

2016 – 2017 Handbook

STEAM
ACADEMY



Greatness has no peak!

123 East Sixth Street
Lexington, Kentucky 40508
859-381-3033

www.steam.fcps.net

Important Notice: This handbook contains information applicable to students at STEAM. A more comprehensive, district Student

Code of Conduct is distributed to students on the first day of school. **If you need an additional copy of the district handbook, please contact our school office.**

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

Table of Contents

Mission Statement	4
Principal's Message	5
University of Kentucky Message.....	6
Contact List	7-8
School Calendar	9
2016-2017 Daily Class Schedule	10
Building Hours.....	10
Attendance Policy	11
Absence Limit/Truancy	11
Pre-Approved Absences	11
Driver's Permit/License.....	12
Parking.....	12
Transportation.....	12
Procedure for Early Dismissals	13
Getting Assignments When You Are Absent	13
Illness at School	13
Lost and Found and Valuables at School	13
Visitors and Deliveries to Students	13
Emergency Information.....	14
Allergy Information	14
School Services.....	14
Guidance and Counseling	14
Cafeteria	15
Instructional Fees	15
Law Enforcement	15
Telephones	15
Locks and Lockers	16
Academic Guidelines.....	16
Grading Procedures (School Board Policy 08.1)	16
Mastery Outline.....	17
STEAM Habits.....	17
Tutoring.....	17
Infinite Campus for Parents	18
Canvas for Parents.....	18
Graduation Requirements	18
Withdrawal from School	19
Student Rules, Regulations and Policies.....	19
Student Behavior	19
Gang Activity	20
Bullying/Harassment	20
Skipping School or Skipping Classes	20
Tardy Policy	20
10/10 Rule.....	21
Tobacco-Free Policy	21
Cheating and Plagiarism Policy	21
Technology Expectations.....	21-23
Behavior Consequences.....	23
Suspension	24
Dance Policy.....	24
Dress Code	24-25
STEAM Curriculum	26
STEAM Leaders	26-28
STEAM Internship.....	28
STEAM Dual Credit	28-30
Athletics and Extracurricular Activities	30
STEAM Advisory Council	30
PTSA Information	31

STEAM ACADEMY MISSION STATEMENT

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

S Student Ownership of Learning

T Technological Responsibility and Expertise

E Empowerment through Internships

A Authentic STEM Inquiry Learning

M Mastery of Expectations

Principal's Message:

Welcome to STEAM Academy! We are excited for the 2016-2017, as this is the year that we enroll students ranging from freshman year through senior year of high school. STEAM prides itself on being a school of innovation, where creativity, student voice, internships and inquiry learning are at the center of teaching and learning. We offer a caring environment in which we value students, parents, staff and community partners and will make every effort to communicate via the weekly communication, website, email as well as the traditional mailing of information.

Our goal is to provide students with an enriched educational experience that will prepare them to develop the knowledge and skills needed to compete in an ever changing society. This goal can be accomplished by all of us taking part in the education of your student. The STEAM staff embraces the motto, "it takes a village to raise a child." We must be proactive in working together to celebrate the success of your student as well as rallying around your student when he/she needs support in areas of academics and behavior.

There are several key factors to a successful high school experience. Students must be in school on time. This means students are in their homeroom and in a seat before the tardy bell rings. Good attendance is important to gaining and retaining knowledge. Please make every effort to keep absences to a minimum. Timely communication between teachers, administration team, students and parents will assist the "village" in supporting students, when needed. I encourage parents/guardians to request a minimum of one parent conference per semester. At the end of each conference a plan will be developed by the group to identify support for your student. Students need to be serious about their academics and not interfere with the learning of others. Being respectful of staff, students and places of learning are expected from everyone. Throughout the first week of school, teachers will review the handbook with students during Advisory. I encourage students and their families to review the handbook together and sign the page in the back of the handbook acknowledging you have reviewed the information.

Welcome to STEAM Academy, where our motto is "Greatness Has No Peak."

Tina Stevenson, Principal.

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



welcome,

STEAM has emerged as a robust public high
capable of putting the needs of student

school
learners

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

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

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

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

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

Laurie Henry
Associate Dean, College of Education
laurie.henry@uky.edu

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

Phone List

Main Office 381-3033
Fax Number 381-3059

Staff Contacts

Administrative Staff

Principal	Tina Stevenson	tina.stevenson@fayette.kyschools.us
Administrative Dean	Chris Flores	christopher.flores@fayette.kyschools.us

Guidance Counseling Staff

Guidance Counselor	Eric Ridd	eric.ridd@fayette.kyschools.us
--------------------	-----------	--

Other Staff

Academic Dean	Chris Hawboldt	chris.hawboldt@fayette.kyschools.us
Community Liaison	Geralyn Strange	geralyn.strange@fayette.kyschools.us
Secretary/Bookkeeper	Mitzie O'Rourke	mitzie.orourke@fayette.kyschools.us
Attendance	Felicia Counts	felicia.counts@fayette.kyschools.us
Campus Foreman	Mike Walker	mike.walker@fayette.kyschools.us
Cafeteria Manager	Dana Mitchell	dana.mitchell@fayette.kyschools.us

Teaching Staff

Arts and Music

Bryan Angel	Band	bryan.angel2@fayette.kyschools.us
Nancy Campbell	Orchestra	nancy.campbell@fayette.kyschools.us
Gary Fisher	Arts & Humanities/Steel Band	gary.fisher@fayette.kyschools.us

English

Kim Fisher	English	kim.fisher@fayette.kyschools.us
Kari Patrick	English	kari.patrick@fayette.kyschools.us
Kelli Reno	English	kelli.reno@fayette.kyschools.us
Marty Vaughan	English	marty.vaughan@fayette.kyschools.us

Mathematics

Michael Delfino	Math	michael.delfino@fayette.kyschools.us
Krista Mayo	Math	krista.mayo@fayette.kyschools.us

Robert Pigeon	Math	robert.pigeon@fayette.kyschools.us
Maria Shockey	Math	maria.shockey@fayette.kyschools.us
Tyler Waters	Math	tyler.waters@fayette.kyschools.us

Resource

Brian Jones	Special Education	brian.jones@fayette.kyschools.us
Kristy Field	Special Education	kristy.field@fayette.kyschools.us

Science

	Science	
Sherri Morris	Science	sherri.morris@fayette.kyschools.us
Ashley Rosen	Science	ashley.rosen@fayette.kyschools.us

Social Studies

	Social Studies	
Jacob Murgo	Social Studies	jacob.murgo2@fayette.kyschools.us

Technology/Engineering

Gary DeBorde	Tech Ed	gary.deborde@fayette.kyschools.us
--------------	---------	--

Wellness (Health and PE)

Jordan Manley	Wellness	jordan.manley@fayette.kyschools.us
---------------	----------	--

World Languages

Brooklin Sarver (Spanish)		brooklin.sarver@fayette.kyschools.us
Yufei Zhu (Chinese)		yufei.zhu@fayette.kyschools.us

School Calendar

FCPS 2016-2017 instructional calendar

Need more details? Refer to <http://calendars.fcps.net> for the district's online listings, which also include report card dates, Board of Education meetings, arts performances and more.

(Also: Employees' [work calendars](#) are posted under Human Resources.)

August 2016	10	First day of school for students
	19	No classes for students
September	5	Labor Day; schools and offices closed
October	6	No classes for students
	7	No classes for students
November	8	Election Day; schools and offices closed
	23	Schools and offices closed
	24	Thanksgiving Day; schools and offices closed
	25	Schools and offices closed
Dec. 19-30		Winter break
January 2017	2	Classes resume
	16	Martin Luther King Jr. Day; schools and offices closed
February	20	Presidents Day; schools and offices closed
March	17	No school for students; possible weather make-up day
April 3-7		Spring break
May	19	Last day of school, pending weather make-up days
	NOTE:	High school graduations are not set until the threat of bad weather has passed and all make-up days have been announced. Calendars will be updated after the graduation schedule is released.
	22-26	Possible weather make-up days
	29	Memorial Day; schools and offices closed
	30-31	Possible weather make-up days
June	1-2, 5-9	Possible weather make-up days

Notes:

* The Fayette County Board of Education approved this calendar on March 23, 2015.

* Weather make-up days are scheduled at the superintendent's discretion, and the FCPS calendars (PDFs and online listings) are updated only after an official announcement. Handy bookmark: www.fcps.net/weather

2016-2017 Daily Schedule

Start Time: 7:45

End Time: 2:45

Regular Schedule Day: Typically Tuesday, Wednesday and Friday

7:45-7:55 Advisory

7:59-9:12 1st Block

9:16-10:29 2nd Block

10:33-12:11 3rd Block

Lunch A – 10:42-11:07

Lunch B – 11:14-11:39

Lunch C – 11:46-12:11

12:15-1:28 4th Block

1:32-2:45 5th Block

Advisory Schedule Day: Typically Monday and Thursday

7:45-7:55 Advisory

7:59-9:03 1st Block

9:07-10:08 2nd Block

10:12-10:57 Advisory

11:01-12:30 3rd Block

Lunch A – 11:01-11:26

Lunch B – 11:33-11:58

Lunch C – 12:05-12:30

12:34-1:38 4th Block

1:42-2:45 5th Block

**** 1 and 2 hour delay schedules will be set once the second semester begins or in anticipation of severe weather.**

Building Hours

The building is open in the mornings at 7:15 a.m. and closes at 4:30 p.m. **ALL doors will remain locked during the school day.** A faculty member must supervise any student or group of students remaining in the building after 2:45 p.m. Maintenance personnel are not to assume this responsibility. Students who are not directly supervised by a staff member must leave the building and the school grounds at 2:45 pm.

ATTENDANCE INFORMATION

Attendance Policy

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

Absence Limit

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

Pre-Approved Absences

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

Truancy

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

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

Driver's Permit/License

Students must present verification of enrollment to apply for a driver's permit/license. Students requesting this form must be attending school regularly and must be making academic progress as defined by the state law. This form can be requested in the front office before 9:00 am to be ready for pickup by the end of the work day. Requests made after 9:00 am will be ready for pick up on the next work day.

The school is required to report any student who has 9 unexcused absences (or dropped out of school) or who is academically deficient (fails more than one course) to the Kentucky Transportation Cabinet. The Cabinet can revoke any student's permit/license under these circumstances.

Parking

We have a limited number of parking spots available to students. Students will park inside the gates behind the school. Students who choose to park at other locations (street, businesses, etc.) do so at their own risk. For students wishing to park on campus, there is a lottery with preference given to seniors. In order to maintain eligibility for a parking spot students must have no more than 9 unexcused tardies to school, no more than 9 unexcused absences, no more than 3 discipline referrals, AND must be passing 80% of their classes. If any of these conditions are not met, parking pass rights will be revoked. These conditions are contingent upon performance from the Spring 2016 semester. Status will be reevaluated after the fall 2016 semester. Those students who receive a parking spot will be charged a \$25 parking fee. Students who lose their parking privileges after the first semester will not be refunded their \$25.00 parking fee.

Transportation

STEAM **does not** provide neighborhood busses that pick students up in the mornings. Students wishing to ride the bus to STEAM must get to their districted home high school in the mornings to catch a STEAM bus. The bus will then take the students from the home high school to STEAM Academy. In the afternoon, STEAM busses will take students back to their home high school where they can choose to ride their neighborhood bus home from there or participate in after school activities at the school (sports, clubs, etc.).

Students needing to ride a different bus home either from STEAM or from their home school will need to turn in a parent/guardian written note or email to Mrs. O'Rourke or Mrs. Counts the morning of the day they will need the bus pass. A bus pass will be issued to the student by the end of the day. Students turning in notes at dismissal will not be given a bus pass and busses will not be delayed from leaving the school.

Students needing to figure out what bus they will ride from their home school to their specific bus stops will need to visit the Bus Route Finder at:

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

Procedure for Early Dismissals

Parents/guardians wanting to pick up students during the school day should go to the attendance office and sign the log with student name and reason for dismissal. The school is responsible for the safety of each student, therefore, **parents (or any other adult picking up a student) must show**

identification before students can be released AND must be listed on the student information sheet kept on file at the school. These forms will be sent home at the beginning of the school year.

Getting Assignments When You Are Absent

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

Illness at School

When illness occurs:

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

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

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

Lost and Found and Valuables at School

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

Valuables

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

Visitors and Deliveries to Students

STEAM Academy encourages parents to visit the school as often as possible. Each visitor is required to sign in at the desk in the main office and wear a Visitor's Nametag at all times in the building. Teachers will be notified in advance of any visitors to their classrooms. This registration is absolutely essential for visitors so that the Division of Law Enforcement will be able to identify persons who have authorization to be in the building. **Board policy prohibits us from allowing students from other schools to spend the day with our students.** No exceptions will be made except for foreign exchange students who have been approved well in advance.

Due to the change in state laws regarding food and nutrition, students are strongly encouraged to not have outside fast food items delivered to them to eat in the cafeteria. We encourage parents/guardians to bring items for students to eat from home only. If outside food is brought in students will typically finish that food upstairs in the office. If food is brought in after their assigned

lunch time students will not be allowed to take that food into their class. Also, items such as balloons and flowers will not be delivered to students during the school day. Students will need to pick up such items at the administrative office at the end of the school day. These items most likely will not be allowed on FCPS busses.

EMERGENCY INFORMATION

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

Allergy Information

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

SCHOOL SERVICES

Guidance and Counseling

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

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

Cafeteria

Each day the cafeteria offers a full and balanced meal consisting of a main dish, vegetable, dessert and beverage. A full lunch costs \$2.75 for students. A reduced price lunch is \$0.40. **Students who wish to qualify for free or reduced lunch must apply each year, even if they qualified for free/reduced lunch the previous year.** We will once again offer breakfast from 7:25 – 7:40 a.m. for a cost of \$1.35 for full paid students and \$.30 for reduced price meals. Adult Lunch is \$4.00 and Adult Breakfast is \$2.00.

Instructional Fees

The instructional fee is \$8.00 per class (\$40.00 per year) as well as a \$5 technology fee. Some courses require an extra fee for additional supplies and materials used in the course. These fees will be communicated to the students by their teacher for those courses. Students eligible for free/reduced lunch are eligible for free/reduced instructional fees as well. Those forms will be given out in homeroom packets and should be turned in as soon as possible.

Class	Amount		Class	Amount
Arts & Humanities	\$5.00		Principles of Engineering	\$15.00
Band/Orchestra	\$25.00		Science	\$5.00
Foreign Language	\$10.00		Physical Education	\$15.00
Internship/Co-op	\$15.00			

Law Enforcement

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

Telephones

Students needing to use the office telephone during class time must have a note from their teacher.

Locks and Lockers

Your advisory teacher will assign lockers. Because we do not have enough lockers for every student at STEAM, students can rent a locker for a \$3.00 fee. The student is responsible for that locker throughout the year and may not switch lockers with another student for any reason. Students must provide their own lock for their lockers. If a student loses the key to the lock or the combination, the lock will have to be cut off. Always be sure that your locker is closed tightly and that your lock is secure.

ACADEMIC GUIDELINES

1. **Each teacher is to state clearly in each class the evaluation procedure for determining student grades.** A course syllabus detailing grading, classroom expectations, materials needed for the class, content to be taught in the course, etc., will be created by the teacher of the course. These syllabi can be found on the Syllabus Link in Canvas. The teacher's grade-record book is to reflect for each student the recorded data, which are used to determine the student's grade in a course.
2. The evaluation procedure used in each class is to become a part of the teacher's grade record book. At the end of each school year, the grade-record book is to become a part of the school records in the office of the principal.
3. For grades 9-12, these standards shall be followed. (These standards represent the median standards used in high schools as determined by a national study done in 1973 by the Educational Testing Service, Princeton, New Jersey.)

A (92-100)	Superior	D (65-73)	Below Average
B (83-91)	Above Average	F (64 and below)	Failing
C (74-82)	Average		

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

Grading at STEAM

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

15%-20% of the final grade will be the final exam

15% of the final grade will be the STEAM Habits

The remaining 60%-65% will be formative and summative assessments (example: homework, tests, quizzes, projects, etc.)

All students finishing English 2, Algebra 2, Biology and US History will take a state standardized End of Course Exam that will count as their Final Exam.

Mastery/Semester Long Courses

Students at STEAM will take classes that mimic a college based schedule. All classes with the exception of a few (English 1 and Calculus) will run on a semester long basis. Students in the core

classes of Math, Science and English (with the exception of English 1) will need to achieve the mastery mark of 83% in order to move on to the next level of content. Students who do not meet the 83% mark will not fail the course but remain in the course for another semester to master those skills that are lacking.

Once a student is in the course for the entire year and passes with a 65%, the course will be complete. If a student improves their grade from first semester the better grade will count for the course. If a student's grade declines the second time in the course the two scores will be averaged from both semesters to achieve the final grade. If a student falls below a 65% in the overall course then they will continue in the course until a passing grade (65%) is achieved.

STEAM Habits

Habits are a very important aspect of life at STEAM Academy. Each class at STEAM grades these habits as 15% of their overall grade.

These 6 Habits are:

Active and Responsible Decision Maker
Altruistic Leader
Creative and Critical Thinker
Effective Communicator
Engaged Learner
Intentional Collaborator

Tutoring/Help

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

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

On-Line Grade Program for Parents (Infinite Campus)

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

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

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

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

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

Graduation Requirements

English – 4 credits

Math – 4 credits

Science – 3 credits

Social Studies – 3 credits

Health & Physical Education – 1 credit

History and Appreciation of Visual and Performing Arts – 1 credit

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

MINIMUM REQUIRED CREDITS – 26

Grade Level Credit Requirements

Minimum Credits needed to be a Sophomore = 6 Credits

Minimum Credits needed to be a Junior = 12 Credits

Minimum Credits needed to be a Senior = 19 Credits

Minimum Credits needed to graduate = 26 Credits

**** Please note that STEAM does not offer summer school or credit recovery courses ****

Withdrawal from School

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

Student Behavior

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

1. Disrespect, defiance, profanity/obscenity **or any behavior** that results in disruption to an academic class. Examples as defined by FCPS Code of Conduct include excessive communication during class instruction, talking without permission or during instruction, usage of personal electronic devices, personal attacks toward another student or instructor, or behavior that prevents others from concentrating on classroom instruction.
2. Possession or use of weapon, explosive device, knives or other dangerous items
3. False fire alarm/bomb threat
4. **Use, possession, or transfer** of alcohol, illegal drugs, drug paraphernalia or illegal substances (Mandatory 10 days suspension and possible criminal charges)
5. **Fighting** (Recommended 10 days suspension, possible criminal charges for disorderly conduct in a public place, and possible recommendation for expulsion/alternative placement.)
6. Threat of force or violence directed to staff members or students (*...it shall be unlawful for any person to direct speech or conduct toward the teacher or school administrator when such person knows or should know that the speech or conduct will disrupt or interfere with normal school activities or will nullify or undermine the good order and discipline of the school. KRS161.190.*) **Appropriate criminal charges will be filed.**
7. Fireworks
8. Gambling
9. Use of tobacco/possession of any tobacco product
10. Stealing, extortion
11. Vandalism
12. Forgery – any form of deliberate misrepresentation
13. Excessive, unexcused absences or tardies
14. Leaving campus without permission from parent and principal or skipping an assigned class
15. Tardiness to Class/School
16. Bus Disturbances

Gang Activity

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

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

Bullying/Harassment

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

Skiping School

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

Skiping Class

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

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

Tardy Policy

Preparing students for the work/business world is an ongoing staff responsibility at STEAM Academy. Promptness is valuable in the world of work, and students are strongly encouraged to be in classes, on time, and prepared to work. Excessive tardiness will always be addressed. Excessive tardies may result in loss of school privileges, detention or community service.

10/10 Rule

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

Tobacco-Free Policy

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

Cheating and Plagiarism Policy

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

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

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

Internet & Computer Access

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

STEAM Academy is going to be a one-to-one device school starting in the fall of 2016. Students will be issued a school-purchased device to use throughout the year at school and at home.

Since our school is providing devices, students are encouraged to keep their own personal devices at home. Cell Phone and Personal Device use will not be permitted during instructional time and will only be allowed during class transitions and during lunch.

School-Provided Device Expectations/Guidelines

What STEAM expects of students:

- Follow all guidelines of device use as explained in the STEAM Acceptable Use Policy and School-Purchased Device Classroom Expectations
- Along with parent/guardian, sign the STEAM Academy Acceptable Use Policy.
- Adhere to the Student Code of Conduct and the STEAM Academy Acceptable Use Policy in regards to device use and Internet Acceptable Use any time the device is in use, at

school or at home. Understand if this is not followed, students will be referred to the administrative team for further action.

- Appropriate physical handling of the device
- Bring the device to school each day
- Keep device charged and ready for use during the school day (Students should charge device at home and leave charger at home. Fully charged school-purchased device will have power to last the school day)
- Keep school-purchased devices in silent mode and cameras off, unless otherwise allowed for instructional activity.
- Responsibility for any damage to the device and loss of power adapter
- Immediate notification of device issues
- Use devices outside of school for educational purposes only
- Do not remove any labels/tags from device
- Save all files to FCPS Student Google Drive account

What STEAM expects of parents/guardians:

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

CELL PHONE/Personal Device Classroom Expectations

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

Disciplinary Actions on a per class basis

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

1st Offense: Warning

2nd Offense: Teacher will confiscate device until the end of the class and return to student.

3rd Offense: Teacher will confiscate device and turn into an administrator. The student may then pick up the device from an administrator at the end of the day.

4th Offense: Teacher will confiscate device and turn into an administrator. A parent/guardian may then pick up the device at the end of the school day.

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

Cell Phone and Personal Device Confiscation

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

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

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

Consequences

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

**** Please note that if a person is scheduled for after school detention and they refuse to attend they will be assigned Saturday school. Failure to report to Saturday school when assigned will result in a 1 day suspension from school. ****

Suspension

(School Board Policy – 09.434)

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

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

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

Dance Policy

Attending a school dance or school function is a privilege at STEAM and the administration reserves the right to revoke that privilege at any time for a student. Many of the school dances will be open to STEAM students bringing guests. These guests must be current high school students (Ages 14-18) and attend a current high school (public or private) within Fayette County. Dance Guest verification forms can be found in the front office and must be signed by the guest's principal before turning into STEAM administration for approval. The approval for the guest must be made prior to the dance and dance tickets for guests will never be sold at the door. Administration reserves the right to deny any guests to a STEAM dance or function.

Student Dress Code

Schools are educational institutions and high school students are expected to dress appropriately for learning. A student's appearance or mode of dress will not be allowed to interfere with the educational process or its healthy school climate. School authorities may limit or prohibit any extreme type or style of student dress, personal appearance or use of wearing apparel, which, in the judgment of school officials, is deemed to create a disruption of school discipline and routine. Furthermore, it is felt that pride in one's school or oneself is, in part, influenced by appearance. The cooperation of parents and students in adhering to this dress code is both expected and appreciated.

The Following guidelines must be followed:

Pants:

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

Tops:

- Shirts, sweatshirts, and all tops that meet the following criteria may be worn: cover the back, cleavage, midsection, and top of the shoulders. Straps must be at least 3 fingers wide.
- Tops must be composed of a material that is not see-through.
- **Unacceptable attire includes:**
 - Hats, bandanas, hoods or any head coverings (exceptions for religious and medical reasons)
 - Sagging pants below the waist/hips
 - Gang-related clothing, accessories or symbols as identified by local law enforcement agencies
 - Dark glasses, combs or curlers may not be worn in the building
 - Sleepwear, blankets, pillows, or house slippers/house shoes
 - Visible undergarments
 - Clothing with vulgar sayings
 - Clothing that denigrates race, religion, or group
 - Clothing with any references to drugs, alcohol or violence
 - Clothing that disrupts the educational day

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

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

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

Correction options for students include:

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

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

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

STEAM Curriculum

STEAM Academy operates on a semester schedule with accelerated courses focusing on inquiry learning and elements of project based learning. Dual Credit offerings begin during the student's junior year. Electives are offered on a limited basis. For the 2016-2017 school year, electives include Band/Orchestra, Psychology, Economics, Journalism, Computer Science, Chemistry 2, Steel Band, Engineering, Chinese 3 & 4, Spanish 3 & 4, and Physical Education 2.

STEAM Leaders Expectations

STEAM Academy has partnered with the University of Kentucky's Robinson Scholars Program to provide enriching opportunities for all STEAM students. All STEAM Students are considered STEAM Leaders and can participate in the various activities and enrichments offered by the Robinson Scholars Program. **Listed below are the criteria for each grade level to be considered a STEAM Leader.** A student not meeting these expectations will be placed on probation for one semester with services. After a semester of probation, if expectations are not met a student will be exited from the STEAM Leaders program but can still remain a STEAM student.

During their Freshmen year, qualified students can apply to be apart of the Robinson Leaders Cohort. These students are provided additional support and enrichment activities and can eventually apply for and compete for a \$5000 renewable scholarship to the University of Kentucky. This cohort is for first generation college students and come with specific application requirements that will be given to students. More specifics on the Robinson Leaders Program can be found at <http://www.uky.edu/academy/robinson-scholars>

Freshman Specific Eligibility Requirement	Sophomore Specific Eligibility Requirement
≥ 3.0 Unweighted GPA	≥ 3.0 Unweighted GPA
3 or fewer unexcused absences No suspensions or Saturday school One or fewer detentions 3 or fewer behavior referrals	3 or fewer unexcused absences No suspensions or Saturday school One or fewer detentions 3 or fewer behavior referrals
Community service hours completed between June 1 and May 30 of current school year. Freshman Requirement = 5 hours	Community service hours completed between June 1 and May 30 of current school year. Sophomore Requirement - 10 hours

<p>Completion of ILP for the Fall Semester of current year.</p>	<p>Completion of ILP for the Fall Semester</p> <p>Take the ACT test one time this school year.</p>
<p>Communicate with STEAM Advisor about eligibility in STEAM Opportunities and Internships. Advisor must review & approve before final submission.</p>	<p>Communicate with STEAM Advisor about eligibility for STEAM Opportunities and Internships. Advisor must review & approve before final submission.</p>
<p>Submit internship application and eligibility report on or before October 30 of the current school.</p> <p>Participation in one STEAM extra-curricular activity.</p>	<p>Submit internship application and eligibility report on or before October 30 of the current school.</p> <p>Participation in one STEAM extra-curricular activity.</p>

Junior Specific Eligibility Requirement	Senior Specific Eligibility Requirement
> 3.0 Unweighted GPA	> 3.0 Unweighted GPA
<p>3 or fewer unexcused absences</p> <p>No suspensions or Saturday school</p> <p>One or fewer detentions</p> <p>3 or fewer behavior referrals</p>	<p>3 or fewer unexcused absences</p> <p>No suspensions or Saturday school</p> <p>One or fewer detentions</p> <p>3 or fewer behavior referrals</p> <p>Graduate in 4 years or less</p>
<p>Community service hours completed between June 1 and May 30 of current school year.</p> <p>Junior Requirement - 20 hours</p>	<p>Community service hours completed between June 1 and May 30 of current school year.</p> <p>Senior Requirement - 20 hours</p>
<p>Completion of ILP for the Fall Semester</p>	<p>Completion of ILP for the Fall Semester</p>

<p>Take the ACT one time during the fall semester</p>	<p>Consider taking the ACT one time in the fall semester.</p> <p>Complete the FAFSA form by October 1.</p> <p>Apply to at least one college no later than December 1.</p>
<p>Communicate with STEAM Advisor about eligibility in STEAM Opportunities and Internships. Advisor must review & approve before final submission.</p>	<p>Communicate with STEAM Advisor about eligibility for STEAM Opportunities and Internships. Advisor must review & approve before final submission.</p>
<p>Submit internship application and eligibility report on or before October 30 of the current school.</p> <p>Participation in one STEAM extra-curricular activity.</p>	<p>Submit internship application before October 30 with all completed paperwork.</p> <p>Participation in one STEAM extra-curricular activity</p>

STEAM Internship Program

The STEAM Academy Internship program is designed to allow students multiple opportunities to engage with potential future careers and earn course credit upon successful completion of the internship experience. Before high school graduation, STEAM students have up to 5 semesters to spend time learning about job specifics, investigating higher education, and learning to navigate career fields. The internship can take many forms: (1) Volunteering, (2) Job-Shadowing, (3) Serving as an unpaid intern, or (4) Serving as a paid intern through an internship co-op experience (seniors only with administration approval.) At the end of each internship, each student in the program designs a tangible final project, and as the culminating activity in the program, each student presents the project for evaluation by the internship mentor and staff at STEAM Academy. Sophomores will begin their internship experience in the spring of their sophomore year one day a week. Juniors and seniors will have the opportunity to do half day internships throughout the year if their schedule allows for it.

STEAM Dual Credit Information

Dual credit (classes that count both for college and high school credit) varies considerably by each college partner and the rules around dual credit at the state level are still developing. Nevertheless, STEAM Academy seeks to provide such opportunities when feasible. The qualifications as well as the tuition and fees for each dual credit opportunity vary by the offering college. The Mary Joe Young

Scholarship is available through KHEAA to assist families with tuition. More information on that scholarship can be found here: <https://www.kheaa.com/website/kheaa/mjyoung?main=1>

Course offerings from each dual credit partner will be provided prior to the enrolling semester. Some students may be scheduled into dual credit opportunities if they qualify, but families can opt out of the course if so desired. Alternatively, if a student/family wishes to enroll in a dual credit opportunity they should contact the STEAM guidance department. Students enrolled in dual credit are simultaneously enrolled in the College provider and subject to all of their policies also. Students receive a grade for the college course first and then the corresponding letter grade is entered for high school credit. It is critical that families understand that dual credit courses are fully college courses and *your student's performance in the college course will be permanently reflected on their college transcript and may affect college admission decisions.*

The current partners and details are provided below:

Morehead State University:

Available to: STEAM Juniors and Seniors
Instructor: STEAM Dual Credit Certified Staff
Location: Onsite, STEAM Academy
Minimum ACT Composite: 18 (specific courses may require sub-scores).
Minimum GPA: 3.0 out of 4.0
More Information: <http://www.moreheadstate.edu/earlycollege/>
Tuition Cost to Family: Free
Books & Fees Cost to Family: Course Fee + Book Cost

Bluegrass Community & Technical College:

Available to: STEAM Juniors and Seniors
Instructor: BCTC Full Time or Adjunct Faculty
Location: Onsite, STEAM Academy
Minimum ACT Composite: 18 (specific courses may require sub-scores).
Minimum GPA: Determined by STEAM
More Information: http://www.bluegrass.kctcs.edu/en/Opportunity_College/Dual_Credit.aspx
Tuition Cost to Family: TBD

University of Kentucky:

Available to: STEAM Juniors and Seniors, must successfully complete previous on-site dual credit course
Instructor: UK Faculty or Lecturers
Location: Offsite, UK Campus
Minimum ACT Composite: 18 (specific courses may require sub-scores.)
Minimum GPA: Determined by STEAM
More Information: <http://www.uky.edu/UGE/DualCredit>
Tuition Cost to Family: 1/2 UK In-State Tuition (for the 2015-16 school year the cost was \$654 per course) - billed to family.
Books & Fees Cost to Family: Book Cost

Athletics, Extra-curricular Activities

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

STEAM Academy Clubs and Student Organizations

Club/Group

Chess Club
Garden Club
National Honor Society
Steel Pan
STLP
WAKE Group
Yearbook

Sponsor

Michael Delfino
Brian Jones
Jacob Murgo
Gary Fisher
Maria Shockey & Ashley Rosen
Brian Jones
Marty Vaughan

STEAM Academy Advisory Council (STAC)

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

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

PTSA Information

Why join PTSA?

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

- Get Connected

PTSA provides opportunities to meet and network with other parents, teachers, and school administrators. There's no better way to know what's happening in your child's school and community.

- Speak Up

PTSA can be a way for you to more effectively be the voice for change at your child's school.

- Watch Yourself Grow

As a PTSA volunteer, you can use your skills and hobbies for a relevant cause while setting a good example for your child and all children in the community.

- Give Back.

By becoming part of PTSA, you will be part of the solution, to help make positive changes in your child's school and in the lives of many children.

- Effectively Engage.

Spend quality time with your children through PTSA programs, events and resources. Not only will you show how much you care about them but will also demonstrate the importance you place on their education.

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

President: Michelle Marra daisymichellemarra@gmail.com

At the beginning of the year and throughout the year parents, faculty and students are given the opportunity to join PTSA for \$7.00.



Greatness has no peak!

Student Handbook Acknowledgement Page

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

My child and I have read and reviewed the 2016-2017 STEAM Academy Student Handbook. We understand the contents of the handbook and agree to abide by them.

Print Student Name _____

Student Signature _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____

Advisory Teacher: _____

School-Purchased/Personal Device Expectations Acknowledgement

I agree to abide by the provisions outlined in the STEAM Academy school-purchased device expectations.

Print Student Name _____

Student Signature _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____