



Parent Student Handbook 2017 – 2018

STEM Preparatory Academy does not discriminate on the basis of race, religion, creed, gender, gender identity, sexual orientation, national origin, color, age, and/or disability in admission to, access to, or operation of its programs, services, or activities. STEM Preparatory Academy does not discriminate in its hiring or employment practices.

STEM Preparatory Academy reserves the right to revise its policies and procedures to ensure a safe and secure learning environment and the academic achievement of every student. Current policies and practices are available in the school's main office.

STEM Preparatory High School

Student and Parent Policies

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Unless otherwise indicated, policies and procedures are consistent with MNPS policy, federal, state, and local law.



Dear Students and Families,

Welcome to the 2017-18 school year and welcome to STEM Prep High School!
We look forward to partnering with you and your student as you take this important step on the path to college.

As you may know, the STEM Prep High (SPH) academic program with an integrated curricular focus on science, technology engineering, and mathematics is the first of its kind in the country. Students will pursue a rigorous, college preparatory program of study --- one that prepares them for the best, most meaningful and innovative college and career pathways of the 21st century.

This school year will see our students both learning and leading as we introduce a variety of exciting new courses and pathways for SPH students. We will begin our new Health Sciences program with two new courses: 1) Health Sciences Education and 2) Anatomy and Physiology. We'll be inspiring the next generation of engineers with Principles of Engineering and Technology. Students will find their creative side with our new Visual Arts course, and we've expanded our AP offerings to include: AP US History, AP US Government and Politics, AP Microeconomics, and AP English Language and Composition.

These exciting additions coupled with the second year expansion of our 1:1 technology program will ensure that your student has every available resource to help them in achieving ambitious goals and succeeding beyond imagination. STEM Prep will *challenge* your student and at the same time, *support* them in this journey.

This handbook is your practical guide to success at STEM Prep High. It includes a range of policies and procedures every student and family will follow. Please read them carefully and reach out to us with any questions or feedback.

It is important to note that STEM Prep High **requires** a signed agreement from all students and parents indicating they will commit to abiding by all of the policies in this handbook.

Welcome to STEM Prep High. Your path to college begins here.

Sincerely,

Mr. Jon S. Robertson
High School Director

Mission and Vision

STEM Preparatory High is dedicated to delivering a rigorous, standards-based education with an integrated curricular focus on science, technology, engineering, and mathematics. In steadfast support of our students and families, STEM Prep High is founded upon and firmly committed to three core beliefs which underpin our design and the daily execution of our mission:

- I. Every child deserves a rigorous, college preparatory education delivered by highly effective teachers.
- II. A culture of accountability and high expectations develops learners and leaders.
- III. Excellent schools are deeply and broadly tied to the communities they serve.

Graduates of STEM Prep High will become persistent and steadfast problem-solvers, active leaders in the community, and highly engaged and empathetic citizens of the world. Our vision is to become a national model for public charter schools and STEM learning. We aim to become Nashville's premier public charter school, the chosen school of students and families in our community.

Defining the "STEM" in STEM Preparatory Academy

"STEM" has become an acronym, typically used by government agencies and policy makers, for the fields of Science, Technology, Engineering, and Mathematics. It represents an innovative integration of the essential concepts and critical thinking skills underlying these four interrelated disciplines. STEM education aims to engage students' natural curiosity and creative talent as they develop the ability to problem-solve, reason, invent, innovate, and hypothesize. These critical thinking skills are not exclusive to the STEM subjects; they are indeed transferable and desirable performance objectives in all content areas.

As stated in our mission, STEM Prep High provides a college preparatory, *standards-based* education with an *integrated focus* on STEM. Our approach uses STEM to engage students in inquiry- and standards-based learning, balanced with direct instruction to ensure mastery of basic skills, particularly in literacy and mathematics. STEM Prep High does not teach STEM to the exclusion of other subjects, nor do we use a singular, inquiry-based instructional approach. Our goal is to provide remediation and highly effective instruction tailored to individual needs, while actively designing multiple entry points for students to engage their critical thinking skills.

Core Values of the STEM Prep High Community

In order to accomplish the STEM Prep High mission, we are committed to and focused on living the STEM Prep High community's core values. These core values are the foundation upon which our academic program and community-centered school model are based.

We aim to build and sustain a strong and safe learning environment grounded in the following core values:

- **Drive:** Making every effort to accomplish ambitious goals that challenge you and help you grow.
- **Inquiry:** Asking good questions, and seeking deeper understandings of others' thinking and the world.
- **Collaboration:** Building meaningful partnerships, and working together to achieve shared goals.
- **Imagination:** Forming new ideas, thinking big, and being resourceful in solving problems, exploring the unfamiliar and making connections.
- **Integrity:** Being honest, fair, and trustworthy in your words and actions, and maintaining the confidence and resolve to make right decisions in the face of pressure and adversity.

All individuals in the STEM Prep High community engage in a series of activities to learn, reflect upon, and enact STEM Prep’s core values. All members of the school community commit to living the community’s core values each day both within and outside of the school building.

Our students will work to enact the following actions this school year. As a member of the STEM Prep High Community, I will...

- Accept challenges with a tenacious and resilient spirit
- Seek solutions in an imaginative manner
- Exemplify STEM Prep High’s core values within and outside the school community
- Serve and contribute to my community
- Hold myself and others to high expectations
- Celebrate who I am and proudly represent my culture
- Embrace and strengthen relationships within the SPH community
- Celebrate my successes and those of my peers
- Take responsibility for the outcomes of my choices
- Set goals and work steadfastly to attain them
- Explore interests and pursue my passions

I will achieve these things with the support of my school community and family.

High School Performance Goals

The following section outlines the academic goals of STEM Prep High as agreed upon in the school’s charter contract with Metro Nashville Public Schools.

Academic Performance Goals – State Assessment

- I. 80% of all students will score proficient or advanced on all TNReady End of Course Assessments
- II. 85% of all Sophomore and Junior students will finish the year on or above grade level according to MAP - 75% of all Freshmen will finish the year on or above grade level according to MAP
- III. 80% of students taking the ACT will score 21 or higher by end of year.
- IV. In each course, students will achieve an average of at least 85% mastery on their Capstone Projects.

Academic Calendar

In support of the STEM Prep High mission, the academic calendar provides 185 instructional days per school year. Major Holiday breaks (e.g., spring break, winter holiday) are typically, though not always, consistent with the MNPS academic calendar. *Note: the STEM Prep calendar is different from the MNPS calendar.* Please review it carefully.

Inclement Weather

SPH will follow the inclement weather policy of MNPS. When MNPS schools are closed due to inclement weather, STEM Prep will also be closed. Should inclement weather cause excessive school closures, students will make up the necessary days through Saturday school attendance and/or through attendance on additional days at the end of the school year. *Please monitor the website for the current calendar and any changes.*

Daily Schedule

The SPH school day structure provides robust academic and social supports to all students. Remediation, town halls, and advisory are built into the schedule to address the needs of every student. Moreover, teacher professional development and common planning time are embedded to ensure the effective advancement of teacher learning, improvement of instructional practices and student learning.

Every school day at STEM Prep High begins promptly at 7:25am. Students will attend Morning Advisory each day before reporting to their first period class.

Students are dismissed at 3:30pm on Monday, Wednesday, and Friday. Early dismissal occurs every Tuesday and Thursday at 2:30pm.

Saturday school, when scheduled, occurs once every month from 7:25am until 11:30am. Families should examine the school calendar and “hold” these days.

The following structures support STEM Prep High’s rigorous, college preparatory program:

1. **Extended time on learning**: SPH students will attend a **longer school day** and school year. Three days each week, SPH students will attend school from 7:25am to 3:30pm. The remaining two days will be early dismissal at 2:30pm to provide time for faculty professional development, common planning, and collaboration.
2. **Office Hours/Intervention**: Office Hours are offered daily to provide time for school day-embedded tutoring and small group instruction. For students achieving at high levels of mastery, they will be provided with opportunities to enrich their knowledge through independent learning and research.
3. **Morning Advisory**: Students will gather with an adult and group of peers at the start of each day. During this time students will explore core values, their sense of self in the world around them, and discuss their plans for the future. Students will enrich and enhance their personal growth by setting academic and behavioral goals each week. Students will be actively engaged in the betterment of themselves, as well as their school and surrounding community.
4. **Sports and Clubs**: Sports and Clubs are designed and created to foster student passions and interests. Our offerings typically mirror the interests of our student body and will continue to grow more competitive as our students develop into young adults.

Overview of Parent Involvement and Expectations

STEM Prep High believes that excellent schools are deeply and strongly tied to the communities they serve. We believe that parents and families should be an integral part of the school and work alongside students and teachers to build a culture grounded in our core values.

In order to ensure our students’ success, all parents at SPH are responsible for engaging with their students and school staff with regards to their students’ academic progress and achievement. As a result, ***parents should participate in the following ways***:

1. Sign the student’s report cards, assessments, and progress reports and return them on time.
2. Review students’ bi-weekly Good Standing reports that identify student’s behavioral and academic performance. Return signed reports on time each Friday.
3. Attend quarterly parent-teacher conferences and communicate regularly with student’s teachers regarding their academic progress.
4. Ensure that their student is on time and prepared for school each day with his/her homework completed, all necessary school materials, and dressed appropriately in STEM Prep High’s Standard School Attire.

5. Share feedback with the school on our parent-satisfaction surveys.

6. Participate in the quarterly Parent and Family Academies.

A Parent's Rights

At STEM Prep High, we believe that parents have the right to be informed about their students' academic progress, be an integral part of their student's school community, and have an active voice in ensuring that their student is receiving an excellent education. As a school staff, we will strive to ensure that this is possible through constant communication with parents and monthly community events and parent meetings. If at any time you feel that these rights have been violated, we encourage you to reach out to any member of our school's administration so that the issue can be resolved and we can continue to work together to ensure the best outcomes for your student and family.

STEM Prep High is required to provide annual notice of The Family Educational Rights and Privacy Act (FERPA) and the rights it provides parents and students. The FERPA gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks; or an attorney from the Department of Law with a legitimate educational interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the school can disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Student directory information is restricted, in accordance with the FERPA, to name, address, date/place of birth, photograph, telephone number, email, sports/activities, field of study, honors/awards received, height/weight, enrollment, dates of attendance, most recent school attended, and grade level. This information is considered public unless a parent or student over the age of 18 declines to have the information listed in a directory and released by the school district. Please confirm your permission to release your child's directory information.

Parent Complaint Policy

STEM Prep High is committed to providing a leading-edge education for all students while maintaining strong relationships with the family and community - relationships that support each and every student. Should a situation arise in which a formal complaint to school administration is desired, the individual should provide a letter to the High School Director in a sealed envelope. The letter should include the individual's name, student name, address, phone number and description of the nature of the complaint. In addition, the letter should include an address and phone number for the individual in order for the High School Director to respond. Should the individual feel the complaint was not addressed at the school level, the individual should provide a letter to the STEM Prep Board Chairperson via the front office manager or direct mail to the school's address including all information listed above plus a description of the school's action upon filing of the initial complaint.

Attendance

Students must be in class in order to learn. Parents and legal guardians are also responsible for their student's attendance. Students who miss one or more class periods in a school day must submit a note upon their return to school. A note from the parent or legal guardian should be submitted in the case of late arrival and early dismissal as well.

The note must contain the following information:

- Student name
- Date(s) of absence
- **Reason for absence:** If the absence is due to illness, a doctor's note should be submitted with the parent's note
- Parent name and signature
- Phone number(s) where the parent or guardian can be contacted for confirmation

Families have *three days* to send notification before an absence is considered unexcused. When a student is frequently absent or becomes truant - *five (5) or more total days of unexcused absences* - the school administrator will request a conference with parent/guardians and the student present, send a legal notification to the family, refer the student to an attendance officer, and with no response or change in attendance, refer the case to the juvenile court.

Excused Absences

STEM Prep High believes each day of a student's education is valuable and should be his/her most important priority. We also recognize, despite best efforts, there are times when a student cannot be at school. For this reason, STEM Prep will only count absences as "excused" for the following reasons:

- Personal Illness if a doctor's note is provided.
- Death in the immediate family (not more than 3 days)
- Deployment of a parent/guardian serving in the armed forces (one day for deployment; one day for return)
- Head lice, up to 3 days per infestation
- Recognized religious holidays regularly observed by persons of the student's faith
- Court appearance or legal mandates
- Upon written request of the parent/guardian, a student's absence may be excused for the reasons below:
 - Unforeseeable emergencies
 - Emergency doctor or dental appointments

- o Other reasons requested in writing by the parent/guardian and considered legitimate by the school administrator or designee.

In the event of a necessary absence, **a parent/guardian must call the main office and report the absence by 8:00 a.m.** The parent/guardian needs to include the student's name, date of absence, the reason for the absence and a contact number for the parent/guardian. *The notification and explanation of the absence does not automatically excuse the absence.*

School Administrator Authority

School leaders may excuse an absence, refuse to excuse an absence, or require further explanation from the parent or guardian explaining the reason for each absence. The school leader may also request additional documentation that he/she deems appropriate or require a physician's statement of consent to participate in the regular school program, extracurricular activities, or to validate an extended illness or excessive absences due to illness.

Tardiness

Students are required to be at school and arrive to class on time. If a student is late to school or to class **they will be given a Tier I infraction.** The student's parent/guardian will be notified of the infraction and consequence.

Should there be an emergency that prevents a student from being on time, a parent/guardian may call the office or send a signed note which will excuse the tardy. Students arriving after 7:25am must be signed in at the front desk.

Late Arrival/Early Dismissal

While attendance is taken in each class period, students must attend 3.5 hours of a school day to be considered present for the school day at-large. Students arriving after the designated start of either the school day or a class period are counted as tardy. Students who arrive after 7:25 am must obtain an admit slip to class from the office and present the slip to the teacher of the missed class upon classroom entry.

Please note: student absences are counted in each class. Therefore, if a student checks out early from school and misses his/her final class 10 or more days in the school year, he/she will be referred to the school administration for retention in this course. In addition, should a student arrive late to school and **miss first period 10 or more days in the school year, he/she will be referred for retention in this course.**

Information on who can pick-up the student from school must remain on file at the school. **Without prior notification from the student's parent/guardian, a student will not be released to another adult.** The parent/guardian or pre-approved adult will be asked to present a picture ID to front office personnel before the student can be released from school.

Notice of Compulsory Attendance - Pursuant to TCA 49-6-3001, every parent, guardian, or other legal custodian residing within Davidson County, Tennessee, having control or charge of any child or children between six (6) years of age and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public, home, or nonpublic school, and in the event of failure to do so, shall be subject to penalties. When a student, who is subject to compulsory school attendance, is found to be unlawfully absent from school and/or habitually truant, the student may be taken into temporary custody by law enforcement personnel and delivered to the Metro Student Attendance Center (MSAC).

Make-Up Work

All students with excused or unexcused absences are responsible for missed work and are expected to make up the work to ensure their mastery of the content and skills taught in each class. Students will have the number of days he or she was absent to submit missing work. For example, if a student was absent for two days, the student will have two days to complete the missed work once returning to school. The student is also responsible for current assignments once they have returned to class. Please note the attendance record is not changed when missed work is completed.

A student's consultation with his/her teachers regarding missed work is important in order to ensure the student's understanding of the content and skills taught during the missed class(es). For this reason, SPH does not gather assignments for pick-up on the day(s) the student is absent. Upon the student's return, the teacher will provide access

to all notes and assignments, as well as general instructional guidance. Should an emergency or unforeseen circumstance arise in which case the parent feels obtaining missed work without teacher consultation may be useful, the parent may request missed work through a formal request to school administration.

Bus Transportation

Students residing in the target zones will receive free school bus transportation. Your student's transportation plan will be provided prior to the school year starting. Transportation is provided by Metropolitan Nashville Public Schools (MNPS).

The transportation plan is structured around cluster stops within approximately 1.5 miles from your residence. All school policies and rules will be enforced on the school bus. Break of transportation policy will result in loss of bus transportation.

Bus Suspension Policy

Students utilizing the provided bus transportation to and from STEM Prep High should adhere to all school policies and expectations. Any student demonstrating a failure to meet bus expectations will be suspended from the privilege of riding the bus. In the event that a student earns consequences for inappropriate bus behaviors, he/she may be suspended from the bus for one day. A parent-administrator conference will be held to discuss the student's bus behavior(s) and a plan will be established to correct bus behavior(s). Any escalated event which might occur on the bus may result in a student being suspended from the bus for more than one day. Repeated failure to adhere to bus expectations may result in a permanent loss of bus privileges.

We set high expectations for our scholars and anticipate that each student will demonstrate our core value of **integrity** wherever he/she is inside or outside our community.

Car Riders

All car riders should arrive to school between 7:10 and 7:24 am. Parents/guardians should drive students to the designated drop-off location. Please ensure all students exit the car in one location to maintain the swift and efficient flow of traffic for morning drop-off. The students should proceed into the building at the designated point of entry, while the vehicle will proceed with caution toward the facility exits.

In the afternoon, car rider parents/guardians should wait for their student in the designated parking lot. Staff will be on site to direct drivers. Please refrain from parking in neighboring parking lots, as they are not STEM Prep High properties.

Parents/guardians are asked to pick up students on time. If an emergency occurs and you're unable to pick up your student on time, please notify the main office immediately. **Students are not allowed to use cellphones during the school day.** To ensure the safety of our students and STEM Prep's compliance with rules and regulations, school staff will notify the authorities if contact cannot be made with a parent/guardian.

Changes in a Student's Mode of Transportation

In the event a student's method of transportation to or from school changes on any particular day for any length of time, the legal parent or guardian must submit a signed note to the main office by 8:00am on the first day of the change. We will not release a student to anyone who is not the legal parent or guardian unless we have a signed note from the legal parent or guardian.

This policy is designed to ensure each student's safety and security. We ask that each student's family has a transportation plan and contingency plan should unforeseen circumstances arise. Part of that plan must be to notify the school in writing by 8:00am the first day of the change.

Dress Code Policy

The STEM Prep High uniform guidelines exist to foster a sense of school identity and to help promote a positive learning environment. Adherence to the SPH uniform guidelines is ultimately the student's responsibility. The uniform should be worn properly at all times students are on school property and when attending or participating in school sponsored events during the school day. If a student violates the STEM Prep High Dress Code Policy, students will earn a Tier I infraction and will be asked to immediately comply with uniform expectations.

1. Shirts and Outerwear

- a. All SPH students may wear one clean unaltered STEM Prep High logo teal polo shirt each school day. When properly worn the STEM Prep High polo shirt fits loosely (neither too tight nor too loose) with the collar down. One button must be buttoned and the shirt must be tucked in at all times. Students may also wear the blue, oxford button-down with the Network logo embroidered on it.
- b. SPH students may wear one plain white short-sleeve T-shirt underneath their school shirt. Students may also choose to wear solid white long-sleeve undershirts or a solid white turtleneck underneath their school shirt. These items must also be tucked in at all times.
- c. All outerwear (coats, jackets, scarves, gloves, hats, sweatshirts, etc.) is not permitted to be worn once the student has entered the school. These must be removed upon entry.
- d. Students may wear a STEM Prep High grey crew neck sweatshirt or navy SPH logo $\frac{3}{4}$ zip up sweatshirt over their school shirt during the school day. When worn properly, the sweatshirt must be worn over the top of a STEM Prep High school shirt with the collar completely visible. In addition, students may choose to wear a grey or navy cardigan, sweater, or sweater-vest that does not include the STEM Prep High logo. These items **may not have any logo** other than the STEM Prep High logo.

2. Pants and Skirts

- a. All students must wear khaki or navy dress pants with belt loops allowing for the use of a belt. SPH female students may wear a khaki or navy dress pants or a knee-length (must touch the knee) khaki or navy skirt or skort. Shorts are not allowed.
- b. All pants must neither be too baggy, too tight, torn or frayed. Pants must be worn at waist level with a black or brown belt. Pants must be professional. **Joggers are not permitted.**
- c. Students may not wear khaki pants that are low-rise, flare, bell-bottom, cargo (more than two front pockets and two back pockets), carpenter, wide-legged, "skinny", or made of denim or corduroy.
- d. Designs, jewels, or glitter on the pockets of the pants are not permitted.
- e. No elastic bottoms or rubber bands are permitted around pant waists or bottoms.

3. Shoes

- a. All SPH students may select a solid black or brown shoe to wear with their uniform.
- b. The shoes with laces must be laced up, with the tongue inside, and tied securely at all times.
- c. Pant legs must be worn over the shoe.
- d. Socks must be worn with the school uniform. Students may choose the sock color.

4. Belts

- a. Solid black or brown dress belts with a reasonably sized professional buckle must be worn correctly at all times.
- b. Belt color and shoe color must match. (For example: Black belts must be worn with black shoes).
- c. Belts may not hang down.
- d. Woven/braided or other non-professional belts are not allowed.

5. Jewelry and Accessories

- a. Boys may not wear any earrings and girls may wear earrings only in the lower ear lobes. Earrings must be professional and smaller than the size of a US quarter.
- b. Visible body piercings and Band-Aids covering piercings are not permitted. Facial piercings are NOT permitted.
- c. All necklaces must be tucked inside the shirt. No "choker" necklaces are permitted with the school uniform.

- d. No heavy makeup is permitted. Make-up, perfume, lotion, lip gloss, deodorants or any other cosmetics may only be applied in restrooms and may be confiscated if determined to be a distraction.
- e. Students are allowed to wear one professional watch on their wrists. Wrist bands, bracelets, or distracting wrist wear are prohibited.
- f. Fingernails should be cut neatly and kept clean. Female students may choose to paint or decorate their fingernails, but distracting nails are not allowed.

6. Head Coverings and Accessories

- a. No hats, head coverings, or clothing accessories are permitted with the traditional school uniform while inside the school building. This includes scarves, hairnets, athletic sweatbands, and bandanas except when mandated by legitimate religious requirements.
- b. Students may wear headbands no thicker than 1-½ inches on the hair or at the hairline. Headbands worn over the forehead are prohibited.

7. Hair

- a. Hair must be worn in a neat and professional style at all times.
- b. Hair should not block or cover any student's field of vision.
- c. Hair can be colored or highlighted only in a natural human hair color.
- d. No designs of any kind are permitted to be in the hair or on the face (including in the eyebrows).
- e. Distracting hairstyles – as determined by the sole discretion of the school – are not permitted. Examples of prohibited/distracting hairstyles include: Mohawks or excessive bangs hanging in a student's field of vision.

8. Tattoos

- a. No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted.

9. Distracting Clothing

- a. No clothing or jewelry that is determined by any teacher or staff member to distract from the learning process is permitted.

Dress-Down Policies

These policies relate specifically to school days officially recognized as "Dress Down" days or "Spirit Days. Students who fail to follow these policies will be subject to consequences consistent with our standard dress code policy

- Only students in Good Standing may participate in any dress down activity.
- Any alteration of student dress must align with the specific guidelines offered by the sponsor of the dress down day. In other words, pants should not be too tight, have holes, rips or tears. Dress down clothes should cover and fit a student in the same manner of their uniform attire.
- Students not participating in the specified dress down activity must wear their SPH issued school uniform.
- Unless sponsored school-wide, students participating in any dress down activity must present a pass upon request from SPH staff.

Parents/Guardians and Visitors

All parents and visitors must sign-in and sign-out at the front desk when they enter or leave the building.

Parents/guardians are not permitted to proceed beyond the lobby area without prior permission from the Office Manager or an Administrator. Parents/guardians are expected to abide by the school's visitor rules and core values in all interactions with faculty, staff, administration, and other parents and students. Parents/guardians will be asked to leave the school campus if the school's core values are not practiced. Parent/guardians and visitors are also asked to refrain from using their cell phones inside of the building.

Visiting Campus

If a parent or family member requests to spend time with a student during the school day, to observe or collaborate, the parent must request this visit 24 hours in advance of their time on campus. This visit must be approved by the School Director prior to the parent or family member's visit.

Disruptive Visitors/Parents

Persons, whose conduct disrupts the safe and orderly operations of school facilities, in the reasonable judgment of authorized school personnel, may be required to request permission to be on school facilities in advance. In some circumstances, such behavior could result in a zero tolerance action. Zero tolerance of disruptive visitors/parents means that they may not be allowed on any school property or attend school activities for up to one (1) year.

No person shall remain in any school building or on the grounds of the school after being requested to leave the premises by a school administrator, his/her designee, person charged with the responsibility for the facility, school security officer, or a law enforcement officer. Anyone who trespasses loiters, or fails to comply with a request to leave the premises of a school facility given by an individual authorized to make such a request will be subject to personnel action and/or prosecution under law.

When the school is on lockdown due to a security or weather-related issue, the first priority is the safety of staff and students. Parents or other visitors to the building must follow school emergency procedures under the direction of school staff until the lockdown is lifted. During a security lockdown, no one is permitted to enter the building from the outside. In weather-related lockdowns, schools may allow those outside to seek shelter indoors until such time as it becomes necessary for staff to take shelter.

Responsible Use of Technology Policy [Phones or Personal Devices]

The personal technology policy refers to the appropriate student use of devices, both personal and school-issued and encompasses social media and students' presence on the web. Matters involving inappropriate use of technology to bully, harass, threaten, or disparage individuals or organizations can result in severe consequences (see Severe Clause). This includes activity that takes place both within and outside of the school day and building.

Our campus policy generally prohibits use of personal technology during the school day. Prohibited electronic devices include but are not limited to: cellular phones, wired and wireless earpieces or headphones, iPods, iPads, mp3 players, portable speakers, and portable gaming devices.

Students are prohibited from using a cell phone at any time during the school day. Use of other personal technology may be allowed at the discretion of the classroom teacher or school administrator, provided that it is used for educational purposes.*

A student may possess a cellular telephone or other personal technology on school property, but the device must be turned off **completely and stored in the student's backpack** or purse. Any devices brought to school are the sole responsibility of the student. SPH accepts no responsibility for student's personal property.

**refer to the SPH 1:1 Structures and Procedures for how students will utilize school-issued computers and technology*

Consequences for Violation

Any student who chooses to bring a device to school will do so at his/her own risk. A device used outside of these policies will result in confiscation of the technology. Any confiscated devices are sent to the school administration and **may only be retrieved by a parent or guardian from office administration during designated school hours.** A student in possession of personal technology in violation of this policy may be subject to the any of the following consequences:

- Parent conference to retrieve device
- An additional disciplinary consequence at the discretion of the building administrator
- If a student hesitates or refuses to relinquish their phone to a teacher or administrator, the student's parents will be contacted to come to SPH immediately to confer with administration.

Four or More Offenses:

Students in violation of this policy on four or more occasions are subject to additional consequences which may include but are not limited to:

- In-School Suspension
- Out-of-School Suspension
- Additional disciplinary consequences at the discretion of the building administrator

Appropriate Use and the Severe Clause:

Students will have access to school-issued technology and may at times be permitted to use personal technology with administrative approval. The use of school-issued or personal technology to commit any of the following offenses within and outside of the school day and building may result in severe consequences.

Examples include:

- Refusal to relinquish personal technology to persons of authority upon request
- Cheating and other forms of academic dishonesty
- Gmail chatting with students in other classes, or chatting about non-academic topics
- Taking or showing inappropriate photographs/video;
- Communicating with groups or individuals in a manner that cause a disruption of the school environment
- Unauthorized photos or videos taken during the school day or at school sponsored events
- Inappropriate or disruptive use of social media or any web presence in any form designed to disparage an individual or organization
- Communication that contains inappropriate content, profanity, intimidation or threats to others

Violation of the severe clause may result in suspension from school for up to 10 days and/or could impact the student's ability to access technology, regardless of the number of previous offenses.

1:1 Procedures and Information

Student 1:1 Policies

1. Overview of Use of Technology
 - a. The mission of the 1:1 program at STEM Prep High is to create a collaborative learning environment that personalizes learning experiences and promotes student-driven ownership of their education. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible life-long consumers and producers of knowledge. Students will transition and blend being responsible consumers of information to creative producers and owners of knowledge. Technology does not diminish the vital role of the teacher; it provides a valuable equity and personalization tool for all participants in establishing a culture of lifelong learning.
2. Ownership
 - a. STEM Prep High supplies the Chromebook device and supplemental materials. This device is property of STEM Prep High. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web-based tools, as well as many other useful sites; however, the supplied device is an educational tool not intended for gaming, social networking or high end computing.

- b. Chromebooks will be distributed during week two of student orientation after parents and students complete mandatory sessions and required contracts . Parents/Guardians and students MUST sign and return the Chromebook Agreement document before the Chromebook can be issued. Chromebooks will be collected during Morning Advisory at the conclusion of each school year.
 - i. If you are leaving the school during the year (early graduation, withdrawal, expulsion, enrollment termination, etc.) you must return the STEM-owned Chromebook and supplemental materials to the school administration. Any Chromebook not returned will be considered as stolen property and law enforcement will be notified after three attempts of contact have been made.
 - c. Responsibility of Electronic Data
 - i. Any attempt to alter data, the configuration of a Chromebook, or the field or another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable policies.
 - ii. No employee or student may use the STEM Prep facilities to download or distribute pirated software or data.
 - iii. Do not open, use, or change files that do not belong to you or are not assigned to you.
 - iv. Do not go into chat rooms or send chain letters without permission.
 - v. None of your electronic items created or stored within the school system should be considered private.
3. Security and Content Filtering
- a. Virus Protection
 - i. Each Chromebook is built with layers of protection against malware and security attacks. Do not tamper, adjust, or alter settings on virus protection.
 - b. Content Filter: Impero
 - i. Chromebooks will have content filtering to block inappropriate material from being accessed. If you need to access to a website or resource to complete an assignment, please see a student-technology leader in the “Charged Station.”
 - ii. Teachers and administrators will utilize Impero to monitor safe and academic usage of Chromebooks and internet applications in the best interest of the student.
 - 1. If a website or program is needed and is academic in nature, please speak with your teacher about requesting it to be opened.
 - c. Screen monitoring
 - i. Each Chromebook is equipped with software to allow teachers to view, pause, and take control of any Chromebook. Also, the screen may be displayed at any point during class for revision, celebration, and/or class assistance.
4. Software
- a. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
 - b. GAFE & Office 365
 - i. Students will be provided with Google Apps for Education suite of products (Docs, Slides, Sheets, Forms, etc.) that lets you create different kinds of online documents, work on them in real time with other people, and store your documents and your other files--all online via Google Drive.
 - 1. With a wireless Internet connection, you can access your documents and file from any device.
 - ii. Students will also be provided with Microsoft’s Office 365 (Word, PowerPoint, Excel, OneNote) that lets you create different kinds of online documents, work on them in real time with other

people, and store your documents--all online via OneDrive. We will primarily use OneNote as our tool to distribute handouts, record notes, and maintain organized digital work.

- c. Students may install educational or productivity Web Apps and Extensions for Google Chrome that assist in the completion of mastering course content. It may be wise to check with a teacher or student-technology leader about its appropriateness. Students maintain responsibility for these Web Apps and Extensions.

5. Chromebook Identification

- a. STEM Prep High will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device. If a student is found to be in the possession of another student's device, disciplinary action will result in a Tier III Office Referral and may be considered theft depending on the individual circumstance of the possession.
- b. Duration
 - i. Each student will be assigned the same Chromebook for the duration of his/her time at STEM Prep High School. Take good care of it! They will be collected at the end of the year.

6. Repairing and Replacing

- a. Estimated Costs and Insurance Fund
 - i. The total cost of the protection insurance fund is \$40 per school year. This is included in your yearly scholar supply payment. This agreement covers the Chromebook loaned to the student against all damage or loss over \$50. Accessories (case and charger) and damages valued at less than \$50 are not covered and are the sole responsibility of the student. If a Chromebook is accidentally damaged throughout the coverage period, a replacement Chromebook will be given. If a student's Chromebook is accidentally damaged a second time, the parent must pay an additional \$40 to provide coverage for the Chromebook for the balance of the school year (in addition to the initial \$40 or \$100 premium).

7. Zero Percent Expectation of Privacy

- a. Students should have **no expectation** of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- b. Teachers, school administrators, and the technology department staff reserve the right to monitor activity on student Chromebooks via the Google Administrator Dashboard and teacher observation. Further, if asked, students are to give teachers Chromebooks promptly and upon first request.

8. Educational Use

- a. Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, you may also access school messages, announcements, calendars, and schedules. Students are responsible for bringing their Chromebook to all classes, unless specifically advised otherwise by their teacher or administrator.
- b. Profile Pictures and Online Profiles
 - i. Do not reveal your full name, phone number, home address, social security number, credit card information, password or passwords of other people.
- c. Student Process for Using at School
 - i. [See Student Snapshot of 1:1 Daily Use](#)
- d. Backgrounds and Themes
 - i. Inappropriate images may not be used as a screensaver or background image. Presence of guns, weapons, inappropriate materials or languages, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.

- ii. You are responsible for any of these on your computer and Chrome account, so do not allow others to use your password and access your Chromebook.
 - e. Sound & Headphones
 - i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Repeated demerits will result in disciplinary actions.
 - ii. Easily stowable in-ear monitors (IEM) or ear-buds are acceptable and recommended for student use in accessing digital media. Students are only authorized to use them during designated times with teacher approval.
 - f. Printing
 - i. Digital sharing of documents is highly encouraged and a best practice in preparing for college and the workforce. Printing is discouraged but may use a network printer closest to the classroom once the student has permission from the teacher. Printing without permission may result in infractions.
 - g. Managing and Saving Digital Work
 - i. All digital school materials and schoolwork will be completed in cloud-based programs. Notes and handouts traditionally kept in a three-ring binder will now be distributed and completed in Microsoft OneNote online through Office 365. Additionally, other resources and work will be completed and stored on Google Drive, a cloud-based storage system. Because of these systems, you will not need to save your work as it will continually save as you do your work.
 - ii. Save all pertinent educational media (photos, videos, audio, etc.) to your Google Drive and not the Chromebook or any other external device (USB, etc.).
 - iii. Use the following naming conventions for all documents created and to be submitted
 - 1. Last NameFirstInitial Type of doc
 - a. HorresR LP Inferences
 - iv. The school will not be responsible for the loss of any student work.
 - h. Access Chrome Account Outside of School
 - i. Students will be able to access their Google Apps for Education accounts on any internet connected device. Students must use the school provided username and login password to access, complete, and share resources and schoolwork. Schoolwork and materials completed on any other account may not be accepted by the teacher.
 - i. Chromebooks must be brought to school each day fully charged. Students need to charge their Chromebook each evening with the Chromebook on a desk or a table.
 - i. Repeat violations of this policy will result in disciplinary action.
9. Chromebook Care
- a. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken, or fail to work properly, must be taken to...
 - 1. the Charged Station to meet with a student-technology leader(STL), who will assist you in resolving the issue and if not, assist you in filling out the appropriate digital form to document the problem. The STL will then collect the Chromebook and issue you a loaner Chromebook for the time your assigned Chromebook is being repaired.
 - 2. If you are struggling with a technology issue and you cannot access student-technology leaders, try to troubleshoot using Google and other Internet resources. If it is in the morning, notify your Advisor during Morning Advisor, if during class, follow Ask 3 Before Me and then notify your teacher who will determine the need and timing of care for the Chromebook.
 - ii. Do NOT take STEM-owned Chromebooks to an outside computer service for any type of repairs or maintenance.
 - iii. If Chromebook is lost or stolen, students will pay full replacement cost.

- b. General Precautions
 - i. No food or drink is allowed next to your Chromebook while it is in use.
 - ii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
 - iii. Never transport your Chromebook with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook in your backpack while plugged in.
 - iv. Students should NEVER carry their Chromebooks while the screen is open.
 - v. Chromebooks must remain free of any writing, drawing or stickers. An identification sticker/label will be placed by STEM Prep, which cannot be removed, covered, or altered in any way.
 - vi. Vents should never be covered as it may cause the Chromebook to overheat.
 - vii. Chromebooks should never be left in a car for an extended period of time.
- c. Carrying Chromebooks
 - i. Transport Chromebooks with Care
 - ii. Chromebook lids must always be closed and tightly secured before moving.
 - iii. Never move a Chromebook by lifting and holding the screen. Always support a Chromebook from its bottom with lid closed.
 - iv. When moving from room to room, Chromebooks must in their school provided cases.
- d. Screen Care
 - i. Screens are particularly sensitive to pressure and will be damaged when applied.
 - ii. Do not lean or put pressure on the top of the Chromebook when it is closed.
 - iii. Do not store the Chromebook with the screen in the open position.
 - iv. Do not place anything near the Chromebook that could apply pressure to the screen.
 - v. Do not poke, pinch, or scratch the screen of the Chromebook.
 - vi. Do not place anything on the keyboard before closing the lid.
 - vii. Do not move, twist, or rotate the camera unless needing to position for academic reasons.
 - viii. Clean the screen with a soft, dry microfiber cloth only.
- e. Chromebooks cannot be unsupervised at any time.
 - i. For lunch, PE, forum, etc. that takes place outside of the classroom
 - 1. Upon entry, leave Chromebook in provided case
 - 2. Place backpack on assigned seat, if applicable
 - a. Leave backpack in assigned seat and locked room until class returns from other location
 - ii. For bathroom, 45 the Chromebook's screen and leave it on your desk.

10. Digital Citizenship Concepts of Appropriate Use

- a. Appropriate Use
 - i. Respect Yourself
 - 1. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 - ii. Protect Yourself
 - 1. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
 - iii. Respect Others
 - 1. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I

will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will not take pictures or videos of students or staff without prior consent.

iv. Protect Others

1. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

v. Respect Intellectual Property

1. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

vi. Protect Intellectual Property

1. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Academic Honor Code

Academic integrity lies at the center of our commitment to our core values at STEM Preparatory Academy. We expect each student to take responsibility for their own learning by demonstrating integrity in their work and striving to do their best work at all times.

Violation of the Honor Code may take several forms, including, but not limited to, plagiarism, cheating and copying. Any of the following forms without full acknowledgement of the original source counts as a violation of the Honor Code:

- Direct duplication by copying another's work, whether from a book, article, web site, another student's assignment, etc. – this includes allowing another student to copy, review, and/or use one's original work in any way.
- Duplication in any manner of another's work during an assessment, test, or exam, as well as during an independent practice, homework, project-based task or assessment, or during web-based learning and/or assessment periods or tasks. In other words, cutting and pasting information from the internet into an assignment.
- Verbal or nonverbal communication, or attempt thereof, during an assessment of any kind.
- Having and working from any unauthorized documents or resources during class time, including notes, calculators, the internet or any other resource.
- Paraphrasing another's work closely, with minor changes but with the essential meaning, form and/ or progression of ideas maintained.
- Piecing together sections of the work of others into a new whole.
- Submitting one's own work that has already been submitted for assessment purposes in another subject or at another school.
- Producing assignments with other people (e.g., another student, a tutor) that should be one's own independent work.
- Circulating one's original work, or the work of another, through electronic communications to include email, text message, or other virtual or electronic application. Also includes the review, downloading, or use – real or attempted – of another's work on one's device (laptop, phone, etc.).
- Pressuring others to violate the Honor Code.
- The presentation of group work as individual, independent work, or the presentation of an individual's work as a group's.
- Falsifying, creating and fabricating information, data, or sources.

Every student receives instruction regarding the Academic Honor Code during Student Orientation. Students learn the principles of academic integrity and review the honor code and its expectations. At the conclusion of Student Orientation, students sign the honor code pledge and commit to upholding it throughout the year. Families will also be asked to sign a statement of support as well.

Consequences for Violating the Academic Honor Code:

1st Offense: The student will receive an office referral, after school detention (for as long as is deemed appropriate), and a failing grade on the assignment. The student will also complete an extensive academically-focused service assignment. The student will immediately forfeit Good Standing and will complete an office referral with an administrator. The teacher will phone parents to inform them of the violation. In addition, the student will make a public apology to their peers in the class the violation has taken place.

2nd Offense: In addition to the consequences described above, the second offense may result in an In-School Suspension.

3rd Offense and Repeat Offenders: Repeated violation of the Honor Code signifies a pattern of behavior which must be addressed urgently. Only upon careful analysis of student-driven data and conversations with the student, teachers, administrators and parents can an appropriate response be recommended. The third offense may result in an Out-of-School Suspension and or extensive In School Suspension.

Grading Scale and Course Grades

Students' Overall Course Grades

Grades will be determined based on students' performance on internally created benchmark and summative assessments as well as students' performance on End of Course state assessments (when applicable). Students' final grades will be weighted according to the following designations.

Courses **with EOC Exams** will use the following grade breakdown:

First Semester	Second Semester
- Summative Assessment: 45%	- Summative Assessment: 40%
- Formative Assessment: 15%	- Formative Assessment: 10%
- Classwork and Homework: 20%	- Classwork and Homework: 15%
- Capstone Projects: 10%	- Capstone Projects: 10%
- Midterm Exam: 10%	- End of Course Exam: 25%

Courses **without EOC Exams** will use the following grade breakdown:

First Semester	Second Semester
- Summative Assessment: 45%	- Summative Assessment: 45%
- Formative Assessment: 15%	- Formative Assessment: 15%
- Classwork and Homework: 20%	- Classwork and Homework: 20%
- Capstone Projects: 10%	- Capstone Projects: 10%

- Midterm Exam: 10%	- Final Exam: 10%
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Grading Scale

Teachers will use a traditional grading scale of 0 – 100%. In order to calculate GPA, teachers will use the following weighted calculations:

Grade Scale		GPA Calculation		
Letter Grade	Numeric Value	Unweighted	Weighted Honors	Weighted - AP
A	93-100%	4.0	4.5	5.0
B	85-92%	3.0	3.5	4.0
C	75-84%	2.0	2.5	3.0
D	70-74%	1.0	1.5	2.0
F	50-69%	0	0	0

Summative Assessments

Purpose and Rationale: Summative and Interim Assessments reflect student mastery over an entire unit and consequently comprise a significant portion of students’ grades. Because summative assessments account for a significant portion of students’ grades in each course, communication with students and families regarding these assessments is critical to ensuring student mastery. Teachers must clearly communicate next steps to students and families to ensure that students continue to master the necessary skills associated with each assessment.

Grading and Tracking: Within one week of the administration of a summative or project-based assessment, the assessment should be graded, returned to students, and tracked using the skills tracker for each course. As a part of this process, students should note their progress toward their overall goal of 85% mastery. When the summative assessment is returned to students, each student will complete a reflection on their overall progress in the course as well as the specific skills which were assessed on the exam or the project. Students’ homework that night should be to complete a targeted error analysis that focuses on key skills and areas of growth.

Communication with Parents and Families: Summative assessments should be signed by parents and returned the next day. Teachers should contact the family of any student who has not returned a signed exam within three business days of the due date. In addition, teachers should communicate with parents in the following ways based on individual student performance:

- Below 50%: Teachers call the parent/guardian. During this phone call, the teacher should outline both strengths and areas of growth for the student as well as specific next steps the student can take in order to improve his or her overall grade.
- 51-69%: Teachers send home a letter to be signed informing the parent of the failing grade and explaining next steps. (Teachers may use the translated form letter available on Box). At the teacher’s discretion, a phone call home may be warranted.

All signed exams should be kept in the student’s file folder in the teacher’s classroom. These signed exams will be logged in Kickboard under ‘Returned Signed Assessment.’

Summative Retake

In order to retake an exam, students must complete a reflection that includes the following information and requirements:

- Initial grade and list of standards that were not mastered
- Thoughtful and high quality error analysis
- Attendance at a minimum of 1 tutoring session and/or successful completion of an aligned remediation/intervention exercise that results in tracked progress toward mastery
- Letter of Intent which explains why the student was unsuccessful on the first assessment and the next steps the student has taken to ensure their success on the retake exam

The exam re-take will be administered in-class within two weeks of the initial tracking date. However, retakes should only occur after the areas of growth identified on the initial assessment have been remediated. All students who scored below an 85% may retake the exam. Teachers may choose to administer the entire exam to all students or administer only portions to students did not master. Students who performed above 85% should be assigned an extension activity in order to further their understanding and mastery of the content.

Midterm exams, final exams, and Capstone Projects will not include retake opportunities. School administration discretion applies.

Finals/Midterms

All courses will complete a comprehensive midterm which includes each of the skills taught and assessed throughout the semester. Midterm exams will take place during the final week of classes in December.

All classes that do not culminate in an End of Course Exam will complete a comprehensive final which includes each of the skills taught and assessed throughout the school year. Final exams will take place following the administration of End of Course Exams each May.

Retention and Failure Policy

At STEM Prep, we are fully committed to ensuring that each student receives the individualized instruction necessary to master all content necessary to earn course credit. However, we are also committed to ensuring that each student is fully prepared for the next step in their own education, with all students fully prepared to attend a high-performing college or successfully enter the job market.

In order to earn course credit, students must a seventy (70) percent or above. To be promoted to the next grade level, students must earn a minimum of **5 credit hours** each school year. In addition to the required number of credits, the following courses are required to promote from one grade level to the next:

To proceed to the 10th grade, a student must have:

English	1 credit	English I
Math	1 credit	Must have completed Algebra I or Core Math I

To proceed to the 11th grade, a student must have:

English	2 credits	English I and English II
Math	2 credits	Must have completed Algebra I or Core Math I and Geometry or Core Math II

To proceed to the 12th grade, a student must have:

English	2 credits	English I, English II, and English III
Math	2 credits	Must have completed Algebra I or Core Math I; Geometry or Core Math II; and Algebra II or Core Math III

In addition, if students are absent for 10 or more school days, they may be retained due to chronic absence. These decisions will be made based on the discretion of the school administrator. Were a student to fail one or more courses, he/she may be have the opportunity to complete a summer credit recovery program. Participation in this program will be at the discretion of the SPH administration.

Report Cards and Progress Reports

Comprehensive School-wide Progress Reports will be distributed in Morning Advisory every two weeks. Progress Reports will be distributed on Monday morning and should be signed and returned the following morning. Progress Reports will include specific details with regard to each student’s academic and behavioral performance. Report cards will also be distributed quarterly.

Student Code of Conduct

We believe that in order for students to achieve at a high level, they must be able to learn in a safe and welcoming classroom environment. As a result, students are expected to abide by all rules and policies developed by STEM Prep High. A teacher or school administrator will immediately address any breach of school norms and expectations. Students will be encouraged to take responsibility for their behavior and actions and will be expected to work with other members of the school team in order to develop a solution. Every reasonable effort will be made to work with a student to solve a breach of the school’s Code of Conduct before the implementation of more serious consequences such as suspension or expulsion.

If a student who receives special education services or a student who has an individual education program (IEP) violates school rules or district policies outlined in the Code of Conduct, he or she will receive disciplinary interventions in accordance with district policy, state and federal laws that govern Special Education (Individuals with Disabilities

Education Act, IDEA).

General Guidelines

The following expectations of conduct apply to all students at STEM Prep High:

- Students are expected to attend school every day and arrive on time.
- Students are expected to appear well groomed and in proper school attire.
- Students are expected to be in class, on time, with all necessary materials, demonstrating their readiness to learn.
- Students are expected to positively contribute to the classroom.
- Students are expected to uphold the core values of STEM Prep High at all times.
- As representatives of STEM Preparatory High, students are expected to conscientiously strive to promote a positive image, while maintaining the character and integrity of our school.
- Students are expected to follow staff prompts/instruction upon first request.

System to Maintain Good Standing

STEM Prep High's School-Wide Positive Behavior System is based upon a system of Good Standing. Students who have maintained Good Standing qualify for incentives and privileges. Students who have qualified for Intervention and Probation receive additional supports along with a specific plan that will allow them to regain Good Standing.

Recognition for Good Standing:

Students may earn Individual incentives for Good Standing or be awarded recognition or privileges for their positive contributions to the school-wide culture. Student may also be rewarded for maintaining consecutive weeks of Good Standing. Students in Good Standing may be recognized through special dress down days, incentive-based events and activities, and will be presented with appropriate opportunities to experience.

Disqualification

Students who qualify for incentives must maintain their Good Standing up to the date of the event to continue participation. For example, if a student qualifies for a dance one week before the event, and then receives their second office referral within the cycle, the student would not be able to attend the event. These decisions will be made at the discretion of the school administration.

Response to Minor Infractions

Teachers are expected to respond to all minor infractions in order to maintain a classroom climate that is focused on student learning. When a minor infraction occurs, teachers will first hold a teacher-student conference and implement a consequence if deemed necessary. In the classroom, these can include a move to alternate seating within the room, a letter or phone call to the student's parent or guardian, a parent-teacher conference, a lunch detention, or another consequence that maintains the student's self-concept and is in alignment with the school's core values. If a student earns three or more consequences within a school day, he/she will receive an office referral. School Administrators will determine the most appropriate consequence for the specific behavior exhibited by the student. Disciplinary referrals will also be utilized for serious infractions.

Disciplinary Referral Process

Students who have earned three consequences within a school day are referred to the office for a Behavioral Conference with STEM Prep High administration. Through the Behavioral Conference, the administrator will address the student's choices and seek to assist the student in identifying the key lever for the student's continued misbehavior. A Behavioral Conference may also result in additional consequences for the student to include the assignment of After-School Detention or In-School Suspension.

Serious infractions of the STEM Prep High Code of Conduct may necessitate an immediate disciplinary referral. Consequences for these infractions may include, but are not limited to: After-School Detention, In-School Suspension, or

Out-of-School Suspension.

Disciplinary Policies and Due Process

Suspension

Consequences resulting from student choices will be administered in alignment with the STEM Prep High core values and will uphold the safety and well-being of the student. School actions will remain consistent with the mission, vision, and core values, grounded in the Culture of Care. Suspensions will ensure instruction continues for the student assigned the consequence.

To ensure a safe and positive environment for all students, when a student has been assigned In-School Suspension (ISS), he or she will be isolated from all other peers and school activities. All meals and classwork will include interaction with instructors and school administrators. ISS can be assigned by an administrator and may vary in length.

When a student has been assigned an Out-of-School Suspension (OSS), he or she is not permitted on the school's campus for the duration of the suspension, unless otherwise specified by the administration. OSS is assigned by an administrator and can be assigned for periods of up to 10 school days. If suspended, the student will be expected to complete all missed assignments or exams, but the student will not be awarded full credit for this work.

When a student is suspended, the school administrator will attempt to reach the student's parents or legal guardian to inform them of the school's action and to request that they come to the school for their student. If the parents are unable to come for their student, the student must remain on school property until the close of the school day. Students receiving OSS will not receive bus transportation privileges. Parents will be notified when a student is placed on suspension and will be required to attend a parent-conference before the student is allowed to return to regular school activities.

Expulsion

A student may be suspended for up to 10 days or expelled for more than 10 days or up to one calendar year for non-Zero Tolerance (ZT) offenses. Zero Tolerance infractions carry a mandatory expulsion which can be extended for a period of time up to one (1) calendar year. The school leader will immediately notify the parents of any students who is recommended for expulsion. A meeting of the school's disciplinary board will take place at which a final decision regarding the student's status will be made. A student who is recommended for expulsion will be subject to due process under Tennessee state law.

Discipline Table: Zero-Tolerance Offenses

Type 4 Behaviors	Suspension: Out-of-School	Expulsion
Assault of a Student	YES	YES, if premeditated and presents an ongoing safety risk to others.
Under the Influence of Illegal Drugs	YES	YES
Threats – Class 2	YES	YES
Bomb Threat	YES	YES
Bullying	YES	YES, if bullying is repeated over time and persists after administrative intervention
Cyberbullying	YES	YES, if bullying is repeated over time and persists after administrative intervention.
Harassment based on Race, Color, or National Origin	YES	YES
Harassment based on Religion or Creed	YES	YES

Harassment based on Gender, Gender-Identity or Sexual Orientation	YES	YES
Harassment based on Disability	YES	YES
Sexual Harassment	YES	YES
Assault of Teacher or Staff	YES	YES
Extreme Disruption of School Environment	YES	YES, ONLY if actual risk of harm to other students
Group Fighting	YES	YES
Gang Fighting	YES	YES
Gang Intimidation	YES	YES
Off Campus Behavior: For a felony charge including but not limited to those under T.C.A.§49-6-3051(b) OR An act committed against a member of the student's school community that poses a threat to the safety of the school	YES	YES
Sexual Assault	YES	YES
Robbery	YES	YES
Reckless Endangerment	YES	YES
Aggravated Assault of Student	YES	YES

Type 5 Behaviors	Suspension: Out-of-School	Expulsion
Rape	YES	YES
Attempted Homicide	YES	YES
Homicide	YES	YES
ZT: Threat by Electronic Communication		Expulsion mandatory, but not required to be a calendar year.
ZT: Drugs - Use, possession, or distribution of drugs as defined in T.C.A. §§39-17-403 through 39-17-415, T.C.A. § 39-17-454, and T.C.A. § 53-10-101		Mandatory expulsion of one calendar year.
ZT: Aggravated Assault of Teacher or Staff		Mandatory expulsion of one calendar year.
ZT: Explosives		Mandatory expulsion of one calendar year.
ZT: Firearm – Handgun/Rifle/Shotgun		

TYPE 4 BEHAVIORS

Code 401: Assault of Student

Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student. Minor physical contact, such as pushing or shoving, does not constitute assault. A child may not receive the same disciplinary consequence for their involvement in an altercation, if the school administrator determines that they acted in self-defense to protect themselves from physical harm. (TCA 49-6-3401) Response E may only be used if the attack was premeditated and if the student committing the act presents an ongoing safety risk to others. When Response E is used, evidence of premeditation and safety risk must be listed in the discipline referral.

Code 402: Under the Influence of Illegal Drugs

Being under the influence of illegal drugs while on school grounds or at school-sponsored activities. A referral to the school social worker will be made for any student found in violation of this code.

Code 403: Threat, Class 2

A verbal, written, or electronic threat to cause harm to students or staff in which evidence exists that a student has a specific, credible plan to cause harm to staff or students. The threat must be one that would cause a person to reasonably fear bodily injury.

Code 404: Bomb Threat

Intentionally making a false report of potential harm from a bomb, dynamite, explosive or arson-causing device.

Code 405: Bullying

Bullying is any intentional act that is severe, persistent, or pervasive and substantially interferes with a student's educational benefits, opportunities or performance, and has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing the student or students in reasonable fear of physical harm or damage to the student's property;
3. Causing emotional distress to a student or students; or
4. Creating a hostile educational environment.

Bullying may involve, but is not limited to, the following: unwanted teasing, threatening, intimidating behavior, cyber bullying, physical bullying, theft, sexual, religious, or racial harassment and public humiliation. Bullying that involves a protected class must be reviewed for potential civil rights violations. If bullying is repeated over time and persists after documented administrative intervention, expulsion may result.

Hazing is defined as: An intentional or reckless act on or off MNPS property, by one (1) student acting alone or with others, directed against any other student; that endangers the mental or physical health or safety of that student or that induces or coerces a student to endanger that student's mental or physical health or safety.

"Hazing" does not include physical contact associated with athletic events, training or with competition conducted under coach's or sponsor's supervision.

Code 406: Cyber-bullying

Using information and communication technologies, including, but not limited to email, cell phones, pagers, voicemails, texts, still photograph or video messages, instant messaging, defamatory websites, social networking sites and online personal polling sites or journals to bully another student. See the definition of bullying above.

Harassment

Misconduct that may be perceived or described as bullying, cyber bullying, discrimination, intimidation, or hazing may constitute prohibited harassment under this policy when the conduct (1) is based on a student's real or perceived race, color, religion, national origin, handicap/disability, sexual orientation, ancestry, or sex, including gender identity, gender expression, and appearance; and (2) creates a hostile environment.

Harassment may take many forms and is not limited to conduct that constitutes bullying. Harassing conduct may include verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the internet; or other conduct that may be physically threatening, harmful, or humiliating if such conduct is based on a student's real or perceived race, color, religion, national origin, handicap/disability, sexual orientation, ancestry, or sex, gender identity, gender expression, and appearance. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Code 407: Harassment based on Race, Color, Ancestry or National Origin

Code 408: Harassment based on Religion or Creed

Code 409: Harassment Based on Gender, Gender Identity, Gender Expression or Sexual Orientation

Code 410: Harassment Based on Disability

Sexual harassment is harassment based on sex. Behaviors that constitute sexual harassment may include, but are not limited to sexually suggestive or offensive remarks; sexually suggestive pictures, sexually suggestive gesturing, verbal harassment or abuse of a sexual nature, harassing, abusive or sexually suggestive or offensive messages sent by e-mail or other electronic medium, subtle or direct propositions for sexual favors, and touching, patting, or pinching. Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

Code 411: Sexual Harassment

Engaging in unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature. Sexual harassment includes gender-based harassment that creates an intimidating, hostile or offensive educational or work environment.

Code 412: Assault of Teacher or Staff

An intentional or reckless act that causes or has the potential to cause physical harm to a teacher or school staff on school grounds or at a school-sponsored activity.

Code 413: Extreme Disruption of the School Environment

Intentionally disrupting the school environment to the extent that the safety of other students is at risk. Response E may only be used if there is documented evidence of actual risk of harm to students provided in the discipline referral.

Code 414: Group Fighting

Two or more students intentionally causing or attempting to cause physical injury to another student. A student acting in self-defense after another student or students initiated the fight may not be disciplined for group fighting.

Code 415: Gang Fighting

Two or more gang-involved students intentionally causing or attempting to cause physical injury to another.

Code 416: Gang Intimidation

A gang-involved student behaving in a way that would reasonably be expected to cause physical injury to any person.

Code 417: Off Campus Behavior Leading to Felony Charge Under But Not Limited to T.C.A 49-6-3051(b) or Off Campus Acts Committed Against a Member of the School Community

Students may be subject to disciplinary action for off-campus behavior when:

1. The student's behavior results in a felony charge under T.C.A. 49-6- 3051(b) and the student's continued

presence poses a danger to persons or disrupts the educational process.

2. When a student commits an act against a member of the student's school community that poses a threat to the safety of other students or school staff in the student's school. The discipline referral must include a specific description of the safety threat posed to students or staff.

A child may only be expelled if he or she is charged with a felony act under T.C.A. 49-6-3051(b)

Code 418: Sexual Assault

Unwanted sexual contact 1) with the use of force 2) against a person's will or 3) when the victim is unable to give consent.

Code 419: Robbery

Intentionally or knowingly taking the property of another person by use of violence, with the use of a weapon, or by threatening the use of force.

Code 420: Reckless Endangerment

Creating a substantial risk of serious bodily injury to another person.

Code 421: Aggravated Assault of Student

Intentionally, knowingly, or recklessly committing an unprovoked physical attack on another student that causes injuries requiring medical attention beyond general first aid. A child acting in self-defense after he or she has been assaulted by another child may not be disciplined for defending him or herself.

TYPE 5 BEHAVIORS

Code 501: Rape

Committing oral, anal, or vaginal penetration 1) with use of force or 2) against a person's will or 3) when the victim is unable to give consent.

Code 502: Attempted Homicide

Attempting to kill another person.

Code 503: Homicide

Killing another person.

TYPE 5 BEHAVIORS – Zero Tolerance (ZT) Offenses – Expulsion required by not mandatory for one year

Code 504 (ZT): Threat by Electronic Transmission

A student who transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee and creates actual disruptive activity at the school that requires administrative intervention.

TYPE 5 BEHAVIORS – Zero Tolerance (ZT) Offenses – Expulsion required by not mandatory for one year

A Zero Tolerance (ZT) Offense requires an expulsion of not less than one calendar year (180 school days) under Tennessee State Law. However, the Director of Schools or her designee may modify the length of the expulsion on a case by case basis through the appeals process or through a request for modification. The following are Zero Tolerance offenses under Tennessee law:

Code 505 (ZT): Drugs

Unlawful possession, use, or distribution of drugs, including any controlled substance, controlled substance analog, or legend drug (prescription drug). Prohibited drugs include, but are not limited to, ketamine, bath salts, and salvia. Distribution of drugs is defined as the intentional exchange of any prohibited drug with or without monetary exchange.

A referral to the school social worker will be made for any student found in violation of this code.

First Offenders Drug Diversion Program – Student is in possession or under the influence of marijuana or unauthorized prescription drugs for the first time. Although possession of drugs is a zero tolerance offense, first time offenders are eligible for a modification of expulsion under the Diversion Program. A student who is found to have intent to distribute any drug with or without monetary exchange is not eligible for the Diversion Program. A referral to the school social worker will be made for any student participating in the Drug Diversion Program.

For information on the First Offenders Drug Diversion Program, call (615) 259-8683 or (615) 259-8757.

Code 506 (ZT): Aggravated Assault of Teacher, School Staff, or a School Resource Officer (SRO)

Intentionally or knowingly causing serious bodily injury to a teacher, school staff member, or SRO.

Code 507 (ZT): Explosives

Possession of any destructive device, which includes any explosive, incendiary device, or poison gas, including bombs, grenades, rockets, missiles, mines, and similar devices. Possession of fireworks altered or modified to constitute an explosive may be considered a zero tolerance offense only if the altered fireworks are identified as an explosive by law enforcement officials. Fireworks are not considered an explosive.

Code 508 (ZT): Firearms

Possession of a firearm or bringing a firearm to school. This includes, but is not limited to, handguns, rifles and shotguns. As required by state and federal law, any student who brings a weapon to school will be referred to law enforcement.

Note: State law permits school officials to make use of metal detectors or other devices, as well as dogs trained to detect drugs or weapons, to assist in the discovery of weapons and drugs on school properties. Any contraband (such as knives, night sticks, gang-related paraphernalia, etc.) confiscated during searches or turned in to school staff will be stored at Metro School’s Security Office for 60 days. After 60 days, unclaimed items will be discarded or destroyed.

Safe Harbor Provision

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds (such as a pocket knife) and is not a firearm. This safe harbor provision does not apply if a search is in progress at the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to any disciplinary action under these rules. The principal will make arrangements to return the object to the student’s parents or legal guardian, when applicable.
2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, or a school bus, the student may approach a school official and report the discovery. A student will not automatically be in violation of school codes by solely making such a report.

School officials will use discretion in determining whether the circumstance surrounding the report warrant further investigation of the reporting student.

Closed Campus

Students are not permitted to leave the campus during the school day without proper authorization. Students may be granted authorization for illness, medical emergencies, or school-approved off-campus events. Any student who leaves campus without the authorization of a school official will be assigned a suspension from school. Repeated offenses may result in expulsion.

Enrollment Policy

At STEM Prep High we aim to be Nashville’s premier public charter school. We strive to be the chosen school of students and families in our community. As required by state law, all MNPS students and residents of Davidson County

are eligible to apply to STEM Prep High. Open Enrollment runs from October to January.

In order to guarantee a transparent enrollment process, we are committed to and focused on forging strong and meaningful relationships with all families. We aim to build and sustain strong relationships where all families are included in every single step of the enrollment process.

Application Process: STEM Prep High operates on an enrollment window that runs from October to January. Applications and deadlines are found on-site and online. For every applicant a parent/guardian must provide accurate and up-to-date information. Every application must include a parent signature along with the date of submission. Once the application is submitted to STEM Prep High, it is stamped, coded with the student's MNPS identification number, and immediately submitted to the MNPS student information system for lottery and tracking purposes. If a student does not have an MNPS student number, one is generated at STEM Prep following MNPS' registration procedures.

Enrollment Deadlines and Procedures: STEM Prep High's lottery is run by MNPS and takes place in January. All randomly selected students are notified immediately upon selection via phone and a formal congratulatory and invitational letter. All families are given a two-week window to submit their decision to STEM Prep High. All letters must be returned to STEM Prep High and must include a parent/guardian signature.

Families that are placed on the waitlist are also notified immediately via phone and in writing. All families that are placed on the waitlist are given two weeks to decide if they are interested in remaining on the STEM Prep wait list. There are no exceptions in our lottery. All interested families must submit an application and follow our enrollment procedures. All current families are informed of our internal rules and siblings ought to apply within the same time-frame.

After the lottery in January, STEM Prep High continues to accept applications on an ongoing basis. All students that apply after the January lottery will be placed on the waitlist. All families receive a letter of intent to remain on the waitlist until a seat is available.

Mid-semester enrollment: If the enrollment count allows for a student to move from the waitlist to actively enroll at STEM Prep High, the admitted scholar will be notified with a phone call and via writing and is invited to enroll. Parents are required to attend a mandatory orientation before their student's first day of school.

Voluntary withdrawals: If a family decides to un-enroll from STEM Prep High, the family is encouraged to meet with the High School Director and Director of Family Engagement and Community Outreach for an exit dialogue. All of our scholars play an integral part in our community, and we are committed to learning about their experiences at our school. If the family decides to withdraw, they will receive a copy of the Voluntary Withdrawal Form. STEM Prep keeps a copy. If a scholar decides to return to STEM Prep High after withdrawing, he or she must re-apply to our school. Parents/Guardians must fill out a new application and follow our application process.

Enrollment Orientations: All incoming families (parents and scholars) must attend a school-wide orientation to deepen their knowledge and ease their transition into the STEM Prep High community. Families are notified of their orientation day and time in advance and are required to attend their child's orientation meeting in the summer.

Enrollment testing: Students applying for admission to the STEM Prep High Honors Program must participate in the administration of diagnostic the Measures of Academic Progress (MAPs) assessment. MAP evaluates every child's current performance in math and reading. It is a nationally norm-referenced exam that informs us at which grade level each scholar is performing in both subject areas. MAP is not used to determine entrance into STEM Prep High.

Parent and Family Commitment: 2017-18



Our Mission

STEM Prep High is dedicated to delivering a rigorous, standards-based education with a specialized focus on science, technology, engineering, and mathematics. We believe that a culture of accountability and high expectations develops learners and leaders and that excellent schools are deeply and broadly tied to the communities they serve. We work so that graduates of STEM Prep High will become persistent and steadfast problem-solvers, active leaders in the community, and highly engaged and empathetic citizens of the world.

In order to uphold our mission we have included a Parent and Family Commitment as part of the admissions process, asking that families review and commit to the following terms.

1. We commit to college and career preparation as the number one priority for our student. We show this by agreeing to promote and support the staff, programs, and policies of STEM Prep High outlined in the Parent Handbook and Student Code of Conduct and accepting the responsibility to work cooperatively with the staff on behalf of my child.
2. We will work with our student's advisors and teachers as teammates who – like us – want the best for our student.
3. We will commit to partnering with SPH to learn more about resources and pathways that will enable our students to achieve their college and career goals.
4. We agree to see that our student attends school each day, on time for school and ready to learn. In the rare instance that our student is absent, we will call the Front Office before the beginning of the first class period to notify the school of the absence.
5. We understand that if our child is absent more than 10 days (excused or unexcused) of the school year, he or she may not receive credit for their courses.
6. We will always help our student in the best way we know how and we will do whatever it takes for him/her to maximize their potential by completing the following: closely analyzing bi-weekly progress reports with our student, reviewing and supporting our student's goals, engaging in all meetings regarding Academic Intervention, and supporting the agreed upon outcomes of those meetings.
7. We will monitor our child's course selection to ensure he/she is enrolling in the courses that will prepare him/her for college entrance.
8. We understand that our child must follow all SPH rules in the handbook in order to protect the safety, interests, and rights of all individuals in the classroom, and we will support the implementation of consequences for breaking any of these rules.
9. We understand that our child may also be required to remain after school or serve time on Saturday if he/she has chosen to violate the Student Code of Conduct. If this situation occurs, we commit to picking up our student from school on time.
10. We will attend all required parent meetings, exhibitions, performances, and conferences. This includes mandatory behavioral conferences after suspension, which may determine when our student returns to class.
11. We will always make ourselves available to the school via phone, email, or in person by notifying the school of any change in contact information. We understand consistent communication enables us to address any concerns that may arise.

12. We will carefully read all papers sent home, including school memos, newsletters, progress reports, and report cards, and (if necessary) sign them and return them by the requested deadline. If we fail to return papers on time, we understand that our student may lose privileges.

13. We will support our student's participation in extracurricular activities (clubs, sports, field trips, internships, service learning, etc.) by signing and agreeing to the Commitment Pledge.

14. We will allow our child to travel and to participate in all field trips arranged by SPH, and we hereby authorize our student to receive emergency medical treatment if we are unavailable.

15. We agree to supervise our child's technology use at home to include internet and cell phone usage. We agree to ensure our child does not open accounts with age restrictions preventing usage by minors (e.g., Facebook).

I have read the terms outlined in this contract. I understand them and agree to comply with them fully. This contract is between _____, the parent(s) or guardian(s) of _____, and STEM Preparatory Academy for the 2017-2018 school-year.

Parent/Guardian Signature

Date

In exchange for meeting these expectations, STEM Prep High promises to provide students with a rigorous and safe learning environment in which they will be academically challenged and prepared to succeed in college.

STEM Student Commitment to Scholarship



I, _____, fully commit to my future and to STEM Prep High in the following ways:

I will commit to college and career preparation as my number one priority, and I will do whatever it takes to matriculate and graduate from college or successfully pursue a career.

I will commit to and uphold the SPH Core Values at all times:

DRIVE:

- I will arrive to school on time and will remain for the entire school day, every day, including the appropriate Saturdays.
- I will participate fully in class every day and complete all of my homework every night at a high-level of quality.

INTEGRITY:

- I will accept responsibility for my actions, and I will stay after school and/or on Saturday to repair any damage that I do to the learning environment, to my relationships with staff and classmates, and/or to my own trustworthiness.
- I will always show respect to my STEM community. I will always behave in a way that protects the safety, interests, and rights of all individuals in the classroom. This includes keeping my electronic devices turned off and out of sight during the school day.
- I will represent SPH professionally at all times by doing the following: following all aspects of the SPH dress code whether on or off campus, acting as a responsible digital citizen, and attempting to make the best choices even in challenging situations.
- I will be responsible for all school items loaned to me or that I borrow including: books, electronics, loaned uniform items, and school supplies.

COLLABORATION:

- I commit to improving my school and STEM community by completing community service, developing innovative solutions, asking for and offering help to others, and by being a positive change agent in my school community.

INQUIRY:

- I will ask relevant and thought-provoking questions that seek to better myself, my classmates, and my STEM community.

IMAGINATION:

- I will participate in activities and opportunities such as clubs, sports, field trips, internships, or service learning in order to develop a variety of new skills and open my mind to new ideas.

By signing below, I am committing, along with my parent/guardian and school administrator, that I will abide by each expectation and emulate the core values of STEM Prep High while on and off school grounds.

Scholar Signature

Date

Parent/Guardian Signature

Date

Acceptable Use Policy

STEM Prep High 1:1 Policies

Acceptable Use applies to use of the Chromebook and accounts provided by STEM Prep High to students.

1. Chromebooks are in compliance with the Children’s Internet Protection Act (CIPA)
2. Acceptable Uses
 - a. Educational purposes are the only acceptable uses of the Chromebook and accounts provided by STEM Prep High. The use of the Internet can also only be used for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with a teacher or administrator, as well as consider reading out to your student-technology leader.
3. Unacceptable Uses (Uses that violate or encourage others to violate)
 - a. Cyberbullying
 1. Cyber Bullying will not be tolerated. Please report any cyber bullying activity to the school administration immediately.
 2. Causing harm to others or damage their property, person or reputation
 3. Defamation
 4. Using another’s password
 5. Reading another’s communications
 6. Sharing another person’s picture or information without permission
 7. Sharing any jokes or stories that are based on slurs, stereotypes relating to race, gender ethnicity, nationality, religion, or sexual orientation.
 - b. Selling or purchasing any items through the use of the computer and it’s connected items
 - c. Selling, purchasing, use, jokes, etc. involving illicit drugs and substances
 - d. Chromebooks and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
 - e. The display of any kind of sexually explicit image or document on any STEM Prep High owned devices or browser is a violation of our policy on sexual harassment. In addition, any sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
 - f. Information on manufacturing of weapons
 - g. Network or computer intrusion
 - i. Uploading worm, virus, or other harmful forms of programming or vandalism
 - ii. Hacking
 - iii. Users will not go looking for security problems
 - iv. Attempting to bypass security systems or passwords
 - h. Downloading or transmitting confidential or copyrighted information
 - i. Unnecessary use of network
 - i. Downloading large files without permission
 - ii. Unnecessary or unauthorized printing
 - iii. Consuming too much of the Google Drive space
 - j. Any commercial transaction or private advertising
 - k. Proselytizing in a way that presents such opinions as the view of the district
 - l. Disclosing identifying personal information or arranging to meet a person met on the internet

- m. Downloading and installing software without staff consent
 - n. Posting or sending messages anonymously
 - o. Plagiarizing the work of others
 - i. Plagiarism is a violation of the SPH Academic Honor Code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
 - p. Only use school email and not personal email
 - i. Always use appropriate and academic language in your communications.
 - ii. Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
 - iii. Do not send mass emails, chain letters or spam.
 - iv. Email and communications sent/received should be related to educational needs.
 - v. Email and communications are subject to inspection by the school at anytime.
 - vi. Only employees and authorities of STEM Prep High are authorized to speak to the media, analysts, or at public gatherings on behalf of the STEM Prep High school and using the STEM Prep email account.
4. Internet Filtering Program and its Use
- a. STEM Prep High reserves the right to monitor all information and media on the Chromebook and via Chrome browser. Additionally, the school reserves the right to block objectionable or inappropriate sites through installed programs.
 - b. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to a SPH Administrator.
5. Confidentiality of Student Information by STEM Prep High
- a. Employees are reminded that it is inappropriate to reveal confidential information, and any other material covered by existing STEM Prep High policies and procedures. Employees releasing such confidential information--whether or not the release is inadvertent--will be subject to the penalties provided in existing STEM Prep High policies and procedures.
6. Student Use of Social Media
- a. Social media may not be used for entertainment, social, or personal purposes. Upon receiving permission from your teacher, there may be class projects, capstones, or activities that utilize the power social media. Social media on the device will be considered a break in the contract and immediate notification of administration to review.
7. Warranties and Indemnification
- a. The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by an user or his/her parent/s or guardian/s arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent/s or guardian/s are agreeing to indemnify and hold the school that provides the computer and Internet access opportunity to the school and all of their administrators, teachers, staff harmless from but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent/s or guardian/s agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network

and the Internet, whether that use if on a school computer or on another computer outside the network.

8. Violations and Discipline Procedure

- a. Violations of any component of the acceptable use policy, and/or violations of any suspected or corroborated misuse of STEM Prep technology or resources, and/or any action in violation of the STEM Prep Code of Conduct and/or core values may result in the forfeiting of the provided technology in sum or part, and/or disciplinary action which may include suspension or expulsion. If violations occur as the result of a third-party action - such as action brought forth by a family member, friend, or associate of the STEM Prep student - and such action occurred on the device provided by the school, on the network, or via other technology tools or platforms, the same consequences) apply.
- b. Violations will be addressed by the administration of STEM Prep High, the parent or legal guardian engaged, and - as appropriate - other agencies which may include, but are not limited to, law enforcement.

I understand the conditions and information stated in STEM Prep High’s Acceptable Use Policy and will follow stated guidelines with integrity.

Legal Guardian[Print]: _____

Signature: _____

Student [Print]: _____

Signature: _____

Administrator: _____

Date: _____

Website & Social Media Guidelines		
Student Initials		Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn’t want friends, enemies, parents, teachers, future colleges, or employers to see. (THINK, is it True, Helpful, Inspiring, Necessary, Kind?)	
	Follow the school’s code of conduct when writing online. It is acceptable to disagree with other’s opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However,	

	be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	
	Students are not allowed to change any Chrome settings without teacher permission. Only tool/apps setting changes are allowed.	
	Students will have access to YouTube. They are expected to use it for school provided/related links only.	

Chromebook and Secondary AUP Signature Form

Student Section:

I have read STEM Prep High's Acceptable Use Policy and Chromebook Manual and agree to abide by its provisions. I understand that violation of the Acceptable Use Policy or Chromebook Manual may result in suspension or revocation of network privileges, removal of Chromebook, or other appropriate disciplinary action.



Student Signature _____ Date _____

Parent or Guardian Application Section:

Parent/Guardian Name (print) _____

Phone Number: _____ Home Address _____

I have read STEM Prep High's Acceptable Use Policy and Chromebook Manual. I understand that I am ultimately responsible for my child's actions on the district's technology resources and release STEM Prep High from any liability for harm or damages incurred through inappropriate or prohibited use.

Parent/Guardian Signature _____ Date _____

Limitation of Liability: STEM Prep High makes no warranties or guarantees of any kind; either expressed or implied that the functions or the services provided by or through the District's technology related systems will be error-free or without defect. The school, its employees, agents, vendors, and licensors will not be liable for any costs or damages users may suffer, either directly or indirectly, including but not limited to, loss of data or interruptions of service. The school is not

responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Users may be held financially responsible for any harm to the system as a result of intentional misuse.

STEM Parent/Guardian Permissions Signature Page



Signature Page for

 (Student Name Printed)

 Parent/Guardian First and Last Name

 Address

 Apt./Unit

 City

 State

 Zip

(_____) _____
 Phone

 E-mail

The signature below acknowledges I have read and understand the STEM Prep High Parent and Student Handbook and related policies. I also understand my student is subject to compulsory school attendance laws and if my student is found to be unlawfully absent from school or habitually truant, law enforcement personnel may take my student into temporary custody. Furthermore, I confirm my student’s participation in the areas identified with a checkmark below.

 Signature of Parent/Legal Guardian

 Date

Permission Statements	I give permission	I do NOT give permission
My student has permission to access the Internet and email based on the conditions outlined in the STEM Internet Use Agreement.		
STEM Prep High has permission to honor my student publicly, including in the media.		
STEM Prep High has my permission to photograph my student for media and web publication.		
My student’s directory information may be shared.		
My child has permission to participate in the hearing, vision, height, weight, and blood pressure screenings.		
My child has permission to check out electronics and various other learning materials from STEM Prep High and I understand that all damages or loss of equipment must be reimbursed to STEM. The maximum cost for a laptop will be \$600.		