>	RPC / 1-3 days SUS (\$\$ involved)/ RJ Plan	RPC / 4-7 days SUS	RPC / 8-10 days SUS Pending Expulsion	
<b>Gang (fighting)</b>	RPC/RJ Plan/SUS/ Pending EXP	RPC / SUS/ Pending Expulsion	RPC / SUS/ Pending Expulsion	
<b>Gang Activity (Involve police)</b>	RPC/RJ Plan/SUS/ Pending EXP	RPC / SUS/ Pending Expulsion	RPC / SUS/ Pending Expulsion	
<b>Disregard of School Rules</b>	Detention/ Conference w/student/ Parent Contact	RPC / 1-3 days SUS	RPC / 4-6 days SUS	RPC / 8-10 days SUS / Pending Expulsion
<b>Harassment - Threats towards students</b>	Parent Contact - RPC RJ Plan	RPC /1- 3 days SUS	RPC / 4-6 days SUS	RPC / 8-10 days SUS / Possible Expulsion
<b>Immoral Conduct</b>	RPC / RJ Plan	RPC / 4-6 days SUS	RPC / 8-10 days SUS/ Pending Expulsion	
<b>Incitement (May Involve police)</b>	RPC (Possible 1-3 days SUS /Exp) / RJ Plan	RPC /1-3 days SUS (Possible Expulsion)	RPC /4-6 days SUS /Expulsion	
<b>Insubordination</b>	Student Conference/ Inhouse/ Parent Contact/ RPC/	RPC/ In-House/ RJ Plan	RPC / 1-3 days SUS	RPC / 4-6 days SUS Pending

<b>Leaving Campus/Class without permission</b>	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
<b>Nuisance Items (Minor)</b>	Student Conference Confiscate-return parents	RPC/ Confiscate-return parents	RPC / PACK UP/SUS Confiscate Item- return parents	RPC / PACK UP/SUS Confiscate Item-return parents
<b>Nuisance Items (Major) Portable Comm. Devices</b>	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
<b>Possession of Stolen Property (under \$500)</b>	RPC /RJ/ SUS	RPC / 4-10 days SUS / Possible Expulsion		
<b>Possession of a Weapon (non NRS)</b>	RPC /RJ Plan/SUS	SUS Pending EXP		
<b>Profanity towards Employee</b>	RPC / 1-3 days SUS RJ Plan	RPC / 4-6 days SUS	RPC / 8-10 days SUS	Pending Expulsion
<b>Robbery/Extortion (Involve Police)</b>	RPC / 1-3 days SUS Compensation/ RJ Plan	RPC / 4-7 days SUS Compensation Pending Expulsion	RPC / 8-10 days SUS Compensation Pending Expulsion	
<b>Scholastic Dishonesty</b>	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
<b>Sexual Assault</b>	SUS Pending EXP			
<b>Spraying Propellants (Tear gas, pepper spray, fire extinguisher)</b>	RPC / Possible 1-3 days SUS/ RJ Plan/ Possible Expulsion	RPC / 4-10 days SUS Pending Expulsion		
<b>Tardy Lockouts</b>	Detention/ Parent Contact	Detention/ Parent Contact	Detention/ Parent Contact/ RPC	Parent Contact/ RPC/ 1-3 days SUS
<b>Threats - Student</b>	RPC Behavior Contract	RPC / 1-3 days SUS / Possible EXP	RPC / 4-7 days SUS / Possible EXP	RPC / 8-10 days SUS / EXP
<b>Threats - Employee</b>	RPC / 5 day SUS / Pending Expulsion	RPC / 10 day SUS / Pending Expulsion		
<b>Theft (May Involve police)</b>	RPC / RJ Plan/ 1 - 3 days SUS/ Compensation	RPC / 4 -7 days SUS/ Pending Expulsion/ Compensation	RPC / 4-7 days SUS/ Pending Expulsion/ Compensation	
<b>Tobacco (Possession and/or Use)</b>	RPC Confiscate	RPC / 1-3 days SUS Confiscate	RPC / 4-7 days SUS Confiscate	RPC / 8-10 days SUS Confiscate

<b>Truancy (May Involve Police)</b>	Parent Contact Truancy Letter	Parent Contact Truancy Letter	Parent Contact Truancy Letter	
<b>Vandalism/Destruction or Defacing Property (May Involve Police)</b>	RPC /Possible 1-3days SUS or Expulsion Compensation/ RJ Plan School Beautification	RPC / 4-7 days SUS / Expulsion	RPC / 8-10 days SUS Pending Expulsion	
<b>Weapons (NRS)</b>	RPC/SUS Pending Expulsion			

## **STUDENT TECHNOLOGY ACCEPTABLE USE POLICY**

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

1. The privilege to use the SOMERSET LOSEE ACADEMY network to access public and other networks may be revoked by SOMERSET LOSEE 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 LOSEE ACADEMY access; (2) plagiarism; and (3) use of the internet for the purpose of cyber bullying others. SOMERSET LOSEE ACADEMY reserves the right to determine what constitutes abusive conduct or violation of SOMERSET LOSEE ACADEMY policies.
2. SOMERSET LOSEE ACADEMY has the right to review any material stored in SOMERSET LOSEE ACADEMY files to which other SOMERSET LOSEE 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 LOSEE 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 LOSEE 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 LOSEE 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 LOSEE ACADEMY computers.

6. I will not attempt to modify or tamper with SOMERSET LOSEE 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 to 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 LOSEE ACADEMY computer hardware or software.

Unlawful activities may result in criminal prosecution.

# **Parents and Student Acknowledgement**

Parents and students: Please read the statements below, check each box, sign and date the form, and return to school.

I accept the responsibilities expected of me as a student enrolled in Somerset Academy, Losee Campus.

I accept the responsibilities expected of me as a parent/guardian of a student enrolled in Somerset Academy, Losee Campus.

We acknowledge that we have read the policies, procedures, rules, regulations, and practices presented in the Student Discipline Policies.

We confirm we have read the Student Technology Acceptable Use Policy, understand the associated administrative regulations and user agreement, and agree to abide by their provisions, including the school's guidelines for responsible online behavior and use of social networking websites.

We understand that violation of these provisions may result in suspension or revocation of access to the school's technology resources or other disciplinary action in accordance with the Student Discipline Policies.

\_\_\_\_\_  
Name of Student (Please Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**This completed form must be signed and returned to the student's classroom (elementary) or third-period (Grades 6 - 12) teacher. No later than August 26, 2024.**



# Somerset Academy North Las Vegas Campus

Student and Families Handbook  
2024-2025

Contents are subject to change.





**Somerset North Las Vegas  
Student and Families Handbook  
Table of Contents**

<b>MESSAGE FROM PRINCIPAL</b>	<b>3</b>
<b>GENERAL INFORMATION</b>	<b>4</b>
<b>DAILY SCHEDULE</b>	<b>5</b>
<b>ARRIVAL AND DISMISSAL</b>	<b>6-8</b>
<b>LUNCH</b>	<b>8</b>
<b>ATTENDANCE</b>	<b>8-9</b>
<b>COURSE OF STUDY</b>	<b>10</b>
<b>GRADING POLICIES</b>	<b>10</b>
<b>DISCIPLINE</b>	<b>12-16</b>
<b>CODE OF COOPERATION</b>	<b>12</b>
<b>STANDARD STUDENT ATTIRE</b>	<b>18</b>
<b>FAMILY ENGAGEMENT</b>	<b>21</b>



# SOMERSET ACADEMY

OF LAS VEGAS

NORTH LAS VEGAS CAMPUS

385 W Centennial Pkwy. North Las Vegas, NV 89084

<https://www.somersetnlv.org/>

702.633.5616

---

Dear Families,

Welcome to the 2024-2025 School Year at Somerset Academy- North Las Vegas. It is with great pride that I welcome you to our school and our SNLV community. At SNLV, we are confident that each child that walks through our doors each day will have a quality educational experience taught by teachers who are committed to educational excellence. Our school will focus on student growth both academically and socially in a welcoming and caring environment.

A home-school relationship is of the utmost importance to your child's education. Having a connection with your child's teachers and school personnel helps to provide open communication and allows for the students to know we are working together for their social, emotional, and educational growth. We count on parents/guardians to be a support to our school as you are the most important teacher your child will have. If we work together as a team, your child will benefit from the home/school connection in many ways.

We have an open door policy here at Somerset Academy, North Las Vegas and welcome parents to be an active part of our school community. Through Class Dojo and our social media pages, we keep you abreast of all the happenings here at school. We also send home a weekly family newsletter with pertinent information and upcoming dates. We do our best to communicate at a level that is acceptable to our families. If you ever feel your child has educational or social/emotional needs, please do not hesitate to reach out to us.

I am looking forward to working together and making this a great year for all of our Stallions and families.

Sincerely,

Mindi Palomeque  
Principal



**Somerset Academy of Las Vegas  
North Las Vegas Campus**

385 W. Centennial Pkwy  
North Las Vegas, NV 89084  
702-633-5616

<https://somersetnlv.org/>

## **GENERAL INFORMATION**

**Office Hours**

7:30am–3:15pm

**School Hours**

Monday through Friday: 7:50 am–2:45 pm

Data Days: 7:50 am-11:15 am

### **SOMERSET NORTH LAS VEGAS MISSION STATEMENT**

Somerset North Las Vegas is an engaging environment where all are committed to lifelong learning, leadership, and excellence.

## **SCHOOL PLEDGE**

We are **S**trong, **T**rustworthy, **A**ccountable **L**eaders who **L**ove learning,  
**I**nnovation, **O**ptimism, and **N**ever give up until we reach **S**uccess!  
**We are STALLIONS!**

## **SOMERSET ACADEMY INC. VISION AND PURPOSE**

Empowering students to explore global learning opportunities to promote  
and enrich their communities and the communities we serve.

Somerset Academy, Inc. promotes a transformational culture that maximizes  
student achievement and the development of accountable, global learners in a safe  
and enriching environment that fosters high-quality education.

## **WHAT IS A CHARTER SCHOOL?**

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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.

## **DAILY SCHEDULE**

**6:30am-7:20am**-(OPTIONAL) The Ranch, a fee based childcare program

**7:20am-7:40am**-Breakfast Arrival (students must be in line by 7:25 am to receive breakfast)

**7:45am-7:50am**-Non Breakfast Arrival (classrooms open at 7:45 am)

**7:50 am-2:45pm** -Class in Session (students in their seats after 7:50 am will be marked tardy)

**2:35pm**-Begin Silent Dismissal

**2:45pm-6:00pm**-(OPTIONAL) The Ranch, a fee based childcare program

**\*\*Dismissal times at the beginning of the year may be longer due to more traffic and learning the procedures\*\***

# ARRIVAL AND DISMISSAL

## GOOD NEIGHBOR POLICY

Families of Somerset Academy North Las Vegas 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. Being that we are in a unique setting, we ask that you not park, dismiss, or pick up from our neighboring businesses and only use the school parking lot. This includes not allowing children to loiter at neighboring businesses before and after school. The safest place for our children is on campus, where they are supervised by our trained staff.

We ask that students and families follow a designated traffic pattern when entering and exiting the North Las Vegas property and follow a school-wide procedure for drop-off and pick-up for the safety of all. This policy is for the safety of all. Please adhere to all traffic laws including parking, stopping in approved areas, cell phone use, and being an attentive and courteous driver. Failure to comply will result in a trespass being issued. **Please do not move cones, double park or endanger people in our parking lot.**

Students are to be dropped off no earlier than 7:25 am Monday-Friday. Students are to be picked up no later than 3:00 pm Monday-Friday. Drop-off and pick up times will be strictly enforced for the safety of our students. If you are running late, there is an emergency, or you are unable to get to campus at our arrival and/or dismissal times, we do offer The Ranch, a fee-based childcare program. See our school website for more information on The Ranch.

**\*\*To ensure the safety of our students, any student that is on campus and is not being supervised by a staff member, before or after the designated arrival/dismissal times, will be placed in The Ranch for emergency supervision where a drop in fee will be charged. It is our school policy that students must be supervised by an adult at all times while on property. If you wish to not incur these charges, please make the necessary arrangements to ensure your child is picked up and dropped off on time. If this is a repeat occurrence, the school has the right to file a claim with Child Protective Services for neglect.**

## ARRIVAL

It is important to start the day off by being proactive and punctual. Students and families arriving on campus must do so in a safe, respectful, and responsible manner. It is important for your child to be on time, have a smooth morning, and eat a nutritious meal.

Below are the school approved arrival options to choose from:

1. **Car Loop:** Use the Car Loop (the safest and most secure option, **please remain in car**)
2. **Park:** park in a designated parking space on school property and use the crosswalks
3. **Walk/Bike:** students walk or bike to school, bicycles are not to be used on campus
4. **The Ranch:** our fee based before care program. Students go to breakfast at 7:20 am.

### Arrival Procedures:

- Drop off students using one of the approved options from above. If using the Car Loop,

stay in your car, a member of staff will assist your child(ren).

- Breakfast is in the Multipurpose Room from 7:20-7:40 am. Students will enter through the MP doors, students will get in line, pick up food and check in with the clerk. All breakfast items must be consumed before going to class.
- Students that opt out of breakfast will be permitted to enter the building at 7:45 am.
- Students are in their seats and ready to learn by 7:50 am.
- Adults will not be permitted to walk students to class, there are adults positioned throughout the school to assist your child(ren).

Starting the day off on time helps ensure success and models excellence.

**Students that are dropped off after 7:50 am must check-in at the office and will receive a tardy slip and marked tardy in their Infinite Campus.** Students and families that are habitually tardy will be scheduled for an attendance meeting with administration and Educational Neglect may be filed with Child Protective Services.

## DISMISSAL

We use a program called Silent Dismissal to ensure the safety of our students. Every family will be issued their own unique identification number. Every family member/guardian that is tasked with picking up one of our students from school is required to have the Silent Dismissal tag with them at the time of pickup. **Parents are responsible for changing the way in which their child(ren) are being picked up.** Tags can be printed or you can utilize a screenshot on a phone. We use this system to ensure that our students are released to the location where the approved adult is waiting for them at the time of dismissal. Be careful who you share your tag with, once the tag is scanned, your child will be released to that adult. In order to obtain Silent Dismissal tags or to replace a tag, please see the front office and be prepared to show ID. It is imperative you follow the rules of Silent Dismissal for the safety of all the students on our campus.

The following are school approved options for dismissal:

1. **Solo Walker:** Stallions that walk/bike off campus without an adult scanning them out. (In order to be registered for this option, students must be in grades 3rd-5th.)
2. **Walker with Siblings:** Stallions that walk/bike off campus without an adult scanning them out that also need to meet their sibling. Any K-2 student walking off must have a sibling that is in 3rd-5th grade to walk off with.
3. **Parent Pick Up:** Stallions are released to a walk up adult on campus. All adults must be scanned in the walk up line.
4. **Car Loop:** Stallions are released to a car in the Car Loop. All cars must be scanned in the Car Loop and line up no earlier than 1 hour before school is released. If you have multiple children, you will be assigned a family number and all your children will arrive within minutes of each other to the car loop. If your child is not at the Car Loop gates by the end of the loading cycle, you will be asked to park your vehicle and a staff member will escort your child(ren) to your vehicle.
5. **Daycare Dismissal:** If a student is registered for a daycare (that has been pre-arranged by parents) they will walk up to the front office and be dismissed to their pick up van.
6. **The Ranch:** Stallions that are registered will be sent to The Ranch, after school care. Students that have not been picked up on time will be sent to The Ranch and a **drop in fee will be charged to the family.**

- a. Scheduling forms must be submitted by 11:00 pm every Wednesday to attend program the following week.
- b. If you do not schedule your student, but still want to send them to the Ranch before or after school, you will pay a drop in fee of \$15 for morning child care and \$25 for afternoon care.
- c. For more information, click [HERE](#).

### **Dismissal Procedures:**

Have your Silent Dismissal tag ready to be scanned and wait patiently for your Stallion to exit the building. Lines and wait times are longer the first few weeks of school, but we will have all students dismissed in 15 minutes by the end of the school year. Once the process becomes smooth, we will alert parents that the scanning will end at 2:55 pm. At this time, you need to be in the parent pick up line or the car loop line.

- Prior to arrival, be sure that you have discussed the dismissal arrangements for that day with your child.
- If you need to make a change to your regular dismissal procedures, you must do so online before 11:00 am for the app to update.
- If using the Parent Pick Up option, line up to the left of the front doors to get scanned and wait for your child(ren) there.
- If using the Car Loop, stay in your car, a member of staff will assist with your child(ren).

## **LUNCH**

Somerset Academy partners with Better 4 You meals to provide a fresh and nutritious lunch option. Please visit the Somerset Academy North Las Vegas Campus website for updated food options: <https://www.somersetnlv.org/>.

[CLICK HERE](#) for more information on our Somerset Wellness Policy.

## **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 or from a doctor's office. You may submit your absence on the school website and upload your note. **Students shall be allowed a minimum of three days to complete make-up work without consequences.** Excused absences are for illness or emergencies only, not for vacations. Excused absences are still considered absences and accrue towards chronic absenteeism on the student transcript.

**Parents/Guardians of student(s) that have missed more than 5 days will be required to meet with a member of administration and devise an attendance action plan. If students continue to miss days, administration will file Educational Neglect with Child Protective Services.**

## **ABSENCES**

**Excused Absences**-Provide the teacher, the front office, or the registrar with a medical note or written explanation for the absence, or you can submit an absence on our school website. School releases at 2:35 pm. Please make dental and medical appointments after the instructional day. Vacations, reunions, birthdays, etc. are not excused absences. The parent/guardian has three days to provide documentation for an excused absence. If a child has an excused absence, they will be given three (3) additional school days to complete their missing work without that work negatively impacting their grade.

**Non Excused Absences**-Absences that have not been reported or have been reported and do not meet the guidelines for an excused absence. There are no additional days to makeup missed assignments. If this is a pre-arranged absence, students are responsible for gathering materials, directions, and assignments prior to the arranged absence.

**Any student that exceeds eighteen (18) excused or unexcused absences during the school year may be retained in the current grade level and the school will file Educational Neglect with Child Protective Services. Attendance matters at North Las Vegas.**

## **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 WITH ID.** Please be prepared to show proper identification. All volunteers must sign their children out before leaving campus.

The end of the school day is an extremely busy time in the office and classroom. In an effort to honor this instructional time, **we do not allow students to be checked out after 2pm or 10:30 am on half days.** Please make prior arrangements with your child for after-school destinations. Phone calls and messages at the end of the school day, before or during dismissal, will not be delivered.

## **DELIVERIES TO STUDENTS**

Somerset Academy North Las Vegas stresses the importance of uninterrupted instructional time for students. Classes will not be interrupted for deliveries. 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. **The only exceptions will be prescribed medications and glasses.**

# **COURSE OF STUDY**

Students at Somerset North Las Vegas Campus will be required to take the following courses in



accordance with Nevada Revised Statutes:

**Kindergarten– 5<sup>th</sup> Grade Grading Policy**

**ELEMENTARY K-5 TRADITIONAL LETTER BASED GRADING**

Values listed represent the percentage earned of total points possible.

**A 90-100%**

**B 80-89%**

**C 70-79%**

**D 60-69%**

**F Below 60%**

**Student grades will be calculated as follows:**

**Summative Assignments (quizzes, tests, projects, etc.) 70%**

**Formative Assignments (classwork etc.) 30%**

**SPECIAL SUBJECTS & LEARNER BEHAVIORS:**

**E Exceptional Progress**

**S Satisfactory Progress**

**N Needs Improvement**

**SPECIALS**

Grades in Specials classes such as Art, Spanish, PE, Writing Special, and Technology will use the E, S, N format to report on performance.

<b>Specials Grading Policy</b>	
<b>E</b>	<b>Excellent:</b> Learning evidence was complete with more complex content than was explicitly taught with no major errors or omissions.
<b>S</b>	<b>Satisfactory:</b> Learning evidence was complete with no major errors or omissions in the evidence regarding any of the information and/or processes that were explicitly taught.
<b>N</b>	<b>Needs Improvement:</b> Learning evidence was partially completed and/or during the learning process, multiple errors were made. Student needed significant scaffolding/assistance in order to complete the task.

**Learner responsibilities (citizenship):** Citizenship grades will be based on the students' abilities to master the four tenets of Somerset Academy - Character, Leadership, Service, and Scholarship.

	<b>Character</b>	<b>Leadership</b>	<b>Service</b>	<b>Scholarship</b>
<b>4</b>	<p>I go above and beyond to show respect to myself and others</p> <p>I go above and beyond school expectations through my choices and actions</p>	<p>I go above and beyond to work independently and cooperatively</p> <p>I go above and beyond to act as a role model for my school</p>	<p>I go above and beyond to take initiative to better my school</p> <p>I go above and beyond to advocate for myself and others</p>	<p>I go above and beyond to complete all assigned work, on time, to benefit my learning</p> <p>I go above and beyond to actively participate in my learning</p>
<b>3</b>	<p>I respect myself and others</p> <p>I meet school expectations through my choices and actions</p>	<p>I work independently and cooperatively</p> <p>I act as a role model for my school</p>	<p>I take initiative to better my school</p> <p>I advocate for myself and others</p>	<p>I complete all assigned work, on time, to benefit my learning</p> <p>I actively participate in my learning</p>
<b>2</b>	<p>I mostly show respect to myself and others</p> <p>I mostly meet school expectations through my choices and actions</p>	<p>I mostly work independently and cooperatively</p> <p>I mostly act as a role model for my school</p>	<p>I mostly take initiative to better my school</p> <p>I mostly advocate for myself and others</p>	<p>I mostly complete all assigned work, on time, to benefit my learning</p> <p>I mostly actively participate in my learning</p>
<b>1</b>	<p>I often need reminders to show respect to myself and others</p> <p>I often need reminders to meet school expectations through my choices and actions</p>	<p>I often need reminders to work independently and cooperatively</p> <p>I often need reminders to act as a role model for my school</p>	<p>I often need reminders to take initiative to better my school</p> <p>I often need reminders to advocate for myself and others</p>	<p>I often need reminders to complete all assigned work, on time, to benefit my learning</p> <p>I often need reminders to</p>

				actively participate in my learning
--	--	--	--	-------------------------------------

**HOME LEARNING/PRACTICE POLICY**

At North Las Vegas, all students complete every assignment. Home learning assignments are designed to support student learning of the Nevada Academic Content Standards (NVACS). Additionally, home learning builds responsibility, develops study habits, and promotes adult involvement in the child’s education. Along with regular home learning, your child should be reading at least 20 minutes per night to build a strong foundation of literacy. Homework is given at the teacher’s discretion and is meant solely to support the ongoing learning done inside the classroom.

**NOTICE OF UNSATISFACTORY GRADES**

Your child’s grades will be available for you at any time through the Infinite Campus portal or My Education Data. As a family, grades should be monitored weekly. Students will also be provided login information to access the Infinite Campus portal and My Education Data and are expected to maintain consistent grade awareness. If you are experiencing issues with logging in, please click the help link on the login page of Infinite Campus.

**PROMOTION/RETENTION POLICY**

Somerset Academy has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted or retained. For students who are not meeting grade level performance levels may be 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 (see NRS).

Students in grades kindergarten through fifth grade who are not making adequate progress in all subject areas may be considered for retention.

**\*\*All students who miss 18 or more school days are at risk for retention.\*\***

**NRS 392.125 Retention of pupil in same grade: Requirements; limitation; exception for charter schools.**

1. Except as otherwise provided in subsection 4, before any pupil enrolled in a public school may be retained in the same grade rather than promoted to the next higher grade for the succeeding school year, the pupil’s teacher and principal must make a reasonable effort to arrange a meeting and to meet with the pupil’s parents or guardian to discuss the reasons and circumstances.

2. Except as otherwise provided in [NRS 392.760](#), the teacher and the principal in joint agreement have the final authority to retain a pupil in the same grade for the succeeding school year.

**DISCIPLINE**

We believe in teaching students respectful ways to act in ALL settings. We provide guidance and utilize a Code of Cooperation through The Leader in ME, Multi-Tiered Systems of Support, and Restorative Practices. These are proactive systems designed to develop character and promote

positive behaviors. As partners in education, we ask for your support. We will do our best to educate you and help you understand our disciplinary procedures. These are research based techniques to help students for the rest of their life. In most instances, when a child makes a poor choice, a discussion of acceptable and unacceptable behavior allows the school to handle the situation without the need for parental conference or further consequences. We are partners in your child's education and intend to keep you involved. It is important for parents to understand that not every poor choice leads to a parent call, contact, or conference. However, it is recognized that parents are the child's first and most important advocates. Somerset Academy understands the importance of the family in the child's development and seeks to create a partnership with parents/guardians through Restorative Practices. There are times when the school will send a written note or make a phone call to the parent/guardian to keep the family informed of the child's conduct at school. We are committed to helping raise safe, respectful, and responsible citizens.

[CLICK HERE](#) to read the Somerset Academy Restorative Practice Policy and Procedures

## CODE OF COOPERATION

Our Code of Cooperation is in place to ensure the safety of students and staff and create an environment conducive to learning. There are three basic expectations for all students, families, and staff while on campus.

### **We are Safe:**

- We keep hands and feet to self
- We express our emotions in positive ways
- We walk in the building
- We are aware of our surroundings and others

### **We are Respectful:**

- We treat others as we wish to be treated
- We are prepared
- We are courteous
- We use appropriate language
- We listen to one other
- We represent ourselves, our family, our school, and our community in a positive light

### **We are Responsible:**

- We are on time
- We try our best at all times
- We follow directions
- We complete our school work
- We help clean up after ourselves and others
- We are honest
- We take care of equipment and school property

## Stallion Students Put First Things First

	Safety	Respect	Responsibility
<b>Arrival</b>	<ul style="list-style-type: none"> <li>· Walk only</li> <li>· Keep your backpack on your shoulders</li> <li>· Keep hands and feet to yourself</li> <li>- Avoid horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Voice level 0 or 1</li> <li>· Listen to adults</li> <li>· Greet others with a smile/wave</li> </ul>	<ul style="list-style-type: none"> <li>· Go straight to your classroom</li> <li>· Bring all necessary materials for the day</li> </ul>
<b>In Class</b>	<ul style="list-style-type: none"> <li>· Follow teacher and school codes of cooperation</li> <li>· Remain in seat until given permission</li> <li>· Keep all legs of chair on the ground</li> <li>-Avoid horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Speak in complete sentences</li> <li>· Ask for a time out if you need a break</li> <li>· Use school appropriate language</li> <li>· Treat others with fairness/kindness</li> <li>· Get permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>· Turn in assignments</li> <li>· Try your best</li> <li>· Be honest with yourself and others</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>· Remain seated until dismissed</li> <li>· Walk to your lunch table</li> <li>-Avoid horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Use positive table manners</li> <li>· Touch and eat your food only</li> <li>· Listen to staff and student leaders</li> </ul>	<ul style="list-style-type: none"> <li>· Raise your hand if you need help</li> <li>· Clean up trash and put in trash can</li> </ul>
<b>Dismissal</b>	<ul style="list-style-type: none"> <li>· Walk only</li> <li>· Keep your backpack on your shoulders</li> <li>· Keep hands and feet to yourself</li> <li>-Avoid horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Voice level 0 or 1</li> <li>· Listen to staff and student leaders</li> <li>· Enter younger sibling's classroom quietly and by yourself</li> <li>-Respect local businesses</li> </ul>	<ul style="list-style-type: none"> <li>· Go straight to your dismissal location</li> <li>· Take your personal belongings</li> <li>-Leave school after dismissal</li> </ul>

## Stallion Students Think Win-Win

	Safety	Respect	Responsibility
<b>Hallway</b>	<ul style="list-style-type: none"> <li>· Walk only</li> <li>· Walk on the right side</li> <li>· Face forward</li> <li>· Keep hands and feet to self</li> <li>-No horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Voice level 0</li> <li>· Enjoy the work on the walls with your eyes only</li> <li>· Listen to staff and student leaders</li> <li>-Keep walls clean</li> </ul>	<ul style="list-style-type: none"> <li>· Go directly to your destination.</li> <li>· Only in the hallway with permission</li> </ul>

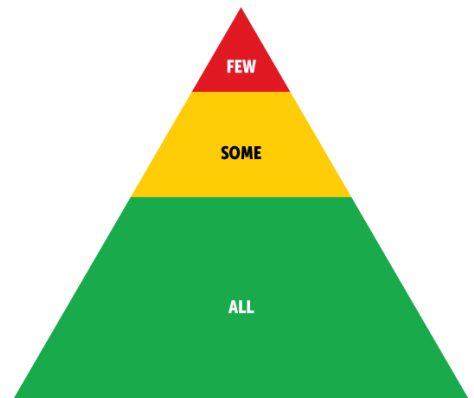
<b>Restroom</b>	<ul style="list-style-type: none"> <li>· Report any problems</li> <li>· Use facilities for their purpose</li> <li>· Walk to and from restroom</li> <li>-No horseplay</li> </ul>	<ul style="list-style-type: none"> <li>· Wait your turn</li> <li>· Give others privacy</li> <li>· Voice level 0</li> </ul>	<ul style="list-style-type: none"> <li>· Do your business and leave</li> <li>· Flush the toilet</li> <li>· Wash and dry hands</li> <li>· Throw trash in trash can</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>· Use equipment as intended</li> <li>· Keep hands and feet to yourself</li> <li>· Beware of activities around you</li> <li>-No horseplay</li> <li>-Stay inside the fence</li> </ul>	<ul style="list-style-type: none"> <li>· Include others</li> <li>· Wait your turn</li> <li>· Show positive sportsmanship</li> <li>· Use kind words</li> <li>· Listens to staff and student leaders</li> <li>-Respect the garden</li> </ul>	<ul style="list-style-type: none"> <li>· Line up when signal is given</li> <li>· Ask permission to leave the playground</li> <li>· Take all personal belongings with you</li> <li>-Pick up your Trash</li> </ul>

### SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION SUPPORTS

Just as in academics, the type and level of behavior support provided for any student must match the intensity of his or her needs. Student responsiveness to academic and behavioral supports must guide instructional and intervention decisions. Schools implementing PBIS school-wide must organize behavior support across multiple tiers which increase in intensity as students' needs dictate.

#### Tier 1: Universal

Tier 1 supports are delivered to all students and emphasize teaching prosocial skills and behavior expectations. Schools acknowledge appropriate student behavior across all school settings. Tier 1 PBIS builds a social culture where students expect, prompt, and reinforce appropriate behavior for each other. When implemented with fidelity, Tier 1 PBIS systems and practices meet the needs of 80% or more of all students' needs.



#### Tier 2: Targeted

Tier 2 supports focus on students who are not successful with Tier 1 supports alone. Students receiving Tier 2 support require additional teaching and practice opportunities to increase their likelihood of success. Tier 2 supports are often successful when provided within groups. At this level, systems and practices are efficient. This means they are similar across students and can be quickly accessed. Schools monitor fidelity and outcome data regularly to adjust implementation as needed. The typical range of Tier 2 supports include:

Self-Management	Check-In. Check-Out
Small group social skill instruction	Targeted academic supports
Restorative Plan	Behavior Contract

Mentoring	
-----------	--

Typically, schools deliver Tier 2 supports to 5-15% of the student body.

### Tier 3: Intensive, Individualized

Tier 3 are more intensive and individualized. Schools use more formalized assessments to match interventions to the behavior's function. They create individualized plans incorporating the student's academic strengths and deficits, physical and medical status, mental health needs, and family/community support. Support plans emphasize:

- Prevention of problem situations
- Active instruction of new, replacement, and adaptive behaviors
- Formal strategies to acknowledge desired behavior
- Systematic procedures to reduce the likelihood problem behaviors are reinforced
- Safety routines
- Counseling, Individual and Family
- Development of a Behavior Plan
- Accurate and sustained implementation
- Data collection procedures to measure fidelity and impact
- Coordination of family, agency, and other systems of care

Tier 3 supports target the 3-5% of students with the highest support needs in the school.

### **Why Implement School-wide PBIS?**

- Improved academic performance
- Reduced bullying behaviors
- Improved social-emotional competence
- Improved social and academic outcomes for students with disabilities
- Decreased rates of student-reported drug and alcohol abuse
- Reduced office discipline referrals, suspensions, and incidents of restraint and seclusion
- Improved teacher outcomes, including perception of teacher efficacy; school organizational health and school climate, and perception of school safety

RESOURCE: <https://www.pbis.org/topics/school-wide>

### **CLASS DOJO**

ClassDojo is a part of our incentive system for our school. Students on campus that are following the Code of Cooperation, going above and beyond to help their peers, and performing schoolwide/classroom jobs will receive points on Class DOJO in their classrooms, in common areas, and at lunch. It is important for families to have access to their classroom Class DOJO to be able to have communication with their teacher(s) about student behavior and academic progress. Class Dojo will have quiet hours out of respect for the learning environment. Teacher's will respond to messages after instruction is complete.

**Class Dojo is used for:**

Sharing classroom updates	Sharing important announcements
Information about your child	Sharing photos and videos

**Class Dojo is NOT used for:**

Getting your child out of class	Instant communication with your child’s teacher
---------------------------------	---

**The Leader in Me**

At Somerset North Las Vegas, we use a program/philosophy called, The Leader in Me. This is a transformative way of thinking and will help all of us to be better leaders. Our school will work towards not only teaching the 7 Habits of Highly Effective People, but living them. [CLICK HERE](#) to learn more about The Leader in Me. The Leader in Me is taught daily on the North Las Vegas campus.

**PERSONAL BELONGINGS**

Items such as electronic games, fidget spinners, toys, cameras, and trading cards, etc. 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 and recording of other students, teachers, or staff is 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, including outerwear 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. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. On the last day of each month, accumulated items will be donated to local charities and our Health Office. Please see the front desk to access Lost and Found.

**SCHOOL PROPERTY**

Somerset Academy of Las Vegas would like to stress the importance of taking proper care of textbooks, chromebooks, 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.

**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 FASA or School Nurse 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, nor is the child allowed to carry and self-administer prescription medication.**

### **STUDENT CELL PHONE/WATCH POLICY**

At North Las Vegas, we engage in direct communication with each other. We encourage our students to remain fully engaged during the school day. Our school's primary responsibility is to educate our students. If a student brings a cell phone/watch to school, it must be placed in the student's backpack for the entire school day. The school is not responsible for lost or damaged cell phones and watches. **Student cell phone/watch use is prohibited during the instructional day.** If a student needs to contact their parent(s) during school hours, the student may request to use the office phone.

### **HARASSMENT POLICY**

Somerset Academy of North Las Vegas will make every effort to educate children and provide them with a safe learning environment. Bullying or harassment of any kind is not acceptable and violates our Code of Conduct. The administration at Somerset Academy will investigate each report of bullying in accordance with state statute. Students who are bullying, threatening, and discouraging other students will be engaged in restorative practices to teach qualities of kindness and acceptance. Bullying, which includes cyber bullying, social media bullying, and text bullying have all become a national safety issue. 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.

## **STANDARD STUDENT ATTIRE**

### **2024-2025 Uniform Policy**

Somerset Academy, North Las Vegas Campus will be following a policy of standard student attire. By 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. **It is a choice to attend Somerset Academy North Las Vegas, and part of that choice is ensuring that your child is dressed appropriately daily.** Disciplinary action will be taken for students that are not dressed in Standard Student Attire.

### **Acceptable Standard Student Attire**



### Unacceptable Standard Student Attire



**Tops:** White, navy, red, gray, or black (long or short sleeved) collared, polo shirts. Undershirts must also be school colors, other colors violate the school uniform policy. **Shirts must have embroidered Somerset Academy logo.** No midribs permitted.

**Bottoms:** Pants/skirts/skorts/shorts/capris/jumpers are all acceptable in khaki (tan), navy blue or black in color. Dickies or Dockers style **ONLY**- no cargos shorts, jogger pants or carpenters pants/shorts. Skirts/shorts/jumpers must be fingertip length. If a jumper is worn it must be embroidered with the school logo. No jeans, jeggings, sweat pants, or yoga pants. Leggings may only be worn under skirts/jumpers, and must be school colors (khaki (tan), navy blue or black). Sagging, ripped/torn, and oversized pants are not permitted.

**Outerwear:** Sweatshirts/Hoodies/Sweaters/Heavy Coats/Jackets: Must be black, red, navy blue, gray, or white and plain, free from graphics and writing (unless it is the Somerset school crested logo). Students must still wear their Somerset polo underneath their outerwear. (Unless it is a specified spirit or free dress day). All outerwear NOT including a Somerset school logo must ONLY be worn OUTSIDE and removed upon entering the building. If a student needs to wear a sweatshirt/hoodie/sweater/coat or jacket inside the building it MUST include the Somerset School logo.

**Spirit Attire:** The last day of the week, will be our scheduled “Spirit Day”. Students may choose to show school spirit by wearing SNLV spirit gear. Students are permitted to wear their school spirit T-shirt/sweatshirt with denim blue or black jeans, shorts, skirt/skort. Students may also

wear their Spirit Bows/Hats on Spirit Days. If a student is not in jeans and a Somerset school spirit shirt, they must be in full uniform. Ripped/torn jeans are not permitted.

**Shoes:** Shoes/sneakers must fit securely on the foot. Flip flops, sliders, Heelys, and high heels are **not allowed**. Sandals with a back strap may be worn provided that they don't interfere with the safety and welfare of the student. Students must wear sneakers on days PE is scheduled.

**Accessories:** Belts must be worn through belt loops and may not hang down, have a large buckle, spikes or chains. Belts must be in neutral colors (white, brown, black). Stockings, leggings, tights, and hair accessories are to be solid colors (no patterns or stripes) and **worn in school colors only**. Students may wear hats to school to be worn outside only. Hats **MUST BE REMOVED** once students enter the building. Students are not permitted to wear hoods, head scarves, bandanas, or head wraps in the school building unless authorized by the administration and/or for religious purposes.

**Hair:** Students are allowed to wear the color of their choice. Mohawks and Faux Hawks may be worn unless they become a distraction to the learning environment, as deemed by the school. Hair accessories such as bows and headbands must be school colors. Character headbands (bunny ears, cat ears, etc.) are not allowed and can be confiscated. Bandannas are not permitted.

**Alternative Dress Day:** Anytime our students participate in an alternative dress or "free" dress day, there are still dress code guidelines that must be followed. In order to participate in an alternative dress or dress up day, students must adhere to the designated "theme" of the school-wide alternative dress or dress up day. All clothing must be sufficient to conceal any and all undergarments. No skin will show between the bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, spaghetti straps or tops and outfits that provide minimum coverage. All shorts, skirts and dresses must be no shorter than fingertip length, even if other items of clothing are worn underneath. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears. The wearing of sunglasses in the classroom is not permitted. Leggings may only be worn under skirts/jumpers. Wearing leggings, jeggings, or tights only is not allowed at any time. **Students that elect to not participate will dress in Standard Student Attire.**

Uniforms may be purchased at **All Uniform Wear** located 7311 W lake Mead Blvd, Suite 100, Las Vegas NV. 89128, 702-780 0277 [www.alluniformwear.com](http://www.alluniformwear.com).

**\*PLEASE WRITE STUDENT NAME ON ALL CLOTHING TAGS\***

Uniforms are mandatory. No exceptions!

## FAMILY ENGAGEMENT

Somerset North Las Vegas is dedicated to providing a quality education for every student in our school. Somerset Academy North Las Vegas will develop and nurture partnerships with

parents/caregivers, families, students, and community stakeholders. At Somerset North Las Vegas we believe in shared responsibility when it comes to the education of our students. We cannot successfully complete our job without you. We encourage active participation within the school community. This includes volunteering in your child's classroom, checking Infinite Campus, checking My Education Data, attending school events, and building relationships within the community with other families. At North Las Vegas, we believe it takes a village and we are happy to be a part of that village.

If you ever have questions, your child's teacher(s) are there to support you and assist you. Open two way communication is key to the success of your child. You may schedule a conference with your child's teacher by emailing or messaging the teacher. We encourage this when you have questions about your child's progress, class work, or school policies.

### REFERENCE GUIDE

At Somerset North Las Vegas, we believe in addressing our concerns directly with the source in a mature and composed manner. Two way communication is important to build relationships. Our protocol for who to contact is below.

#### 1. Contact the **Teacher** if you need information about:

- Grades
- Assignments/Assessments
- Any incident that occurs while at school
- Questions about classroom policies
- Student Discipline/Rewards
- School Events/Class Events

#### 2. Contact the **Stallion Support Team** via the link on the website, email, drop in form, or by calling the front office@702.633.5616 (**members-School Counselor, Safe School Professional, Student Success Advocate**) if you need information about:

- Social emotional distress
- Any incident that occurs while at school that you need more support
- Student Programs/Well being of students
- Any unresolved issues that you need further assistance with
- Financial programs and community outreach services
- Advice/strategies for behaviors at home and/or at school that are impeding learning.

#### 3. Contact **Administration** if you need:

- Assistance to any unresolved issues that you need further assistance with.
- To report incidents that involve staff that you do not feel comfortable approaching the staff member. (You will be asked if you have contacted the staff member directly, the administrator may help guide you towards next steps in problem solving and may suggest a meeting with the staff member(s)).
- Assistance with the lack of response to a concern you submitted (please allow 24 hours for response).
- To report emergencies or major concerns that need immediate attention.
- To report safety and/or operational concerns.
- Anything that involves the well being of your child and how the school may assist. We

are here to help, but our position remains that the best and most appropriate solution is to address the parties directly involved.

- If you wish to fill out a parent concern form, you may do so in the front office.

### **VISITING AND VOLUNTEERING**

Visitors are required to check in with reception in the front office for a visitor's badge. Visitor badges must be visible at all times while on campus. In order for our school to run smoothly, we count on volunteers to help our staff run dances, fundraisers, and community events. Please look for emails from the school asking for volunteers for certain events.

\*When volunteering, class visits are a time for helping the teacher, not for parent conferences or observations of students. **Any questions or conferences should be reserved for an appointed time when more privacy and time is available.**

### **EVENTS AND FUNDRAISERS**

Please check our website, social media, and newsletter for an update on events that are happening throughout the school year.

[www.somersetnlv.org](http://www.somersetnlv.org)

<https://somerset.myeducationdata.com/>



Sky Pointe Campus  
Grades K-12  
Student/Parent Handbook  
2024-2025  
Revised 7/2024  
Subject to Change

Dear Families,

On behalf of the staff at Somerset Academy of Las Vegas—Sky Pointe Campus, it is my pleasure to welcome you to our school. We are looking forward to a wonderful year with your child. We take pride in providing an excellent educational program for your child. Our school emphasizes growth, both academically and socially, in a warm, caring, and stimulating environment.

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, become a volunteer, and attend our events. We are happy and fortunate to have your child as part of our school community.

Sincerely,

Lee Esplin



## Contents

<b>General Information</b>	5
<b>School Leadership</b>	5
<b>Elementary General Information</b>	6
<b>Middle High General Information</b>	6
<b>Mission, Vision, Purpose</b>	6
<b>Sky Pointe Daily Schedules</b>	8
<b>Sky Pointe Elementary Daily Schedule</b>	8
<b>Sky Pointe Middle High School Daily Schedule</b>	8
<b>On Pointe</b>	9
<b>School Calendar</b>	10
<b>Testing Dates</b>	11
<b>Arrival/Dismissal Procedures</b>	11
<b>Elementary Arrival/Dismissal</b>	11
<b>Middle/High Arrival/Dismissal</b>	13
<b>Middle High School Bell Schedule</b>	13
<b>Middle High School Data Week Schedule</b>	15
<b>Attendance Policy</b>	16
<b>Attendance Progressive Discipline</b>	18
<b>Tardy Policy</b>	19
<b>Picking Up Students During School Hours</b>	20
<b>Elementary Drop Off</b>	21
<b>Elementary Pick Up</b>	22
<b>MSHS Drop Off</b>	23
<b>MSHS Pick Up</b>	24
<b>Immunization Policy</b>	25
<b>Health Office Procedures</b>	27
<b>Health Office Staff</b>	27
<b>Medication Procedures</b>	27
<b>Academic Courses of Study</b>	27
<b>Elementary Courses of Study</b>	27
<b>MSHS Courses of Study</b>	29
<b>Schedule Change Policy</b>	30
<b>Dual Enrollment</b>	31
<b>Advanced Placement</b>	34
<b>High School Student Volunteer Hours</b>	35
<b>Four Year Academic High School Plan</b>	35
<b>High School Graduation Requirements</b>	36
<b>College and Career Ready Diploma Requirements</b>	36
<b>Advanced Honors Somerset Diploma Requirements</b>	37
<b>Standard Somerset Diploma Requirements</b>	38
<b>Grading Policy and Reporting</b>	39
<b>Elementary Grading Policy and Reporting</b>	39
<b>MSHS Grading Policy and Reporting</b>	39
<b>Late Work Policy</b>	40
<b>Minimum F/ Missing Assignment</b>	40
<b>Retake Policy</b>	40
<b>Progress Reports</b>	40
<b>Home Practice Policy</b>	41
<b>Promotion/Retention Policy</b>	41



Elementary Promotion/Retention Policy	41
Middle High School Promotion/Retention Policy	41
Leader in Me	42
Student Discipline Policy	47
Sky Pointe Progressive Discipline Implementation	48
Minor Infractions	49
Major Infractions	50
Restorative Practice Plan	51
Bullying Defined	59
Offenses Warranting Suspension	62
Suspensions	65
Expulsion and Long Term Suspension	67
Harassment Policy	70
Field Trip Policy	71
Chewing Gum or Eating in the Classroom	71
Assembly Behavior Procedures	71
Standard Student Attire, Dress Code, and PE Uniforms	72
Cell Phone, Emergency Contact, Phone Use, and Delivery Procedures	78
Student Cell Phones Policy	78
Cell Phone Progressive Discipline	79
Office Phone Use Policy	79
Recording Policy	80
Emergency Contact Information	80
Deliveries	80
Personal Belongings	80
Lost and Found	81
Lunch Program	81
Elementary Lunch Program	81
Middle High School Lunch Program	81
Teacher Conferences, Volunteering, Visiting Procedures	82
Teacher Conferences	82
Volunteers	82
Visiting School	82
School Parties and Gifts	83
School Property	83
Online Student Login Information	83
Textbooks/Consumables/Technology	84
Nevada Department of Education Code of Honor (Signature Required)	85
Somerset Academy of Las Vegas: Student Internet Access Agreement and Parent Permission Form	86
Somerset Academy of Las Vegas: Student Internet Access Agreement, Student Rules, and Acceptable Use Form	87
Somerset Academy Sky Pointe Campus Student/Parent Handbook Acknowledgement	89

## General Information

### School Leadership

Principal	Lee Esplin
Assistant Principal: K-2	Jennifer Ellis
Assistant Principal: 3-5	Marcella Jacobs
Assistant Principal	Connie Pitt
Assistant Principal	Nicole Jones
Assistant Principal Athletics Administrator	Jonathan Fogler
Student Support Advocate/Dean	DeVita Robinson
Special Education Administrator	Kimberly Compton
Office Manager	Trisha Sprague

### Student Support

MS Counselor HS Counselor ELEM Counselor 504 Coordinator MS/HS SSP & 504 Coordinator	Clare Howland Cynthia Cortez Jennifer Shields Aysan Sandoval
Instructional Coaches	Read by 3 – Cathleen Reese Elementary – Melanie Smith Middle/High – Nancy Madrigal K-12 – Jennifer Schmidt
Attendance Clerk	Debbie Lemmon

## **Elementary General Information**

**Elementary Address:** 7038 Sky Pointe Drive, Las Vegas, NV 89131

**Phone Number:** 702.478.8888

**Elementary Office Hours:** 8:00 a.m.—4:00 p.m.  
School Hours Grades K - 5: 8:30 a.m.—3:15 p.m.

## **Middle/High School General Information**

**Middle/High School Address:** 7058 Sky Pointe Drive, Las Vegas, NV 89131

**Phone Number:** 702.478.8888

**Middle/High School Office Hours:** 7:00 am – 3:00 pm  
School Hours Grades 6th - 12th: 7:30 am – 2:25 pm

## **Mission, Vision, Purpose**

### **WHAT IS A CHARTER SCHOOL?**

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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 Sky Pointe Mission:**

We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to providing equitable, high-quality education for all students. We promote a culture that maximizes student achievement and fosters the development of accountable 21st Century learners in a safe and enriching environment.

### **Somerset Academy Sky Pointe Vision:**

A College Preparatory School: Cultivating Effective Leaders, Good Character, and a Desire to Render Service.

### **Somerset Academy, Inc. Vision:**

Somerset Academy, Inc. is dedicated to providing equitable, high-quality education for all students.

### **Somerset Academy, Inc. Purpose:**

Somerset Academy Inc., promotes a culture that maximizes student achievement and fosters the development of accountable, 21st Century learners in a safe and enriching environment.

### **Somerset Academy 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
- Communication among all Somerset leaders

### **Somerset Academy Beliefs:**

**S** - Self-motivated learning

**O** - Obligation to all stakeholders

**M** - Maintenance a safe and nurturing environment

**E** - Effective instructional practices

**R** - Resources that engage 21st century learners

**S** - Students achieving proficiency and exceeding high expectations

**E** - Evaluation that leads to data-driven decisions

**T** - Teaching that supports learning through research-based curriculum

### **Somerset Academy Sky Pointe Student Pledge**

As a Somerset Sky Pointe Eagle, I am responsible for everything I think, say, do, and feel.

## Sky Pointe Daily Schedules

### Sky Pointe Elementary Daily Schedule

Elementary Monday – Friday Schedule	
6:30 a.m.	Before-school Care begins
8:15 a.m.	Campus opens to elementary students
8: 30 a.m.	Classes begin in elementary building
11:30 a.m. – 12:05 p.m.	1 <sup>st</sup> Lunch
12:00 p.m. – 12:35 p.m.	2 <sup>nd</sup> Lunch
3:15 p.m.	Dismissal for elementary students
3:15 p.m.- 6:00 p.m.	After School Care
<b>Elementary Wednesday Data Day Early Release Schedule</b> <b>Only 4 Wednesdays during the year: Sept. 25, Dec. 20, Jan.15 &amp; March 12,</b> <b>11:30 a.m. Dismissal Time, NO Lunch is served on Data Days</b>	
6:30 a.m.	Before-school Care begins
8:15 a.m.	Campus opens to elementary students
8: 30 a.m.	Classes begin in elementary building
11:30 a.m.	Dismissal for elementary students
11:30 a.m.- 6:00 p.m.	After School Care

### Sky Pointe Middle High School Daily Schedule

For safety and security students are expected to leave campus after school or attend On Pointe

Middle/High School Monday – Friday Schedule	
7:10 a.m.	M/H School Students arrive on campus
7:30 a.m.	M/H Classes Begins
11:10 a.m.-11:40 a.m. (M,Tu,F) 10:40 a.m.-11:15 a.m. (W,Th)	1 <sup>st</sup> Lunch
12:05 p.m.-12:35 p.m. (M,Tu,F) 12:15 p.m.-12:50 p.m. (W,Th)	2 <sup>nd</sup> Lunch
<b>2:25 p.m.</b>	<b>M/H School Dismissal</b>
6:45 a.m.- 7:15 a.m. and 2:25 p.m.- 3:15 p.m.	On Pointe
<b>Middle/High School Wednesday Data Day Early Release Schedule</b> <b>Only 4 Wednesdays during the year: Sept. 25, Dec. 20, Jan.15 &amp; March 12,</b> <b>10:55 a.m. Dismissal Time, NO Lunch is served on Data Days</b>	
7:15 a.m.	M/H School Students arrive on campus
7:30 a.m.	M/H Class Begins
<b>10:55 a.m.</b>	<b>M/H School Dismissal</b>
6:45 a.m.- 7:15 a.m. / No After School	On Pointe

## **On Pointe**

On Pointe is available this year free of charge. On Pointe will be held in the Middle School Student Center and will be available for Middle School and High School students before school 6:45 a.m. – 7:15 a.m (No students will be admitted into On Pointe after 7am) and after school from 2:25 p.m. – 3:15 p.m. For safety and security, students are expected to leave campus after school. If students are on campus after school, they must be:

- Working with a teacher and in that teacher's room
- With their club or team
- In On Pointe

There is NO waiting around in the parking lot or at the neighborhood park. Students are NOT allowed to wander the halls or campus. Students found loitering in the parking lot or on campus will be taken to On Pointe and parents will be notified.

**\*Once students leave the campus they are not permitted to return.**

## Somerset Academy Sky Pointe School Calendar 2024-2025

<b>2024</b>	
Wednesday, August 12	Classes Begin
Monday, September 2	Labor Day (No School)
Wednesday, September 25	Data Day (Early release for students)
Monday, October 7	Professional Development for Staff Non-attendance day for Students
Friday, October 11	End of First Grading Period (43 days)
Friday, October 18	Parent Conferences Non-attendance day for students
Friday, October 25	Nevada Day Observed (No School)
Friday, November 11	Veterans Day Observed (No School)
Monday - Friday, November 25 – 29	Fall Break/Thanksgiving (No School)
Friday, December 20	Semester Ends (43 student Days) End of Day- Winter Break Begins
Monday, December 23– Friday, Jan. 3	Winter Break (No School)
<b>2025</b>	
Tuesday, January 6	School Resumes
Monday, January 15	Data Day (Early release for students)
Wednesday, January 20	Martin Luther King, Jr. Day Observed (No School)
Monday, February 10	Professional Development for Staff Non-attendance day for students
Monday, February 17	Presidents' Day Observed (No School)
Wednesday, March 12	Data Day (Early release for students)
Friday, March 14	End of the Third Grading Period (47 Days)
Monday- Friday, March 17 – 21	Spring Break (No School)
Friday, April 11	Professional Development for Staff Non-attendance day for students
Friday, April 18	Professional Development for Staff Non-attendance day for students
Friday, May 23	End of Fourth Grading Period Last Day of School
Friday May 23 (Tentative)	Class of 2025 Graduation Ceremonies

## Report Cards

Quarter 1	Aug. 12 – Oct. 11	Note of Progress distributed by Sept. 13 <b>MS/HS</b> Report Cards distributed by Thurs., Oct. 17
Quarter 2	Oct. 14 – Dec. 20	Note of Progress distributed by Nov. 8 <b>Elementary and MS/HS</b> Report Cards distributed by Friday, Jan. 9
Quarter 3	Jan. 6 – Mar. 14	Note of Progress distributed by Feb. 7 <b>MS/HS</b> Report Cards distributed by Friday, Mar. 27
Quarter 4	Mar. 24 – May 22	Note of Progress distributed by Apr. 17 Report cards available through Infinite Campus by Thursday, May 29

## Testing Dates

The proposed examination schedule will be aligned with any schedules of examinations of achievement and proficiency which are required by federal, state and local laws and regulations. All formal testing administration dates will be aligned with schedules provided by the Nevada Department of Education. Somerset Academy of Las Vegas Board of Directors passed a no-opt-out policy for students.

## Arrival/Dismissal Procedures

### Elementary Arrival/Dismissal

**Due to safety and security concerns, parents must remain in their vehicles. Students are to remain in their vehicle until a staff member approaches the vehicle and opens the door. Parents walking onto campus must stay in the designated area for parent drop-off/pick-up.**

We ask that parents follow our designated traffic pattern of entering the Sky Pointe parking lot from the northern-most entrance on Sky Pointe Drive or the entrance on Elkhorn.

**Drop Off: There are THREE designated drop-off locations depending on grade level.**

Vehicles should enter from the northern-most entrance on Sky Pointe or the Elkhorn entrance and proceed around the building to drop off students.

- Students in grades 2 – 5, should enter through the walk-in gates located between the elementary and middle school buildings.
- Students in grades K – 1, should enter through the doors on the south side of the building.
- Kindergarten students enter through the kindergarten gate.



All students will enter the building and proceed directly to their classroom upon arrival on campus. Elementary students should not be on campus before 8:15 a.m. and will be considered tardy upon arrival after 8:30 a.m. **Tardy students will need to be signed in by a parent or guardian in the front office.**

Sky Pointe Campus is a closed campus. If you need individual assistance, please stop in the front office or schedule an appointment with your child's teacher.

**Drop-off/Pick up:**

**Parents drop off all students at the side of the youngest student.**

**For pick up, oldest student(s) will go to the youngest student's carline area and wait for parent to pick up at that location.**

Students in grades K – 1 (and all children in the carpool) will be picked up in the loading area on the south side of the elementary building.

Students in grades 2 – 5 (and all children in the carpool) will be picked up on the east side of the building.

Parents, Do Not stage before 3:10 p.m. on Monday – Friday and 11:55 a.m. on Data Day Early Release, three Wednesdays during the year. This allows middle/high school time to dismiss and will be strictly enforced. **If you attempt to stop/stand in our car loop before 3:10, you will be asked to move.** Please display a sign in your front window with the teacher and child's name of the youngest child in the carpool (see sample). Please use the colored cardstock provided by the school. Students will be escorted to your vehicle. If you choose to have your child meet you in another location, you must notify your child's teacher that you give permission for them to leave campus. This is for your child's safety.

If the youngest child in your carpool is in . . .

KINDERGARTEN: White Sign

1st GRADE: Yellow Sign

2nd GRADE: Green Sign

3rd GRADE: Orange Sign

4th GRADE: Pink Sign

5th GRADE: Light Blue Sign

## Middle/High School Arrival/Dismissal

**MS Drop Off:** Students are to be dropped off on the sidewalk on the east side of the building.

**HS Drop Off:** Students are to be dropped off on the NORTH side of the building in designated area.

**Do Not stop and drop off students in red zones that are not designated as a drop off/pick up area. If waiting in the parking lot, please ensure you are parked in a parking spot. Do Not park in traffic lanes and wait for your child.**

Please follow all directions given by staff to follow traffic protocols. Be sure to remind your students to use the crosswalk.

### Pick up:

**High school pick up will be located on the north side of the building.**

**Middle school pick up will be located on the east side of the building.**

Middle/High school dismissal - 2:25 p.m.

## 2024-2025 MSHS Bell Schedule Monday/Tuesday/Friday

\* Lunch is determined by 5th period class.

	Start Time	End Time	Length
Period 1	7:30 AM	8:20 AM	50 min.
Period 2	8:25 AM	9:15 AM	50 min.
Period 3	9:20 AM	10:10 AM	50 min.
Period 4	10:15 AM	11:10 AM	55 min.
Lunch A*	11:10 AM	11:40 AM	30 min.
Period 5A	11:45 AM	12:35 PM	50 min.
Period 5B	11:15 AM	12:05 AM	50 min.
Lunch B*	12:05 PM	12:35 PM	30 min.
Period 6	12:40 PM	1:30 PM	50 min.
Period 7	1:35 PM	2:25 PM	50 min.

## 2024-2025 MSHS Modified Block Schedule Wednesday/Thursday

\* Lunch is determined by 5th period class on Wednesday and 4th period on Thursday.

Wednesday/Thursday	Start Time	End Time	Length
Period 1/Advisory	7:30 AM	9:00 AM	90 min.
Period 3/2	9:05 AM	10:40 AM	95 min.
Lunch A*	10:40 AM	11:15 AM	35 min.
Period 5/4 A	11:20 AM	12:50 PM	90 min.
Period 5/4 B	10:45 AM	12:15 PM	90 min.
Lunch B*	12:15 PM	12:50 PM	35 min.
Period 7/6	12:55 PM	2:25 PM	90 min.

## 2024-2025 MSHS Modified Block Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	Period 1	Period 1	Advisory	Period 1
Period 2	Period 2	Period 3	Period 2	Period 2
Period 3	Period 3	Period 5	Period 4	Period 3
Period 4	Period 4	Period 7	Period 6	Period 4
Period 5	Period 5			Period 5
Period 6	Period 6			Period 6
Period 7	Period 7			Period 7

## 2024-2025 MSHS DATA WEEK SCHEDULE

Sept. 25, Dec. 20, Jan.15 & March 12

- Monday and Tuesday regular bell schedule Periods 1-7
- Wednesday Data Day Early Release Schedule – 10:50 a.m. Dismissal; NO Lunch served on Data Days
- Thursday Block Schedule
- Friday Block Schedule (follow the Wednesday Block Schedule)

### 2024-2025 Data Day Wednesday Bell Schedule

	Start Time	End Time	Length
Period 1	7:30 AM	7:55 AM	25 min.
Period 2	8:00 AM	8:25 AM	25 min.
Period 3	8:30 AM	8:55 AM	25 min.
Period 4	9:00 AM	9:25 AM	25 min.
Period 5	9:30 AM	9:55 AM	25 min.
Period 6	10:00 AM	10:25 AM	25 min.
Period 7	10:30 AM	10:55 AM	25 min.

## Attendance Policy

**School wide goal is for students to have 96% attendance or better.**

**Per the State of Nevada, NRS 392, if a student is absent 10 class periods in one course during a semester, they are subject to losing credit for that course.**

Regular attendance in school leads to increased student achievement, and students benefit from the educational 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.

Research shows that attendance matters and that chronic absenteeism places students at risk of negative academic consequences. Chronic absenteeism is defined as missing 10 percent, or more, of school days for any reason, including excused, unexcused or disciplinary absences. For example, students who are enrolled for the full school year (e.g., 180 days) become chronically absent if they miss at least 18 days of school for any reason. Students who are absent due to school sponsored activities are not considered absent for the purposes of this calculation.

Drivers record

### General Policy

Attendance is extremely important and is a focus at Somerset Academy. The state of Nevada tracks student attendance and Somerset is held accountable for students attending school. Aside from state reporting, students need to learn the life skill of arriving on time to school every day. This also aligns with our vision of students being successful in future college and careers. You cannot be successful at college or in a career unless you are present in class and/or on the job. Students may earn attendance incentives for coming to school on time every day. **Students must attend school in person to participate in sports, activities, clubs, field trips, and other school related activities.**

Students who have been absent more than 9 days (excused or unexcused) per semester will have limited, or be restricted from, participation in field trips and possible restriction from school wide events. If your child is absent from school, please remember to go to our school's website [www.somersetskypointe.org](http://www.somersetskypointe.org) and select REPORT ABSENCE within 3 school days after their return, or the absence will be deemed unexcused.

The only excused absence per the state is a doctor's note.

Students who have been absent 10 class periods (excused or unexcused) per course, per semester are subject to loss of credit for the course.

Students must attend school the day they are involved in sports practice, games, event nights, or extra-curricular activities to participate that day. Please remember that your child needs to be on time and in school every day to learn. There are only 180 days in a school year: therefore, every minute of learning counts!

In accordance with school daily attendance policies, students must be physically present in school for a minimum of 2/3's of the school day or period (middle/high school students) to be counted as present for attendance purposes. For each day a student is absent, parents/guardians must submit supporting documentation explaining the reason for the absence. Documentation submitted more than 3 days (72 hours) after the student's return to school will not be accepted, and the absence(s) will be deemed unexcused. Students with excessive absences will be referred

to administration. Excessive absences may result in the student's report card reflecting insufficient attendance for receiving a grade and/or being promoted to the next grade level. If a student is more than 20 minutes late to class, he/she will be marked absent.

### **Make-up Work for Absences**

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to complete make-up work for each absence.

### **Parent Reported/Verified Absence**

- Illness or injury
- Quarantine
- Medical, dental, optometric, chiropractic services
- Funeral services for a member of the immediate family
- Jury Duty
- Exclusion for failure to be immunized
- Approved school activity
- Appearance in court
- Holiday or ceremony of student's own religion
- Employment interview or conference
- Essential family travel (3-day maximum)
- Verified family emergency
- Community disaster/emergency
- Funeral services for other than a member of the immediate family (3-day maximum)

### **Excused/Warranted Absences by the state**

- Doctor's Note

**The only excused absence per the state is to submit a Doctor's Note (a note from TeleDoc is acceptable).**

## Attendance Progressive Discipline

Every absence	<ul style="list-style-type: none"> <li>● Parents will receive daily notification of absence/tardy by the end of the day by email if notifications are turned on by parent.</li> </ul>
<b>4 absences</b>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents.</li> </ul>
<b>8 absences</b>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents.</li> <li>● RPC -Required parent conference with Counselor and/or Administration (*inform MS/HS parent that at 10 absent the student may lose credit for course for the semester.)</li> <li>● Absences may result in possible restriction from extra-curricular activities, athletics, field trips, etc. (No refunds will be issued)</li> </ul>
<b>10 absences</b>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents</li> <li>● Middle School/High School WILL lose semester credit for any class with 10 absences without a doctor's note to excuse the absence (parent may request appeal conference with administration).</li> <li>● Elementary - Required parent conference with Administrator.</li> <li>● Elementary - Intervention plan developed.</li> <li>● Absences may result in possible restriction from extra-curricular activities, athletics, field trips, etc. (No refunds will be issued)</li> </ul>
<b>16 absences</b>	<ul style="list-style-type: none"> <li>● An attendance email/letter to parents.</li> <li>● Required parent conference with Administrator.</li> <li>● Intervention plan reviewed and revised</li> <li>● Possible educational neglect filed</li> <li>● Possible retention (if low academically)</li> <li>● Absences may result in possible restriction from extra-curricular activities, athletics, field trips, etc. (No refunds will be issued)</li> </ul>
<b>18 absences</b>	<ul style="list-style-type: none"> <li>● Parent conference to let the parent know that their elementary/middle school child will be retained</li> </ul>

-Extenuating circumstances will be reviewed for all cases throughout this process

## Somerset Sky Pointe Tardy Policy

Being on time and ready for instruction when class starts maximizes students' opportunity to learn. When students are tardy, they are losing instructional time which affects the instruction of others. By having instruction start immediately there are many benefits such as minimized classroom interruptions for students who have shown up on time and are prepared. A tardy policy also establishes clear, consistent expectations for students. If a student is more than 20 minutes tardy it is considered an absence. Students will be in their classroom and in their seat when the bell rings or they will be considered tardy. If they are tardy the following Tardy Progressive Discipline will be followed.

4 <sup>th</sup> Tardy	<ul style="list-style-type: none"> <li>• Verbal warning.</li> <li>• Administration and/or Attendance Clerk will notify parents.</li> </ul>
8 <sup>th</sup> Tardy	<ul style="list-style-type: none"> <li>• Administration calls home and discusses tardies with parents/guardians.</li> <li>• Verbal RPC with administrator.</li> <li>• Lunch and Learn (Lunch Detention)</li> </ul>
11 <sup>th</sup> Tardy	<ul style="list-style-type: none"> <li>• In Person RPC -Required Parent Conference</li> <li>• In-House Suspension</li> <li>• Lunch and Learn (Lunch Detention)</li> </ul>
16 <sup>th</sup> Tardy	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Excessive tardies may result in possible restriction from extra-curricular activities, athletics, field trips, etc. (No refunds will be issued)</li> <li>• Tardiness reflected on the report card citizenship grades.</li> </ul>

Tardy lockouts will be randomly conducted. During a tardy lock out, teachers will lock their doors when the bell rings. Students locked out, not in class, are tardy and will report to the office. Parents will be notified. **Any student locked out during a tardy lockout will need to be signed in by a parent/guardian on the following day before student is allowed to attend class. If students arrive at school without their parents signing them in, they will remain in In-House until a parent or guardian signs them in.**

**In-House** is a disciplinary program aiming at behavior management allowing students to remain in a learning environment at school while isolated from the rest of the student body. It is held in a classroom with a license teacher, and students are expected to complete schoolwork independently while having access to academic resources.

If an elementary student is tardy, the parent will need to come to the office door and sign them in to school.

Tardy Progressive Discipline will reset at semester.



## **Picking Up Students During School Hours**

Students who need to be released from school during 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 will not be dismissed from the last 20 minutes of the school day. Prior arrangements need to be made with your child(ren) for after school destinations.

Please note that the elementary building is separate from the middle/high school building. If you are picking up a child from the elementary building, you must go to the elementary school office. If you are picking up a child from the middle/high school building, you must go to the middle/high school office. This may cause you to make two stops so please plan accordingly and allow sufficient time for separate releases from each building.

## Somerset Academy Sky Pointe Elementary Drop Off Map



- Parents may start dropping off at 8:15 a.m.
- Drop off is 8:15 a.m. **Please do not start staging around the building before 8:10 a.m.** This ensures emergency access to get around the campus.
- **PLEASE HAVE YOUR SIGNS UP HIGH WHERE THEY CAN BE SEEN** by those directing traffic and **KEEP THEM UP** until your child/children are picked up.
- Parents **MUST** stay off their phones and watch for students and other cars.
- **USE CROSSWALKS**

- Students must stay in the car until a staff member checks that they have proper uniform. They will assist students getting out of the car. They will then escort/direct them to where they enter the building. Parents may park in the MSHS parking lot and allow children to use the crosswalks and walk in.
- Do Not park in a numbered spot as those are paid for by students who drive to school.
- K-White, 1-Yellow, 2-Green, 3-Orange, 4-Pink, 5-Blue
- **DO NOT PICK UP OR DROP OFF ON SKY POINTE OR IN THE COMMUNITY ENTRANCES!**
- **Please be patient!**

## Somerset Academy Sky Pointe Elementary Pick Up Map



Pick up is 3:15p.m. Parents do not line up along the entrance from Elkhorn or along the North side of the school before 3p.m. When lining up, parents cannot be protruding into the street on Sky Pointe or Elkhorn. **If we must move cars, those in the front of the line will be asked to loop around and get in the back of the line. We encourage parents to stagger arrival between 3:15 and 3:30 to help with traffic flow.**

Please have your signs up high where they can be seen by those directing traffic and keep them up until your child(ren) are picked up.

Parents **DO NOT** park in numbered parking spots. These are assigned to students who drive to school.

- **If you have multiple children, you will pick them up at the youngest child's pick up area.** If your child is a walker, you must notify your child's teacher that they will be walking. It is important that you pick up your child on time. Parents may park and wait for their children in the MSHS parking lot.
- K-White, 1- Yellow, 2- Green, 3-Orange, 4-Pink, 5-Blue
- Parents **MUST** stay off their phones and watch for students and other cars.
- **DO NOT PICK UP OR DROP OFF ON SKY POINTE OR IN THE COMMUNITY ENTRANCES!**
- **Please be patient!**

## Somerset Academy Sky Pointe MSHS Drop Off Map



- Drop off for MSHS 7:10 a.m.
- On Point starts at 6:30 a.m. and students enter into the MS Student Center.
- Parents **DO NOT** park in numbered parking spots. These are assigned to students who drive to school.
- Parents **MUST** stay off their phones and watch for students and other cars.
- Students must use the crosswalks.

- All parents must stay in their car and go through the car line to drop off their child/children. Students must be in uniform. Please note on the MAP where to enter. You must have your Yondr Pouch. Phones will be unlocked as students leave the building. Students need to park in assigned space.
- **DO NOT PICK UP OR DROP OFF ON SKY POINTE OR IN THE COMMUNITY ENTRANCES!**
- **Please Be Patient!**



## Somerset Academy Sky Pointe MSHS Pickup Map



- Pickup for MSHS 2:25 p.m. **Please do not start staging around the building before 2:00 p.m.** This ensures emergency access to get around the campus.
- You may park in a parking space before 2:00 p.m.
- Parents **MUST** stay off their phones and watch for students and other cars.
- Parents **DO NOT** park in numbered parking spots. These are assigned to students who drive to school.
- Students must use crosswalks.

- All parents must stay in their car and go through the car line to pick up their child/children. Students must be in uniform. Please note on the MAP where to enter. You must have your Yondr Pouch. Phones will be unlocked as students leave the building. Students need to park in assigned space.
- When students are dismissed, they need to leave campus. They cannot linger on campus.
- **DO NOT PICK UP OR DROP OFF ON SKY POINTE OR IN THE COMMUNITY ENTRANCES!**
- **Please Be Patient!**

## **SOMERSET ACADEMY**

### **STUDENT IMMUNIZATION POLICY**

In accordance with Nevada Revised Statute 392.435, unless a student is excused because of religious belief or medical condition, a child may not be enrolled in [insert school name], a public charter school, unless the student's parents or guardian submit to the registrar of the school a certificate stating that the child has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis (polio), rubella (German measles), rubeola, and other such diseases as the local Board of Health or State Board of Health may determine, and has received proper boosters for that immunization, or is complying with the schedules established pursuant to NRS 439.550, which are as follows:

#### **5 DTaP/DPT** (Minimum age: 6 weeks) if series was started before age 7

- 1<sup>st</sup> and 2<sup>nd</sup> dose & 2<sup>nd</sup> and 3<sup>rd</sup> dose must be separated by 4 weeks
  - 5<sup>th</sup> dose not needed if 4<sup>th</sup> dose given on or after 4<sup>th</sup> birthday
  - Final dose at least 6 months after the previous dose (on or after the 4<sup>th</sup> birthday)
  - See Tdap for catch up schedule if series started age 7 or older\*\*
2. **Hepatitis A** (Minimum age: 12 months)
- 2<sup>nd</sup> dose must be given at least 6 months after the 1<sup>st</sup> dose. (Required for students new to Nevada or District after July 1, 2002)
3. **Hepatitis B** (Minimum age: Birth)
- 1<sup>st</sup> and 2<sup>nd</sup> dose must be separated by 4 weeks
  - 2<sup>nd</sup> and 3<sup>rd</sup> dose must be separated by at least 8 weeks
  - 3<sup>rd</sup> dose at least 16 weeks after the 1<sup>st</sup> dose. (Minimum age for 3<sup>rd</sup> dose: 24 weeks) (Required for students new to Nevada or District after July 1, 2002)

#### **2 MMR** (Minimum age: 12 Months)

- 1<sup>st</sup> and 2<sup>nd</sup> dose must be separated by at least 4 weeks
- 2<sup>nd</sup> not required until on or after the 4<sup>th</sup> birthday, but may be given sooner if separated by at least 4 weeks

#### **4 Polio/IPV/OPV** (Minimum age: 6 weeks)

- 1<sup>st</sup> and 2<sup>nd</sup> dose & 2<sup>nd</sup> and 3<sup>rd</sup> dose must be separated by 4 weeks
- 4<sup>th</sup> dose not needed if 3<sup>rd</sup> dose given on or after 4<sup>th</sup> birthday
- If both OPV and IPV were administered as part of a series, a total of 4 doses are needed regardless of child's age
- Final dose at least 6 months after the previous dose (on or after 4<sup>th</sup> birthday)

#### **1 Tdap** \*\*

- Required for 7<sup>th</sup> grade enrollment and all students grade 8<sup>th</sup> – 12<sup>th</sup>

\*\*Catch up schedule – Students age 7 or older, who are not immunized with the childhood DTaP/DPT vaccine series, should receive Tdap vaccine as the initial dose in the catch up series. If additional doses are needed, use Td vaccine.

- months of age. Dose 3 and 4 must be 6 months apart.
- A total of 3 doses DTaP/DTP/Td/Tdap combination is needed if first dose given at 12 months and older. Dose 2 and 3 must be 6 months apart.

**2-MCV4/MenACWY (Meningococcal) (Minimum age: 10 years)**

- A child enrolling in seventh (7th) grade in a Nevada public or private school after June 30th, 2017 must receive an immunization against Neisseria meningitidis (meningitis) in the form of a quadrivalent meningococcal conjugate vaccine (MCV4).
- 1st dose required for 7th grade enrollment after June 30, 2017 (and all students new to District between 8 th-12th grades)
- The child receiving at least one dose of MCV4 on or after age 10 years of age is considered compliant.
- 2nd dose required for **12<sup>th</sup> grade** enrollment after June 20, 2022 (Does not apply to students enrolled before July 1<sup>st</sup>, 2009)
- This new requirement does not apply to students enrolled in a Nevada public or private school before July 1st, 2009 but does apply to students new to Nevada in grades 8-12.

2. **Varicella/Chicken Pox** (Minimum age: 12 months)

- 1<sup>st</sup> and 2<sup>nd</sup> dose should be separated by at least 3 months for age  $\leq$  12 years, however dose is valid if separated by 4 weeks.
- 13 years and older 1<sup>st</sup> and 2<sup>nd</sup> dose must be separated by 4 weeks.
- Physician verification of past disease required for exemption (Required for students new to Nevada or District after July 1, 2011)

The certificate must show that the required vaccines and boosters were given and must bear the signature of a licensed physician or the physician's designee or a registered nurse or the nurse's designee, attesting that the certificate accurately reflects the child's record of immunization.

**Conditional Enrollment** – A child may enter school conditionally if the parent or guardian submits a certificate from a physician or local health officer that states the child is receiving the required immunizations. If a certificate showing the child has been fully immunized is not submitted within 90 school days of the conditional enrollment, **THE CHILD WILL BE EXCLUDED FROM SCHOOL AND THE CHILD'S SEAT AT THE SCHOOL WILL BE RELEASED.**

**\*\*The certificate showing proper immunization or the certificate for conditional enrollment must be received by the school no later than 3:00pm on the school day prior to the first day the child is scheduled to attend his or her first class at [insert school name]. FAILURE TO DO SO WILL RESULT IN THE CHILD'S SEAT AT THE SCHOOL BEING RELEASED.**

**Student from Out-of-State** – For a child that is transferring from out of State due to military transfer of the child's parent, the parents must submit a certificate signed by a physician or a local health officer showing:

1. If the Nevada immunization requirements shown above can be met with one visit to a physician or clinic, a certificate showing full immunization must be submitted within 30 days of enrollment: or
2. If the certificate shows that the Nevada immunization requirements shown above cannot be met with one visit to a physician or clinic, a certificate showing the student is receiving full immunization must be submitted within 30 days of enrollment. The

parent must then submit a second certificate showing full immunizations within 120 of enrollment.

**\*\*FAILURE TO SUBMIT THESE REQUIRED CERTIFICATES IN THE TIME FRAMES INDICATED WILL RESULT IN THE CHILD BEING EXCLUDED FROM SCHOOL AND THE CHILD'S SEAT AT THE SCHOOL BEING RELEASED.**

## **Health Office Procedures**

### **Health Office Staff**

**Nurse K-12: Megan Huntley**

**First Aide and Safety Assistant K-5: Jackie Beltran**

**First Aide and Safety Assistant 6-12: Heather Lemmon**

**First Aide and Safety Assistant part-time K-12: Barbara Churchill**

### **Medication Procedures**

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. (These forms can be found on the school's website as well as from the school's health office.) 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.

## **Academic Courses of Study**

### **Elementary Courses of Study:**

Students at Somerset Academy – Sky Pointe Campus will be required to take the following courses:

Kindergarten – 5th Grade

- Writing
- Reading
- Math
- Science
- Social Studies
- Specials
  - Students will rotate between PE (2x per week)
  - Art
  - Music
  - Technology



## **MSHS Courses of Study:**

Students at Somerset Academy – Sky Pointe Campus will be required to take the following courses:

### **6<sup>th</sup> Grade:**

- **English 6** (two semesters: 1 credit)
- **Reading 6** (two semesters: 1 credit)
- **Math 6 or Math 6 ACC** (two semesters: 1 credit) recommendation from previous teacher, report card, and testing data
- **Science 6** (two semesters: 1 credit)
- **Physical Education** (one semester: 1/2 credit)
- **Computer Literacy** (one semester: 1/2 credit)
- **Social Studies 6** (one semester: 1/2 credit)
- **Leadership Skills 6** (one semester: 1/2 credit)
- **Elective 1** (two semesters: 1 credit)

### **7<sup>th</sup> Grade:**

- **English 7** (two semesters: 1 credit)
- **Reading 7** (two semesters: 1 credit)
- **Social Studies 7** (two semesters: 1 credit)
- **Math 7 or Acc Math 7** (two semesters: 1 credit) recommendation from previous teacher, report card, and testing data
- **Science 7** (two semesters: 1 credit)
- **Elective 1** (two semesters: 1 credit)
- **Elective 2** (two semesters: 1 credit)

### **8<sup>th</sup> Grade:**

- **English 8** (two semesters: 1 credit)
- **Social Studies 8** (two semesters: 1 credit)
- **Math 8 or Pre-Algebra ACC or Algebra 1** (two semesters: 1 credit) recommendation from previous teacher, report card, and testing data
- **Science 8** (two semesters: 1 credit)
- **Physical Education** (one semester: 1/2 credit)
- **Health** (one semester: 1/2 credit)
- **Elective 1** (two semesters: 1 credit)
- **Elective 2** (two semesters: 1 credit)

### **9<sup>th</sup> Grade:**

- **English 9 or English 9 H** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **World History & Geography or World History & Geography H** (two semesters: 1 credit) recommendation from previous teacher/report card and testing data.

- **Pre-Algebra or Algebra or Algebra Honors Geometry or Geometry H** (two semesters: 1 credit) recommendation from previous teacher/report card; End of Course Exam Required Algebra I (EOC)
- **Biology or Biology H or AP Biology** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **PE I** (two semesters: 1 credit)
- **Elective 1** (two semesters: 1 credit)

## 10<sup>th</sup> Grade

- **English 10 or English 10 Honors or AP Seminar** (two semesters: 1 credit) recommendation from previous teacher/report card. (AP Seminar is a class that requires teacher recommendation and takes the place of English 10) End of Course Exam Required (EOC)
- **Earth Science or Chemistry or Chemistry H or AP Chemistry** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **Principles of Algebra Mathematics or Geometry or Geometry H\* or Algebra II or Algebra II H\*** (two semesters: 1 credit) recommendation from previous teacher/report card
- **World History & Geography II or World History & Geography II H or AP World History** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **PE II** (two semesters: 1 credit)
- **Health** (one semester: 1/2 credit)
- **Elective** (two semesters: 1 credit)

## 11<sup>th</sup> Grade

- **English 11 or English 11 H or AP Lang and Comp or English 101/102 or AP Research Class** (two semesters: 1 credit) recommendation from previous teacher/report card. (AP Seminar is required for entrance to AP Research Class)
- **Physics or Physics H or Anatomy & Physiology or Anatomy & Physiology H or Zoology or AP Computer Science AP Biology** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **Prin or Geometry or Geometry H or Algebra II or Algebra II H or Pre-Calculus H or College Algebra** (two semesters: 1 credit) recommendation from previous teacher/report card
- **US History (1877 – Present) or US History (1877 – Present) H or AP US History** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **Elective 1** (two semesters: 1 credit)
- **Elective 2** (two semesters: 1 credit)
- **Elective 3** (two semesters: 1 credit)
- **CTE/AP/Dual Credit course required**

## 12<sup>th</sup> Grade

- **English 12 or English 12 H or AP Lit and Lang or English 101/102** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **Physics or Physics H or Anatomy & Physiology or Anatomy & Physiology H or Zoology or AP Chemistry or AP Biology** (two semesters: 1 credit) recommendation from previous teacher/report card.
- **Consumer Mathematics or Algebra II or Algebra II H or Pre-Calculus H or AP Calculus AB or College Math/Statistics College Algebra** (two semesters: 1 credit) recommendation from previous teacher/report card
- **Civics & Economics/Financial Literacy or AP Government/Financial Literacy** (two semesters: 1 credit) recommendation from previous teacher/report card. End of Course Exam Required EOC
- **Elective 1** (two semesters: 1 credit)
- **Elective 2** (two semesters: 1 credit)
- **Elective 3** (two semesters: 1 credit)
- CTE/AP/Dual Credit required

## Schedule Change Policy

Advanced planning and guidance are provided for each student prior to registration. Teachers are hired and staffed to teach courses based upon student requests during registration.

1. Students will be expected to remain in courses for the entire semester of the class.
2. Class changes will not be granted to accommodate a change in a student's lunch period or to request a specific instructor.

Due to the State of Nevada, Department of Education minimum hour of instruction requirement for granting credit, no students may change a class and receive credit after 10 days or the **third week of the semester**.

Requests for schedule changes are considered only during the 10 days/first three weeks of the semester and are granted only for the following reasons:

- Graduation requirement fulfillment
- Misplacement in an academic area according to index scores
- Successful completion of summer school course work

The administration may, due to increased/decreased enrollment and staff changes to balance course sections by transferring students from one class and/or teacher to another section, or possible behavior concerns as deemed necessary by administration. This is not an uncommon practice for middle schools and high schools. Every effort will be made to ensure a smooth transition for students.

**\*\*For any course or schedule change, the Schedule/Course Change Request Form must be completed and signed by student, parent, staff, and approved by administration. Schedule/Course Change Request Forms can be found, completed, and submitted on the school website. **Change requests will be addressed in the order they are received. Only submit one request per student and Do Not follow up with multiple emails/phone calls. This only slows down the request change process.****

## **Dual Enrollment Expectations:**

1. Arrive at Somerset Academy on time each day for your assigned classes.
2. Follow the Dual Enrollment Dress Code Policy and/or the Somerset Uniform Policy.
3. Follow the Code of Conduct set forth in the Somerset student/parent handbook.
4. Officially sign out at the front office before leaving for the CSN campus each day.
5. Attend all college courses on the College of Southern Nevada (CSN) campus.
6. Be on time for all college courses on the CSN campus.
7. Assume ALL responsibility and liability for transportation to and from the CSN campus.
8. Follow the CSN Student Conduct Code.
9. Follow the Nevada System of Higher Education Rules of Conduct.
10. Students are expected to complete 12 credit hours by the time they graduate.
11. If a student has an open period due to schedule, they MUST be in the dual credit classroom completing college work during that open period. Students are not to be roaming the campus or visiting other teachers' classrooms.
12. Students may not return to Sky Pointe campus once they leave for the day.
13. Students who have completed their Sky Pointe courses for the day must sign out through the office immediately and not roam around campus.
14. Students must Yondr their phone upon entering Sky Pointe Campus **and must remain Yondred** until they leave campus.

## **Dual Enrollment Dress Code Policy**

The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety, and cleanliness of person and apparel. If there is a question as to whether any student's apparel or appearance is appropriate for school, school administration will decide.

1. All clothing must be sufficient to conceal any and all undergarments.
2. Slogans or advertising on clothing or accessories which by their controversial, suggestive, inappropriate, discriminatory, illegal, violent, profane, and/or obscene nature disrupt the educational setting are prohibited.
3. Spiked or studded clothing, jewelry, and/or accessories are prohibited.
4. Pajamas/Sweats Pants may not be worn to school.
5. Students shall be required to show proper attention to personal cleanliness.
6. Shirts/Tops: Prohibited shirts include, but are not limited to; crop tops, tank tops, muscle shirts, halter tops, strapless tops, see-through tops, low-cut tops, tops with slits, or tops that provide minimum coverage. Sleeveless blouses or dresses must be 4-fingers wide on the shoulder. Shirts/tops may not fall more than 1" below the underarm. No skin will show between bottom of shirt/blouse and top of pants or skirts/shorts at any time.
7. Pants/Shorts/Skirts: All bottoms must be secured at waist level; sagging is strictly prohibited. Shorts, skirts, and dresses must be at least fingertip length. All bottoms must be free from rips, tears, holes, or frayed bottoms/edges and may not be cut-offs. Tights or other types of hosiery must be accompanied by fingertip length or longer skirts, shorts, or dresses.
8. Shoes: High heels, house slippers, and Heelys are prohibited. Shoes must have a strap around the heel.

9. Hair: Students' hair must be of natural color and style that will not create distraction. Colored hair extensions, wraps, string, or yarn are prohibited. Bandanas, headbands with animal ears, or other distracting head accessories are prohibited. Excessive hair accessories are prohibited.
10. Piercings: Only piercing of the ears is allowed. Excessive earring length (greater than 2") is prohibited. Spiked earrings and gauges are prohibited. All facial piercings must be removed prior to entering campus each morning. (a flat small clear silicone **stud** may be worn **ONLY** in the nose to maintain the hole).
11. Accessories: Headgear (hats, hoods, caps, bandanas, hair grooming aids, etc.) is not permitted on campus. Spiked or studded clothing, jewelry, and/or accessories are prohibited. Slogans or advertising on clothing, jewelry, buttons, and/or accessories which by their controversial, discriminatory, profane, and/or obscene nature disrupt the educational setting are prohibited. Gloves and mittens are not permitted to be worn inside the building. **Blankets are not permitted in school.**
12. Dual Enrollment students must have their Somerset Sky Pointe/CSN badges, on the required lanyard, worn around their neck and visible at all times while on the Somerset Sky Pointe campus.
13. Dual Enrollment students are required to have one Somerset Sky Pointe polo and uniform bottom for times the school administration requests students to be in school uniform (e.g. yearbook photos or school wide events on campus).

Consequences for violating the Dual Enrollment Policies:

1st offense: Student will have a Required Parent Conference with administration to discuss possible removal of the program/probation.

2nd offense: Student will be removed from the dual enrollment program at the end of the term and scheduled into only high school courses and effective immediately, student will lose all dual enrollment privileges.

## Advanced Placement (AP)

The AP curriculum, administered by The College Board, consists of standardized high school courses that are roughly equivalent to undergraduate college courses. Students take an exam at the end of the course which can lead to college credit or accelerated placement in college. The rigor of AP courses prepares students for the challenges of post-secondary schooling and can set students a part in the college admissions process.

Students enrolling in AP courses will need to budget their time and take into account the following prior to committing to an AP course.

- These are college level courses that will require more time and effort than non-AP courses.
- Students should factor in other courses, after-school activity, work and family commitments
- Course work and assignments will occasionally need to be completed over school breaks
- Students must maintain a B average by semester or will be moved out of the AP course.
- Students should be aware that they will be required to take the final exam. Students who do not take the final exam will NOT receive the GPA bonus points.

While AP Courses are challenging and require extra effort, there are many advantages to these programs: The AP Edge AP students gain the edge in predicted college success:

- By getting a head start on college-level work
- By improving writing skills and sharpening critical thinking skills.
- By developing study habits necessary for rigorous course work. AP Students stand out in the college admissions process:
  - By demonstrating maturity and readiness for college.
  - By showing willingness to take rigorous courses.
  - By emphasizing commitment to academic excellence. AP students broaden their intellectual horizons:
    - By exploring the world from a variety of perspectives.
    - By studying subjects in greater depth and detail.
    - By increasing reasoning and analytical skills.

## Senior Shortened Schedule Requirements

Pursuant to **Assembly Bill 7** (2017), in order for local education agencies (LEAs) to count a pupil enrolled in grade 12 for apportionment purposes, the LEA has to demonstrate that the pupil is prepared for college and career success without the need for remediation. If the pupil is not, the pupil must be enrolled in a minimum of six (6) courses or the equivalent of six (6) periods per day; or, pursuant to **Assembly Bill 117** (2017), a local education agency (LEA) could demonstrate that a pupil is working on preparedness for college and career success without the need for remediation through the following demonstrations:

- Be on track to earning an advanced diploma (**NAC 389.663**), with no more than 14 courses credits remaining (i.e., three credits remaining in junior year, four credits remaining in senior year); or
- Be on track to earning a college and career ready diploma (new section, **NAC 389.663; R076-17**, 2017) by successfully demonstrating at least one in the following coursework, assessment, or credential areas:

- Advanced placement (AP) coursework – 5th semester benchmark
  - complete two (2) honors courses in academic areas, achieving a B average or higher; or
  - complete one (1) AP course, achieving a B average/’3’ or higher; or
  - completion in two (2) or more AP courses, achieving a C or better in 5th semester; or
- International baccalaureate (IB) coursework
  - complete one (1) IB course, achieving a B average or higher; or
  - enrollment in one (1) IB course in both the 5th and 6th semesters; or
- Dual-credit (DC) coursework – 5th semester benchmark
  - complete one (1) DC course, achieving a B average or higher; or
  - enrollment in one (1) DC course in the 6th semester; or
- Career and Technical Education (CTE) coursework – 5th semester benchmark
  - enrollment in a Level 3 CTE course, achieving a B average or higher in the CTE program of study; or
  - completion of a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or
  - enrollment in a Level 2 CTE course, achieving a B average or higher in the CTE program of study; or
- Work-based learning (WBL) coursework – 5th semester benchmark
  - enrollment in one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or
  - completion of one (1) approved WBL course that aligns with high-priority, in-demand occupations identified by the state (S.B. 516); or
- Completion of the ACT with a minimum score of 18 in ACT English and a minimum score of 22 in ACT Mathematics; or
- Completion of the SAT with a minimum score of 500 in SAT Critical Reading and a minimum score of 500 in SAT Mathematics; or
- Completion of the ACT National Career Readiness Certificate (NCRC) with a minimum score of Silver; or
- Completion of the Armed Services Vocational Aptitude Battery (ASVAB) with a minimum score of 50; or
- Completion of the Career and Technical Education Skills Attainment Certificate (**NAC 389.800**); or
- Obtainment of an industry-recognized credential pursuant to **Nevada’s Eligible Industry Credentialing List**.

## High School Student Volunteer Hours

Somerset Academy Sky Pointe partners with you to provide an enriched educational opportunity for the students who enter our doors each day. We value student input and reward students in various ways for their contributions to our school communities. One of the ways we honor students is through student recognition programs where service is a core value. The completion of community service hours is a Somerset graduation requirement for all high school students, regardless of the student's enrollment date. If students plan early and follow through with their responsibilities, it will enhance their opportunities for a successful and meaningful experience.

**Please be advised that seniors who do not attain one hundred percent completion of all graduation requirements will not be included in graduation activities, including walking for the graduation ceremony.** Below are more details.

- Students must accrue at least 100 hours of community service, approximately 25 hours per year of enrollment.
- Students may volunteer anywhere as long as they do not get paid, and a family member is not the supervisor.
- Utilize this opportunity to explore interests, career fields, and potential college majors.
- The 100 hours can be split amongst several organizations.
- Keep track of your hours using the Somerset Academy Volunteer Hours Log found on the school website.
- Submit Volunteer Hours Log to front office clerk.
- Completion and submission of all hours must occur **before the last day of the 3<sup>rd</sup> quarter** of the student's senior year.

### Four Year Academic High School Plan

Each 9th-grade student must have an approved four-year academic plan. The academic plan must set forth the specific educational goals that the student intends to achieve before graduation from high school. The plan may include enrollment in dual credit, Career and Technical Education, Advanced Placement (AP), and Honors or Pre-AP courses.

The 9th-grade student and his/her parent or legal guardian are required to work in consultation with a school counselor to develop an academic plan, sign the academic plan, review the academic plan at least once each school year in consultation with a school counselor, and revise the plan if necessary.

For students enrolling in high school after ninth grade, an academic plan will be created with appropriate grade level modifications. The academic plan must be used as a guide for the student and the parent or legal guardian to plan, monitor, and manage the student's educational development and make determinations of the appropriate course of study. If a student does not satisfy all of the goals set forth in the academic plan, he/she is eligible to graduate and receive a high school diploma if requirements for a diploma are otherwise satisfied.



## High School Graduation Requirements

Each student will be working toward a state approved high school diploma. Students must meet the requirements of the minimum diploma type for graduation in addition to the Somerset Academy Charter requirements.

### COLLEGE AND CAREER READY DIPLOMA REQUIREMENTS (CCR Diploma)

Required Courses/Electives	Units
English	4
Mathematics (including Algebra II or higher)	4
Science	4
World History or Geography I	1
World History or Geography II	1
American (US) History	1
American Government/Civics and Economics	1
Physical Education	2
Health	½
Computer Education & Technology	½
Arts & Humanities/CTE/JROTC (Which may include the College and Career Ready Flex Credit)	1
Electives (Which may include the College and Career Ready Flex Credit)	6
<b>TOTAL (Un-weighted GPA 3.25)</b>	<b>26</b>

Students must complete the 26 credits indicated, including Geometry, Algebra II or higher, and demonstrate the following:

1. Maintained at least a 3.25 GPA, on a 4.0 grading scale, weighted or unweighted
2. Successfully complete at least 12 units of course work in one or more of the following:
  - o Advanced placement courses;
  - o International baccalaureate courses;
  - o Dual-credit courses;
  - o Career and technical education courses;
  - o Work-based learning courses; or
3. 2 years of a World/foreign language courses (Seal of Biliteracy)
4. Must earn at least one of the two associated endorsements:
  - a. College-Ready Endorsement:
    - i. Nevada System of Higher Education’s Co-Requisite and College-Ready Gateway Policy (Board of Regents Handbook, Title 4, Chapter 16, Section I; e.g., **ACT English ≥18, ELA ≥20, Math ≥22**)
  - b. Career-Ready Endorsement:
    - i. Pass one of the two State Board of Education’s approved career-readiness assessments (**ACT NCRC ≥Silver: or ASVAB ≥50**); OR

- ii. • Earn the CTE Skill Attainment Certificate (NAC 389.800);  
OR
- iii. • Obtain and industry-recognized credential (approved and on OWINN’s Nevada Industry-Recognized Credential List).

**ADVANCED HONORS SOMERSET DIPLOMA**

REQUIRED/ELECTIVE AREAS OF STUDY	UNITS
ENGLISH	4
*MATHEMATICS	4
SCIENCE	4
WORLD HISTORY/GEO I	1
WORLD HISTORY/GEO II	1
AMERICAN/US HISTORY	1
AMERICAN/US GOVERNMENT/CIVICS/ECONOMICS	1
**PHYSICAL EDUCATION	2
HEALTH	½
***USE OF COMPUTERS	½
ARTS / HUMANITIES or CAREER AND TECH ED ELECTIVE (Which may include the College and Career Ready Flex Credit)	1
ELECTIVES (Which may include the College and Career Ready Flex Credit)	6
<b>TOTAL (Un-weighted GPA 3.25)</b>	<b>26****</b>

The following subjects are needed to meet the Advanced Diploma requirements:

**\*Mathematics course units must include successful completion of Geometry, Algebra II and higher.**

**\*Must complete at least 12 AP/Honors courses.**

**\*Mathematics course units must include at least Algebra II Honors**

**\*Successful completion of two years of foreign language**

**\*\*A maximum of ONE credit may be earned for a P.E. II Waiver by participating in a school approved athletic sport.**

**\*\*\*Satisfactory completion of a semester of a computer literacy course offered in grades 6, 7, or 8 will meet the requirement for the use of computers.**

To receive a diploma from a Nevada high school, students must participate in each of the End of Course Exams and pass the aligned courses, take the College and Career Readiness Assessment- ACT with the Writing component, in addition to meeting course requirements.

## **STANDARD SOMERSET DIPLOMA**

The following subjects are needed to meet graduation requirements:

### **\*\*Starting with the Graduating Class of 2022 STANDARD SOMERSET DIPLOMA**

<b>~ Classes of 2022 &amp; Beyond ~</b>	
<b>Required Courses</b>	<b>Units</b>
English	4
Mathematics	4
Science	4
World History or Geography I	1
World History or Geography II	1
American/U.S. History	1
American/U.S. Government/Civics and Economics	1
Physical Education	2
Health	½
Computer Education & Technology	½
Arts & Humanities/CTE/JROTC (Which may include the College and Career Ready Flex Credit)	1
Electives (Which may include the College and Career Ready Flex Credit)	6
<b>Total</b>	<b>26</b>

\*College & Career Ready Flex Credit Prepares recipients of a Standard Diploma for workforce engagement or continued studies, demonstrated by coursework in arts/humanities, additional science /social studies:

- Level II or III CTE courses
- Fifth year of Mathematics (Algebra II or higher)
- Fifth year of Social Studies
- Fifth year of Science

The changes to the Standard Diploma went into effect for the 2018 high school freshmen (graduating class of 2022 and beyond).

**\*Mathematics must complete at least Algebra I and Geometry.**

**\*Science must complete at least Biology and Chemistry.**

\*\* A maximum of ONE credit may be earned for a P.E. II Waiver by participating in a school approved athletic sport. All students must complete PE I.

**\*\*\*Satisfactory completion of a semester of a computer literacy course offered in grades 6, 7, or 8 will meet the requirement for the use of computers.**

To receive a diploma from a Nevada high school, students must participate in the College and Career Readiness Assessment- ACT with the Writing component, in addition to meeting course requirements.

### **Graduation**

The Graduation Fee will be \$165.00. **\*\*This is a non-refundable fee and required for graduation by ALL senior graduates regardless if the graduate/family chooses to participate in graduation ceremonies.**

### **Valedictorian/Salutatorian**

Valedictorians, students with the highest Weighted GPA in the graduating cohort, and Salutatorians, students with the second highest Weighted GPA in the graduating cohort, will be identified as candidates at the end of the fall semester for each school year. Final Valedictorians and Salutatorians will be determined upon completion of all high school graduation requirements by the last day of school.

## **Grading Policy and Reporting**

### **Elementary Grading Policy and Reporting**

Student achievement levels will be reported on semester report cards as well as through the Parent Portal on Infinite Campus. There is a link to this portal on the school's website.

#### **Kindergarten Grading**

Achievement for students in kindergarten will be reported as E, S, N for the core subject areas (English/Language Arts, Math, Science, Social Studies) with Content Standards under ELA and Math reported as exceeds, meets, approaches, and emerging.

#### **1<sup>st</sup>-5<sup>th</sup> Grading**

Achievement for students in grades 1 – 5 will be reported as grades A – F for core subject areas (English/Language Arts, Math, Science, Social Studies).

The structure for ELA is as follows:

- Reading (overall grade)
- Writing (overall grade)
- Speaking & Listening (overall grade)

The structure for Mathematics is as follows:

- Mathematics (overall grade)

Other content areas included in the report card (grades will be reported as E, S, N):

- Art
- PE
- Music
- Technology

### **MSSH Grading Policy and Reporting**

At Somerset Academy Las Vegas –Sky Pointe Middle/High School, the 2023-2024 school year will include traditional grading with a scale of A-F.

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	50-59%

## Late Work

**ASSIGNMENTS ARE DUE ON THE DUE DATE.** For extenuating circumstances, late assignments may be handed in within one week of the due date. Assignments submitted more than one week late do not need to be accepted by the teacher. Late assignments will not be accepted during the last week of the quarter.

## Minimum F and Missing Assignments

Minimum F (50%) will be utilized. To qualify for a Minimum F, the assignment must be completed and handed in within the time frame for the assignment. **Missing assignments will receive a zero.**

## Retake Policy

Students who do not do well on a summative assessment may request an opportunity from the teacher to retake the assessment. Students will be given the retake assessment after completing the expected prep work to show they are prepared to retake the assessment. Expectations for qualifying for a retake will be communicated in the teacher's syllabus. Retakes must be completed before the last week of the quarter under the discretion of the teacher.

## Progress Reports

Notification of student progress will be disseminated approximately every four weeks for all students and will be posted through the Infinite Campus Parent Portal. Parent-teacher conferences are recommended when unsatisfactory progress is identified. Our school is required to send notices to parents to advise them of unsatisfactory work being done by their child or of work that has deteriorated two or more letter grades below previous performance. In order that all faculty members adhere to the above regulation in the same manner, the following guidelines are to be implemented:

Parents/guardians of all students may be notified as a courtesy at any time during the grading period when it is apparent that the student may fail the course or is doing unsatisfactory work. Notification of student progress will be posted through the Infinite Campus Parent Portal approximately every four weeks during the grading period. Also, your child's grades will be available for you at any time through the Infinite Campus Portal located on our website @ <http://www.somersetskypointe.org/> OR directly at <https://nspcsa.infinitecampus.org/campus/portal/nspcsa.jsp>. Students will be provided Infinite campus login information and are expected to maintain consistent grade awareness.

## Home Practice Policy

Our school's policy is that home practice will be assigned at the teacher's discretion. Additional home practice assignments may be assigned to meet student needs, focus on special projects, or complete make-up work. The purpose of home practice is to practice and maintain previously learned skills from the classroom. Additionally, home practice builds responsibility, develops study habits, and promotes adult involvement in the child's education. Along with regular home practice, your child should be reading at least 15 minutes per night in the primary grades and at least 20 minutes per night in the intermediate and middle/high school grades.

Grade Level Average Daily Home Practice – please see teacher for home practice time requirements and assignments.

Students are expected to turn in all assignments/projects on the day the assignment is due.

## Promotion/Retention Policy

### Elementary Promotion/Retention Policy

Somerset Academy has implemented a strict policy regarding retention. Students can be retained based on three criteria: academics, attendance, or behavior. Students must meet specific levels of performance in order to be promoted. After each MAP Benchmark Assessment, parent/guardian and teacher will meet to discuss student progress. At that time, possibilities for retention must be discussed. A student cannot be retained unless parent/guardian and teacher have conferenced via phone or in person three times in a year. 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. According to Nevada Revised Statute 392.125, Teacher and Administration will have the final say on whether a student will be retained.

**At the discretion of Administration, a student missing 18 or more absences (excused or unexcused) may be retained based on Nevada Revised Statute 392.125.**

Students in kindergarten through fifth grade must successfully pass the following courses for promotion to the next grade: reading, writing, mathematics, social studies, and science.

### Middle High School Promotion/Retention Policy

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 not meeting the following credit expectations in each grade level will be required to successfully complete credit recovery through Early Bird or Late Bird classes if not completed over the summer. There will be a fee assessed for credit recovery:

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, History (1 semester), and Physical Education (1 semester).

Students in Seventh 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.

Students in 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 ninth grade: English, Mathematics, Science, History, Physical Education (1 semester), and Health (1 semester).

## **SOMERSET ACADEMY CULTIVATING LEADERS**

### **The Leader in Me**

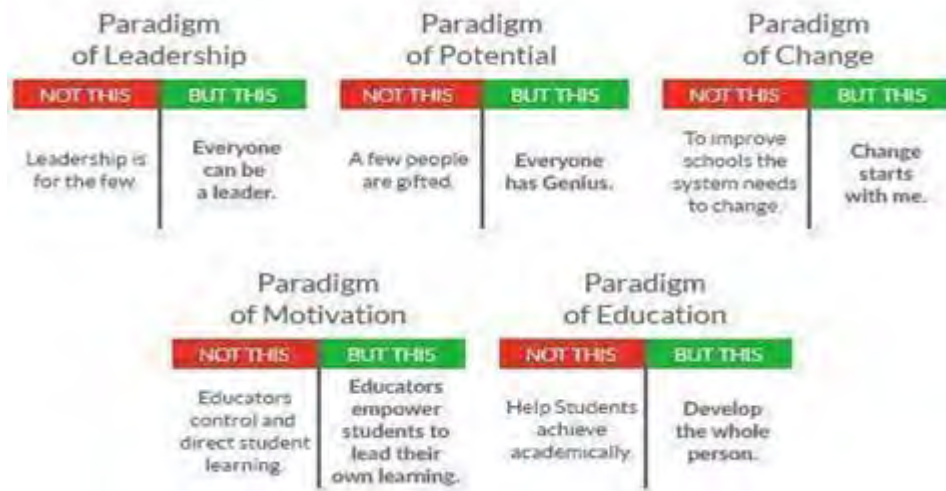
As our vision statement reads, we are Cultivating Leaders at Somerset. In an effort to make that a reality for our students, we will be adopting The Leader in Me philosophy. The Leader in Me is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school. Content from *The 7 Habits of Highly Effective People* is a key component of the overall The Leader in Me process. The 7 Habits is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration, and renewal, which are secular in nature and common to all people and cultures.

The Leader in Me is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.

Instead of seeing children through the lens of a normal distribution curve—some kids are naturally smart and others are not—**The Leader in Me paradigm sees that every child is capable, every child is a leader.** This paradigm changes everything.

# The Leader in Me™

great happens here



The Leader in Me program incorporates the following 7 Habits in all aspects of the school process to assist students find their leadership capability.

## Habit 1 — Be Proactive

**You're in Charge** - I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

## Habit 2 — Begin with the End in Mind

**Have a Plan** - I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

## Habit 3 — Put First Things First

**Work First, Then Play** - I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.



## Habit 4 — Think Win-Win

**Everyone Can Win** - I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

## Habit 5 — Seek First to Understand, Then to Be Understood

**Listen Before You Talk** - I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

## Habit 6 — Synergize

**Together Is Better** - I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others, we can create better solutions than any one of us can alone. I am humble.

## Habit 7 — Sharpen the Saw

**Balance Feels Best** - I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

# 13 Trust Behaviors for Middle and High School Students

Behavior #1: Talk Straight.

**Communicate clearly so that you cannot be misunderstood. Preface your discussions by declaring your intent, so you leave no doubt about what you are thinking. Counterfeit behaviors include withholding information, flattery, and spin. Be honest and call things what they are. Don't manipulate people, distort facts or leave false impressions.**

Behavior #2: Demonstrate Respect.

**This behavior is based on the principles of respect, fairness, kindness, love, and civility. The opposite is commonly experienced as showing disrespect, which is a huge issue, both at work and at home. Counterfeit is to fake respect or concern, or most insidious of all, to show respect and concern for only those who can do something for you.**

Behavior #3: Create Transparency.

**Be real and genuine and tell the truth in a way that people can verify. The opposite is to obscure, and the counterfeit is an illusion of pretending things are different than they are. You can establish trust quickly by being open and authentic, erring on the side of disclosure and not having hidden agendas.**

Behavior #4: Right Wrongs.

**Make restitution instead of just apologizing. The opposite is to deny or justify wrongs because of ego and pride, and the counterfeit is to cover up mistakes. Apologize quickly, take action to make restitution when possible, and demonstrate personal humility to achieve this behavior.**

Behavior #5: Show Loyalty.

**Give credit to others and speak about people as though they are present. The opposite is to take credit or not represent people fairly. The counterfeit is to appear to share credit but then downplay others' contribution when they are away. To exhibit a trustworthy character, give credit freely, don't badmouth people behind their backs and don't disclose others' private information.**

Competence-Based Behaviors

Behavior #6: Deliver Results.

**This is a way to convert cynics and establish trust in a new relationship. Because it is often difficult to measure results, take time to define results upfront. By establishing a track record, making the right things happen, being on time and on budget, and not making excuses for not delivering, you quickly restore lost trust on the competence side.**

Behavior #7: Get Better.

**Continuously improve by learning, growing and renewing yourself. Others will develop confidence in your ability to succeed in a rapidly changing environment.**

**The opposite is entropy and deterioration, while the counterfeit is the eternal student – always learning, but never producing. Don't be afraid to make mistakes but learn from them. Develop formal and informal feedback systems and respond to them.**

Behavior #8: Confront Reality.

**Take the tough issues head-on. This affects speed and cost by facilitating open interaction and fast achievement and also allowing you to engage the creativity, capability, and synergy of others in solving problems. When leaders use the opposite behavior by ignoring problems, they pay a huge tax when people feel they are being dishonest. It is far better to address the real issues and lead courageously in discussions of uncomfortable topics.**

Behavior #9: Clarify Expectations.

**Create shared vision and agreement up front. The opposite is to leave undefined expectations and the counterfeit is to be vague about specifics. Consider that most circumstances encompass three variables – quality, speed, and cost – but you can only have two. Always discuss and reveal expectations, and never assume they are clear or shared. Renegotiate if necessary, but don't violate expectations once they have been validated.**

Behavior #10: Practice Accountability.

**Hold yourself and others accountable. Leaders who generate trust do both. The opposite is not to take responsibility, and the counterfeit is to point fingers. Other people respond to accountability – particularly performers. They want to be held accountable. Don't avoid or shirk responsibility, and be clear on how you'll communicate progress.**

Character & Competence Behaviors

Behavior #11: Listen First.

**Genuinely understand another person's thoughts and feelings, before trying to diagnose or advise. The opposite and counterfeit are to speak first and listen last, or not at all, and to pretend to listen while waiting for your own chance to speak. Listening teaches you which behaviors create dividends. Use your eyes and your gut to listen as well as your ears, and don't presume you know what matters to others.**

Behavior #12: Keep Commitments.

**It is the quickest way to build trust in any relationship. The opposite is to break commitments and the counterfeit is to make vague, unreliable commitments, or never make them in the first place. Some cultures view commitments differently, and understanding the difference is key to getting dividends and avoiding trust taxes. People tend to see family commitments as more flexible than work commitments, but they are just as important. Make keeping all commitments the symbol of your honor.**

Behavior #13: Extend Trust.

**Shift trust from a noun to a verb. While the other Behaviors help you become a more trusted person or manager, this 13th Behavior helps you become a more trusting leader. Extending trust leverages it to create reciprocity. The opposite is withholding trust. The counterfeit is extending false trust by giving people responsibility, but no authority or resources to complete a task. There is also fake trust that seems like trust until you follow-up behind people and micromanage. Based on the situation, extend conditionally to those who are earning your trust, but extend it abundantly to those who have earned it.**

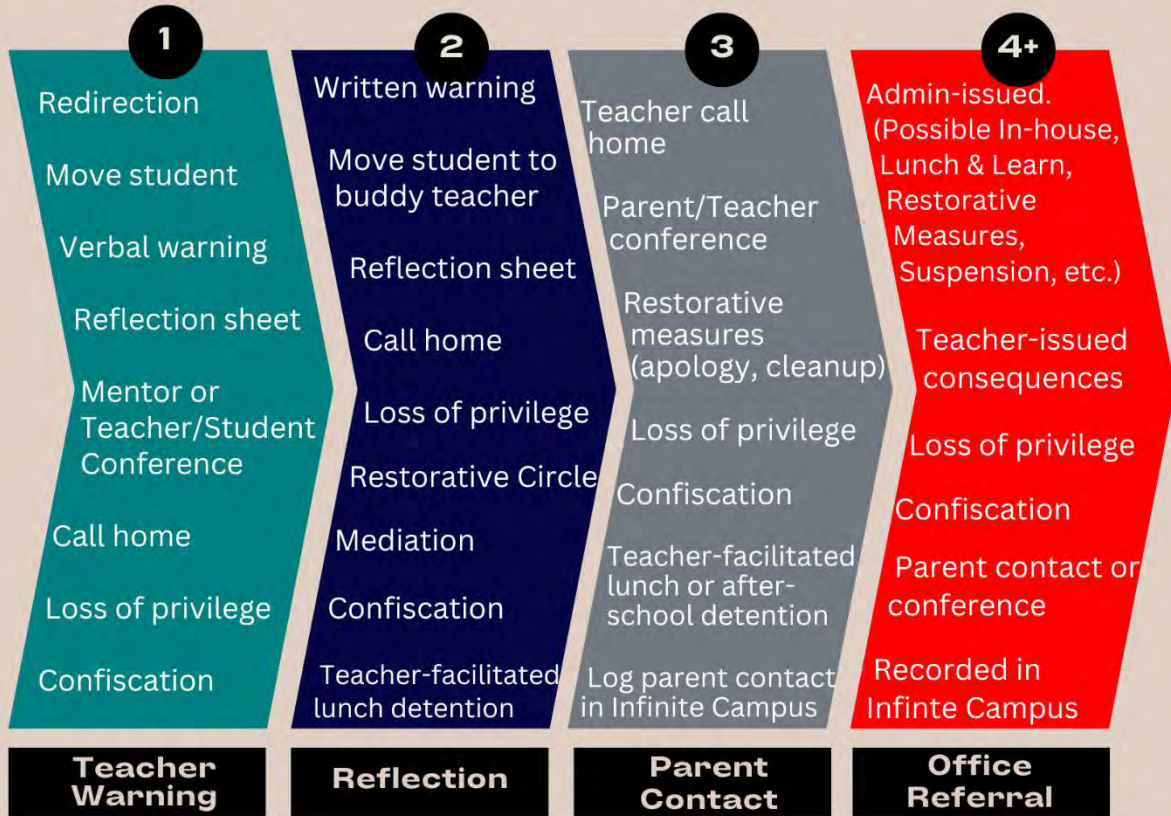
## **STUDENT CODE OF CONDUCT**

### **Student Discipline Policy**

We believe that all students can behave in a positive manner while at school. Teachers and students have the right to a classroom free of disruption; one that is conducive to the teaching/learning process. In order to guarantee the optimal environment and the integrity of instruction and learning, Somerset does not tolerate unacceptable behavior and will utilize progressive behavior interventions for unacceptable behavior. All Students are expected to behave in a respectful and responsible manner throughout the school and campus at all times.

Somerset Academy of Las Vegas teachers and staff have developed school-wide behavioral expectations for our students. The chart below describes steps a classroom teacher **may** take in providing progressive steps of discipline for minor offenses within a classroom. Major Infractions will result in immediate Administrative Action. **Students are subject to random searches including, but not limited to, search of personal items, and use of metal detecting devices.**

# Sky Pointe Progressive Discipline



<b>Minor Infraction</b>	
often handled within the classroom may include but are not limited to:	
<ul style="list-style-type: none"> <li>Annoying fellow students</li> <li>Being rude</li> <li>Cell phone/Smart Watch</li> <li>Chewing gum</li> <li>Wearing airpods/headphones/earbuds or any Bluetooth device</li> <li>Facial Piercing(s)</li> <li>Disrespectful behavior</li> <li>Dress code</li> <li>Eating or drinking in class</li> <li>Forgery</li> <li>Horseplay</li> <li>Inappropriate Language</li> <li>Inappropriate use of technology</li> <li>Insubordination</li> </ul>	<ul style="list-style-type: none"> <li>Making derogatory comments</li> <li>Not following teacher directions</li> <li>Not paying attention</li> <li>Not prepared for class</li> <li>Off task</li> <li>Opt Out of Assessments</li> <li>Out of seat</li> <li>Possession of a nuisance item</li> <li>Public display of affection</li> <li>Refusing to participate in State assessment</li> <li>Running/playing around</li> <li>Talking back</li> <li>Talking loudly</li> <li>Talking out of turn</li> <li>Yondr violation</li> </ul>

<b>Major Infraction</b>
may bypass Steps 1-3 includes but not limited to:
<ul style="list-style-type: none"> <li>Defiance of staff</li> <li>Disrespect to staff</li> <li>Profanity</li> <li>Assault/battery</li> <li>Disorderly conduct</li> <li>Gambling</li> <li>Horseplay resulting in injury</li> <li>Teasing/targeting any peer</li> <li>Threat of violence</li> <li>Theft</li> <li>Public display of affection</li> <li>Use or possession of illegal substances</li> <li>Statement of explicit intent and/or explicit comment</li> <li>Weapons</li> </ul>

Updated 7/19/2024

<b>Minor Classroom Disruption</b> Sample minor infractions often handled within the classroom may include but are not limited to:	<b>Major Classroom Disruption</b> Sample major infractions may include but are not limited to:
Annoying fellow students Being rude Cell phone (Inappropriate use/not following school expectations) Chewing gum Wearing airpods/headphones/earbuds or any Bluetooth device Facial Piercing(s) Disrespectful behavior Dress code Eating or drinking in class Forgery Horse playing Inappropriate Language Insubordination Making derogatory comments Not following teacher directions Not paying attention Not prepared for class Off task Opt Out of Assessments Out of seat Possession of a nuisance item Public display of affection Refusing to participate in State assessment Running/playing around Talking back Talking loudly Talking out of turn	Alcohol use or possession Arson Assault or battery Computer misconduct Controlled substance Defiance of school personnel Disorderly conduct Electronic threats to others Explosive devices Fighting Forgery Gambling Gang activity Gross Insubordination Harassment Incitement Profanity Public Display of Affection Robbery or extortion Selling of items or services Sexual Acts Threats to Somerset personnel or student(s) Theft Tobacco Vandalism/Destruction of property Verbal abuse Weapons

## Sky Pointe Progressive Discipline Implementation

### *Progressive Discipline Plan Minor Infractions (Major Infractions proceed to step 4)*

- Steps 1-3: Teacher's Progressive Discipline Steps
  - As noted in Somerset's Board Approved Progressive Discipline Plan these steps can include the following:
    - Conference with the student- Verbal Warning
    - Parent contact by phone
    - Teacher detention
    - Counselor referral
  - All steps must be documented

- Step 4: Minor Infraction Referral Form (Major Infraction)
  - Administrative Action
  - Parent Contact

\*\* Before habitual must have a behavior plan.

Students repeatedly disregarding the rules, teacher/staff directions, or insubordination may result in the following outcomes: behavior plan, required parent conference (RPC), restorative justice plan, suspension, or expulsion and attendance at Somerset Sky Pointe may be revoked. Learning is the focus and any behavior interfering with learning of self or others will not be tolerated.

## **Major Infractions/Violations of School Rules**

Listed above are major behavior infractions that may jeopardize the safety and well-being of students, faculty, and staff. These infractions will result in an automatic referral to a counselor or administration, possible criminal charges and may qualify for RPC, restorative justice plan, suspension, or expulsion. **Students are subject to random searches including, but not limited to, search of personal items, and use of metal detecting devices.**

The teacher will fill out the Major Infraction Referral Form. School Administration will be notified. Teachers can call the office/hall monitor for assistance in removing student(s).

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.

Students repeatedly disregarding the rules, teacher/staff directions, or insubordination may result in the following outcomes: behavior plan, required parent conference (RPC), restorative justice plan, suspension, or expulsion and attendance at Somerset Sky Pointe may be revoked. Learning is the focus and any behavior interfering with learning of self or others will not be tolerated.

# Somerset Academy

## Restorative Practice Plan

### 2024-2025

At Somerset Academy we believe in providing educational and leadership opportunities for personal growth for all students in a safe and accepting environment. To do this, we utilize The Leader in Me components and a restorative practice approach. The Leader in Me and consistent implementation of restorative practices will enhance our school-wide behavior program, providing an alternative to exclusionary disciplinary practices in certain incidences. Through studying the 7 habits, students will learn important qualities such as responsibility, vision, integrity, teamwork and collaboration.

The goal of Somerset’s Leadership Program is to create a culture of empowerment based on the idea that every person is a leader. The process teaches students the skills needed for academic success such as critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups in any setting.

We follow Stephen Covey’s Habits of Effective Leadership and 13 Trust Behaviors

<b>The Habits</b>	<b>13 Trust Behaviors</b>
<p>Be proactive.            Begin with the end in mind.            Put first things first.            Think Win-Win            Seek first to understand and then to be understood.            Synergize.            Sharpen the Saw.</p> <p>We LIVE by striving to be the best we can be            We LEARN by working hard and always doing our best            We LOVE by caring for others            We LEAVE A LEGACY by sharing our school with others and trying to make a difference in the world.            -Stephen R. Covey</p>	<p><b>Behavior #1: Talk Straight.</b>  <b>Behavior #2: Demonstrate Respect</b>  <b>Behavior #3: Create Transparency.</b>  <b>Behavior #4: Right Wrongs.</b>  <b>Behavior #5: Show Loyalty.</b>  <b>Behavior #6: Deliver Results.</b>  <b>Behavior #7: Get Better.</b>  <b>Behavior #8: Confront Reality.</b>  <b>Behavior #9: Clarify Expectations</b>  <b>Behavior #10: Practice Accountability.</b>  <b>Behavior #11: Listen First</b>  <b>Behavior #12: Keep Commitments.</b>  <b>Behavior #13: Extend Trust.</b></p>



## **Positive Recognition and Reinforcement**

- Students will receive positive feedback throughout every day by all staff members in all areas of the school.
- Students will earn rewards based on good character that aligns with our vision and mission. Some examples of good character are;
  - Follows School & Classroom Rules
  - Works Collaboratively in Groups
  - Shows Courtesy & Respect for Others
  - Produces Quality Work
  - Participates & Actively Listens
  - Takes Responsibility for Self

## **Progressive Restorative Practice Plan**

The goal of restorative practice at Somerset Academy is to teach responsibility and develop ownership of one's actions through restorative practices. We value the importance of teaching students to consider others when making decisions and to act in ways that are respectful and considerate of the school environment.

For all offenses, common sense and good judgment will prevail. Somerset Academy students are expected to show respect for themselves and others. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. Administration will make the final decision on disciplinary actions.

## **Summary of Progressive Restorative Practice Structure**

*Student consequences are handled in a restorative, progressive manner. It is not an individual disciplinary event(s) that are consequential; students will be given an opportunity to correct their wrongdoings and to learn from their mistakes through restorative practices (AB 168).*

Continued disregard for school rules is a key factor for all disciplinary consequences.

Disciplinary action is also commensurate to the severity of the offense.

## **AB 168 and BATTERY OF AN EMPLOYEE or PUPIL**

### **MANDATORY DISCIPLINE IN NRS:**

Although the battery of an employee does not require discipline according to NRS, the Somerset Board reserves the right to suspend or expel students who commit battery against school staff or pupils. If a student repeatedly commits battery against a staff member or pupil, the Principal will bring the matter to the Board for a decision as to consequences.

### **LEVEL OF BOARD INVOLVEMENT:**

- Suspension and permanent expulsion require Board review of circumstances and determination that action is in compliance with IDEA.
- *Statute does not provide authority for non-permanent expulsion.*
- Board action required to approve if school requests exception to permanently expel a Special Education student under age 11.

## **2) Changes to discipline laws for students who receive special education services in accordance with an Individualized Education Program (IEP)**

### Suspension or Expulsion

- A student with an IEP who is at least 11 years old may be removed from a school, suspended, or expelled only after the district Board of Trustees has reviewed the circumstances and determined that the action is in compliance with the Individuals with Disabilities Education Act (IDEA) (NRS 392.466.10; NRS 392.467.6), except in the case of possession of a firearm or dangerous weapon by a student, which is described below.
- As with general education students, a student with an IEP who is younger than 11 years old must not be permanently expelled except under extraordinary circumstances, in which case a school may request an exception to this prohibition from the district Board of Trustees (NRS 392.466.9, NRS 392.467.1).

### **Prohibited Interventions**

The use of aversive interventions, physical and mechanical restraints, and seclusions are strictly prohibited as outlined in NRS388.471 to 388.525.

The disciplinary chart shall only be followed in the event:

1) that a student has not followed their Restorative Justice Plan of Action; 2) if the school has determined that a Restorative Justice Plan of Action is not practicable; or 3) the law allows for an exception to Restorative Justice.

Pursuant to NRS 392.467 a student may be expelled or removed from school without a Restorative Justice Plan of Action if the student has been charged with a crime, regardless of the outcome of the criminal proceedings. Before the expulsion or removal, the school shall give the student notice and conduct an independent investigation.

**Somerset Academy Progressive Discipline Plan**

<b>INFRACTION</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>Alcohol Possession/Use (Involve Police)</b>	RPC/SUS – Student encouraged to enroll in drug program	RPC-T/SUS/Possible EXP		
<b>Arson (Involve Police)</b>	RPC/SUS/Possible EXP			
<b>Assault to Adult (Involve Police)</b>	SUS/Possible EXP	SUS/Possible EXP		
<b>Automobile Misuse</b>	RPC	RPC/In-House/SUS	RPC/SUS/Revoke Privileges	RPC/SUS/Possible EXP
<b>Battery – Student (Involve Police)</b>	RPC/SUS/Possible EXP	RPC/SUS/Possible EXP		
<b>Battery – Employee (Involve Police)</b>	RPC/SUS/Possible EXP			
<b>Bullying/Cyber Bullying</b>	Follow SB504 Protocols RPC/Possible SUS/Possible EXP	Follow SB504 Protocols RPC/Possible SUS/Possible EXP	Follow SB504 Protocols RPC/Possible SUS/Possible EXP	Follow SB504 Protocols RPC/Possible SUS/Possible EXP
<b>Campus Disruption</b>	RPC/Possible SUS/Possible EXP/May involve police	RPC/Possible SUS/Possible EXP/May involve police	RPC/Possible SUS/Possible EXP/May involve police	RPC/Possible SUS/Possible EXP/May involve police
<b>Classroom Disruption (Minor)</b>	Classroom Progressive Discipline/Parent Contact/ RPC	RPC/In-House	RPC/In-House/SUS	RPC/SUS/Possible EXP
<b>Classroom Disruption (Major)</b>	RPC/In-House/SUS/Possible EXP	RPC/1-3 day SUS/Possible EXP	RPC/4-7 day/SUS/Possible EXP	RPC/SUS/Possible EXP
<b>Computer Misconduct</b>	Minor – RPC/Major-RPC/SUS/Possible EXP	RPC/SUS/Possible EXP/Loss of privileges for a period	RPC/SUS/Possible EXP	
<b>Controlled Substance Use or Possession (Involve Police)</b>	RPC/SUS/Possible EXP	SUS/Possible EXP		

<b>Controlled Substance Sale and/or Distribution (Involve Police)</b>	RPC/SUS/Possible EXP			
<b>Controlled Substance Paraphernalia</b>	RPC/In-House/1-3 days SUS	RPC/1-10 days SUS/Possible EXP		
<b>Detention No-Show</b>	RPC/In-House	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP
<b>Disorderly Conduct student profanity/gestures towards students</b>	Student Conference/Parent Contact – (RPC)	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP	
<b>Disorderly Conduct student profanity/gestures toward teacher</b>	Student Conference/Parent Contact – (RPC)/In-House	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP	
<b>Distribution of Porn (Involve Police)</b>	RPC/1-10 days SUS/Possible EXP			
<b>Dress Code</b>	Warning/Parent Contact	Lunch and Learn/RPC	RPC/1-3 days SUS	4-6 days SUS
<b>Disregard of School Rules</b>	Parent Contact/RPC/In-House/1-3 days SUS/Behavior Contract	RPC/In-House/4-10 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP
<b>Explosive Devices (Involve Police)</b>	RPC/SUS/Possible EXP, Confiscate Items/May involve police			
<b>Fighting/Physical Altercation (Involve Police)</b>	RPC/1-10 days SUS/Possible EXP	RPC/4-10 days SUS/Possible EXP		
<b>Fighting Initiating Physical Altercation</b>	RPC/3-10 days SUS/Possible EXP	RPC/3-10 days SUS/Possible EXP		
<b>Fighting Verbal Altercation</b>	RPC/In-House/1-3 day SUS	RPC/4-7 days SUS	RPC/8-10 days SUS/Possible EXP	

<b>Forgery</b>	RPC/In-House/1-3 days SUS/May involve police			
<b>Gambling</b>	RPC/1-3 days SUS/Behavior Contract	RPC/4-7 days SUS	RPC/8-10 days SUS/Possible EXP	
<b>Gang (fighting) (Involve Police)</b>	RPC/1-3 Possible SUS/Possible EXP	RPC/4-7 Possible SUS/Possible EXP	RPC/8-10 SUS/Possible EXP	
<b>Gang Activity</b>	RPC/SUS/Possible EXP/May Involve Police	RPC/SUS/Possible EXP/ May Involve Police		
<b>Habitual Disciplinary Problem (6 offenses)</b>	RPC/In-House/SUS/EXP	EXP		
<b>Harassment Verbal and/or Electronic</b>	Parent Contact/RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP
<b>Immoral conduct</b>	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/8-10 days SUS/Possible EXP	
<b>Incitement</b>	RPC/In-House/Possible 1-3 days SUS/Possible EXP/Behavior Contract/May Involve Police	RPC/4-6 days SUS/Possible EXP/May Involve Police	RPC/8-10 days SUS/Possible EXP/May Involve Police	
<b>Insubordination/ Gross Insubordination</b>	Student Conference/RPC/In-House	RPC/In-House/SUS	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP
<b>Leaving Campus/Class without Permission</b>	Conference w/ Student/RPC/Truancy Letter/In-House	RPC/In-House/1-3 days SUS/Truancy Letter	RPC/4-6 days SUS/Truancy Letter	RPC/7-10 days SUS/Truancy Letter
<b>Nuisance Items (Minor)</b>	Student Conference/Confiscate	RPC/Confiscate Item	RPC/In-House/1-3 days SUS/Confiscate Item	RPC/4-5 days SUS/Confiscate Item
<b>Nuisance Items (Major) Portable Comm. Devices</b>	Student Conference/Confiscate Item	RPC/Confiscate until end of sem./In-House	RPC/In-House/1-3 days SUS/Confiscate	RPC/4-6 days SUS/Confiscate Item
<b>Possession of Stolen Property (under \$500)</b>	RPC/In-House/1-3 days SUS/Possible EXP	RPC/4-10 days SUS/Possible EXP		

<b>Possession of a Weapon (non NRS)</b>	RPC/1-10 days SUS/Possible EXP	SUS/Possible EXP		
<b>Profanity</b>	RPC/In-House/1-3 days SUS/Behavior contract	RPC/In-House/4-6 days SUS/Possible EXP	RPC/8-10 days SUS/Possible EXP	Possible EXP
<b>Public Display of Affection</b>	Student Conference/RPC	RPC/In-House/1-3 days SUS/Possible EXP	4-7 days SUS/Possible EXP	8-10 days SUS/Possible EXP
<b>Refusing to Participate in State Assessment</b>	Student Conference/RPC/Truancy Notification/Loss of Extracurricular Activities	Student Conference/RPC/Truancy Notification/Loss of Extracurricular Activities	Student Conference/RPC/Truancy Notification/Loss of Extracurricular Activities	
<b>Robbers/Extortion/Involve Police</b>	RPC/1-3 days SUS/Possible EXP/Compensation/Behavior Contract	RPC/4-7 days SUS/Possible EXP/Compensation	RPC/8-10 days SUS/Possible EXP/Compensation	
<b>Scholastic Dishonesty</b>	Student Conference/Parent Contact/Re-Do/In-House	RPC/In-House/1-3 days SUS	RPC/4-6 days SUS	RPC/7-10 days SUS
<b>Sexual Assault</b>	SUS/Possible EXP			
<b>Sexual Conduct</b>	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP	RPC/1-10 days SUS/Possible EXP	
<b>Spraying Propellants (e.g., tear gas, pepper spray, fire extinguisher)</b>	RPC/Possible 1-3 days SUS/Possible EXP/Behavior Contract	RPC/4-10 days SUS/Possible EXP		
<b>Tardies</b>	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
<b>Technology – Inappropriate use of Technology</b>	Minor – RPC Major – RPC/In-House/SUS Possible EXP/ Loss of privilege for a time period	RPC/In-House/SUS Possible EXP/ Loss of privilege for a time period	RPC/In-House/SUS Possible EXP/ Loss of privilege for a time period	
<b>Threats – Student</b>	RPC/In-House/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/EXP

<b>Threats – Employee</b>	RPC/5 days SUS/Possible EXP	RPC/10 days SUS/Possible EXP		
<b>Theft/May Involve Police</b>	RPC/1-3 days SUS/Compensation/B ehavior Contract	RPC/4-7 days SUS/Possible EXP/Compensation	RPC/8-10 days SUS/Possible EXP/Compensation	
<b>Tobacco (Possession and/or use)</b>	RPC/1-3 days SUS/Confiscate	RPC/4-6 days SUS/Confiscate	RPC/7-10 days SUS/Confiscate	RPC/7-10 days SUS/Confisca te
<b>Truancy (May Involve Police)</b>	Parent Contact/Truancy Letter/RPC	Parent Contact/Truancy Letter/RPC	Parent Contact/Truancy Letter/RPC	Report of Educational Neglect (DFS)
<b>Vandalism/Destruction or Defacing Property (May Involve Police)</b>	RPC/Possible 1-3 days SUS/Possible EXP/Compensation/B ehavior Contract/School Beautification	RPC/4-7 days SUS/Possible EXP	RPC/8-10 days SUS/Possible EXP	
<b>Weapons (NRS)</b>	RPC/SUS/Possible EXP/May Involve Police			

## **NRS 388.122 “Bullying” defined**

Bullying means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

- (a) Have the effect of:
  - (1) Physically harming a person or damaging the property of a person; or
  - (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
- (b) Interfere with the rights of a person by:
  - (1) Creating an intimidating or hostile educational environment for the person; or
  - (2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
- (c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:
  - (1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
  - (2) Association of a person with another person having one or more of those actual or perceived characteristics.
- 2. The term includes, without limitation:
  - (a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
  - (b) Behavior that is intended to harm another person by damaging or manipulating his other relationships with others by conduct that includes, without limitation, spreading false rumors;
  - (c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
  - (d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
  - (e) Blackmail, extortion or demands for protection money or involuntary loans or donations;
  - (f) Blocking access to any property or facility of a school;
  - (g) Stalking; and
  - (h) Physically harmful contact with or injury to another person or his or her property.

Our School is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students’ ability to learn. Bullying, discrimination and harassment of any person on the basis of that person’s actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited.



Harassing behavior including sexually harassing behavior between members of the same or opposite sex is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Such behavior is just cause for disciplinary action.

Our School will act promptly on reports, (including informal reports), complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation, that come to our attention. Charter School staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to School administration.

Our School will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

Our School will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students' ages and grade levels.

Our School will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students. Such staff training shall be regularly scheduled at least every other year in the School in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business, or at any school- sponsored event regardless of location.

## **Glossary**

### **OFFENSES WARRANTING LAW ENFORCEMENT NOTIFICATION**

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. RESISTING OFFICER: Willfully resisting, delaying or obstructing an officer in the performance of duty.
19. 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.
20. 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.
21. 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.
22. 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.
23. THROWING SUBSTANCE AT VEHICLE: To throw any stone, rock, missile or any substance at any motorbus, truck or other motor vehicle.
24. 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.
25. WEAPONS: "Dangerous weapon" includes, without limitation, a blackjack, slingshot, billy, sand- club, sandbag, metal knuckles, dirk or dagger, a nun chuck, switchblade knife or trefoil, as defined in [NRS 202.350](#), a butterfly knife or any other knife described in [NRS 202.350](#), or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person. "Firearm" includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a "firearm" in 18 U.S.C. § 921, as that section existed on July 1, 1995. Brandishing any dangerous weapon or firearm in a rude, angry or threatening manner or using the same in any fight or quarrel. Concealed - it is unlawful for any person to carry any dangerous weapon or firearm. Possession - it is unlawful for any person to possess any dangerous weapon or firearm.
26. **DANGEROUS WEAPON:** (NRS 392.466.11(b)): includes, without limitation, a blackjack, slingshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, a switchblade knife as defined in NRS 202.265, or any

other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause bodily injury to a person.

Violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

Plan of Action Based on Restorative Justice **PRIOR** to Removal of a Student:

- A school must provide a plan of action based on restorative justice prior to the expulsion of any student (NRS 392, new section).
- A school must provide a plan of action based on restorative justice prior to the removal of a student for (1) committing a battery that results in bodily injury of an employee or (2) sale/distribution of controlled substances (NRS 392.466.1).
- A school must make a reasonable effort to complete a plan of action based on restorative justice prior to the suspension or expulsion of a student deemed a habitual disciplinary problem (NRS 392.466.5).

**OFFENSES WARRENTING SUSPENSION**

The following non-criminal activities may 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. Administration reserves the right to utilize the level of behavior modification or punishment based upon the students' action or behavior with the goal of using the least restrictive method.

1. **DISOBEDIENCE, INSOLENT AND INSUBORDINATION:** Students must obey the instructions of school personnel.
2. **DISRUPTIVE CONDUCT:** Conduct that interferes with the educational process. Serious situations may be handled under criminal sanctions.
3. **FIGHTING:** Other than that, which would be considered Battery or Assault.
4. **FORGING OR USING FORGED PASSES, EXCUSES OR OTHER SCHOOL DOCUMENTS.**
5. **HAZING:** Any act that forces another student to undergo a humiliating or abusive ordeal, as in initiations.
6. **INAPPROPRIATE DRESS AND APPEARANCE:** Dress and appearance must not present potential health or safety problems or cause disruptions.
7. **MISCONDUCT ON SCHOOL VEHICLES:** Any action that creates a safety hazard or distracts the attention of the driver.
8. **PLAGIARISM AND CHEATING.**
9. **POSSESSION AND USE OF TOBACCO, CIGARETTES, CHEW, ETC., ON SCHOOL PROPERTY OR AT A SCHOOL-SPONSORED ACTIVITY.**
10. **WIRELESS COMMUNICATION DEVICES:** Wireless communication devices include two-way communication devices, including cellular phones, mobile phones, beepers, pagers, portable computers, personal organizers, and similar wireless devices. Possessing a wireless communication device is not a violation of the Code of Student Conduct. However, a student should not disrupt the educational process or

interfere with the safety-to-life issues of students by using a wireless communication device. The following rules must be followed regarding the possession, use, and display of wireless communication devices.

- a. Students may not possess, display, and use wireless communication devices during the instructional day. \*See each campuses policies for their cellphone policies.
  - b. Students shall avoid classroom disruptions, by not displaying, using, or activating wireless communication devices during the instructional day, unless such use is deemed educational and authorized by the teacher. This includes during class, in the library, during lunch breaks, during class changes, and during any other structured activity.
  - c. Students must ensure that devices are turned off during the instructional day.
  - d. Students shall not use wireless communication devices while being transported on a school bus.
  - e. Students must conceal wireless communication devices in a backpack, pocket, purse, or other container during the instructional day.
  - f. The School is not responsible if a student's wireless communication device is lost or stolen.
11. **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 at the school. No student shall be denied or limited to the provision of aid, benefits, services or treatment protected under Title IX.
12. **SPREADING FALSE OR UNSUBSTANTIATED INFORMATION IN WRITING OR VERBALLY ABOUT A PERSON AND HARMING HIS/HER REPUTATION.**
13. **TRAFFIC VIOLATIONS ON SCHOOL GROUNDS.**
14. **TRUANCY:** Being absent from school without a valid excuse acceptable to the administrator.
15. **GANG ACTIVITY:** As set forth in the section below:
- a. No student on or about school property or at any school activity:
  - b. Shall wear, possess, use, distribute, or sell any clothing, jewelry, emblem, badge, symbol, tattoo, sign, or other things that are indicators of membership in or affiliation with any gang.
  - c. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang.
  - d. Shall place graffiti on or otherwise deface property on school grounds. For purposes of this regulation, the term "graffiti" means any unauthorized inscription, word, figure, or design that is marked, etched, scratched, drawn, painted on or affixed to the public or private property, real or personal, of another that defaces the property; or
  - e. Shall use any speech or commit any act or omission in furtherance of the interests of any gangs or gang activity, including, but not limited to:

- I. Soliciting others for membership in any gangs;
- II. Requesting any person to pay protection or otherwise intimidating or threatening any person; or,
- III. Committing any other illegal act or other violation of charter school rules, regulations, or policies; or,
- IV. Inciting other students to act with physical violence upon any other person.

## **DISCRIMINATION BASED ON RACE**

According to AB 371, “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:

1. Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and
2. Occurs in person, online or in any other setting including, without limitation, in a course of distance education.

In addition to any employee on campus, a pupil or parent or legal guardian of a pupil who witnesses an incident of discrimination based on race may report the incident to an administrator or his or her designee.

Somerset will provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential. All administrators, teachers and other personnel of Somerset will demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate discrimination based on race, bullying and cyberbullying, and by taking immediate action to protect a victim or target of discrimination based on race, bullying or cyber-bullying when witnessing, overhearing or being notified that discrimination based on race, bullying or cyber-bullying is occurring or has occurred.

Any teacher, administrator, coach or other staff member or pupil who tolerates or engages in an act of discrimination based on race, bullying or cyber-bullying or violates a provision of NRS 388.121 to 388.1395, inclusive, and sections 4, 5 and 6 of this act regarding a response to discrimination based on race, bullying or cyber-bullying against a pupil will be held accountable.

## **SEXUAL HARASSMENT**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly a term or condition of a student’s educational progress;
2. Submission to, or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student’s education; or

3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or of creating an intimidating, hostile, or offensive educational environment.

An "intimidating, hostile, or offensive educational environment" means an environment in which any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed, or any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

## **RETALIATION**

Forms of prohibited retaliation include, but are not limited to, adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Please use the bullying, discrimination and harassment form attached to anonymously report such instances. Administration will respond in a timely manner to all concerned parties.

## **SUSPENSIONS**

Suspension is the temporary removal of a student from school or from school-sponsored activities. For the purpose of declaring a student a Habitual Disciplinary Problem or for the purpose of escalating to possible expulsion, the suspension must be no less than three (3) days and require a conference or other communications with the parent/guardian. (NRS.392.4655) 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 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. 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:**

- A. A student may not participate in extracurricular activities during the term of his/her suspension.
- B. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
- C. Notations of suspensions from school will be made in the student's cumulative folder.
- D. Schoolwork missed as a result of suspensions may be made up through the completion of make-up work as stated in the Student Handbook. Any work that cannot be made up, or is not made up, may 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. Battery on employee or peer of school,
2. Possession of firearm or dangerous weapon,
3. Sale or distribution of controlled substance, or
4. Status as habitual disciplinary problem, 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. In all other cases involving suspension, the administrator shall:

- a. 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.
- b. 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).
- c. Explain to the student the evidence you have regarding the alleged violation(s).
- d. 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).

- e. After hearing the student's explanation and evidence, the administrator should determine if he/she needs more information and, if so, obtain it before a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
- f. If the student has a Restorative Justice or 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.
- g. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be commencing (starting date).
- h. 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. can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)
- i. After hearing the student's explanation and evidence, the administrator should determine if he/she needs more information and, if so, obtain it before a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
- j. If the student has a Restorative Justice or 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.
- k. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be commencing (starting date).
- l. 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 392.466.1).

### **Battery or Sale/Distribution of Controlled Substances (NRS 392.466.1)**

If a student (1) commits battery that results in bodily injury of an employee, or (2) sells or distributes any controlled substance on school grounds, a school bus, or at a school sponsored activity **AND is at least 11 years old:**

- The student must meet with the school and the parents/guardians; and
- The school must provide a plan of action based on restorative justice to the parents/guardians; and
- The student **may** (but no longer "*must*") be expelled (NRS 392.466.1).



- Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.1).
- If a student has committed battery of an employee of a school, the employee may appeal the plan of action based on restorative justice if (1) the employee feels that any actions taken pursuant to that plan are inappropriate; and (2) for a special education student, the Board of Trustees has reviewed the circumstances and determined that the appeal is in compliance with Individuals with Disabilities Education Act (IDEA) (NRS 392.466.2).

### **Possession of a Firearm or Dangerous Weapon (NRS 392.466.3)**

- A student who is found to be in possession of a firearm or a dangerous weapon may be removed from the school immediately upon being given an explanation of the reasons for the removal and pending proceedings (NRS 392.467.2).
- The first occurrence of possession of a firearm or a dangerous weapon (as defined) in NRS 392.466.11(b) and (c)) still requires a mandatory one-year minimum expulsion OR placement in another kind of school for a period not to exceed the period of the expulsion; a second occurrence still requires permanent expulsion from the school (NRS 392.466.3). Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.3).

### **Habitual disciplinary problem (NRS 392.4655)**

If a student is suspended, the school shall develop a plan of behavior for the student in consultation with the student and the parents/guardians of the student. The plan must be designed to prevent the student from being deemed a habitual disciplinary problem (NRS 392.4655.5).

- Parents/guardians may choose to have their student not participate in the behavior plan that must be developed. (NRS 392.4655.5)
- If the parents/guardians opt their student out of participating in the behavior plan, the school must inform them of the consequences of not participating (e.g., that the student may be deemed to be a habitual disciplinary problem) (NRS 392.4655.5).

If a student is deemed to be a habitual disciplinary problem **AND is at least 11 years old**, the student may be suspended (for a period not to exceed one semester) **OR** may be expelled under extraordinary circumstances as determined by the principal, **if and only if the school has made a reasonable effort to complete a plan of action based on restorative justice** (NRS 392.466.1).

Existing requirements for enrollment elsewhere remain if the student is expelled (NRS 392.466.1).

### **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 or peer of the school while on the premises of any public school, at any activity sponsored by a public school, or on any school 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 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 with 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 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.

## Harassment 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, and text bullying all has 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 a teacher or principal. Those who are bullying/harassing will be dealt with immediately.

At Somerset Sky Pointe, we ask that you please discuss these definitions with your child(ren). We will also be educating our students on these as well:

When someone says or does something *unintentionally* hurtful and they do it once, that's **RUDE**.

When someone says or does something *intentionally* hurtful and they do it once, that's **MEAN**.

When someone says or does something *intentionally* hurtful and they *keep doing it (repeatedly)*- even when you tell them to stop or show them that you're upset, that's **BULLYING**.

**The NRS Revised Statute for Bullying is: Universal Citation: NV Rev Stat § 388.122 (2014)**

Bullying means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil. (Added to NRS by 2009, 687; A 2011, 2245; 2013, 1655, 2138)

### **To Report A BULLYING CASE:**

- Review the above definitions thoroughly.
- To place a bullying report, A BULLYING link is available on our school website.

## **Field Trip Policy**

Teachers will schedule field trips at various times throughout the school year, to various locations. Information will be sent out to families in a timely manner, with enough notice for arrangements to be made. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. **Students must be attending school in person to participate in field trips.** Students going on a field trip must assume the responsibility for any necessary fee. Please keep in mind that once the field trip has been paid, the school will not issue a refund. **Parent chaperones may not bring siblings on field trips. All parents selected to attend overnight field trips are subjected to fingerprinting and a background check at the chaperone's expense.** Chaperones are expected to remain with students for the entire field trip including the bus rides and the return trip to school. Parents may not drive or transport their own child separately from the bus to attend the field trip. Students will not be released to anyone during a field trip for any reason.

### **FIELD TRIP DISCIPLINE REQUIREMENTS:**

**Administration reserves the right to restrict any student from participating in field trips due to behavioral or academic performance.**

3. **Students with missing assignments in any class may not be eligible to participate in field trips.**
4. **Students with more than 8 absences per semester may not be eligible to participate in field trips.**
5. **Excessive tardies (8 tardies or more) may also limit students from attending field trips.**
6. **Students who have failed a course or who currently have a D or an F in a course may be restricted from participating in the Field Trip.**
7. **Students with a Suspension during the current school year may be prohibited from participating in any field trip(s).**
8. **Students with disciplinary actions may be prohibited from participating in field trips.**
9. **If a student has paid to attend a field trip and is deemed ineligible due to attendance, grades, disciplinary issues, etc., NO REFUND will be issued.**

### **Chewing Gum or Eating in the Classroom**

Chewing gum (sugar, sugar-free...) or eating in the classroom is not allowed. Students will serve lunch detention if gum policy is violated. **If behavior continues administration will proceed with progressive discipline.** Water is the only item that can be brought into the classroom.

### **Assembly Behavior Procedures**

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 and Dress Code

Somerset Academy of Las Vegas, Sky Pointe K-12 Campus will be following a policy of standard student attire. Wearing standard student attire, 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 order Somerset Logo shirts, log on to <https://www.alluniformwear.com/>. The direct link is <https://store36.auwschools.net/ProductPage?brand=all&group=Somerset+Academy+Sky+Pointe&dept=all&show=all&l=1>.

**\*\*Administration reserves the right to use their discretion regarding dress code.**

Article	Color	Guidelines
Shirts	<ul style="list-style-type: none"> <li>• Navy</li> <li>• Teal</li> <li>• Black</li> <li>• Grey</li> <li>• White</li> <li>• Tan/Khaki</li> </ul>	<ul style="list-style-type: none"> <li>• Must be purchased at the uniform store and monogrammed.</li> <li>• May wear a solid navy, teal, black, grey, white, and tan long-sleeved shirt under a monogrammed polo shirt.</li> <li>• The Somerset monogrammed logo must be visible at all times.</li> <li>• Other colors will violate the school uniform code.</li> </ul>
Pants Shorts Skirts Jumpers	<ul style="list-style-type: none"> <li>• Navy</li> <li>• Tan/Khaki</li> <li>• Black</li> <li>• Grey</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform pants must be the uniform style pants (Dockers' style).</li> <li>• Must be solid color</li> <li>• No tears, rips, or holes, frays, patterns, or cutoffs are permitted.</li> <li>• Shorts and skirts must be at <b>least fingertip length</b> and may not be cut-offs and no patterns, lace or sequins, etc.</li> <li>• Jumpers must be monogrammed and purchased from the vendor.</li> <li>• <b>No sweatpants, yoga, or leggings.</b></li> <li>• No running/workout shorts</li> <li>• Sagging and <b>oversized</b> pants are not allowed.</li> </ul>
Leggings Tights	<ul style="list-style-type: none"> <li>• Solid Navy</li> <li>• Solid Tan/Khaki</li> <li>• Solid Black</li> <li>• Solid White</li> </ul>	<ul style="list-style-type: none"> <li>• May be worn in solid school colors.</li> <li>• May not be worn as pants.</li> <li>• May only be worn under skirts, jumpers, or shorts.</li> </ul>

<p>Pull-Over Hoodies Sweatshirts</p>	<ul style="list-style-type: none"> <li>• Navy</li> <li>• Teal</li> <li>• Black</li> <li>• Grey</li> <li>• White</li> <li>• Tan/Khaki</li> </ul>	<ul style="list-style-type: none"> <li>• Can be purchased at the uniform store and monogrammed. If not purchased with monogram, the sweatshirt must be solid navy, black, teal, grey, tan/khaki, with No logo, design, picture, brand, and/or pattern of any type.</li> <li>• No outside Sky Pointe Club team apparel (ie: Somerset Warriors, Bears, Cardinals, Wildcats, Lions) items may be worn as it is not a school team.</li> <li>• Students must remove the hood from their head when inside the building.</li> <li>• <b>Students must wear a Somerset monogrammed polo under all outward.</b></li> <li>• Students may wear a long sleeve or hooded long sleeve shirt in solid school colors under their Somerset monogrammed polo. <b>These may not</b> have a logo, design, picture, brand, and/or pattern of any type.</li> </ul>
<p>Outerwear Jackets Heavy Coats Sweaters Cardigans Zippered-Hoodies</p>	<ul style="list-style-type: none"> <li>• Navy</li> <li>• Teal</li> <li>• Black</li> <li>• Grey</li> <li>• White</li> <li>• Tan/Khaki</li> </ul>	<ul style="list-style-type: none"> <li>• Students <b>may wear</b> outerwear in solid school colors without the Somerset monogrammed logo.</li> <li>• <b>Must zip up or button up.</b></li> <li>• <b>Outwear may not have any other logo design, picture, brand, and/or pattern of any type on it.</b></li> <li>• <b>Students must wear a Somerset monogrammed polo under all outward.</b></li> <li>• Students must remove the hood from their head when inside the building.</li> </ul>
<p>Spirit Day</p>	<ul style="list-style-type: none"> <li>• Blue Jeans</li> <li>• Somerset Sky Pointe shirt or Somerset Sky Pointe Team/Club Wear</li> </ul>	<ul style="list-style-type: none"> <li>• Allowed <b>ONLY</b> on designated spirit days.</li> <li>• Students are permitted to wear jeans and Somerset Sky Pointe Spirit shirt or other Somerset Sky Pointe activities shirt.</li> <li>• Jeans <b>MAY NOT</b> have holes, rips, tears, patterns, cut offs, frayed, jewels, chains, large logos, etc. and must be school appropriate.</li> <li>• Jeans must be solid Blue Denim color (no patch work).</li> </ul>

Shoes Socks	No preference	<ul style="list-style-type: none"> <li>• Shoes/sneakers must fit securely on the foot and worn at all times.</li> <li>• Sandals/crocs may be worn provided they have a strap and that they don't interfere with the safety and welfare of the student.</li> <li>• Flip flops, slides, slippers, house shoes, and Heelies are not allowed.</li> <li>• Shoes with heels should not be taller than 2 inches.</li> </ul>
Hair	<ul style="list-style-type: none"> <li>• Natural</li> </ul>	<ul style="list-style-type: none"> <li>• Students' hair must be of natural color and style that will not draw attention or create distraction.</li> <li>• Faux hawks may be worn but cannot exceed 2 inches in length.</li> <li>• <b><i>Administration reserves the right to deem hair color or hair style a distraction to instruction.</i></b></li> </ul>
Piercings	N/A	<ul style="list-style-type: none"> <li>• Only piercing of the ears are allowed.</li> <li>• No visible facial or body piercings are permitted, including but not limited to nose, lip, tongue or eyebrow piercing (a flat small clear silicone <b>stud</b> may be worn <b>ONLY</b> in the nose to maintain the hole).</li> <li>• Excessive earring loops or length is not allowed. Spiked gauges are not allowed.</li> <li>• <b><i>Administration reserves the right to deem piercings a distraction to instruction.</i></b></li> </ul>
Accessories	N/A	<ul style="list-style-type: none"> <li>• Belts should be worn through belt loops and may not hang down, have a large buckle, spikes, or chains.</li> <li>• Spikes and other potentially dangerous jewelry are not permitted.</li> <li>• Bandanas are not permitted.</li> <li>• Hats may not be worn inside the building at any time and must be kept in the backpack at all times. Hats may be worn outside.</li> <li>• Medical masks must be a solid color with no print, pattern, graphics, or words.</li> </ul>

Please write student name on all clothing tags.



The poster is titled "Somerset Sky Pointe Uniform Expectations" and features the school's crest on both sides. It is divided into two columns: "Yes" (approved) and "No" (disapproved). The "Yes" column shows a variety of school-approved clothing, including t-shirts in teal, navy, black, and white; tank tops in black, tan, and navy; pants in navy, tan, and black; and skirts in tan and navy. The "No" column shows disapproved items such as a grey long-sleeve shirt, a red and white raglan, a white polo, blue jeans, a black Nike hoodie, a blue long-sleeve shirt, a pink puffer jacket, a grey t-shirt with a graphic, a blue and white hoodie, black leggings, tan pants, a grey t-shirt with a graphic, and a blue skirt with polka-dot leggings. A small inset box on the left lists "Somerset Skypointe Colors Please Note" with color swatches for teal, navy, black, and white.





### **P.E. And Dance Uniforms**

Sky Pointe MSHS students are not required to dress out for any PE, yoga, conditioning, dance, etc. classes.

**However, if a student chooses to dress out, they will be required to be in the Sky Pointe PE Uniform.**

PE uniforms are available at All Uniform Wear



*\*Students who are not dressed in the standard attire noted above will be sent to the nurse's office to call home to ask parents to bring a change of clothes by 10 a.m. Uniform clothing from the nurse's office will be provided for students who are not able to change into the standard attire by 10 a.m.*

### **Dress Code Progressive Discipline**

#### **Students not wearing the appropriate Somerset Sky Pointe Standard Attire:**

- First offense: Student will be sent to the health office and a phone call will be made home. The FASA will document students who are out of dress code. Parents will be asked to bring a change of clothes, or the student can change into school provided standard attire. Student will be sent to In-House until student is in compliance with our Dress Code policy.
- Second offense: Student will be sent to the health office and a phone call will be made home. The FASA will document students who are out of dress code. Parents will be asked to bring a change of clothes, or the student can change into school provided standard attire. Student will be sent to In-House until student is in compliance with our Dress Code policy. Verbal Required Parent Conference with administration.
- Third offense: Student will be sent to the nurse's office and a phone call will be made home. The outwear will be collected. Parents will be required to attend an in-person conference with school administration. Student will be sent to In-House until student is in compliance with our Dress Code policy. Student will serve Lunch Detention.
- Fourth Offense: Student will be sent to the nurse's office and a phone call will be made home. The outwear will be collected. Parents will be required to attend a conference with administration. Student will serve In-House.
- Ongoing offenses: Progressive discipline will continue.

Borrowed school attire, provided by the FASA, should be laundered and returned within 2 days. Students not returning the borrowed attire may be subject to a fee.

**\*\* Proof of understanding of the Uniform Policy will be signed electronically during Registration.**

# Cell Phone, Emergency Contact, Phone Use, and Delivery Procedures

## Elementary Student Cell Phone Policy

- Cell phones are not to be used during instructional hours.
- Cell phones must be kept silenced or in the off position.
- Pictures and videos are not to be taken at any time.
- Texting on watch or phone is considered the same as cell phone use.
- *Cell phones may NOT be used during recesses or lunch.*
- *Phones may be confiscated and follows the progressive discipline policy including Yondr pouches or being required to turn in to the front office every morning.*

## Middle/High Student Cell Phone Policy

Cell phones and Smart watches are not to be used during school hours. At the beginning of the school year, **all** students will be assigned a personal Yondr pouch (returning students will continue to use the same Yondr pouch from previous school year). **It is the student's responsibility to bring their pouch to school each day.** At the beginning of each day, students will be asked to place their phone on Airplane mode or turn them off before locking their phone in their yondr pouch. Students maintain possession of their pouch and cell phones throughout the day but will be unable to access their phones until the pouch is unlocked. At the end of the school day, the pouches will be unlocked, the phone will be removed, and the pouch locked again. **Each student receives their 1<sup>st</sup> yondr pouch for free, students will be responsible for purchasing a new yondr in the case of lost or damaged pouch (including dysfunctional mechanism, vandalism and/or wear-and-tear).** If a student fails to bring their pouch to school or their yondr is not properly working, they will be required to give their phone to an administrator in the morning before going to their first class. Parents will be notified to purchase a new yondr pouch (\$30). Students can pick-up their phone at the front office at the end of the day. If students fail to turn in their phone due to not having a working yondr, their phone will be confiscated and turned into the front office for parent pick-up during school office hours. **Smart watches can be worn as a time telling device, if students are using them for other purposes they are subjected to being confiscated and following the cell phone progressive discipline policy.**

## Cell Phone Progressive Discipline Policy

1 <sup>st</sup> Confiscation	<ul style="list-style-type: none"> <li>• Minor infraction</li> <li>• Phone confiscated and taken to front office.</li> <li>• Parent will be required to pick up the phone from the front office during school office hours and attend a Required Parent Conference (RPC).</li> </ul>
2 <sup>nd</sup> Confiscation	<ul style="list-style-type: none"> <li>• Major infraction</li> <li>• In-House Suspension</li> <li>• Phone confiscated and taken to the front office.</li> <li>• Parent will be required to pick up the phone from the front office during school office hours and attend a Required Parent Conference (RPC).</li> </ul>
3 <sup>rd</sup> Confiscation	<ul style="list-style-type: none"> <li>• Major infraction</li> <li>• Suspension</li> <li>• Phone confiscated and taken to the front office.</li> <li>• Parent will be required to pick up the phone from the front office during school office hours and attend a re-entry Suspension Conference.</li> <li>• Loss of phone privileges will occur requiring the student to either leave the phone at home or turn in the phone to the front office each school day. Students will be subject to random searches and metal detecting devices.</li> </ul>

### Office Phone Use Policy

- Students should only use the office telephone for any calls that need to be made while on campus.
- Students must have a pass from their classroom teacher to use the front office phone during school hours. This should be reserved for emergencies only.

## **Recording**

The school may photograph and video tape school events which may include student images. These images may be projected on the school website and/or other media. If any parent wishes to exclude use of their child's image or likeness, please check the "I do not" box on the Media Release form. If a media release is not assigned, certain events or activities, which will have a heavy media presence, the student will be asked to sit in a designated zone, off limits to the media when applicable or will not be permitted to attend the event.

No recording, either photographic or audio/visual in nature may be made on school property without the express permission of the administration. **No document or media that exists or is produced in reference to the school, its staff or students including photographs, letters, yearbooks and other material may be published where it is accessible to the public without the express permission of the administration.** Furthermore, the unauthorized use of the Somerset Academy of Las Vegas Sky Pointe K-12 Campus name or any of its logos is expressly prohibited. For purposes of this section, the term "public forum or media" includes but shall not be limited to publicly accessible websites and web forums, newspapers, print and other media sources.

**Students are also not allowed to record from any personal device.**

## **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 or make changes by using your parent log in information on Infinite Campus. (You will not be allowed to make changes to Infinite Campus through student log in.)

## **Deliveries**

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, food, money, cell phones, homework, supplies, sports equipment, music instruments, school projects, etc.). 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 are greatly appreciated.

\*This also includes any outside ordered food or drinks being delivered to the school.

\*\*The school is not liable for lost, damaged, or stolen items.

## **Personal Belongings**

**Items such as personal laptops, electronic games, I-pods, 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. The school is not responsible for lost, stolen, or damaged items that are brought to school. Any computer device such as a personal laptop that is not distributed to the student from the school will be confiscated.

## **Lost and Found**

Children are sometimes inclined to lose things. **Please mark all items clearly with your child's name.** This simple measure will help us return items quickly. Students can claim lost items by checking the Lost and Found located in the MP Room/MSHS Front Office. 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. Unclaimed items will be discarded.

## **Cafeteria Behavior Procedures**

Students in grades K - 5 are to enter the cafeteria quietly and sit at the assigned tables. Students who bring their lunch will be sent directly to their table. Students are expected to stay seated and raise their hand if needing assistance. Students should be encouraged to use the restroom prior to lunch period. Students are to stay seated and speak quietly (using restaurant voices) until directions are given for dismissal. When the lunch period is over, classes will be dismissed by class so all areas can be monitored for cleanliness. When the students are dismissed, they will gather their trash from their area and dispose of it in trash cans.

Students in grades 6-12 are to enter the cafeteria in an orderly fashion. Middle/High students are to eat their lunch indoors in the cafeteria or in the designated patio area (food is not to be eaten on the field or on the basketball courts or taken to other parts of the building). Students are expected to dispose of all of their trash and leave their area clean. Somerset secondary students take pride in their campus and recognize the importance of cleanliness.

Electronic devices of any nature are not allowed at lunch.

## **Lunch Program**

### **Elementary/ Middle / High School Lunch Program**

Somerset Academy is participating in the National School Lunch Program (NSLP). Students will receive a lunch with 5 food items in compliance with nutritional guidelines. NSLP is available to all students. A lunch menu will be posted on the school's website.

# Teacher Conferences, Volunteering, Visiting Procedures

## Teacher Conferences

You may be invited to attend a 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. (For every unit of time that there is an interruption, it takes the brain three times the length of time to focus back to where it was before the interruption.) 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. **Please refrain from attempting to have a teacher conference during car line or any school event.**

To schedule a parent teacher conference with your child's teacher(s), please email your child's teacher directly.

## Volunteers

Just as we expect our students to engage in service projects at the school and the communities in which they live, we also encourage parents to help at school whenever possible. This is possible by working inside the classrooms, tutoring students under the classroom teacher's supervision, attending family nights at schools, carpooling to ensure each child can arrive at school on time and ready for instruction, and offering support inside the offices where permissible. Without your support, our day-to-day operations would suffer.

## Visiting School

We encourage parent involvement at Somerset Sky Pointe. All visitors are required to sign in and provide ID at the office for a visitor's pass. **The pass must be visible at all times by placing it on your chest or shoulder.** It is necessary to call the teacher in advance to schedule a time that is convenient for 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, please understand that we cannot honor requests for relatives (including younger/older siblings) or friends to visit the school during the school day. Parents are not to interrupt instructional time or teacher's preparation periods without first scheduling an appointment. Please make other arrangements for younger/older children when volunteering at school as they are not allowed on campus.

All visitors will be required to fill out a mandatory reporter sheet once a year.

## School Parties and Gifts (Elementary Only)

School parties may be held to recognize special holidays/events that are related appropriately to instruction upon administration approval. Details of celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations. No gift exchanging will take place at school. If parents wish to send a small treat or trinket with their child for the class to share, the teacher must be notified ahead of time. Any type of holiday celebration will be limited to the last 30 minutes of the day or at a time specified by the teacher. Please note that additional older OR younger siblings will not be permitted into the classroom during these celebrations; therefore, please make other arrangements.

## School Property

**Somerset Academy of Las Vegas would like to stress the importance of taking proper care of textbooks, library books, technology which is checked out, and all school property.** Students are held responsible for the condition and proper usage of all textbooks, computers, Chromebooks, 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.

- Personal Devices are not allowed. Devices will be confiscated if found and parent pick up required. Only Dual Credit students may use an approved personal device.

## Online Student Login Information

### Google Classroom

Students will have one log in and be able to access all of their information for the class.

Student log in: USER NAME: student email [firstname.lastname@student.somersetnv.org](mailto:firstname.lastname@student.somersetnv.org)

PASSWORD: student ID number

Use code given by teacher to enter the class.

Parents can have their student log into the Google Classroom to show them assignments and expectations.

### Accessing student email

Log into Infinite Campus and make sure your information is correct. For assistance logging into Infinite Campus, contact the registrar [Heidi.daniels@somersetnv.org](mailto:Heidi.daniels@somersetnv.org)

Obtain the student email [firstname.lastname@student.somersetnv.org](mailto:firstname.lastname@student.somersetnv.org)

Obtain the student ID number. It is the password to the student email.

Go to a web browser and type in: mail.intellatek.net

You will be directed to Outlook Web App



Type in username: [firstname.lastname@student.somersetnv.org](mailto:firstname.lastname@student.somersetnv.org)  
Type in password: Student ID number

Students can communicate with teachers through their email. Messages from Google Classroom will also be in the student email.

### **Clever log in**

Go to Clever.com

Type in username: [firstname.lastname@student.somersetnv.org](mailto:firstname.lastname@student.somersetnv.org)  
Type in password: Student ID number

### **Textbooks/Consumables/Technology**

**Chromebooks-** MSHS Students will be issued a school Chromebook. Once in the student's possession, he/she is accountable for this technology. If an assigned device is damaged, lost, broken or defaced in any manner; student will need to pay for replacement before a new Chromebook is issued. Teachers will provide paper/pencil work during this time. Elementary students are responsible for any damaged or broken classroom assigned devices. Elementary students are not allowed to take their devices home.

If a student is issued a school property item; once it is in his/her possession, he/she is completely accountable for that item. Parents will need pay for a replacement textbook, Yondr, calculator, etc. immediately.

**School Fees-** Any unpaid school fees including athletic fees, materials, broken or lost school property, etc. will result in loss of participation in sports, clubs, field trips, etc. until paid in full. Please check the course syllabus for fees which need to be paid within the first quarter of the course. Please check the school website for the link to the school payments area. Non-payment of Dual Credit fees can and will result in removal from the Dual Credit program.

## **Nevada Department of Education Code of Honor (Signature Required via class syllabus)**

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.

\*\* This document will be signed electronically during Registration.

## Somerset Academy of Las Vegas: Student Internet Access Agreement and 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 \_\_\_\_\_

\*\* This document will be signed electronically during Registration.

## **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:

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 \_\_\_\_\_

\*\* This document will be signed electronically during Registration.

## **Somerset Academy Sky Pointe Campus Student/Parent Handbook Acknowledgement**

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

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.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Grade \_\_\_\_\_

\*\* This document will be signed electronically during Registration.



# Somerset Academy of Las Vegas

## Skye Canyon Campus

### Student/Parent Handbook 2024-2025

**\*Subject to change: Last updated July 2024**

Kate Lackey – Principal  
Emeri Rodriguez & Jill Dayne– Assistant Principals  
Annette Megown- Dean/Restorative Justice Coordinator  
8151 N. Shaumber Road Las Vegas, NV 89166  
(702) 489-BIRD (2473)



## Table of Contents

Welcome letter.....	4
General Information.....	5
Who’s Who at Somerset Skye Canyon?.....	6
Daily Schedule.....	7
Somerset Academy Attendance Policy.....	8
DROP-OFF and PICK-UP PROCEDURES.....	11
Picking up Children During School Hours.....	14
CHAMPIONS- BEFORE and AFTER CARE PROGRAM.....	15
Emergency Contact Information.....	15
Pandemic Information.....	16
Immunization Policy.....	16
Medication.....	18
Personal Belongings.....	18
Lost and Found.....	18
Uniform Policy.....	19
Gum Policy.....	23
Student Internet Access Agreement.....	24
Student Internet Content & Chromebook.....	25
Chromebook/Technology Damaged Equipment Fees.....	26
Cell Phones/Smart Watches (Electronic Devices).....	26
Homework/Home Learning Policy.....	27
School Parties, Birthday Celebrations and Gifts.....	28
Parent/Student/Teacher Conferences.....	28
Communication with Teachers.....	28
Volunteering in Classrooms.....	29
Classroom Observations.....	29
Promotion/Retention Policy.....	29
School Property.....	30
School Library.....	31
Assembly Behavior.....	31
Lunchroom Behavior Expectations.....	31
Field Trips.....	32





2024-2025 Somerset Academy Las Vegas – SKYE CANYON Campus  
Parent/Student Handbook



Grading Policies .....	32
Middle School Retake Policy .....	33
Elementary Learning Behavior Rubric .....	33
Middle School Citizenship Rubric.....	34
Student Awards .....	35
Athletics Eligibility Policy & Procedures .....	36
Data Day Early Release .....	38
Data Day/Parent Conference Day Schedule .....	38
Somerset Skye Canyon Good Neighbor Commitment .....	38
Student Responsibilities: Code of Conduct .....	39
Bullying.....	40
Nevada Department of Education Code of Honor .....	41
National School Lunch Program (NSLP).....	42
Somerset Academy of Las Vegas Meal Charge Policy .....	42
Somerset Academy of Las Vegas Disciplinary Policy .....	52
Testing .....	80
Emergency Operations Plan .....	81
Acknowledgment of Parent/Student Handbook.....	83



**Welcome letter**  
**SOMERSET ACADEMY OF LAS VEGAS**  
**Skye Canyon Campus**  
***Home of the Cardinals***

Dear Cardinal Families,

On behalf of the staff at Somerset Academy of Las Vegas Skye Canyon, it is our pleasure to welcome you to our seventh year in our beautiful school! We take pride in providing an excellent educational program for your child. Our school emphasizes individual student growth, both academically and socially, in a warm, caring, and stimulating environment.

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 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 as there have been changes to procedures from years past. 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 our children and the educational system is what will help us be successful as a team. If you have any 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 will provide an electronic survey for you to complete asking how we are doing on a regular basis. We take these surveys seriously and make corrections in our day-to-day business to better serve you and our students.

We strongly encourage you to visit and volunteer in classrooms. Please plan on attending our special events throughout the school year in order for you to have a clear understanding of our programs and why we use them. Embrace our school, become part of the team, become a member of the P.T.O., and participate in our volunteer program. We are happy and fortunate to have your child as part of our school community. We look forward to sharing a successful and exciting school year with you!

Sincerely,

Kate Lackey  
Principal

Emeri Rodriguez  
Assistant Principal

Jill Dayne  
Assistant Principal

Annette Megown  
Dean/Restorative Justice Coordinator



## General Information

### WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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 of Las Vegas SKYE CANYON VISION:**

A College Preparatory School: Cultivating Effective Leaders, Good Character, and a Desire to Render Service.

### **SOMERSET ACADEMY of Las Vegas MISSION STATEMENT:**

We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to providing equitable, high-quality education for all students. We promote a culture that maximizes student achievement and fosters the development of accountable 21<sup>st</sup> Century learners in a safe and enriching environment.

### **SOMERSET ACADEMY, INC. VISION:**

Somerset Academy, Inc. is dedicated to providing equitable, high-quality education for all students.

### **SOMERSET ACADEMY, INC. PURPOSE:**

Somerset Academy, Inc. promotes a transformational culture that maximizes student achievement and the development of accountable, global learners in a safe and enriching environment that fosters high-quality education.



## CORE VALUES

**C**ardinals  
**A**re  
**R**espectful,  
**D**edicated,  
**I**ndependent,  
**N**oble,  
**A**mbitious,  
**L**eaders, and  
**S**uccessful!

## Who's Who at Somerset Skye Canyon?

<b>Principal-</b>	<b>Mrs. Kate Lackey</b>
<b>Assistant Principal-</b>	<b>Ms. Emeri Rodriguez</b>
<b>Assistant Principal-</b>	<b>Ms. Jill Dayne</b>
<b>Dean/RJ Coordinator-</b>	<b>Mrs. Annette Megown</b>
<b>Instructional Coach-</b>	<b>Mrs. Ami Keeter</b>
<b>Literacy Specialist-</b>	<b>Ms. Sandy Broscheit</b>
<b>Mathematics Specialist-</b>	
<b>Counselor-</b>	<b>Mrs. Adrianna Jones</b>
<b>Safe School Professional-</b>	<b>Mrs. Alexis Macon</b>
<b>Office Manager-</b>	<b>Ms. Debbie Gallagher</b>
<b>Registrar-</b>	<b>Mrs. Cindy Schraft</b>
<b>Administrative Assistant-</b>	<b>Mrs. Michelle Godkin</b>
<b>Nurse-</b>	<b>Mrs. Monique Chouquer</b>
<b>Health Office Assistant-</b>	<b>Mrs. Shannon Lemus</b>
<b>Facilities Manager/Custodian-</b>	<b>Mr. Drew de los Santos</b>
<b>Kitchen Manager-</b>	<b>Mr. Michael Wallace</b>



## Daily Schedule

### ELEMENTARY K-5

8:00am Start time  
3:00pm Dismissal

**\*\*Students are marked tardy beginning at 8:01am. Students will not be released during the last 30 minutes of the school day.**

### MIDDLE SCHOOL 6-8

8:30am Start time  
3:35pm Dismissal

**\*\* Students are marked tardy beginning at 8:31am. Students will not be released during the last 30 minutes of the school day.**

### ELEMENTARY K-5 EARLY RELEASE DATA DAY SCHEDULE

8:00-11:30am

**\*\*There are no elementary specials on Data Days. No lunch is served on Data Days.**

### MIDDLE SCHOOL EARLY RELEASE DATA DAY SCHEDULE

8:30-12:00pm

**\*\*Students attend shortened periods on Data Days. No lunch is served on Data Days.**

### LUNCH & RECESS SCHEDULE

Blocks	Grades	Lunch	Recess
Lunch 1	K and 1st	11:00-11:20	11:20-11:40
Lunch 2	2nd and 3rd	11:30-11:50	11:50-12:10
Lunch 3	4th and 5th	12:00-12:20	12:20-12:40
Lunch 4	6th-8th	6 <sup>th</sup> & 7 <sup>th</sup> Grades: 12:35-12:55; 8th: 12:58-1:18	6 <sup>th</sup> & 7 <sup>th</sup> Grades 12:55-1:15; 8th: 12:38-12:58

**\*\*If parents are dropping lunch off to students in an extreme emergency, it must arrive at the start of lunch and at least ten minutes before their lunch period. Based on the National School Lunch Program, students must have the first 20 minutes of the period to eat their lunch. The school is not responsible for delivered lunch items that do not have a student name. Please do not bring lunches for students that are not your own. Based on the guidelines of the National School Lunch Program and Wellness Policy, families can bring food that does not meet the SMART Snack guidelines for their child only, but not for additional students.**



## RAINY DAY LUNCH SCHEDULE

GRADE	LUNCHROOM
K-1	11:00-11:30
2-3	11:40-12:10
4-5	12:20-12:50
6-8	1:00-1:30

## Somerset Academy Attendance Policy

**Somerset Academy Skye Canyon’s school wide goal is to have 95% attendance or better. When your student misses 17 or more days of school your student is considered Chronic Absenteeism. Chronic absenteeism directly affects the school’s star rating.**

### Reporting a Student Absence

To report a student absence, please use the [Report a Student Absence](#) link. This link is also located in the menu on the top right of our school’s homepage at [www.somersetskyecanyon.org](http://www.somersetskyecanyon.org). All absences must be reported within three (3) days to be considered as an excused absence. Absences not reported within three days will be marked as unexcused absences. They cannot be changed.

### Doctor’s Notes:

If your child is absent due to going to a doctor, get a doctor’s note and upload it on our website when you report the absence. **This includes when your student leaves school early for a doctor’s or dental appointment. Even though you tell the first office the reason for leaving, you must still upload the doctor/dental note to the website.** The note will then allow for the absence to be coded “MDP” (Medical Doctor’s Note Provided), which does not count as an absence per the state of Nevada. When you report that student was sick and there is no doctor’s note, it is coded “MED” (Medical). This is considered an excused absence, but still counts towards the total number of absences your child has per the state of Nevada. All absences must be reported within 3 days of the absence.

### Elementary School: Excessive Absences/Tardies (Excused or Unexcused)

Every tardy/absence	<ul style="list-style-type: none"> <li>Parents will receive automated notification of absence through Infinite Campus Messenger</li> </ul>
12 tardies/absences	<ul style="list-style-type: none"> <li>Attendance letter sent</li> <li>Parent/Guardian must meet with Assistant Principal, Ms. Dayne</li> </ul>
17 absences	<ul style="list-style-type: none"> <li>Student reported as chronically absent to the state of Nevada and federal government.</li> <li>Possible Educational Neglect Report filed with Child Protective Services</li> </ul>



20+ tardies/absence	<ul style="list-style-type: none"> <li>• Attendance letter sent</li> <li>• Parent/Guardian must meet with Principal, Mrs. Lackey</li> <li>• Students reaching twenty (20) absences in a school year may be dependent on academic growth</li> <li>• Student reported as chronically absent to the state of Nevada and federal government.</li> <li>• Possible Educational Neglect Report filed with Child Protective Services</li> </ul>
---------------------	---

**Middle School: Excessive Absences, Denial of Credit**

Every absence	<ul style="list-style-type: none"> <li>• Parents will receive automated notification of absence through Infinite Campus Messenger</li> </ul>
5 absences	<ul style="list-style-type: none"> <li>• Student at risk of not receiving course credit in each course absences occurred (see below)</li> </ul>
10+ absences (Excused or Unexcused)	<ul style="list-style-type: none"> <li>• Attendance Letter sent</li> <li>• Potential loss of semester credit in each course absences occurred</li> <li>• Required parent conference with Assistant Principal, Ms. Dayne for any credit appeals</li> <li>• Possible Educational Neglect Report filed with Child Protective Services</li> </ul>
16+ absences (Excused or Unexcused)	<ul style="list-style-type: none"> <li>• Student reported as chronically absent to the state of Nevada and federal government.</li> <li>• Possible Educational Neglect Report filed with Child Protective Services</li> </ul>

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our dedicated staff. Absences and tardiness also cause disruptions in your child’s learning. The primary aim of our increased attendance enforcement is to increase student achievement through improved attendance. Somerset Academy Las Vegas will cooperate with community agencies to remove the cause of the absence so that the student may benefit from the educational opportunities offered by the Somerset Academy Las Vegas.

The Somerset Academy Las Vegas requires that students enrolled in schools of this charter attend school regularly in accordance with the Nevada Revised Statutes. It is the position of the Somerset Academy Las Vegas that if a student is absent, no learning can take place. The educational experiences lost during an absence are irretrievable as the interaction in the classroom setting can seldom be duplicated through makeup work. The Somerset Academy Las Vegas recognizes that absences for students who are physically or mentally unable to attend school and have completed the course-work requirements are exempt under NRS 392.122.





In grades K through 8, parents or legal guardians of students who have been absent shall be required to present to the school a statement giving the reason for the absence within three days of the absence. Absences that are unapproved/unexcused are considered trancies. The regulations developed to implement this policy reflect state law, including elements of the Nevada Education Reform Act of 1997, which includes attendance as a criterion for determining the adequacy of a school’s overall program performance. Somerset Academy Las Vegas will work with parents and students to identify and remediate the causes of poor attendance.

**Please be aware of our attendance policies. Ten consecutive days absent without contact from a parent/guardian will be cause for withdrawal. A student with 20 consecutive absences, WITH or WITHOUT CONTACT or reason will be automatically withdrawn from the school. In addition, if a student reaches 20 absences in a school year that student may be retained dependent upon academic growth. When a student is absent for 12 days, the parent(s) must meet with an administrator. When a student is absent for 20 days, the parent(s) must meet with the principal.**

The Somerset Academy Las Vegas also recognizes the problem of student tardiness to class as a **serious disruption of the educational atmosphere** of our schools. The distractions caused by students arriving late to class are unfair to the teacher and are an infringement on the educational rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class.

**All students who arrive tardy to school must be signed in by a parent/guardian before being admitted into the classroom.** The receptionist will issue that student with a tardy slip that will be necessary to enter the class. The receptionist will be located downstairs near the front door to assign tardy slips to parents. If a student **begins to accumulate tardies and consistently disrupt the academic environment, the parent and student must meet with an administrator** to discuss a plan for getting the student to school on time. Parents can track student tardies on Infinite Campus. When students arrive late to class, they lose valuable instructional time they cannot get back.

### **Make Up Course Work for Absences:**

If the absences are excused, all educational requirements for the course shall be met before a passing grade and/or credit is assigned. The student shall have up to three (3) school days to request make-up work for excused absences. Students will have the opportunity to submit assignments in a period of time equal to the number of days absent.

### **Excused/Warranted Absences:**

- Illness or injury
- Quarantine
- Medical, dental, optometric, chiropractic services
- Funeral services for a member of the immediate family
- Jury duty
- Exclusion for failure to be immunized.
- Approved school activity





- Appearance in court
- Holiday or ceremony of student’s own religion
- Employment interview or conference
- Essential family travel (3-day maximum)
- Verified family emergency.
- Community disaster/emergency
- Funeral services for other than a member of the immediate family (3-day maximum)

### **Unexcused Absences**

Any absence that does not fall into one of the above excused absence categories will be considered unexcused. Any student who has been absent from school will be marked with an unexcused absence until the required documentation is received. Failure to provide the required documentation within three school days upon return to school, will result in an unexcused absence.

Unexcused absences include:

- Vacations, personal services, local non-school event, program or sporting activity.
- Older students providing day care services for siblings
- Illness of others
- Non-compliance with immunization requirements (unless lawfully exempt)

## **DROP-OFF and PICK-UP PROCEDURES**

The Drop-Off and Pick-Up Procedures for Somerset Skye Canyon maximize efficiency but most importantly ensure student safety. Please carefully read the following procedures for obtaining access onto campus during Drop-Off and Pick-Up.

### **General Traffic Rules**

- Please drive slowly and carefully at all times on school grounds. The speed limit on campus is 5 mph.
- The primary method for dropping-off and picking-up students is BY CAR via the car loop.
- The parking lot/front of school is **NOT** a drop-off or pick-up zone.
- Do not park in bike lanes or in surrounding neighborhoods. Dropping off or picking up students on neighboring roads surrounding the school is not allowed at any time.
- Obey all traffic cones and staff at all times.
- Obey traffic directors and traffic signs at all times.
- The **NORTH** driveway is for **ENTRANCE** to the car loop only.
- The **SOUTH/MAIN** driveway is for **ENTRANCE** to the car loop and for **EXITING** at all times.

### **Drop-Off Procedures:**

Elementary School Drop-Off Times: 7:40 am – 7:55 am

Middle School Drop-Off Times: 8:10 am - 8:25 am

Unless students are enrolled in Champions before school care, DO NOT drop-off the student before the times listed above.

- **NO WAITING IN THE CAR LINE at ANY TIME.**

Kate Lackey – Principal  
Emeri Rodriguez & Jill Dayne– Assistant Principals  
Annette Megown- Dean/Restorative Justice Coordinator  
8151 N. Shaumber Road Las Vegas, NV 89166  
(702) 489-BIRD (2473)



### **CAR LOOP**

**Kindergarten Drop-Off-** Please enter campus from the **SOUTH/MAIN** entrance **ONLY**, get in the **LEFT CAR LINE LANE** (inside lane) and follow the traffic flow around the back of the parking lot. Proceed to the **KINDER Drop-off Zone** in front of the **KINDER** playground, where traffic volunteers will indicate when it is safe for the children to exit the car. *Kindergartners with Elementary aged siblings (1<sup>st</sup>-5<sup>th</sup> graders) may be dropped-off with the kindergartner at this location. There is no need to drop-off elementary siblings in an alternate location. 1<sup>st</sup> -5<sup>th</sup> graders will proceed along the sidewalk around to the east gate/playground to enter the school.*

### **1<sup>st</sup> -5<sup>th</sup> Grades and Middle School (6<sup>th</sup>-8<sup>th</sup>)**

Please enter campus and follow the traffic flow around the back of the parking lot. *(1<sup>st</sup>- 5<sup>th</sup> Grades: Enter in the **RIGHT CAR LINE LANE ONLY**. After the **KINDER** turn-off (left lane), cars may fill the left lane as instructed by signage. 6<sup>th</sup>-8<sup>th</sup> Grades may use both lanes **after** elementary is finished.)* Proceed to the Drop-off Zone in front of the multipurpose room. Please note that this zone contains **two rows with boxes painted on the asphalt** for cars to unload/pick-up children. Staff will assist with traffic and students. Students will proceed through gates to the playground. Parents must remain in the car at all times and follow traffic signs.

**When leaving the property, all traffic from the drop-off lane area must exit from SOUTH/MAIN exit only.**

### **WALKING/RIDING BIKE**

Students who have permission to walk and/or ride a bike to school, must enter campus from the **SOUTH/MAIN** entrance **SIDEWALK** and cross the car line lane at the **CROSSWALK**. Staff and volunteers will be available to escort students across the crosswalk. **STUDENTS MAY NOT BE DROPPED-OFF on SHAUMBER ROAD nor on any nearby roads AT ANYTIME. PARENTS MAY NOT PARK IN THE RESIDENTIAL AREAS SURROUNDING THE SCHOOL. DO NOT ALLOW YOUR STUDENT TO HANG OUT ON THE CORNER OF GRAND TETON AND SHAUMBER BEFORE SCHOOL HOURS.** Authorization to Walk and/or Ride a Bike must have been granted through the student’s registration packet.

### **CHAMPIONS BEFORE CARE DROP-OFF**

Elementary Drop-off times: 6:30 am- 7:45 am

Middle School Drop-off times: 6:30 am- 8:05 am

You must park in the parking lot and walk your child(ren) to the designated Champions Door (side door of the MPR). You may drive through the loop and park/drop off by the Champions door from 6:30 am – 7:15 am.

### **Pick-Up Procedures:**

Elementary School Pick-Up Times: 3:00 pm

Middle School Pick-Up Times: 3:35 pm

Kate Lackey – Principal  
Emeri Rodriguez & Jill Dayne– Assistant Principals  
Annette Megown- Dean/Restorative Justice Coordinator  
8151 N. Shaumber Road Las Vegas, NV 89166  
(702) 489-BIRD (2473)



Any elementary student that is not picked up by 3:15 pm will be sent to Champions. Any middle school student not picked up by 3:45 will be sent to Champions. All students should be registered with Champions.

- **NO WAITING IN THE CAR LINE at ANY TIME.**

### **CAR LOOP**

**Kindergarten Pick-Up-** Please enter campus from the **SOUTH/MAIN** entrance **ONLY**, get in the **LEFT CAR LINE LANE** (inside lane) and follow the traffic flow around the back of the parking lot. Proceed to the KINDER Drop-off Zone in front of the KINDER playground, where traffic volunteers will indicate when it is safe for the children to enter the car. *Kindergartners with Elementary aged siblings (1<sup>st</sup>-5<sup>th</sup> graders) will be staged with the kindergartner and can be picked-up in this lane/location together. There is no need to pick-up elementary siblings in an alternate location.*

### **1<sup>st</sup> -5<sup>th</sup> Grades and Middle School (6<sup>th</sup>-8<sup>th</sup>)**

Please enter campus and follow the traffic flow around the back of the parking lot. (1<sup>st</sup>- 5<sup>th</sup> Grades: Enter in the **RIGHT CAR LINE LANE ONLY**. After the KINDER turn-off (left lane), cars may fill the left lane as instructed by signage. 6<sup>th</sup>-8<sup>th</sup> Grades may use both lanes **after** elementary is finished.) Proceed to the Pick-Up Zone in front of the multipurpose room.

### **Dashboard Signs:**

- All families receive Dashboard Signs each school year. (**ES: Green; MS: Orange**) **YOU MUST HAVE YOUR SIGN DAILY!**
- **When completing the sign, please list the grade level and first and last name of your youngest passenger at the top and remaining students underneath. The students are assembled together by grade level of the youngest member of the group.**
- When entering the campus, please place the sign on the passenger side dashboard so it is visible through the windshield for the teacher(s) on duty. This will ensure a smooth pick-up process daily. Cars without dashboard signs will be subject to diversion out of the car line, which may result in an unnecessarily lengthy process for the parent and school.

Students will be called to a specific cone color and be waiting at the respective cone for their car to arrive in the pick-up zone. Please note that this zone contains two rows of cars loading children. Staff and volunteers will assist with traffic and students. Parents must remain in the car at all times and follow traffic signs. Once your child(ren) is safely loaded in the car, please remove your Dashboard sign so the staff know your car is ready to proceed.

**When leaving the property, all traffic from the drop-off lane area must exit from SOUTH/MAIN exit only.**



**Dashboard Signs:**

*Template*

*Example*

**SOMERSET SKYE CANYON MULTIPLE Families Car Dashboard Sign**

Use this sign when picking up multiple children. Write the student(s) LAST NAME, FIRST NAME in large BLOCK print on the large rectangle and the student's grade level on the line next to his/her name. List the VOUCHER number in the column next to all other children are seated with the stronger child. List a group number if the group is not a group of siblings. Write the VOUCHER number in the column next to all other children are seated with the stronger child. For example: SMITH, JOHN 1 SMITH, SARAH 2 SMITH, FRANK 3 JONES, JAMES 4 JONES, JOSH 5


PLEASE PLACE ON PASSENGER SIDE DASHBOARD, VISIBLE THROUGH THE WINDSHIELD.

**SOMERSET SKYE CANYON MULTIPLE Families Car Dashboard Sign**

Use this sign when picking up multiple children. Write the student(s) LAST NAME, FIRST NAME in large BLOCK print on the large rectangle and the student's grade level on the line next to his/her name. List the VOUCHER number in the column next to all other children are seated with the stronger child. List a group number if the group is not a group of siblings. Write the VOUCHER number in the column next to all other children are seated with the stronger child. For example: SMITH, JOHN 1 SMITH, SARAH 2 SMITH, FRANK 3 JONES, JAMES 4 JONES, JOSH 5

SMITH, JOHN	K
SMITH, JOHN	1
BROWN, FRANK	K
BROWN, SARAH	3
JONES, JAMES	3
JONES, JOSH	5

PLEASE PLACE ON PASSENGER SIDE DASHBOARD, VISIBLE THROUGH THE WINDSHIELD.

**WALKING/RIDING BIKE**

Students who have permission to walk and/or ride a bike from school, will exit campus from the crosswalk and proceed out the **SOUTH/MAIN area to the sidewalk**. Staff and volunteers will be available to escort students across the crosswalk. **STUDENTS MAY NOT BE PICKED-UP on SHAUMBER ROAD nor on any nearby roads AT ANYTIME. PARENTS MAY NOT PARK IN THE RESIDENTIAL AREAS SURROUNDING THE SCHOOL.** Authorization to Walk and/or Ride a Bike must have been granted through the student’s registration packet.

**CHAMPIONS AFTER CARE PICK-UP**

- Elementary Pick-Up times: 3:20 pm - 6:00 pm
- Middle School Pick-Up times: 3:45 pm- 6:00 pm

You may drive through the loop and park by the Champions door between 3:50 pm-6:00 pm. If you are picking up your student between 3:20 pm and 3:45 pm you must park in the parking lot and walk to the designated Champions door (side door of the MPR).

**Picking up Children During School Hours**

Students who need to be released from school during school hours will be released by our front office staff. Students will only be released to the parent, guardian, or other person(s) **listed on the authorized pick-up form**. Please be prepared to show proper identification **each time**. The end of the school day is **an extremely busy time** in the office and classroom. **Students are not allowed to call parents from their cell phones asking to be picked up from school.** If a student is ill or not feeling well, the call to go home **must come from the school’s Health Office (not the student)**.

**Students will not be dismissed from classroom instruction during the last 30 minutes of the school day for any reason. If there are appointments, please pick up the student before that time.**

**Elementary students will not be released after 2:30pm.**

Kate Lackey – Principal  
Emeri Rodriguez & Jill Dayne– Assistant Principals  
Annette Megown- Dean/Restorative Justice Coordinator  
8151 N. Shaumber Road Las Vegas, NV 89166  
(702) 489-BIRD (2473)



**Middle school students will not be released after 3:00pm.**

**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.**



## **CHAMPIONS- BEFORE and AFTER CARE PROGRAM**

**Site Director Contact: Sarah Lewis**

Email: [ch001312@discoverchampions.com](mailto:ch001312@discoverchampions.com)

Phone: 702.241.4543

[www.discoverchampions.com](http://www.discoverchampions.com)

Champions is our before and/or after school care. The program follows the Somerset Skye Canyon Academy calendar and operates from 6:30am-6:00pm. Children **must be signed in and out** upon arrival and departure each day attending by an adult listed on the registration form. Please be prepared to show a picture ID when picking up your child.

Somerset Skye Canyon is asking all families to enroll in Champions for the 24-25 school year. All families that enroll in, only, our Drop-in program are eligible for a reversal on the registration fee. Once you use our program, however, you will be charged the \$35.00 drop-in fee, and the one-time registration fee of either \$50.00 for one student or \$75.00 per family. Please note our system does not differentiate between regular Champions and drop ins. You will receive notice of a registration fee when you register. The site director will then contact our billing department to have the registration fee reversed, until use. Please see the [Before and After School Care](#) section of our website for additional information about Champions.

## **Emergency Contact Information**

It is **extremely important** for the school to have current home and emergency telephone numbers, updated email addresses, 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 **immediately**.

You may make changes to your personal information through the Infinite Campus Parent Portal:

<https://nspcsa.infinitecampus.org/campus/portal/somerset.jsp>

**In the case of an address change, an updated proof of address will be required for the student's file.** You may email your proof of address (Gas, Power, Sewer or Water full front page statement) and a copy of your ID, to our registrar at [cindy.schraft@somersetnv.org](mailto:cindy.schraft@somersetnv.org) or bring into the front office with ID.



## Pandemic Information

In the case that the school needs to return to a distance education model, please refer to the Distance Education/Pandemic Handbook for information related to this learning model that would be posted on our school website if the school goes to Distance Education. Information in the Distance Education/Pandemic Handbook supersedes/replaces certain procedures and policies included in this handbook. All teachers have access to technology to teach during distance education that have been provided at an estimate cost of \$950 per teacher. (SB 215)

## Immunization Policy

In accordance with Nevada Revised Statute 392.435, unless a student is excused because of religious belief or medical condition, a child may not be enrolled in Somerset Academy Skye Canyon, a public charter school, unless the student's parents or guardian submit to the registrar of the school a certificate stating that the child has been immunized against diphtheria, pertussis (whooping cough), tetanus, poliomyelitis (polio), rubella (German measles), rubella, and other such diseases as the local Board of Health or State Board of Health may determine, and has received proper boosters for that immunization, or is complying with the schedules established pursuant to NRS 439.550, which are as follows:

- 5 DTaP/DPT (Minimum age: 6 weeks) if series was started before age 7
  - 1st and 2nd dose & 2nd and 3rd dose must be separated by 4 weeks
  - 5th dose not needed if 4th dose given on or after 4th birthday
  - Final dose at least 6 months after the previous dose (on or after the 4th birthday)
- See Tdap for catch up schedule if series started age 7 or older\*\*
- 2 Hepatitis A (Minimum age: 12 months)
  - 2nd dose must be given at least 6 months after the 1st dose. (Required for students new to Nevada or District after July 1, 2002)
- 3 Hepatitis B (Minimum age: Birth)
  - 1st and 2nd dose must be separated by 4 weeks
  - 2nd and 3rd dose must be separated by at least 8 weeks
  - 3rd dose at least 16 weeks after the 1st dose. (Minimum age for 3rd dose: 24 weeks) (Required for students new to Nevada or District after July 1, 2002)
- 2 MMR (Minimum age: 12 Months)
  - 1st and 2nd dose must be separated by at least 4 weeks
  - 2nd not required until on or after the 4th birthday, but may be given sooner if separated by at least 4 weeks
- 4 Polio/IPV/OPV (Minimum age: 6 weeks)
  - 1st and 2nd dose & 2nd and 3rd dose must be separated by 4 weeks
  - 4th dose not needed if 3rd dose given on or after 4th birthday
- If both OPV and IPV were administered as part of a series, a total of 4 doses are needed regardless of child's age
  - Final dose at least 6 months after the previous dose (on or after 4th birthday)
- 1 Tdap \*\*





- o Required for 7th grade enrollment and all students grade 8th – 12th

**\*\*Catch up schedule – Students age 7 or older, who are not immunized with the childhood DTaP/DPT vaccine series, should receive Tdap vaccine as the initial dose in the catch-up series. If additional doses are needed, use Td vaccine.**

- A total of 4 doses DTaP/DTP/Td/Tdap combination is needed if first doses given less than 12 months of age. Dose 3 and 4 must be 6 months apart.
- A total of 3 doses DTaP/DTP/Td/Tdap combination is needed if first dose given at 12 months and older. Dose 2 and 3 must be 6 months apart.
- 2 Varicella/Chicken Pox (Minimum age: 12 months)
- 1st and 2nd dose should be separated by at least 3 months for age  $\leq 12$  years; however, dose is valid if separated by 4 weeks.
- 13 years and older 1st and 2nd dose must be separated by 4 weeks.
- Physician verification of past disease required for exemption Page 23 of 59 (Required for students new to Nevada or District after July 1, 2011)

The certificate must show that the required vaccines and boosters were given and must bear the signature of a licensed physician or the physician's designee or a registered nurse or the nurse's designee, attesting that the certificate accurately reflects the child's record of immunization.

Conditional Enrollment – A child may enter school conditionally if the parent or guardian submits a certificate from a physician or local health officer that states the child is receiving the required immunizations. If a certificate showing the child has been fully immunized is not submitted within 90 school days of the conditional enrollment, **THE CHILD WILL BE EXCLUDED FROM SCHOOL AND THE CHILD'S SEAT AT THE SCHOOL WILL BE RELEASED.**

**\*\*The certificate showing proper immunization or the certificate for conditional enrollment must be received by the school no later than 3:00 p.m. on the school day prior to the first day the child is scheduled to attend his or her first class at Somerset Academy of Las Vegas. FAILURE TO DO SO WILL RESULT IN THE CHILD'S SEAT AT THE SCHOOL BEING RELEASED.** Student from Out-of-State – For a child that is transferring from out of State, the parents must submit a certificate signed by a physician or a local health officer showing:

- 1) If the Nevada immunization requirements shown above can be met with one visit to a physician or clinic, a certificate showing full immunization must be submitted within 30 days of enrollment; or
- 2) If the certificate shows that the Nevada immunization requirements shown above cannot be met with one visit to a physician or clinic, a certificate showing the student is receiving full immunization must be submitted within 30 days of enrollment. The parent must then submit a second certificate showing full immunizations within 120 of enrollment.

**\*\*FAILURE TO SUBMIT THESE REQUIRED CERTIFICATES IN THE TIME FRAMES INDICATED WILL RESULT IN THE CHILD BEING EXCLUDED FROM SCHOOL AND THE CHILD'S SEAT AT THE SCHOOL BEING RELEASED.**



## 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. If a student is found to be in possession of any medication or substance, be advised that the student is subject to disciplinary action including but not limited to out of school suspension as per our Restorative Practice Plan. **Under no circumstances is the school allowed to administer any medication to a student without a prescription.**

## Personal Belongings

Items such as electronic games, iPads, tablets, toys, cameras, trading cards, balls, stuffed animals, etc. are **NOT ALLOWED** on campus for any reason and should be left at home. Non-essential items **will be confiscated** and only returned to a parent or guardian. The school is not responsible for lost, stolen, or damaged items that are brought to school. Be advised that no student is permitted to sell, lend or borrow another student’s personal belongings. Any student who has participated in such a transaction is subject to disciplinary action in alignment with our school’s Restorative Practice Plan.

## 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 located in the Multi-Purpose Room. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Please note that on the last day of the month, all accumulated clothing items including those items that are not labeled with a student’s name and not claimed will be donated to local charities and/or to the PTO for uniform exchange events. Items not pertaining to the school day may not be dropped off at the front counter for school personnel supervision. The school will not accept items left at the front counter for afterschool or weekend activities.





## Uniform Policy

Somerset Academy of Las Vegas, Skye Canyon Campus follows a policy of standard student attire. By 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.

### Uniform Vendor

ALL UNIFORM WEAR (AUW) is the uniform vendor for Somerset Academy of Las Vegas. Uniform tops must be purchased through AUW. AUW **will not** embroider clothing items that are not purchased inside the store.

**The store is located at:**  
7311 West Lake Mead Blvd #100  
Las Vegas, NV 89128  
Telephone: 702-780-0277  
[www.alluniformwear.com](http://www.alluniformwear.com)

### ACCEPTABLE Uniform Pieces

**School Uniform Colors**



**COLOR CHOICES:**  
White, Royal Blue, Red

**INFORMATION:**  
Students will be required to wear uniforms that include a polo/blouse in one of the school colors with the Somerset crest embroidered on the front. Bottoms include pants, skirts, jumpers, or capris in navy, black or khaki.



### Un-Acceptable Uniform Pieces



NO CROCS!





## School Uniform Policy

### Shirts:

White, royal blue, red (long or short sleeved) collared, **polo style shirts (including Peter Pan style)**. **Shirts must have an embroidered Somerset Academy logo.** Any shirt or blouse worn underneath a jumper must be a white, red or royal blue polo shirt or white collared blouse. No midriffs showing. Long sleeve shirts worn underneath Somerset polos must be red, white, or royal blue. **Students MUST WEAR a Somerset monogrammed polo shirt under ALL outerwear (including school monogrammed sweatshirts).**

### Bottoms:

Pants/skirts/skortts/shorts/capris/jumpers are all acceptable in khaki (tan), navy blue or black color. **Dickies or Dockers style is preferred. No cargos, jogger pants or carpenter's pants/shorts. All shorts, skirts and dresses must be longer than fingertip length when arms are down by their side.** All pants and trousers must be secured at waist level. Sagging is strictly prohibited. If a jumper is worn it must be embroidered with the school logo. **No jeans, leggings, sweatpants, or yoga pants. Pants must have pockets and a belt loop. BLACK JEANS ARE NOT ALLOWED.** Leggings may only be worn under skirts/jumpers, and **must be solid uniform colors** (white, red, navy, khaki black, royal blue). Elastic waistbands, sagging, and oversized pants are not allowed.

### School Spirit Days:

Friday will be our scheduled 'Spirit Day'. Students are allowed to wear their Somerset Academy school spirit T-shirts on Fridays with **denim blue jeans, skortts, shorts, or skirts**. **No other color of jeans** will be allowed. **Ripped jeans or jeans with holes are never permitted even with leggings underneath. Cargos or blue denim shorts with frayed bottoms are not allowed. Jeans cannot be acid washed or have any sort of pattern or embroidery on them.** This attire is only allowed on Fridays or the last day of the school week (Thursday if there isn't school on Friday). If a student is not in jeans and a Somerset school spirit shirt, they must be in full uniform. No "spirit socks" are permitted. **Spirit Shirts may NOT be tied up in any way.** Sports Jerseys can be worn on Spirit Days. Bottoms must be fingertip length or longer.

### Shoes:

Shoes/sneakers must fit securely on the foot. Crocs (or any rubber shoes), Flip flops, open-back, Heelys, and high heels are **not allowed**. Sandals may be worn (but are not encouraged) and if worn they should not interfere with the safety and welfare of the student. Students must wear sneakers on days PE is scheduled. If sandals are worn, they must have a back strap/support around the heel.

### Accessories:

**Belts** must be worn through belt loops and may not hang down, have a large buckle, spikes or chains. Belts must be in neutral colors (white, brown, black).



**Stockings, leggings, tights, and socks** are to be **solid** (no patterns or stripes) and **worn in uniform colors** (white, red, navy, khaki, black, royal blue) **only**.

**Earrings:** Earring hoops should not be larger than the size of a fifty-cent piece. Wearing of sunglasses inside is not allowed. Pimple patches worn must be flesh colored.

**Hair/Nails:** Student hair **must be of a natural color** and **style** that will not draw attention or create distraction. Mohawks and Faux Hawks may be worn unless they become a distraction as deemed by the school. Hair accessories such as bows and headbands may be any color or pattern. **Character headbands (bunny ears, cat ears, mouse ears, etc.) are not allowed and can be confiscated. Bandanas and head coverings are not allowed.** Nails must be of an appropriate length and not interfere with or prevent students from completing school activities.

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

**Hats:** Students may wear hats to school (to be worn outside), however, hats **MUST BE REMOVED** once students enter the building.

**WINTER Weather ATTIRE: Sweatshirts/Hoodies/Sweaters MUST BE WHITE, RED, OR ROYAL BLUE AND PLAIN, FREE FROM ANY GRAPHICS, LOGOS, AND/OR WRITING (unless it includes a Somerset school logo). Sweatshirts of any other color should never be brought to school.**

Heavy coats, jackets, beanies, gloves, etc. may be worn in any color, **but must be removed immediately upon entering the building.** When inside, if a student wishes to wear a jacket/sweater, it must be either a Somerset jacket/sweater with the crest in one of our three colors (red, white, royal blue) OR it could be a solid-colored jacket/sweater but again, must be in one of our **three** colors. It is recommended students bring appropriate indoor outerwear (i.e. solid royal blue sweater) because the temperature in the building can be cold.

**\* PLEASE WRITE STUDENT NAME ON ALL CLOTHING. \***

**Alternative “Free” Dress Day Guidelines:**

Anytime our students participate in an alternative dress or “free” dress day, there are **still dress code guidelines** that must be followed. If it is an incentive free dress day, the student must have earned “free dress” in order to participate. Participation in incentive free dress days is the option of each classroom teacher. In order to participate in an alternative dress or dress up day, students must adhere to the designated “theme” of the school-wide alternative dress or dress up day alternative. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time. All sleeveless shirts must have straps at least three inches wide. **Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, spaghetti straps or tops and outfits that provide minimum coverage.**





**Shirts may not be tied.** All shorts, skirts and dresses must be longer than fingertip length when arms are down by their side. All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears even if leggings are worn underneath. The wearing of sunglasses in the classroom is not allowed. Any dress and/or appearance indicative of fashion or fad that is disruptive to the educational environment of the school may be determined as inappropriate by the administration and that student may either lose the privilege to participate in future days or be subject to other disciplinary action.

## **Uniforms are mandatory. No Exceptions!**

***\*\* Proof of understanding of the Uniform Policy will be signed electronically during Registration and at the Beginning of the School Year.***

Any time a student is wearing an item not aligned with our uniform policy, the student will be sent to the health office and the parent notified. If the parent is unable to bring the appropriate uniform item, the health office will supply the appropriate item if available. **This item must be worn for the remainder of the day and washed and returned to the office the next day.** Any student not wearing a complete school uniform or following all uniform policies as specified will be issued the following consequences:

- 1<sup>st</sup> Infraction:** Level 1 Stop and Think
- 2<sup>nd</sup> Infraction:** Level 2 Reflection Form
- 3<sup>rd</sup> Infraction:** Restorative Action Plan: Campus Beautification
- 4<sup>th</sup> Infraction:** Citation: 2 days of lunch detention; Conference with administration
- 5<sup>th</sup> Infraction:** Required Parent Conference

***\*It is up to the administration's discretion what is deemed appropriate.***

## **Gum Policy**

We have a no gum chewing policy at Somerset Skye Canyon. Any time that a student is caught chewing gum on campus, this infraction will be documented and communication sent to parents. We have this policy in place to adhere to NSLP federal guidelines and to help keep our campus clean. Any student caught chewing gum will be issued the following consequences:

- 1<sup>st</sup> Infraction:** Level 1 Stop and Think
- 2<sup>nd</sup> Infraction:** Level 2 Reflection Form
- 3<sup>rd</sup> Infraction:** Restorative Action plan: Campus Beautification
- 4<sup>th</sup> Infraction:** Citation: 2 days of lunch detention; Conference with administration
- 5<sup>th</sup> Infraction:** Required Parent Conference



## 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:

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.

## **Student Internet Content & Chromebook**

### **PROGRESSIVE ACTION PLAN FOR INAPPROPRIATE USE**

Here at Somerset Academy, Chromebooks have been made available to Kindergarten-8<sup>th</sup> grade students to assist them in achieving academic success in their classes. Students are able to do many classroom activities and assignments on the Chromebooks. The Chromebooks web browser (Google Chrome) has been instrumental in providing students access to various internet sites for research on their class projects, assignments and activities, however, sometimes students search unrelated topics that are not associated with their academic structure during school session or while in class. This is not allowed.

If a student is doing any activity on the Chromebook other than what was directed by the teacher, the teacher will document the behavior and discipline will follow the progressive plan outlined below for Chromebooks.

#### **Consequences of Students Action(s)**

- **1st Infraction:** Student completes Stop & Think form and identifies a plan to prevent behavior from happening again; Student counseled to remain on task.
- **2nd Infraction:** Student issued a reflection form and not allowed to use the Chromebook for the rest of the subject/period. Student counseled.
- **3rd Infraction:** Restorative Action Plan created with the counselor. Appropriate Chromebook use and limitations on use will be defined in this plan.
- **4<sup>th</sup> Infraction:** Citation issued. Student meets with administration. Administration determines consequences and communicates with parent.
- **5<sup>th</sup> Infraction:** Office Referral- Administration meets with parent and student. Possible RPC.

Please understand that the goal of this plan is to keep students assigned tasks so that they may maximize their learning experiences along with providing a blanket of security from online dangers and other potentially harmful material.



## Chromebook/Technology Damaged Equipment Fees

### Chromebooks or Desktop Units:

<b>Broken Mouse:</b>	\$10
<b>Broken Touchpad:</b>	\$20 or higher pending repair quote
<b>Broken Screen:</b>	\$180 or higher pending repair quote
<b>Broken Keyboard:</b>	\$25
<b>Broken Unit:</b>	\$185 or higher pending repair quote
<b>Charger:</b>	\$25
<b>Replacement if any of the above cannot be repaired:</b>	\$350

### Fees:

If parents are unable to pay the fees all at once, parents will be offered a payment plan to pay the balance due over the course of the remainder of the school year. However, payment plans cannot extend through the summer, and as such all payments must be completed by the end of the school year. Please contact our office manager, Debbie Gallagher, with any questions about fees relating to damaged technology.

### Chromebook Student Check-out

If a family needs to check-out a Chromebook from the school for use at home, the parent or guardian needs to email Mrs. Lackey at [kate.lackey@somersetnv.org](mailto:kate.lackey@somersetnv.org). Once approval is granted, the parent or guardian must come to the front office to check out the Chromebook and complete necessary paperwork. Any Chromebooks that are checked out for home use must be returned at the end of the school year by the due date communicated. If a Chromebook is not returned, or returned damaged in any way, the parent is responsible for paying any associated fees as identified in the previous section.

**\*Uncollected fees may impact the student's ability to participate in athletics and/or extra-curricular activities.\***

## Cell Phones/Smart Watches (Electronic Devices)

Somerset Academy Skye Canyon enforces a **NO CELL PHONE/SMART WATCH ELECTRONIC DEVICE POLICY**. We are encouraging all students to keep their electronic devices at home. **All earbuds used must be wired. No Air Pods or wireless headphones are allowed.**

If a student brings a device to school, it must be kept in the “**off**” position and stored in the student’s backpack the entire school day. **The students who bring their electronic devices are ultimately responsible for their own devices. The school is not liable for the device.**

**Be advised that any student’s device may be examined, inspected and or viewed at the discretion of the school administration at any time. Should the school administration discover any inappropriate content or material on the personal device, that student may be subject to disciplinary action including but not limited to suspension or recommendation for expulsion.**





**If a student takes out a cell phone/smart watch electronic device, is caught using one, and/or if the device rings/beeps/alert tones, it will be confiscated by the teacher/staff member and placed in the front office. For the first offense, the student may pick up the device in the front office. For the second offense, a parent must come to retrieve the phone/device at the end of the school day. It will not be returned to the individual student.**

**After two violations have occurred, the student may receive more severe disciplinary action may be taken. This may include requiring that the device be turned in to the front office at the start of each day. For repeated violations, more severe disciplinary action may be taken that may include suspension.**

## **Homework/Home Learning Policy**

Our school’s policy is that homework may be assigned daily from Monday through Thursday. Family time is also important to Somerset Skye Canyon. Our students already have a longer school day than most and an additional burden of homework does not benefit the student. When a student is struggling to understand a concept, additional homework may be given to help the student gain mastery of that material.

Additional homework assignments may be assigned to meet student needs, focus on special projects, or complete make-up work. Completion of homework is graded under our Learning Behavior/Citizenship grades.

### **i-Ready School-wide Expectation**

**It is a school-wide expectation that every student does all of the following each week in i-Ready by Sunday:**

- 1. Spend at least 30 minutes per week on i-Ready in reading AND mathematics**
- 2. PASS at least one “My Path” lesson in reading**
- 3. PASS at least one “My Path” lesson in mathematics**



Passing is a score of 67% or higher. Students can access i-Ready by logging into their Clever account. Please help us meet this goal by ensuring that your student(s) are working on i-Ready “My Path” lessons every week. The “My Path” lessons are tailored to individual student needs. Skills covered in the lessons are assigned based on your student’s level and performance on the most recent Diagnostic test completed. Please contact your child’s teacher(s) if you have any questions about i-Ready.

Included below is a link to a video tutorial that shows how to check your student’s weekly progress on I-Ready. We hope that this helps with your monitoring and support of these school-wide expectations.

**<https://www.youtube.com/watch?v=gsWXOQ7Ubjw>**



## School Parties, Birthday Celebrations and Gifts

School parties for grades K-8 will be held to recognize special holidays/events that are related appropriately to instruction and must follow National School Lunch Program (NSLP) designated dates. Details of celebrations will be announced during the year. Parents may be asked to assist teachers with special preparations. No gift exchanging will take place at school. If invitations are being given out during the school day for a child's event, the entire class must be invited. Please contact your child's teacher(s) to find out the grade level policy for birthday celebrations, which must follow National School Lunch Program (NSLP) guidelines. Any type of holiday celebration will be limited to the last 30 minutes of the day or at a time specified by the teacher. *Please note that additional older OR younger siblings will not be permitted into the classroom during these celebrations; therefore, please make other arrangements.*

Due to National School Lunch Program guidelines, staff will not be able to distribute sweets, treats or snacks to students for birthday celebrations. Prior approval from your student's teacher is required for gift bags to be distributed. Gift bags may NOT contain any food items. If edible items are included, teachers will not be able to distribute them, and your student will need to bring them home.

## Parent/Student/Teacher Conferences

You will be asked to participate in a parent teacher conference with your student(s) during the school year to discuss your child's progress. The first parent conference will be held in October. There will be a second student led conference held in February. 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. However, you may schedule a conference with your child's teacher at any time. We especially encourage this when you have questions about your child's progress, class work, or school policies.

## Communication with Teachers

We encourage parents to communicate directly with their child's teacher with any questions or concerns that might arise throughout the year. There are two methods for contacting your child's teacher: (1) SeeSaw app and (2) Email. To email any teacher at the school go to the Staff Directory page on the school website and click on the teacher's picture. Teachers have 24 business day hours to respond to any parent communication. **Please keep in mind that during most of the school day teachers are providing instruction to students and will not be able to respond to communication sent by parents.** Parents are encouraged to address any concerns relating to their child with the teacher directly before contacting the administration.



## Volunteering in Classrooms

Parents are invited and welcomed to visit the school by making an appointment with the classroom teacher for the day and time that would be best to visit. All visitors are required to check in with the receptionist for a visitor pass. Class visits are a time for volunteering, NOT observing the teacher or conferencing with the teacher. It is **necessary** to email the teacher in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. It is extremely important that class is not interrupted during a scheduled visitation. Parents may not come and eat lunch with their student(s).

## Classroom Observations

If parents wish to observe the teacher, the parent must call the school to make an appointment with an administrator. Observations are scheduled and parents are accompanied by an administrator. The observations will last approximately 30 minutes.

## Promotion/Retention Policy

Somerset Academy's Board of Directors has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students not meeting grade level performance levels and who 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 by the school. **If a student reaches 20 absences in a school year that student may be retained dependent upon academic growth.**

### Elementary

Somerset Academy has implemented a strict policy regarding retention. Students can be retained based on three criteria: academics, attendance, or behavior. 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 grades kindergarten through fifth grade must successfully pass the following courses for promotion to the next grade: reading, writing, mathematics, social studies, and science.

Before retaining any student in the same grade, conferences must be held with parent(s) or guardian(s) to discuss the reason for retention. Each phase of the intervention/retention process must be documented. Parental acceptance of retention is essential to the probability of future success for the child. For this reason, though permission is not a requirement, retention should not ordinarily be considered if the parents are resistant.



The decision to make a recommendation for retaining a student in the same grade is one of the more important and sometimes difficult decisions that a teacher must make. One of the first considerations is that studies and research findings conclude that for most children, retention is of no benefit and may often be harmful. The prime consideration for recommending retention is that, in the teacher's judgment, the pupil will benefit over and above any detrimental effects that may result from being retained. In this regard the teacher should consider not only the situation for the child at the beginning of the next school year, but also his/her situation in years to come. Retention should be considered only if a child can reasonably be expected to profit from another year in the same grade. No student may be retained more than one time in the same grade.

### **Middle School**

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. Middle School students that fail a course must retake the course through a credit retrieval program at the parents expense.

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: English Language Arts, Mathematics, Social Studies, Science, Computer Literacy (1 semester) and Physical Education (1 semester).

Students in seventh 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: English Language Arts, Mathematics, Science, and Social Studies.

Students in 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 ninth grade: English Language Arts, Mathematics, Science, Social Studies, Physical Education (1 semester) and Health (1 semester).

## **School Property**

Somerset Academy of Las Vegas – Skye Canyon Campus would like to stress the importance of taking proper care of textbooks 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.



## School Library

Students will visit the library with their class during a scheduled time. During this time, students will be able to check out books. Students may check out two books at a time and books will be due 14 days from checkout. Students are responsible for returning books by their due date. If a student loses a book or damages a book to the extent that it can no longer remain in library circulation, the parent is responsible for paying a \$6.00 fee to replace the book. Parents will receive notification if a book needs to be replaced. Payment of the \$6.00 fee can be made by logging into the Infinite Campus Parent Portal. Students will not be allowed to check out additional books until this payment is made. If you do not want to allow your student to check out books from our school library, please indicate this on the **School Library Agreement** form that is sent home at the beginning of the school year.

**\*Unpaid library fees may impact the student's ability to participate in athletics, field trips, and/or extra-curricular activities. \***

## 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 sit flat on their bottoms with legs crossed during assemblies. 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.

## Lunchroom Behavior Expectations

All students are expected to enter and exit the lunchroom quietly using appropriate doors. Students that order the school lunch will proceed to the hot lunch line while students who bring their lunch will walk directly to their lunch table. Students must walk at all times and use indoor voices while in the lunchroom. Once seated, and at their table, students are expected to stay seated, speak quietly (using Level 2 voices) and raise their hand if they need napkins, condiments, etc. using the appropriate hand signals. When the lunch period is over, students will be dismissed by the **1-2-3 Lunchroom Dismissal Procedure** so all areas can be checked and monitored for cleanliness by the adults on duty in the lunchroom. Students are not allowed to share food in the lunchroom.

### 1-2-3 Lunchroom Dismissal Procedure

*When the students hear:*

- 1–They are expected to gather their trash from their area and close their drinks.
- 2– They are then expected to stand up (remaining in their area) trash in hand (this gives the staff an opportunity to visually see that everyone has their trash and is being responsible for their area).
- 3– They are finally expected to walk to the trash can, dispose of trash, and walk to the door ready for lunch recess/dismissal.



## Field Trips

All trips planned by the school are for specific educational purposes. Participation in field trips requires the student to present a field trip form signed by the parent/guardian to his or her teacher in advance. Students going on a field trip must assume the responsibility for all associated costs. Please keep in mind that once the field trip has been paid, the school will not issue a refund.

Administration has the right to remove students from field trips based on attendance and behavior. No refunds will be given for students unable to attend field trips because of a family decision or illness. All school fee accounts, must be at a zero balance 1 week prior to the date of the field trip in order to participate. *Nonrefundable portions of field trips will not be refunded for any reason.*

Students are subject to all Somerset Academy Skye Canyon Student Code of Conduct policies while attending a field trip. Administration will be consulted with by the lead chaperone should the need for progressive discipline arise. In such cases, where a student must be immediately removed from a trip due to behavior, possession of illegal substances, or detained by law enforcement, the parents/guardians will be responsible for the travel arrangements back from the trip.

Should a student injury happen while attending a field trip, the school will contact the family, utilize the health information and insurance information provided, and make every effort to work with the family to find the best solution for student care and transportation back home. It is expected that the parents will aid in the solutions with the school, if the transportation home from the trip is jeopardized based on the injury.

### **Field Trip Chaperones**

Field trip chaperones will be selected by the lead teacher or administration. Parent chaperones may not bring other children on field trips. All parents attending trips over 24 hours are subject to fingerprinting and a background check at the chaperone's expense. This will need to be completed at least 8 weeks prior to the trip. Chaperones are expected to remain with students for the entire field trip, including the return trip to school. Chaperones are expected to actively engage with and monitor students on the trip. Chaperones are expected to follow all directives of the lead staff member on the trip.

## Grading Policies

Teachers are required to enter grades into Infinite Campus within 5 days after an assignment is due. This includes assignments that are completed after the due date or if the assignment is a retake (Middle school only)





## Middle School Retake Policy

Our priority is to have all students successfully show mastery on every assessment the first time, but we know that this may not always happen. Per school policy, if students choose to retake a summative test, they are provided with the opportunity to do so. **Retakes must be requested by the student within 5 days of the test being returned. Retakes will not be permitted on semester exams. Retakes are only allowed on summative assessments.**

**In order to complete a retake, the following steps must be taken:**

**Students must first request a retake from their teacher following the procedures outlined by the teacher.**

**After making a request to retake a summative assessment and completing any steps to prepare for the retake, a date and time will be scheduled for the retake.**

Teachers may decide when they will offer retakes. Retakes will be done outside of class time and scheduled by the teacher. Retakes often take place during teacher office hours between 8:00am-8:25am.

Office Hours are as follows:

- Monday and Thursday: 8:00am-8:25am for ELA, Social Studies & Health
- Tuesday and Friday: 8:00am-8:25am for Math & Science

Students that do not show up to two scheduled retakes will not be given additional time to complete the assessment and their initial grade will remain in Infinite Campus.

**These steps are in place to encourage students to advocate for themselves.** We are all here to promote your child's academic and personal success, so if you have any suggestions or additional questions please don't hesitate to bring those to our attention!

## Elementary Learning Behavior Rubric

All Elementary students will receive two grades each quarter for Learning Behaviors. All Middle School students will receive a Citizenship grades every two weeks (4 times each quarter) in each class. Middle School students will receive a weekly Citizenship grade in ELA and Math based on completion of i-Ready weekly expectations. Grades will be assigned by teachers using the rubrics below.

### Elementary Learning Behaviors

- ❖ **I follow directions the first time.**
- ❖ **I take responsibility for my actions.**
- ❖ **I complete assigned learning activities.**
- ❖ **I work independently.**



- ❖ I work cooperatively with others.
- ❖ I actively participate in my learning.

### Elementary Grading Rubric

Score	Description
3	Student displays <b>ALL</b> parts of the behavior with <b>little to no direction</b> from teacher.
2	<p style="text-align: center;">Student displays <b>ALL</b> parts of the behavior <b>most</b> of the time, but <b>sometimes needs redirection</b> to display the behavior appropriately.</p> <p style="text-align: center;"><i>OR</i></p> <p style="text-align: center;">Student displays <b>ONE part</b> of the behavior with <b>little to no redirection</b>, but <b>sometimes needs redirection</b> for the <b>OTHER part</b> of the behavior. *</p> <p style="text-align: center;"><i>*For example: Student works cooperatively with little to no redirection but needs redirection when working independently.</i></p>
1	Student needs constant redirection from the teacher to display <b>ONE</b> or <b>BOTH</b> parts of the behavior.

## Middle School Citizenship Rubric

### Middle School Citizenship

	Excellent-E	Satisfactory-S	Needs Improvement-N	Unsatisfactory-U
<b>Work Completion</b>	<p><b>Consistently:</b></p> <ol style="list-style-type: none"> <li>1. Participates in class discussions and activities, often contributing relevant ideas.</li> <li>2. Has necessary materials and is well-prepared for class.</li> <li>3. Uses class time effectively and completes learning tasks/assignments promptly.</li> </ol>	<p><b>Regularly:</b></p> <ol style="list-style-type: none"> <li>1. Participates in class discussions and activities, with relevant contributions.</li> <li>2. Has necessary materials and is generally prepared for class.</li> <li>3. Uses class time effectively; Completes most learning tasks/assignments.</li> </ol>	<p><b>Inconsistently:</b></p> <ol style="list-style-type: none"> <li>1. Participates in class discussions and activities, but contributions are minimal and/or irrelevant.</li> <li>2. Has necessary materials and is occasionally unprepared for class.</li> <li>3. Uses class time effectively; Struggles to complete assigned learning tasks/assignments.</li> </ol>	<p><b>Rarely:</b></p> <ol style="list-style-type: none"> <li>1. Participates in class discussions and activities, often disengaged.</li> <li>2. Has necessary materials and is often unprepared for class.</li> <li>3. Uses class time effectively; Frequently does not complete tasks.</li> </ol>





Behavior	Consistently:	Regularly:	Inconsistently:	Rarely:
	<ol style="list-style-type: none"> <li>1. Follows Somerset Skye Canyon school rules and classroom expectations promptly and accurately</li> <li>2. Works with peers showing leadership and respect.</li> <li>3. Takes accountability for actions, admits mistakes and seeks to improve.</li> <li>4. Shows a strong commitment to learning by actively advocating for myself.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follows Somerset Skye Canyon school rules and classroom expectations with occasional reminders</li> <li>2. Works with peers showing leadership and respect.</li> <li>3. Takes accountability for actions, admits mistakes, and makes an effort to improve</li> <li>4. Demonstrates a commitment to learning by actively advocating for myself.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follows Somerset Skye Canyon school rules and classroom expectations; needs frequent reminders</li> <li>2. Works well with peers, but may struggle with cooperation or respect.</li> <li>3. Takes accountability for actions but may need prompting to admit mistakes.</li> <li>4. Shows some commitment to learning and seldom advocates for myself.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follows Somerset Skye Canyon school rules and classroom expectations even with frequent reminders</li> <li>2. Works well with peers, often showing a lack of cooperation or respect.</li> <li>3. Takes accountability for actions, often blames others or denies mistakes.</li> <li>4. Shows commitment to learning and rarely advocates for myself</li> </ol>

## Student Awards

### Principal’s Award

Middle School: All A’s (MS) on semester report card.

Elementary School: All 3’s in every subject (ES) on the end of year report card.

### Honor Roll Award

Middle School: All A’s and B’s on semester report card

Elementary School: All 3’s in a specific subject matter on the end of year report card (Math Honor Roll, ELA Honor Roll)

### Cardinal Award

Students demonstrating all six components of our Cardinal Pledge

### Most Improved Award

Top student in the class with the most progress in any of the following areas:

- ELA
- Math
- Science
- Social Studies



- Special Classes

### Accelerated Reader Award

Top 2 students in each ELA class with highest A.R. Points

## **Athletics Eligibility Policy & Procedures**

**\*Medically authorized Distance Education students are not eligible to participate in Athletics or Extra-Curricular activities.**

### **SPORTS PHYSICALS**

- A student-athlete must have a yearly physical before he/she can participate in organized team activities. Sports physicals need to be completed and turned into the Athletic Director BEFORE a student tries out for any sport. Physicals will be kept on file with the school's Athletic Director and are good for one calendar year from the date of completion.

### **ACADEMIC ELIGIBILITY**

- Elementary Students
  - The Athletic Director will check in with Elementary teachers regarding players' grades and achievement on academic standards.
  - An elementary student may be determined ineligible if he or she has missing assignments that are affecting his or her academic performance.
  - If an elementary student receives a 1 in citizenship, they will be determined ineligible.
  - Any elementary student who is determined academically ineligible is suspended from all games for one full week and must be approved by the Athletic Director for reinstatement.
  - Any elementary student who is determined academically ineligible may still practice with the team, but cannot play in any games until she or he meets academic eligibility criteria.

### **Middle School Students**

- Middle school student-athletes must maintain C's or better in each of their classes in order to be eligible for games. This means MS students cannot have any D's or F's.
- Middle school student-athlete must maintain N's or better in each class for citizenship in order to be eligible for games. U's (unsatisfactory) citizenships grades are unacceptable.



- Weekly middle school grade checks will be conducted by the Athletic Director via Infinite Campus.
- Failure to uphold academic eligibility standards on any grade check will result in the student-athlete being ineligible for all competition until they are reinstated. Reinstatement will occur upon confirmation of grades meeting the eligibility standards on the next qualifying grade check.
- Any middle school student-athlete who is academically ineligible may still practice with the team but cannot play in any games until she or he meets academic eligibility criteria.

### **BEHAVIORAL EXPECTATIONS**

- Students must attend school the day they are involved in sports practice and/or games.
- Elementary: Students that score a 1 in any of the Learning Behaviors on either a Progress Report and/or Quarter Report Card may be denied the privilege of participation in all athletics for a period determined by the Administration and/or the Athletic Director.
- Middle School: Students that earn a Needs Improvement (N) or Unsatisfactory (U) in Citizenship for any subject on a weekly grade check may be denied the privilege of participation in all athletics for a period determined by the Administration and/or the Athletic Director.
- Any student that receives an RPC or is suspended cannot participate in any practices and/or games held the day the discipline is issued. If a student receives an RPC or is suspended on a Friday, s/he may not participate in any practices or games held that Friday or the weekend immediately following the disciplinary action.
- Any student referred to the office for multiple school rule violations (RPC or suspensions), referred to law enforcement authorities, or who is arrested for a felony or gross misdemeanor will be denied the privilege of participation in all athletics for a period determined by the Administration and/or the Athletic Director.
- Students who have missed more than ten (10) days (excused or unexcused) per semester may be restricted from participation in athletics.

(Rev. July 2024)

### **Athletics Policy regarding Parents at Practices and Tryouts**

Somerset Skye Canyon main priority is the safety of all students, which is why our athletic department has chosen to not allow parents or guardians to attend sport tryouts or practices. It allows the Athletic Director and Coaches to be more cognizant and accountable for who is on campus at all times and who has access to specific areas of the building. This policy also detours from player distraction and allows

37



coaches to focus on implementing drills that will enhance skill development and character building. Although we understand that not all families will agree with this policy, we do hope it's understood that this is not being enforced as a punishment to parents, but rather for the safety of the student athletes while participating in sports here at our campus.

### Data Day Early Release

Data Days are designed to monitor, report, and discuss student achievement. As a school, we monitor and track student progress to help increase school wide student achievement. Each grade level works together to plan instruction to meet the needs of students identified from various sources of academic data. These Data Days are very beneficial to the staff as the entire expertise of the team and/or department collaborate and plan how to best help support our students in grades K-8<sup>th</sup>. It is truly a collaborative, school-wide effort to monitor and track student achievement.

### Data Day/Parent Conference Day Schedule

There are five Early Release days this year. Four are for Data Days and one is for parent conferences. Schedules are as follows:

**Elementary** 8:00 - 11:30 am

**Middle School** 8:30 am – 12:00 pm

<b>Wednesday Data Days</b>
September 25, 2024
December 20, 2024
January 15, 2025
March 12, 2025

Champions will be available (rates apply) for students if parents are unable to pick up students after school on half days. **There is no lunch served on Data Days.**

### Somerset Skye Canyon Good Neighbor Commitment

We are committed to being good neighbors by respecting our own property and the property of others.

**Respecting our property means that Skye Canyon families will:**

- Keep our grounds clean and safe.
- Keep our building clean and safe.
- Drive cautiously and courteously while on the school property.
- Park only in designated spaces.
- Contribute to school improvements.



- Contribute to the beautification of the school and property so that it is something we all are proud of

**Respecting the property of others means that Skye Canyon families will:**

- Contribute to the cleanliness of the surrounding areas by never littering.
- Refrain from participating in inappropriate activities (throwing rocks, using inappropriate language, destroying property, etc.)
- Follow all traffic laws and city ordinances (including not parking or stopping in bike lane to drop off or pick-up a student)
- Park only in approved spaces, never blocking driveways or parking in the surrounding neighborhoods where permission has not been granted.

**We are good neighbors by establishing and maintaining a positive partnership with neighboring families and businesses where we support and respect each other at all times.**

**We are good neighbors by actively working together for the good of the community and by respectfully communicating concerns where solutions are determined quickly, calmly and together.**

## **Student Responsibilities: Code of Conduct**

A **Code of Conduct** is set in place to ensure the safety of students and staff and create an environment conducive to learning. Three basic expectations for all students, parents, and staff members of Somerset Academy of Las Vegas are as follows:

**1. Be Safe-** Students should not throw objects at others, push, hit, hurt, kick, or act in any other manner that may cause harm to another individual.

- Keep hands and feet to self/no fighting, **no bullying\*** will be tolerated.
- Walk in the building.

**2. Be Respectful-** Students are to behave in a manner that enhances their and other students' opportunities to learn. Students are to avoid using profanity or other inappropriate language or actions. Students are to behave in the cafeteria in a manner that allows others a pleasant atmosphere in which to eat.

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

**3. 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 and kept in the student’s backpack.

- 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.

*To maintain the Code of Conduct students should refrain from public displays of affection (PDA) in the school building, on the school property or at school-sponsored events.*

## Bullying

At Somerset Skye Canyon, we define bullying as:

- When someone says or does something *unintentionally* hurtful and they do it once, that’s **RUDE**.
- When someone says or does something *intentionally* hurtful and they do it once, that’s **MEAN**.
- When someone says or does something *intentionally* hurtful and they *keep doing it*- even when you tell them to stop or show them that you’re upset, that’s **BULLYING**.

### \*BULLYING

NRS 388.122 “Bullying” defined. “Bullying” means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

If you feel your student is the victim of bullying you may complete a bullying report by going to our school website and clicking on the [Report Bullying](#) link. Please note that the school administrator must **complete** an investigation no later than two school days after receiving the report. If after making a good faith effort to interview all parties, any of the persons to be interviewed are not available, one additional school day may be used to complete the investigation.





## 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. **On a first offense, if a student is caught cheating on a test or assignment the student will receive an "F" AND will be subject to further disciplinary action.**

### 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. **On a first offense, if a student is caught plagiarizing on a test or assignment the student will receive an "F" AND will be subject to further disciplinary action.**

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.

***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 board.***

## **National School Lunch Program (NSLP)**

Somerset Academy of Las Vegas is pleased to announce our participation in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Somerset Academy of Las Vegas is approved as a Community Eligibility Provision (CEP) School System. All student(s) enrolled at any Somerset campus have the opportunity to eat breakfast and lunch at no cost to the household.

**Any student(s) enrolled at Somerset Academy of Las Vegas are not required to complete a meal application for the 2024-2025 school year.**

### **Food Vendor**

Somerset Academy has partnered with Revolution Foods this year. Breakfast and lunch menus will be posted on the school website every month. Families are encouraged to pre-order meals by the due date provided on the school website to ensure there are enough meals to serve for the day.

## **Somerset Academy of Las Vegas Meal Charge Policy**

### **I. Purpose**

The goal of Somerset Academy of Las Vegas is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus' nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Somerset Academy of Las Vegas campuses participating in the National School Lunch Program (NSLP). The provisions of this policy pertain to full-priced lunches only.





Somerset Academy of Las Vegas will maintain records to demonstrate how the policy was implemented and communicated to households.

## **II. Policy**

- A. Full-Priced Meals - Elementary, Middle and High School students' parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.
- B. Free Meal Benefit – Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.
- C. Reduced Meal Benefit – Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.
- D. Parents/Guardians – The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Any requests for refunds must be for payments made within the current school year and must be made by June 1 of the school year. No refunds will be given for requests outside the current school year. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price lunches for their child(ren) at any time over the course of the school year.

## **III. Notifications to Households of Low or Negative Balances in Campus Lunch Accounts**

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:



- A. The student’s household will be notified when a student charges his/her first meal, second meal and third meal.
- B. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
- C. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- D. The consequences of non-payment will be determined on a case-by-case basis.
- E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system’s point-of-sale system.

#### IV. Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school’s nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus’ nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

- A. At the end of the school year, campus administration and the Executive Director will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.
- B. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

**Non-Discrimination Statement:** This explains what to do if you believe you have been treated unfairly.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:



- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

## **SOMERSET ACADEMY OF LAS VEGAS WELLNESS POLICY**

### **ADVISORY GROUP**

Somerset Academy of Las Vegas will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools’ needs and develop a policy that meets the operational realities of the schools and works toward improved health and wellness outcomes for school children. The Wellness Advisory Group will include:

- Seven parent representatives (1 per school)
- Seven middle school students (1 per school)
- Four high school students (2 per high school)
- Seven staff members (1 per school)

The Wellness Advisory Group will meet twice a year to review the schools’ goals, menus and to discuss other issues. Wellness Advisory Group meetings will be open to the community.

### **WELLNESS POLICY COORDINATOR**

Wellness Policy Coordinator: Designated Somerset Administrator  
702-826-4373, ext. 2017

The Wellness Policy Coordinator will be responsible for reporting the status of policy implementation annually. Somerset Academy of Las Vegas will provide the Nevada Department of Agriculture (NDA) the name(s), position(s) and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30<sup>th</sup> of each school year. If the designated wellness policy coordinator changes, Somerset Academy of Las Vegas must notify NDA within 60 days.

### **RECORDKEEPING**

Somerset Academy of Las Vegas will retain basic records demonstrating compliance with the LSWP and will include the following documentation: compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress reports for each school under its jurisdiction and demonstrate compliance with public notification that includes:



The Wellness Policy can be found on each campus’ website under the Lunch/Breakfast tab. Additionally, under the Wellness Policy tab, there will be a link to the Wellness Policy, a schedule of each campus’ events or activities related to the Wellness Policy and how individuals and the public can get involved with the advisory group.

### **SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS**

Somerset Academy of Las Vegas Wellness Advisory Group will annually review and create goals in the following areas:

1. Nutrition education and promotion
2. Physical activity
3. Other school wellness activities

### **INCENTIVES AND REWARDS**

Somerset Academy of Las Vegas campuses will not use food as an incentive or reward. For special circumstances, and with school administrator approval, food awards or incentives may be used as long as they align to the Smart Snacks Nutrition Standards.

### **FUNDRAISING**

All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards – there are no exemptions. School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.

### **SPECIAL OCCASIONS POLICY**

For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- State or National Holidays
  - Valentine’s Day
  - Nevada Admissions Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
  - Day prior to Summer Break
- School Community Observations
  - Lesson Plans – Prior approval by administration required
  - Birthday parties and other celebrations – Once per month or as otherwise determined by the school administration on a limited basis.
  - Field Day- Prior approval by administration required.

In order to minimize risks of food borne illness and to avoid known food allergens, food must be commercially prepared.



## **REVENUE**

### Food Accounts

The schools will open and maintain a separate bank account for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). All deposits and payments out of this account may only be used for the purpose of NSLP/SBP.

All transactions related to the NSLP/SBP must be entered into the tracking/point of service (POS) system. All cash collected, along with all daily receipts, are required to be turned over to the office manager on a daily basis. The office manager, along with one other school employee (not the person who collected the money or the person who will be depositing the money), will reconcile the receipts with the cash collected to verify that the amounts match. The office manager will then endorse all checks FOR DEPOSIT ONLY and prepare the deposit slip. A school employee who neither collected money nor reconciled the money will then take the deposit to the bank. Deposits must be made either once a week or whenever \$500.00 or more in cash has been received.

Notifications to households of low or negative balances in student meal accounts will be made in accordance with Somerset Academy of Las Vegas' Meal Charge Policy.

## **MEAL CONSUMPTION**

It is the intent of this policy to allow each student adequate time to eat their meals; therefore, time spent acquiring the meal is not included in the time to consume the meal.

Somerset Academy of Las Vegas campuses shall:

Provide at least 20 minutes for each student to consume meals during lunch and at least 15 minutes for each student to consume meals during breakfast for those campuses participating in this program.

## **PHYSICAL ACTIVITY**

Somerset Academy of Las Vegas campuses will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes each regular school day (as defined by the USDA). It is recommended that students be given physical activity opportunities in bouts of 10 minutes at a minimum. Passing periods do not qualify as physical activity time.

Teachers, school personnel and community personnel will not use physical activity or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

## **RECESS BEFORE LUNCH**

Recess before lunch is recommended but is left to the discretion of Somerset Academy of Las Vegas principals.

## **MARKETING**



Only marketing consistent with Smart Snacks Nutrition Standards is allowed on the school campus. This includes any advertising and other promotions on the school campus during the school day (oral, written or visual).

Somerset Academy of Las Vegas campuses will work to identify and eliminate all marketing and advertising on school property that does not currently meet the Smart Snacks Nutrition Standards as leases, agreements or contracts are renewed or items are replaced.

### **SMART SNACKS NUTRITION STANDARDS**

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).

To be allowable, a food item must meet all of the competitive food standards as follows:

Calories:

Snack/Side Item - <200 calories per item as served (includes any accompaniments)

Entrée- <350 calories per item as served (includes any accompaniments) AND

Sodium:

Snack/Side Item - <200 mg per item as served

Entrée - <480 mg per item as served

AND

Fat:

Total Fat - <35% of calories

Saturated Fat - <10% of calories

Trans Fat - 0 g per serving

AND

Sugar:

Total sugar - <35% by weight Specific Nutrient Standards for Food

In addition to the Smart Snacks Nutrition Standards, food items must meet one of the following criteria:

Be a grain product that contains >50% whole grains by weight or have whole grains listed as the first ingredient on the food label; OR

Have listed as the first ingredient on the food label one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; OR

Be a combination food that contains at least ¼ cup fruit and/or vegetable

\*If water is the first ingredient, the second ingredient must meet one of the above criteria.

### **BEVERAGES**





Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day, anywhere on the school campus.

Beverages for all:

**Water** – Plain, no size limit.

**Milk** – Unflavored non-fat, unflavored low-fat (1%), flavored non-fat or flavored low-fat (1%) milk, <8 fl. oz. per serving for elementary school, <12 fl. oz. per serving for middle and high school.

**Juice** – 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners), <8 fl. oz. per serving for elementary school, <12 fl. oz. per serving for middle and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk (1%), unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
Non-fat milk, unflavored or flavored*	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz
100% Fruit/Vegetable juice**	≤ 8 fl oz	≤ 12 fl oz	≤ 12 fl oz

\*Includes nutritionally equivalent milk alternatives as permitted by NSLP.

\*\*May include 100% juice diluted with plain water and with no added sweeteners.

Other allowable beverages in **High School ONLY:**

Non-carbonated calorie-free beverages (<20 fl. oz/serving);

Examples: *Vitamin Water Zero, Propel Fit Water, Powerade Zero*

Other non-carbonated calorie-free beverages (<20 fl. oz./serving):

<5 calories per 8 fl. oz. or <10 calories per 20 fl. oz;

Examples: *Diet Fuze, Pure Leaf Iced Tea*



Non-carbonated lower-calorie beverages (<12 fl. oz./serving):  
<60 calories per 12 fl. oz. or <40 calories per 8 fl. oz.

Examples: *G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch*

### **CAFFEINE**

All foods and beverages in elementary and middle schools must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally occurring caffeine substances (e.g., chocolate milk).

It is recommended that no caffeine be allowed; however, caffeine is permitted at the high school level at the discretion of the Charter.

### **CHEWING GUM**

Chewing gum (sugar, sugar-free...) is not allowed on any Somerset Academy of Las Vegas campus for sale or use.

### **Definitions**

**Carbonated Beverage-** A class of beverages that bubble, fizz or are effervescent. These include beverages that are aerated or infused.

**Combination Food-** Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.

**Competitive Food-** All food and beverages other than meals reimbursed available for sale to students on the school campus during the school day.

**Fundraisers-** The sale of items for monetary gain intended for consumption during the school day.

**Local Educational Agency (LEA)-** The authority responsible for the administrative control of public or private nonprofit educational institutions within a defined area of the state. For example: A school district or state sponsored charter school.

**Local School Wellness Policy (LSWP)-**The policy that applies to your local school district which supports a school environment that promotes sound nutrition and student health, reduces childhood obesity and provides transparency to the public on school wellness policy content and implementation.

**Marketing-** Advertising and other promotions in schools. Includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

**Moderate to Vigorous Physical Activity-** Physical activities done at an intensity that increases children's heart and breathing rates above normal. For example: A child walking to school is moderate activity; Running and chasing others during a tag game is vigorous activity.





**Non-program food-** Food sold in school during the school day at any time or location on the school campus other than reimbursable meals.

**Physical Activity-** Bodily movement produced by the contraction of skeletal muscle that increases a person’s energy expenditure above a basal level.

**School Campus-** All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

**School Day-** The period from the midnight before, to 30 minutes after the end of the official school day.

**School Property-** All areas of the school campus including those that are owned or leased by the school and used at any time for school-related activities such as the school building, areas adjacent to the school building, school buses or other vehicles used to transport students, athletic fields or stadiums or parking lots.

**Smart Snacks Nutrition Standards** – A part of the Healthy Hunger-Free Kids Act of 2010 that provide science-based nutrition standards for all foods and beverages sold to students in school during the school day.

Revised: May 2022

**SOMERSET ACADEMY OF LAS VEGAS**  
**SCHOOL WELLNESS POLICY GOALS**  
**2024-2025**

**1. Nutrition education and promotion**

We will educate staff, students, parents and community about the School Wellness Policy and regulations at the start of the school year by posting the School Wellness Policy (SWP) on our websites, discussing the SWP at opening of school staff and parent/community meetings, including the policy in staff and parent handbooks and including reminders and informational articles about the SWP in our communication with families (newsletters, emailed parent/guardian letters and communiques, etc.) during the course of the school year.

**2. Physical Activity**

Physical activity will be provided a minimum of 30 minutes per day for students in grades K-12 through the implementation of brain breaks, recess, extracurricular activities before and after school, intramurals and students walking/bicycling to and from school as applicable at each campus.

**3. Other Wellness Activities**



We will identify one wellness coordinator at the school campuses before September of each school year in order to ensure SWP compliance.

June 2021

## Somerset Academy of Las Vegas Disciplinary Policy

At Somerset Academy we believe in providing educational and leadership opportunities for personal growth for all students in a safe and accepting environment. To do this, we utilize the 7 habits outlined in the Leader in Me program, restorative practice, and progressive discipline to enhance our school-wide behavior program. Through studying the 7 habits, students will learn important qualities such as responsibility, vision integrity, teamwork, and collaboration.

The goal of Somerset’s Leadership Program is to create a culture of empowerment based on the idea that every person is a leader. The process teaches students the skills needed for academic success such as critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups in any setting.

<p><b>The Habits</b></p> <ul style="list-style-type: none"> <li>• Be proactive.</li> <li>• Begin with the end in mind.</li> <li>• Put first things first.</li> <li>• Think Win-Win</li> <li>• Seek first to understand and then to be understood.</li> <li>• Synergize</li> <li>• Sharpen the Saw</li> </ul>	<p>We <b>LIVE</b> by striving to be the best we can be.</p> <p>We <b>LEARN</b> by working hard and always doin our best. We <b>LOVE</b> by caring for others.</p> <p>We <b>LEAVE A LEGACY</b> by sharing our school with others and trying to make a difference in the world.</p> <p style="text-align: right;">~Stephen R. Covey</p>
--	---



### Defining and Communicating Expectations

Drop-Off	Hallways	Lunch	Recess
<ul style="list-style-type: none"> <li>Put first things first and arrive on time.</li> </ul>	<ul style="list-style-type: none"> <li>Be Proactive by:</li> <li>Having a quiet voice</li> <li>Walking in a single file line.</li> <li>Facing forward</li> <li>Keep hands/feet to self.</li> <li>Respect the space of others and the school.</li> </ul>	<ul style="list-style-type: none"> <li>Hands on only your food.</li> <li>Indoor voices (Level2)</li> <li>Raise hand to leave seat.</li> <li>Clean up your table area.</li> <li>Throw all the garbage away in the trash can.</li> <li>Always walk.</li> </ul>	<ul style="list-style-type: none"> <li>Line up Promptly</li> <li>Include others.</li> <li>Share equipment</li> <li>Hands &amp; feet to self</li> <li>Appropriate language</li> <li>Help put equipment away after recess.</li> <li>Think Win - Win</li> </ul>
Dismissal	Bathrooms	Working in Groups	Computers
<ul style="list-style-type: none"> <li>Pack all items quickly.</li> <li>Be watching for your car.</li> <li>Listen for class to be dismissed or your name to be called.</li> <li>Begin with the end in mind.</li> </ul>	<ul style="list-style-type: none"> <li>Go in a timely manner.</li> <li>Flush.</li> <li>Wash &amp; Dry.</li> <li>No loitering/lingering in the restrooms.</li> <li>Be proactive.</li> </ul>	<ul style="list-style-type: none"> <li>Do your share of work.</li> <li>Seek first to understand and then to be understood.</li> <li>Resolve conflicts effectively.</li> <li>Synergize</li> <li>Sharpen the Saw</li> </ul>	<ul style="list-style-type: none"> <li>Never share your passwords.</li> <li>Respect all technology.</li> <li>Use media literacy skills in online decision-making.</li> <li>Treat all members of the online community as if you were standing next to them in person.</li> </ul>



## **Positive Recognition and Reinforcement**

- Students will receive positive feedback throughout everyday from all staff members in all areas of the school.
- Students will earn rewards based on good character that aligns with our vision and mission. Some examples of good character are;
  1. Follows School & Classroom Rules.
  2. Works Collaboratively in Groups.
  3. Shows Courtesy & Respect for Others.
  4. Produces Quality Work.
  5. Participates & Actively Listens.
  6. Takes Responsibility for Self.

## **Progressive Restorative Practice Plan**

The goal of restorative practice at Somerset Academy is to teach responsibility and develop ownership of one's actions through restorative practices. We value the importance of teaching students to consider others when making decisions and to act in ways that are respectful and considerate of the school environment.

For all offenses, common sense and good judgment will prevail. Somerset Academy students are expected to show respect for themselves and others. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. Administration will make the final decision on disciplinary actions.

## **Summary of Progressive Restorative Practice Structure**

***Student consequences are handled in a restorative progressive manner.***

Continued disregard for school rules is a key factor for all disciplinary consequences. Disciplinary action is also commensurate with the severity of the offense.



## **LEVELS OF DISCIPLINE**

### **Level 1**

Each teacher will implement a positive behavior management plan that includes restorative practices in their classroom and will notify students, parents, and administration of their plan. Teachers will first use principles of the 7 Habits, SEL, and restorative practices in assisting students in demonstrating proper behaviors.

- Teachers are expected to manage their classrooms' proactive interventions by using effective procedures, love, patience, redirection and consistent classroom management.
- Teachers may use a short time out (break) in a safe place with adult supervision at all times.
- Students who do not respond to initial interventions could be asked to write a self-reflective plan (Stop and Think form).
- Parents will be notified within 24 hours via email or phone by the teacher.

### **Level 2**

If Level 1 interventions and restorative practices do not lead to changed student behavior, Level 2 interventions will be enacted by the teacher and administration shall be notified.

- Temporary alternative placement can be used by a teacher who calls on a colleague to supervise a student in another classroom. The classroom teacher will provide schoolwork for students while they are in the alternative placement. Parents will be contacted within 24 hours via email or phone by the teacher.
- The teacher may implement level 2 interventions to include without limitation: school beautification, lunchroom detention, loss of recess, behavior charts with goals and rewards, restitution and repair, face-to-face conversation, restorative justice, apology letter or other consequences that can help develop character and growth. The teacher will notify parents within 24 hours.

### **Level 3**

Level 3 interventions require support from Somerset Academy student support/MTSS and follow, where applicable, prior level 1 and 2 interventions. Teachers may refer a student for repeated minor (Level 1 and 2) violations that occur. The teacher or member of the student support/MTSS team will contact parents within 24 hours and follow-up with the teacher if a Level 3 intervention is implemented.



- When necessary, a designated staff member will be assigned to the teacher to come to the classroom to provide behavioral support. The teacher will have the option of having the staff member supervise the class so that the teacher can further dialog with the student about the behavior, or the designated staff member may require a student to leave the class and spend time in the office and receive support consistent with restorative practices. Some restorative practices may include harm circles, circles of support, re-entry circles and restorative conferences.
- The student support team will create a Restorative Plan of Action with the student. This plan will contain 3 elements: **Supports to change behavior, Accountability, and Restoration/Remedy and Relief to Repair Harm\***

\*See example Restorative Plan of Action template at the end of this document.

- A student who continues undesired behavior after level 1 or 2 interventions have been implemented or is continuous in disrupting the learning of self and/or others or is a safety concern to others may be removed from the classroom (NRS 392.4645).
- If a student is removed from the classroom (i.e., suspension, RPC or refocus time in the office) and the restorative justice plan has failed to provide results that allow for the student to be reintegrated into the classroom setting, the leadership team shall provide an explanation of the reason for the removal of the student and offer the student an opportunity to respond to the explanation. (NRS 392.4645)

#### Level 4

If the student continues to exhibit disruptive, dangerous, defiant or otherwise undesired behavior, parents must come to campus and attend a Required Parent Conference. The RPC may include a member of the leadership team, teacher, parents and the student. A referral to the Student Support Team may be necessary to determine interventions and a student action plan. The most severe form of Level 4 consequence is expulsion.

If a student is removed from the classroom (i.e. suspension, RPC or refocus time in the office) and the restorative justice plan has failed to provide results that allow for the student to be reintegrated into the classroom setting, the leadership team shall provide an explanation of the reason for the removal of the student and offer the student an opportunity to respond to the explanation. (NRS 392.4645)



<b>DISCIPLINE REFERRALS TO THE OFFICE LEVEL 3 AND 4</b>		
<u>BEHAVIOR</u>	<u>LEVEL 3 CONSEQUENCE(S)</u>	<u>LEVEL 4 PROGRESSIVE CONSEQUENCES(S)</u>
Continuously Disrupting Learning Environment	<ul style="list-style-type: none"><li>• Lunch detention</li><li>• School beautification</li><li>• Behavior intervention plan</li><li>• Required parent conference.</li><li>• Restorative practices</li><li>• Loss of School Privileges</li><li>• Suspension 1-3 days</li></ul>	<ul style="list-style-type: none"><li>• Required Parent Supervision in classroom</li><li>• 3-10 day suspension</li><li>• Possible expulsion hearing with Board</li><li>• Mental health referral</li></ul>
Destruction of School / Classroom/Personal Property	<ul style="list-style-type: none"><li>• Lunch detention</li><li>• Mandatory Restitution</li><li>• School beautification</li><li>• Behavior intervention plan</li><li>• Required parent conference</li><li>• Loss of School Privileges</li><li>• Suspension 1-3 days</li></ul>	<ul style="list-style-type: none"><li>• Required Parent Supervision in classroom</li><li>• 3-10 day suspension</li><li>• Possible expulsion hearing with Board</li><li>• Mental health referral</li></ul>



Physical Harm to Another Student	<ul style="list-style-type: none"> <li>• Restorative meeting</li> <li>• Behavior intervention plan</li> <li>• Required parent conference.</li> <li>• Loss of school privileges</li> <li>• Restorative practices</li> <li>• Suspension</li> <li>• Lunch bunch</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Supervision in classroom</li> <li>• Progressive suspension</li> <li>• Possible expulsion hearing with Board</li> <li>• Mental health referral</li> </ul>
Insubordination / Defiance / Lying / Cheating / Academic Dishonesty	<ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• School beautification</li> <li>• Behavior intervention plan</li> <li>• Required parent conference.</li> <li>• Restorative practices</li> <li>• Loss of School Privileges</li> <li>• Suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Supervision in classroom</li> <li>• Progressive suspension</li> <li>• Possible expulsion hearing with Board</li> <li>• Mental health referral</li> </ul>
Cell Phones	<ul style="list-style-type: none"> <li>• Phone Confiscated by staff.</li> <li>• Parent phone pick-up required.</li> </ul>	<ul style="list-style-type: none"> <li>• Phone confiscated by staff.</li> <li>• Progressive suspension</li> <li>• School-based consequence</li> <li>• Parent phone pick-up and form signing required.</li> </ul>
Inappropriate Use of Technology	<ul style="list-style-type: none"> <li>• Loss of technology privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Conference(RPC)</li> </ul>





	<ul style="list-style-type: none"> <li>• School-based consequence</li> <li>• Loss of school privileges</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of technology privileges</li> <li>• Possible expulsion hearing</li> </ul>
Dress Code Violation	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Parent brings uniform to school</li> <li>• School Beautification</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Conference (RPC)</li> <li>• Progressive suspension</li> </ul>
Peer-to-peer Conflict	<ul style="list-style-type: none"> <li>• Restorative meeting</li> <li>• Parent conference</li> <li>• School based consequence</li> <li>• Loss of school privileges</li> <li>• Lunch bunch</li> <li>• Restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Conference (RPC)</li> <li>• Suspension</li> <li>• Behavior intervention plan</li> <li>• Loss of school privileges</li> <li>• Mental health referral</li> <li>• Required Parent Conference</li> </ul>
Bullying (see NRS 388.122)	<ul style="list-style-type: none"> <li>• Investigation, and</li> <li>• Parent contact, and</li> <li>• Report to State DOE, and</li> <li>• School based consequence</li> <li>• Suspension</li> <li>• Restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Investigation, and</li> <li>• Required Parent Conference, and</li> <li>• Report to State DOE, and</li> <li>• School based consequence</li> <li>• Progressive suspension</li> <li>• Restorative meeting</li> <li>• Possible expulsion hearing</li> <li>• Mental health referral</li> </ul>
Illegal Actions (see glossary)	<ul style="list-style-type: none"> <li>• Parent conference, and</li> </ul>	<ul style="list-style-type: none"> <li>• Required Parent Conference</li> </ul>



	<ul style="list-style-type: none"> <li>• Suspension, and</li> <li>• Contact of law enforcement, and</li> <li>• Restitution &amp; repair</li> <li>• Restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>• Progressive suspension</li> <li>• Restitution and repair</li> <li>• Contact of law enforcement</li> <li>• Possible expulsion hearing with Board</li> </ul>
--	---	---

**MANDATORY DISCIPLINE IN NRS:**

**Distribution of Controlled Substances**

Pursuant to NRS 392.466(1), any student who sells or distributes any controlled substance while on the premises of Somerset, at a Somerset activity or activity sponsored by Somerset, shall receive a plan of action based on restorative justice and may be disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset Administrator,
2. If the student is between the ages of 6 and 10, they may be suspended; and,
3. If the student is between the ages of 11 and 18, they may be suspended, expelled, or permanently expelled.

**Battery of a School Employee**

Pursuant to NRS 392.466(2) and (3), any student who commits a battery which results in bodily injury of a Somerset employee while at Somerset, at an activity of Somerset or sponsored by Somerset, shall receive a plan of action based on restorative justice and may be disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset Administrator.
2. If the student is 6 or 7, they may be suspended.
3. If the student is between the ages of 8 and 18, they may be suspended, expelled, or permanently expelled.

**Poses Continuing Danger**

Pursuant to NRS 392.466(5) any student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or who is found in possession of a dangerous weapon other than a firearm while on the premises of Somerset, at a Somerset activity or an activity sponsored by Somerset may be removed from Somerset immediately upon being given an explanation



of the reasons for the removal of the student and pending proceedings, which will be conducted as soon as practicable after removal and will be disciplined in as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset Administrator.
2. If the student is between the ages of 6 and 10, may be suspended.
3. If the student is between the ages of 11 and 18, the student may be suspended, expelled, or permanently expelled.

### **Firearm**

Pursuant to NRS 392.466(6), any student who is found in possession of a firearm, while on the premises of Somerset, an activity of Somerset or an activity sponsored by Somerset, will be immediately removed from school and disciplined as follows:

1. If the student is 5 or under, the student may be suspended with approval from the lead Somerset Administrator.
2. If the student is 6 or 7, the student may be suspended.
3. If the student is between the ages of 8 and 10, the student shall be suspended or expelled.
4. If the student is between the ages of 11 and 18, the student shall be suspended, expelled, or permanently expelled.

### **Arrest or Citation**

Pursuant to NRS 392.467(3) a student may be immediately removed and suspended or expelled if they have been charged with a crime, regardless of the outcome of any criminal or delinquency proceedings brought against the student, only if Somerset:

1. Conducts its own investigation; and,
2. Gives notice to the parents.

### **LEVEL OF BOARD INVOLVEMENT:**

- Suspension and permanent expulsion require Board review of circumstances and determination that action is in compliance with IDEA.
- *Statute does not provide authority for non- permanent expulsion.*



- Board action required to approve if the school requests exception to permanently expel a Special Education student under age 11.

## **SPECIAL EDUCATION SERVICES:**

### ***In accordance with an Individualized Education Program (IEP)***

#### **Suspension or Expulsion**

Students may be suspended or expelled if they have violated one of the offenses outlined in Nevada law or have failed a plan of action based on restorative justice.

- Suspension of a student with an IEP is limited to 1-5 days for each occurrence of misconduct (NRS 392.466.10; NRS 392.467.6).
- As with general education students, a student with an IEP who is younger than 11 years old must not be permanently expelled except under extraordinary circumstances, in which case a school may request an exception to this prohibition from the district Board of Trustees (NRS 392.466.9, NRS 392.467.1).

#### **Appeals**

Parents may appeal against the suspension or expulsion of their student. In order to appeal the suspension or expulsion, parents must file a written appeal to school administration within five (5) school days of receiving notice of the suspension or expulsion. If the parent fails to submit a written appeal within five (5) school days, the discipline will stand. If Somerset receives a written appeal, Somerset will set up a hearing.

For Suspensions, the hearing will be done with the Principal. All decisions of the Principal are final.

For expulsions, the initial hearing will be done with a panel of at least three (3) Somerset administrators, none of which will be from the campus where the infraction occurred. If after the principal committee's decision, the parent would like to appeal to the board, the parents must submit a written appeal as outlined in the decision letter within five (5) school days. If they fail to submit a written appeal within five (5) school days, the decision of the committee will stand. If they do submit a written appeal within five (5) school days, then the Board of Directors of Somerset Academy of Las Vegas will conduct a hearing. The decision of the Board of Directors is final.

Any of the hearings described above will be closed to the public. A tape recording of the hearing will be made. 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.

**Prohibited Interventions**

The use of aversive interventions, physical and mechanical restraints, and seclusions are strictly prohibited as outlined in NRS 388.471 to 388.525.

The disciplinary chart on pages 6-8 shall only be followed in the event:

- 1) that a student has not followed their Restorative Justice Plan of Action; 2) if the school has determined that a Restorative Justice Plan of Action is not practicable; or 3) the law allows for an exception to Restorative Justice.

Pursuant to NRS 392.467 a student may be expelled or removed from school without a Restorative Justice Plan of Action if the student has been charged with a crime, regardless of the outcome of the criminal proceedings. Before the expulsion or removal, the school shall give the student notice and conduct an independent investigation.

<b>Minor Classroom Disruption</b> Sample minor infractions often handled within the classroom may include but are not limited to:	<b>Major Classroom Disruption</b> Sample major infractions may include but are not limited to:
Annoying fellow students Being rude Cell phone (Inappropriate use/not following school expectations) Chewing gum Disrespectful behavior Dress code Eating or drinking in class Forgery Horse playing Inappropriate Language Insubordination Making derogatory comments	Alcohol use or possession Arson Assault or battery Computer misconduct Controlled substance Defiance of school personnel Disorderly conduct Electronic threats to others Explosive devices Fighting Forgery Gambling Gang activity



Not following teacher directions	Gross Insubordination
Not paying attention	Harassment
Not prepared for class	Incitement
Off task	Profanity
OPT out of Assessments.	Public Display of Affection
Out of seat	Robbery or extortion
Possession of a nuisance item	Sexual Acts
Public display of affection	Threats to Somerset personnel or student(s)
Refusing to participate in State assessment.	Theft
Running/playing around	Tobacco
Talking back	Vandalism/Destruction of property
Talking loudly	Verbal abuse
Talking out of turn	Weapons



**LIST OF DISCIPLINE OFFENSES: Somerset Academy Progressive Discipline Plan**

<b>ATTENDANCE RELATED BEHAVIORS</b>				
<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Excessive Tardies (minor)	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
Truancy (minor)	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC//May Involve law enforcement	Report of Educational Neglect (DFS)
Habitual Truancy (major)	Parent Contact/Truancy Letter/RPC/ May involve law enforcement	Parent Contact/Truancy Letter/RPC/ May involve law enforcement	Parent Contact/Truancy Letter/RPC/ May involve law enforcement	Report of Educational Neglect (DFS)
<b>VIOLATIONS OF SCHOOL RULES</b>				
<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Disregard of School Rules (Minor)	Parent contact/ RPC /1-3 days SUS/ Behavior Contract	RPC/4-10 days SUS/ Possible EXP	RPC/7-10 days SUS/ Possible EXP	RPC/7-10 days SUS/ Possible EXP
Insubordination (major)	Student conference/RPC	RPC	RPC/1-3 days SUS/ Possible EXP	RPC/4-6 days SUS/ Possible EXP



**DISRUPTIONS OF CLASS/SCHOOL ACTIVITIES**

<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Interference with Instruction (minor)	Classroom Progressive Discipline/ Parent contact/ RPC	RPC	RPC/ SUS	RPC/ SUS/ Possible EXP
Disruption of School Activities (major)	RPC/SUS/ Possible EXP	RPC/SUS 1-3 days/ Possible EXP	RPC/SUS 4-7 days/ Possible EXP	RPC/SUS/Possible EXP

**PROHIBITED BEHAVIORS- GENERAL**

<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Arson (minor or major)	RPC/SUS/ Possible EXP/Involve law enforcement			
Bus Transportation (minor)				
Cheating/Plagiarism (minor or major)	Student conference/Parent notification. Re-Do	RPC/SUS 1-3 days	RPC/SUS 4-6 days	RPC/SUS 7-10 days
Damage to or destruction of property on school grounds (minor or major)	RPC/Possible 1-3 days SUS/Possible EXP/ Compensation/Behavior Contract/ School Beautification/May involve law enforcement	RPC/4-7 days SUS/ Possible EXP/ May involve law enforcement	RPC/8-10 days SUS/ Possible EXP/ May involve law enforcement	
Dress Code Violation	Warning/Parent Notification	RPC	RPC/SUS 1-3 days	RPC/SUS 4-6 days





Gang Related Activity	RPC/SUS/Possible EXP/ May involve law enforcement	RPC/SUS/Possible EXP/ May involve law enforcement		
Habitual Disciplinary Problem (major)	RPC/SUS/Possible EXP	EXP		
Impairing Health, Safety, or Welfare of Others (minor or major)	Warning/Parent Notification	RPC	RPC/SUS 1- 3 days	RPC/SUS 4-6 days
Inappropriate Language (minor)	RPC/1-3 days SUS/ Behavior contract	RPC/4-6 days SUS/ Possible EXP	RPC/7-10 days SUS/ Possible EXP	Possible EXP
Sexual Assault (major)	SUS/EXP/Involve law enforcement			
Sexual Misconduct/ Harassment (major)	RPC/SUS/EXP/Involve law enforcement			
Technology Violation (minor)	Minor - RPC/Major- RPC/SUS/ Possible EXP	RPC/SUS/Possible EXP/ Loss of privileges for a period.	RPC/SUS/Possible EXP	
Theft/Possession of Stolen Property	RPC/1-3 days SUS/ Compensation/Behavior Contract	RPC/4-7 days SUS/ Possible EXP/ Compensation	RPC/8-10 days SUS/Possible EXP/ Compensation	
<b>BULLYING BEHAVIORS</b>				



<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Bullying (minor or major)	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP
Cyberbullying (minor or major)	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP
Discrimination Based on Race (minor or major)	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/Possible SUS/Possible EXP

**SUBSTANCE USE BEHAVIORS**

<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Alcohol – possession/Use of (minor)	RPC/SUS - Student encouraged to enroll in drug program/Involve law enforcement	RPC-T/SUS/Possible EXP/Involve law enforcement		
Drug Paraphernalia – Possession Of (minor)	RPC/1-3 days SUS/Involve law enforcement	RPC/1-10 days SUS/Possible EXP/Involve law enforcement		
Possession/Use of a Controlled Substance (major)	RPC/SUS/Possible EXP/Involve law enforcement	SUS/Possible EXP/Involve law enforcement		
Tobacco Violation (minor)	RPC/1-3 days/SUS/Confiscate	RPC/4-6 days/SUS Confiscate	RPC/7-10 days/SUS Confiscate	RPC/7-10 days/SUS Confiscate

**THREAT BEHAVIORS**



<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
-------------------	----------------------	-----------------------	----------------------	-----------------------

Threat to School (major)	RPC/SUS/EXP/ Include law enforcement			
Threat to Staff	RPC/5 days SUS/ Possible EXP	RPC/10 days SUS/Possible EXP		
Threat to Student	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/EXP

### **VIOLENT BEHAVIORS**

<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Violence/Harm to Staff (major)	SUS/EXP/ Include law enforcement			
Violence/Harm to Student (major)	SUS/Possible EXP/Involve law enforcement			

### **WEAPONS INVOLVED BEHAVIORS**

<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Possession/Use of a Weapon (major)	RPC/SUS/Possible EXP/ Involve law enforcement			

### **NRS 388.122 “Bullying” defined.**

1. “Bullying” means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

a. Have the effect of:

1. Physically harming a person or damaging the property of a person; or



2. Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;
- b. Interfere within the rights of a person by:
  1. Creating an intimidating or hostile educational environment for the person; or
  2. Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
- c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:
  1. Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
  2. Association of a person with another person having one or more of those actual or perceived characteristics.
2. The term includes, without limitation:
  - a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person:
  - b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading rumors;
  - c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures.
  - d. Threats of harm to a person, to his or her possessions or to other persons whether such threats are transmitted verbally, electronically or in writing.
  - e. Blackmail, extortion or demands for protection money or involuntary loans or donations.
  - f. Blocking access to any property or facility of a school.
  - g. Stalking; and
  - h. Physically harmful contact with or injury to another person or his or her property.

Our School is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn. Bullying, discrimination, and harassment of any person on the



basis of that person’s actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Harassing behavior including sexually harassing behavior between members of the same or opposite sex is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected based on actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Such behavior is just cause for disciplinary action.

Our School will act promptly on reports, (including informal reports), complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation that comes to our attention. Charter staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to School administration.

Our School will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of the law and will lead to disciplinary or other appropriate action against the offender.

Our School will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students’ ages and grade levels. Our School will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students. Such staff training shall be regularly scheduled at least every other year in the school in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business or at any school-sponsored even regardless of location.

## **GLOSSARY**

### Offenses Warranting Law Enforcement Notification

ALCOHOL	The possession of, sales, and furnishing alcoholic beverages.
ARSON	The intentional setting of fire.
ASSAULT	Physical or verbal threats with the intent and the ability to carry through with the same.



BATTERY	An unconsented-to touching or application of force to another person.
BOMB THREAT/FALSE	Willfully conveying by mail, written notes, telephone, telegraph, radio or any other means of communication of any threat knowing it to be false
BURGLARY	Illegal entry with the intent to commit a crime.
DESTRUCTION OF PROPERTY	Willfully and maliciously destroying or injuring real or personal property of another.
DISTURBING THE PEACE	Maliciously and wilfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the School.
EXPLOSIVE DEVICES	The possession of explosive or incendiary devices.
FALSE FIRE ALARMS	False reporting of, transmission of, signal knowing the same to be false.
FIREWORKS	The possession of, sales, furnishing, use or discharge of fireworks.
INDECENT EXPOSURE	An open indecent or obscene exposure of his person or the person of another.
LARCENY	Stealing, taking, carrying away property of another.
LIBEL	A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
MARIJUANA	The possession of, sales, or furnishing marijuana.
NARCOTICS	The possession of, sales, or furnishing a controlled substance.
NARCOTICS PARAPHERNALIA	The possession of, sales, or furnishing of.
RESISTING OFFICER	Willfully resisting, delaying or obstructing an officer in the performance of duty.
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.
ROUT/RIOT	Two or more persons meeting to do an unlawful act/two or more persons actually d



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.
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.
THROWING SUBSTANCE AT VEHICLE	To throw any stone, rock, missile or any substance at any motorbus, truck or other motor vehicle.
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.
WEAPONS	“Dangerous weapon” includes, without limitation, a blackjack, slingshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchuck, switchblade knife or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person. “Firearm” includes, without limitation, any pistol revolver, shotgun, explosive substance or device, and any other item included within the definition of a “firearm” in 18 U.S.C 921, as that section existed on July 1, 19950 Brandishing any dangerous weapon or firearm in a rude, angry or threatening manner or to use the same in any fight or quarrel. Concealed- it is unlawful for any person to carry any dangerous weapon or firearm. Possession - it is unlawful for any person to possess any dangerous weapon or firearm.
DANGEROUS WEAPON	(NRS 392.466.11(B)): includes, without limitation, a blackjack, slingshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku or trefoil, as defined in NRS 202.350, a butterfly knife or any other knife described in NRS 202.350, a switchblade knife as defined in NRS 202.265, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of or cause bodily injury to a person.

Violation of other federal or state criminal laws or local ordinances at school, at school sponsored activities or on school sponsored transportation is prohibited.





## **DISCRIMINATION BASED ON RACE**

According to AB 371, “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:

1. Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and
2. That occurs in person, online or in any other setting including, without limitation, in a course of distance education.

In addition to any employee on campus, a pupil or parent or legal guardian of a pupil who witnesses an incident of discrimination based on race may report the incident to an administrator or his or her designee.

Somerset will provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential. All administrators, teachers and other personnel of Somerset will demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate discrimination based on race, bullying and cyberbullying, and by taking immediate action to protect a victim or target of discrimination based on race, bullying or cyberbullying when witnessing, overhearing or being notified that discrimination based on race, bullying or cyber-bullying is occurring or has occurred.

Any teacher, administrator, coach or other staff member or pupil who tolerates or engages in an act of discrimination based on race, bullying or cyberbullying or violates a provision of NRS 388.121 to 388.1395, inclusive, and sections 4, 5 and 6 of this act regarding a response to discrimination based on race, bullying or cyberbullying against a pupil will be held accountable.

## **SEXUAL HARASSMENT**

**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.





Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly a term or condition of a student's educational progress.
2. Submission to, or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or of creating an intimidating, hostile, or offensive educational environment.

An "intimidating, hostile, or offensive educational environment" means an environment in which any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed, or any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

## **RETALIATION**

Forms of prohibited retaliation include, but are not limited to, adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Please use the bullying, discrimination and harassment form attached to anonymously report such instances. The administration will respond in a timely manner to all concerned parties.

## **SUSPENSIONS**

Temporary removal of a student from school or from school no more than 3 days and requires RPC.

Significant Suspension is the temporary removal of a student from school or from school-sponsored activities. For the purpose of declaring a student a Habitual Disciplinary Problem or for the purpose of escalating to possible expulsion, the suspension must be no less than three (3) days and require a conference or other communications with the parent/guardian. (NRS.392.4655) 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.

### **SPECIAL CONDITIONS OF SUSPENSION:**

- A. A student may not participate in extracurricular activities during the term of his/her suspension.
- B. Suspension may be reflected in the student's class citizenship or school citizenship grade.
- C. Notations of suspensions from school will be made in the student's cumulative folder.
- D. Schoolwork missed as a result of suspensions may be made up through the completion of make- up work as stated in the Student Handbook. Any work that cannot be made up, or is not made up, may 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. Battery on an employee or peer of School,
2. Possession of firearm or dangerous weapon,
3. Sale or distribution of controlled substance

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. 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 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 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)
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 a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
6. If the student has a Restorative Justice or 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 a suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be 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. The administrator can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)

### **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 a 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



2024-2025 Somerset Academy Las Vegas – SKYE CANYON Campus  
Parent/Student Handbook



body will provide written notification of its decision to the student, parent(s) or guardian(s), and the administrator of the charter.

Kate Lackey – Principal  
Emeri Rodriguez & Jill Dayne– Assistant Principals  
Annette Megown- Dean/Restorative Justice Coordinator  
8151 N. Shaumber Road Las Vegas, NV 89166  
(702) 489-BIRD (2473)



### Restorative Action Plan (Example Template)

Student Name:

Date:

Grade:

Staff Name:

**Reason for plan:**

Behavior continued despite levels 1-2 intervention  \_\_\_\_\_

**Goal(s):**

- 
- 

**Action Plan:** *(created with the student)*

**Supports to Change Behavior:** *(Delete ones that do not apply)*

\_\_\_\_\_ will check-in with \_\_\_\_\_ regularly. The goal of these check-ins is to build, strengthen, and restore student relationships on campus.

AND/OR

\_\_\_\_\_ will participate in mentorship, small groups, and/or lessons tailored to their needs. The goal is to teach self-awareness, self-management, relationship skills, and responsible decision-making.

AND/OR

Teacher will implement a behavior chart for \_\_\_\_\_ aligned with the goal(s) and action plan identified above.

**Accountability**

\_\_\_\_\_ will participate in Restorative Conversations to discuss feelings and events leading to incident(s), who was impacted by their choices, and expectations for appropriate behavior.

**Restoration/Remedy and Relief to Repair Harm**

Apology Letter     Mediation with Victim     \_\_\_\_\_

**The following have been completed:**

- Expectations of behavior have been clearly explained.
- Student has had the opportunity to reflect on their actions.
- Discussed alternative ways of handling similar situations in the future.
- Provided access to multiple staff members for support.

Student Signature	Date	Staff Signature	Date



## Testing

This year, students may be participating in the assessments outlined below. During this time, we ask for your partnership! We know that the communication and connection between home and school leads to the success of our students. Your student will be testing over multiple days. During the week of testing, we ask that all students are getting plenty of rest, eating a good breakfast, drinking plenty of water, and bringing adequate sized lunches. We also thank you in advance for assuring your student is in attendance during their testing periods.

These assessments measure your student’s proficiency and growth from year to year. At Somerset Skye Canyon, we take pride in our students’ performance. We know that our students will work hard and will be prepared to show what they know! Please assist us in reinforcing the importance of this/these test(s). Also, encourage your student to have a growth mindset and do their best. We know this time can be stressful for our students and we aim to provide the most positive environment for all of our students.

Every year, school personnel attend a test security training with guidelines to follow outlined by the Nevada Department of Education. Test security guidelines are also reviewed with students daily before the start of each test session. Please note that action may be taken against personnel and pupils for violations of the test security plan or for other irregularities in testing administration or testing security. For personnel in violation of the plan, disciplinary action may be taken. For pupils in violation of the plan, disciplinary action may be taken and/or an invalidation of the examination.

<p><b>WIDA</b> Limited English Proficient Students</p> <p><b>Nevada Science Assessment</b> Grades 5 and 8</p> <p><b>SBAC English Language Arts and Math</b> Grades 3-8</p>	<p><b>Kinder:</b> Jan. 6 - Feb. 28 <b>1<sup>st</sup> – 8<sup>th</sup>:</b> Jan. 13 - Feb. 28</p> <p><b>Apr. 7 - May 6</b></p> <p><b>Apr. 7 - May 6</b></p>
--	--

Thank you again for your continued partnership. It is with families like you that we can help students achieve their goals!



## Emergency Operations Plan

Somerset Academy Skye Canyon places a high priority on protecting the safety of our students and employees. In emergency situations, if everyone knows what to do, all involved can *Stay Calm and Stay Safe*. This letter will inform you of how you and your child can stay safe in an emergency.

The Charter School Emergency Operations Plan, created in accordance with Nevada Revised Statutes 388.229 — 388.266, includes the following elements:

- A detailed plan, coordinated with national, state, county, and municipal emergency action plans, with detailed procedures for protecting the welfare of students during an emergency event.
- School based and community emergency response teams, integrated with community and mental health resources.
- Site-Based Plans, including drills for Evacuation, Soft Lockdown, Hard Lockdown, Shelter-in-Place, Reverse Evacuation, and plans for other potential emergency situations.
- School—based Health Services, integrated with community health and medical resources.
- A reunification site to reunite parents and students if off-school site evacuation is necessary. All community media outlets will communicate site of reunification immediately after confirmation of need for reunification off-site.

*As the parent of a Somerset Academy Skye Canyon student, you are a vital part of our plans to protect your child. You can assist the various school staff, emergency responders, and public safety personnel engaged in the protection of your child and others by remaining calm and following the steps outlined below.*

### BEFORE A CRISIS

- Practice family emergency response at home: have a plan and supplies organized, and discuss remaining calm and asking for help when needed.
- Make sure the school has updated information regarding your child, including contact names and numbers and your child's medical history.
- Discuss with your child the school's rules during drills for fire and other emergencies. Be sure your child understands correct procedures and that they take the drills seriously.
- Teach your child to stay with school staff and follow their directions.
- Tell your child NOT to try to contact you by cellular phone or land line, thus allowing communication channels to remain open for emergency responders.
- Tell your child that you will remain at work or home and watch for information from the school, media and the school's notification system as to where and when you and your child can reunite.
- Assure your child that the school staff will follow procedures to keep them safe.





## DURING A CRISIS

- **Stay calm and do not come to the school** so emergency responders can complete their mission.
- Keep phone lines free so school personnel and community responders can communicate with each other.
- Listen for information from the school over TV, radio, school system, or the internet as this information will help you reunite your child in an orderly and safe manner.
- Make sure you bring legal identification (driver's license or passport) to the designated reunification site (may be at a location other than the school).
- For the safety of your child, students will not be released to anyone who is:
  1. Not listed on the enrollment form as a parent or guardian or
  2. Who is on the enrollment form but has no identification.

## WHEN YOU REUNITE WITH YOUR CHILD

- Be a model of Calm, Control, and Comfort: let your child know you will protect them.
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared.
- Seek assistance for negative behavior changes that persist after two weeks: you may need to contact your child's school, your family doctor, or community counselors/psychologists.
- Keep in contact with your child's school and follow recommendations from school, public safety and community experts.

Somerset Academy Skye Canyon takes pride in responding to the needs of our students and employees. Training and awareness activities continue in all areas of emergency response and school safety in an effort to stay current with national, state, county, and municipal response plans. We appreciate your efforts in doing all you can to help us protect your child in an emergency.





## Acknowledgment of Parent/Student Handbook

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.

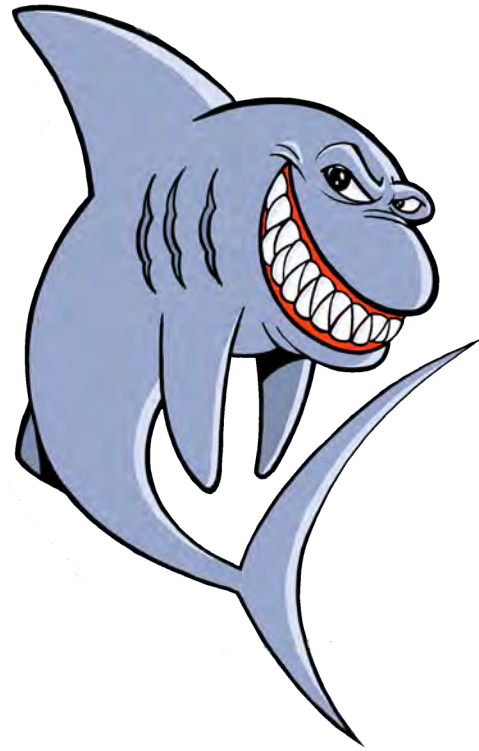
\_\_\_\_\_ **(initial)** I understand that failure to follow school regulations and policies, will jeopardize my child/children’s eligibility to register for the following academic year, or perhaps will result in dismissal from Somerset Academy Charter School by the Governing Body of this institution.

Student Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

The handbook is also available at [www.somersetskyecanyon.org](http://www.somersetskyecanyon.org) and in the school office.



Somerset Academy  
of  
Las Vegas  
Stephanie Campus  
Student/Parent Handbook  
2024-2025

\*Subject to change\*



## Contents

WELCOME .....	5
GENERAL INFORMATION.....	6
WHAT IS A CHARTER SCHOOL? .....	6
SOMERSET ACADEMY OF LAS VEGAS .....	6
MISSION/VISION STATEMENT.....	6
Somerset's Mission:.....	6
Somerset's Vision:.....	6
STUDENT MOTTO .....	6
WHO'S WHO AT SOMERSET STEPHANIE? .....	7
DAILY SCHEDULE.....	7
STEPHANIE ELEMENTARY K-5.....	7
STEPHANIE MIDDLE SCHOOL 6-8 .....	7
DATA DAYS .....	7
STEPHANIE ELEMENTARY K-5 DATA DAY SCHEDULE .....	7
STEPHANIE MIDDLE SCHOOL 6-8 DATA DAY SCHEDULE.....	8
LUNCH SCHEDULE.....	8
SOMERSET ACADEMY CULTIVATING LEADERS .....	8
The Leader in Me – 7 Habits of Highly Effective Teens .....	8
SOMERSET ACADEMY ATTENDANCE POLICY .....	9
ARRIVAL/DISMISSAL .....	10
CLEVER VALLEY EXPLORERS .....	11
EXPLORERS DATA DAY EARLY RELEASE .....	11
AFTER-SCHOOL SHARK ACADEMY.....	11
ATHLETICS PARTICIPATION POLICY .....	12
EMERGENCY CONTACT INFORMATION.....	12
HOMEWORK POLICY .....	12
ELEMENTARY SCHOOL GRADING POLICY.....	12
LOST AND FOUND.....	16
BREAKFAST AND LUNCH PROGRAM.....	16
STEPHANIE CAMPUS WELLNESS POLICY .....	17
ADVISORY GROUP.....	17
WELLNESS POLICY COORDINATOR .....	17
RECORDKEEPING .....	17
SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS .....	17
INCENTIVES AND REWARDS .....	18



FUNDRAISING.....	18
SPECIAL OCCASIONS POLICY.....	18
REVENUE.....	18
MEAL CONSUMPTION.....	18
PHYSICAL ACTIVITY.....	19
RECESS BEFORE LUNCH.....	19
MARKETING.....	19
SMART SNACKS NUTRITION STANDARDS.....	19
2024-2025 APPROVED SMART SNACK LIST.....	20
BEVERAGES.....	20
CAFFEINE.....	21
CHEWING GUM.....	21
Definitions.....	21
SOMERSET ACADEMY OF LAS VEGAS MEAL CHARGE POLICY.....	22
Purpose.....	22
Policy.....	22
Notifications to Households of Low or Negative Balances in Campus Meal Accounts.....	23
Delinquent Meal Charge Debt.....	23
Non-Discrimination Statement:.....	23
MEDICATION.....	24
PERSONAL BELONGINGS.....	24
PICKING UP CHILDREN DURING SCHOOL HOURS.....	24
STUDENT INTERNET ACCESS AGREEMENT.....	25
STUDENT RULES AND ACCEPTABLE USE FORM.....	25
K-8 Technology Policy.....	25
Technology Rules:.....	26
<b>Classroom Policy for the Use of AI Programs.....</b>	26
<b>Guidelines.....</b>	26
5-8 CHROMEBOOK POLICY.....	28
Fees/Fines:.....	28
K-8 SCHOOL DEVICE USAGE POLICY.....	28
2024-2025 Uniform Policy.....	29
ACCEPTABLE Uniform Pieces.....	29
Unacceptable Attire.....	30
Uniform Policy Details.....	31
Shirts.....	31
Bottoms.....	31



Shoes.....	31
Hats.....	31
WINTER Weather ATTIRE.....	31
INDOOR Wear:.....	31
OUTDOOR Wear ONLY:.....	31
'Spirit Day' Attire .....	32
Alternative Dress Day Guidelines.....	32
PE Dress Guidelines.....	32
Dress-Code Violations .....	32
SCHOOL PARTIES AND GIFTS .....	33
PARENT/TEACHER CONFERENCES .....	33
VISITING OUR SCHOOL.....	33
PROMOTION/RETENTION POLICY.....	34
VOLUNTEER POLICY .....	34
BACKGROUND CHECKS FOR VOLUNTEERS .....	35
SCHOOL PROPERTY .....	35
ASSEMBLY BEHAVIOR .....	35
FIELD TRIPS AND DANCES.....	35
LUNCH BEHAVIOR EXPECTATIONS .....	36
STUDENT RESPONSIBILITIES: CODE OF RESPECT .....	36
Somerset Academy Restorative Practice Plan .....	36
NEVADA DEPARTMENT OF EDUCATION CODE OF HONOR .....	55
What is cheating?.....	55
What is plagiarism?.....	55
ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK.....	57



# WELCOME TO SOMERSET ACADEMY OF LAS VEGAS STEPHANIE CAMPUS Home of the Sharks

Dear Shark Families,

On behalf of the staff at Somerset Academy of Las Vegas Stephanie Campus, it is our pleasure to welcome you to the new school year. We are looking forward to another wonderful year. We take pride in providing an excellent educational program for your child. Our school emphasizes individual student growth, both academically and socially, in a warm, caring, and stimulating environment.

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 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 as there have been changes to procedures from years past. 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 our children and the educational system is what will help us be successful as a team. If you have any 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. At the end of each semester, we will provide an electronic survey for you to complete asking how we are doing. We take these surveys seriously and make corrections in our day-to-day business to better serve you and our students.

We strongly encourage you to visit, volunteer in classrooms, and the lunchroom. Please attend our math, reading, and science nights, so you have a clear understanding of our programs and why we use them. Embrace our school, become part of the team, become a member of the P.T.O., and participate in our volunteer program. We are happy and fortunate to have your child as part of our school community. We look forward to sharing a successful and exciting school year with you!

Sincerely,

*Dr. David  
Fossett*  
Principal

*Jessica  
Spalding*  
Assistant Principal

*Jennifer  
Steele*  
Assistant Principal

*Dr. Darryl  
Wyatt*  
Assistant Principal



## GENERAL INFORMATION

### WHAT IS A CHARTER SCHOOL?

As defined by the national alliance of Public Charter Schools ([www.publiccharters.org](http://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 OF LAS VEGAS MISSION/VISION STATEMENT

### Somerset's Mission:

We prepare students to excel in academics and attain knowledge through life-long learning by dedicating ourselves to provide equitable, high-quality education for all students. We promote a culture that maximizes student achievement and fosters the development of accountable 21st Century learners in a safe and enriching environment.

### Somerset's Vision:

Our vision is to cultivate leaders, good character, and a desire to render service.



### STUDENT MOTTO

Sharks **S**tudy to do our best  
Sharks **H**onor our school and family  
Sharks **A**pply the skills we learn  
Sharks **R**ead books to learn and discover new things  
Sharks **K**now how to make good choices  
Sharks **S**ucceed because we are the best!



## WHO'S WHO AT SOMERSET STEPHANIE?

Principal- Dr. David Fossett  
Assistant Principal- Mrs. Jessica Spalding  
Assistant Principal- Ms. Jennifer Steele  
Assistant Principal- Dr. Darryl Wyatt  
Student Success Advocate- Mr. Christopher Bukowski  
Counselor- Ms. Sandy Miller  
Office Manager- Mrs. Erica Carranza  
Registrar- Mrs. Sarah Muhn  
Receptionist- Ms. Claudia Abrego  
Custodian- Ms. Sonia Jimenez

## DAILY SCHEDULE

### STEPHANIE ELEMENTARY K-5

**7:40am** Playground open to students and Breakfast is served (new in 24-25 school year)  
**7:40am-7:59am** Morning Recess and Breakfast is available  
**8:00am** 1<sup>st</sup> Bell/Breakfast service ends  
**8:00am** Morning Ceremony/Class begins- Students **are tardy** at 8:01am  
**2:50pm** Dismissal

### STEPHANIE MIDDLE SCHOOL 6-8

**7:40am** Campus open to students to report to the 1<sup>st</sup> period elective class and Breakfast is served (new in 24-25 School year)  
**7:40am-7:59am** Students able to participate in optional activities with electives teachers or eat breakfast  
**8:00am** Class begins - Students **are tardy** at 8:01am/Breakfast service ends  
**2:50pm** Dismissal

## DATA DAYS

As a school, we monitor and track student progress, especially the progress of our struggling students, to help increase school wide student achievement. We meet school wide and teachers discuss their struggling students at each grade level. Each grade level discusses the strengths and weaknesses of each of those students. Discussions are based solely on student achievement and improvement. Teachers present hard data on students and answer questions as to why their students are or are not improving. The staff offers suggestions, materials, websites, and activities that may help these students increase their achievement. These Data Days are very beneficial to the staff as the entire expertise of the staff is in one room providing guidance and suggestions to help support our students from K-8<sup>th</sup>. It is truly a collaborative, school wide effort to monitor and track student achievement. On Data Days, if parents are unable to pick up students after the half day, the students must attend Explorers, and parents will be required to pay the extended day fee. **Unless students are staying for Explorers, parents are expected to be there to pick up students. If students normally go to Explorers after school, they will still attend Explorers.**

### STEPHANIE ELEMENTARY K-5 DATA DAY SCHEDULE

**7:40am** Playground open to students and breakfast is served  
**7:40am-8:00am** Morning Recess and Breakfast is available  
**8:00am** Morning Ceremony  
**8:00am** Class begins- Students **are tardy** at 8:01am  
**11:30am** **Dismissal** and lunch period for students staying for Explorers





## STEPHANIE MIDDLE SCHOOL 6-8 DATA DAY SCHEDULE

<b>7:40am</b>	Campus open to students to report to the 1 <sup>st</sup> period class and breakfast is served
<b>7:40am-8:00am</b>	Students able to participate in optional activities with electives teachers and breakfast is available
<b>8:00am</b>	Class begins - Students <b>are tardy</b> at 8:01am
<b>11:30am</b>	<b>Dismissal</b> and lunch period for students staying for Explorers

## LUNCH SCHEDULE

K:	10:30-10:50am
2:	10:40-11:00am
6, 7, 8:	11:05-11:25am
1:	11:50-12:10pm
3:	12:00-12:20pm
5:	12:30-12:50pm
4:	12:40-1:00pm

\*\*If parents are dropping lunch off to students, it must arrive at the start of their lunch period. The school is not responsible for lunch items left at the front counter.

\*\*If students need additional time to eat, a table will remain available during the 15 minute recess immediately following lunch for all grade levels.

## SOMERSET ACADEMY CULTIVATING LEADERS

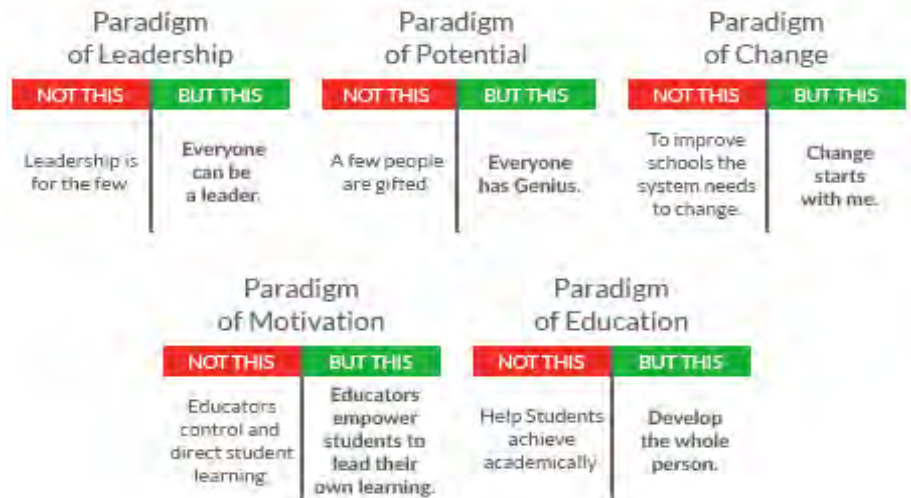
### The Leader in Me – 7 Habits of Highly Effective Teens

As our vision statement reads, we are Cultivating Leaders at Somerset. In an effort to make that a reality for our students, we will be adopting *The Leader in Me* philosophy. *The Leader in Me* is aligned with best-in-class content and concepts practiced by global education thought leaders. It provides a logical, sequential and balanced process to help schools proactively design the culture that reflects their vision of the ideal school.

Content from *The 7 Habits of Highly Effective People* is a key component of the overall *The Leader in Me* process.

*The 7 Habits* is a synthesis of universal, timeless principles of personal and interpersonal effectiveness, such as responsibility, vision, integrity, teamwork, collaboration and renewal, which are secular in nature and common to all people and cultures.

*The Leader in Me* is also aligned to many national and state academic standards. The process teaches students the skills needed for academic success in any setting. These skills include critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups.





Instead of seeing children through the lens of a normal distribution curve—some kids are naturally smart and others are not—*The Leader in Me* paradigm sees that every child is capable, every child is a leader. This paradigm changes everything.

### Habit 1 — Be Proactive

#### You're in Charge

I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

### Habit 2 — Begin with the End in Mind

#### Have a Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school's mission and vision. I look for ways to be a good citizen.

### Habit 3 — Put First Things First

#### Work First, Then Play

I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

### Habit 4 — Think Win-Win

#### Everyone Can Win

I balance courage for getting what I want with consideration for what others want. I make deposits in others' Emotional Bank Accounts. When conflicts arise, I look for third alternatives.

### Habit 5 — Seek First to Understand, Then to Be Understood

#### Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I am confident in voicing my ideas. I look people in the eyes when talking.

### Habit 6 — Synergize

#### Together Is Better

I value other people's strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people's ideas to solve problems because I know that by teaming with others we can create better solutions than anyone of us can alone. I am humble.

### Habit 7 — Sharpen the Saw

#### Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I spend time with family and friends. I learn in lots of ways and lots of places, not just at school. I find meaningful ways to help others.

## **SOMERSET ACADEMY ATTENDANCE POLICY**

Regular attendance in school leads to increased student achievement and students benefit from the educational opportunities provided by our dedicated staff. Absences and tardiness also cause disruptions in your child's learning. The primary aim of our increased attendance enforcement is to increase student achievement through improved attendance. Somerset Academy Las Vegas will cooperate with community agencies to remove the cause of the absence so that the student may benefit from the educational opportunities offered by the Somerset Academy Las Vegas. The Somerset Academy Las Vegas requires that students enrolled in schools of this charter attend school regularly in accordance with the Nevada Revised Statutes. It is the position of the Somerset Academy Las Vegas that if a student is absent, no learning can take place. The educational



experiences lost during an absence are irretrievable as the interaction in the classroom setting can seldom be duplicated through makeup work. The Somerset Academy Las Vegas recognizes that absences for students who are physically or mentally unable to attend school and have completed the course-work requirements are exempt under NRS 392.122. In grades K through 8, parents or legal guardians of students who have been absent shall be required to present to the school a statement giving the reason for the absence or a letter from the student's medical provider within three days of the absence. Absences that are unapproved/unexcused are considered truancies. The regulations developed to implement this policy reflect state law, including elements of the Nevada Education Reform Act of 1997, which includes attendance as a criterion for determining the adequacy of a school's overall program performance. Somerset Academy Las Vegas will work with parents and students to identify and remediate the causes of poor attendance.

Please be aware of our attendance policies; **10 consecutive days** absent/whereabouts unknown will be cause for withdraw. Additionally, a student will be automatically withdrawn after **20 consecutive absences** (excused or unexcused). A meeting with an Administrator is **required** if a student is absent for a total of **8 times** in the first semester. If a student accrues **16 absences** in the academic year by any point of the second semester, this too will necessitate a meeting with an Administrator. The policy also states that Middle School and High School students who accumulate **10 absences** within a semester may be at risk of losing credit for that semester. An Elementary student with **18 absences** could face retention the subsequent year. **In cases where any student has 16 absences, a case of educational neglect may be filed.**

Students will have the number of days missed plus one to make-up missing assignments due to absences. For example, if a student misses 4 days they will have 5 days (4 days absent plus 1 additional) to make up the missed assignments. If more time is needed, a doctor's note must be provided to the registrar.

The Somerset Academy Las Vegas also recognizes the problem of student tardiness to class as a serious disruption of the educational atmosphere of our schools. The distractions caused by students arriving late to class are unfair to the teacher and are an infringement on the educational rights of other students. Certain elements of instructional activity and learning are irrevocably missed when students arrive late to class. Each Somerset Academy Las Vegas school administrator shall have a fair, consistent, staff-involved, and well-communicated tardy procedure.

With that being said, all **students who arrive tardy to school must be signed in by a parent/guardian before being admitted into the classroom**. The receptionist will issue that student with a tardy slip that will be necessary to enter the class. If a student **begins to accumulate tardies and consistently disrupt the academic environment, the parent and student must meet with an administrator** to discuss a plan for getting the student to school on time. If the problem persists and does not improve, the family may be referred to the school board for removal from the Somerset Academy Las Vegas school system.

## ARRIVAL/DISMISSAL

For arrival, students that arrive by car will be dropped off in either of the two lanes on the South side of the building near the multipurpose room. You may NOT use the streets surrounding the school near RC Willey or the Car wash, for your student's safety. Elementary and Middle school students may be dropped off no earlier than 7:40am when the playground gates open. **There are no adults from Somerset Academy Las Vegas – Stephanie Campus on duty until 7:40am (for middle school and elementary school students).**

For dismissal, you **MAY NOT** utilize the RC Willey lot (unmarked) or the service roads that surround the school for parking. These are tow away zones and we are not responsible for damages or costs incurred due to parking in the tow away zones. If you need to park, please utilize the southern end of the Winco lot or the **marked** parking spaces at RC Willey. Otherwise, we respectfully request that parents follow the traffic pattern of "Farmer Loop" in an effort to ease the traffic burden on the neighboring community. The designated traffic pattern will require vehicles to travel on the private road behind Winco to enter the main driveway on campus. There will be two lanes. All students will remain with their teacher until their car is in the **PICK-UP ZONE**. **All drivers must have their student information cards displayed on the driver side dash visible for staff to see.**



All walking parents must have their student information card in hand (or a photo on their cell phone) in order for their child to be released by the teacher. If the parent does not have the correct student information card in hand the child must be signed out through the front office with ID presented to staff.

Students designated as walkers must have a walker permission form on file. Students will NOT be dismissed with walkers if this permission form is not on file and the parent/guardian will need to follow the driveline procedure or come to the office.

School personnel may direct students who have not been picked up by 3:15pm to Explorers, and parents will be required to pay the fee for this service. Please note that students who are not enrolled in Explorers, MAY NOT be left at the school due to safety and health related issues. **If a student is not enrolled in Explorers and is not picked up by 3:30pm (office closes) the Henderson Police Department and Department of Child and Family Services (DCFS) will be called, and the student will be transported by officers.**

## CLEVER VALLEY EXPLORERS

Clever Valley Explorers (Explorers) is the provider for our before and/or after school care. The program follows the Somerset Stephanie Academy calendar and operates from 6:30am-6:00pm. Children **must be signed in and out** upon arrival and departure each day of attendance by an adult listed on the registration form. Please be prepared to show a picture ID when picking up your child. **Children who are dropped off in the morning without being signed in will NOT be permitted to attend Explorers and parents will be called to return to school to sign them in. If parents cannot be reached or refuse to return to sign in their child(ren), Henderson Police or Department of Children and Family Services will be contacted.**

**Payment and Registration Information:** Please visit [www.clevervalleyexplorers.com](http://www.clevervalleyexplorers.com) for enrollment and payment information for the Explorers program. Parents may also visit the school website to access program and pricing information by clicking the Students and Parents tab and selecting “Clever Valley Explorers Before and After School Care.”

We strongly advise EVERY parent to enroll their student in Explorers simply as an emergency plan. If there is car trouble or an unforeseen emergency, your student will have a safe place to be until 6:00pm (The standard fee applies). Parents are not charged unless the student attends. Students **MUST** be enrolled in Explorers to attend.

### EXPLORERS DATA DAY EARLY RELEASE

There are four Data Day Early Release days this year in order to monitor, report, and discuss student achievement. The Data Days are half days as students at Somerset Stephanie Middle School will attend school from 8:00am-11:30am and Somerset Stephanie Elementary will attend from 8:00am-11:30am. **ALL STUDENTS WHO ARE LEFT REMAINING ON CAMPUS FOR DATA DAY WILL BE SENT TO EXPLORERS. Parents will be responsible for paying the additional required fees as established by Explorers. Students who are not registered for the Explorers program will be assisted in calling their parents to come and pick them up. If parents cannot be reached, Henderson Police and DCFS will be contacted.**

## AFTER-SCHOOL SHARK ACADEMY

The After School Shark Academy are classes taught by our teachers and instructional assistants. Classes include clubs selected by staff and after school tutoring sessions. The six week long clubs and tutoring sessions will be held 4 times a year. Sign-ups will be available online through the [Somerset Stephanie website “After Schools Program” tab](#). Club/Tutoring seats are limited. Students must register and are selected on a first come first served basis. Clubs and/or Tutoring sessions will be scheduled Monday-Thursday. Please note that student behavior could be cause for dismissal from the After School Shark Academy. There is a charge of \$40.00 for each after-school club and \$80.00 for each group of tutoring session.



## ATHLETICS PARTICIPATION POLICY

All students are encouraged to participate in our school athletic teams and programs. All middle school students will be accountable for **maintaining passing grades** in all classes and a minimum of a 2.0 overall GPA. All students must maintain good academic standing throughout the duration of the season. The grade-level administrator runs the report every Thursday morning for middle school athletes. Once the report is run, students who are ineligible cannot participate in any games, matches, or performances for seven days. Parents will be notified by the coaches regarding their child’s status. Any questions regarding this policy should be directed to Ms. Spalding or the Athletic Director. Registration fees will include the Team Uniform for the current season. Students will keep the uniform at the season’s conclusion. When a student is absent from school, he/she may not participate in a practice or a game/event that same day. Any student who is subject to ANY type of suspension (ISS, RPC, etc.) MAY NOT participate in athletics during the duration of that suspension including all games on the weekend. This applies to practices and games/events. See discipline matrix for sports. All students are subject to have a complete physical before being allowed to participate in any sports activity. No exceptions.

## EMERGENCY CONTACT INFORMATION

It is extremely important for the school to have current home and emergency telephone numbers, updated email addresses, 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 immediately. You may make changes to your personal information through the Infinite Campus Parent Portal:

<https://nspcsa.infinitecampus.org/campus/portal/somerset.jsp>

In the case of an address change, an updated proof of address will be required for the student’s file.

## HOMEWORK POLICY

Our school’s policy is that homework may be assigned daily. Family time is also important to Somerset Stephanie. Our students already have a longer school day than most and an additional burden of homework may not benefit the student. When a student is struggling to understand a concept, additional homework will be given to help the student gain mastery of that material. Additionally, if a student is not meeting their iReady minutes in Reading and/or Math, it may be assigned as homework.

Additional homework assignments may be assigned to meet student needs, focus on special projects, or complete make-up work. The purpose of homework is to practice and/or reflect on previously learned content.

## ELEMENTARY SCHOOL GRADING POLICY

### Elementary School (Grades K-1) Grading Policy

Somerset Academy Stephanie Elementary School uses these grades for individual state standards for each basic skill subject, showing accomplishment relative to other students at the assigned grade level:

- 4 Demonstrations of learning that go beyond what was explicitly taught
- 3 Meets the learning goals and expectations of the standard
- 2 Foundational knowledge, simple procedures, isolated details, vocabulary
- 1 With help, the student can perform 2.0 and/or 3.0 expectations
- X Not presently being evaluated





### Learner Behaviors

- 4 Exceptional Progress
- 3 Satisfactory Progress
- 2 Approaching Satisfactory
- 1 Needs Improvement

## Elementary School (Grades 2-5) Grading Policy

Somerset Academy Stephanie Elementary School uses these grades for basic skill subjects, showing accomplishment relative to other students at the assigned grade level:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 50-59% = F

- The minimum F is 50% and will be applied to all assignments
- Semester averages ending in 9.5% or higher will be rounded up to the next whole percentage (i.e., 79.5% would be rounded to 80%)

## Somerset Stephanie ES (2-5) Grading Categories

Category	Point Values
<b>Summative Assignments</b>	<p>100 Points (Traditional Summative): End of unit assessments, Standards Mastery Assessments, Final Draft of Writing</p> <p>10 Points (Traditional Formative): Small Quizzes, Progress toward mastery assessments, Discussion Responses, Rough Draft etc.</p> <p>The number of summative assessments taken will be decided collaboratively by the grade level and supervising administrator.</p>

The following supplementary grading symbols are used for other subjects and sub-skill areas, showing accomplishment relative to individual potential:

### Elementary School Learner Behaviors

- 4 Exceptional Progress
- 3 Satisfactory Progress
- 2 Approaching Satisfactory
- 1 Needs Improvement

Learner Behaviors must be graded **each semester**.



**At Somerset Stephanie, in order to provide our students with reliable information about the mastery of standards, we will:**

- Notify parents/guardians of missing and/or failing assignments (59% or lower) by sending out notifications through IC daily at 2:40 pm. IC does this automatically, no additional work is required by the teachers.
- Provide opportunities to re-do assessments providing that all formative skills practice are completed as reflected in the skill/standards. Students have 1 week from the date the grade is recorded in IC to redo an assignment or assessment, and/or submit something late. No missing assignments will be accepted 7 days after the assignment is marked missing in IC.
- Teachers must input grades for an assignment within 7 days of the due date of the assignment.
- Teachers will utilize multiple forms of assessment (including SBAC assessment types)
- Missing assignments will not be accepted beyond one week of the assignment being recorded in IC.
  - Assignments will be marked as “missing” which will equate to a score of 50%.

**At Somerset Stephanie, meaningful and timely feedback will consist of:**

- Formative skills practice
- 1:1 Conferencing with students & student reflection
- Rubrics that measure the progress of mastery of content standards and learning targets

**A student who is struggling academically (ES: D, F) in any subject or behaviorally (N in Citizenship) must have comments on the semester report card explaining:**

- 1) Why the student is failing and/or not behaving
- AND**
- 2) What can be done to improve the grade(s) and/or behavior

## Somerset Academy Stephanie Campus Middle School Grading Policy

Somerset Academy Stephanie Middle School uses these grades for basic skill subjects, showing accomplishment relative to other students at the assigned grade level:

- 90-100% = A
- 80-89% = B
- 70-79% = C
- 60-69% = D
- 0-59% = F

- The minimum F is 50% and will only be applied to the final quarter grade.
- Quarter and Semester Grade averages ending in 9.5% or higher will be rounded up to the next whole percentage (i.e., 79.5% would be rounded to 80%)

### Somerset Stephanie MS Grading Categories

Category	Acceptable Artifacts
<b>Student Engagement With Standards</b>	Participation, group work, class discussion, journals/logs/notebooks, projects, teacher observation, student reflection, or other measures of student interaction (must include three or more)



<b>Student Progression Toward Standards</b>	Homework, problem-solving, class assignments, quizzes, anecdotal records, projects, student self-assessment, or other measures of student progress(must include three or more)
<b>Student Mastery of Standards</b>	Tests/Proficiency assessments, projects, performance assessments, presentations, or other measures of student mastery (must include three or more)
<b>Homework &amp; I-Ready</b>	Students are expected to complete and pass a minimum of four I-Ready lessons from their individualized learning path each week. Passing is a score of 70% or higher. <ul style="list-style-type: none"> <li>• Two lessons in ELA</li> <li>• Two lessons in Math</li> </ul>

- No one assignment can count for more than one-third of an entire category (Engagement, Progression, and Mastery).
- Participation points are not attendance points, and academic grades are not reduced as punishment for misconduct.
- Category weights are determined at the department level. Refer to the course syllabi.
- There will be NO RETAKES for Academic Dishonesty.

The following supplementary grading symbols are used for other subjects and sub-skill areas, showing accomplishment relative to individual potential:

### Middle School Learner Behaviors

- E Exceptional Progress (90-100%)
- S Satisfactory Progress (60-89%)
- N Needs Improvement (59% and below)

Learner Behaviors must be graded **at a minimum** bi-weekly for the duration of the quarter.

**At Somerset Stephanie, in order to provide our students with reliable information about the mastery of standards, we will:**

- Notify parents/guardians of missing and/or failing assignments (59% or lower) by sending out email notifications through IC daily at 2:40 pm. Infinite Campus does this automatically; no additional work is required by the teachers. Notifications are sent to email address provided by parents via online enrollment.
- Provide opportunities for **assessment and assignment** corrections and/or retakes when they earn a score below 70%.
  - Students must **request a retake within three calendar days** of the score being recorded in Infinite Campus to be eligible for a retake and/or corrections process.
  - All students will be required to obtain a parent/guardian signature acknowledging the original grade and the retake/corrections request **within three calendar days** of the score being recorded in Infinite Campus to be eligible for the retake and/or corrections process.
- Corrections and/or retakes must be **completed within seven calendar days** of the score being recorded in Infinite Campus.
- **Formative skills practice must be completed as reflected in the skill/standards prior to a retake and/or corrections.**
- Students are allowed only one retake/correction process opportunity per assignment/assessment.
- Late assignments will receive a reduction of 5% per day. No assignment submitted late within the 7-day window will be reduced by more than 20%.
- No missing assignments will be accepted 7 calendar days after the assignment is marked missing in IC.
  - Assignments marked as “missing” will equate to a score of 0%.
- Teachers must input grades for an assignment within 7 days of the assignment's due date.





- Teachers must have a minimum of 2 formative assessments for every summative assessment in the gradebook.
- Teachers will utilize multiple forms of assessment (including SBAC assessment types)

**At Somerset Stephanie, meaningful and timely feedback will consist of:**

- Formative skills practice
- 1:1 Conferencing with students & student reflection
- Rubrics that measure the progress of mastery of content standards and learning targets

## Content Class - Infinite Campus Guidelines

**A student who is struggling academically (MS: D, F) in any subject or behaviorally ( N in Citizenship) must have comments on the quarter report card explaining:**

- 1) Why the student is failing and/or not behaving
- AND**
- 2) What can be done to improve the grade(s) and/or behavior

## 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. Items found in the current week will be located on the hanging rack and items found the week prior will be in the storage bin. Small items such as money, purses, jewelry, glasses, keys, and cell phones can be claimed in the school office. Please note that items will be kept for 2 weeks (including the week it is lost), all accumulated clothing items including those items that are labeled with a student's name and not claimed will be donated to local charities on the Friday of the second week. Items not pertaining to the school day may not be dropped off at the front counter for school personnel supervision. The school will not accept items left at the front counter for afterschool or weekend activities.

## BREAKFAST AND LUNCH PROGRAM

Somerset Stephanie is part of the **National School Lunch Program**. This brings certain limitations and restrictions to our school; however, it will help us feed about 25% of our population every day! We all know that having a full belly will also nourish the brain to be ready to learn! The Somerset Wellness Policy outlines some of the regulations we must follow at all times. For example:

- Physical activity must be a minimum of 30 minutes per day for students in K-11 by implementing brain breaks, recess, extracurricular activities before and after school, etc. (Somerset Stephanie already meets this policy with our schedule)
- Chewing gum of ANY KIND is not allowed
- School will not use food as an incentive or reward
- All items sold to students on the school campus during the school day must meet the Smart Snack Nutrition Standards – no exceptions (see list posted on the school website). School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.
- For the following special occasions and/or holidays, foods may exceed the established nutrition standards:
  - Valentine's Day
  - Nevada Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
  - Birthday parties celebrated on the **last day of each month**, the last 15 minutes of the day
- Any lesson plan/classroom activity requiring food needs prior approval by administration.



**Students are not to sell snacks, candy, or personal lunch items to others. All food that students bring should be consumed only by the student that brought the items.**

## STEPHANIE CAMPUS WELLNESS POLICY

### ADVISORY GROUP

Somerset Academy of Las Vegas will have a Wellness Advisory Group made up of diverse stakeholders to assess the schools' needs and develop a policy that meets the operational realities of the schools and works toward improved health and wellness outcomes for school children. The Wellness Advisory Group will include:

- Seven parent representatives (1 per school)
- Seven middle school students (1 per school)
- Four high school students (2 per high school)
- Seven staff members (1 per school)

The Wellness Advisory Group will meet twice a year to review the schools' goals, menus and to discuss other issues. Wellness Advisory Group meetings will be open to the community.

### WELLNESS POLICY COORDINATOR

Wellness Policy Coordinator: Jessica Spalding ([jessica.spalding@somersetnv.org](mailto:jessica.spalding@somersetnv.org)) 702-998-0500 x2004

The Wellness Policy Coordinator will be responsible for reporting the status of policy implementation annually. Somerset Academy of Las Vegas will provide the Nevada Department of Agriculture (NDA) the name(s), position(s) and contact information for the person(s) responsible for the oversight of the local school wellness policy at the district and/or school level by September 30<sup>th</sup> of each school year. If the designated wellness policy coordinator changes, Somerset Academy of Las Vegas must notify NDA within 60 days.

### RECORDKEEPING

Somerset Academy of Las Vegas will retain basic records demonstrating compliance with the LSWP and will include the following documentation: compliance with the requirements of advisory group representation, triennial assessment of the LSWP, annual LSWP progress reports for each school under its jurisdiction and demonstrate compliance with public notification that includes:

The Wellness Policy can be found on each campus' website under the Lunch/Breakfast tab. Additionally, under the Wellness Policy tab, there will be a link to the Wellness Policy, a schedule of each campus' events or activities related to the Wellness Policy and how individuals and the public can get involved with the advisory group.

### SOMERSET ACADEMY OF LAS VEGAS - WELLNESS POLICY GOALS

Somerset Academy of Las Vegas Wellness Advisory Group will annually review and create goals in the following areas:

1. Nutrition education and promotion
2. Physical activity
3. Other school wellness activities



## INCENTIVES AND REWARDS

Somerset Academy of Las Vegas campuses will not use food as an incentive or reward. For special circumstances, and with school administrator approval, food awards or incentives may be used as long as they align to the Smart Snacks Nutrition Standards.

## FUNDRAISING

All items sold to students on the school campus during the school day will meet the Smart Snacks Nutrition Standards – there are no exemptions. School day is defined as the period from midnight before, to 30 minutes after, the end of the official school day.

## SPECIAL OCCASIONS POLICY

For the following special occasions and/or holidays, foods may exceed the established nutrition standards:

- State or National Holidays
  - Valentine’s Day
  - Nevada Admissions Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
- School Community Observations
  - Lesson Plans – Prior approval by administration required
  - Birthday parties and other celebrations – Once per month (**last day of the month**) or as otherwise determined by the school administration on a limited basis.
  - Field Day – Prior approval by administration required.

In order to minimize risks of food borne-illness and to avoid known food allergens, food must be commercially prepared.

## REVENUE

### Food Accounts

The schools will open and maintain a separate bank account for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). All deposits and payments out of this account may only be used for the purpose of NSLP/SBP.

All transactions related to the NSLP/SBP must be entered into the tracking/point of service (POS) system. All cash collected, along with all daily receipts, are required to be turned over to the office manager on a daily basis. The office manager, along with one other school employee (not the person who collected the money or the person who will be depositing the money), will reconcile the receipts with the cash collected to verify that the amounts match. The office manager will then endorse all checks **FOR DEPOSIT ONLY** and prepare the deposit slip. A school employee who neither collected money nor reconciled the money will then take the deposit to the bank. Deposits must be made either once a week or whenever \$500.00 or more in cash has been received.

Notifications to households of low or negative balances in student meal accounts will be made in accordance with Somerset Academy of Las Vegas’ Meal Charge Policy.

## MEAL CONSUMPTION



It is the intent of this policy to allow each student adequate time to eat their meals; therefore, time spent acquiring the meal is not included in the time to consume the meal.

Somerset Academy of Las Vegas campuses shall:

Provide at least 20 minutes for each student to consume meals during lunch and at least 15 minutes for each student to consume meals during breakfast for those campuses participating in this program.

## PHYSICAL ACTIVITY

Somerset Academy of Las Vegas campuses will provide the opportunity for moderate to vigorous physical activity for at least 30 minutes each regular school day (as defined by the USDA). It is recommended that students be given physical activity opportunities in bouts of 10 minutes at a minimum. Passing periods do not qualify as physical activity time.

Teachers, school personnel and community personnel will not use physical activity or withhold opportunities for physical activity (e.g. recess, physical education) as punishment.

## RECESS BEFORE LUNCH

Recess before lunch is recommended but is left to the discretion of Somerset Academy of Las Vegas principals.

## MARKETING

Only marketing consistent with Smart Snacks Nutrition Standards is allowed on the school campus. This includes any advertising and other promotions on the school campus during the school day (oral, written or visual).

Somerset Academy of Las Vegas campuses will work to identify and eliminate all marketing and advertising on school property that does not currently meet the Smart Snacks Nutrition Standards as leases, agreements or contracts are renewed or items are replaced.

## SMART SNACKS NUTRITION STANDARDS

All foods and beverages available for sale or given away to students on the school campus during the school day must meet the minimum nutrition standards. These food standards apply to all grade levels (unless otherwise specified).

To be allowable, a food item **must meet all** of the competitive food standards as follows:

Calories:

Snack/Side Item -  $\leq 200$  calories per item as served (includes any accompaniments)

Entrée-  $\leq 350$  calories per item as served (includes any accompaniments)

And

Sodium:

Snack/Side Item -  $\leq 200$  mg per item as served

Entrée -  $\leq 480$  mg per item as served

And

Fat:



Total Fat -  $\leq 35\%$  of calories  
Saturated Fat -  $< 10\%$  of calories  
Trans Fat - 0 g per serving

And

Sugar:

Total sugar -  $< 35\%$  by weight Specific Nutrient Standards for Food

In addition to the Smart Snacks Nutrition Standards, food items **must meet one** of the following criteria:

- Be a grain product that contains  $> 50\%$  whole grains by weight or have whole grains listed as the first ingredient on the food label; **OR**
- Have listed as the first ingredient on the food label one of the non-grain main food groups: fruit, vegetable, dairy or protein foods; **OR**
- Be a combination food that contains at least  $\frac{1}{4}$  cup fruit and/or vegetable

\*If water is the first ingredient, the second ingredient must meet one of the above criteria.

## 2024-2025 APPROVED SMART SNACK LIST

<https://campussuite-storage.s3.amazonaws.com/prod/1559027/2cae00ac-8a5c-11ea-886f-12f99fab7833/2387620/1ad81556-a3bf-11ec-b469-0e9b1399f0a1/file/Smart%20Snacks%20Approved%20List.pdf>

### BEVERAGES

Allowable beverages vary by grade level and address container size. All beverages sold on the school campus during the school day must be non-carbonated. There are no restrictions on the sale of any allowable beverage at any grade level, during the school day, anywhere on the school campus.

Beverages for all:

**Water** – Plain, no size limit.

**Milk** – Unflavored non-fat, unflavored low-fat (1%) **or** flavored non-fat milk,  $\leq 8$  fl. oz. per serving for elementary school,  $\leq 12$  fl. oz. per serving for middle and high school.

**Juice** – 100% fruit and/or vegetable juice, 100% juice diluted with plain water (no added sweeteners),  $\leq 8$  fl. oz. per serving for elementary school,  $\leq 12$  fl. oz. per serving for middle and high school allowable.

It is recommended that juice be sold in smaller serving sizes: 4-6 fl. oz. servings for elementary school and 8 fl. oz. servings for middle and high school.

Beverage	Elementary School	Middle School	High School
Plain water	No Size Limit	No Size Limit	No Size Limit
Low-fat milk (1%), unflavored*	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz
Non-fat milk, unflavored or flavored*	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz
100% Fruit/Vegetable juice**	$\leq 8$ fl oz	$\leq 12$ fl oz	$\leq 12$ fl oz



\*Includes nutritionally equivalent milk alternatives as permitted by NSLP.

\*\*May include 100% juice diluted with plain water and with no added sweeteners.

Other allowable beverages in **High School ONLY** :

Non-carbonated calorie-free beverages ( $\leq 20$  fl. oz./serving);

Examples: Vitamin Water Zero, Propel Fit Water, Powerade Zero

Other non-carbonated calorie-free beverages ( $\leq 20$  fl. oz./serving):

$< 5$  calories per 8 fl. oz. or  $\leq 10$  calories per 20 fl. oz;

Examples: Diet Fuze, Pure Leaf Iced Tea

Non-carbonated lower-calorie beverages ( $\leq 12$  fl. oz./serving):

$\leq 60$  calories per 12 fl. oz. or  $\leq 40$  calories per 8 fl. oz.

Examples: G2, Fuze Slenderize, Diet Snapple, Light Hawaiian Punch

## CAFFEINE

All foods and beverages in elementary and middle schools must be non-carbonated and caffeine-free, with the exception of trace amounts of naturally-occurring caffeine substances (e.g. chocolate milk).

It is recommended that no caffeine be allowed; however, caffeine is permitted at the high school level at the discretion of the Charter.

## CHEWING GUM

Chewing gum (sugar, sugar-free...) is not allowed on any Somerset Academy of Las Vegas campus for sale or use.

## Definitions

**Carbonated Beverage**- A class of beverages that bubble, fizz or are effervescent. These include beverages that are aerated or infused.

**Combination Food**- Products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein or grains.

**Competitive Food**- All food and beverages other than meals reimbursed available for sale to students on the school campus during the school day.

**Fundraisers**- The sale of items for monetary gain intended for consumption during the school day.

**Local Educational Agency (LEA)**- The authority responsible for the administrative control of public or private nonprofit educational institutions within a defined area of the state. For example: A school district or state sponsored charter school.

**Local School Wellness Policy (LSWP)**-The policy that applies to your local school district which supports a school environment that promotes sound nutrition and student health, reduces childhood obesity and provides transparency to the public on school wellness policy content and implementation.

**Marketing**- Advertising and other promotions in schools. Includes oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any



other entity with a commercial interest in the product.

**Moderate to Vigorous Physical Activity**- Physical activities done at an intensity that increases children’s heart and breathing rates above normal. For example: A child walking to school is moderate activity; Running and chasing others during a tag game is vigorous activity.

**Non-program Food**-Food sold in school during the school day at any time or location on the school campus other than reimbursable meals.

**Physical Activity**- Bodily movement produced by the contraction of skeletal muscle that increases a person’s energy expenditure above a basal level.

**School Campus**- All areas of the property under the jurisdiction of the school that are accessible to students during the school day.

**School Day**- The period from the midnight before, to 30 minutes after the end of the official school day.

**School Property**- All areas of the school campus including those that are owned or leased by the school and used at any time for school-related activities such as the school building, areas adjacent to the school building, school buses or other vehicles used to transport students, athletic fields or stadiums or parking lots.

**Smart Snacks Nutrition Standards** – A part of the Healthy Hunger-Free Kids Act of 2010 that provide science-based nutrition standards for all foods and beverages sold to students in school during the school day.

## SOMERSET ACADEMY OF LAS VEGAS MEAL CHARGE POLICY

### Purpose

The goal of Somerset Academy of Las Vegas is to ensure that students have access to nutritious meals to support their academic success through the National School Lunch Program at designated campuses. At the same time, it is imperative that the financial stability of each campus’ nutrition program be protected. The purpose of this policy is to ensure compliance with federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures for Somerset Academy of Las Vegas campuses participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The provisions of this policy pertain to full-priced lunches only.

Somerset Academy of Las Vegas will maintain records to demonstrate how the policy was implemented and communicated to households.

### Policy

**A. Full-Priced Meals** - Elementary, Middle and High School students’ parents/guardians will pay for meals at the identified and published amount for the school year. Payment will be conducted online or through payment in the front office of the campus. Students will be allowed to charge a maximum of three (3) meals to their account after the balance reaches zero. Students who charge a meal will receive a reimbursable meal.

**B. Free Meal Benefit** – Students identified as eligible to receive free meals will be allowed to receive one (1) free reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.





**C. Reduced Meal Benefit** – Students identified as eligible to receive reduced-price meals will be allowed to receive one (1) reduced-price reimbursable meal during lunch each day. Additional meals must be purchased at the full-price rate and be paid for online or through payment in the front office of the campus in advance of the scheduled lunchtime.

**D. Parents/Guardians** – The responsibility for meal payments to the campus belongs to the parent/guardian. Lunches are to be prepaid online or through the front office of each campus in advance of the meals being served. Funds should be maintained in students' lunch accounts to minimize the possibility that a student may be without meal money on any given instructional day.

At the end of the school year, any remaining funds for a particular student will be carried over to the next school year unless the parent/guardian requests a refund in writing. Parents/guardians may provide the campus with a written request to have the remaining funds of a withdrawn or graduating student refunded. Parents/guardians will be given the option to transfer the remaining funds of a graduating student to a sibling's account with a written request.

If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents/guardians are encouraged to apply for free or reduced-price meals for their child(ren) at any time over the course of the school year.

## Notifications to Households of Low or Negative Balances in Campus Meal Accounts

Notices of low or deficit balances will be sent to parents/guardians at the following specified times:

- A. The student's household will be notified when a student charges his/her first meal, second meal and third meal.
- B. The campus will notify households of low or negative balances via email notifications sent through the parent portal of the student information system.
- C. Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
- D. The consequences of non-payment will be determined on a case-by-case basis.
- E. The person responsible for managing unpaid meal charges is the campus administration or their designee. Unpaid meal charges will be electronically tracked through the student information system's point-of-sale system.

## Delinquent Meal Charge Debt

Delinquent meal charge debt is allowable in the school's nutrition program and may be carried over to one successive school year. Bad debt is defined as delinquent debt that is deemed uncollectible at the end of a school year. Bad debt is unallowable in the campus' nutrition program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using nutrition program funds and must be offset by non-federal sources.

- A. At the end of the school year, campus administration and the Somerset NSLP administrative designee will evaluate delinquent debt for conversion to bad debt. Bad debt will be restored to the Campus Nutrition Program from the general fund prior to the end of the same fiscal year.
- B. Efforts to collect delinquent and/or bad debt will be handled by the campus administration or their designee through email, letter, phone call and Required Parent Conferences.

**As of the date of this handbook (7/24) it is anticipated that all students will have access to free breakfast and lunch for the 24-25 school year.**

## Non-Discrimination Statement:

This explains what to do if you believe you have been treated unfairly.

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are





prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

## 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. If a student is found to be in possession of any medication or substance, be advised that the student is subject to disciplinary action including but not limited to out of school suspension as per our Progressive Discipline Policy. **Under no circumstances is the school allowed to administer any medication to a student without a prescription.**

## PERSONAL BELONGINGS

Items such as electronic games, iPods, toys, cameras, trading cards, soccer balls, or footballs, are **NOT ALLOWED** on campus for any reason and should be left at home. **Permanent markers (sharpies etc...) are prohibited.** They may only be used when distributed by the teachers for use in the classroom. Students found in possession of permanent markers outside of the classroom will have them confiscated. **Non-essential items will be confiscated** and only returned to a parent or guardian. The school is not responsible for lost, stolen, or damaged items that are brought to school. **Cell phones are permitted at school; however, they must be kept in the “off” position and stored in the child’s backpack at all times on campus unless the teacher allows students to use them as student engagement tools.** Be advised that no student is permitted to sell, lend or borrow another student’s personal belongings. Any student who has participated in such a transaction is subject to disciplinary action including but not limited to out of school suspension.

## PICKING UP CHILDREN DURING SCHOOL HOURS

Students who need to be released from school during school hours will be released by our receptionist. Students will only be released to the parent, guardian, or other person(s) **listed on the authorized pick up form.** Please be prepared to show proper identification **each time.** The end of the school day is **an extremely busy time** in the office and classroom. **Students are not allowed to call parents from their cell phones asking to be picked up from school.**



If a student is ill or not feeling well, the call to go home must come from the school's Health Office (not the student). Students will not be dismissed from classroom instruction during the last 30 minutes of the school day (including data days) for any reason. If there are appointments, please pick up the student before that time. 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.

## 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:

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.

### K-8 Technology Policy

The students who bring their electronic devices are ultimately responsible for their own devices. The school is not liable for the device. Cell phones are permitted at school; however, they must be kept in the "off" position and stored in the child's backpack at all times unless the teacher allows students to use them as student engagement tools. Kindergarten through eighth grade students should NOT have a cell phone for use during the school day. Fifth-Eighth grade students have school-issued



Chromebook devices for internet access so there is no need for additional devices. Devices are **NOT ALLOWED** on the blacktop, turf, or playground. The student is responsible for his/her device and should not share it with other students.

Be advised that any student's device may be examined, inspected and or viewed at the discretion of the school administration at any time. Should the school administration discover any inappropriate content or material on the personal device, that student may be subject to disciplinary action including but not limited to out of school suspension or recommendation for expulsion.

### Technology Rules:

- No one touches your device & you do not touch anyone else's device.
- When not in use, keep your device "off" and secured inside your backpack.
- Never leave your device out when unattended.
- Secure your device in your backpack and leave in a locked classroom during lunch and PE.
- Only go on approved sites designated by your teachers.
- Do not take pictures, video, or voice recordings of staff or students without permission from teacher or administration.
- Do not transmit or deliberately access obscene, abusive or otherwise offensive or objectionable language in any form (YouTube, Facebook, Instagram, Snapchat, Twitter, etc.)
- No texting, phone calls, or accessing social media allowed during school hours for any reason.
- Phone calls must be made through the office telephone **ONLY**.

### Disciplinary Consequences for violating our Technology Policy:

- Warning issued and device confiscated to be kept by school administration for student pick up at end of the day.
- Device confiscated and kept by school administration for parent pick up at the end of the day.
- Device may not be used at school for one week and **Required Parent Conference** may be held with administration.
- Device may not be used at school for a period 9 weeks.
- Suspension and loss of BYOD privilege for the remainder of the school year.
- Suspension for habitual discipline issue.

## Classroom Policy for the Use of AI Programs

### Purpose

This classroom policy establishes guidelines for the responsible and ethical use of AI programs, including ChatGPT, in our learning environment. AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if misused, the use of ChatGPT and other tools can severely limit the potential learning goals for students.

### Guidelines

1. Prior Teacher Approval:
  - All usage of AI programs in this class **requires prior approval from the teacher**. Before incorporating any AI tool into an assignment or activity, you must discuss your intent with the teacher.
2. Responsible Use:
  - AI programs should complement learning, not replace it. Use AI as a tool to assist your understanding and creativity, but do not rely on it exclusively for assignments.
3. Originality and Attribution:
  - All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable. Properly attribute AI-generated content if it is used in your assignments.
4. Academic Integrity:
  - Maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences (see MS grading policy).
5. Privacy and Data Security:



- Respect the privacy and data security of yourself and others when using AI programs. Do not share sensitive information or engage in any unethical activities.
6. Assistance, Not Substitution:
- AI programs are tools for assistance. They are not a substitute for your critical thinking and understanding of the subject matter.
7. Verbal Review:
- Any assignment believed to be created with the use of AI programs is subject to a verbal review with the teacher. Be prepared to explain and discuss the content of your work, without the contributions or assistance of AI. If you can not adequately represent your work, it will be assumed Ai was utilized as a replacement for your learning, and the consequences will be subject the school Academic Dishonest policy (see discipline matrix).

**Conclusion:**

We embrace the use of AI programs in our classrooms as a means to enhance our learning experiences. However, it is crucial to maintain the integrity of our academic work and follow ethical guidelines. Remember that **prior teacher approval** is necessary for any AI-related activities, and all assignments created with AI assistance are subject to a verbal review.

By adhering to these guidelines, we can harness the power of AI to support our educational journey responsibly and effectively



## 5-8 CHROMEBOOK POLICY

**It is mandatory to participate.** Students will be assigned a specific device and charging cord for checkout. Students must bring their Chromebooks charged to school every day and students are ultimately responsible for their devices. Devices are NOT ALLOWED on the blacktop, turf, or playground. The student is responsible for his/her device and should not share it with other students.

Be advised that any student’s device (Chromebook or personal device) may be examined, inspected and or viewed at the discretion of the school administration at any time. Should the school administration discover any inappropriate content or material on the personal device, that student may be subject to disciplinary action including but not limited to out of school suspension and or a recommendation for expulsion.

All students will be held accountable to the Student Acceptable Use Policy previously mentioned in this document in regard to Chromebook usage both at school and at home.

### Fees/Fines:

**Tech Fee (Required for all students in grades 5-8): \$25**

- Damage to X-Panel (\$20.00)
- Damage to External Connection Port(s) (\$20.00)
- Lost/Damaged Powercord (\$25.00)
- Lost/Damaged Black Case Protector (\$35.00)
- Replacement Keyboard (\$40.00)
- Cracked Screen (\$65.00)
- Lost/Stolen Device (\$250.00)
- Catastrophic/Unrepairable Damage (\$250.00)

## K-8 SCHOOL DEVICE USAGE POLICY

When using devices belonging to the school, students are required to handle these devices with great care to ensure that they are not damaged. Parents will be held responsible for paying the following fees should their child cause damage due to the mishandling of a school device:

- Damage to X-Panel (\$20.00)
- Damage to External Connection Port(s) (\$20.00)
- Lost/Damaged Powercord (\$25.00)
- Lost/Damaged Black Case Protector (\$35.00)
- Replacement Keyboard (\$40.00)
- Cracked Screen (\$65.00)
- Lost/Stolen Device (\$250.00)
- Catastrophic/Unrepairable Damage (\$250.00)



## 2024-2025 Uniform Policy

### ACCEPTABLE Uniform Pieces

#### Somerset Stephanie Unisex Pique Polo



#### Somerset Stephanie GIRLS Low Rise Pants Navy, Khaki or Black



#### Somerset Stephanie Pleated Tab Scooter



#### Somerset Stephanie GIRLS Low Rise Bermuda Shorts Navy, Khaki or Black



#### Somerset Stephanie Girls Zig Zag Jumper Khaki or Navy



Other Acceptable Uniform Pieces (not pictured):

- Plain (no logo/brand) black, navy blue, gray, or yellow hoodies
- Spirit Wear Hoodie (from the uniform store)
- ¾ zip from the uniform store





### Unacceptable Attire





## Uniform Policy Details

Somerset Academy of Las Vegas, Stephanie Campus will be following a policy of standard student attire. By 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 identify and promote academic excellence. We are committed to keeping the cost of uniforms as low as possible for our families.

Our uniform policy is as follows:

### Shirts

White, navy blue, light blue or yellow (long or short sleeved) collared, **polo style shirts (including rugby). Shirts must have embroidered Somerset Academy logo.** No midriiffs showing.

### Bottoms

Pants/skirts/skorts/shorts/capris/jumpers are all acceptable in khaki (tan), navy blue or black color. **Dickies or Dockers style ONLY- no cargos shorts, sweatpants, or carpenter’s pants/shorts.** Skirts/shorts/jumpers must be three inches above the knee or below mid-thigh. If a jumper is worn it must be embroidered with the school logo. **No jeans, jeggings, sweat pants, or yoga pants.** Leggings may only be worn under skirts/jumpers, and **must be school colors.** Elastic waistbands, sagging, and oversized pants are not allowed.

### Shoes

Shoes/sneakers must fit securely on the foot. Flip flops, Heelys, and high heels are **not allowed.** Sandals may be worn provided that they don’t interfere with the safety and welfare of the student. Students must wear sneakers on days PE is scheduled.

### Hats

Students may wear hats to school (to be worn outside), however, hats **MUST BE REMOVED** once students enter the building. The Somerset Stephanie “Fear the Fin” hats may be worn inside the building on **Fridays ONLY.**



## WINTER Weather ATTIRE

### INDOOR Wear:

Sweatshirts/Hoodies/Sweaters **must be black, gray, navy blue, Carolina blue, yellow, or white, and must include a Somerset school logo, Fear the Fin logo, or be solid color with no logos.** Sweaters may not be worn inside out.

Heavy Coat/Jackets **must be of solid color including black, navy blue, Carolina blue, grey, yellow, or white, and may not contain lettering unless it is the Somerset school logo.** Students will be dress coded for not adhering to the winter attire policy regarding sweatshirts, hoodies, sweaters, coats, and jackets while inside.

### OUTDOOR Wear ONLY:

Sweatshirts/Hoodies/Sweaters/Heavy Coats/Jackets **are not limited to school colors; however, they must be removed once INDOORS.**





\*PLEASE WRITE STUDENT NAME ON ALL CLOTHING TAGS \*

## 'Spirit Day' Attire

Students are allowed to wear their Somerset Academy school spirit T-shirts or Somerset Academy uniform shirt on Fridays with **denim blue, gray, or black jeans**. **No other color of jeans** will be allowed. Jeans should be free from rips or tears. This attire is only allowed on Fridays or the last day of the school week (Thursday if there isn't school on Friday). If student is not in jeans and a Somerset school spirit shirt or a uniform shirt, they must be in full uniform.

## Alternative Dress Day Guidelines

Anytime our students participate in an alternative dress or "free" dress day, there are **still dress code guidelines** that must be followed. In order to participate in an alternative dress or dress up day, students must adhere to the designated "theme" of the school-wide alternative dress or dress up day. All clothing must be sufficient to conceal any and all undergarments. No skin will show between bottom of shirt/blouse and top of pants or skirts at any time.

All sleeveless shirts must have straps at least three inches wide. **Prohibited tops include, but are not limited to, crop tops, tank tops, strapless, low-cut clothing, clothing with slits, spaghetti straps or tops and outfits that provide minimum coverage.** All shorts, skirts and dresses must be no more than 3 inches above the knee or below mid-thigh, even if other items of clothing are worn underneath.

All jeans, pants, and trousers must be secured at waist level. Sagging is strictly prohibited. Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.

The wearing of sunglasses in the classroom is not allowed. Any dress and/or appearance indicative of fashion or fad that is disruptive to the educational environment of the school may be determined as inappropriate by the administration and that student may either lose the privilege to participate in future days or be subject to other disciplinary action. **Leggings may only be worn under skirts/jumpers. Wearing leggings, jeggings, or tights only is not allowed at any time.**

## PE Dress Guidelines

Middle school PE students can wear Somerset Sports PE shorts and shirts for class, but it is not required for students to change tops and bottoms. It is highly recommended that students change into a PE shirt. **Middle school students may only wear their school approved PE uniforms during PE class. These will be purchased at All Uniform Wear. Elementary students may wear Somerset Sports PE shorts and shirts to school only on their designated PE days.**

## Dress-Code Violations

Any student not wearing complete school uniform as specified will be issued the following disciplinary consequences:

- 1<sup>ST</sup> Infraction = Parent contact via email.
  - Warning and uniform top or bottom **may** be supplied by the school (when available) and must be worn the remainder of the day.
  - The student's personal clothes will be kept at school until the student returns the clean uniform pieces that were provided by the school.
  - If a loaner uniform is unavailable, the school may request that the appropriate uniform be brought to school. Allowing students to attend class in the interim will be at administration's discretion.
- 2<sup>ND</sup> Infraction = Parent contact via email.
  - Warning and uniform top or bottom **may** be supplied by the school (when available) and must be worn the remainder of the day.



- The student's personal clothes will be kept at school until the student returns the clean uniform pieces that were provided by the school.
- If a loaner uniform is unavailable, the school may request that the appropriate uniform be brought to school. Allowing students to attend class in the interim will be at administration's discretion.
- 3<sup>RD</sup> Infraction = Parent contact via email.
  - Warning and uniform top or bottom **may** be supplied by the school (when available) and must be worn the remainder of the day.
  - The student's personal clothes will be kept at school until the student returns the clean uniform pieces that were provided by the school.
  - If a loaner uniform is unavailable, the school may request that the appropriate uniform be brought to school. Allowing students to attend class in the interim will be at administration's discretion.
  - **Required Parent Conference** may be scheduled with school administration.
- 4<sup>TH</sup> Infraction and beyond= Parent contact via email.
  - Student will face increasing appropriate disciplinary action which may include a suspension. ***\*It is up to the administration's discretion what is deemed appropriate.***
    - Student will be unable to participate or attend any extracurricular activities including, but not limited to, school dances, field trips, special assemblies, field day, etc.
    - Student Athletes may face potential suspensions from practices and/or games. Habitual violations may result in removal from the team.

\*\*Discipline Note on hoodies: Hoodies that are found to be out of compliance with the dress code should be confiscated. For the first and second offense, they will be held in the office. A third offense will result in a required parent pickup and lunch detention.

The uniforms may be purchased at **All Uniform Wear** located at 1421 W Warm Springs Rd (702-330-4377) [www.alluniformwear.com](http://www.alluniformwear.com). **Uniforms are mandatory. No Exceptions!**

## SCHOOL PARTIES AND GIFTS

- For the following special occasions and/or holidays, foods may exceed the established National School Lunch Program nutrition standards:
  - Valentine's Day
  - Nevada Day/Halloween
  - Day prior to Thanksgiving Break
  - Day prior to Spring Break
  - Day prior to Winter Break
  - Birthday parties are celebrated **on the last school day of each month, the last 15 minutes of the day.** The snacks/food may exceed the Smart Snack Nutrition Standards.
- All food must be pre-packaged (no homemade goods)

## PARENT/TEACHER CONFERENCES

You will be asked to participate in a parent teacher conference with your student(s) 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. However, you may schedule a conference with your child's teacher at any time. We especially encourage this when you have questions about your child's progress, class work, or school policies.

## VISITING OUR SCHOOL



Parents are invited and welcomed to visit the school by making an appointment with the classroom teacher for the day and time that would be best to visit. All visitors are required to check in with the receptionist for a visitor's pass and sign in. It is **necessary** to email the teacher in advance to schedule a time that is convenient with the teacher if you wish to discuss your child's progress. It is extremely important that class is not interrupted during a scheduled visitation. Lunch time visitors are welcome to stay while their child is eating inside the multipurpose room. Parents are not permitted to accompany their child outside for recess.

## PROMOTION/RETENTION POLICY

Somerset Academy's Board of Directors has implemented a strict policy regarding retention. Students must meet specific levels of performance in order to be promoted. For students not meeting grade level performance levels and who 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 by the school. **If a student reaches 18 absences in a school year that student may be retained dependent upon academic growth.**

Students in grades Kindergarten through fifth must successfully pass the following courses for promotion to the next grade: English Language Arts (Reading), Social Studies, Mathematics and Science.

Students in sixth through eighth grades must successfully pass BOTH SEMESTERS (minimum of a D) which equals one unit of credit from the following courses for promotion to the next grade:

- English Language Arts (Reading)
- Mathematics
- Science
- Social Studies
- Physical Education
- Health and/or Technology

Any student who does not pass BOTH SEMESTERS will be retained in their current grade level unless course retrieval is possible over the summer, paid for by the parents.

## VOLUNTEER POLICY

Somerset Academy Stephanie partners with you in providing an enriched educational opportunity for the students who enter our doors each day. We value student input and reward students in various ways for their contributions to our school communities. One of the ways we honor students is through student recognition programs where service is a core value.

Just as we expect our students to engage in service projects at the school and the communities in which they live, we also welcome parents to help at school whenever possible. This is possible by working inside the classrooms, tutoring students under the classroom teacher's supervision, attending family nights at schools, carpooling to ensure each child can arrive at school on time and ready for instruction, and offering support inside the offices where permissible.

Somerset Academy of Las Vegas provides many opportunities for parents and guardians to volunteer here at our Stephanie campus. The following are some examples of different ways parents/guardians can provide volunteer services:

- Assist in the classroom
- Assist on the playground or lunchroom
- Car loop
- Attend Parent University
- Volunteer on Data Day
- Attend PTO Meetings



- Attend school events (math night, reading night, back to school nights, etc.)
- Present at Career Day
- Chaperone Field Trips
- Donate supplies to classrooms
- Help from home

## BACKGROUND CHECKS FOR VOLUNTEERS

Senate Bill 287 requires that certain volunteers need to receive a background check. Along with the back-ground check, each volunteer will sign an acknowledgment as being a mandatory child abuse reporter. The acknowledgment and the waiver are located in the front office and will need to be completed prior to volunteering. There will be ***no unsupervised*** volunteer contact with students unless the volunteer has been fingerprinted. Additionally, parents may volunteer ***no more than four times per month*** throughout the school year unless they have been fingerprinted.

## SCHOOL PROPERTY

Somerset Academy of Las Vegas – Stephanie Campus would like to stress the importance of taking proper care of textbooks and school property with your child. They are held responsible for the condition and proper usage of all textbooks, library books, 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. Additionally, students with overdue library books will not be permitted to check out books from the library until the overdue books are returned in good condition or a payment is made to replace them.

## 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 sit flat on their bottoms with legs crossed during assemblies. 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.

## FIELD TRIPS AND DANCES

In an effort to give our students meaningful learning opportunities, all Somerset Academy campuses have arranged for our students to experience field trips throughout the year when educationally appropriate. More specific details will be provided to parents as plans are finalized for the trips. Please note that fifth through eighth grade students may have the unique opportunity to experience overnight field trips.

In an effort to give our students positive activities to interact with peers outside of the classroom, we sometimes offer a Winter and/or Spring Dance for middle school students. This is an activity that is hosted only by teacher volunteers and therefore has the same behavior expectations as field trips. Students cannot have any RPC or Suspensions (in/out of school) during the semester.

**Please note that students who have had one or more disciplinary infractions (ie. RPC, ISS, etc.) and/or are not maintaining a passing grade in one or more of their academic courses may not be permitted to attend field trips or school sponsored dances (this does not include PTO activities). Additionally, students with multiple unexcused absences, may not be permitted to attend field trips. The number of permitted absences will be determined by administration at the time the field trip/dance request is submitted by the teacher.**



## LUNCH BEHAVIOR EXPECTATIONS

Students are to enter the multipurpose room quietly and sit at their assigned class tables. Once seated, students are expected to stay seated and raise their hand if they need napkins, condiments, etc. using the appropriate hand signals. Students are to stay seated and speak quietly (using Level 1 voices) until directions are given for dismissal. When the lunch period is over, students will be dismissed by class so all areas can be checked and monitored for cleanliness.

The students will be dismissed by the 1-2-3 procedure. When the students hear:

- 1–They are expected to gather their trash from their area and close their drinks.
- 2– They are then expected to stand up (remaining in their area) trash in hand (this gives the staff an opportunity to visually see that everyone has their trash and is being responsible for their area).
- 3– They are finally expected to walk to the trash can, dispose of trash, and walk to the door ready for dismissal.

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

**1. Be Safe-** Students should not throw objects at others, push, hit, hurt, kick, or act in any other manner that may cause harm to another individual.

- Keep hands and feet to self/no fighting, **no bullying\*** will be tolerated.
- Walk in the building.

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

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

**3. 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 and kept in student’s backpack.

- 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.

In order to maintain the Code of Honor students should refrain from public displays of affection (PDA) in the school building, on the school property or at school-sponsored events.

## Somerset Academy Restorative Practice Plan

At Somerset Academy we believe in providing educational and leadership opportunities for personal growth for all students in a safe and accepting environment. To do this, we utilize the 7 habits outlined in the Leader in Me program, restorative practice, and progressive discipline to enhance our school-wide behavior program.



Through studying the 7 habits, students will learn important qualities such as responsibility, vision integrity, teamwork, and collaboration. The goal of Somerset’s Leadership Program is to create a culture of empowerment based on the idea that every person is a leader. The process teaches students the skills needed for academic success such as critical thinking, goal setting, listening and speaking, self-directed learning, presentation-making and the ability to work in groups in any setting.

<p><b>The Habits</b></p> <ul style="list-style-type: none"> <li>• Be proactive.</li> <li>• Begin with the end in mind.</li> <li>• Put first things first.</li> <li>• Think Win-Win</li> <li>• Seek first to understand and then to be understood.</li> <li>• Synergize</li> <li>• Sharpen the Saw</li> </ul>	<p>We <b>LIVE</b> by striving to be the best we can be.</p> <p>We <b>LEARN</b> by working hard and always doing our best.</p> <p>We <b>LOVE</b> by caring for others.</p> <p>We <b>LEAVE A LEGACY</b> by sharing our school with others and trying to make a difference in the world.</p> <p style="text-align: right;">- <b>Stephen R. Covey</b></p>
--	---

### Defining & Communicating Expectations

Drop-Off	Hallways	Lunch	Recess
<ul style="list-style-type: none"> <li>• Put first things first and arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>• Be Proactive by:</li> <li>• Having a quiet voice</li> <li>• Walking in a single file line</li> <li>• Facing forward</li> <li>• Keep hands/feet to self</li> <li>• Respect the space of others and the school</li> </ul>	<ul style="list-style-type: none"> <li>• Hands on only your food</li> <li>• Indoor voices (Level 2)</li> <li>• Raise hand to leave seat</li> <li>• Clean up your table area</li> <li>• Throw all garbage away in trash can</li> <li>• Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Line up promptly</li> <li>• Include others</li> <li>• Share equipment</li> <li>• Hands &amp; feet to self</li> <li>• Appropriate Language</li> <li>• Help put equipment away after recess</li> <li>• Think Win - Win</li> </ul>
Dismissal	Bathrooms	Working in Groups	Computers



<ul style="list-style-type: none"> <li>• Pack all items quickly</li> <li>• Be watching for your car</li> <li>• Listen for class to be dismissed or your name to be called</li> <li>• Begin with the end in mind</li> </ul>	<ul style="list-style-type: none"> <li>• Go in timely manner</li> <li>• Flush</li> <li>• Wash &amp; Dry</li> <li>• No loitering/lingering in restrooms</li> <li>• Be proactive</li> </ul>	<ul style="list-style-type: none"> <li>• Do your share of work</li> <li>• Seek first to understand and then to be understood</li> <li>• Resolve conflicts effectively</li> <li>• Synergize</li> <li>• Sharpen the Saw</li> </ul>	<ul style="list-style-type: none"> <li>• Never share your passwords</li> <li>• Respect all technology</li> <li>• Use media literacy skills in online decision-making</li> <li>• Treat all members of the online community as if you were standing next to them in person.</li> </ul>
--	---	--	--

### Positive Recognition and Reinforcement

- Students will receive positive feedback throughout every day by all staff members in all areas of the school.
- Students will earn rewards based on good character that aligns with our vision and mission. Some examples of good character are;
  - Follows School & Classroom Rules
  - Works Collaboratively in Groups
  - Shows Courtesy & Respect for Others
  - Produces Quality Work
  - Participates & Actively Listens
  - Takes Responsibility for Self

### Progressive Restorative Practice Plan

The goal of restorative practice at Somerset Academy is to teach responsibility and develop ownership of one’s actions through restorative practices. We value the importance of teaching students to consider others when making decisions and to act in ways that are respectful and considerate of the school environment.

For all offenses, common sense and good judgment will prevail. Somerset Academy students are expected to show respect for themselves and others. Students are expected to behave in ways that are acceptable to classmates and conducive to learning. Misbehavior on the part of students can be generally corrected when parents and teachers work together. Administration will make the final decision on disciplinary actions.

### Summary of Progressive Restorative Practice Structure

Student consequences are handled in a restorative, progressive manner.

Continued disregard for school rules is a key factor for all disciplinary consequences. Disciplinary action is also commensurate with the severity of the offense.





## Levels of Discipline

### *Level 1*

Each teacher will implement a positive behavior management plan that includes restorative practices in their classroom and will notify students, parents, and administration of their plan. Teachers will first use principles of the 7 Habits, SEL, and restorative practices in assisting students in demonstrating proper behaviors.

- Teachers are expected to manage their classrooms proactive interventions by using effective procedures, love, patience, redirection and consistent classroom management.
- Teachers may use a short time out (break) in a safe place with adult supervision at all times.
- Students who do not respond to initial interventions could be asked to write a self-reflective plan (Stop and Think form).
- Parent will be notified within 24 hours via email or phone by teacher.

### *Level 2*

If Level 1 interventions and restorative practices do not lead to changed student behavior, Level 2 interventions will be enacted by the teacher and administration shall be notified.

- Temporary alternative placement can be used by a teacher who calls on a colleague to supervise a student in another classroom. The classroom teacher will provide school work for students while they are in the alternative placement. Parents will be contacted within 24 hours via email or phone by the teacher.
- The teacher may implement level 2 interventions to include without limitation: school beautification, lunchroom detention, loss of recess, behavior charts with goals and rewards, restitution and repair, face-to-face conversation, restorative justice, apology letter or other consequences that can help develop character and growth. Teacher will notify parents within 24 hours.

### *Level 3*

Level 3 interventions require support from Somerset Academy student support/MTSS and follow, where applicable, prior level 1 and 2 interventions. Teachers may refer a student for repeated minor (Level 1 and 2) violations that occur. The teacher or member of the student support/MTSS team will contact parents within 24 hours and follow-up with the teacher if a Level 3 intervention is implemented.

- When necessary, a designated staff member will be assigned to the teacher to come to the classroom to provide behavioral support. The teacher will have the option of having the staff member supervise the class so that the teacher can further dialog with the student about the behavior, or the designated staff member may require a student to leave the class and spend time in the office and receive support consistent with restorative practices. Some restorative practices may include; harm circles, circles of support, re-entry circles and restorative conferences.
- The student support team will create a Restorative Plan of Action that will be implemented with student(s), containing 3 elements: **Supports to change behavior, Accountability, and Restoration/Remedy and Relief to Repair Harm\***

\*See example Restorative Plan of Action template at the end of this document.





- A student who continues undesired behavior after level 1 or 2 interventions have been implemented or is continuous in disrupting the learning of self and/or others, or is a safety concern to others may be removed from the classroom (NRS 392.4645).
- If a student is removed from the classroom (i.e. suspension, RPC or refocus time in the office) and the restorative justice plan has failed to provide results that allow for the student to be reintegrated into the classroom setting, the leadership team shall provide an explanation of the reason for the removal of the student and offer the student an opportunity to respond to the explanation. (NRS392.4645)

*Level 4*

If the student continues to exhibit disruptive, dangerous, defiant or otherwise undesired behavior, parents must come to campus and attend a Required Parent Conference. The RPC may include a member of the leadership team, teacher, parents and the student. A referral to the Student Support Team may be necessary to determine interventions and student action plan. The most severe form of Level 4 consequence is expulsion.

If a student is removed from the classroom (i.e. suspension, RPC or refocus time in the office) and the restorative justice plan has failed to provide results that allow for the student to be reintegrated into the classroom setting, the leadership team shall provide an explanation of the reason for the removal of the student and offer the student an opportunity to respond to the explanation. (NRS392.4645)

**DISCIPLINE REFERRALS TO THE OFFICE LEVELS 3 and 4**

BEHAVIOR	LEVEL 3 CONSEQUENCE(S)	LEVEL 4 PROGRESSIVE CONSEQUENCE(S)
Continuously Disrupting Learning Environment	<ul style="list-style-type: none"> <li>● Lunch detention</li> <li>● School beautification</li> <li>● Behavior intervention plan</li> <li>● Required parent conference</li> <li>● Restorative practices</li> <li>● Loss of School Privileges</li> <li>● Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>● Required Parent Supervision in classroom</li> <li>● 3-10-day suspension</li> <li>● Possible expulsion hearing with Board</li> <li>● Mental health referral</li> </ul>
Destruction of School/Classroom/ Personal Property	<ul style="list-style-type: none"> <li>● Lunch detention</li> <li>● Mandatory Restitution</li> <li>● School beautification</li> <li>● Behavior intervention plan</li> </ul>	<ul style="list-style-type: none"> <li>● Required Parent Supervision in classroom</li> <li>● 3-10-day suspension</li> </ul>
	<ul style="list-style-type: none"> <li>● Required parent conference</li> <li>● Restorative practices</li> <li>● Loss of School Privileges</li> <li>● Suspension 1-3 days</li> </ul>	<ul style="list-style-type: none"> <li>● Possible expulsion hearing with Board</li> <li>● Mental health referral</li> </ul>



Physical Harm to Another Student	<ul style="list-style-type: none"> <li>● Restorative meeting</li> <li>● Behavior intervention plan</li> <li>● Required parent conference</li> <li>● Loss of school privileges</li> <li>● Restorative practices</li> <li>● Suspension</li> <li>● Lunch bunch</li> </ul>	<ul style="list-style-type: none"> <li>● Required Parent Supervision in classroom</li> <li>● Progressive suspension</li> <li>● Possible expulsion hearing with Board</li> <li>● Mental health referral</li> </ul>
Insubordination/Defiance/Lying/Cheating/Academic Dishonesty	<ul style="list-style-type: none"> <li>● Lunch detention</li> <li>● School beautification</li> <li>● Behavior intervention plan</li> <li>● Required parent conference</li> <li>● Loss of school privileges</li> <li>● Restorative practices</li> <li>● Suspension</li> </ul>	<ul style="list-style-type: none"> <li>● Required Parent Supervision in classroom</li> <li>● Progressive suspension</li> <li>● Possible expulsion hearing</li> <li>● Mental health referral</li> </ul>
Cell Phones	<ul style="list-style-type: none"> <li>● Phone confiscated by staff</li> <li>● Parent phone pick-up required</li> </ul>	<ul style="list-style-type: none"> <li>● Phone confiscated by staff</li> <li>● Progressive suspension</li> <li>● School-based consequence</li> <li>● Parent phone pick-up and form signing required.</li> </ul>
Inappropriate Use of Technology	<ul style="list-style-type: none"> <li>● Loss of technology privileges</li> <li>● School-based consequence</li> <li>● Loss of school privileges</li> </ul>	<ul style="list-style-type: none"> <li>● Required parent conference</li> <li>● Loss of technology privileges</li> <li>● Possible expulsion hearing</li> </ul>
Dress Code Violation	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Parent brings uniform to school</li> <li>● School Beautification</li> </ul>	<ul style="list-style-type: none"> <li>● Required parent conference</li> <li>● Progressive suspensions</li> </ul>
Peer-to-peer Conflict	<ul style="list-style-type: none"> <li>● Restorative meeting</li> <li>● Parent conference</li> <li>● School based consequence</li> <li>● Loss of school privileges</li> <li>● Lunch bunch</li> <li>● Restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>● Required parent conference</li> <li>● Parent conference</li> <li>● Suspension</li> <li>● Behavior intervention plan</li> <li>● Loss of school privileges</li> <li>● Mental health referral</li> </ul>
Bullying (see NRS 388.122)	<ul style="list-style-type: none"> <li>● Investigation, and</li> <li>● Parent contact, and</li> <li>● Report to State DOE, and</li> <li>● School based consequence</li> <li>● Suspension</li> <li>● Restorative meeting</li> </ul>	<ul style="list-style-type: none"> <li>● Investigation, and</li> <li>● Required parent conference, and</li> <li>● Report to State DOE, and</li> <li>● School based consequence</li> <li>● Progressive suspension</li> <li>● Restorative meeting</li> <li>● Possible expulsion hearing</li> <li>● Mental health referral</li> </ul>
Illegal Actions (see glossary)	<ul style="list-style-type: none"> <li>● Parent conference, and</li> <li>● Suspension, and</li> <li>● Contact of law enforcement, and</li> <li>● Restitution &amp; repair</li> <li>● Restorative practices</li> </ul>	<ul style="list-style-type: none"> <li>● Required parent conference</li> <li>● Progressive suspension</li> <li>● Restitution and repair</li> <li>● Contact of law enforcement</li> <li>● Possible expulsion hearing with Board</li> </ul>

**MANDATORY DISCIPLINE IN NRS:**

**Distribution of Controlled Substances**

Pursuant to NRS 392.466(1), any student who sells or distributes any controlled substance while



on the premises of Somerset, at a Somerset activity or activity sponsored by Somerset, shall receive a plan of action based on restorative justice and may be disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset Administrator,
2. If the student is between the ages of 6 and 10, they may be suspended; and,
3. If the student is between the ages of 11 and 18, they may be suspended, expelled, or permanently expelled.

### **Battery of a School Employee**

Pursuant to NRS 392.466(2) and (3), any student who commits a battery which results in bodily injury of a Somerset Employee while at Somerset, at an activity of Somerset or sponsored by Somerset, shall receive a plan of action based on restorative justice and may be disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset administrator.
2. If the student is 6 or 7, they may be suspended.
3. If the student is between the ages of 8 and 18, they may be suspended, expelled, or permanently expelled.

### **Poses Continuing Danger**

Pursuant to NRS 392.466(5) any student who poses a continuing danger to persons or property or an ongoing threat of disrupting the academic progress or who is found in possession of a dangerous weapon other than a firearm while on the premises of Somerset, at a Somerset activity, or an activity sponsored by Somerset may be removed from Somerset immediately upon being given an explanation of the reasons for the removal for the student and pending proceedings, which will be disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset administrator.
2. If the student is between the ages of 6 and 10, may be suspended;
3. If the student is between the ages of 11 and 18, they may be suspended, expelled, or permanently expelled.

### **Firearm**

Pursuant to NRS 392.466(6) any student who is found in possession of a firearm, while on the premises of Somerset, an activity of Somerset, or an activity sponsored by Somerset, will be immediately removed from school and disciplined as follows:

1. If the student is 5 and under, they may be suspended with approval from the lead Somerset administrator.
2. If the student is 6 or 7, the student may be suspended;
3. If the student is between the ages of 8 and 10, the student shall be suspended or expelled;
4. If the student is between the ages of 11 and 18, the student shall be suspended, expelled, or permanently expelled.

### **Arrest or Citation**

Pursuant to NRS 392.466(3) a student may be immediately removed and suspended or expelled if



they have been charged with a crime, regardless of the outcome of any criminal or delinquency proceedings brought against the student, only if

Somerset:

1. Conducts its own investigation; and,
2. Gives notice to the parents

#### **LEVEL OF BOARD INVOLVEMENT:**

- Suspension and permanent expulsion require Board review of circumstances and determination that action is in compliance with IDEA.
- *Statute does not provide authority for non- permanent expulsion.*
- Board action required to approve if school requests exception to permanently expel a Special Education student under age 11.

#### **SPECIAL EDUCATION SERVICES:**

*In accordance with an Individualized Education Program (IEP)*

##### **Suspension or Expulsion**

Students may be suspended or expelled if they have violated one of the offenses outlined in Nevada law or have failed a plan of action based on restorative justice.

- Suspension of a student with an IEP is limited to 1-5 days for each occurrence of misconduct (NRS 392.466.10; NRS 392.467.6).
- As with general education students, a student with an IEP who is younger than 11 years old must not be permanently expelled except under extraordinary circumstances, in which case a school may request an exception to this prohibition from the district Board of Trustees (NRS 392.466.9, NRS 392.467.1).



## APPEALS

Parents may appeal against the suspension or expulsion of their student. In order to appeal the suspension or expulsion, parents must file a written appeal to school administration within five (5) school days of receiving notice of the suspension or expulsion. If the parent fails to submit a written appeal within five (5) school days, the discipline will stand. If Somerset receives a written appeal, Somerset will set up a hearing.

For suspensions, the hearing will be done with the Principal. All decisions of the Principal are final.

For expulsions and long term suspension hearings: The initial hearing will be done with a panel of at least three (3) Somerset administrators, none of which will be from a campus where the infraction occurred. If after the principal committee’s decision, the parent would like to appeal to the board, the parents must submit a written appeal as outlined in the decision letter within five (5) school days. If they fail to submit a written appeal within five (5) school days, the decision of the committee will stand. If they do submit a written appeal within five (5) school days, then the Board of Directors of Somerset Academy of Las Vegas will conduct a hearing. The decision of the Board of Directors is final.

Any of the hearings described above will be closed to the public. A tape recording of the hearing will be made. Upon request, the student may obtain a copy of the hearing recording.

The student may 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.

## Prohibited Interventions

The use of aversive interventions, physical and mechanical restraints, and seclusions are strictly prohibited as outlined in NRS388.471 to 388.525.

The disciplinary chart on pages 6-8 shall only be followed in the event:

- 1) that a student has not followed their Restorative Justice Plan of Action; 2) if the school has determined that a Restorative Justice Plan of Action is not practicable; or 3) the law allows for an exception to Restorative Justice.

Pursuant to NRS 392.467 a student may be expelled or removed from school without a Restorative Justice Plan of Action if the student has been charged with a crime, regardless of the outcome of the criminal proceedings. Before the expulsion or removal, the school shall give the student notice and conduct an independent investigation.

<b>Minor Classroom Disruption</b> Sample minor infractions often handled within the classroom may include but are not limited to:	<b>Major Classroom Disruption</b> Sample major infractions may include but are not limited to:
---	--



Annoying fellow students	Alcohol use or possession
Being rude Cell phone (Inappropriate use/not following school expectations)	Arson
Chewing gum	Assault or battery
Disrespectful behavior	Computer misconduct
Dress code	Controlled substance
Eating or drinking in class	Defiance of school personnel
Forgery	Disorderly conduct
Horse playing	Electronic Threats to others
Inappropriate Language	Explosive devices
Insubordination	Fighting
Making derogatory comments	Forgery
Not following teacher directions	Gambling
Not paying attention	Gang activity
Not prepared for class	Gross Insubordination
Off task	Harassment
Opt Out of Assessments Out of seat	Hitting
Possession of a nuisance item	Incitement
Public display of affection	Profanity
Refusing to participate in State assessment	Public Display of Affection
Running/playing around	Robbery or extortion
Talking back Talking loudly	Sexual Acts
Talking out of turn	Threats to Somerset personnel or student(s)
	Theft
	Tobacco
	Vandalism/Destruction of property
	Verbal abuse
	Weapons

### LIST OF DISCIPLINE OFFENSES: Somerset Academy Progressive Discipline Plan

ATTENDANCE RELATED BEHAVIORS				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Excessive Tardies (minor)	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
Truancy (minor)	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Report of Educational Neglect (DFS)
Habitual Truancy (major)	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Parent Contact/Truancy Letter/RPC/May involve law enforcement	Report of Educational Neglect (DFS)
VIOLATIONS OF SCHOOL RULES				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Disregard of School Rules (minor)	Parent contact/RPC/1-3 days SUS/Behavior Contract	RPC/4-10 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP



Insubordination (major)	Student conference/RPC	RPC	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP
<b>DISRUPTIONS OF CLASS/SCHOOL ACTIVITIES</b>				
<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Interference with Instruction (minor)	Classroom Progressive Discipline/Parent contact/RPC	RPC	RPC/SUS	RPC/SUS/Possible EXP
Disruption of School Activities (major)	RPC/SUS/Possible EXP	RPC/SUS 1-3 days/Possible EXP	RPC/SUS 4-7 days/Possible EXP	RPC/SUS/Possible EXP
<b>PROHIBITED BEHAVIORS- GENERAL</b>				
<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Arson (minor or major)	RPC/SUS/Possible EXP/Involve law enforcement			
Bus Transportation (minor)				
Cheating/Plagiarism (minor or major)	Student conference/Parent notification. Re-Do.	RPC/SUS 1-3 Days	RPC/SUS 4-6 Days	RPC/SUS 7-10 Days
Damage to or destruction of property on school grounds (minor or major)	RPC/Possible 1-3 days SUS/Possible EXP/Compensation/Behavior Contract/School Beautification/ May involve law enforcement	RPC/4-7 days SUS/Possible EXP/May involve law enforcement	RPC 8-10 days SUS/Possible EXP/May involve law enforcement	
Dress Code Violation	Warning/Change Clothes	Parent Contact & Lunch Detention	Parent Contact & Lunch Detention	Parent Contact & Lunch Detention
Gang Related Activity	RPC/SUS/Possible EXP/ May involve law enforcement	RPC/SUS/Possible EXP/ May involve law enforcement		
Habitual Disciplinary Problem (major)	RPC/SUS/Possible EXP	EXP		
Impairing Health, Safety, or Welfare of Others (minor or major)	Warning/Parent Notification	RPC	RPC/SUS/1-3 days	RPC/SUS 4-6 days
Inappropriate Language (minor)	RPC/1-3 days SUS/ Behavior Contract	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	Possible EXP
Sexual Assault (major)	SUS/EXP/Involve law enforcement			
Sexual Misconduct/ Harassment (major)	RPC/SUS/EXP/Involve law enforcement			
Technology Violation (minor)	Minor-RPC/Major-RPC/SUS/Possible EXP	RPC/SUS/Possible EXP/Loss of privileges for a period.	RPC/SUS/Possible EXP	
Theft/Possession of Stolen Property	RPC/1-3 days SUS/Compensation/Behavior Contract	RPC/4-7 days SUS/Possible EXP/Compensation	RPC/8-10 days SUS/Possible EXP/Compensation	
<b>BULLYING BEHAVIORS</b>				
<b><u>Infraction</u></b>	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>	<b><u>Fourth Offense</u></b>
Bullying (minor or major)	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP
Cyberbullying (minor or major)	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP





Discrimination Based on Race (minor or major)	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP	Follow SB504 Protocols/RPC/ Possible SUS/Possible EXP
<b>SUBSTANCE ABUSE BEHAVIORS</b>				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Alcohol- possession/ Use of (minor)	RPC/SUS- Student encouraged to enroll in drug program/involve law enforcement	RPC-T/SUS/Possible EXP/ Involve law enforcement		
Drug Paraphernalia – Possession Of (minor)	RPC/1-3 days SUS/ Involve law enforcement	RPC/1-10 days SUS/Possible EXP/ Involve law enforcement		
Possession/Use of a Controlled Substance (major)	RPC/SUS/Possible EXP/ Involve law enforcement	RPC/SUS/Possible EXP/ Involve law enforcement		
Tobacco Violation (minor)	RPC/1-3 days/SUS/Confiscate	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/EXP	RPC/7-10 days SUS/EXP
<b>THREAT BEHAVIORS</b>				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Threat to School (major)	RPC/SUS/EXP/Include law enforcement			
Threat to Staff	RPC/5 days SUS/Possible EXP	RPC/10 days SUS/Possible EXP		
Threat to Student	RPC/1-3 days SUS/Possible EXP	RPC/4-6 days SUS/Possible EXP	RPC/7-10 days SUS/Possible EXP	RPC/7-10 days SUS/EXP
<b>VIOLENT BEHAVIORS</b>				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Violence/Harm to Staff (major)	SUS/EXP/Include law enforcement			
Violence/Harm to Student (major)	SUS/Possible EXP/ Involve law enforcement			
<b>WEAPONS INVOLVED BEHAVIORS</b>				
<u>Infraction</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
Possession/Use of a Weapon (major)	RPC/SUS/Possible EXP/ Involve law enforcement			

### Athletics Discipline Matrix

Behavior Categories	1st Offense	2nd Offense	3rd Offense	4th Offense
<p><b>Minor Offense</b> <b>Or</b> <b>Temporary removal from Learning Environment</b></p> <p>* Minor Offense according to code of conduct and discipline matrix</p>	Miss one Practice (Attend and watch)	Miss one Practice (Go Home)	Miss one Practice (Go Home)  Miss the first ¼ of the upcoming game.	Miss one Practice (Go Home)  Miss the first ½ of the upcoming game.  <b>Or</b> Dismissal from the team.





<p><b>In-School Suspension</b> (Full or Majority of the day.)</p>	<p>Miss one Practice (Go Home)</p>	<p>Miss one Practice (Go Home)  Miss the first ¼ of the upcoming game. (On Bench)</p>	<p>Miss one Practice (Go Home)  Miss the first ½ of the upcoming game.  <b>Or</b>  Dismissal from the team.</p>
<p><b>Required Parent Conference (RPC) Or Suspension</b></p>	<p>Miss one practice (Go Home)  Miss 1 game if parent meeting has not occurred.</p>	<p>Miss one Practice (Go Home)  Miss the first ½ of the upcoming game.</p>	<p>Miss one Practice (Go Home)  Miss the entire upcoming game.  <i>*The student-athlete can dress and sit on the bench for the game IF the suspension has expired and/or the required conference has occurred.</i>  <b>Or</b>  Dismissal from the team.</p>
<p><b>*RPC'd or suspended students can not attend or participate in school-sponsored events. This includes practice and games.</b></p> <p>*Students accumulating <b>three offenses from more than one category</b> <u>MAY</u> be dismissed from the team. The coaching staff, athletic director, and the grade-level administrator will meet to determine if a student will be dismissed from an athletic team.</p> <p>*Student-athletes that are dismissed from the team will not receive a refund for any program fees.</p>			

**NRS 388.122 “Bullying” defined**

Bullying means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

(a) Have the effect of:

- (1) Physically harming a person or damaging the property of a person; or
- (2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person;

(b) Interfere with the rights of a person by:

- (1) Creating an intimidating or hostile educational environment for the person; or
- (2) Substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

(c) Are acts or conduct described in paragraph (a) or (b) and are based upon the:

- (1) Actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or
- (2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:



- (a) Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person;
- (b) Behavior that is intended to harm another person by damaging or manipulating his other relationships with others by conduct that includes, without limitation, spreading false rumors;
- (c) Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures;
- (d) Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing;
- (e) Blackmail, extortion or demands for protection money or involuntary loans or donations;
- (f) Blocking access to any property or facility of a school;
- (g) Stalking; and
- (h) Physically harmful contact with or injury to another person or his or her property.

Our School is committed to a bullying, discrimination and harassment free, working, and learning environment. Bullying, discrimination and harassment adversely affect morale and productivity and interfere with students' ability to learn. Bullying, discrimination and harassment of any person on the basis of that person's actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited.

Harassing behavior including sexually harassing behavior between members of the same or opposite sex is prohibited. Harassment of individuals who are believed to have a relationship with persons who are protected on the basis of actual or perceived race, color, national origin, sex (including non-conformity to gender stereotypes), sexual orientation, age, disability, and/or religious preference is prohibited. Such behavior is just cause for disciplinary action.

Our School will act promptly on reports, (including informal reports), complaints, and grievances of bullying, discrimination, harassment/sexual harassment, or retaliation, that come to our attention. Charter School staff who witness behavior that appears to violate this policy will take prompt measures to stop the behavior and, if necessary, separate the persons involved to protect the target of harassment. Staff will also report such apparent violations to School administration.

Our School will prohibit retaliation against any person who has made a report of alleged bullying, discrimination, harassment, or sexual harassment; or against any employee or student who has testified, or assisted, or participated in the investigation of a report. Such retaliation is itself a violation of law and will lead to disciplinary or other appropriate action against the offender.

Our School will provide education about bullying, harassment, sexual harassment, and intimidation to all students in manners appropriate to the students' ages and grade levels. Our School will also provide regular training to staff regarding the prevention of and proper response to harassment, sexual harassment, and intimidation of students. Such staff training shall be regularly scheduled at least every other year in the School in a manner calculated to reach all staff, with periodic updates as needed.

This policy applies to bullying, discrimination, harassment, and sexual harassment by an individual and/or any employee, or student on school property, while on school business, or at any school-sponsored event regardless of location.



## Discipline Glossary

### OFFENSES WARRANTING LAW ENFORCEMENT NOTIFICATION

ALCOHOL	The possession of, sales, and furnishing of alcoholic beverages.
ARSON	The intentional setting of fire.
ASSAULT	Physical or verbal threats with the intent and the ability to carry through with the same.
BATTERY	An unconsented-to touching or application of force by another person.
BOMB THREAT/FALSE	Willfully conveying by mail, written notes, telephone, telegraph, radio or any other means of communication of any threat knowing it to be false.
BURGLARY	Illegal entry with the intent to commit a crime.
DESTRUCTION OF PROPERTY	Willfully and maliciously destroying or injuring real or personal property of another.
DISTURBING THE PEACE	Maliciously and willfully disturbing the peace of any person; maliciously and willfully interfering with or disturbing persons in the School.
EXPLOSIVE DEVICES	The possession of explosive or incendiary devices.
FALSE FIRE ALARMS	False reporting of, transmission of, signal knowing the same to be false.
FIREWORKS	The possession of, sales, furnishing, use or discharge of fireworks.
INDECENT EXPOSURE	An open indecent or obscene exposure of his person or the person of another.
LARCENY	Stealing, taking, carrying away property of another.
LIBEL	A malicious defamation expressed to impeach a person's honesty, integrity, virtue or reputation.
MARIJUANA	The possession of, sales, or furnishing of marijuana



NARCOTICS	The possession of, sales, or furnishing a controlled substance.
NARCOTICS PARAPHERNALIA	The possession of, sales, or furnishing of.
RESISTING OFFICER	Willfully resisting, delaying, or obstructing an officer in the performance of duty.
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.
ROUT/RIOT	Two or more persons meeting to do an unlawful act/two or more persons actually doing an unlawful act
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.
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.
THROWING SUBSTANCE AT VEHICLE	To throw any stone, rock, missile, or any substance at any motorbus, truck or other motor vehicle.
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.
WEAPONS	“Dangerous weapon” includes, without limitation, a blackjack, slingshot, billy, sand- club, sandbag, metal knuckles, dirk or dagger, a nun chuck, switchblade knife or trefoil, as defined in <a href="#">NRS 202.350</a> , a butterfly knife or any other knife described in <a href="#">NRS 202.350</a> , or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of, or cause, bodily injury to a person. “Firearm” includes, without limitation, any pistol, revolver, shotgun, explosive substance or device, and any other item included within the definition of a “firearm” in 18 U.S.C. § 921, as that section existed on July 1, 1995. Brandishing any dangerous weapon or firearm in a rude, angry or threatening



	manner or to use same in any fight or quarrel. Concealed - it is unlawful for any person to carry any dangerous weapon or firearm. Possession - it is unlawful for any person to possess any dangerous weapon or firearm.
DANGEROUS WEAPON	(NRS392.466.11(B)): includes, without limitation, a blackjack, slingshot, billy, sand-club, sandbag, metal knuckles, dirk or dagger, a nunchaku or trefoil, as defined in NRS202.350, a butterfly knife or any other knife described in NRS202.350, a switchblade knife as defined in NRS202.265, or any other object which is used, or threatened to be used, in such a manner and under such circumstances as to pose a threat of or cause bodily injury to a person.

Violation of other federal or state criminal laws or local ordinances at school, at school-sponsored activities or on school-sponsored transportation is prohibited.

### DISCRIMINATION BASED ON RACE

According to AB 371, “Discrimination based on race” means any single or repeated or pervasive act or acts, whether targeted to a specific person or targeted in general to any demographic identified in subsection 1:

1. Regarding the race, color, culture, religion, language, ethnicity or national origin of a person that causes harm or creates a hostile work or learning environment, which may include, without limitation, jokes, threats, physical altercations or intimidation; and
2. That occurs in person, online or in any other setting including, without limitation, in a course of distance education.

In addition to any employee on campus, a pupil or parent or legal guardian of a pupil who witnesses an incident of discrimination based on race may report the incident to an administrator or his or her designee.

Somerset will provide a safe and respectful learning environment in which persons of differing beliefs, races, colors, national origins, ancestries, religions, gender identities or expressions, sexual orientations, physical or mental disabilities, sexes or any other distinguishing characteristics or backgrounds can realize their full academic and personal potential. All administrators, teachers and other personnel of Somerset will demonstrate appropriate and professional behavior on the premises of any school by treating other persons, including, without limitation, pupils, with civility and respect, by refusing to tolerate discrimination based on race, bullying and cyberbullying, and by taking immediate action to protect a victim or target of discrimination based on race, bullying or cyber-bullying when witnessing, overhearing or being notified that discrimination based on race, bullying or cyber-bullying is occurring or has occurred.

Any teacher, administrator, coach or other staff member or pupil who tolerates or engages in an act of discrimination based on race, bullying or cyber-bullying or violates a provision of NRS 388.121 to 388.1395, inclusive, and sections 4, 5 and 6 of this act regarding a response to discrimination based on race, bullying or cyber-bullying against a pupil will be held accountable.



## 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.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual or gender-directed nature when:

1. Submission is made either explicitly or implicitly a term or condition of a student's educational progress;
2. Submission to, or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that student's education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or of creating an intimidating, hostile, or offensive educational environment.

An "intimidating, hostile, or offensive educational environment" means an environment in which any unwelcome behavior with sexual connotations makes a student feel uncomfortable, humiliated, or embarrassed, or any aggressive, harassing behavior in the educational setting directed toward an individual based on his/her sex and interferes with his/her ability to perform in an educational environment.

## RETALIATION

Forms of prohibited retaliation include, but are not limited to, adverse educational or employment actions, threats, bribes, unfair treatment or grades, continued harassment, ridicule, pranks, taunting, bullying, malicious spreading of rumors, dissemination of false information, and organized ostracism regarding the student's actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, disability, and/or religious preference.

Please use the bullying, discrimination and harassment form attached to anonymously report such instances. Administration will respond in a timely manner to all concerned parties.

## SUSPENSIONS

Temporary removal of a student from school or from school-sponsored activities no more than 3 days and requires RPC.

Significant Suspension is the temporary removal of a student from school or from school-sponsored activities. For the purposes of declaring a student a Habitual Disciplinary Problem or for the purpose of escalating to possible expulsion, the suspensions must be no less than three (3) days and require a conference or other communications with the parent/guardian. (NRS.392.4655) 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.

### **SPECIAL CONDITIONS OF SUSPENSION:**

- A. A student may not participate in extracurricular activities during the term of his/her suspension.
- B. Suspensions may be reflected in the student's class citizenship or school citizenship grade.
- C. Notations of suspensions from school will be made in the student's cumulative folder.
- D. Schoolwork missed as a result of suspensions may be made up through the completion of make- up work as stated in the Student Handbook. Any work that cannot be made up, or is not made up, may 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. Battery on employee or peer of school,
- 2. Possession of firearm or dangerous weapon,
- 3. Sale or distribution of controlled substance, or
- 4. Status as habitual disciplinary problem, 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. 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)
- 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 a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
- 6. If the student has a Restorative Justice or 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) and when it will be 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. can secure counsel, confront, and cross-examine witnesses, or call witnesses on his/her behalf to present his/her case.)
- 9. After hearing the student's explanation and evidence, the administrator should determine if he/she





- needs more information and, if so, obtain it before a decision. If not, the administrator should determine what, if any, violations exist and assign appropriate consequences.
10. If the student has a Restorative Justice or 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.
  11. If suspension is appropriate, the administrator shall notify the student that he/she will be suspended for (number of days) and when it will be commencing (starting date).
  12. 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.

### 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.

## 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. **On a first offense, if a student is caught cheating on a test or assignment the student will receive a "0" AND will be subject to further disciplinary action.**

### 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. **On a first**





**offense, if a student is caught plagiarizing on a test or assignment the student will receive a “0” AND will be subject to further disciplinary action.**

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. ***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 board.***



## ACKNOWLEDGMENT OF PARENT/STUDENT HANDBOOK

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.

\_\_\_\_\_ (*initial*) 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.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

You may sign this acknowledgement agreement digitally by navigating to the following link:

<https://forms.gle/csFHtjGWsxrZhoKS7>

The handbook is also available at [www.somersetstephanie.org](http://www.somersetstephanie.org) and in the school office.

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **3d – ACCEPTANCE OF GRANT FUNDS FROM THE FOLLOWING:**

- **EXN SPECIAL EDUCATION (IDEA, PART B)**
- **McKINNEY-VENTO**
- **SPECIAL EDUCATION (IDEA, PART B)**
- **STATE CTE ALLOCATION**
- **TITLE I, PART A, SECTION 1003A**
- **TITLE I, PART A**
- **TITLE II, PART A**
- **TITLE III, IMMIGRANT**
- **TITLE IV, PART A**

NUMBER OF ENCLOSURES: **5**

**SUBJECT: ACCEPTANCE OF GRANT FUNDING**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **BOARD**

PROPOSED WORDING FOR MOTION/ACTION:

**CONSENT**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **0 MINUTES**

BACKGROUND: **SOMERSET ACADEMY HAS BEEN AWARDED THE FOLLOWING GRANT FUNDS:**

**EXN SPECIAL EDUCATION (IDEA, PART B) - \$51,628.03**

**MCKINNEY-VENTO - \$2,228.91**

**SPECIAL EDUCATION (IDEA, PART B) - \$1,284,766.83**

**STATE CTE ALLOCATION - \$53,536.05**

**TITLE I, PART A, SECTION 1003A - \$71,099.73**

**TITLE I, PART A - \$689,766.91**

**TITLE II, PART A - \$492,180.97**

**TITLE III, IMMIGRANT - \$4,425.53**

**TITLE IV, PART A - \$53,093.57**



## Nevada State Public Charter School Authority

1749 North Stewart Street, Suite 40  
Carson City, NV 89706  
(Hereinafter referred to as "SPCSA")

Contact: Alissa Troxell - AlissaTroxell@spsca.nv.gov - 702-486-8895

### NOTICE OF SUBGRANT AWARD

<b>Program Name:</b> FY25 EXN Special Education (IDEA, Part B)		<b>Subrecipient Name:</b> Somerset Academy of Las Vegas
<b>Federal Award Date:</b> 7/1/2024		<b>Address:</b> 1378 Paseo Verde Parkway, Suite 200 Henderson, NV 89012
<b>Subgrant Period of Performance:</b> 7/1/2024 - 9/30/2025		
<b>School Year:</b> 24-25	<b>Subgrant Award:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment Amendment #:	<b>Subrecipient Information:</b> <b>EIN:</b> 27-5393412 <b>Vendor #:</b> T29028358 <b>UEI:</b> K2NEHJKXX7A3

#### Project Description:

Supplemental allocation for Exceptional Needs under the Individuals with Disabilities Education Act (IDEA), Part B - Assist in providing special education and related services to all children with disabilities.

#### Source of Funds:

Program	Source of Funds	ALN	FAIN
Formula	Federal	84.027	H027A240043

R&D:  Yes  No

Indirect Cost Rate to State:  Yes  No

Indirect Cost Rate to Subrecipient:  Yes  No

#### Disbursement of funds will be as follows:

Payment will be made after completion of subrecipient's obligations and upon receipt and acceptance of a reimbursement request. Documentation is required to support reimbursement requests for actual expenditures specific to this subgrant. Total reimbursements will not exceed the TOTAL AWARD (as stated in Exhibit A) during the subgrant period of performance.

#### Terms and Conditions:

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

#### Incorporated Documents:

Please refer to the incorporated documents list found on page 2.

	Signature	Date
State Public Charter School Authority	DocuSigned by: <i>Jennifer Bauer</i> 27EEF279BEBB431...	7/3/2024
Charter School Administrator	DocuSigned by: <i>Lee Esplin</i> AD8CA2DC686349D...	7/3/2024
Charter School Board President	DocuSigned by: <i>Travis Mizer</i> E3014C7757D0440...	7/8/2024

**Incorporated Documents:**

Exhibit A - IDEA, Part B Approved Budget

Exhibit C - IDEA, Part B Reimbursement Requests and Reporting Requirements (updated)

Exhibit D - IDEA, Part B Submission Statement with Mandated Assurances

**Exhibit A - FY25 EXN Special Education (IDEA, Part B)****Approved Budget**

<b>Object Code</b>	<b>Object Code Description</b>	<b>Organization</b>	<b>Total</b>	<b>Narrative Description</b>
100	Salaries	Somerset Academy of Las Vegas	\$18,900.00	Somerset Aliante - (EXN) Funds to support salary for 3 special education Instructional assistants to provide instructional, communication, safety, and behavioral support to 2 students. A portion for special education instructional assistants salary @ \$6,300 of base salary \$25200/year x 3 assistants = \$18,900 Remaining cost to be paid from general fund. All Costs are estimated and will not exceed budgeted amount per line item.
100	Salaries	Somerset Academy of Las Vegas	\$15,225.00	Somerset NLV Academy - (EXN) Salary for 3.0 FTE Instructional Aides to provide shared support/escort as written in the three student's IEPs. A portion of salary @ \$5,075 of base salary \$20,300.00/year x 3 Aides = \$15,225
100	Salaries	Somerset Academy of Las Vegas	\$6,400.00	Somerset Stephanie - (EXN) Funds to support salary for one special education Instructional assistant to provide instructional, communication, safety, and behavioral support to 3 students. A portion for special education instructional assistant salary @ \$6,400 of base salary \$19,380/year = \$6,400. Remaining cost to be paid from general fund. All Costs are estimated and will not exceed budgeted amount per line item.
100	Salaries	Somerset Academy of Las Vegas	\$5,433.00	Somerset Academy Lone Mountain - (EXN) Salary for 1.0 FTE Instructional Aide to provide one on one support as written in the IEP. A portion of salary @ \$5,433 of base salary \$21,732/year = \$5,433
100	Salaries	Somerset Academy of Las Vegas	\$1,012.50	Somerset Sky Pointe: (EXN) Funds to support services for one Teacher of the Deaf and Hard of Hearing to support 3 students as outlined in each IEP (240 minutes per month for all 3 students), not to exceed \$1012.50
100	Salaries	Somerset Academy of Las Vegas	\$664.00	Somerset Sky Pointe: (EXN) Funds to support services for Audiologist for 5 students as outlined in each IEP, (210 minutes per year for all 5 students.) not to exceed \$664.
610	Supplies - Non-IT Related of Lower Value (\$999 or less)	Somerset Academy of Las Vegas	\$439.96	Somerset NLV Academy - (EXN) Funds to purchase 4 standng, chiphy 60w full spectrum LED floor lamps for students to increase the lighting in his work area to assist with vision needs. 3 lamps will be used in the regular education setting due to 4th grade classes being departmentalized, and one lamp will be used in the resource room, at \$109.99 x 4 not to exceed \$439.96
610	Supplies - Non-IT Related of Lower Value (\$999 or less)	Somerset Academy of Las Vegas	\$164.97	Somerset NLV Academy - (EXN) Funds to purchase 3 Sweetcrispy Computer Office Desk 48 Inch for students to house VI materials and equipment in the regular education classrooms. All desks will be used in the regular education setting due to 4th grade classes being departmentalized at \$54.99 x 3 not to exceed \$164.97
610	Supplies - Non-IT Related of Lower Value (\$999 or less)	Somerset Academy of Las Vegas	\$109.99	Somerset NLV Academy - (EXN) Funds to purchase 1 standng, chiphy 60w full spectrum LED floor lamp for student to increase the lighting in his work area to assist with vision needs. Lamp will be used in the regular education setting, at \$109.99 x 1 not to exceed \$109.99
610	Supplies - Non-IT Related of Lower Value (\$999 or less)	Somerset Academy of Las Vegas	\$109.98	Somerset NLV Academy - (EXN) Funds to purchase 2 Sweetcrispy Computer Office Desk 48 Inch for students to house VI materials and equipment in the regular education classrooms (technology and general education classroom): at \$54.99 x 2 not to exceed \$109.98
650	Supplies - IT Related of Lower Value (\$999 or less per unit), Less than 1 Year Useful Life	Somerset Academy of Las Vegas	\$500.00	Somerset Academy Lone Mountain - (EXN) Funds to purchase one Cochlear Implant Speech Processor for student with a severe hearing impairment. One Cochlear Implant Speech Processor for the regular education setting is \$450.00 plus shipping of \$50 = \$500
652	Supplies - IT Related of Higher Value (\$1,000-\$4,999 per unit)	Somerset Academy of Las Vegas	\$1,018.68	Somerset Sky Pointe - (EXN) Funds for HAT device purchased for student who enrolled new at Sky Pointe for the 2023-2024 school year to access the general education curriculum. 1 x 1018.68 = \$1,018.68. No single item to exceed \$4,999.

654	Supplies/Equipment - Information Technology Related of Lower Value (\$999 or less per unit) MORE than 1 year useful life	Somerset Academy of Las Vegas	\$1,319.96	Somerset NLV Academy - (EXN) Funds to purchase Four HP - 27" IPS LED QHD Monitors for students to enlarge work done on a Chromebook. Four monitors needed: 3 monitors will be used in the regular education setting due to 4th grade classes being departmentalized, and 1 will be used in the resource room: at \$329.99 x 4 monitors = not to exceed \$1,319.96
654	Supplies/Equipment - Information Technology Related of Lower Value (\$999 or less per unit) MORE than 1 year useful life	Somerset Academy of Las Vegas	\$329.99	Somerset NLV Academy - (EXN) Funds to purchase one HP - 27" IPS LED QHD Monitor for student to enlarge work done on a Chromebook. One monitors needed to use in technology special class: at \$329.99 x 1 not to exceed \$329.99
		Totals	\$51,628.03	

**Nevada State Public  
Charter School  
Authority**

1749 North Stewart Street, Suite 40  
Carson City, NV 89706  
(Hereinafter referred to as "SPCSA")

Contact: Alissa Troxell - AlissaTroxell@spsca.nv.gov - 702-486-8895

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> FY25 Special Education (IDEA, Part B)		<b>Subrecipient Name:</b> Somerset Academy of Las Vegas
<b>Federal Award Date:</b> 7/1/2024		<b>Address:</b> 1378 Paseo Verde Parkway, Suite 200 Henderson, NV 89012
<b>Subgrant Period of Performance:</b> 7/1/2024 - 9/30/2025		
<b>School Year:</b> 24-25	<b>Subgrant Award:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment Amendment #:	<b>Subrecipient Information:</b> <b>EIN:</b> 27-5393412 <b>Vendor #:</b> T29028358 <b>UEI:</b> K2NEHJKXX7A3

**Project Description:**

Individuals with Disabilities Education Act (IDEA), Part B - Assist in providing special education and related services to all children with disabilities.

**Source of Funds:**

<b>Program</b>	<b>Source of Funds</b>	<b>ALN</b>	<b>FAIN</b>
Formula	Federal	84.027	H027A240043

R&D:  Yes  No

Indirect Cost Rate to State:  Yes  No

Indirect Cost Rate to Subrecipient:  Yes  No

**Disbursement of funds will be as follows:**

Payment will be made after completion of subrecipient's obligations and upon receipt and acceptance of a reimbursement request. Documentation is required to support reimbursement requests for actual expenditures specific to this subgrant. Total reimbursements will not exceed the TOTAL AWARD (as stated in Exhibit A) during the subgrant period of performance.

**Terms and Conditions:**

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

**Incorporated Documents:**

Please refer to the incorporated documents list found on page 2.

	Signature	Date
State Public Charter School Authority	DocuSigned by: <i>Jennifer Bauer</i> 27EEF279BEBB431...	7/3/2024
Charter School Administrator	DocuSigned by: <i>Lee Esplin</i> AD8CA2DC686349D...	7/3/2024
Charter School Board President	DocuSigned by: <i>Travis Mizer</i> E3014C7757D0440...	7/8/2024



**Incorporated Documents:**

Exhibit A - IDEA, Part B Approved Budget

Exhibit B - IDEA, Part B Certifications and Assurances (updated)

Exhibit C - IDEA, Part B Reimbursement Requests and Reporting Requirements (updated)

Exhibit D - IDEA, Part B Submission Statement with Mandated Assurances

**Exhibit A - FY25 Special Education (IDEA, Part B)**  
**Approved Budget**

Object Code	Object Code Description	Organization	Total	Narrative Description
100	Salaries	Somerset Academy of Las Vegas	\$1,284,766.83	Somerset Academy of Las Vegas- Salaries for 1.0 FTE special education teachers to increase student achievement for K-12 students with disabilities. 23 FTE x \$54,500.00 annual base salary (\$1,253,500.00) + funds to cover a portion of an additional 1.0 FTE special education teacher salary at \$31,266.83 of an annual base salary paid at \$54,500 /year (remaining amount paid from other sources) = a total of \$1,284,766.83 in salaries
		Totals	\$1,284,766.83	

**Nevada State Public  
Charter School  
Authority**

1749 North Stewart Street, Suite 40  
Carson City, NV 89706  
(Hereinafter referred to as "SPCSA")

Contact: Kristine Myers - kmyers@spsca.nv.gov - 775-687-9105

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> FY25 Title I, Part A, Section 1003a		<b>Subrecipient Name:</b> Somerset Academy of Las Vegas
<b>Federal Award Date:</b> 7/1/2024		<b>Address:</b> 1378 Paseo Verde Parkway, Suite 200 Henderson, NV 89012
<b>Subgrant Period of Performance:</b> 7/1/2024 - 9/30/2026		
<b>School Year:</b> 23-24	<b>Subgrant Award:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment Amendment #:	<b>Subrecipient Information:</b> <b>EIN:</b> 27-5393412 <b>Vendor #:</b> T29028358 <b>UEI:</b> K2NEHJKXX7A3

**Project Description:**

School improvement - The purpose of Title I is to provide all children significant opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps. Title I, Section 1003 outlines requirements to support any school identified in need of either comprehensive support and improvement, or targeted support and improvement, and includes requirements for such identified schools.

**Source of Funds:**

<b>Program</b>	<b>Source of Funds</b>	<b>ALN</b>	<b>FAIN</b>
Formula	Federal	84.010A	S010A240028

R&D:  Yes  No

Indirect Cost Rate to State:  Yes  No

Indirect Cost Rate to Subrecipient:  Yes  No

**Disbursement of funds will be as follows:**

Payment will be made after completion of subrecipient's obligations and upon receipt and acceptance of a reimbursement request. Documentation is required to support reimbursement requests for actual expenditures specific to this subgrant. Total reimbursements will not exceed the TOTAL AWARD (as stated in Exhibit A) during the subgrant period of performance.

**Terms and Conditions:**

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

**Incorporated Documents:**

Please refer to the incorporated documents list found on page 2.

	Signature	Date
State Public Charter School Authority	DocuSigned by: <i>Jennifer Bauer</i> 27EEF279BEBB431...	7/3/2024
Charter School Administrator	DocuSigned by: <i>Lee Esplin</i> AD8CA2DC686349D...	7/3/2024
Charter School Board President	DocuSigned by: <i>Travis Mizer</i> E3014C7757D0440...	7/8/2024

**Incorporated Documents:**

Exhibit A - Title IA Approved Budget

Exhibit B - Title I, Part A Certifications and Assurances (updated)

Exhibit C - Title I, Part A Reimbursement Requests and Reporting Requirements (updated)

**Exhibit A - FY25 Title I, Part A, Section 1003a****Approved Budget**

<b>Object Code</b>	<b>Object Code Description</b>	<b>Organization</b>	<b>Total</b>	<b>Narrative Description</b>
100	Salaries	Somerset Academy of Las Vegas	\$64,099.73	Somerset Losee- Funds to support salary for a 1.0 Math/ELA Data Instructional Coach to provide continuous and ongoing professional development for teachers in using data to make instructional decisions and implementation of iReady evidence-based intervention and provide support in making appropriate changes in instructional practices and to support the continuous cycle of school improvement to increase student achievement. Salary for 1.0 Math/ELA data instructional coach @ <b>\$64,099.73.</b>
330	Employee Training & Development Services	Somerset Academy of Las Vegas	\$7,000.00	Somerset Losee-Funds to support the cost of Raise the Bar external evaluation and PD supports - \$7,000 annual fee (calculated at \$1,000/month x 7 months) for PD services for the required program partner for Data-Based Decision Making for Administration in School Improvement. The PD will support 1 Instructional Coaches and 4 Administrators. "Attendees are primarily administrators " The focus of school year 2024-25 is supporting ongoing school improvement with a focus on Instructional practices, high leverage instructional practices, and mitigating learning loss. Raise the Bar customized annual PD supports to school's individual needs based on administrative feedback and school-wide data trends. Contracted services from Raise the Bar not to exceed \$7,000.
		Totals	\$71,099.73	



# Nevada State Public Charter School Authority

1749 North Stewart Street, Suite 40  
Carson City, NV 89706

(Hereinafter referred to as "SPCSA")

Contact: Hiren Bhavsar - hirenb@spsca.nv.gov - N/A

## NOTICE OF SUBGRANT AWARD

<b>Program Name:</b> FY25 Title III Immigrant		<b>Subrecipient Name:</b> Somerset Academy of Las Vegas
<b>Federal Award Date:</b> 7/1/2024		<b>Address:</b> 1378 Paseo Verde Parkway, Suite 200 Henderson, NV 89012
<b>Subgrant Period of Performance:</b> 7/1/2024 - 9/30/2026		
<b>School Year:</b> 24-25	<b>Subgrant Award:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment Amendment #:	<b>Subrecipient Information:</b> <b>EIN:</b> 27-5393412 <b>Vendor #:</b> T29028358 <b>UEI:</b> K2NEHJKXX7A3

### Project Description:

English Language Acquisition, Language Enhancement, and Academic Achievement - ensure that immigrant children and youth attain English proficiency, achieve at high levels in academic subjects, assist educators in establishing, implementing, and sustaining effective language acquisition programs, enhance the capacity of educators to provide effective instructional programs for English learners, and to promote parent, family, and community engagement.

### Source of Funds:

Program	Source of Funds	ALN	FAIN
Formula	Federal	84.365A	S365A240028

R&D:  Yes  No

Indirect Cost Rate to State:  Yes  No

Indirect Cost Rate to Subrecipient:  Yes  No

### Disbursement of funds will be as follows:

Payment will be made after completion of subrecipient's obligations and upon receipt and acceptance of a reimbursement request. Documentation is required to support reimbursement requests for actual expenditures specific to this subgrant. Total reimbursements will not exceed the TOTAL AWARD (as stated in Exhibit A) during the subgrant period of performance.

### Terms and Conditions:

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

### Incorporated Documents:

Please refer to the incorporated documents list found on page 2.

	Signature	Date
State Public Charter School Authority	DocuSigned by: <i>Jennifer Bauer</i> 27EEF279BEBB431...	7/3/2024
Charter School Administrator	DocuSigned by: <i>Lee Esplin</i> AD8CA2DC686349D...	7/3/2024
Charter School Board President	DocuSigned by: <i>Travis Mizer</i> E3014C7757D0440...	7/8/2024

**Incorporated Documents:**

Exhibit A - Title III Immigrant Approved Budget

Exhibit B - Title III Certifications and Assurances (updated)

Exhibit C - Title III Reimbursement Requests and Reporting Requirements (updated)

**Exhibit A - FY25 Title III Immigrant  
Approved Budget**

<b>Object Code</b>	<b>Object Code Description</b>	<b>Organization</b>	<b>Total</b>	<b>Narrative Description</b>
100	Salaries	Somerset Academy of Las Vegas	\$2,100.00	Somerset - Funds for extra-duty pay for staff to provide supplemental before/after/during school tutoring for up to a maximum of 70 hours to tutor immigrant students to mitigate learning loss. 70 hours tutoring x \$30/hour extra duty pay = \$2,100.
653	Web-Based - Accessed via Internet	Somerset Academy of Las Vegas	\$2,325.53	Somerset - Funds to pay for Achieve 3000 (or similar) web-based intervention program (or similar vendor) for Title III IMM activities and to increase student achievement, reduce opportunity gaps in ELA and Math, Title III IMM data reporting and progress monitoring, and increase student achievement. All costs are estimated. Achieve 3000 @ \$101.11/student x 23 students = \$2,325.53.
		Totals	\$4,425.53	



**Nevada State Public  
Charter School  
Authority**

1749 North Stewart Street, Suite 40  
Carson City, NV 89706  
(Hereinafter referred to as "SPCSA")

Contact: Hiren Bhavsar - hirenb@spsca.nv.gov - N/A

**NOTICE OF SUBGRANT AWARD**

<b>Program Name:</b> FY25 Title IV, Part A		<b>Subrecipient Name:</b> Somerset Academy of Las Vegas
<b>Federal Award Date:</b> 7/1/2024		<b>Address:</b> 1378 Paseo Verde Parkway, Suite 200 Henderson, NV 89012
<b>Subgrant Period of Performance:</b> 7/1/2024 - 9/30/2026		
<b>School Year:</b> 24-25	<b>Subgrant Award:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment Amendment #:	<b>Subrecipient Information:</b> <b>EIN:</b> 27-5393412 <b>Vendor #:</b> T29028358 <b>UEI:</b> K2NEHJKXX7A3

**Project Description:**

Student Support and Academic Enrichment - intended to improve students' academic achievement by providing all students with access to a well-rounded education; improving school conditions for student learning; and improving the use of technology to improve the academic achievement and digital literacy of all students.

**Source of Funds:**

Program	Source of Funds	ALN	FAIN
Formula	Federal	84.424A	S424A240029

R&D:  Yes  No

Indirect Cost Rate to State:  Yes  No

Indirect Cost Rate to Subrecipient:  Yes  No

**Disbursement of funds will be as follows:**

Payment will be made after completion of subrecipient's obligations and upon receipt and acceptance of a reimbursement request. Documentation is required to support reimbursement requests for actual expenditures specific to this subgrant. Total reimbursements will not exceed the TOTAL AWARD (as stated in Exhibit A) during the subgrant period of performance.

**Terms and Conditions:**

In accepting these grant funds, it is understood that:

- Expenditures must comply with appropriate state and/or federal regulations;
- This award is subject to the availability of appropriate funds; and
- The recipient of these funds agrees to stipulations listed in the incorporated documents.

**Incorporated Documents:**

Please refer to the incorporated documents list found on page 2.

	Signature	Date
State Public Charter School Authority	DocuSigned by: <i>Jennifer Bauer</i> 27EEF279BEBB431...	7/3/2024
Charter School Administrator	DocuSigned by: <i>Lee Esplin</i> AD8CA2DC686349D...	7/3/2024
Charter School Board President	DocuSigned by: <i>Travis Mizer</i> E3014C7757D0440...	7/8/2024

**Incorporated Documents:**

Exhibit A - Title IVA Approved Budget

Exhibit B - Title IV, Part A Certifications and Assurances (updated)

Exhibit C - Title IV, Part A Reimbursement Requests and Reporting Requirements (updated)

**Exhibit A - FY25 Title IV, Part A**  
**Approved Budget**

<b>Object Code</b>	<b>Object Code Description</b>	<b>Organization</b>	<b>Total</b>	<b>Narrative Description</b>
100	Salaries	Somerset Academy of Las Vegas	\$53,093.57	Somerset Losee - to pay salary @ \$53,093.57 for 1.0 STEM and Family Engagement Coordinator for grades K-12 to support cross cutting authorized activities Safe and Healthy Students (family engagement), Well Rounded Educational Opportunities (STEM), and Effective Use of Technology (innovative blended learning projects). 1.0 FTE @ \$53,093.57/year base salary.
		Totals	\$53,093.57	

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4a – ACKNOWLEDGEMENT OF THE RESIGNATION OF CODY NOBLE**

NUMBER OF ENCLOSURES: **1**

**SUBJECT: RESIGNATION OF CODY NOBLE**

**ACTION**

**CONSENT AGENDA**

**INFORMATION**

CONTRIBUTOR(S): **GARY McCLAIN**

PROPOSED WORDING FOR MOTION/ACTION:

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **15-20 MINUTES**

BACKGROUND: **BOARD MEMBER CODY NOBLE HAS SUBMITTED HIS RESIGNATION FROM THE SOMERSET ACADEMY BOARD OF DIRECTORS.**

June 18, 2024

[REDACTED]

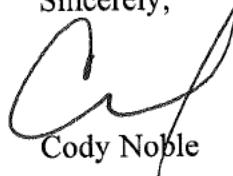
Travis Mizer, Board Chair  
Somerset Academy of Las Vegas

Dear Travis,

After careful thought and consideration, I have decided to resign from my position as member of the Board of Directors of Somerset Academy of Las Vegas effective July 1, 2024. I have very much appreciated the opportunity I have had to serve on the board, but even more, the relationships I have developed with my various colleagues on the board and with our wonderful principals, administrators, teachers and parents. I can say in honesty that the Somerset board members, principals, and administrators are among the most passionate, caring and dedicated individuals with whom I have had the privilege to associate. I have every confidence that under their continued leadership Somerset will achieve even greater success in education and in instilling in the students the qualities that have become synonymous with Somerset.

Thank you and the other board members for your past and continued service, it has truly been a pleasure serving with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Cody Noble', with a stylized, cursive script.

Cody Noble

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4b – APPROVAL OF EMERITUS STATUS FOR CODY NOBLE**

NUMBER OF ENCLOSURES: **0**

**SUBJECT: EMERITUS STATUS FOR CODY NOBLE**

**ACTION**

**CONSENT AGENDA**

**INFORMATION**

CONTRIBUTOR(S): **GARY McCLAIN**

PROPOSED WORDING FOR MOTION/ACTION:

**MOVE TO APPROVE CODY NOBLE AS AN EMERITUS MEMBER OF THE SOMERSET ACADEMY OF LAS VEGAS BOARD OF DIRECTORS.**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **3-5 MINUTES**

**BACKGROUND: PURSUANT TO THE BYLAWS OF THE BOARD OF DIRECTORS WILL HARTY IS ELIGIBLE TO BE APPROVED AS AN EMERITUS BOARD MEMBER.**

***SECTION 22. EMERITUS BOARD MEMBERS. TO BE ELIGIBLE FOR EMERITUS STATUS THE PERSON MUST:***

***1) BE A FORMER BOARD MEMBER;***

***2) HAVE SERVED ON THE BOARD FOR MORE THAN ONE (1) TERM; AND,***

***3) HAVE SERVED AS AN OFFICER ON THE BOARD FOR AT LEAST ONE (1) YEAR***

***A PERSON ELIGIBLE FOR EMERITUS STATUS MAY ONLY RECEIVE EMERITUS STATUS BY A VOTE OF THE MAJORITY OF THE BOARD. AN EMERITUS BOARD MEMBER(S) MAY ATTEND MEETINGS UPON INVITE BY THE BOARD CHAIR OR A MAJORITY OF THE BOARD MEMBERS. IF AN EMERITUS BOARD MEMBER(S) IS INVITED TO ATTEND A MEETING THEY MAY VOICE THEIR OPINIONS ON ITEMS ON THE AGENDA BUT WILL NOT BE GIVEN VOTING PRIVILEGES. AN EMERITUS BOARD MEMBER(S) WILL BE CONSIDERED A GOVERNING BOARD MEMBER***

***ONLY FOR PURPOSES PERTAINING TO THE SOMERSET ACADEMY OF LAS VEGAS  
REGISTRATION POLICY.***

***EMERITUS STATUS CAN BE REVOKED AT ANY TIME BY A MAJORITY VOTE OF THE BOARD.  
THERE IS NO CAP ON THE NUMBER OF EMERITUS STATUS BOARD MEMBERS.***

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4c – CAMPUS UPDATES BY SOMERSET PRINCIPALS**

NUMBER OF ENCLOSURES: **0**

**SUBJECT: CAMPUS UPDATES**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **SOMERSET PRINCIPALS**

PROPOSED WORDING FOR MOTION/ACTION:

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **15-20 MINUTES**

BACKGROUND: **THE SOMERSET PRINCIPALS WILL PROVIDE CAMPUS UPDATES.**



# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4d – APPROVAL OF RETENTION BONUSES**

NUMBER OF ENCLOSURES: **1**

**SUBJECT: RETENTION BONUSES**

**ACTION**

**CONSENT AGENDA**

**INFORMATION**

CONTRIBUTOR(S): **GARY McCLAIN**

PROPOSED WORDING FOR MOTION/ACTION:

**MOVE TO APPROVE THE RETENTION BONUSES, AS PRESENTED.**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **3-5 MINUTES**

BACKGROUND: **ANNUAL RETENTION BONUSES AS BUDGETED, FOR BOARD APPROVAL.**

## **Somerset Retention Bonuses**

<b>Position</b>	<b>Amounts</b>
Principals	\$2750
Asst. Principals	\$2200
Coaches, Dean, etc.	\$1750
Teachers	\$1250
Other	\$500

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4e – REVIEW AND APPROVAL TO REPLACE THE PARKING LOT LIGHTS FOR THE NORTH LAS VEGAS CAMPUS**

NUMBER OF ENCLOSURES: **1**

**SUBJECT: PARKING LOT LIGHTS – NORTH LAS VEGAS CAMPUS**

**ACTION**

**CONSENT AGENDA**

**INFORMATION**

CONTRIBUTOR(S): **GARY McCLAIN**

PROPOSED WORDING FOR MOTION/ACTION:

**MOVE TO APPROVE \_\_\_\_\_ AS THE VENDOR TO REPLACE THE PARKING LOT LIGHTS FOR THE NORTH LAS VEGAS CAMPUS.**

FISCAL IMPACT: **NO**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **3-5 MINUTES**

BACKGROUND: **THE BOARD WILL REVIEW THE PROPOSALS FOR THE NORTH LAS VEGAS CAMPUS PARKING LOT LIGHTS.**

**Somerset Academy of Las Vegas**  
**North Las Vegas Parking Lot Lights**  
**Bid Process Summary**

**Objectives:**

Secure precise and practical bids by invitation resulting in three qualified respondents: 1. Foxtrot Electric, 2. R.L. Jackson and 3. Advantage Electric. Two other vendors were also asked to provide proposals: G3 Electric and Mojave Electric but did not respond.

Concisely and accurately present the results of the bidding process to the Somerset Academy of Las Vegas Board of Directors with recommendations based on the needs and requests of the campus.

Support the Somerset Academy of Nevada Board of Directors in concluding this process with a final selection of a vendor.

**Bid Results:**

Each vendor was initially asked to provide bids including all the exterior lights but with the pricing of R.L. Jackson and Advantage Electric being so much more than Foxtrot Electric, the decision was made to break it up into 3 phases: Wall-mounted lights, single pole lights in the car loop and the larger pole quad head lights in the parking lot and outside basketball courts. Foxtrot has already completed phases one and two. Each of the 3 respondents were asked to revise their proposals to include only the parking lot quad lights but only Foxtrot responded with a revised proposal.

<u>Contractor</u>	<u>Base Bid</u>
<b>1. Foxtrot Electric</b> Original proposal for all 3 phases	<b>\$30,003.00</b> ( <i>quad head pole lights only</i> ) <b>\$47,647.00</b>
<b>2. R.L. Jackson</b> ( <i>original proposal for all 3 phases</i> )	<b>\$207,400.00</b>
<b>3. Advantage Electric</b> ( <i>original proposal for all 3 phases</i> )	<b>\$215,453.00</b>

**Recommendations:**

Board approval of Foxtrot Electric for \$30,003.00.

**Notes:**

- If I receive the revised proposals from the other vendors I will bring them to the meeting but based on the costs of the other 2 vendors, Foxtrot is still be best option.
- In the lighting industry we cannot take submittals from one supplier/vendor and give to another vendor to provide a proposal based on what another vendor quotes but the lights proposed from all 3 vendors are apples to apples.
- Foxtrot Electric has a unique situation where they are partnered with a lighting supplier thereby being able to considerably reduce their costs.



# FOXTROT ELECTRIC

Foxtrot Electric  
5175 W. Diablo Dr. 106  
Las Vegas, NV 89118  
(702) 524-6625  
NV Lic# 0086528

**Prepared for:**

Academica Nevada  
385 W. Centennial Parkway  
North Las Vegas, NV 89084  
832-640-0584



**ESTIMATE #: Service**  
**PROJECT: Exterior Lighting**

**PROJECT ADDRESS:**  
385 W. Centennial Parkway  
North Las Vegas, NV 89084

We are pleased to offer pricing based on the following scope of work, inclusions and exclusions.

**Inclusions and Clarifications:**

1. Purchase and install (28) LED "shoe-box" style light pole heads to replace existing light pole heads
2. Purchase and install (8) LED "shoe-box" style light pole heads to replace existing pole mounted flood lighting
3. All lighting to be a direct 1 for 1 swap
4. All new light fixtures are subject to approval
5. Assumes use of all existing sub-panels, breakers and all wiring to and from each light/fixture
6. Equipment rental
7. Normal working hours M - F 6am - 5pm
8. No tax was included in this proposal
9. Assumes work to be completed at same time (lift rental is included for 1 month)
10. Proposal reflects use of MC Cable & Type FMC where accepted by the National Codes & Local Ordinances
11. This proposal was put together under the assumption that this is not a prevailing wage project

**Exclusions (Not Including):**

1. Fire alarm system parts and smarts
2. Testing, certification
3. Surveillance, Nurse Call, Security, and Audio/Visual systems devices.
4. Code upgrades to existing.
5. Cutting, patching, coring and painting of all furniture and surfaces (walls, floors, ceilings, sidewalks and parking lots) for electrical devices.
6. Woodworking and the routing, molding and decorative additions other than for support of conduit.
7. Fixture support wires and any grid wires necessary to support electrical, devices, conduit, cabling or equipment.
8. Formed and/or finished concrete (i.e. housekeeping pads, dry packing, slurry, duct banks, barrier posts, pole bases, bollard bases, sidewalks, driveways, aprons, etc.).
9. Painting of electrical equipment, conduits, boxes and devices.
10. All asphalt and concrete work including cutting, breaking, removing, hauling, patching and repairs is excluded.
11. Hard digging which means rocks or boulders larger than a standard backhoe bucket and caliche
12. Temporary power, lighting and trailer hookups are excluded.
13. Payment and performance bond.

**Quad head pole lights (7/19/2024)**

**\$30,003.00**



**Terms and Conditions**

Quotes and pricing are good for thirty (30) days. Upon written acceptance material will be ordered, work will commence and cancellation charges of 10% of the quoted price immediately applies. Payment terms are payment in full at time services are rendered or deposit with payment upon completion or a combination of deposit with percentage draws monthly on balances over \$5,000 and full balance including additional work ordered upon completion or as stated in the contract with will take precedence. Past due invoices will be subject to 1.5% interest per month after 10 days with a minimum charge of \$25.00 processing fee. Collection efforts and costs are the responsibility of the debtor. Credit is extended as a courtesy and past due balance may be accelerated at any time.

**Return Check and Lien Release Notice**

A charge of \$50.00 will be assessed on all checks returned for nonpayment. Subsequent payments must be made by cash, cashiers check, money order or credit card unless the Company at its discretion accepts another form of payment. Preliminary lien information is required within five (5) days of acceptance on projects over \$5,000.00. Upon full payment of monies owed and cleared by the Company banking institution(s) an unconditional lien release is implied for projects under \$5,000.00. Written confirmation will be provided in a reasonable time upon request.

**Contractor Information**

Foster Electric, LLC. DBA Foxtrot Electric is licensed by the Nevada State Contractors Board Class C2 # 0086528 with a contracting limit of \$5,000,000

**Residential Construction Recovery Fund Notice**

Pursuant to NRS 624.520

Payment may be available from the Recovery Fund if you are damaged financially by a project performed on your residence pursuant to a contract, including construction, remodeling, repair or other improvements, and the damage results from certain specific violations of Nevada law by a contractor licensed in this state. To obtain information relating to the Recovery Fund, you may contact the State Contractors' Board at the following location: State Contractors Board, 2310 Corporate Circle, Suite 200, Henderson, NV 89047 or (702) 486-1100

**Warranty Information**

Unless otherwise stated at the time of sale in writing the following warranty is given in its entirety herein and no other claim expressed or implied is valid. All workmanship including parts and labor provided in this agreement is warranted for one year for replacement or repair only by the Company to the extent of the original contract for services and only up to and including the monetary value of the monies collected in performance of the said contract. Work consisting of electronic products which contain one or more transistor, chipset or other products is limited to any and all manufactures limited warranties and no additional extensions or substitutions are herein made.

Special Order equipment or product become the property of the purchaser and are non-refundable unless accompanied by a written request for return and a guaranty by the purchasing party for the new condition in the original packaging so as to be in "Returnable" conditions with monies deducted from any credit for shipping, handling and "Restocking Charges" which may be levied by the manufacturer or supplying Company. All credits will be refunded to the payee of the contract within 45 days pending settlement of all accounting from the returned merchandise receiving party.

✗ Customer Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Foxtrot Electric Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Due to the volatility of electrical material prices this estimate is subject to a price increase per Foxtrot Electric if any of the following circumstances occur:

1. If the estimate is not signed by the General Contractor AND by Foxtrot Electric within 30 days of the date on the estimate.
2. If a signed Notice to Proceed is not issued to Foxtrot Electric by the General Contractor within 30 days of Foxtrot Electric receiving the signed estimate from the General Contractor.
3. If the project is not started within 90 days of the signed estimate date.

**IF YOU ACCEPT THIS ESTIMATE PLEASE SIGN & EMAIL BACK TO FOSTER@FOXTROTELECTRIC.COM**



# FOXTROT ELECTRIC

Foxtrot Electric  
5175 W. Diablo Dr. 106  
Las Vegas, NV 89118  
(702) 524-6625  
NV Lic# 0086528

**Prepared for:**

Academica Nevada  
385 W. Centennial Parkway  
North Las Vegas, NV 89084  
832-640-0584



**ESTIMATE #: Service**  
**PROJECT: Exterior Lighting**

**PROJECT ADDRESS:**  
385 W. Centennial Parkway  
North Las Vegas, NV 89084

We are pleased to offer pricing based on the following scope of work, inclusions and exclusions.

**Inclusions and Clarifications:**

1. Purchase and install (38) LED "shoe-box" style light pole heads to replace existing light pole heads
2. Purchase and install (8) LED "shoe-box" style light pole heads to replace existing pole mounted flood lighting
3. Purchase and install (35) new LED wall packs to replace existing
4. All lighting to be a direct 1 for 1 swap
5. All new light fixtures are subject to approval
6. Assumes use of all existing sub-panels, breakers and all wiring to and from each light/fixture
7. Equipment rental
8. Normal working hours M - F 6am - 5pm
9. No tax was included in this proposal
10. Proposal reflects use of MC Cable & Type FMC where accepted by the National Codes & Local Ordinances
11. This proposal was put together under the assumption that this is not a prevailing wage project

**Exclusions (Not Including):**

1. Fire alarm system parts and smarts
2. Testing, certification
3. Surveillance, Nurse Call, Security, and Audio/Visual systems devices.
4. Code upgrades to existing.
5. Cutting, patching, coring and painting of all furniture and surfaces (walls, floors, ceilings, sidewalks and parking lots) for electrical devices.
6. Woodworking and the routing, molding and decorative additions other than for support of conduit.
7. Fixture support wires and any grid wires necessary to support electrical, devices, conduit, cabling or equipment.
8. Formed and/or finished concrete (i.e. housekeeping pads, dry packing, slurry, duct banks, barrier posts, pole bases, bollard bases, sidewalks, driveways, aprons, etc.).
9. Painting of electrical equipment, conduits, boxes and devices.
10. All asphalt and concrete work including cutting, breaking, removing, hauling, patching and repairs is excluded.
11. Hard digging which means rocks or boulders larger than a standard backhoe bucket and caliche
12. Temporary power, lighting and trailer hookups are excluded.
13. Payment and performance bond.

**Base bid (5/16/2024)**

**\$47,647.00**





**Terms and Conditions**

Quotes and pricing are good for thirty (30) days. Upon written acceptance material will be ordered, work will commence and cancellation charges of 10% of the quoted price immediately applies. Payment terms are payment in full at time services are rendered or deposit with payment upon completion or a combination of deposit with percentage draws monthly on balances over \$5,000 and full balance including additional work ordered upon completion or as stated in the contract with will take precedence. Past due invoices will be subject to 1.5% interest per month after 10 days with a minimum charge of \$25.00 processing fee. Collection efforts and costs are the responsibility of the debtor. Credit is extended as a courtesy and past due balance may be accelerated at any time.

**Return Check and Lien Release Notice**

A charge of \$50.00 will be assessed on all checks returned for nonpayment. Subsequent payments must be made by cash, cashiers check, money order or credit card unless the Company at its discretion accepts another form of payment. Preliminary lien information is required within five (5) days of acceptance on projects over \$5,000.00. Upon full payment of monies owed and cleared by the Company banking institution(s) an unconditional lien release is implied for projects under \$5,000.00. Written confirmation will be provided in a reasonable time upon request.

**Contractor Information**

Foster Electric, LLC. DBA Foxtrot Electric is licensed by the Nevada State Contractors Board Class C2 # 0086528 with a contracting limit of \$5,000,000

**Residential Construction Recovery Fund Notice**

Pursuant to NRS 624.520

Payment may be available from the Recovery Fund if you are damaged financially by a project performed on your residence pursuant to a contract, including construction, remodeling, repair or other improvements, and the damage results from certain specific violations of Nevada law by a contractor licensed in this state. To obtain information relating to the Recovery Fund, you may contact the State Contractors' Board at the following location: State Contractors Board, 2310 Corporate Circle, Suite 200, Henderson, NV 89047 or (702) 486-1100

**Warranty Information**

Unless otherwise stated at the time of sale in writing the following warranty is given in its entirety herein and no other claim expressed or implied is valid. All workmanship including parts and labor provided in this agreement is warranted for one year for replacement or repair only by the Company to the extent of the original contract for services and only up to and including the monetary value of the monies collected in performance of the said contract. Work consisting of electronic products which contain one or more transistor, chipset or other products is limited to any and all manufactures limited warranties and no additional extensions or substitutions are herein made.

Special Order equipment or product become the property of the purchaser and are non-refundable unless accompanied by a written request for return and a guaranty by the purchasing party for the new condition in the original packaging so as to be in "Returnable" conditions with monies deducted from any credit for shipping, handling and "Restocking Charges" which may be levied by the manufacturer or supplying Company. All credits will be refunded to the payee of the contract within 45 days pending settlement of all accounting from the returned merchandise receiving party.

✗Customer Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Foxtrot Electric Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Due to the volatility of electrical material prices this estimate is subject to a price increase per Foxtrot Electric if any of the following circumstances occur:

1. If the estimate is not signed by the General Contractor AND by Foxtrot Electric within 30 days of the date on the estimate.
2. If a signed Notice to Proceed is not issued to Foxtrot Electric by the General Contractor within 30 days of Foxtrot Electric receiving the signed estimate from the General Contractor.
3. If the project is not started within 90 days of the signed estimate date.

**IF YOU ACCEPT THIS ESTIMATE PLEASE SIGN & EMAIL BACK TO FOSTER@FOXTROTELECTRIC.COM**



# R.L. JACKSON ELECTRIC

8840 W. Russell Road, Suite 230 • Las Vegas, NV 89148 • (702) 254-5159 • Fax (702) 254-3453  
License #51259 • Unlimited Bid Limit

## PROPOSAL

May 16, 2024

### ACADEMICA NEVADA

6630 Surrey Street  
Las Vegas, NV 89119  
Attn: Nathan Dehoyos

### RE: Somerset North Las Vegas

Submitted herewith is our proposal to change out light pole heads, flood lights to LED and replace wall packs, at the project known as Somerset North Las Vegas, located at 385 W Centennial PKWY, North Las Vegas, Nevada 89084.

### TOTAL SUM OF OUR PROPOSAL: \$207,400.00

#### INCLUDED IN OUR PROPOSAL:

1. Change out 106 LED pole heads on 34 light poles.
2. Change 8 flood lights to LED on 4 poles.
3. Replace 27 wall packs.
4. All pipe, wire, boxes, and devices for a complete electrical installation as per proposal.
5. All work performed in accordance with the National Electrical Code.

#### EXCLUDED FROM OUR PROPOSAL:

1. Dry wall patch and paint.
2. Core drilling, saw cutting, and patch of concrete and asphalt.
3. Ceiling wires for light fixtures.
4. Temporary power and lighting.
5. To bring existing up to code.
6. Third party testing for lighting control systems.
7. Supply of access panels.
8. Plan check and revision fees.

We are hoping this meets with your approval. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kevin Pedraja".

Kevin Pedraja



Advantage Electric LLC  
4175 N. Rancho Drive #130  
Las Vegas, NV 89130  
License #75812  
Bid Limit: Unlimited  
Phone: (702) 541-8600  
Fax: (702) 998-1544

## Proposal

Date: 05/15/2024

Academica Nevada  
6630 Surrey Street  
Las Vegas, Nevada 89119  
Attention: Nathan DeHoyos

Somerset North Las Vegas Exterior Lighting  
385 W Centennial Parkway  
North Las Vegas, NV 89084

Advantage Electric LLC is submitting a proposal for Somerset North Las Vegas Exterior Lighting per email sent by Nathan DeHoyos on the 9<sup>th</sup> of May, 2024. Any scope or information not listed specifically in our proposal or not shown on bid documents is not included in our proposal.

Base Bid: \$215,453.00

This proposal includes:

Site Lighting:

- a. Remove (27) existing wall packs and replace with (27) new LED wall packs
- b. Remove (8) existing flood lights and replace with (8) new LED flood lights
- c. Remove (106) Pole Lights and replace with (106) new LED pole lights
- d. Lift Rental



Advantage Electric LLC  
4175 N. Rancho Drive #130  
Las Vegas, NV 89130  
License #75812  
Bid Limit: Unlimited  
Phone: (702) 541-8600  
Fax: (702) 998-1544

Exclusions:

1. Overtime or accelerated schedule
2. Concrete bases & pads
3. Poured in place concrete
4. Concrete cutting, sawcutting, and patching
5. 3rd party testing
6. Light poles and bases

Notes/Qualifications:

1. This proposal is based on normal working hours Monday-Friday
2. All layout reference points will be provided to Advantage Electric
3. All taxes included in price.
4. Payment terms to be progressive billing, NET 30
5. Proposal valid for 30 days.
6. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviations from above specifications involving extra specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above all the estimates. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Advantage Electric LLC

Luke Lareau

(702) 374-1412

Luke@advantageelectricnv.com

# SOMERSET ACADEMY OF LAS VEGAS

## SUPPORT SUMMARY

MEETING DATE: **AUGUST 5, 2024**

AGENDA ITEM: **4f – DISCUSSION AND POSSIBLE ACTION REGARDING THE SKY POINTE CONSERVATORY AND THE LONE MOUNTAIN GYM**

NUMBER OF ENCLOSURES: **1**

SUBJECT: **SKY POINTE CONSERVATORY/LONE MOUNTAIN GYM**

ACTION

CONSENT AGENDA

INFORMATION

CONTRIBUTOR(S): **GARY McCLAIN**

PROPOSED WORDING FOR MOTION/ACTION:

FISCAL IMPACT: **No**

ESTIMATED LENGTH OF TIME FOR CONSIDERATION (IN MINUTES): **5-10 MINUTES**

BACKGROUND:



August 2, 2024

TO: Somerset Academy of Las Vegas  
6885 W Red Coach Ave  
Las Vegas, NV 89108  
Gray.McClain@academicnv.com

RE: **Proposal for Professional Services**  
**PROJECT: Somerset Academy-Lone Mountain Campus Expansion– Conceptual Design and Land Use Services**  
E3 job # 2023118

Dear Gary,

ethos|three ARCHITECTURE is pleased to present our fee proposal for Conceptual Design and Land Use Services to the City of Las Vegas Department of Planning. This Design and Land Use proposal is for a Gymnasium and Classroom expansion at Somerset Academy-Lone Mountain Campus. The proposed project is located on an adjacent site (APN: 138-03-602-018). We anticipate the Land Use Service to include a Use Permit and Site Development Review with Waivers. Our Proposal is based on the attached conceptual site plan dated 4/10/2024.

**Scope of Project:**

- New Gymnasium of approximately 13,300 SF
- Optional-New 2-Story classroom building of approximately 17,500 SF
- Landscape Design for City of Las Vegas Land Use Submittal

**Scope of Services under this Proposal:**

- Conceptual Design to meet school requirements
- Preparation and attendance of Pre-Application meetings with City of Las Vegas Planning.
- Preparation of Formal Submittal of the Land Use Application to City of Las Vegas Planning.
- Attendance of public meetings which may include Neighborhood Meeting, Town board Meeting and Planning Commission.
- Architectural Site, Floor and Elevation Plans
- Landscape Design Plan to include sustainability calculations and required landscape coverage.



August 2, 2024  
Somerset Lone Mountain Expansion  
Proposal for Land Use Services  
Page 2

We propose to furnish the above services for a **lump sum fee of \$ 25,993.00** per the following breakdown of services:

• ethos three Architecture:	\$ 22,793.00
• Landscape Preliminary Design:	<u>\$ 3,200.00</u>
<b>TOTAL:</b>	<b>\$25,993.00</b>

**Note: ethos|three ARCHITECTURE does not guarantee approval of land use applications. Payment for our services is not contingent upon approval of any land use application.**

**OPTIONAL SERVICES – Not included in BASIC SERVICES**

- Classroom Building \$ 5,000.00
  - Traffic Study \$ 17,800.00
- (Approximate Budget and recommended only if Classroom phase is included)

**The following are excluded from the above Phase IA fee:**

- A. Reimbursable Expenses will be billed at 1.15 x the cost of these services per the attached Standard Office Rates and Expenses.
- B. Engineering of any Discipline.
- C. Construction Documents.
- D. Dry Utility Coordination.
- E. Lighting and Photometric plans.
- F. Any items not specifically indicated as included within this proposal.

Client agrees to pay all costs of collection, including attorney's fees if legal action is required to enforce the payment provisions of this Agreement. Inquiries and questions regarding any invoice shall be made within ten (10) working days of receipt of the invoice. Failure to notify Architect within the specified period will constitute a waiver of any claim with respect to the content or accuracy of the invoice, as well as acceptance of the services provided.







August 2, 2024  
Somerset Lone Mountain Expansion  
Proposal for Land Use Services  
Page 4

**ethos|three ARCHITECTURE**  
**2024 Standard Office Rates and Expenses**

**Office Staff – Employee Rates**

---

Principal	\$275
Interior Design Director	\$175
Project Manager	\$175
Project Architect	\$150
Construction Administration	\$125
Project Professional III	\$150
Project Professional II	\$125
Project Professional I	\$100
Draftsperson	\$85
Administration III	\$125
Administration II	\$100
Administration I	\$75

**Internal Reimbursable Costs**

---

**Standard Printing**

8.5 x 11 Black & White	\$0.10
8.5 x 11 Color	\$0.60
11 x 17 Black & White	\$0.20
11 x 17 Color	\$1.20
18 x 24 Black & White	\$2.50
18 x 24 Color	\$7.50
24 x 36 Black & White	\$3.50
24 x 36 Color	\$20.00
30 x 42 Black & White	\$5.00
30 x 42 Color	\$35.00



Foam Core Mounting 30 x 42

\$25.00

July 30, 2024

**ETHOS THREE ARCHITECTURE**

8985 S. Eastern Ave.  
 Suite 220  
 Las Vegas, NV 89123

Attn: Bonnie Saxon

RE: Proposal for Landscape Architectural Design Services  
**Somerset Lone Mountain Gymnasium & Classroom Building**  
 SLA No: P24-080

Dear Ms. Saxon:

SLA Land Architects (SLA) is pleased to present our design fee proposal for landscape architectural design services for the **Somerset Lone Mountain Gymnasium & Classroom Building** project located at 6885 W. Red Coach Ave, Las Vegas, NV 89108. This proposal includes complete landscape architecture land use design services. The project is understood to include:

1. Land Use landscape plan

The project is on a 1.04-acre site. The project includes preparation of a landscape land use plan around the new buildings, parking lot, and streetscape.

**I) SCOPE OF SERVICES:**

**A) LANDSCAPE SCHEMATIC / LAND USE PHASE:**

1. Attendance at no more than one (1) virtual project meeting during this phase.
2. Preparation of up to two (2) preliminary designs as needed to arrive at the desired landscape design theme. Make modifications as needed to secure owner approval.
3. Preparation of one (1) final landscape design review plan showing the proposed landscape layout as required by the City of Las Vegas planning department. Address all design review comments until approval is given.
4. Calculation of landscape areas and coverage requirements as required by the City of Las Vegas Title 19A.
5. Coordination with other project consultants.

**II) LANDSCAPE ARCHITECTURAL FEES:**

**A) LANDSCAPE DESIGN FEES:**

1. TASK A: Landscape Schematic / Land Use Phase ..... **\$3,200.00**

**III) REIMBURSABLES & EXCLUSIONS:**

**A) REIMBURSABLE EXPENSES: (NONE ANTICIPATED FOR THIS PROJECT.)**

If needed, reimbursable expenses will be billed at our direct cost on a time and material basis. Reimbursable expenses include but are not limited to the following:

1. Printing of plans after the 100% submittal. (All colored prints, mylar prints, electronic discs, agency submittal sets, bid sets, construction sets, etc. are reimbursable expenses.)
2. Postage or delivery charges associated with reimbursable expenses.
3. Out of town travel and accommodations.


- 4. Printing of permit sets or construction sets.
- 5. Construction permits and plan checking fees.

**B) SERVICES NOT INCLUDED IN THIS PROPOSAL:**

- 1. Meetings beyond the quantity specified in this proposal.
- 2. Construction documentation.
- 3. Value Engineering studies, alternatives, designs or estimates.
- 4. LEED documentation, calculations or exhibits.
- 5. Engineering services (civil, electrical, structural, geotechnical, surveying, etc.).
- 6. Bidding or construction administration services.
- 7. Any service not specifically listed in this proposal.

The design fee is contingent upon the client providing a base plan in electronic AutoCAD format with all existing conditions properly located. This proposal is good for **ninety (90)** calendar days from the date above.

By signing this document, you give notice to proceed and authorize SLA to complete the services listed in this proposal pursuant to the attached Standard Agreement and Terms and Conditions.

Sincerely, 

Joe Vickers, PLA  
President

Approved By:

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**SLA Land Architects**  
**Standard Agreement and Terms and Conditions**  
**between Client and SLA for Professional Services**

1. General: The Basic Services to be performed by SLA Land Architects, hereinafter referred to as SLA, are defined in the attached proposal letter agreement, hereinafter referred to as Letter of Agreement. When both parties sign the Letter of Agreement, with the second party hereinafter referred to as CLIENT, an agreement is formed among the parties, which invokes the terms of this Standard Agreement and Terms and Conditions (hereinafter, "Agreement").
2. Scope of Services: SLA agrees to perform the services outlined in the Letter of Agreement.
3. Manner of Payment: SLA, as a prerequisite to the obligation on the part of the CLIENT for payment of fees provided herein, shall submit invoices for the services performed. Invoices shall describe the types of services provided for which compensation is sought by SLA and identify the percentage complete of individual tasks. Invoices are to be prepared and submitted on a monthly basis and are due upon receipt. Payment is past due thirty (30) days from the date which the invoice was submitted. An additional charge at the rate of two (2) percent per month will be charged against invoices that are past due.
4. SLA Status: SLA is at all times an independent contractor and not an employee of CLIENT and shall not have nor represent that it has authority to bind or commit CLIENT unless expressly authorized to do so in writing.
5. SLA Responsibilities: SLA's employees who perform services on the project shall be qualified to perform such services and appropriately licensed as necessary. All such employees shall conduct themselves in a proper and professional manner. SLA shall perform professional services, as delineated in the proposal, in accordance with all applicable laws, statutes, and regulations.
6. CLIENT Responsibilities: Provide a base plan in electronic AutoCAD format with all existing conditions properly located unless otherwise noted in the Letter of Agreement. Respond in a timely manner to questions from SLA relating to the scope of work of this PROJECT. Provide any available documentation, plans, reports, etc. which would assist SLA in the design of the PROJECT. The CLIENT shall also make all payments for services in a timely manner as described in Paragraph 3 above.
7. Termination: This Agreement shall remain in effect until the work as defined in the proposal is completed, or for a period of one (1) year, provided, that either party may terminate this Agreement upon seven (7) days written notice for (a) cause or (b) if CLIENT abandons or substantially modifies or delays the PROJECT. In the event of such termination, CLIENT shall compensate SLA through the notice date for services actually performed hereunder in accordance with the rates set forth herein. Should the work be suspended for more than one hundred eighty (180) days, the rates are subject to an adjustment.
8. Ownership of Drawings: All documents including Drawings and Specifications prepared by SLA pursuant to this Agreement are instruments of service in respect of this PROJECT and are owned by SLA. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the PROJECT or on any other project. Any reuse without written verification or adaptation by SLA for the specific purposes intended will be at CLIENT's sole risk and without liability or legal exposure to SLA; and CLIENT shall indemnify and hold harmless SLA from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any such verification or adaptation will entitle SLA to further compensation at rates to be agreed upon by CLIENT and SLA. SLA shall not be held liable for the accuracy of any computer aided design or information given to the CLIENT on computer disks.
9. Coordination: SLA shall coordinate its work hereunder with all other consultants or subcontractors of CLIENT employed on the PROJECT and shall inform them of matters necessary to the performance of their services.
10. Confidentiality: SLA shall treat all information relating to the PROJECT and all information supplied to SLA by the CLIENT as confidential and proprietary information of the CLIENT, and shall not permit its release to other parties or use for any public announcement or publicity releases without the CLIENT's written authorization. SLA shall also require its sub-consultants to comply with this requirement.

**SLA Land Architects**  
**Standard Agreement and Terms and Conditions**  
**between Client and SLA for Professional Services**

11. Conflict of Interest: SLA warrants that it is not currently engaged in and agrees that it shall not engage in during the term hereof any work for another client that might constitute a conflict of interest with its work hereunder. The CLIENT shall provide SLA with a list of adverse parties or competitors to ensure that SLA is made aware of potential conflicts.
12. Insurance: SLA shall maintain Comprehensive Liability Insurance coverage in an amount of at least Two Million Dollars \$2,000,000; and Professional Liability Insurance coverage in an amount of at least Two Million Dollars \$2,000,000; and Worker's Compensation Liability Insurance coverage as required by Chapter 616 of the Nevada Revised Statutes and the State Industrial Insurance System.
13. Indemnification and Liability: SLA agrees to hold harmless and indemnify the CLIENT from and against liability arising out of SLA's negligent acts, errors, or omissions. It is specifically understood and agreed that in no case shall SLA be required to pay an amount disproportionate to its culpability, or any share of any amount levied to recognize more than actual economic damages.
14. Applicable Law: This Agreement shall be construed and interpreted in accordance with the laws of the State of Nevada.
15. Severability: In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain valid and binding on the parties hereto.
16. Arbitration: All claims, disputes and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or breach thereof will be decided by arbitration. Arbitration will be used in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association unless the parties mutually agree otherwise. No arbitration, arising out of or relating to this Agreement, shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CLIENT and SLA, and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This Agreement to arbitrate, and any agreement to arbitrate with an additional person or persons duly consented to by the parties of this Agreement, shall be specifically enforceable under the prevailing arbitration law. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. In the event that either party demands arbitration, it is agreed by the parties hereto that all means of discovery, including, but not limited to depositions and interrogatories will be afforded to the parties in the arbitration, with the appointed arbitrator having all authority to impose sanctions against either party for failing to comply with the rules for discovery provided under the Nevada Rules of Civil Procedure. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Arbitration shall be conducted in Clark County, Nevada.
17. Assignment: The CLIENT and SLA each bind itself and its partners, successors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party in respect to all covenants of this Agreement, except neither the CLIENT nor SLA shall assign, sublet or transfer its interest in this Agreement without written consent of the other.
18. Modification: All modifications or amendments to this Agreement are null and void unless reduced to writing and signed by the parties hereto.
19. Entire Agreement: This Agreement constitutes the entire Agreement between the parties hereto with respect to the matters covered thereby. All prior negotiations, representations and agreements with respect thereto not incorporated in this Agreement are hereby canceled. This agreement can be modified or amended only by a document duly executed on behalf of the parties hereto.