

2022 – 2023 Handbook



**1555 Georgetown Road
Lexington, Kentucky 40511
859-381-3033**

www.steam.fcps.net

Important Notice: This handbook contains information applicable to students at STEAM. A more comprehensive, district Student Code of Conduct is distributed to students on the first day of school. **If you need an additional copy of the district handbook, please contact our school office.**

The rules, regulations, and policies in BOTH handbooks apply to students and families.

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STEAM ACADEMY MISSION STATEMENT

Through cultivation of students' talents and passions, STEAM Academy will provide real experiences that inspire learners to lead. This occurs through:

S Student Ownership of Learning

T Technological Responsibility and Expertise

E Empowerment through Internships

A Authentic STEM Inquiry Learning

M Mastery of Expectations

Principal's Message:

Welcome to STEAM Academy! We are excited for the 2022-2023 school year. STEAM prides itself on being a school of innovation, where creativity, student voice, internships, and inquiry learning are at the center of teaching and learning. Our goal is to provide students with an enriched educational experience that will prepare them to develop the knowledge and skills needed to compete in an ever changing society. This goal can be accomplished by all of us taking part in the education of your student. The STEAM staff embraces the motto, "It takes a village to raise a child." We must be proactive in working together to celebrate the success of your student as well as rallying around your student when he/she needs support in areas of academics and behavior.

I am excited for the opportunity to support teachers and students on their journey to greatness this school year. I have been at STEAM since the school first opened and I have seen first-hand the incredible changes that can take place in a student's life when they are fully engaged in the STEAM way of learning. As our population changes and continues to diversify, I am hopeful that STEAM will continue to rise to meet the needs of our students and families.

I am forever grateful to be a part of a school that I don't just consider a school. I consider STEAM my family and I am so happy to have you as part of my family. If you ever need anything, please do not hesitate to reach out. I am happy to serve!

Dr. Christopher Flores, Program Director of STEAM Academy

On behalf of the University of Kentucky, welcome, and thank you for being a part of the STEAM Community.



STEAM has emerged as a robust public high school capable of putting the needs of student learners at the center and then building the school around those needs. We, as the state's flagship university, view as part of our land-grant mission the continued progression and advancement of Kentucky education and Kentucky students. Through our College of Education and Next Generation Leadership Academy, we have invested in STEAM as a place to research, develop, and model the innovations necessary for students throughout the Commonwealth. Thus, we are proud to be a partner with Fayette County Public Schools in developing and maintaining STEAM Academy.

UK provides direct support to STEAM Academy in a variety of ways. These include:

1. Maintaining a presence on the Advisory Council (3 UK members).
2. Direct support to the leadership team of STEAM Academy through the College of Education's Director of Innovative School Models.
3. Collaboration on various projects and grants, such as STEAM student training by UK Nursing and science collaborations with UK Earth & Environmental Sciences.
4. Supporting early and frequent access to UK Campus experts and activities, such as campus tours, field trips (such as biomedical science, statistics, etc.)
5. Deep support across UK for STEAM student internships, including research internships with UK research faculty.
6. Opportunities and scholarships for dual credit courses on UK's campus.

These supports, and more, help to transform STEAM Academy into a great learning environment for your child, as well as a model high school for educators across the Commonwealth. UK will continue to invest our time and effort into making STEAM Academy a great public high school right here in Lexington. We value the relationship not only with Fayette County Public Schools, but also with the students and families participating in STEAM.

For additional information or questions related to the partnership with UK or any specific issue for your child, please contact:

Justin Bathon
Director of Innovative School Models
justin.bathon@uky.edu

Phone List

Main Office (859) 381-3033

Staff Contacts

Administrative Staff

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World Languages

Brooklin Sarver Spanish brooklin.sarver@fayette.kyschools.us

School Calendar

2022-23 FCPS Instructional Calendar *

August 10	First day of school for students
August 19	No classes for students
September 5	Labor Day; schools and offices closed
October 3-7	Fall break
November 8	Election Day; no classes for students
November 23, 24, 25	Thanksgiving break; schools and offices closed
Dec. 19 – Jan. 2	Winter break
January 3	Students return to classes
January 16	Martin Luther King Jr. Day; schools and offices closed
February 20	Presidents Day; schools and offices closed
March 17	No classes; possible weather make-up day**
April 3-7	Spring break
May 16	Election primaries; no classes for students
May 26	Last day of school for students
	Note: High school graduations are not set until the threat of bad weather has passed and all make-up days have been announced. We update calendars after FCPS releases the commencements schedule (typically in late March).
May 29	Memorial Day; schools and offices closed
May 30-31 & June 1-2	Possible weather make-up days
June 5-9	Possible weather make-up days
June 12	Possible weather make-up day

The Fayette County Board of Education approved this calendar on June 28, 2021. It is subject to change.

- Revised on 2/28/22 to extend fall break and move the last day of classes

* Note: A few special programs follow slightly different academic calendars, including [Harrison Elementary and William Wells Brown Elementary](#) (the Promise Academy schools), the [Rise STEM Academy for Girls](#), and the [Re-engagement Center](#) at the Success Academy.

** FCPS schedules weather make-up days at the superintendent’s discretion, and we update our online calendars and PDFs after each official announcement.

2022-2023 Daily Schedule

Start Time: 7:45

End Time: 2:45

Regular Schedule Day:

7:45-7:55 Advisory

7:59-9:13 1st Block

9:17-10:31 2nd Block

10:35-12:12 3rd Block

10:56-11:18 A Lunch

11:23-11:45 B Lunch

11:50-12:12 C Lunch

12:16-1:28 4th Block

1:32-2:45 5th Block

Advisory Schedule Day:

7:45-8:30 Advisory

8:34-9:40 1st Block

9:44-10:50 2nd Block

10:55-12:22 3rd Block

11:06-11:28 A Lunch

11:33-11:55 B Lunch

12:00-12:22 C Lunch

12:27-1:33 4th Block

1:38-2:45 5th Block

**** 1 and 2 hour delay schedules will be implemented in the event that these are called upon by the district.**

Building Hours

The building is open in the mornings at 7:15 a.m. and closes at 4:00 p.m. **ALL doors will remain locked during the school day.** A faculty member must supervise any student or group of students remaining in the building after 2:45 p.m. Maintenance/custodial personnel are not to assume this responsibility. Students who are not directly supervised by a staff member must leave the building and the school grounds at 2:45 pm.

ATTENDANCE INFORMATION

Attendance Policy

*Students can boost their academic achievement with regular school attendance. When absences are necessary, parents are asked to call the attendance office (381-3033) between 7:15 a.m. and 7:50 a.m. on the day the student will be absent. **STUDENTS MUST BRING A NOTE, signed by a parent/guardian with an approved FCPS absence (illness, family emergency, or funeral), upon their return to school. A doctor or dentist note will also excuse an absence. *Board Policy requires that all written absence excuses be received within three (3) school days of a student's return to school.** If notes are not received within three days, the absence(s) will be **UNEXCUSED**, and teachers will not be required to assign make-up work. Upon return from an absence, students should take their note to the main office.

Absence Limit

****School board policy dictates the number of excused absences and tardies allowed in a school year.*** Once a student has accumulated **(10) excused absences** (full day/parent sick notes) and/or **(10) excused tardies** (parent sick notes to school), a doctor's note will be required. Otherwise, all absences and tardies after the 10 excused ones will automatically be unexcused. ****Please note:** Partial absence days will be totaled to count as whole-day absences. Please see the FCPS district handbook for official wording of the absence/tardy policies and Driver's Permit/License information.

Pre-Approved Absences

When a student knows about upcoming absences (religious activities, college visits, etc.), he or she must bring a parent note to the front office describing the dates and reason for the absence **at least 3 days in advance of the absence** to apply for principal approval.

Truancy

Any student who has (3) unexcused events (check in, check out, partial day in, or partial day out) is considered truant. A student with (6) unexcused full-day absences from school or (9) unexcused tardies to school is **REPORTED AS TRUANT**.

The school will make every effort to help students and parents monitor student attendance, but continued truancy will be reported to the district offices. Parents and students can keep track of attendance in Infinite Campus or by calling the attendance office for an update on a student's record. For further information, see the FCPS Student Code.

Driver's Permit/License

Students must present verification of enrollment to apply for a driver's permit/license. Students requesting this form must be attending school regularly and must be making academic progress as defined by the state law. This form can be requested in the front office before 9:00 am to be ready for pickup by the end of the work day. Requests made after 9:00 am will be ready for pick up on the next work day. The school is required to report any student who has 9 unexcused absences (or dropped out of school) or who is academically deficient (fails more than one course) to the Kentucky Transportation Cabinet. The Cabinet can revoke any student's permit/license under these circumstances.

Parking

We have a limited number of parking spots available to students for personal vehicle parking. Students who choose to park at other locations (street, businesses, etc.) do so at their own risk. STEAM Academy is not responsible for any damage, theft, etc. of student vehicles. For students wishing to park on campus, there is a lottery with preference given to seniors. In order to maintain eligibility for a parking spot, students must have no more than 5 unexcused tardies to school, no more than 5 unexcused absences, no more than 3 discipline referrals, AND must be passing 80% of their classes. If any of these conditions are not met, parking pass rights will be revoked. These conditions are contingent upon performance from the previous Spring semester. Status will be reevaluated after the start of the Fall semester. Those students who receive a parking spot will be charged a \$25 parking fee. Students who lose their parking privileges after the first semester will NOT be refunded their \$25 parking fee.

Transportation

STEAM **does not** provide neighborhood busses that pick students up in the mornings. Students wishing to ride the bus to STEAM must get to their districted home high school in the mornings to catch a STEAM bus. The bus will then take the students from the home high school to STEAM Academy. In the afternoon, STEAM busses will take students back to their home high school where they can choose to ride their neighborhood bus home or participate in after school activities at the school (sports, clubs, etc.). Students needing to ride a different bus home either from STEAM or from their home school will need to turn in a parent/guardian written note or send an email to Mrs. Counts or Mr. Lawrence the morning of the day they will need the bus pass. A bus pass will be issued to the student by the end of the day. Students turning in notes at dismissal will not be given a bus pass and busses will not be delayed from leaving the school. Students needing to figure out what bus they will ride from their home school to their specific bus stops will need to visit the Bus Route Finder at:

<http://www.fcps.net/administration/departments/transportation/bus-route-finder>

Procedure for Early Dismissals

Parents/guardians wanting to pick up students during the school day should go to the attendance office and sign the log with student name and reason for dismissal. The school is responsible for the safety of each student, therefore, **parents (or any other adult picking up a student) must show identification before students can be released AND must be listed on the student information sheet kept on file at the school.** These forms will be sent home at the beginning of the school year.

Getting Assignments When You Are Absent

It is the responsibility of each student who misses school to acquire his/her missed assignments from his/her teachers. Because the majority of the student's work is completed on Canvas there should not be any reason why a student should fall behind due to missed school.

Illness at School

When illness occurs:

1. Notify your teacher. Obtain a hall pass or note from the teacher and go to the main office.
2. The office personnel will telephone your parent/guardian.

School personnel are NOT permitted to dispense any medicine (including pain relievers) without a doctor's note. Parents should register medications with the office to be dispensed to students. A school nurse is on-site and present most days, however, their schedule is subject to change.

Be sure that any injuries occurring at school are reported to the teacher in charge.

Lost and Found and Valuables at School

Lost articles are often turned into the administration office. If you should lose an item (or find a lost item), contact the office. **We encourage all students and visitors to leave valuable items at home.** The school is not responsible for locating or replacing lost or stolen property.

Valuables

It is very important that students not bring valuables to school or leave money or other valuables in the lockers. Unfortunately, thefts do occur at school. If students choose to bring their own personal devices they do so at their own risk. If these items cause a disruption to the educational day, the items will be confiscated and returned per the STEAM Academy Personal Device Expectations.

Visitors and Deliveries to Students

STEAM Academy encourages parents to visit the school as often as possible. Each visitor is required to sign in at the desk in the main office and wear a visitor name tag at all times while in the building. Teachers will be notified in advance of any visitors to their classrooms. This registration is absolutely essential for visitors so that the Division of Law Enforcement will be able to identify persons who have authorization to be in the building. **Board policy prohibits us from allowing students from other schools to spend the day with our students.** No exceptions will be made except for foreign exchange students who have been approved in advance. Due to the change in state laws regarding food and nutrition, students **ARE NOT PERMITTED** to have outside fast food items delivered/brought to them to eat in the cafeteria. We encourage parents/guardians to bring items for students to eat from home only when absolutely necessary. Food being brought into school causes a huge disruption to our school day as students have to be called out of class to retrieve their food causing extra work for the secretaries in the office. If food is brought in after assigned lunch time, students will not be allowed to take the food into their class. Also, items such as balloons and flowers will not be delivered to students during the school day. Students will need to pick up such items at the administrative office at the end of the school day. These items most likely will not be allowed on FCPS busses.

EMERGENCY INFORMATION

The safety of students and staff members is a top priority at STEAM Academy. In order to be prepared for the multitude of situations that may occur on campus, the school practices emergency procedures throughout the school year in conjunction with law enforcement and emergency personnel. In addition, emergency information is posted in each classroom. In particular, the emergency evacuations and lockdown drills could inconvenience parents if they come to school during these times. We appreciate the cooperation of parents and other visitors during these practice times. In the event of an actual emergency we will contact parents/guardians through phone calls or email. We will also send a detailed letter home about the incident if necessary.

Allergy Information

Our school is an **Allergen Aware School**. We have many students with various food and environmental allergies and some have Life-Threatening Allergies. Our goal is to decrease the exposure of the allergen to the affected student. Please be aware of signs posted in certain areas, classrooms, or on tables in our cafeteria and refrain from eating or using the potential allergen in those areas. We have staff that are trained in the use of emergency medications

for anaphylaxis. If your student has an allergy, please contact our Food Service Director and your student's counselor.

SCHOOL SERVICES

Guidance and Counseling

The guidance counselor is here to help you in many ways. Stop by and make an appointment if you need help with:

- * Solving problems that you might encounter at school
- * Registering and preparing for college entrance exams
- * Planning for college and career
- * Choosing a college, vocational school, or military training program
- * Applying for college and vocational scholarships
- * Planning your schedule of classes

Cafeteria

Each day the cafeteria offers a full and balanced meal consisting of a main dish, vegetable, dessert, and beverage. For the 2022-2023 school year, students who do not qualify for free or reduced meals will pay \$2.00 for breakfast and \$3 for lunch (*Pending board approval at board meeting on 8/15/22). **Applications for free or reduced meals must be completed annually.**

Instructional Fees

The instructional fee is \$30.00, which includes Chromebook rental and the technology fee. Some courses require an extra fee for additional supplies and materials used in the course. These fees will be communicated to the students by their teacher for those courses. Students eligible for free/reduced lunch are eligible for free/reduced instructional fees as well. Those forms will be given out in homeroom packets and should be turned in as soon as possible.

Law Enforcement

Fayette County's law enforcement personnel are here to serve our school community. They do have powers of arrest on any Fayette County School property for any violation of the law including traffic violations. They control crime on our campus and enforce traffic laws. If they ask you to do something, please cooperate.

Telephones

Students needing to use the office telephone during class time must have a note from their teacher. Students **may not** use personal cell phones for calls. All calls need to be made from the front office.

ACADEMIC GUIDELINES

1. **Each teacher is to state clearly in each class the evaluation procedure for determining student grades.** A course syllabus detailing grading, classroom expectations, materials needed for the class, content to be taught in the course, etc., will be created by the teacher of the course. These syllabi can be found on the Syllabus Link in Canvas. The teacher's grade-record book is to reflect for each student the recorded data, which are used to determine the student's grade in a course.

2. The evaluation procedure used in each class is to become a part of the teacher's grade record book. At the end of each school year, the grade-record book is to become a part of the school records in the office of the principal.

3. For grades 9-12, these standards shall be followed:

A (90-100)	Superior	D (60-69)	Below Average
B (80-89)	Above Average	F (59 and below)	Failing
C (70-79)	Average		

4. Any deviation from this policy must be considered by the Principal, the High School Director, and the Department of Instructional Services and approved by the Board of Education.

Grading at STEAM

Grading at STEAM will look different for each teacher but some common grading expectations school wide will be:

55% of the final grade will be summative assessments

45% of the final grade will be formative assessments and the STEAM Habits

Mastery/Semester Long Courses

Students at STEAM will take classes that mimic a college based schedule. All classes with the exception of a few (English 1 and Calculus) will run on a semester long basis. Students in the core classes of Math, Science and English (with the exception of English 1) will need to achieve the mastery mark of 80% in order to move on to the next level of content. Students who do not meet the 80% mark will not fail the course but remain in the course for another semester to master those skills that are lacking.

Once a student is in the course for the entire year and passes with a 60%, the course will be complete. If a student improves their grade from first semester the better grade will count for the course. If a student's grade declines the second time in the course, the two scores will be averaged from both semesters to achieve the final grade. If a student falls below a 60% in the overall course then they will continue in the course until a passing grade (60%) is achieved.

STEAM Habits

Habits are a very important aspect of life at STEAM Academy. Each class at STEAM grades these habits as part of formative assessment, which accounts for 45% of the final grade for that class. **These 6 STEAM Habits are:**

Active and Responsible Decision Maker
Altruistic and Culturally Competent Leader
Creative and Critical Thinker
Effective Communicator
Persistent Learner
Intentional Collaborator

Tutoring/Help

Students who are struggling with any content at STEAM are encouraged to set up a meeting or tutoring session with that individual teacher. A teacher's work day is from 7:15am until 3:05pm but teachers do have duty days and other responsibilities during these times and so please make arrangements beforehand to meet with your teachers. If a parent or guardian has a question for a specific teacher we encourage that parent/guardian to contact that teacher directly through Canvas before contacting administration or the counselor. If further conversation is needed a parent conference can be facilitated by the counseling office.

Throughout the year we hope to be able to offer ESS (Extended School Services) for students who are referred by their teachers. This program occurs after school and information about these services will be shared by the school once they are set up.

On-Line Grade Program for Parents (Infinite Campus)

STEAM parents and students have access to an on-line grade and attendance program called *Infinite Campus*. The program shows the grades students have earned in classes as well as attendance information.

Parents must complete a Household Verification Form, which includes an email address, and then return it to the school. IAKSS will send parents a GUID and password via email to log on to Infinite Campus. Parents will need to complete only one Household Verification Form for all of their children and their Infinite Campus account will give them access to all of their children's information at all FCPS schools.

If parents had Infinite Campus access last year, they can use the same information to continue to log on to Infinite Campus this year. If they have forgotten their user ID or password or have difficulties accessing their Infinite Campus account, please email IAKSS for assistance at parent.portal@fayette.kyschools.us. Individual school personnel cannot provide assistance with these issues.

Canvas Access <https://steam.instructure.com/login/canvas>

Parents/Guardians will also have access to STEAM Canvas which is an online learning management system where all of the STEAM courses, assignments, discussion boards and grades will be housed. All STEAM Canvas information can be found on the STEAM website. Throughout the year we will give Canvas tutorials to ensure that all families are up to date on the new and exciting things that Canvas has to offer. If you have trouble setting up a parent observer account please contact your child's teacher or Ashley Rosen at ashley.rosen@fayette.kyschools.us

Graduation Requirements

English – 4 credits

Math – 4 credits

Science – 3 credits

Social Studies – 3 credits

Health & Physical Education – 1 credit

History and Appreciation of Visual and Performing Arts – 1 credit

Electives – 10 credits (2 credits of which must be a World Language (this is a STEAM Requirement))

MINIMUM REQUIRED CREDITS – 26

Grade Level Credit Requirements

Minimum Credits needed to be a Sophomore = 6 Credits

Minimum Credits needed to be a Junior = 12 Credits

Minimum Credits needed to be a Senior = 19 Credits

Minimum Credits needed to graduate = 26 Credits

Withdrawal from School

Students, who are transferring to another school or withdrawing from school for any reason, should see a guidance counselor as soon as possible. They can help you complete the documents you will need to enroll in your new school or program. All books will need to be returned and all fees/fines need to be paid before records can be completed. A parent or guardian should accompany the student on the day of withdrawal.

Student Behavior

Most students know and observe proper rules of behavior while at school; however, it requires noting that the following actions are unacceptable and will result in disciplinary and/or legal action by the school administration:

1. Disrespect, defiance, profanity/obscenity **or any behavior** that results in disruption to an academic class. Examples as defined by FCPS Code of Conduct include excessive communication during class instruction, talking without permission or during instruction, usage of personal electronic devices, personal attacks toward another student or instructor, or behavior that prevents others from concentrating on classroom instruction
2. Possession or use of weapons, explosive devices, knives, or other dangerous items
3. False fire alarm/bomb threat
4. **Use, possession, or transfer** of alcohol, illegal drugs, drug paraphernalia, or illegal substances (Mandatory 10 days suspension and possible criminal charges)
5. **Fighting** (Recommended 10 days suspension, possible criminal charges for disorderly conduct in a public place, and possible recommendation for expulsion/alternative placement.)
6. Threat of force or violence directed to staff members or students (*...it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. KRS161.190.*) **Appropriate criminal charges will be filed**

7. Fireworks
8. Gambling
9. Use of tobacco/possession of any tobacco product, including vaping products/paraphernalia
10. Stealing, extortion
11. Vandalism
12. Forgery – any form of deliberate misrepresentation
13. Excessive, unexcused absences, or tardies
14. Leaving campus without permission from parent and principal or skipping an assigned class
15. Tardiness to Class/School
16. Bus Disturbances

Gang Activity

Gang colors, gang symbols, tattoos, bandanas, markings, drawings, handshakes, anything gang related is not permitted on campus and must be removed or covered. Throwing signs, drawing symbols, talk of gang activities, etc. will result in the following consequences:

1st offense	Warning/Call home
2nd offense	1 day suspension, call to parent
3rd + offense	2 day suspension – student will be recommended for alternative placement.

Bullying/Harassment

Fayette County Schools and the staff at STEAM Academy will not tolerate any type of bullying or harassment. All accusations will be investigated and serious consequences will be enforced. Criminal charges may also be made in some cases. STEAM has a Safety Tipline, Online Prevention (S.T.O.P) Icon on their website where students and parents can anonymously report any incidents of bullying, harassment, violent or risky behaviors.

Skipping School

In accordance with Fayette County Schools Closed Campus Policy, students may not leave campus during the school day unless they receive BOTH the permission of the parent AND one of the principals prior to leaving school. THERE ARE NO EXCEPTIONS to this rule. Failure to properly check out of school through the attendance office once a student has arrived on campus will result in consequences.

Skipping Class

Students on campus must attend their assigned classes. If a student is unable to attend a class for any reason (including illness), it is the student's responsibility to notify the teacher ahead of time and to obtain documentation to verify their actions.

SPECIAL NOTE: Once students enter the building in the morning, they may not leave until 2:45 pm. **Students are not allowed in the parking lot during the school day without principal permission. ANY STUDENT CAUGHT IN THE PARKING LOT WITHOUT PERMISSION DURING THE SCHOOL DAY WILL BE SUBJECT TO CONSEQUENCES (This may include loss of parking privileges).**

Tardy Policy

Preparing students for the work/business world is an ongoing staff responsibility at STEAM Academy. Promptness is valuable in the world of work, and students are strongly encouraged to be in classes, on time, and prepared to work. Excessive tardiness will always be addressed.

- Students with 4 or more tardies to classes within a two week period will serve lunch detention on their assigned Friday.
- Students with 8 or more tardies to classes within a month will serve after school detention. A parent meeting will occur to design a plan for the student.

10/10 Rule

Students and Staff at STEAM Academy will follow the 10/10 rule in regards to hall passes. This means that no student will be granted a hall pass for any reason the first 10 minutes of class and the last 10 minutes of class.

Tobacco-Free Policy

Fayette County Schools has adopted a tobacco-free policy. Smoking (or use of tobacco products in any form including vaping and vape products) is not permitted on campus. In addition, it is against the law for a minor to be in possession of tobacco products at any time. Tobacco products, including lighters, will be confiscated by school personnel and disposed of.

Cheating and Plagiarism Policy

The faculty and staff of STEAM Academy believe that integrity and honesty are essential in all student assignments. It is for this reason that the school will take any accusations regarding cheating and/or plagiarism on any school assignment or evaluation very seriously.

Technology, Cell Phone, Personal and School-Provided Device Expectations

STEAM Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st Century technology and communication skills. To that end, we provide access to technologies for students and staff use for educational purposes.

Internet & Computer Access

Students are required to have an Acceptable Use Policy (AUP) on file signed by parents/guardians in order to use any STEAM device or to access the internet. This Acceptable Use Policy outlines the provisions and expectations of that use by students, teachers, and parents when using school technologies or personally owned devices on district property. The Internet is filtered according to regulations established by the Kentucky Legislature.

Since our school is providing devices, students are encouraged to keep their own personal devices at home. Cell phone and personal device use will not be permitted during instructional time and will only be allowed during class transitions and during lunch. Students may not use their personal cell phone to make calls. All phone calls need to be made from the student phone in the front office.

School-Provided Device Expectations/Guidelines

What STEAM expects of students:

- Follow all guidelines of device use as explained in the STEAM Acceptable Use Policy and School-Purchased Device Classroom Expectations
- Along with parent/guardian, sign the STEAM Academy Acceptable Use Policy
- Adhere to the Student Code of Conduct and the STEAM Academy Acceptable Use Policy in regards to device use and Internet Acceptable Use any time the device is in use, at school or at home. Understand if this is not followed, students will be referred to the administrative team for further action
- Appropriate physical handling of the device
- Bring the device to school each day
- Keep device charged and ready for use during the school day (Students should charge device at home and leave charger at home. Fully charged school-purchased device will have power to last the school day)
- Keep school-purchased devices in silent mode and cameras off, unless otherwise allowed for instructional activity
- Responsibility for any damage to the device and loss of power adapter
- Immediate notification of device issues

- Use devices outside of school for educational purposes only
- Do not remove any labels/tags from device
- Save all files to FCPS Student Google Drive account

What STEAM expects of parents/guardians:

- Monitoring of home use of the school device
- Monitoring of device condition
- Understanding that parents/guardians and student are responsible for loss, theft, or damage to school-purchased devices. Payment for repair or replacement will be expected

CELL PHONE/Personal Device Classroom Expectations

- During classroom instructional time, (defined as being from the time a student enters class until the time students are dismissed from class), these devices must be turned off and may not be used by students.
- Not only are these devices a potential distraction to the classroom learning environment, and potentially disruptive to the school climate, the technology available makes it possible for other students to send messages of photographed tests, assessment answers, and other documents that would compromise the integrity of our teachers' assessments and grading of student learning.
- At STEAM Academy, the interpretation of cell phone/personal device is defined as anything that is not a school issued Chromebook.

Disciplinary Actions on a per class basis

****Offenses to the Personal Device Expectations are per each class and will monitored overall by administration. Teachers will submit a discipline referral per offense.***

1st Offense: Warning from teacher/staff.

2nd Offense: Teacher will confiscate device and turn into an administrator. The student may then pick up the device from an administrator at the end of the day.

3rd Offense: Teacher will confiscate device and turn into an administrator. A parent/guardian may then pick up the device at the end of the school day.

Any further offenses will result in after school detention and parent conference.

Cell Phone and Personal Device Confiscation

The only reasons for school personnel will ask a student to surrender a personal device would be:

a - if the device rang or vibrated (which would mean that the phone was turned on, and in violation of classroom expectations), or

b - if school personnel saw the device, etc. (which would mean that the device was visible or on the student's person, and in violation of the policy). If a student is found to be in violation of the Cell Phone/Personal Device Classroom Expectations, the disciplinary actions outlined above will be followed.

c - During state testing, ACT, and PSAT, student cell phones and personal communication devices including smart watches are not permitted. If students are found to be in possession of a personal device during one of these testing sessions, they will be subject to confiscation.

Consequences

Consequences for violation of STEAM Academy expectations may result in the following consequences, but is not limited to these: lunch detention, office time-out, community service work, loss of school privileges, parent/guardian conference, loss of internship days, after school detention, suspension, recommendation for expulsion from school, etc.

Suspension

(School Board Policy – 09.434)

Although pupils are not entitled in general to make up work missed for absences because of suspension from school, it is the goal of the Fayette County Public School System that every pupil succeed academically and that failures in any subject should be avoided. Accordingly, students having absences because of suspension from school are to be allowed to:

1. take major tests for credit upon returning from a suspension;
2. have homework checked for accuracy without loss of credit; and
3. hand in major projects or term papers without loss of credit.

* Extended time to complete assignments will not be permitted due to suspension.

Suspended students are not permitted to be on any Fayette County Public Schools property.

Dance Policy

Attending a school dance or school function is a privilege at STEAM and the administration reserves the right to revoke that privilege at any time for a student. Many of the school dances will be open to STEAM students bringing guests. Specific guidelines for outside requests will be shared with STEAM studies prior to each specific dance. Dance guest verification forms can be found in the front office and must be signed by the guest's principal before turning into STEAM administration for approval. The approval for the guest must be made prior to the dance and dance tickets for guests will never be sold at the door. Administration reserves the right to deny any guests to a STEAM dance or function.

Student Dress Code

Schools are educational institutions and high school students are expected to dress appropriately for learning. A student's appearance or mode of dress will not be allowed to interfere with the educational process or its healthy school climate. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Furthermore, it is felt that pride in one's school or oneself is, in part, influenced by appearance. The cooperation of parents and students in adhering to this dress code is both expected and appreciated. **Student issued IDs and lanyards are to be worn and visible, around the student's neck, each day during instructional hours.** Students will be provided one free ID and lanyard at the beginning of the school year. Students who need to replace an ID/lanyard will be able to do so for \$1.00. *Students will be sold a maximum of four lanyards each semester.* Students who exceed the four lanyard purchase limit during the semester will be required to have a parent conference with school administration before being allowed to purchase further lanyards.

2022-2023 STEAM Academy ID Badge Protocol

- Students will wear their **assigned, official** ID badge upon entrance to STEAM Academy. No entrance into the building will be permitted without an official ID badge.
- The ID badge must be **worn around the neck** and must remain on at all times during the school day, with the following exceptions:
 - PE classes,
 - working with equipment or heavy machinery that could pose a safety hazard (This is only allowed with permission from a teacher.), and/or
 - with administrative permission.
- Each school year, students will be provided with one lanyard, one ID badge, and one ID badge holder.
- A badge ID station will be set-up at the front entrance and bus entrance, every school day, starting at 7:15 a.m. A teacher will be assigned morning duty at this area, which will allow for two badge stations.

- Should a student misplace their lanyard, ID badge holder, and/or ID badge, students may purchase an official back-up badge and/or materials for a fine of \$1.00 at our student ID station beginning at 7:15 a.m. If a student does not have the funds that day to purchase what they need, the fee will be applied to the student's account to be paid before the end of the year.
- If a student requires 4 replacements within a semester, administration will request a meeting with parent/guardian, designing a plan going forward to resolve the issue and ensure the student has an official badge to wear each day, as required by Fayette County Public Schools.
- If a student finds lost or misplaced badge(s), they may return it to the badge ID station for refiling. *No refunds of any kind will be issued.*
- Students who are found without an ID badge around their neck on during the school day will have the following consequences:
 - first offense - issued a warning and asked to wear ID badge;
 - second offense - discipline referral (school-level consequence) and a phone call to a parent/guardian;
 - third offense - discipline referral (school-level consequence) and parent/guardian and student conference with administrator.
- Students are not permitted to open outside doors, for any reason, to allow someone to enter the building. Failure to comply with this Superintendent-mandated procedure will result in a parent/guardian conference and out-of-school suspension.

The following dress code guidelines must be followed:

Pants:

- Shorts must be longer than the student's fist when placed next to the leg.
- Skirts and dresses must be longer than the student's longest fingertip when placed next to the leg.
- All pants must fit at or above the hip for both males and females
- Pants that are revealing, see-through, or otherwise inappropriate are prohibited.
- Holes in Pants must not be higher than the student's fist when placed next to the leg.
- Sagging is prohibited

Tops:

- Shirts, sweatshirts, and all tops that meet the following criteria may be worn: cover the back, cleavage, midsection, and top of the shoulders. Straps must be at least 3 fingers wide.
- Tops must be composed of a material that is not see-through.
- **Unacceptable attire includes:**

- Hats, bandanas, hoods or any head coverings (exceptions for religious and medical reasons)
- Sagging pants below the waist/hips
- Gang-related clothing, accessories or symbols as identified by local law enforcement agencies
- Dark glasses, combs or curlers may not be worn in the building
- Sleepwear, blankets, pillows, or house slippers/house shoes
- Visible undergarments
- Clothing with vulgar sayings
- Clothing that denigrates race, religion, or group
- Clothing with any references to drugs, alcohol or violence
- Clothing that disrupts the educational day

The dress code will be enforced during the instructional school day only.

The following procedures and consequences will be implemented for students violating the dress code policy:

Advisory = Teachers will initiate a dress code check. All students in violation will be given an opportunity to correct. If the correction cannot be done immediately the student will be given a hall pass to report to the front office.

Correction options for students include:

- 1. Borrow clothes from a friend**
- 2. Call parent(s) to bring a change of clothes**

****The administration has the right to make the final decision on any dress code issue not addressed above.**

****Teachers uncomfortable with a student's dress have the option to send the student to an administrator.**

STEAM Curriculum

STEAM Academy operates on a semester schedule with accelerated courses focusing on inquiry learning and elements of project based learning. Dual Credit offerings begin during the student's junior year. Electives are offered on a limited basis. For the 2022-2023 school year, electives include Band/Orchestra/Steel Pan, Geography, Economics, Chemistry 2, Engineering, Spanish 3 & 4, Weight Management and Fitness, and Business Math.

STEAM Internship Program

The STEAM Academy Internship program is designed to allow students multiple opportunities to engage with potential future careers and earn course credit upon successful completion of the internship experience. Before high school graduation, STEAM students have up to 4 semesters to spend time learning about job specifics, investigating higher education, and learning to navigate career fields. The internship can take many forms: (1) Volunteering, (2) Job-Shadowing, (3) Serving as an unpaid intern, or (4) Serving as a paid intern through an internship co-op experience (seniors only with administration approval.) At the end of each internship, each student in the program designs a tangible final project, and as the culminating activity in the program, each student presents the project for evaluation by the internship mentor and staff at STEAM Academy. Juniors and seniors will have the opportunity to do half day internships throughout the year if their schedule allows for it.

STEAM Dual Credit Information

Dual credit (classes that count both for college and high school credit) varies considerably by each college partner and the rules around dual credit at the state level are still developing. Nevertheless, STEAM Academy seeks to provide such opportunities when feasible.

Students enrolled in dual credit are simultaneously enrolled in the College provider and subject to all of their policies. Students receive a grade for the college course first and then the corresponding letter grade is entered for high school credit. It is critical that families understand that dual credit courses are fully college courses and *your student's performance in the college course will be permanently reflected on their college transcript and may affect college admission decisions.*

The current Dual Credit partner and details are provided below:

Bluegrass Community & Technical College:

Available to: STEAM Juniors and Seniors

Instructor: BCTC Full Time or Adjunct Faculty

Location: BCTC Cooper Campus or Newtown Campus

Minimum ACT Composite: 18 (specific courses may require sub-scores).

Minimum GPA: 2.5 (State Requirement)

More Information: http://www.bluegrass.kctcs.edu/en/Opportunity_College/Dual_Credit.aspx

Tuition Cost to Family: Approximately \$70.00 per credit hour for a 3 hour course = \$210 for a full course plus the cost of books and fees. Students who qualify for free/reduced lunch will be

paid for by the school/district. Students who do not qualify for free/reduced lunch will be billed directly.

Each student who enrolls in BCTC Dual credit classes will receive their first two courses for free from the Governor's Dual Credit Scholarship Program (Subject to change each year)

Students wishing to enroll in dual credit class must be in good standing academically and behaviorally and must have completed with Mastery: English 3, Geometry, and Chemistry.

Students must also have a daily internships as a requirement to be on the BCTC Dual Credit campus.

University of Kentucky Next Gen Scholars

STEAM has also partnered with University of Kentucky for their Next Gen Scholars Program. Students must be a junior to be enrolled in these courses and have a Minimum of 2.5 Unweighted GPA to qualify. Many of the UK courses do not require an ACT composite score (there are exceptions to this requirement, for example the DC Math Courses).

The UK Courses follow an online format where students across the state are logged into Zoom and take the course virtually with a UK professor. These classes are facilitated by STEAM faculty members on STEAM's main campus.

The cost for these courses is the same as the BCTC courses previously mentioned.

For more information about the UK Next Gen Scholars program please contact neomia.hagans@uky.edu

Athletics and Extracurricular Activities

Extra-curricular and co-curricular clubs help make student's high school years enjoyable and memorable. Each student is strongly encouraged to become involved in one or more of the school activities that are offered at the student's district high school. All athletes must adhere to the individual school's and the district's policies regarding athletics.

STEAM Academy Clubs and Student Organizations

Club/Group

STLP
KYA/KUNA

Sponsor

Marty Vaughan
Larry Radtke

Radio/Broadcast Club
TSA (Technology Student Association)
Yearbook
Chess
STEAM Athletics and Recreation
Louis Stokes Alliance for Minority Participation
Next Us
National Honors Society
Prom
STEAM Girls III
Student Voice Council
Urban Farm Initiative
Sustainability Group
Q&A
Steel Pan
Table Top Games

Marty Vaughan
Gary DeBorde
Sarah Merlin/Allison Parks
Marty Vaughan
Jordan Manley
Dr. Michael Lauer
Sarah Merlin
Leslie Valley
Geraldyn Strange
Gary DeBorde
Autumn Ward
Dr. Michael Lauer and Gary DeBorde
Sherri Morris
Brittany Rose
Stephanie Frantz
Ashley Rosen

STEAM Academy Advisory Council (STAC)

The STAC's mission is to set policy for establishing a culture at STEAM that fosters learning, innovation, achievement, and most importantly, ownership of one's own lifelong education – such that the typical goals of surpassing state standards, college/career readiness, scholarships, awards, etc. are reduced to natural side effects, rather than the goals themselves.

The Advisory Council consists of the Director of STEAM Academy, 1 certified/non-teaching staff member, 3 teacher members, 2 student members, 2 parent members, 3 FCPS representative members, 1 BCTC representative, and 3 University of Kentucky representative members.

PTSA Information

Why join PTSA?

The number one reason to join PTSA is your child! Use your PTSA Membership to:

- **Get Connected:** PTSA provides opportunities to meet and network with other parents, teachers, and school administrators. There's no better way to know what's happening in your child's school and community.
- **Speak Up:** PTSA can be a way for you to more effectively be the voice for change at your child's school.
- **Watch Yourself Grow:** As a PTSA volunteer, you can use your skills and hobbies for a relevant cause while setting a good example for your child and all children in the community.

- Give Back: By becoming part of PTSA, you will be part of the solution, to help make positive changes in your child's school and in the lives of many children.
- Effectively Engage: Spend quality time with your children through PTSA programs, events and resources. Not only will you show how much you care about them but will also demonstrate the importance you place on their education.

PTA Mission: The overall purpose of PTA "To make every child's potential a reality by engaging and empowering families and communities to advocate for all children."

At the beginning of the year and throughout the year parents, faculty and students are given the opportunity to join PTSA for \$10.00.

STEAM Academy Student Handbook Acknowledgement Page

After reading the information contained in the handbook, complete the section below. Separate the page from the handbook and return to your advisory teacher.

My child and I have read and reviewed the 2022-2023 STEAM Academy Student Handbook. We understand the contents of the handbook and agree to abide by them.
Print Student Name _____ Student Signature _____
Print Parent/Guardian Name _____ Parent/Guardian Signature _____
Advisory Teacher: _____

School-Purchased/Personal Device Expectations Acknowledgement

I agree to abide by the provisions outlined in the STEAM Academy school-purchased and personal device expectations.
Print Student Name _____ Student Signature _____
Print Parent/Guardian Name _____ Parent/Guardian Signature _____