

SOMERSET SCHOOL

OUR MISSION

The mission of Somerset School is to prepare young, emerging adolescent students with the understandings and skills necessary to cope with their own changes from childhood to adolescence, and with academic skills and knowledge essential for the transition into the middle level, continued school success, as well as life- long learning.

OUR SCHOOL COMMUNITY

Words to live by ~



INTEGRITY



RESPECT



EXCELLENCE



RESPONSIBILITY



COMMITMENT



Respect + Responsibility = Results

RULES AND PROCEDURES FOR STUDENTS

General

1. Respect each other and all adults.
2. Respect school property and the property of others.
3. Keep your hands and feet to yourself. Fighting, horseplay, bullying and improper physical contact will not be tolerated.
4. Walk quietly through the halls, so as not to disrupt classes.
5. Listen and follow the directions of adults, at the first request.
6. Electronic devices (e.g. games, electronic pets, iPods, mp3 players, digital cameras) are not permitted at school unless requested by the classroom teacher for a special classroom event.
7. Skateboarding, rollerblading, or bicycling is not permitted on school property.
8. Selling, trading or exchanging of personal property is not permitted at school.
9. Clothing with profane or suggestive language/pictures is not permitted in school. Clothing or accessories that distract or cause a safety hazard are also not permitted.
10. Hats may not be worn inside the school building, except on specially designated days.
11. Chewing gum is not permitted at school.
12. Weapons, toy weapons, or any object that could be construed as a weapon are not permitted in school.

Arriving at School

Based upon the weather conditions, the teacher on duty shall use their own discretion to determine whether the morning “gathering” is indoor or outdoor.

1. If you are dropped off in the front of the school, walk around the building to the playground. Do not cut through the school building.
2. Remain on the blacktop at all times. Do not play near ice or puddles, within 10 feet of the building, near traffic chains, on the railings or near the line-up area. Do not play with or throw snow or ice.
3. No body contact should occur during play. Rough play will be stopped by the adult on duty.
4. Walk bicycles onto school property.
5. Skateboards, scooters, or rollerblades are not permitted on school grounds.
6. On inclement weather days, sit in the cafeteria, not on the heating units or tables.

Bus:

1. Obey and respect the bus driver.
2. Enter and exit the bus in a quiet and orderly fashion.
3. Remain seated with your seat belt securely fastened.
4. Physical contact with other students or throwing of objects is not permitted on the bus.
5. Speak in a soft, conversational tone of voice.
6. After bus students are dropped off at school they must report directly to the community room and must remain there until released by staff member in charge of the breakfast program.

Repeated inability to follow the “bus rules” will result in the suspension and potential revocation of transportation privileges

Community Room

1. Enter and leave in a quiet, orderly manner.
2. Be alert to when the performance/speaker is ready to begin.
3. Be respectful to the performers. Use appropriate applause. No booing, talking, hooting, or whistling.
4. Remain seated for the entire performance. Use the rest rooms, if necessary, prior to the performance.
5. Be considerate of others in the audience. Sit rather than kneel. Keep your hands to yourself.

Bathrooms

1. Flush the toilet.
2. Wash your hands after using the bathroom facilities.
3. Place garbage in the trash can.
4. Respect the privacy of others.
5. Be quiet in the bathroom.
6. Walk directly, in an orderly fashion, to the bathroom; return quickly.

Lunch/Recess

Cafeteria:

1. Staff member in charge of lunch duty will determine where students sit.
2. Sit on the chairs and eat lunch quietly without disturbing others. Remain seated unless you are purchasing food or cleaning up.
3. Follow the directions of the teachers or Paraprofessional the first time. No talking back or using inappropriate body language.

4. Do not use foul language or gestures.
5. No teasing, bullying, or criticizing.
6. Keep the cafeteria clean. No throwing or playing with food.
7. No lending money, no exchanging money, no purchasing snack or lunch for other students, and no borrowing money from other students.

Playground:

1. Follow the directions of the adults the first time.
2. Avoid physical contact with others. Keep your hands to yourself. No hitting, pinching, pushing, kicking, or tripping.
3. Do not throw sticks, sand, stones, grass, or any objects.
4. Do not climb over; go under, or through any fence.
5. Show respect for school equipment. Return all equipment to the building. Report items lost or broken.
6. Remain on the blacktop only. Students are not allowed in the teacher parking area.

*If a student feels that he or she was unjustly treated by a lunch aide, that student should bring his or her concern to the attention of the lunchroom supervisor, their teacher, or the principal **after** the conclusion of the lunch/recess period. The student is still responsible for following the instructions of the lunch aide until such time that the teacher or principal reviews the student's concern.*

A student who demonstrates difficulty in following the rules for behavior in the cafeteria will receive one or more of the following consequences: warnings; change in seating; eat at a separate table or location; or detention.

Consequences

It is the practice of the faculty and staff at Somerset School to use a positive approach toward students and their behaviors. The school provides many opportunities throughout the day to positively reinforce the numerous appropriate behaviors demonstrated by our students. Other opportunities are provided for students to constructively practice the behaviors we want them to acquire.

For those instances where reinforcement and constructive practice are not sufficient in modifying a student's behavior, additional consequences are needed. Individual needs and circumstances are always taken into account. Close cooperation between home and school is crucial in these efforts.

Somerset School

Behavior Rubric 2010-2011

We strive to make discipline a private learning experience and an opportunity for growth. All students are asked in conversation with adults (teachers, administrators or guidance staff), to reflect on their behaviors that result in consequences.

If you break the rules or don't follow procedures you may receive (1) or more of the following:

- 1. Warning**
- 2. Teacher Choice Consequence - Teacher detention (before or after school) or lunch detention (Lunch detentions remove students from social lunches; students eat with teachers or with administrators).**
- 3. Central Detention - Assigned by the Student Liaison Coordinator or the Principal**
- 4. Loss of privileges - Cannot participate in special events**
- 5. Office Choice Consequence – Central Detention(s), Suspension(s), Behavior Contracts, or other consequences deemed appropriate by administration**
- 6. Community Service – Parents along with administration and staff will determine activity**
- 7. Suspension - In-school or out-of-school**

*****Note: Any behavior that is outrageous, overly disrespectful or dangerous, or not specifically stated in the rubric is subject to administrator review and assignment of consequences.
For additional information, please review the district board policy.***

Respect + Responsibility = Results

Somerset School Behavior Rubric

	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
<p>Behavior</p> <p style="text-align: center;">-It is the responsibility of the staff member who observed the behavior to call parent/guardian -Administration will contact parent/guardian when deemed necessary -Student(s) will be required to speak to the guidance counselor when deemed necessary -Repeated violation of Somerset Rubric will result in a mandatory student behavior plan and mandatory counseling</p>				
Chewing gum	<ul style="list-style-type: none"> • Warning 	<ul style="list-style-type: none"> • Teacher Consequence Choice 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Additional Detention
<p>Possession of nuisance item</p> <p><i>(e.g. laser pointers, silly bands, rubber bands, balls, toys, and any item that disrupts the learning environment)</i></p>	<ul style="list-style-type: none"> • Item confiscated • Item returned to student at end of day 	<ul style="list-style-type: none"> • Item confiscated • Parent notified to pick up in the main office 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Additional Detention
	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence

Violation of dress code	<ul style="list-style-type: none"> • Warning • Made to change 	<ul style="list-style-type: none"> • Made to change • Parent notified 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Additional Detention • Parent conference • Loss of school privileges
Cell phones or other electronic devices <i>(e.g. iPods, mp3 players, digital cameras, PSPs, Nintendo DS or DSi or any other electronic devices)</i> PLEASE SEE CELL PHONE POLICY FOR MORE INFORMATION	<ul style="list-style-type: none"> • Item confiscated • Item returned at the end of day 	<ul style="list-style-type: none"> • Item confiscated • Parent notified to pick up item in the office 	<ul style="list-style-type: none"> • Item confiscated • Parent notified to pick up item in the office • Central Detention(s) 	<ul style="list-style-type: none"> • Item confiscated • Additional Detention • Parent conference • Loss of school privileges
Refusal to follow school or classroom rules, procedures, directions, routines, or requests	<ul style="list-style-type: none"> • Warning or • Teacher consequence choice 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Disrupting class instruction or student learning	<ul style="list-style-type: none"> • Warning or • Teacher consequence 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Additional Central Detention(s) or 	<i>**To be determined by administration</i>

	choice		<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	
Late to class/Traveling in building without a pass/permission <i>(Students are given the opportunity to get a pass from a teacher)</i>	<ul style="list-style-type: none"> • Central detention(s) 	<ul style="list-style-type: none"> • Additional Central Detention(s) 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
Failure to serve teacher detention	<ul style="list-style-type: none"> • Central detention(s) 	<ul style="list-style-type: none"> • Additional Central Detention(s) 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
Failure to serve Central Detention(s)	<ul style="list-style-type: none"> • <i>Additional Central Detention(s)</i> 	<ul style="list-style-type: none"> • <i>Suspension</i> • <i>Parent conference</i> • <i>Loss of school privileges</i> 	<ul style="list-style-type: none"> • <i>Suspension</i> • <i>Parent conference</i> • <i>Loss of school Privileges</i> 	**To be determined by administration
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Improper physical contact <i>(e.g. horseplay, running in the hallways or in classroom, pushing, tripping, hugging, touching, kicking, kneeing, elbowing, or any other type of contact an adult deems</i>	<ul style="list-style-type: none"> • Central Detention(s) Or • Suspension 	<ul style="list-style-type: none"> • Central Detention(s) Or • Suspension • Counseling 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration

<i>inappropriate)</i>				
Violation of Internet Acceptable Use Policy <i>(Depending on the nature of violation, police involvement may be necessary)</i>	<ul style="list-style-type: none"> • Internet access revoked or limited 	<ul style="list-style-type: none"> • Parent conference • Central Detention 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
Plagiarism	<ul style="list-style-type: none"> • Made to redo assignment for partial credit • Lesson on plagiarism 	<ul style="list-style-type: none"> • No credit for assignment • Central Detention • Parent conference 	<ul style="list-style-type: none"> • No credit for assignment • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Cheating	<ul style="list-style-type: none"> • No credit for assignment • Teacher consequence choice 	<ul style="list-style-type: none"> • No credit for assignment • Central Detention(s) 	<ul style="list-style-type: none"> • No credit for assignment • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
Forgery	<ul style="list-style-type: none"> • Teacher consequence choice 	<ul style="list-style-type: none"> • Central Detention(s) 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	**To be determined by administration
Vandalism/Graffiti	<ul style="list-style-type: none"> • Suspension • Parent conference 	**To be determined by	**To be determined by	**To be determined by

<i>(Depending on the nature of violation, police involvement may be necessary)</i>	<ul style="list-style-type: none"> • Loss of school privileges • Item replaced or damage restitution made • Community service 	<i>administration</i>	<i>administration</i>	<i>administration</i>
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Cutting Class	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Cutting School	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Hands on teacher's property, space, belongings <i>(Depending on the nature of violation, police involvement may be necessary)</i>	<ul style="list-style-type: none"> • Item replaced or damage restitution made • Central Detention or suspension 	<ul style="list-style-type: none"> • Suspension • Parent conference • Loss of school privileges • Item replaced or damage restitution made 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Racial Slur and/or Derogatory comments	<ul style="list-style-type: none"> • Suspension 	<i>**To be determined by</i>	<i>**To be determined by</i>	<i>**To be determined by</i>

	<ul style="list-style-type: none"> • Parent conference • Apology letter to victim • Loss of school privileges 	<i>administration</i>	<i>administration</i>	<i>administration</i>
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Stealing	<ul style="list-style-type: none"> • Suspension • Item replaced or restitution made • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Fighting or instigating a fight	<ul style="list-style-type: none"> • Suspension • Parent conference • Mediation counseling • Loss of school privileges • Police notified 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Causing false alarms or emergencies	<ul style="list-style-type: none"> • Suspension • Exclusion hearing • Parent conference • Police notified 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>

	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
Violence or Threat of violence towards a student <i>(verbal, written, or gestures)</i>	<ul style="list-style-type: none"> • Suspension • Parent conference • Police notified • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Violence or Threat of violence towards a staff member or administration <i>(verbal, written, or gestures)</i>	<ul style="list-style-type: none"> • Suspension • Exclusion hearing • Parent conference • Police notified • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Threats of bodily harm to self	<ul style="list-style-type: none"> • Referral to Department of Pupil Services by school counselor or administration • Police notified 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
	1 st Consequence	2 nd Consequence	3 rd Consequence	4 th Consequence
Bullying	<ul style="list-style-type: none"> • Central 	<ul style="list-style-type: none"> • Suspension • Guidance 	<i>**To be determined by</i>	<i>**To be determined by</i>

	Detention(s) <ul style="list-style-type: none"> • Parents notified by administration • Guidance counselor mediation 	counselor mediation <ul style="list-style-type: none"> • Offender and victim Parent conference • Loss of school privileges • Conflict contract 	<i>administration</i>	<i>administration</i>
Sexual Harassment	<ul style="list-style-type: none"> • Suspension • Police notification • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
Possession of drugs, alcohol, or cigarettes	<ul style="list-style-type: none"> • Suspension • Police notification • Parent conference • Loss of school privileges 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>
Possession of an item perceived as a weapon,	<ul style="list-style-type: none"> • Suspension • Police notification 	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>	<i>**To be determined by administration</i>

explosive or destructive devices <i>Please refer to the District weapon policy</i>	<ul style="list-style-type: none">• Parent conference• Loss of school privileges			
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