



The SEED School of Maryland

Parent-Student Handbook 2019-2020

We believe that together we will do great things. We accomplish this through strong, caring relationships, collaboration, consistency, accountability, and high expectations for all who teach, learn, live, and serve in our community.

Live, Learn, Succeed
www.seedschoolmd.org

WELCOME.....

Dear SEED Parents and Students,

Thank you for choosing to be part of the SEED School of Maryland community. Our teachers, student life counselors, student support team and administrative staff all look forward to taking the next step with you and your child on their journey towards college completion.

Please take a moment to review this handbook which details our expectations of students as well as what you can expect from us. You will notice that it's all here - from our policy for checking in on Sunday evenings to a list of senior traditions, to our expectations for student behavior.

To ensure that we get off to a strong start, we will review this information with your child and we ask that you also spend some time discussing this handbook with him or her. We invite you to review our policies and contact us if you have questions.

The 2019-2020 school year will be filled with lots of wonderful opportunities for your child to learn and to grow. We are excited about working together to achieve that growth!

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The SEED School of Maryland
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The SEED School of Maryland is a statewide college preparatory public boarding school whose primary mission is to provide an exemplary education and living experience which equips students with the academic, critical thinking and social skills necessary for college and beyond.

THE SEED MD MISSION

The mission of SEED MD is to provide an exemplary education and living experience, which equips each student with the academic, critical thinking, and social skills necessary to graduate from college.

We are a teaching, learning, and living community that values respect, responsibility, compassion, perseverance, integrity, growth, and gratitude.

We believe that together we will do great things. We accomplish this through strong, caring relationships, collaboration, consistency, accountability, and high expectations for all who teach, learn, live, and serve in our community.

SEED MD VISION

To operate one of Maryland's top-performing college preparatory schools, which provides students from traditionally underserved communities and backgrounds with access to resources and opportunities that ensure that they graduate prepared for success in college and beyond. This will happen through a comprehensive program that equally values and integrates academics, life skills and positive youth development attributes on a daily basis

CORE VALUES.....

We believe that each student's understanding and demonstration of our core values is critical to building success in each of our students. We expect all members of the SEED MD community to live by and demonstrate our core values in their daily performance while at SEED MD and beyond. Our core values are: Compassion, Perseverance, Integrity, Respect, Responsibility, Growth, and Gratitude.

SEED MD PLEDGE

We are the SEED
We are one
We won't rest
Until we've won

People all around us
Wonder who we are
We are the SEED
The future Stars

We can't be stopped
Our minds are too strong
We end with knowledge
And we don't do wrong

We are working
Harder everyday
We are one
And here to stay

CONTACT AND COMMUNICATION INFORMATION.....

SCHOOL ADDRESS

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HOURS OF OPERATION

The SEED MD campus is a secure, 24-hour, five-day-per-week boarding school in which we strive to create a nurturing and comforting environment for both the students and faculty. The general hours for conducting administrative business are 8:30 a.m. to 4:00 p.m., Monday through Friday. *Although our students return to campus on Sunday evenings, our administrative offices are closed on Sundays.*

Please note that after 9:30 p.m., our campus is settled and our students are preparing for the next school day. We do not allow visitors after 9:30 p.m., except in the case of an emergency.

ONLINE RESOURCES

SEED MD utilizes two secure, web-based systems as resources to students, staff, and parents to help monitor academic, social and student life progress. With an internet connection, you can get school information about your student anytime from home, the office, the public library, or any other computer or device. All students will be assigned usernames and passwords for PowerSchool and Kickboard. Parents also have accounts to access student information. Keep this information confidential. If usernames or passwords need to be reset, please contact the school.

PowerSchool	Kickboard
seedschoolmd.powerschool.com Smartphone app available	parents.kickboardforschools.com/home/signin Smartphone app available
<ul style="list-style-type: none">● Attendance● Course grades (academic & student life)	<ul style="list-style-type: none">● Positive and negative behaviors as noted by staff

Below are other resources that are helpful to SEED MD students and families.

- School Website
 - Our website gives information about things such as programs, athletic events, news, and parent resources. If SEED MD closes for inclement weather

- or any other reason, the website banner will be updated on the home page.
- Site Address: www.seedschoolmd.org
 - eFunds for Schools
 - Online system to pay outstanding school fees (ie - technology use fee, dues, etc) or deposit funds into student meal account for the a la carte snack program. The ***e-Funds for Schools*** service is offered to you by a third party service provider and they charge for processing your payment(s), similar to other online banking services. SEED MD does not request or keep records of family checking or credit card account information.
 - Parent Link: <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=56093>
 - Calendarwiz
 - Web calendar with listing of school activities, events and games
 - Link: <https://www.calendarwiz.com/seedschoolmd>
 - Social Media
 - Twitter - SEED MD twitter account provides updates on the SEED Foundation, reminders about special events, and promotions on volunteering.
 - Follow our twitter page: @theseedschoolmd
 - YouTube - SEED MD YouTube page has a host of videos on attending the school, graduation coverage, and students' stories regarding their journey through SEED MD.
 - Please subscribe to our YouTube page: SEED MD Maryland
 - Instagram - The SEED MD Instagram page provides updates on the SEED Foundation, reminders about special events, and promotion on volunteering.
 - Please follow our Instagram Page: @theseedschoolmd
 - SEED MD Family Tree - A private Facebook group solely for parents-guardians with children currently attending SEED MD that shares external opportunities, reminders on upcoming events, announcements regarding parent-guardian workshops, and more.
 - Please join the parent-guardian facebook group by clicking join on SEED MD Family Tree group.
 - The SEED MD Facebook Page - A public Facebook page geared towards educating viewers about SEED MD, sharing special events, and more.
 - Follow our Facebook page: The SEED MD School of Maryland

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General Information

Bus Transportation

Bus transportation is available to students who request the service. Please contact the Transportation Coordinator at (410) 843-9477 or (443) 416-9027 for further information. Families must submit in writing any request for changes in the transportation status of a student at least 24 hours in advance of the necessary change. Please do not request a change in transportation on the day of dismissal, as it will not be honored. This is to ensure our students arrive at their designated destination.

All students riding the bus are expected to behave in a socially appropriate manner. This includes following the school bus rules and safety policies and obeying the driver. Any student who fails to follow transportation policies is subject to disciplinary consequences including but not limited to losing the privilege of riding the bus. Inappropriate behavior on the school bus will result in written referrals that will be reported to the student support team and the dean of students for further disciplinary action.

Regulations for students riding buses

1. Students being transported are under the authority of the bus driver and/or bus aide.
2. The bus driver and/or bus aide may assign students seats.
3. Students shall remain seated and face forward while the bus is in motion and will keep aisles clear at all times.
4. Students shall converse in normal tones; loud or vulgar language or obscene gesturing is prohibited.
5. Students are not permitted to eat, drink or chew gum on the bus except as expressly granted.
6. Students shall use the emergency exits only in case of emergency.
7. Students will place their belongings in a location directed by the bus driver or the bus aide.
8. Students shall not extend any part of the body through bus windows.
9. Students shall not open or close windows without the permission of the driver and never more than half way down.
10. Stay away from moving buses. Do not run after a bus.
11. Students shall not throw objects at, into, from or on the bus.
12. Students shall keep the bus clean and must refrain from damaging it.

13. Students shall be courteous to the driver, bus aide, to fellow students, staff and passersby.
14. Parents shall be on time for the bus, allowing ten minutes before pick-up time on check-in days.
15. When necessary to cross the road, students shall cross ten (10) feet in front of the bus or as directed by the bus driver.
16. Students shall have written permission from the school or a guardian to leave the bus other than at the bus stop or at school.
17. Students who refuse to obey promptly the direction of the driver/aide or refuse to obey regulations may forfeit their privilege to ride on the buses.

**Transportation provided by SEED MD
is a privilege and not a right.**

Bus Discipline Referral Policy

SEED MD strives to improve student achievement by providing safe, timely, and cost effective transportation for all eligible students in accordance with federal, state, and local laws as well as policies and guidelines.

This discipline-enforcement policy is designed to provide safe and quiet rides for all students by assigning consequences and/or removing disruptive or uncooperative riders.

Prior to the first bus referral, a verbal notice will be given to the student notifying him/her of minor or continuing conduct that is disruptive. A verbal notice does not require discipline of a bus referral. At this time, the parent/guardian will be contacted via phone by the Dean of Students.

Should it be necessary for a bus driver or bus aide to issue a referral to a student due to misbehavior on the bus, the bus driver will fill out a Bus Referral Form and appropriate consequences will be given to the student and the parent will be contacted regarding bus conduct.

Students who do not follow the above regulations or commits any acts of misconduct will be subject to the range of consequences as outlined in the Student Code of Conduct.

USE OF TRANSPORTATION SITES

SEED MD is pleased to partner with organizations that will accommodate our state transportation plan by providing a location within 25 miles in proximity to students' homes. We want to remind all parents about the importance of picking up your children by the time the site closes to ensure the safety of your child. It is important for parents and students to abide by the rules and regulations set forth by the site. Additionally, it is expected that students remain at the site for pick-up. Students should not leave the premises if a family member is not there prior to arrival. Parents and students that are reported to SEED MD for neglecting to abide by the rules are subject to removal from the site. For parents who are repeat offenders for arriving past closing time, the sites have the right to refuse services until obligations are paid, thereby jeopardizing the student's bus transportation provided by the school. In addition, student misbehavior at sites will result in disciplinary action and or removal from site.

If a bus arrives past closing time at the site, it is the parent's responsibility to wait in the parking lot of the building for your child(ren) to arrive. Parents are encouraged to be at the site prior to the child arriving to ensure their safety. In addition, when dropping off a student, transportation to and from school is the parent's responsibility

In accordance with the agreement set up with the bus company, buses are on a strict time schedule and therefore cannot wait for parents to arrive even in inclement weather.

INTEGRITY

**Doing the right thing even
when no one is looking.**

Care of School Property

Students of SEED MD are expected to be responsible for the proper care, use, and maintenance of all school property, including school issued computers/devices, textbooks, materials, and furniture. Students who deface, damage, or vandalize school property or equipment will be subject to consequences as outlined in the Code of Conduct and will be required to pay restitution for damage done to the item or for the cost of repair or replacement. Periodic room inspections will be performed of students living quarters and assessed for damages. Parents will be financially responsible for damages. Student financial

obligations must be satisfied by the end of the school year. If a student's financial obligation has not been met by the end of the school year, a student's participation in school activities may be restricted. Please note eighth grade students with an outstanding obligation will not be able to participate in the end of year dance nor the promotion ceremony and any seniors with outstanding debts will not receive their diplomas nor laptop.

Cell Phone & Electronic Devices Policy

Students are **not** permitted to have cell phones on campus unless eligible under the Upper School, Student Leadership and Bus transportation cell phone programs. Should any student violate these policies they will receive a referral with the appropriate consequences. Electronic devices such as iPads, ipods(with video capability), android or apple watches and personal laptops are not permitted. Every student is assigned an electronic device for academic use. During the academic day and in the dorm community environment, we ask that all students use headphones to listen to music, watch videos and/or play games on their devices. Devices with speakers such as stereo sound systems, wireless speakers and radios are not permitted to be used on campus in community areas. Permission to use speakers should be obtained by an adult specifically for an activity or program.

If a phone or any other electronic device is confiscated from a student, the following consequences will apply:

1st Infraction - Device returned to Parent upon check-out with written contract.

2nd Infraction - Device returned to Parent at the end of the quarter with written contract.

3rd Infraction - Device returned at the end of the Academic School year.

SEED MD assumes no responsibility for any lost or stolen devices. Students must use their assigned lockers to secure all items of value.

Cell Phone Policy for Students Using Bus Transportation

Students who use SEED MD Bus Transportation may need to communicate with their parents on their trips home. They will be allowed to bring cell phones to school on check-in days. All cell phones must be checked in at the Front Desk in the dorm during the check-in process and will be stored until check-out. During the check-out process, students will

receive their cell phones for the ride home. Students who leave during the academic day must notify the Student Life Management staff in advance of their early dismissal to receive their cell phone. The notification should be provided at least 24 hours before the time of early dismissal. Staff, other than student life, does not have access to cell phones. Cell phones will remain under lock and key until the next check-out day. If SEED MD Staff has not been notified of an early departure, students may have a longer unexpected wait time or may have to return in the evening or check-out to retrieve their cell phone.

Any student who does not turn in his/her cell phone on Check-in days has violated this policy and will be subject to disciplinary action according to the Student Code of Conduct. **SEED MD is not responsible for any phones damaged, lost or stolen on campus.**

Parent pick up students are not be allowed to have cell phones.

Cell Phone Policy for 11th-12th grade and Student Leadership (Prefects, Ambassadors, SGA)

Students are permitted to use their cell phones ***only After School during Student Life Hours*** designated as Monday-Friday 4pm-until designated bedtime ie: early bed, assigned grade level bedtime and/or Student Leadership Bedtime, Check-in until designated bedtime and Check-out beginning at 2:30pm. Students must have a 2.5 G.P.A to bring and have access to their cell phones on campus. Dual Enrollment Students will have their College Classes factored into their G.P.A. and they must also have 2.5 with both College and SEED MD School Classes.

Loss of privileges can also occur in the following instances:

- Any cell phone that is displayed and/or being used can be confiscated. It will be turned over to PYD for the designated period of time.
 - **1st Infraction** - Device returned to Parent upon check-out.
 - **2nd Infraction** - Device returned at the end of the quarter.
 - **3rd Infraction** - Device returned at the end of the Academic School year.

Ceremonies, Traditions, Trips & Activities

SEED MD coordinates a range of assemblies, ceremonies and activities designed to celebrate individual accomplishments, the progress we make as a school community and the culture of our students and families. Parents are welcomed to participate in school

traditions and ceremonies and should review the school calendar for a listing of specific ceremonies, dates, times and locations. You may also contact the school at (410) 843-9477 if you have questions regarding this information.

6th Grade Foundations (New Student Orientation) - SEED MD's overnight experience for incoming 6th graders that have been admitted to the school and are on the waitlist. Testing for reading and math levels happen during the academic day and students experience dorm life in the evening.

Chair Ceremony - An Annual Staff Recognition Ceremony a.k.a. the Chair Ceremony. The Chair Ceremony is an event that honors staff members who have served the students and families of SEED MD for 4 consecutive school years. During this ceremony, staff who have also worked 8 consecutive school years are also recognized and have their names engraved and acknowledged on the SEED MD Tree in the atrium of the school.

Dream Ceremony - An official welcoming ceremony for all 6th graders. This ceremony is intended to acknowledge the students' acceptance of their seven-year journey. Each student writes a letter about what career he or she wants to pursue. With the help of the Senior Class, those 6th grade students are pinned and recognized in a ceremony for joining the SEED MD Community.

Harambee - A Kenyan tradition where the word *Harambee* literally means, "all pull together" in Swahili. Following Kenya's independence in 1963, the first Prime Minister, and later, first President of Kenya, Jomo Kenyatta, adopted Harambee as a concept of pulling the country together to build a new nation. In our SEED MD Community, we use Harambee to "all pull together" and celebrate the end of the quarter successes for students. Students are recognized for their academic success based on honor roll, highest keyboard points, most improved and core value awards in the classroom and the dorm. During this ceremony, we also showcase the talent of many of our clubs.

Spirit Week - This event happens multiple times of the year to encourage school spirit and support major activities such as Back to School, homecoming and testing. During this week, the school community participates in activities that are fun and boost the spirit of the community.

Mandatory vs. Earned Trips (Incentive Based Trips)

Mandatory Trips - all students are expected to attend and write a reflection about the experience off campus. These experiences off campus are intended to complement the daytime/evening and social emotional development programs.

Earned Trips - based on kickboard points and are specific for students who have met incentive based criteria for the activity identified.

Junior College Tour - A week long College Tour to expose the Juniors to a variety of Colleges and Universities that could be a good "Fit and Match". The students visit campuses and work with members of the College Transition and Success (CTS) Team to reflect and process on the college experience.

Internships - Paid internships are provided for seniors. Students are selected to participate in experiential internships with stakeholders such as community partners, board members and local organizations.

Senior Traditions - Senior students participate in an Inauguration Ceremony, Prom, Farewell, Senior Dinner and Senior Graduation.

Student Leadership Opportunities

Ambassador Program - Students in grades 7 through 12 are eligible. Students give campus tours to SEED MD visitors and share SEED MD experiences at off-campus presentations. Parent permission is required for participation in this program. Students must reapply each school year and can serve as an ambassador for a maximum of 3 years.

Prefect Program - SEED MD Prefects are comprised of upper school students selected to assist the community in all aspects of school life. They act as ambassadors and assist with monitoring hallways, working in houses, dining hall, in the athletic program and with other duties. Some of the benefits are guaranteed seating on school trips, special meals and a Prefect blazer.

Student Government Association - A student leadership organization with elected representatives from 6th-12th grade. These students help plan and organize school activities and events.

Civil Air Patrol (CAP) - is a congressionally chartered, federally supported non-profit corporation that serves as the official civilian auxiliary of the United States Air Force (USAF). CAP is a volunteer organization with an aviation-minded membership that includes people from all backgrounds, lifestyles, and occupations. It performs three congressionally assigned key missions: emergency services, which includes search and rescue (by air and ground) and disaster relief operations; aerospace education for youth and the general public; and cadet programs for teenage youth.

Junior/Senior Student Cohort Leads - Student leaders who will represent the Junior or Senior Class as a member of the 11th/12th grade Cohort team. They will be responsible for contributing to the planning of activities and programs for their cohort.

Blazer Ceremony - The Blazer within the SEED MD Community signifies "Upper Class". This ceremony happens after the first quarter of 9th grade to signify the completion and the transition from Middle School to High School.

Communication with Staff

We encourage parents/guardians to stay in regular communication with their student's teachers, counselor, and advisor. In order to allow SEED MD staff to meet the demands of their job, we ask that parents utilize email as an efficient means of communication. If email is not available, please call the main desk and leave a message for the staff member. SEED MD staff will make their best effort to reach out to the parent within 48 business hours. We expect and value parents and staff communicating in a positive manner.

Dining Hall

Breakfast, lunch, and dinner are served in the dining hall and we expect our students to eat in a casual and comfortable environment. Good manners and proper conduct are expected at all times. Students are responsible for the cleanliness and condition of their dining table and surrounding area. Students will be expected and asked to clean up their area after each meal. We offer nutritious and healthy meals and we expect all students to eat in order to maintain good health and eating habits. Students also receive snacks each day. Monthly school menus are posted on the school's website.

Food Restrictions

SEED MD understands that some students may have dietary food restrictions based upon food allergies or other medical issues. All reasonable attempts will be made from the dining hall to accommodate medically diagnosed food restrictions. Medical documentation must be provided from a licensed practitioner and submitted to the health suite.

Off-Campus Food

SEED MD prohibits outside food and drinks to be served to students. This includes candy, gum, carbonated drinks, home cooked meals, fast-food and carryout/delivery food orders. This decision will still allow parents, guardians or family members to visit, but not with the purpose of bringing or sharing breakfast, lunch or dinner from off campus .

There is one exception. Throughout the year, many families have asked to celebrate birthdays at SEED MD. All requests for birthday celebrations should be submitted and approved by the Student Life Managers. The managers will notify the parent and make the arrangements. The notification will consist of the date, time and location for the celebration. Parents are permitted to only bring cake/cupcakes and punch for birthday celebrations. SEED MD, as per MSDE guidelines, requires that parents bring only store bought, dessert items such as cakes, cookies, or packaged treats. These items must have an attached, legible, ingredient label, which will ensure that items were prepared safely and, in the case of an emergency, could quickly identify the contents of the dessert/treat. If any meal is brought to the school, it will not be allowed and the individual will be asked to take it home.

Snacks

Snacks are provided after school and before bedtime. Parents are not permitted to bring outside snacks for students to store on campus or in their personal items. Students may deposit money into their lunch account to purchase snack items through our lunch a la carte program. SEED MD utilizes e-Funds for Schools, an online payment system. See the Online Resources section for further details.

Diversity

SEED MD strives to provide an educational environment in which each member, regardless of ability, age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, sexual orientation, ethnicity or socioeconomic status, is a welcomed and valuable contributor. SEED MD does not discriminate on the

aforementioned matters and they do not affect employment or providing access to programs, activities and provides equal access to school programming. The school will work tirelessly to ensure equal access to opportunities, as well as promotion of individual growth through internal and external academic and extracurricular opportunities.

Dress Code

All students are expected to comply with uniform expectations. Students who are repeatedly out of uniform will be subject to disciplinary actions. It is expected that students arrive on campus with the appropriate number of uniforms (including Physical Education [P.E.] uniforms) and appropriate clothing for the boarding program. SEED MD encourages parents to put your child's name on their uniform clothing. Student life staff makes every effort to ensure that students are properly outfitted for the day. SEED MD is not responsible for any lost or stolen items.

Dress code exceptions will be made for athletes and students attending off campus activities at the discretion of a SEED MD administrator (ie – dual enrollment students, athletes traveling to games). If a student is scheduled to leave campus and the staff finds the student's attire to not aligned with the dress code, the student will be asked to change attire or remain on campus.

The SEED MD uniform consists of:

- Uniform khaki pants/shorts (no cargo pockets) or gray pants with a black belt
- Skirts/skorts for girls (obtained through DENNIS School Uniforms only)
- Uniform Shirts (obtained through Dennis School Uniforms only)
- Black shoes
- Blazers (on specified days)

Shirts, skirts/skorts, gym wear and sweaters **must be** purchased from our vendor, DENNIS School Uniforms, because they will bear an official The SEED School of Maryland logo that is specific to our school.

Uniform pants may be found in the school uniform section at JCPenney, Old Navy, Gap, Target, or Walmart. Bottoms purchased from a retailer other than DENNIS School Uniforms must only be khaki color.

Students are to wear their uniform throughout the academic school day and change into

their P.E. uniform as directed. P.E. uniforms worn under their academic uniform is strictly prohibited and considered a violation of the student dress code. SEED MD encourages parents to put your child's name on their uniform clothing.

Accessories are admissible but must meet the criteria of something that could be worn in a professional setting. Dental fronts, headgear (do-rags), jewelry, such as earrings, watches, necklaces and bracelets can be worn but should not be worn to advertise or promote. Jewelry other than stud earrings and watches cannot be worn during the academic day. Students will be asked to remove jewelry that is deemed a distraction or a possible hazard to the student. Jackets, coats, and hats may not be worn during the academic day and students will be required to remove them and store them in his or her locker until the end of the school day. Students will be allowed to change out of their uniforms and into their own clothes at the end of the academic day.

Students must adhere to the following standards for non-uniform attire:

- Shirts and blouses must be continuous from the neckline to the waist and the entire mid-section of a student should not show. Shirts and blouses need to be tucked into a student's pants or skirt. Tank tops and muscle shirts are not appropriate to wear.
- No clothing with vulgar language, obscene pictures, weapons, drugs/alcohol or drug paraphernalia or tobacco products may be worn.
- Skirts and shorts should be no shorter than fingertip level. The hemline should be about six inches below the buttocks.
- Pants should be secured at the waist and not sagging to expose undergarments. Pants cannot have any holes in them. Leggings should not be worn as pants. Leggings of any kind are prohibited.
- Hats, caps, visors, or sweatbands are not to be worn in the buildings. Other head coverings beyond religious belief will not be allowed on campus without sufficient documentation.
- Upper school students will be issued a blazer at the beginning of the school year. The blazer is a required supplement to the uniform and is not intended to substitute other articles of clothing. Blazers will be collected from students at the conclusion of the school year. If a blazer is not returned, **the replacement cost for a lost blazer is \$100.**

General SEED MD School Uniform Requirements	
Pants/Skirts/Shorts	<ul style="list-style-type: none"> • All pants/shorts must be worn with an all black belt. Belt buckles must be plain and appropriate (Should not be tight or revealing). • All bottoms must extend beyond the student's hands when their arms are extended at their side. • Pants must be worn outside of shoes/boots.
Shirts	<ul style="list-style-type: none"> • SEED MD logo shirts (short- or long-sleeved, obtained through DENNIS School Uniforms only)
Ties	<ul style="list-style-type: none"> • Students may wear ties with oxford shirts. Ties must be maroon or gold or a combination of both. • Also, students may wear standard ties or crossbows purchased from our uniform supplier.
Stockings and Shoes	<ul style="list-style-type: none"> • Students must wear ALL black shoes (tennis, dress, or boots) • Stockings/socks must be burgundy, grey, black, or white. Stockings can also be neutral in color. • Sandals are not permitted.
Sweaters & Blazers	<ul style="list-style-type: none"> • Students may wear SEED MD blazers, sweatshirts or any other outerwear with the SEED MD logo. Only outerwear that is SEED MD paraphernalia (bearing the SEED MD School logo or SEED MD name) is permitted in the academic building during school hours.
Accessories	<ul style="list-style-type: none"> • Professional jewelry (earrings, watches, etc.) may be worn
Makeup	<ul style="list-style-type: none"> • Middle school students are not allowed to wear makeup. • Upper school students may wear appropriate makeup (ie – lip gloss, eyeliner, mascara) during academic hours.

A dress code violation is considered a Level I infraction. Continued violations will be managed according to the student code of conduct section.

Emergency Procedures

Emergency procedures and response protocols have been established for the dormitories and academic building. All facilities will have regular emergency drills. Everyone must

evacuate the facility during a fire emergency or drill when appropriate and follow the directions of the adults in charge.

Tampering with any fire safety equipment, setting off false alarms, or failure to evacuate a building when the alarm is sounded are very serious offenses. Violators are subject to disciplinary actions, which could include dismissal from the school and referral to local civil authorities.

PERSEVERANCE

Commitment, hard work, patience, endurance, and not giving up.

Inclement Weather

In the event that severe weather is anticipated for Maryland, the SEED MD Leadership Team will review all available information and determine if a school closing is necessary. The safety of our students is our first priority. The decision to close or remain open is determined by closings of local school districts, accessibility of partnering drop-off and pick-up sites, accessibility to campus by all staff, and availability of our transportation provider to transport students. Parents and guardians will be informed of school closings through the SEED MD website, email blasts, phone calls, and public announcement on radio and television stations.

Please be assured that SEED MD will notify families as soon as possible, but, information must be obtained from all news/weather/transportation authorities to ensure that all of the **students who travel across the state** are safe.

Library Policy

Students from all grades visit the library in the fall for an orientation. All students are welcome to come to the library during open hours as long as they have a pass. Additionally, the library is open at lunch for students.

Borrowing Policies

Students may have up to two items checked out from the library at any time. Exceptions to this policy will be made on a case-by-case basis. Books checked out from the library can be renewed at least once.

Returning Library Items

Books may be returned inside the library – in the book return at the circulation desk – any time that the library is open.

Notification of Overdue Items and/or Fines

Students are told verbally if they have overdue materials or fines when they attempt to check out new materials. At least twice a month students receive a written notice of overdue books. Books not returned after 60 days are considered “Lost” and billing statements will be sent home. All items must be returned to the library or paid for by the end of the school year.

Online Library Accounts

Parents/guardians and students may access the Internet from anywhere to see what items are available in the library. In addition, with the student’s library password, your student’s library account may be viewed to identify what books are currently checked out, overdue, or money owed. Please contact the Librarian to learn how to access this information for your student.

Periodically, overdue book and fine letters are enclosed in grade reports. Additionally, if you would like to know at any time if your child has overdue materials, please contact the Librarian.

Lockers

Students are assigned lockers during both the academic and student life programs. All students are responsible for keeping their locker(s) neat and orderly at all times. Periodic inspections by the school administration will be held to see if they are clean and organized. The administration has the right to inspect a locker at anytime and without the student’s permission or knowledge.

Academic

In some instances students may be required to share lockers during the academic day.

Students should bring their own locks for use during the academic day. If items are needed from a student's school locker after the school day has ended, permission must be obtained from a Student Life Counselor.

Student Life

Every student will be assigned an individual locker in the dorm. If requested a student may be provided a lock or students can bring their own lock. If a student is given a lock by Student Life and the student loses the lock/or it is not returned at the end of the year, the student will be charged the cost of \$5 for the replacement lock. Please note that Student Life staff can perform locker checks at any time during the Student Life programming hours.

Lost and Found

Lost and found items such as textbooks, keys, clothing, glasses, etc. will be placed in the school-wide lost and found. It is the student's responsibility to report any lost items immediately. Please be sure to check the lost and found for missing items. Parents PLEASE put your student's name(s) on their clothes for easier identification so that items may be returned back to the correct student. Lost and found items will be available in the lost and found bin located in the dining hall and lobby of both dorms. Unclaimed items will be donated to charity after major breaks such as winter, spring and summer breaks.

Money on Campus

Students should not bring large amounts of money to campus unless requested by staff for a special occasion. In those situations, students will have the option of storing their money with their Student Life Manager. SEED MD is not responsible for a student's money that is lost or stolen.

Presentations of Learning

A presentation of learning (POL) is a reflection of the student's knowledge of content areas throughout the year. POLs are a part of every student's educational process at SEED MD. Student participation is required and incomplete or non-compliance of this assignment may result in future loss of privileges. Families will be invited to attend their student's presentation. POLs will occur in April and/or May.

Re-Enrollment

SEED MD's re-enrollment policy allows for students who voluntarily withdrew from the school, the option to re-enroll at SEED MD, however, re-enrollment is not guaranteed. At the discretion of the head of school, SEED MD may re-enroll a student who voluntarily withdrew from the school. The student must meet the minimum criteria in order to be considered for re-enrollment:

1. Student withdrew from SEED MD in good standing as determined by the leadership team, as shown through academic performance, referral history and attendance rate;
2. Enrollment space is available. **Enrollment space is defined as gender specific availability in the academic and student life programs;**
3. Requests re-enrollment less than 180 school days from the date of withdrawal or up to April 1st of the school year in which the student wishes to return;
4. Student presentation to leadership or selected staff members on desire to return to SEED MD incorporating core values;
5. Agreement of student contract required for re-enrollment.
6. Submission of Re-enrollment Package to the Director of Admissions
 - a. Written statement from the parent to the leadership team (no more than one page) on request to re-enroll;
 - b. Most current report card for review prior to meeting;
 - c. Two recommendations (one from a teacher and another from either a guidance counselor or assistant principal)

If the student meets the above stated guidelines, a meeting will be scheduled for the parent requesting re-enrollment for notification of decision within 10 days of the written request. Please note that withdrawal and re-enrollment can impact a student's graduation trajectory. Also, please note that any student that successfully re-enrolls to SEED MD will have to serve a 30-day probationary period.

Reports on Student Progress

SEED MD hosts an Open House in September where parents may meet with teachers and discuss learning objectives and classroom expectations for the year. Additionally, we host routine Parent-Teacher Conferences, where parents may meet individually with teachers

and student life counselors regarding their child's progress and pick up their child's report card. In order to increase contact with staff, parents are encouraged to set-up conferences with teachers and/or student life counselors. Parents should call or email as needed to discuss student progress. Finally, parents may also contact our Family and Community Engagement Coordinator to schedule a "shadowing day" to visit their child's classes and/or after-school programming. (See "Shadow policy" for specifics). Please refer to the school calendar for specific dates of the events mentioned above.

Additionally, legal parents/guardians of students will receive regular reports of student progress. The school calendar contains the dates of marking/reporting periods. Report cards are issued quarterly and distributed at conferences; progress reports are issued at the middle of every quarter and mailed home. Real-time updates on student progress are available online through PowerSchool and Kickboard (see "Online Resources" section).

Student Cars/Parking On Campus

All licensed, insured student drivers are eligible to obtain parking permits by following the procedure outlined below. A student parking permit is a privilege, not a right, and student drivers are expected to obey all school policies and rules. Failure to abide by all terms can result in the suspension or loss of parking privileges.

Procedure

1. Retrieve a Student Parking Application from the Front Desk
2. Compile completed application package, which should include:
 - **Student Parking Application** (student and guardian signature required)
 - Copy of **Student Driver's License**
 - Copy of **Vehicle Registration**
 - Copy of **Insurance Card**
3. Submit completed application package to the Front Desk

Policies

1. Student drivers should plan to arrive at school within normal check-in hours and should report to their dorm immediately upon arrival. **No loitering is permitted in the student parking lot.**
2. **After check-in, student drivers may not return to their cars without permission from an administrator,** with the exception of normal check-out hours.

3. **If a student driver does not arrive within normal check in hours, s/he is not allowed to park on campus that week** unless permission for a late check-in is given by an administrator.
4. **Student drivers should park only in the student parking lot** and should never block the passage of students or other drivers. Student drivers should not park in the visitors' lot, the faculty lot, the circles, or handicapped areas (unless displaying proper tags).
5. **Cars parked without a permit visibly displayed and/or parked illegally may be immobilized or towed at the driver's expense.**
6. All cars parked on school property must be registered with the school. Doors should always be locked and windows closed. **The SEED School of Maryland is not responsible or liable for damage to or loss of property from student vehicles.**
7. The parking lot is school property and parking spaces are provided free of charge. **School officials reserve the right to search any car parked in its lots if necessary.** Anything found will be handled according to our discipline policy.
8. Parking on campus is a privilege and **failure to obey the stated policies and/or the direction of school staff while in or operating a vehicle on campus will result in the parking permit being revoked** (for a time or permanently).
9. **Student drivers who receive an out of school suspension for any reason will have their parking permits revoked for 2 months.**

Student parking is a privilege, not a right. **Student drivers are expected to follow and obey all school policies and rules, as well as all rules of the road.**

Student Computer/School Issued Device/Internet Use Policy

SEED MD provides computers, ipads, networks and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. SEED MD believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient and appropriate use of the technology.

Student use of school computers, network and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules (Computer/Internet Acceptable Use Policy and Laptop Policy). Students who violate the

policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action. SEED MD expects that all users will operate technology in a responsible, civil, ethical, and appropriate manner.

All SEED MD computers remain under the control, custody and supervision of the school. The school reserves the right to monitor all computer and Internet activities by students. Students have no expectation of privacy in their use of school computers, network and Internet services. Students are not allowed to use privately-owned computers at school, connect any personal device to the network, or access any wireless system by bypassing the network.

A non-refundable yearly fee is required to cover one incident of non-warranty accidental damage to one student laptop of the participating family. Damage from malicious behavior may not be covered. Any discipline due to behavior associated with the incident will follow existing policies

Lastly, SEED MD uses filtering technology designed to block materials that are obscene or harmful to minors and child pornography in accordance with the Child Internet Protection Act (CIPA). The school takes precautions to supervise student use of the Internet and also educates students about appropriate use of the Internet; however, parents should be aware that the school cannot reasonably prevent every instance of inappropriate use, including access to objectionable materials and communications with persons outside of the school in violation of School policies, procedures, and rules.

Student Movement Around Campus (Old Hall Pass Policy)

Throughout the entire day, students engage in programming aligned with our philosophy as a 24-hour learning environment. It is critical that students participate in all aspects of programming to maximize the benefit of our unique structure. Students must have staff permission to be out of area at any time. While staff are expected to issue permission, students are expected to request permission if it is not given. Students found out of area without permission will be considered out of bounds, and may receive a consequence (See “Student Code of Conduct”). In addition to our commitment to programming, we see students being out of area as a tremendous safety concern. We appreciate the support of parents and guardians in reiterating this rule.

Vending Machines

SEED MD has vending machines with snacks. Vending machines can be found in the dining hall for students use after school. Students are allowed to use the machines from 4:30 p.m. until 7:15 p.m. Students can use the vending machines after they have eaten dinner in the last 15 minutes of the mealtime. If students misuse or vandalize the vending machines, students will be disciplined according to the Student Code of Conduct.

Withdrawing a Student

SEED MD recognizes the value of the ability of parents to make a choice regarding their student’s educational placement and career. For a variety of life situations a parent may make a choice to withdraw their child from SEED MD. In order to withdraw, a parent must complete and sign a SEED MD Withdrawal Form with the front desk. Once all obligations to SEED MD have been satisfied, the school secretary will prepare the necessary transfer card for transport to the new school. Current cumulative folders and records will be forwarded to the new school upon receipt of their request. Parents and the student life counselor or dorm managers will make arrangements for collection of the student’s personal belongings. *Personal belongings MUST be picked up during the academic day.*

Once a student withdraws from the SEED MD, the student forfeits his/her assigned enrollment space at the school.

GRATITUDE

Extending kindness and expressing
expressing appreciation for the
gifts, time, and talent of others.

Attendance

Effective July 2017, Maryland State Law (Section 7-301) required regular attendance of all students between the ages of five and 18 years old. The parents of students who are unlawfully absent 20% or more of membership days will be referred for attendance hearings at the District Court. These parents are subject to legal fines of \$50.00 per day for each day their child is absent past the 20% of days and/or imprisonment. Beyond this legal requirement, getting to school on time and remaining in class all day are the most

important steps to success in school. Students who do not attend school regularly are likely to struggle in school and may be more likely to drop out of school.

Early Departure from Campus

Our goal is to have all students present on campus in order to maximize their opportunities for growth and learning. However, there are instances when off campus appointments arise. If a student must leave campus during the school week, parents need to follow the steps below:

- Call the school as soon as you know a student needs to leave campus.
- If a student is going to miss part of the academic day program, please call the main office at 410 843-9477, ext 0.
- Students must have the appropriate permission to miss Student Life programming. Parents or guardians should contact the Student Life counselor regarding absences.
- Parents must report to the academic building to sign students out when taking students off campus and sign them in when students return to campus. Written permission from a student’s parent/guardian is required to allow a student to leave in a taxi or a car service.

Participation in our entire program is critical. Please limit early departures to emergency situations or essential appointments. SEED MD encourages scheduling medical appointments during school closings and breaks.

Family Engagement

Family Engagement is a vital component in the education of SEED MD Maryland students, and it is an indication of a healthy and vibrant school environment. SEED MD values parent-guardian participation and *strongly encourages all parents, guardians, and family members* to take part in various activities around campus to support all students.

Below are examples of parent participation:

- Attend a Family Engagement Conference
- Parent Workshops
- Harambee Awards Ceremony

- School-wide events throughout the school year
- Join SEED MD SABERS PTO
- Donation of items to SEED MD Uniform Closet and/or School store
- Volunteer five hours per school year in various departments
- Attend Parent-Teacher Conferences
- Review the weekly family email blasts
- Review your scholar's academic progress via PowerSchool and Kickboard
- Join the SEED MD Parent Facebook Group (SEED MD Family Tree)

Contacting Your Student

It is vital that SEED MD and parents-guardians maintain a shared partnership with education of SEED MD students. In order for parents-guardians remain abreast to their child's progress, parents-guardians should communicate with their child during the designated call time in the Student Life schedule. During school hours (8:30a.m.-4:00 p.m.), parents-guardians should contact the front desk and leave a message with the receptionist. After school hours (4:00 p.m.-12 a.m.), parents-guardians should contact a Student Life Manager, during the overnight hours, parents-guardians should contact the Overnight Student Life Manager. Please note that students will not be pulled from class time nor will they be awakened during the overnight program for telephone calls unless it is a case of an emergency.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) is a federal statute that describes inspection and review of student records, including: specific information to be made available to students and parents, procedures for students and parents with regard to access to records, hearings, and written explanations. The goal of FERPA and SEED MD's record policy is to protect student privacy, to ensure that parents and students have access to appropriate records, and to provide appropriate student records to parties who have valid and legitimate need.

Rights of Parents and Students to Review School Records

Parents and guardians have the right to inspect and review their child's education records. Parents are allowed inspection unless "access is barred by state law, court order, or a legally binding instrument" relating to such matters as divorce, separation, or custody that specifically revoke those rights.

Parties requesting a copy of a part or all of a student's records must provide a signed and dated request to the school secretary, and allow one week for SEED MD to comply.

A detailed copy of our policy related to Family Educational Rights and Privacy Act (FERPA) is available at the school.

Custodial/Non-Custodial Parent Policy and Protocol

SEED MD will maintain a position of neutrality at all times with respect to outcomes in a child custody, access disputes, or arrangements between parents. SEED MD staff will not provide letters of opinion or support or be interviewed by lawyers, parents, or other professionals pertaining to a divorce or custody dispute; nor are they permitted to voluntarily testify for, or against, one parent or the other, or as a neutral party.

Student Visitation & Authorized Pick-Up

Non-custodial parents or another person requesting contact with a student will not be granted permission to visit with the student, unless they are listed on the student's contact list. SEED MD STAFF or SECURITY will check the visitor's name against the school's authorized pick-up student list. As such, we encourage custodial parents to list all family and friends who might be called upon to pick up a student. If a person is not listed, we will require that the custodial parent make specific arrangements set forth in the "Check-In and Check-Out Policies" section of the Parent Handbook.

- SEED MD will only deny visitation for a non-custodial parent if we have an official copy of the most recent court orders or legal agreement addressing visitation. It is the responsibility of the custodial parent to provide the school with an official copy of any court order or legal agreement regarding student visitation.

Educational Decisions

Unless the school has a current copy of any Court Order or Agreement made pursuant to a statute governing custody of the student, the school is legally obligated to allow both biological and/or adoptive parents an equal opportunity to make decisions regarding the education of a student.

Legal Documents

If parents are separated or divorced and one parent requests the school permit something other than equal decision-making to both parents; the school requires a true copy of the

Court Order or Agreement governing the custody/access of a registered student.

- The copy of the Order or Agreement must and will be kept in the student's file.
- If a custodial parent does not provide the school with a copy of the most recent Custody Order, the school is required by law to permit both parents of the child equal access to information and decision-making authority over the student's education.

Parent Teacher Organization

The SABERS Parent-Teacher Organization (PTO) meets monthly at SEED MD. The organization fosters school support by creating a partnership between families and school staff in the planning and organization of programming for our school. All SEED MD parents-guardians and staff are welcomed to join the PTO, participate in monthly PTO meetings, and commit to a PTO committee. The organization collects dues for the purpose of funding events led by the PTO for The SEED MD School of Maryland families.

Title I

SEED MD is a proud school-wide Title I school. Title I is a federally funded program that provides supplemental services in reading and mathematics to students who qualify for assistance. These services can be extended learning sessions, additional adult support, or supplemental curricular materials that enhance and support the development of reading and/or math skills. Family Engagement is an important piece of the Title I program. Parents-guardians will be invited to participate in meetings to plan the Title I program, further develop their own parenting skills, and increase their awareness of ways to assist their child in learning and growing at home. All Title I correspondence including the Family Engagement Policy, Home-School Compact, and Rights-to-Know letter under the parent resources section The SEED School of Maryland's website.

Family Engagement Reporting Policy and Chain of Command Procedure

SEED MD is committed to providing a fair and consistent method for receiving, processing and resolving parental complaints and concerns related to the educational programming of SEED MD.

Complaint Policy and Procedure

Filing a Complaint

1. Any parent or individual may file a complaint with SEED MD.
2. The complaint shall be in writing and signed by the individual.
3. Each complaint shall contain:
 - a. A statement of the concern
 - b. Facts and evidence upon which the complaint is based

Receipt of the Complaint

1. Complaints will be reviewed by the person who is most directly involved for resolution, if possible.
2. A record of the complaint will be kept to include the date of the receipt, notes related to work/investigation about the complaint and then, final resolution or next steps.
3. Responses to complaints will be issued within 48 hours of SEED MD's hours of operation. Please note that some incidents may require longer processing time for proper investigation, in which the response time will take no more than 3 days. .
4. A written response of resolution may be sent to the person initiating the complaint as needed.

Resolution of the Complaint

1. The person most connected to the complaint may resolve the issue on his/her own with the person initiating the complaint and then inform their immediate supervisor of the complaint and resolution.
2. If the complaint cannot be resolved or the resolution does not satisfy either one of the parties, the complaint may be forwarded to the next level of supervision for the review and action.
3. This referral process may continue up to SEED MD's Board of Trustees.

Family Engagement Chain of Command

Family & Community Engagement Coordinator...

Check with your child’s teacher or student life counselor regarding academic and behavioral progress, grades, what’s being taught or any other matters related to the classroom or Title I services.

Trayvon Harris
(410)-843-9477 ext. 297, tdharris@seedschoolmd.org

If the matter has not been resolved...

<p>Middle School Assistant Principal...</p> <p>Talk with the grade level Assistant Principal about general academic information, academic policies or procedures, or specific academic program or related concerns and issues.</p> <p>Mr. Thomas Fingado 410-843-9477 ext. 296, thomasf@seedschoolmd.org</p>	<p>High School Assistant Principal...</p> <p>Talk with the grade level Assistant Principal about general academic information, academic policies or procedures, or specific academic program or related concerns and issues.</p> <p>Mr. William Nolen 410-843-9477 ext. 804,wnolen@seedschoolmd.org</p>
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If the matter has not been resolved...

<p style="text-align: center;">The Director of Academics</p> <p>Talk with the Director of Academics about general academic information, academic policies or procedures, or specific academic program or related concerns and issues.</p> <p style="text-align: center;">Dr. Hope O'Neil, 410-843-9477 ext. 607 honeil@seedschoolmd.org</p>	<p style="text-align: center;">The Director of Student Life</p> <p>Talk with the Director of Student Life about general student life information, student life policies, or specific student life program or related concerns and issues.</p> <p style="text-align: center;">Mrs. Zenobia Judd-Williams 410-843-9477 ext. 602 zjudd-williams@seedschoolmd.org</p>
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If the matter has not been resolved...

<p style="text-align: center;">Interim Co-Heads of School</p> <p>Discuss any concerns and issues that have not been resolved with the Head of School as well as suggestions, ideas, and input on the total school program and educational experience at SEED MD. The Head of School is responsible for the entire operation of all aspects of the school and reports to the Board of Trustees.</p> <p style="text-align: center;">Mrs. Erika Asikoye Ms. Tiffany Evans HeadOfSchool@seedschoolmd.org</p>

If the matter has not been resolved...

<p style="text-align: center;">The Board of Trustees</p> <p>The 25 member Board of Trustees oversees, monitors, and provides guidance for SEED MD. You may write to the Chairman of the Board at:</p> <p style="text-align: center;">Chairman, Board of Trustees The SEED School of Maryland 200 Font Hill Avenue Baltimore, Maryland 21223</p>
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If the matter has not been resolved...

Maryland State Department of Education

Provides monitoring oversight of SEED MD in relation to federal and state law requirements and participates in resolving issues not resolved at the school organization level.

Carol Beck- Carol.Beck@maryland.gov

Visitation: Parents/Guardians & Other Authorized Adults

We encourage parents and guardians to visit our campus and classes. However, we do ask that these visits be coordinated with the Family and Community Engagement Coordinator with at least 24 hours advance notice.

All visitors must show identification and then receive a visitor's pass that must be visible during your visit. The administration has the right to ask any visitor to leave the school property at any time.

Parents are encouraged to visit the dorm during special activities (parent night, PTO meetings etc.). Students at SEED MD have a very structured and busy evening routine, so if a child needs to leave campus during the evening hours advance notice is necessary to ensure that the student is ready when the parent arrives and so that the program can accommodate such request. Parents must go through the security process prior to entering the dorm for any activity or meeting. All visitors must leave the dormitories by 8:30pm.

Parents/Guardians are not allowed to visit their student on the dorm floors without prior authorization from Student Life Leadership.

A classroom can be visited solely by a parent/guardian; however, parents-guardians will

need to contact the Family and Community Engagement Coordinator with at least 24 hours notice to schedule a shadow visit.

Parent/guardian shadow visits are observation style. Parents-guardians wishing to conference with teachers or counselors must schedule a meeting or separate appointment. Disruptions to the classroom or houses are prohibited and will result in the termination of visit upon the occurrence of any disruptions by a parent/guardian.

It is our expectation that parents/guardians visiting the campus will maintain a respectful and professional attitude. If a visitor on campus (parent/guardian or otherwise) displays an aggressive, unprofessional, or discourteous attitude during their visit, SEED MD has the right to restrict access to that parent/guardian on campus as determined by the Head of School or designee.

Academic Information

SEED MD is a comprehensive, college preparatory school focused on academic excellence and character development. Our academic program is designed to best meet the instructional needs of each of our students. Students are involved in an academic program that requires higher-level thinking, mastery of content knowledge, and development of effective organizational study skills and habits. Students will be assessed through a variety of methods and parents will be kept informed of student growth and progress.

Please note that SEED MD uses the following coding system for grade levels:

<p style="text-align: center;">Middle School (MS)</p> <p>Instruction in the Middle School Community is focused on ensuring that students have a solid understanding of grade level content/skills, and are fully prepared to tackle accelerated upper school content and coursework.</p>	<p>6th Grade 7th Grade 8th Grade</p>
<p style="text-align: center;">Upper School (US)</p> <p>The Upper School academic program offers a rigorous college-preparatory curriculum. In addition to core curriculum classes, students take a foreign language, can choose elective courses each year, and, as juniors and</p>	<p>Freshman – 9th Grade Sophomore – 10th Grade Junior – 11th Grade Senior – 12th Grade</p>

seniors, can apply for college level coursework opportunities.	
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Academic Misconduct

In line with our core values and acknowledging the importance of both excellence and effort, it is our expectation that SEED MD scholars present work that has been honestly completed.

Academic misconduct under the Code includes any form of cheating or plagiarism. This means that each piece of work submitted by a student during a course is to be the product of his/her own work unless prepared under other conditions specified by the faculty member in charge of the assignment.

Please review the following definitions of cheating and plagiarism:

Cheating

- Looking at another student's work during the course of a test or quiz
- Providing other students with answers or information on a test or quiz
- Copying another student's homework **or** allowing another student to copy your homework
- Obtaining copies of tests or quizzes or answer keys
- Working collaboratively with others on an individual assignment
- Bringing materials into a test that are not permitted (notes, cheat sheet)
- Having another person complete your work (homework, paper, etc.) and turning it in for credit

Plagiarism

- Copying words, phrases or passages from someone else's work and presenting it as one's own
- Buying a paper and presenting it as one's own
- Utilizing a source without citing it as a source

Plagiarism is taking ideas or writings from another person and offering them as one's own. Credit should always be given to the person who created the article or idea. The student

who leads readers to believe that what they are reading is the student's original work when it is not is guilty of plagiarism.

Students must respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student must follow the expressed requirements, if the student is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner. If the student has questions, they are expected to ask a teacher.

The student may not possess any data that might be considered a violation of these rules in paper, magnetic format (disk) or any other form.

Consequences

Cheating and plagiarism are a violation of academic integrity. In the instance that a student is found to have cheated or plagiarized an assignment, the following consequences will occur:

In Grades 6-7

- *Cheating:* The assignment will be given a 0% and the parent will be called
- *Plagiarism:* The assignment will be returned to the student and an opportunity to correct the instance(s) of plagiarism will be given. The parent/guardian will be called.
- *Repeated infractions of this nature may result in further disciplinary action.*

In Grade 8

- *Cheating:* The assignment will be given a 0% and the parent will be called
- *Plagiarism:* By 8th grade we expect all SEED MD students to understand the rules around plagiarism. As such, if plagiarism is detected on an assignment, the assignment will be given a 0% and the parent/guardian will be called.
- *Repeated infractions of this nature may result in further disciplinary action.*

In Upper School (Grades 9-12)

In upper school, we have a 3 strikes policy with regards to academic misconduct.

Cumulatively over the course of the student's high school years at SEED MD, the following consequences will be adhered to:

First Occurrence of either cheating or plagiarism:

- The assignment will be given a 0%
- Parent/guardian will be called
- The student must complete a typed one page apology to the teacher and attend a teacher/student conference facilitated by an administrator

Second Occurrence of either cheating or plagiarism:

- The assignment will be given a 0%
- A conference with the student, parent/guardian and school administrator will be held
- The student must complete a typed one page apology to the teacher
- The student will be required to complete a research project assigned by an administrator
- Suspension

Third Occurrence of either cheating or plagiarism:

- The assignment will be given a 0%
- A conference with the student, parent/guardian and school administrator will be held
- The student must complete a typed one page apology to the teacher
- Suspension and possible recommendation for dismissal

Advanced Placement

Advanced Placement Courses

The College Board administers a program of college-level courses and examinations called Advanced Placement. Students who obtain certain scores on the exams may qualify for college credit, or exemption from college courses. Due to the level of rigor required by these courses, their grades carry a weighted average and students must apply and be accepted into each course each year.

In agreement with the College Board's statement that "all students who are willing to

accept the challenge of a rigorous academic curriculum should be given consideration for admission to AP courses” and the strong correlation between taking AP courses and success in college, any SEED MD student may apply for enrollment in an AP course within their grade level course sequence. Students may, with approval from the Upper School Assistant Principal, apply for enrollment in AP courses outside their grade level course sequence.

Application process

1. Rising students attend information sessions about AP courses available to them the following school year
2. Interested students complete an application packet.
3. Application packets are reviewed by the Upper School Assistant Principal and any relevant AP course teachers and/or Instructional Specialists
4. Meetings are held with select students to make sure their AP choices are most appropriate
5. Students receive letters welcoming them to the program and contracts that must be signed by them and a guardian
6. Students receive summer assignment from teacher(s) for the following school year
 - a. Failure to successfully complete a summer assignment may result in a student’s removal from the AP course

AP Examinations

All AP students must take the corresponding AP Examination. Students that do not take the AP examination for their enrolled course will be required to take a formal final exam for that course.

Adding an AP Course

At the end of the school year, students interested in enrolling in an AP course who did not declare their intent to enroll by the June deadline will be allowed to enroll in an AP course up until June 30 with the approval of the Upper School Assistant Principal and Director of Academics.

Dropping an AP Course

Enrolled AP students may drop from an AP course only between the mid-first quarter

marking period and the end-of-first quarter marking period. This timeline is different from traditional classes in order to encourage students to embrace the challenge of AP coursework. No student will be permitted to drop an AP course after the end of the first quarter. Throughout the first quarter, AP students will receive frequent counseling from AP teachers and the Upper School Assistant Principal.

Credit Acceleration and/or Recovery Options

Upper School students who have fallen behind in accumulating credits have multiple options for credit recovery and/or acceleration.

1. Attend and successfully complete an approved summer school for the appropriate course and earn satisfactory/passing grade in that course.
 - a. Upper School students who take summer school courses to recover credit will have their original failing course grade and summer school course grade appear on their transcript. The original failure grade and the summer school grade will be factored into the cumulative GPA calculation.
2. Take the course during the upcoming school year at SEED MD.
 - a. This means the student will either not be able to take the next course in the academic sequence and will be one course behind in that sequence or that the student will need to double up on courses within the academic sequence. The student may lose an elective option during her/his course sequence by selecting this course of action. This option is only available if it does not conflict with another required course offering and must be approved by the Upper School Assistant Principal.
3. Complete an online and/or independent study course. SEED MD recognizes that, at times, only one or two credits stand between a student and the successful completion of high school and that those students may not be able to make up the required credits in the same traditional format and graduate on time. In those instances, SEED MD may offer the opportunity for students to enroll in an online course and/or an independent study course to recover missing credits.
 - a. In the case of an online course, a learning provider recognized by MSDE will be selected and the student will be supervised by a staff member from the community. Approval from the Upper School Assistant Principal and Director of Academics must be granted before enrollment.
 - b. In the case of an independent study course, an adult from the community will design and implement a standards-based curriculum with approval from the Upper School Assistant Principal and Director of Academics.

Dual Enrollment Program

SEED MD is pleased to offer a dual enrollment program to allow students to simultaneously earn credit toward high school completion and college-level coursework credit toward a baccalaureate degree.

Students participating in the dual enrollment program at participating universities must maintain a cumulative 3.0 grade point average, achieve a qualifying score on the Accuplacer exam (as defined by the university for the course in question), and maintain a positive behavioral track record to be trusted to attend college courses off campus. SEED MD covers the cost of the tuition and books for the dual enrollment course.

SEED MD will work with our partnering institutions to ensure that students have a wide variety of courses to choose from, and that they receive academic and social supports while on campus. These supports will likely include but are not limited to an orientation program and campus tour, ongoing communication with their professors by SEED MD staff, and mentoring and tutoring by University staff members.

Grading Policy

It is the belief of SEED MD that all students can be successful and achieve at the highest levels. SEED MD believes that it is our responsibility to assist all students in achieving academic success. All teachers are required to issue grades to all students in all classes and must do so in accordance with the SEED MD grading policies.

The following grades may be issued at SEED MD:

Middle School Grading Scale

Letter grade	Numerical Value	GPA Points
A	100-90	4.00
B	89-80	3.00
C	79-70	2.00
F	69 and below	0.00

Upper School Grading Scale

Letter grade	Numerical Value	GPA Points
A	100-93	4.00
A-	92-90	3.75
B+	89-87	3.25
B	86-83	3.00
B-	82-80	2.75
C+	79-77	2.25
C	76-73	2.00
C-	72-70	1.75
F	69 and below	0.00

AP Upper School Grading Scale

Letter grade	Numerical Value	GPA Points
A	100-93	5.00
A-	92-90	4.75
B+	89-87	4.25
B	86-83	4.00
B-	82-80	3.75
C+	79-77	3.25
C	76-73	3.00
C-	72-70	2.75
F	69 and below	0.00

NOTE: Since the letter grade of "D" is typically defined as below average work and does not denote proficiency, SEED MD does not use the letter grade D. As a network, SEED MD does not believe a passing grade should be given for below average work. Thus, the lowest grade we honor is the "C," which connotes that the student has demonstrated the very basic standards and has earned a passing grade.

Grade calculations

Coursework at SEED MD is focused on student mastery of content standards and, as such, grades are calculated so that demonstration of mastery is considered alongside work habits and practice. Because of the importance of summative assessments, students are given ample opportunity to demonstrate mastery including, but not limited to the opportunity to retake such assessments.

Grade category weights are determined by the Core Academic Leadership Team (Director of Academics, Director of Special Education, MS/US Assistant Principals and other designated members of the Instructional Leadership Team) and must be shared with students and parents at the start of the course.

- Summative assessments (20%)
 - *Summative assessments* occur throughout a longer time period and tend to be more formal. Feedback is still quick, but not immediate, and helps students and teachers identify gaps in understanding and instruction. Students should have the opportunity to re-demonstrate understanding once the feedback has been received and acted upon. Teachers should address any gaps before moving on.
 - Examples: Chapter/unit tests, midterm/final exams, extended essays/projects/performances scored with a rubric, etc.
- Formative assessments (70%)
 - *Formative assessments* occur in the short term, as students are in the process of learning. Feedback is given quickly in order to help the student change behavior or understandings and/or to help the teacher rethink their instructional strategies, activities and pacing.
 - Examples: warm up activities, exit tickets, class work, group discussions, checks for understanding, quizzes.
- Homework (10%)
 - *Homework*, in this instance, is defined as work assigned to be done outside of class in order to practice with concepts/skills and/or prepare for upcoming events/situations.
 - Examples: problem sets, independent reading, study guides, etc.

Grade Promotion

Middle School

In order to ensure that our students are sufficiently prepared for each successive grade level, SEED MD has outlined the following promotion policy. Students must meet the following criteria to be considered in good standing for grade level promotion:

1. Report Card Grades - must earn a passing grade in all full-year classes
2. Attendance - students must not miss more than 18 or 10% of school days

If a middle school student is in danger of failing to meet one or both of the above criteria, the parent/guardian will receive a letter at the end of the third quarter. The letter will provide the parent/guardian with their child’s current grades and an explanation of the area(s) of concern.

Students who have been identified as potential candidates for retention will be required to attend a Grade Level Status meeting towards the end of the school year with the Middle School Assistant Principal, School Counselor, and Parent/Guardian to discuss the specific academic and/or attendance concerns. If relevant, a member of the Special Education team will also be present. The outcome of the meeting will be one of the following three decisions:

1. The student will be retained and will repeat their current grade.
2. The student will be placed on an academic contract, and must demonstrate concept mastery in a particular area on an assessment, participate in a summer intervention, complete assigned summer work, and/or participate in summer coursework in order to advance to the next grade level. If the student does not fulfill all necessary summer work or assessment requirements as outlined in the contract, the student will be retained in their current grade.
3. The student will be promoted, but may be required to participate in additional academic intervention(s) upon their return to school in the fall.

Upper School

Upper school students earn one credit for each year-long course in which they earn a passing grade and one-half credit for each semester-long course in which they earn a passing grade. Accumulation of credits will determine a student’s grade classification in high school.

Minimum number of credits required to promote in Upper School	
9th to 10th grade	<i>4.5 credits</i>
10th to 11th grade	<i>10.5 credits</i>

11th to 12th grade	<i>16.5 credits</i>
SEED MD College Prep Diploma	<i>24.5 credits</i>

If a student does not accumulate enough credits to promote to the next grade, the student will be grouped with students in that grade for all purposes, but will progress with classes where prerequisite credit was earned, on a case-by-case basis. Such an option is only available if it does not conflict with another required course offering and it is approved by the Upper School Assistant Principal. If, after a careful and comprehensive review of the student’s academic achievement, a student is assigned an upper school growth year, they may need to complete additional time in the upper school. This may delay the student’s upper school graduation. (See “Credit Acceleration and Recovery”)

In addition to accumulating the correct number of credits, a certain number of credits must also be earned in specific subject areas in order for a student to be eligible for graduation. Students who fail a course that is required for graduation will be required to repeat the course (see “Credit Acceleration and Recovery”).

Graduation Requirements

Subject	SEED MD Requirement
English	4.0 credits
Math	4.0 credits
Science	4.0 credits
Social Studies	4.0 credits
Foreign Language <ul style="list-style-type: none"> • <i>must be in the same language</i> 	2.0 credits
Physical Education <ul style="list-style-type: none"> • <i>0.5 credit can be earned through</i> 	1.0 credit

<i>participation in 2 seasons on a SEED MD sports team during Upper School</i>	
Health	0.5 credit
Fine Arts	1.0 credit
Technology	1.0 credits
Electives	3.0 credits
Community Service	100 hours

Academic Standards, Initial Eligibility & Academic Probation Policies

Academic Standards

SEED MD believes that academic success is a prerequisite to participate in interscholastic sports. Student-athletes must have a 2.5 GPA or higher to play on any sports team.

Eligibility

- Fall sports, we will use the 2nd semester GPA from the previous school year.
- Winter sports, we will use the GPA at start of season.
- Spring sports, we will use the 1st semester GPA of current school year.

How to stay eligible?

At the midpoint of the season, grades will be reviewed:

- If the student-athlete has a 2.5 GPA or higher, the student-athlete is cleared to play for the remainder of the regular season. This process will be repeated for the playoffs.
- If the student-athlete has a 2.49 GPA or below, the student-athlete will be placed on

academic probation.

Academic Probation - students are allowed to practice but can't play in games.

- The student will be suspended for the following week after being placed on academic probation
- The student's GPA will be checked weekly for the remainder of the season.
- If at any time the student's GPA reaches a 2.5 or above the student will be reinstated on the team.
- If the same student's GPA drops below a 2.5 again, the student will not be able to participate in practice or games for the remainder of the season.

RESPONSIBILITY

Taking ownership and being accountable
for your actions all of the time.

Special Education

SEED MD implements a responsible inclusion program for students with special needs. Under the inclusion model, special education teachers work with general education classroom teachers within the regular classroom setting and in a separate setting when appropriate.

Response to Intervention

Response to Intervention (RTI) is a school-wide, systematic, multi-tiered approach to the early identification and support of students with learning and behavior needs. The RTI process begins with universal screening, high-quality, differentiated instruction using a research based curriculum, and regular progress monitoring of all children in the general education classroom.

RTI was developed to:

- Make sure all students had appropriate access to grade level content and skills

- Sustain improvements in academic and behavioral performance
- Decrease expulsions, suspension rates, and behavioral referrals
- Decrease inappropriate Special Education referrals and placements, particularly for African American children and English Language Learners.

All students receive some level of tiered RTI support:

Prevention (Tier 1): Effective, differentiated instruction using evidence-based curriculum and instructional strategies, **ALL STUDENTS** (Core)

Intervention (Tier 2): Small group instruction, 2-3 times per week, no less than 25 minutes per session, 4-6 weeks with weekly/bi-weekly progress monitoring, **SOME STUDENTS** (Core +)

Remediation (Tier 3): 1:1 instruction, 3-4 times per week, 40-50 minutes per per session, 6-8 weeks with daily progress monitoring, **FEW STUDENTS** (Core ++)

School Instructional Teams meet to discuss student progress and place students in classroom-based academic or behavior interventions accordingly. Parents are notified each time students are placed in an intervention and are alerted to the student's progress. Students who have gone through the RTI process and are still are not showing progress may be referred to the Special Education Department for further evaluation. If further evaluations are necessary, the SPED team will contact the parent guardian and hold an initial screening meeting to determine the need for further testing.

Individualized Education Program

Special education staff members regularly review each student's level of service and monitor his/her progress to achieving the goals of the Individualized Education Program (IEP). In the case that the inclusion model does not meet the student's' educational needs, SEED MD will work with the parent to find a more appropriate educational setting. Parents are invited to participate in the special education process at all levels.

Referral to the IEP team

For students enrolled in SEED MD the referral process begins through completion of a written referral form (child find form) by a teacher, state educational agency, other state

agency, physician/health provider, or a letter from the parent/guardian.

The original child find form is given to the special education case manager by the Director of Special Education or Special Education Coordinator. The special education case manager is responsible for filing the original form/letter in the student's special education file and a copy. The special education case manager will schedule an IEP meeting upon receipt of the referral form.

The IEP team will review existing assessment data, information from the parent/guardian, response to instructional interventions and strategies, current classroom-based assessments and observations by teachers and related service providers.

If not enrolled in public school, all students with a suspected disability who may need special education are referred to the SPED department. SEED MD shall ensure that all students with disabilities at SEED MD are located, identified, evaluated, and provided services consistent with State and Federal laws.

Determination of Need for Assessment

Once a referral has been made to an IEP team for a student with a suspected disability, the designated special education case manager will schedule a meeting with appropriate participants to review:

- existing assessment data
- information from the parent / guardian / parent surrogate
- response to instructional interventions and strategies,
- current classroom-based assessments
- observations by teachers and related service providers
- relevant health/medical information
- other relevant data

The special education case manager is responsible for obtaining parent/ guardian permission for assessment in the areas identified by the IEP team for which additional data is needed. Students will be assessed in all areas related to the suspected disability determined by the IEP team.

If the IEP team decides that sufficient information has been collected, and that no

assessments are needed, then the student's parent/guardian/parent surrogate will receive written notice of the SEED MD IEP team's decision not to conduct an evaluation. If the parent/guardian disagrees, then the parent/guardian will be informed by the special education case manager of their right to appeal that decision. The parent/guardian may also appeal the decision if the IEP team does not suspect a disability and the parent/guardian disagrees.

Eligibility

Initial Evaluation

An IEP team will meet to conduct a full and individual evaluation of a student within sixty (60) days, of receipt of written parent/guardian/parent surrogate consent for assessments. Exception to the timeline for completion of the initial evaluation shall apply if the parent/guardian/parent surrogate of the student repeatedly fails or refuses to produce the student for assessments or a student enrolls in a different school system prior to the completion of the initial evaluation.

The special education case manager will be responsible for scheduling the IEP meeting to review the completed assessment information with the appropriate participants within the timeline. The purposes of the meeting will be to determine if the student has a disability and needs special education and related services.

At the initial evaluation meeting (IEP), parents shall be provided with written information that the parents may use to contact early intervention and special education family support services staff members within SEED MD and a brief description of the services provided by the staff members. If the parent's native language is not English, then this information has to be provided to the parent in the parent's native language.

Timeline for Completion of Initial Evaluation

The IEP Team shall complete an initial evaluation of a student within 60 days of the parental consent for assessment, and 90 days of the SEED MD's receipt of a written referral. The evaluation must consist of procedures to determine if the student is a student with a disability and to determine the educational needs of the student.

Exceptions to the timeline

The timeline for the completion of the initial evaluation described shall not apply if:

- The parent of the student repeatedly fails or refuses to produce the student for assessments; or
- The student enrolls in a different public agency prior to the completion of the initial evaluation at SEED MD.
- The student's parent and the IEP team extend the timeframe by mutual written agreement.

The exceptions to the 60-day timeline with regards to a student who enrolls in SEED MD after consent for an initial evaluation was obtained applies only if:

- SEED MD is making sufficient progress to ensure a prompt completion of the evaluation; and
- The parent and SEED MD agree to a specific time for completion of the evaluation.

The IEP team shall prepare an evaluation report to document its decision in writing; the report shall include:

- Information provided by the parent,
- Results of assessment procedures used as the basis for determination,
- A statement as to whether the assessment procedures were valid for the purpose intended and valid for the student, and
- Whether the student is a student with a disability.

Five (5)-day timelines Prior to and After an IEP Team Meeting

Prior to an IEP Team meeting, the IEP Case Manager shall mail a copy of all documents , i.e. assessments, work samples, teacher progress reports, assessment reports (if applicable), and draft of the IEP in adequate time so the parent/guardian receives the documents no less than five (5) business days prior to the date of the IEP Team meeting.

Upon the completion of the IEP meeting, SEED MD shall ensure that the parent receives a final copy of the IEP no less than 5 days from the date of the IEP meeting.

Determining Eligibility

During the meeting, assessment procedures shall be reviewed by qualified personnel, and to determine if a student is a student with a disability, the IEP team shall ensure the

student meets the definition of a disability category, and who, because of the disability requires special education services:

- **Intellectual Disability,**
- **Hearing Impairment,**
- **Deaf,**
- **Speech or Language Impairment,**
- **Visual Impairment (including blindness),**
- **Emotional Disability,**
- **Orthopedic Impairment,**
- **Other Health Impairment,**
- **Specific Learning Disability,**
- **Multiple Disabilities,**
- **Deaf-Blindness,**
- **Traumatic Brain Injury,**
- **Autism**

Note: The IEP Team may not determine that a student is a student with a disability if the team determines the student's lack of educational performance is the result of a lack of appropriate instruction in reading, including the essential components of reading instruction; or lack of appropriate instruction in math; has experienced a traumatic life experience that impacted the acquisition of instruction, or Limited English Proficiency and if the student does not otherwise meet the eligibility criteria.

Reevaluation

SEED MD must ensure that the IEP team reevaluates a child with a disability:

- Not more frequently than once a year, unless the parent and public agency agree otherwise; and
- At least once every three years, unless the parent and SEED MD agree that a reevaluation is not necessary.

The IEP team shall review existing assessment data. On the basis of the review, and input from the student's parents, the IEP Team shall identify what additional data, if any, is needed, to determine:

- Whether the student continues to be a student with a disability;
- The educational needs of the student;
- The present levels of academic achievement and related developmental needs of

- the student;
- Whether additions or modifications to special education and related services are needed to enable the student to meet the measurable annual goals in the student's IEP and to participate in the general curriculum; and
 - Whether the student continues to need special education and related services.

If the IEP team determines that no additional data are needed to determine whether the student continues to be a student with a disability, SEED MD shall notify the student's parents of the IEP Team's decision, the basis of the determination, and the right of the parents to request SEED MD to conduct assessment procedures.

Parental Consent

If the IEP team determines that additional data is needed, recommended assessments procedures will be conducted after parents are notified and parental consent has been requested. SEED MD shall obtain written parental consent prior to conducting assessment procedures as part of a reevaluation, except that such consent need not be obtained if SEED MD has taken reasonable measures to obtain such consent and the child's parents have failed to respond. If the child's parents do not consent to the assessment procedures, SEED MD may continue to pursue such procedures using mediation and/or due process. If additional data is needed, the IEP team will use a variety of assessment procedures to gather relevant functional, developmental and academic information, including information provided by the child's parent, that may assist in determining whether the student continues to be a student with a disability and the content of the student's individualized education program, including information related to enabling the student to be involved in and progress in the general curriculum.

Parental Rights and Responsibilities

Procedural Safeguards

The procedural safeguards notice includes a full explanation of the parent's rights in an easily understandable manner and in his/her native language. This procedural safeguards notice applies to children and families receiving services through an Individualized Education Program (IEP).

SEED MD shall establish, maintain, and implement procedural safeguards that meet the requirements of IDEA 2004.

Parents are to receive a copy of the procedural safeguards document one time a year, except SEED MD is to give parents another copy of the document:

- Upon initial referral or parental request for evaluation;
- Upon receipt of the first State special education complaint under 34 CFR 300.151 through 300.153 in a school year;
- Upon receipt of the first due process complaint under 34 C.F.R. §300.507 in a school year;
- When a decision is made to take a disciplinary action; and
- Upon parent request.

The procedural safeguards document includes a full explanation of the parents' rights, in an easily understandable manner and in the parent's native language, unless it clearly is not feasible to do so. If the native language or other mode of communication of the parent is not a written language, SEED MD shall take steps to ensure that the procedural safeguards are translated orally or by other means in the parent's native language or other mode of communication. SEED MD keeps written evidence to document that the notice was translated and the parents understood the content of the procedural safeguards.

<http://marylandpublicschools.org/programs/Documents/Special-Education/MDProceduralSafeguardsNoticeEnglish.pdf>

504 Plan

Students that qualify for 504 plan will be accommodated in the classroom by general educators and staff; plans will be reviewed annually. At any time parents can request a meeting with the 504 Coordinator to suggest changes or clarify services.

Eligibility for a 504 Plan

If you believe that your child may qualify for a 504 plan, then you would contact the 504 Coordinator. Students must have to have a major life impairment that adversely impacts academic performance, such as:

- Children with a normal ability to learn academically, but who have a mobility impairment, use a wheelchair, have a neurological disorder, or are missing a limb.
- Children with a normal ability to learn academically but who have a medical condition such as epilepsy, hemophilia, diabetes, AIDS, arthritis, allergies, asthma,

- tuberculosis, **ADHD**, cancer, spina bifida and cerebral palsy.
- A child who has frequent referrals for behavioral problems or is under a doctor's care for a psychological condition such as anxiety or depression
 - A child who has a temporary impairment such as, a broken arm. (can receive a temporary medical 504 plan)

Documentation of health impairments or disabilities are needed from a medical practitioner in order to qualify the student for a 504 plan. Also, the 504 Coordinator will review existing student data, such as, assessments, teacher observations, discipline data, and classroom grades. Then, the 504 Coordinator, along with a general education teacher would meet with the parent to create a plan to help the student to effectively access the general education curriculum.

ESOL

ESOL simply refers to students who are not currently proficient as English speakers and are in the process of developing their English language skills. ESOL students are referred to as such in both ESL specific classes and regular content area classes that they are integrated into. Students who require ESOL services receive structured English language instruction and instructional and testing accommodations to help them access the general education curriculum.

World-Class Instructional Design and Assessment

The State of Maryland is a member of the World-Class Instructional Design and Assessment (WIDA) Consortium. As a member of WIDA, the Maryland State Department of Education and all public school systems in Maryland use the WIDA English language development standards and assessments to guide the development of ESOL curriculum, assess English language proficiency levels, and inform ESOL instructional placement decisions

There are five WIDA standards:

English Language Proficiency Standard 1: English language learners communicate for Social and Instructional purposes within the school setting

English Language Proficiency Standard 2: English language learners communicate

information, ideas and concepts necessary for academic success in the content area of Language Arts

English Language Proficiency Standard 3: English language learners communicate information, ideas and concepts necessary for academic success in the content area of Mathematics

English Language Proficiency Standard 4: English language learners communicate information, ideas and concepts necessary for academic success in the content area of Science

English Language Proficiency Standard 5: English language learners communicate information, ideas and concepts necessary for academic success in the content area of Social Studies.

Students progress through various levels as they attain the necessary English language proficiency for academic success in the general education program.

1-Entering – A student requires significant visual cues to support comprehension and responds in single words or set phrases using the words that are most common and frequent in English

2-Emerging – A student understands general language in a familiar context and responds using phrases or short sentences, making frequent errors that interfere with communication

3-Developing – A student understands and uses specific language related to various topics and uses expanded sentences in expanded discourse and makes some errors that can confuse communication

4-Expanding – A student understands and uses more complex language including some technical vocabulary and makes errors that do not impeded communication

5-Bridging – A student is using language to communicate at a level approaching the proficiency of English-proficient peers

6-Reaching – A student is using language to communicate at a level comparable to that of English-proficient peers

At all levels of English language proficiency, all teachers working with English language learners are expected to provide appropriate supports to ensure that every student has meaningful access to content instruction. In Maryland, students who reach an overall English language proficiency level of 5.0 (Bridging) are exited from the ESOL program.

GROWTH

Demonstrated through commitment to excellence, continuous improvement, and learning.

Student Life

All students will participate in Student Life programming. Programming may change throughout the year allowing students to experience various hobbies, interests, and activities. Some activities may require students to provide necessary equipment or materials from home. Parents will be notified in a timely fashion if the activity in which their child is participating requires supplies that SEED MD does not offer.

Each SEED MD student will be assigned a roommate(s) as part of his/her boarding school experience. Roommate changes may be made at the discretion of the Student Life Management Team. The dormitory is the “school home” for both students and student life faculty. Each dormitory room is furnished with SEED MD dorm furniture. Students are expected to bring a variety of other items as listed in the admissions letter in order to meet the needs of living in the dorm. Students are NOT allowed to lend, borrow, or trade personal items. SEED MD is not responsible for the loss or damage of a student’s personal property. We encourage students to secure items of value in their assigned lockers or out of plain sight in their bedrooms.

Students are expected to take good care of the dorm furnishings and are responsible for the condition of their dorm room and furniture. Student families will be assessed a fee to replace or repair damaged rooms or furniture. Student life staff will inspect rooms and provide feedback to students about their room. Campus operations staff will conduct periodic inspections for damages. If damages are found, parents will be notified of the cost by the next business day. Student rooms should be clean and in good order at all times. No

extra furniture is allowed in the dorm room without the permission of the Director of Student Life. (No cooking appliances or refrigerators are permitted in the dormitory. Personal televisions, DVD players, and game systems are not permitted in dorm rooms or anywhere in the dorm.) Window screens must always remain in place. Candles, incense, lighters, matches and fireworks are strictly prohibited. No pets are allowed. Eating in the dorm should only occur in designated areas.

Boarding Expectations:

As a student, it is expected that SEED MD Scholars will:

1. Make a positive effort to get along with others in the dorm.
2. Strive to live harmoniously with roommates by making reasonable accommodations and allowances for personal differences.
3. Treat school buildings, dorm rooms, common rooms, with respect.
4. Understand the importance of courtesy when sharing common spaces with other Scholars.
5. Follow all school and dorm rules and procedures.
6. Maintain the safety and respect of self and fellow SEED MD Scholars.

While SEED MD does not expect all Scholars and roommates to be best friends, we do expect everyone to show respect for others in all that they do and say. Student Life staff will respond to and deal with unhealthy dorm and roommate situations. Student Life and Student Support team staff holds high expectations for safe and appropriate behavior and social interactions.

Alarm Clocks

Please provide a simple alarm clock that does not have a radio, speakers or play music. It should be used only for supporting wakeup and the morning routine.

Bedtime

All students will be assigned their own bed. Each student must have the appropriate bedding such as a flat and fitted sheets on their beds. In the evening after shower, snack and phone calls each student is expected to sleep in their own bed at the designated bedtime. Nightlights are permitted for students who have difficulty sleeping in the dark. Students must remain in their bedrooms and remain quiet. Sleeping on the floor or on furniture is not permitted. Students having trouble sleeping may read a book and/or listen to music(with headphones). If students are consistently having problems sleeping they

will be referred to SST. Overnight Staff are present from 12 a.m.-8 a.m. to provide support and safety throughout the overnight.

Check-In and Check-Out Procedure

To ensure students have an opportunity to prepare mentally and physically for the school week, all students are expected to return to campus after the weekend or any holiday break (please review the SEED MD School calendar for changes in Check-in and Check-out dates) **between 7 p.m.--9:30 p.m.** It is important to note that attendance is taken on all check-in days and the attendance is used in the evaluation of a student's participation level in Student Life and school programming. While some absences from check-in may be accepted, they are still not excused. Check-in days are important to the start of programming for a student's week and they offer an opportunity for information gathering and special events- it is necessary for students to be present and participate. ***Dinner will not be served on Sundays or any check-in day.*** Students will not be permitted to check-in to campus after 9:30 p.m.

Procedure for Evening Student Check-in

1. All students are expected to return to campus after the weekend or any holiday break
2. Parents/Guardian must come into the students' respective dorm and sign-in the student at the front desk
3. If a student arrives after 9:30pm, they will be allowed to check-in the next day beginning at 8 a.m.

ALL students that check-in during the school day must be in complete uniform. Thus, if a student returns on Check-in day morning he/she will not be allowed to return to the dorm to change into his/her uniform.

Procedure for Weekend Check-out

1. All Bus Students will be released to Weinberg Hall and Laporte Hall @ 2:15 p.m. to retrieve their luggage from the Community Rooms
2. Students are not allowed to re-enter dorm houses for forgotten items
3. Students are not permitted to change their clothes during this transition
4. At 2:20 p.m., Middle School Parent Pick-up students will be released by Academic staff to the dining hall for dismissal
5. All High School Students will be dismissed to the library at 2:20 p.m. to sign

themselves out of school for the weekend

6. All *High School* students waiting to be picked up will be dismissed to the Library until 4 p.m. After 4 p.m., the remaining students will be sent to the dining hall until 5 p.m.

At the end of check-out at 5 p.m., any student waiting to be picked up will be escorted to the atrium to sit with security until pickup.

Chores

Students are responsible for keeping the common areas of each house neat and orderly. Students are assigned chores on a weekly basis. It will be the student's responsibility to complete chores during the designated morning or evening hours. If a student does not complete his/her chores, then there will be an appropriate consequence. Once a student has completed his/her chore, a staff person will check to ensure the chore was successfully completed. Common areas include:

- **Bathrooms:** Students are responsible for keeping their bathrooms clean and orderly. Students must keep personal items in their bedrooms and not in the bathroom. They should have a way to carry toiletries to the bathroom. Students must wear a bathrobe or other clothing when coming to and from the bathroom area.
- **Common Area:** Students are responsible for keeping the living rooms neat and clean. Personal items should not be left in this area.
- **Study Rooms:** This area and the community room are the only places in the dorms where students will be permitted to eat. Students are required to sweep/vacuum this area each night.
- **Kitchen:** Students are only allowed to use the kitchen area with a staff member present. Students are not allowed in the kitchen unsupervised. The kitchen should be kept clean at all times and dirty dishes should never be left in the sink. Countertops, the stove and refrigerator should be cleaned regularly.

Hygiene

Students are expected to bring appropriate items to school weekly to complete hygiene. All students will participate in daily hygiene such showers, brushing teeth and combing their

hair. Each student will be expected to change clothes daily and to bring clean uniforms and clothing for after school.

Off-Campus Family Sponsored Activities

If there is an activity that you would like your child to attend regularly, you must discuss it with the Director of Student Life. If the activity is approved, a contract will be written and there will be stipulations put in place in order for it to continue. For example, grades must be maintained, homework must be completed and students must return to campus by a certain time. The contract may vary according to individual students. i.e. religious activities not employment. Parents are encouraged to not make arrangements for students to participate in activities off campus that interfere with the Student Life programming hours. Please note that the approval of off-campus family sponsored activities may be done on a limited basis.

Phone Calls

Students make phone calls home to their parents twice per week and the calls last about ten minutes in duration. Students wanting to call other family members must have them approved first by their parent/s and the Student Life Staff-- such calls will be conducted as time permits in the evening schedule. Parents will be asked to complete a form listing the individuals their student is authorized to call. If a parent calls the school requesting to speak with their student/s during programming a message will be taken and given to the Student Support Team member and/or Student Life Counselor. The student will return the call during their designated phone call time.

Character Education

Character Education and life skills classes are embedded in our evening programming. The student life program is responsible for teaching social and life skills that will prepare students for everyday interactions. Participation in these classes will support the social-emotional development of students equipping them with skills to become young adults that can thrive in society. We will look at all of SEED MD's eight Core Values and student skill development through discussions, readings and written lessons. Students are required to participate in Character Education daily. While we recognize that emergencies do occur students that have a documented absence will be expected to complete all missed work. Please note that in some instances a student may not be able to recoup all of the points lost due to their absence--this depends on the type of assignment that is missed.

Athletics

SEED MD is proud to offer a variety of interscholastic and intramural athletic programs to our student body. An engaging athletic program that caters to all of our students offers opportunities to showcase teamwork, leadership, and physical ability. SEED MD encourages all students to participate in at least one athletic team or intramural program per year. Below are examples of typical programs offered, but can change based on student interest.

Fall Sports

Football, Soccer, Cheerleading, Cross Country and Volleyball

Winter Sports

Basketball, Cheerleading

Spring Sports

Soccer, Softball, Baseball, Cheerleading and Track and Field

Due to the wide variety of sports programs offered at SEED MD, the school discourages students participating in off-campus sports activities. As a part of the community, students who participate in activities off-campus (those not offered at SEED MD) must be approved by members from the Athletic, Student Life, Academic and PYD teams. Representatives will meet and discuss the eligibility of the student requesting the privilege.

The student must meet the following criteria: academic, behavioral expectations and dorm guidelines within the community. If the criteria are met, a contract will be developed and agreed upon. If at any time, the student no longer meets the criteria, he/she will meet with the Assistant Athletic Director and discuss the off campus activity eligibility.

Athletic Dress Code

Dress for Success on Game Days

SEED MD promotes a positive school environment for all students. Students are expected to pay close attention to your dress, personal grooming and hygiene in order to maintain a respectful, productive environment, and to present a professional appearance to the public.

In keeping with the image we wish to convey, all student-athletes must dress for success. Dressing for success as well as being neat is essential. At no time will students wear any revealing clothing, such as tank tops, halter tops, miniskirts, underwear, jeans, shorts, boots and tennis shoes are not permitted to be worn on game days. Pants must be pulled up and accompanied by a belt.

If a game is scheduled for a Saturday, players must dress for success on Friday.

The Athletic Director will be notified if students are dressed in violation of this policy. **Failure to comply with the dress code may result in the student not being able to play in that day's game**

Acceptable Attire:

Boys Attire

- Dress Slacks/Khaki Pants
- Collar Dress Shirt
- Tie
- Belt
- Dress Socks
- Dress Shoes
- Blazers
- Game Day Polo (Middle School)

Girls Attire

- Skirts/Dress Pants/Dresses
- Blouses/Sweaters
- Tights/Pantyhose/Trouser Socks

- Belt
- Dress Shoes
- Blazers
- Game Day Polo (Middle School)

Student Support

Student support is important to students’ academic and social emotional development. At SEED MD services are provided throughout the day and evening.

Counseling and Therapy

If a student is struggling with grief, loss, depression or an emotional challenge that is inhibiting their academic progress, a referral can be completed by the student, a parent or a SEED MD staff member. A SEED MD mental counselor will assess the student and determine the support needed. SEED MD also partners with external organizations who can provide year round support for more severe social emotional concerns. Contact the Director of Student Support Services for more information (410) 843-9477 ext 128.

Student Health

A full time nurse is on duty in the Health Suite each day from 6 a.m. to 9 p.m. and is on-call after hours. If a student becomes ill, the student will receive a pass to the health room where he/she will be given assistance. Similar to all other schools, our health professionals are limited by school law to the services they can offer to students. If a student has a minor concern he or she will be treated and will return to programming. If the nurse deems it necessary, a parent will be contacted. In some situations, the school nurse may determine that the student is too ill to be at school and a parent will be required to pick up their student.

Medical Emergency Policy

In the event of a medical emergency, a SEED MD faculty member will accompany your child to the hospital via ambulance. Parent or authorized guardian will be required to report to the hospital within three hours of notification. **We reserve the right to contact the authorities if parents refuse to arrive or do not make reasonable accommodations within three hours.**

Medicine/Medication

State law requires that **all** student medications **MUST** be kept and administered by the school nurse or other trained and certificated school personnel. Medications must be turned in during check-in and given to the nurse on duty for storage and administration. A Medication Form **MUST** be completed by the child's physician for **EACH** medication the child will be taking while on campus. This regulation applies to over the counter medications (Tylenol, cough/cold medicine, antacid, etc) as well. School personnel cannot administer any medication without a doctor's authorization form. **Medications must be in the original prescription bottle or non-prescription packaging to be accepted.**

Parents need to notify the nurse if a student requires medication or special consideration while on campus. The nurses collaborate with parents and other healthcare professionals in order to provide well-rounded care for SEED MD students. In addition, the Health and Wellness Department manages the following programs: hearing and vision testing, mobile dentist, referrals, and influenza shot.

If a student is taking nutritional supplements, please provide those to the health suite for daily distribution. Contact the School Nurses at (410) 843-9477 if you have further questions about the medication policy. Physician order and authorization forms are available from the school nurse and may be emailed or faxed to the School Nurse.

Physicals

Students entering 6th and 9th grades must provide proof of a full health physical at the start of that school year. If that documentation is not on file in the Health Suite within the first 20 days of school year the parent will receive a reminder. If documentation is still missing the student will not be permitted to check in or attend school until information is provided.

For the safety of our students who participate in sports teams, SEED MD requires all students to have a sports physical on file. Parents and guardians are asked to ensure that their student(s) complete a sports physical and submit it to nursing at the start of each school year or prior to try out in order to participate on a sports team. Students who do not provide a sports physical will not be allowed to try out or participate in team sports. If you have any questions or concerns about the sports physical requirements or forms, please contact the School Nurse at (410) 843-9477 ext 203 or the Director of Student Support at (410) 843-9477 ext 206.

Nurses are available on campus from 6 a.m. to 9



Immunizations

Maryland law (COMAR) requires that all students must be in compliance with the latest immunization requirements for school attendance. All parents are required to present immunization records that indicate the following immunizations have been administered: DTap/DTP/Tdap/DT/Td; Polio; Measles; Mumps; Rubella; Varicella(Chickenpox); and Hepatitis B. **Students who do NOT meet the requirements will have 20 calendar days from the beginning of the school year to get the needed vaccines.** If the documentation is not provided within that time frame, the student must be **excluded** from school and may not return until records show immunization compliance. You will be receiving information about immunizations from the school health team.

Student Conduct Information.....

SEED MD provides an educational program to prepare students to be successful in college and to become independent and productive members of our society. SEED MD therefore strives to maintain an orderly and safe environment for all students to help them achieve in an optimum learning environment.

The Student Code of Conduct describes behaviors that are unacceptable or prohibited in school, at school-sponsored activities, and lists the consequences we may assign in the event those behaviors occur. The behaviors listed are representative and are not to be considered all-inclusive. They represent an attempt on the part of administrators and staff to indicate that certain behaviors by students infringe on the rights of others, make learning difficult and should be changed. Federal and State law provide additional disciplinary protections for students with disabilities under the IDEA (Special Education) and Section 504 of the Rehabilitation Act of 1973.

COMPASSION

Thinking about how your actions impact others before you act.

Incentives

We believe that students can make good, safe decisions when they are clear about the expectations and when they are taught how to meet those expectations. At SEED MD, the Model of Care is the system we use to help students learn the expectations, how to meet them and it governs how we respond when they successfully meet expectations as well as how we respond when they are unsuccessful. Students therefore receive frequent feedback about their decision-making and overall behavior from all adults in the SEED MD community. When students make good decisions they earn positive verbal praise, extra privileges, SEED MD Kickboard points, awards and other incentives. On a monthly basis students are recognized for good decision-making and twice per year those students can participate in a special event or incentive. Our incentives include:

- SEED MD store - The SEED MD store opens weekly and offers items that Middle School students earn based on the amount of Kickboard points they earn. High School students earn Kickboard points that can also be used in the SEED MD Store.
- Field Trips - On a quarterly basis, students have an opportunity to participate in off campus activities like roller-skating or laser tag based on the number of points earned that month.
- Celebrate Success Program - The Celebrate Success Program takes place in December and serves as a mid-year recognition of our students' academic and behavior efforts. Every student will earn points for meeting certain expectations. For example, students may earn points for being in uniform daily, grades, and Kickboard SEED MD points. Prior to winter break, students will be given a voucher with their point total and invited to select a prize for their success. ***Students must be present on the event date in December to collect their prize.***

When students make poor choices SEED MD staff will attempt to correct the behavior using a verbal redirection. If the behavior continues or is egregious additional steps will be taken to correct the behavior. The following chart outlines how behavior infractions are

categorized and details the appropriate responses various behaviors.

Behavior Infractions

Acts of misconduct are categorized into the following four levels of offenses:

Level	Category Definitions
Level I	Violation of General Classroom, Student Life, and/or Bus Rules – Level I consists of minor offenses that generally occur in the classroom, school grounds, dorms, or on the bus and can be corrected by the teacher, driver, counselor, or other SEED MD staff members.
Level II	Conduct Requiring Administrative Intervention – Level II consists of offenses that are more serious in nature, or persistent and serious Level I misconduct.
Level III	Suspension and/or Removal to a Disciplinary Alternative Education Program – Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including bus transportation, or are persistent or serious Level I or II misconduct.
Level IV	Dismissal and/or Removal to a Disciplinary Alternative Education Program – Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the school, on the school bus, or at school activities; or Level II or III infractions depending on the severity or persistence of the act.

Level I-Violation of General School/Campus and Bus Rules	
Misconduct	Disciplinary Options/Response
Classroom/Dormitory Disruption	<ul style="list-style-type: none"> ● Verbal correction ● Breakfast/lunch/dinner personal development (with reflective essay) ● Peace Circle ● Staff/Parent conference (e-mail, letter, telephone) ● Temporary removal of the student from classroom/dormitory ● Alternative volunteer service ● Referral to SST ● Staff-parent contact ● Conference with student and staff ● Loss of privilege(s)
Failure to Follow Classroom/Dormitory Rules/Procedures	
Disorderly Conduct	
Dress Code Violation	
Failure to Be Prepared	
Internet/Electronic Misuse	
Public Display of Affection	
Inappropriate Language/Profanity	

Unexcused Tardiness Horseplay (no physical harm or injury)	<ul style="list-style-type: none"> ● Loss of grade/invalidation of student work ● Confiscation of item(s) ● Time Out-personal reflection ● Detention (maintained by teacher before or after school) ● Parent shadowing ● Restriction of school bus privileges by the administrator ● Other appropriate in-class disciplinary actions (teacher lead detention, etc.) ● Serious or repeated violations may be treated as Level II, III, or IV infractions. ● Written or verbal apology
<p>Serious or repeated Level I misbehavior may result in a consequence for behavior usually reserved for a Level II, III, or IV disciplinary response.</p>	

Level II – Conduct Requiring Administrative Interventions	
Misconduct	Disciplinary Options/Responses
Serious or Repeated Level I Offenses	<ul style="list-style-type: none"> ● Parental contact by phone and written or oral notification to parent or guardian
Academic Dishonesty/Cheating/Plagiarism	<ul style="list-style-type: none"> ● Administrator/teacher/staff/student conference
Class Cutting/Truancy	<ul style="list-style-type: none"> ● Detention
Out of Bounds (unaccounted for -15 min or more)	<ul style="list-style-type: none"> ● Parent shadowing
Forgery	<ul style="list-style-type: none"> ● Exclusion from extracurricular activities
Harassment-threatening language	<ul style="list-style-type: none"> ● Mediation
Indecent Exposure	<ul style="list-style-type: none"> ● Confiscation
Insubordination	<ul style="list-style-type: none"> ● Temporary removal of the student from classroom/dormitory
Sexual Harassment	<ul style="list-style-type: none"> ● In-School suspension/In-Dorm suspension
Theft - Below \$50	<ul style="list-style-type: none"> ● Suspension of transportation privileges
Threat to Person or Property	<ul style="list-style-type: none"> ● Monetary restitution for items/property
Unauthorized Sale or Distribution	<ul style="list-style-type: none"> ● Counselor/Teacher/Staff/Parent/Student restorative conference
Unauthorized Use of Portable Communication Devices	<ul style="list-style-type: none"> ● Family Conference
Unauthorized Use of	<ul style="list-style-type: none"> ● Staff/Parent conference (e-mail, letter, telephone) ● Referral to Student Support Team/Counselor ● Restorative Conference ● Any other appropriate disciplinary actions determined by

Electronic Devices	the administrator • Any other appropriate disciplinary actions determined by the administrator
Vandalism – Below \$50	
Physical Altercation (no physical harm or injury)	
Horseplay (causing damage, harm or injury) Profanity/Abusive Language(including put-downs, insults, derogatory remarks, sexually explicit comments)	
Serious or repeated Level II misbehavior may result in a more serious consequence or treated as a Level III or IV offense.	

Level III Conduct requiring Administrative Intervention which could include any consequences listed for Level I or II infractions as well as suspension, a Discipline Review Meeting, or dismissal.		
Misconduct	Disciplinary Suspension Days In or Out of School	
	Minimum	Maximum
Serious or Repeated Level II, III, IV Offenses	1	3
Assault/Physical Attack on student	1	3
Bullying	1	3
Failure to Follow Safety Protocols	1	3
Fighting	1	3
Forgery	1	3
Gambling	1	3
Inciting Others to Violence or Disruption	1	3
Possession or Use of Fireworks	1	3
Reckless Endangerment	1	3
Repeatedly Disruptive Conduct	1	3
Theft - \$100 or more	1	3
Tobacco-Possession or Use of Tobacco and/or Tobacco Products	1	3
Unauthorized possession, use, or	1	3

distribution of over-the-counter medication		
Vandalism/Destruction of Property – between \$100 and \$500	1 with restitution	3
Filing False Reports	1	3
Serious or repeated Level III misbehavior may result in a more serious consequence, such as a request for a long-term suspension or treatment as a Level IV offense.		
Level IV Conduct requiring Administrative Intervention which could include any consequences listed for Level I or Level II as well as a suspension, Discipline Review Meeting, Removal to a Disciplinary Alternative Education Program or dismissal. Disciplinary suspension can range from 1 to 10 days and any of the previous Level I, II, or III disciplinary responses.		
Misconduct	Disciplinary Suspension Days Out of School	
	Minimum	Maximum
Serious or Repeated Level I, Level II, or Level III Offenses	1	10
Arson	1	10
Assault with substantial bodily injury	1	10
Bomb Threat	1	10
Contaminating Food	1	10
False Alarm	1	10
Group Fight	1	10
Leaving Campus Unauthorized	1	10
Gang Related Activity	1	10
Physical Attack on SEED MD School employee	1	10
Possession, Use, or Distribution of Alcohol, Biohazard, Marijuana, Prescription Drug, Inhalants, Other Intoxicants Controlled or Drug Paraphernalia	1	10
Possession, Use, or Distribution of explosives, firearms, weapons related equipment	1	10
Sexual Activity	1	10

Extortion	1	10
Vandalism/Destruction of Property (above \$500)	1	10

Bullying

The state of Maryland is committed to eliminating bullying on school campuses and requires all schools to have a school bullying policy in place that defines bullying, outlines consequences for bullying and identifies proactive measures taken to prevent bullying in schools. In accordance with the provisions of Section 7-424.1 of the Education Article of the Annotated Code of Maryland, SEED MD has adopted the Olweus Bully Prevention approach to address bullying, harassment, or intimidation. SEED MD therefore considers repeated behaviors like excessive teasing, name calling and horseplay as forms of bullying. Our protocol includes the following steps:

When we suspect that bullying is occurring an investigation is conducted to determine the following:

1. Is it a repeated behavior
2. Is the conflict or behavior in question one-sided
3. Was someone harmed emotionally or physically
4. If there is a victim, was the victim able to defend him or herself

If the answer to all of these questions is “yes”, the Lead Dean will contact the parent of the student(s) responsible. The student will be suspended for 1 day for the first referral. If the behavior continues the student will be suspended for two days for the second referral. If this same student receives a third referral for bullying, he/she will be automatically suspended for three days and upon return will meet with the Directors of Student Support, Academics and Student Life. Additional consequences can also be applied at the conclusion of that meeting.

Students who have experienced bullying will have immediate access to a mental health counselor and their parent will be notified.

Students are expected to report rumors of bullying, planned bullying, as well as any bullying they witness. Students who watch, laugh, encourage or otherwise participate and

do not report harassment or bullying are considered bystanders and can receive consequences similar to the participant (s).

We have a responsibility to keep students safe and provide the best environment possible for learning. We hope that you will partner with us by:

- Discussing this important issue with your child
- Communicating with an Administrator if you suspect that your child is participating in or is the victim of bullying or bully-

Dismissal Policy

SEED MD is committed to providing a learning environment that maximizes the opportunity for all students to achieve at the highest level of success. In order to achieve that goal, SEED MD reserves the right to dismiss a student if that student fails to adhere to the rules and procedures set forth in the Code of Student Conduct or poses a threat to themselves or to the SEED MD community.

Whenever possible, a variety of alternative strategies and interventions will be utilized prior to a Discipline Review Meeting in an effort to resolve challenging behaviors. However, each incident will be reviewed on a case by case basis and this Student Code of Conduct outline will be used to determine appropriate next steps.

If a student's behavior meets the above criteria for dismissal from SEED MD, the parent/guardian (of record) will receive written notification stating the following:

A summary of the incident

A request for meeting

The name and contact information for the meeting scheduler

Possible outcomes of the meeting

The parent/guardian (of record) must attend the meeting with the student to discuss the incident in front of a panel of 2-3 Administrators. At the conclusion of the meeting the student will return home and the family will receive notification of the panel's decision within 48 business hours.

Dismissal Appeal

If the Discipline Review Meeting results in a dismissal, the parent/guardian (of record) can:

- Appeal in writing to the Co-Head of School (HOS) within 48 business hours of the decision.
- A Co-Head of School will meet with the family to review the incident, notes from the previous meeting and make a finding or provide an update within 48 hours of that meeting. The HOS may uphold or rescind the decision and will render its decision in writing to the parent/guardian.
- If the decision to dismiss is not upheld by the Co-Head of School, the parent/guardian will meet with an administrator to review a re-entry contract. The parent/guardian and student must agree with the terms of the contract. Thereafter, the parent/guardian and student must attend a mandatory 30 day progress meeting. At that time, continued enrollment at SEED MD will be at the discretion of leadership.
- If the decision to dismiss is upheld by the Co-Head of School, the parent/guardian (of record) can appeal to the Board of Trustees by submitting an appeal within 48 business hours in writing to the attention of the Chair of the Education Program Committee, The SEED School of Maryland, 200 Font Hill Avenue, Baltimore, Maryland 21223. Please note that the Board of Trustees will serve in the capacity of ensuring the school adhered to the proper protocol in reaching the decision and will not review the behavior that lead to the determination of dismissal.

Dismissal of Students with Disabilities

School personnel may remove a student with a disability who violates SEED MD's Student Code of Conduct. Students can be placed in an alternative educational setting, another setting or suspension, for not more than 10 school days at a time for a violation of school rules in accordance with the discipline policy used for all students, unless it is determined that the removal constitutes a change of placement. When these removals (10 days or less at one time) accumulate to more than 10 days in a school year, school personnel, including the student's special education teacher, determine the extent of services needed to enable the student to progress in the general curriculum and toward the IEP goals.

School personnel may consider unique circumstances on a case-by-case basis whether a change in placement is appropriate for a student with a disability who violates the code of conduct. Change of placement includes removal for more than 10 consecutive days or a series of removals that constitute a pattern. When disciplinary action results in a change of

placement, notice is provided the day the decision is made and must include procedural safeguards.

Within 10 school days of any decision to change the placement because of a violation of the code of conduct, SEED MD, the parent/guardian and relevant members of the IEP team (as determined by the parent/guardian and SEED MD) must review all relevant information in the student's file, including the IEP, any teacher observations and any relevant information provided by the parents/guardians to determine:

- If the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or
- If the conduct in question was the direct result of SEED MD's failure to implement the IEP.

If SEED MD, the parent/guardian, and relevant members of the IEP team determine that either of the above statements is applicable for the student, the conduct shall be determined to be a manifestation of the student's disability.

If the conduct **is a manifestation** of the student's disability, the IEP team must:

- Conduct a functional behavioral assessment and implement a behavioral intervention plan for the student, if SEED MD had not previously done so;
- In the situation where a behavioral intervention plan has been developed, review the behavior intervention plan if the student already has such a behavioral intervention plan and modify it, as necessary to address the behavior;
- Return the student to the placement from which the student was removed, unless the parent/guardian and SEED MD agree to a change of placement as part of the modification of the behavioral intervention plan, except when the student has been removed to an interim alternative educational setting for drugs, weapons or serious bodily injury.

If the behavior is **not a manifestation** of the student's disability, relevant disciplinary procedures applicable to students without disabilities may be applied in the same manner as they would be applied to other students, except that appropriate educational services must continue.

When a student is removed for more than 10 days that results in a change in placement,

whether or not the behavior is a manifestation of the disability, or when the student is removed to interim alternative educational setting (IAES) for drugs, weapons or serious bodily injury, the student continues to receive services to enable the student to continue to participate in the general education curriculum although in another setting and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, a functional behavioral assessment and behavior intervention services and modifications that are designed to address the behavior violation so that it does not recur. The IEP team determines appropriate services and the location in which the services will be provided. SEED MD will confer with the local school system/school in order to develop a plan for the continuation of services to enable the student to progress toward meeting the goals of the student's IEP.

School personnel may remove a student to an IAES up to 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability, in cases where the student:

- Carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of the State or SEED MD;
- Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of the State or SEED MD; or
- Has inflicted serious bodily injury upon another person while at a school, on school premises, or at a school function under the jurisdiction of the State or SEED MD.

Disciplinary Dismissal Appeal

The parent of a student with a disability who disagrees with a decision regarding a manifestation determination or with any decision regarding placement for disciplinary reasons or SEED MD believes that maintaining the current placement of the student is substantially likely to result in injury to the student or others, may request a meeting with SEED MD's Head of School. If still not satisfied, they may then request a hearing by filing a due process hearing notice with the Office of Administrative Hearings (OAH).

The due process hearing will be conducted by an Administrative Law Judge (ALJ) following the procedures described in Part XIV, *Resolving Disagreements*, with the following exception. The hearing shall occur within 20 school days of the date the hearing is requested and shall result in a determination in 10 school days after the hearing.

In making a determination in a disciplinary appeal, the ALJ may:

- Return the student to the placement from which the student was removed;
- Order a change in placement of a student with a disability to an appropriate IAES setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others.

When an appeal is requested by either the parent or SEED MD, the student remains in the IAES pending the decision of the ALJ or until the expiration of the time period provided (no more than 45 days), whichever comes first, unless the parents and school personnel agree otherwise.

General Considerations

A key guideline in the application of this Code is embodied in the principle that the appropriate reaction to a disciplinary problem is the least extreme reaction that reasonably holds promise of resolving the problem. Discipline should be both corrective and instructive, designed to foster growth and understanding in the student. Appropriate responses to misbehavior are commensurate with the age and maturation level of the student. The following list of disciplinary options and responses does not imply a progression of increasing severity or implementation.

Strategies

In order to create a safe and orderly learning environment, the following expectations will be non-negotiable for all SEED MD students.

SEED MD Scholars are:

- Focused on College
- Safe
- On Time
- Prepared

These strategies will be practiced in a 24 hour learning environment.

Progressive Discipline

Staff will implement a progressive discipline policy to address behaviors that are not expected from SEED MD Scholars. The following system will be used to address minor behavior infractions that include, but are not limited to off task behavior, excessive talking, minor classroom disruptions, tardiness etc.

In the event that a student commits a Level I infraction, the teacher/counselor will redirect the student in that moment (or soon thereafter) in an effort to correct the behavior demonstrated. If a student continues to display this behavior a written referral may be necessary.

In the event that a student exhibits a repeated Level I Level II, III, or IV infraction a written referral will be submitted to a Dean and next steps will be determined.

RESPECT
Treating others as you want
others to treat you.

Please note that the Parent-Student Handbook may be updated at any time throughout the school year. Parents and students will be notified of any revisions or additions to the handbook and the revised version will be available via the school's website. If you have any questions or comments about the Parent-Student Handbook please do not hesitate to contact a member of the school's leadership team.

The SEED School of Maryland is a place of hope and possibilities that makes a difference in the lives of students and their families.

We look forward to having a great school year!