



Steam Academy — of Warren —

2018 ~ 2019 PARENT AND STUDENT HANDBOOK & CODE OF CIVILITY

261 ELM RD. NE.
WARREN, OH 44483

The STEAM Academy of Warren is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter, contact the school administrator or the Ohio Department of Education.

Letter from the Head of School

August, 2017

Dear Parents:

Thank you for choosing the **STEAM Academy of Warren** for your child! The school's leadership team, board, faculty, and staff are eager to build on the success and challenges of our 2015-16 school year, and we have been busily preparing for the months ahead. *The 2016-2017 Parent and Student Handbook* and *Code of Civility* are designed to guide you and your child through this exciting time. We encourage you to read both sections of this booklet thoroughly and discuss them with your child.

The Parent and Student Handbook includes contact information for the school's leadership team, general information about our proven curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to the development of our community and the success of STEAM Academy of Warren. The *Code of Civility* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the school's leadership team, or your child's teacher.

At STEAM Academy of Warren, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

Jon Natko

Jon Natko
Principal

School Overview

MISSION

To surpass the global standards of academic excellence by investing in partnerships with our students, community and home environments, in order to encourage the development of creativity and self-direction. Through the cooperative efforts of the school community, students will develop the knowledge, responsibility and a positive self-concept needed to become effective citizens in our ever-changing and multicultural world.

LEADERSHIP

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the School's highest priority, so we hope you will contact the School's leaders with any questions or concerns at the following numbers:

- ❑ **Jon Natko**, Principal
330-394-3200
- ❑ **Ruby Luque**, Administrative Assistant
330-394-3200
Nate Ruffin, Behavior Intervention Specialist
330-394-3200
Maura Atkinson
Director of Academics
- ❑ **Erik Thorson**, Regional Vice President
440-985-8515

Other important phone numbers include:

- ❑ School Attendance Line 330-394-3200
Leave a message before 9:00 a.m. to let the School know if your child is going to be absent for the day.

MANAGEMENT

STEAM Academy of Warren is part of a national network of schools managed by Pansophic Learning. As such, it offers students and families the proven strength of the Pansophic School Design, which includes Common Core rigorous curricula in all subjects, a character education program, school uniforms, art, and an extended school day and year.

Pansophic's corporate office may be contacted at: <http://pansophiclearning.com/>

Pansophic Learning
[1650 Tysons Blvd, Suite 630](#)
[McLean, VA 22102](#)

EQUAL EDUCATION OPPORTUNITY

It is the policy of STEAM Academy of Warren to provide an equal education opportunity for all students.

Any person who believes that STEAM Academy of Warren or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint can be made in writing to the Academy's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

School Day

Instruction will begin promptly at **9:30 a.m.** and end at **4:00 p.m.**, Monday through Friday. No student will be admitted into the school building before 8:00a.m. There is no adult supervision for children until 9:00a.m. Students are late to school starting at **9:20a.m.**

Students are dismissed each day beginning at **3:45 p.m.** It is the policy of the STEAM Academy of Warren that students may not be released early for pick-up between the times of **3:15 p.m.** and **3:45p.m.** When a student has an appointment or emergency situation, they must be picked up prior to 2:45p.m. The school day does not end until **4:00 p.m.**, students are responsible for the instruction time that is missed when released early from school.

Dismissal

Please be advised that the work day for our students ends at 3:55 p.m. daily.

Also, please note that the timeframe between 3:15p.m. and 4:00 p.m. is a high volume time for the entire SAW family. Teachers are attempting to wrap up the day and assign homework, the office staff is usually fielding phone calls concerning transportation situations for students, and the students are getting ready for the transition to home. As a result of the intensity of this time period, **we will not be able to release students between 3:15P.M. and 3:55P.M.**

Again, SAW will not release students for early dismissal between 3:15p.m. and 3:55 p.m.

If you have an appointment or emergency situation, please make sure you pick up your child prior to 3:15p.m.

Breakfast & Lunch

Students at the STEAM Academy of Warren are eligible to receive free breakfast and lunch each day after completing the proper paperwork. Breakfast begins daily at 9:00a.m. and ends at 9:20a.m. Any student who arrives late will not receive a breakfast unless the student arrives on a late bus. All students will have a designated lunch period for their grade level. Any food allergies must be reported to the Administrative Assistant at time of enrollment to ensure the proper accommodations are made for the student. Students also have the option to pack their lunches if desired and will not be required to consume the lunch for the day.

Title 1 Services

STEAM Academy of Warren is a Title Schoolwide 1 funded school. Students can qualify for Title 1 services after academic performance data is analyzed. Title 1 services are put in place to provide support to students who struggle academically and need additional academic service to improve overall performance in Math and Reading. A quarterly data analysis is completed by administration and Title 1 staff to provide proper support to meet the academic needs of each student that qualifies. Students who receive Title 1 services are given opportunities to test out of the services if appropriate growth is recorded.

Testing

Students enrolling for grades 2-8 will complete an online Performance Series Reading and Math Assessment for the grade they are enrolling in. Administration will use the data to determine the best setting for the students in our school.

Students at the STEAM Academy of Warren are assessed on a weekly basis throughout the school year with Common Core Quizzes or (CCQs). Our teachers collect data on each student and use the data to meet the academic needs for every individual in all subjects. Assessment tools include Kindergarten Readiness Assessment, NWEA Map Test, AIR testing, Dibels, and teacher generated assessments. The data is very closely monitored from week to week in order to provide appropriate instruction and support to all students.

Homework

Your child will be given homework assignments regularly. Students in grades K-2 will be assigned up to 20 minutes of homework per night; students in grades 3-4 will be assigned up to 40 minutes of homework per night; and students in grades 5-8 will be assigned up to 50 minutes of homework per night. Each student is responsible for completing his or her assignments and for turning them in on time.

Homework will be sent home in the school required student planner; please initial the signature space prior to sending it back to school with your child to verify that you have seen the homework. Following are some suggestions for ways you can help your child gain the most from his or her homework experience.

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in his or her room or the kitchen table. Make sure there is sufficient light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Give your child a healthy snack before he or she begins homework. This should help with concentration.
- Give your child a short break from his or her work if needed.
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself!"

FIELD TRIPS

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian in order for the student to participate in a field trip. **Students without signed permission slips will remain at the school in another class.** Participating students will be provided a bagged lunch if participating through the school's regular lunch program. **Babies and children who are not enrolled in the school, may not accompany parents assisting the field trip.**

Grade Level Placement, Promotion and Retention Policy

Pansophic Learning recognizes that the personal, social and academic growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Currently enrolled students will be promoted to the succeeding grade level when/he has in the opinion of the professional staff, achieved the instructional objectives set for the present grade; and demonstrated the degree of social and emotional maturation necessary for a successful learning experience in the next grade.

Decisions regarding a student's promotion and/or placement will be determined on an individual basis. No less than 2 measures from the below list will be used to make a determination regarding promotion and/or placement within the academy.

- Academic Report Card
- Attendance Record (Minimum standard of 93%)
- ILS Grade Level Assessment
- ITBS
- Teacher Recommendation
- Personalized Student Achievement Plan

Students who are placed or retained below chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutorial
- Summer School
- Individual Assistance through the Intervention Assistance Team

Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 Will be promoted or retained in accordance with their performance as well. The progress towards meeting individual IEP goals will be the primary measure to determine promotion or retention.

Student Conduct

STEAM Academy of Warren recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parents' efforts to teach basic values to their children. STEAM Academy of Warren students will adhere to our School-wide Expectation

The STEAM Pledge:

Because I am a STEAM BULL:

I will always **RESPECT** others, and I am worthy of **RESPECT**

I will be **ON** Time to school each day

I will **ACHIEVE ACADEMIC** Success

I believe that I will **RISE** to the occasion and be the best I can be

FOR I AM A STEAM BULL!

School Wide Expectations

The following concept is a part of our school's culture and will be the guidelines that will allow us to create the school climate that we envision at SAW.

At the STEAM Academy of Warren we are on the path to Excellence:

- ❖ **POSITIVE ATTITUDE READY TO LEARN**
- ❖ **ALWAYS FOLLOW DIRECTIONS THE FIRST TIME GIVEN**
- ❖ **TRANSITION QUICKLY, QUIETLY, AND SAFELY**
- ❖ **HANDS ARE FOR HELPING, NOT FOR HURTING**

DRESS CODE

The Board believes that student dress should enhance a positive image of students and the District. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning. We would like students to learn how important it is to dress for success. Students are required to stay in the school dress code every day. The colors are as follows:

Bottoms

Leggings, Pants, Shorts, Jumpers, Skirts, Skorts are permitted as long as they are khaki, dark blue, or black in color. (No denim/sweatpants)

****All shorts, skirts, jumpers, and skorts must not be any shorter than 1 inch above the knee. When students wear leggings, shirts must be no shorter than fingertip length.***

Tops

Students are required to wear school dress code every day. Collared shirts must be a solid color (Never sleeveless, including Picture Day). Shirts must have a collar or turtleneck, logos no larger than a quarter, and may be polo or oxford style. The Steam Academy logo is always allowed (unless on a hooded sweatshirt). V-neck, cardigan, fleece, pullover that has a zipper at the top, vest or crewneck sweater may be worn over the collared or turtleneck shirt and must be a solid color. These items are not to be below hip level. No pouch pockets or hoods will be allowed on any garment. **NO HOODIES**. Students may wear jackets to school to protect them from the weather, but must be removed once the student is in the classroom. Should the occasion arise that a room is cold, the Steam Academy administrator will allow jackets to be worn.

Hooded tops or hoodies are prohibited! Hooded tops or hoodies may be worn as outerwear but must be placed into their lockers once classes have begun!

Shoes

Black Dress
Brown Dress
Blue Dress
Tennis Shoes

***Open toed shoes are not permitted
*No light up shoes or Heelys**

Belts

Belts must be solid black or brown.

***No studded belt or big buckles**

Hair

Hair color including highlights must be within the spectrum of color that hair grows naturally such as blond, brunette, auburn/red, and black. Mohawks, long spikes, and other extreme hair styles which are disruptive/distracting to the educational process or pose a safety hazard are not permitted.

Unacceptable Clothing:

Bandannas, dangling earrings (no longer than an inch), distractive jewelry (chains that are 3 fingers passed collarbone), silly bands, loom bracelets), make up, no hats, drooping/sagging pants, no facial piercings

****The Head of School has the end decision that if a student has selected a manner of appearance that is disruptive to the educational process or presents a risk to themselves or others, they will be removed from the educational setting.***

CODE OF CONDUCT

Schools must set boundaries that will ensure all students experience a safe, orderly and productive environment. Schools ability to ensure this experience is influenced greatly by individual and school-wide discipline.

The code of conduct is the behavioral framework by which SAW carries on its day to day operations. The code reflects academic standards and the right for every student to learn in a non-threatening environment. The code further reflects the school's desire to protect each individual's right deal with violations of safety issues through consequences.

The code that appears on the following pages governs the most serious and obvious types of students misconduct. The prohibited acts listed in the code are not to be construed as all-inclusive. Nor is the list to be seen as a limitation upon the authority of school officials to deal appropriately with violations of school rules and regulations or with other types of conduct with interfere with the good order of SAW, the proper functioning of the educational process, or the health and safety of students, staff and visitors.

The administrators of SAW will issue consequences and enforce violations of the Code of Conduct. It is our goal to treat each situation with consistency. However, there will be occasions where the use of flexibility within this plan will best serve the needs of the individual student and the population as a whole. Details regarding specific incidences are not available for public scrutiny. The SAW administrators reserve the right to make decisions based on experience and knowledge of individual cases.

The code of conduct consists of the following three categories:

Category 1:

- Disregarding school / classroom rules and policies
- Significant Disruptive Behavior / Disorderly Conduct
- Verbal and nonverbal disrespect
- Foul Language / Inappropriate language and or contact
- **Cell phones**, IPOD's, MP3 players, Kindles, Tablets **(will be confiscated)**
- Gum/food/drink in class
- Uniform Violations
- Inappropriate use of materials
- Scholastic Dishonesty / Cheating
- Leaving the room without permission
- Being in an inappropriate place
- Cutting class
- Non-compliant behavior
- Refusal to follow directions

****Consequences for Category 1 Offenses:**

- **Parent Conference with the Principal**
- **Possible Suspension (Administrative Review)**

Category 2:

- Failure to Accept Pre-Suspension Consequences
- Repeated Offense in Category I
- Inappropriate Touching or Exposure of body parts inappropriately
- Instigating or Inciting Inappropriate Actions
- Aggressive behavior towards staff/students
- Bullying / Harassment / Threats (verbal, physical or through social media venues)
- Fighting
- Profanity or Obscenity
- Sexual Misconduct
- Theft / Stealing
- Defacement / Destruction / Damage of School Property or Personal Property
- Gambling

****Consequences for Category 2 Offenses:**

- ***Students who violate rules in Category 2 can be suspended regardless of the number of infractions that he/she commits.***

Category 3:

- Repeated infractions in Category 1 and/or 2
- Physical Assault or Threat of Physical Assault
- Sexual Assault or Threat of Sexual Assault
- Violent Disorderly Conduct
- False Fire Alarm or Bomb Threat
- Weapons
- Drugs/Alcohol
- Look-a-like Weapons or Drug Paraphernalia
- Fireworks or Explosives
- Bullying or Extortion
- Robbery
- Gang Activity
- Breaking and Entering

****Consequences for Category 3 Offenses:**

- ***Students who violate rules in Category 3 will be suspended and recommended for Expulsion.***

All consequences will be reviewed on a case by case basis by the administration

**CELL PHONES ARE STRICTLY
PROHIBITED FROM STEAM
ACADEMY OF WARREN!!!
IF THERE IS AN EMERGENCY
PARENTS ARE TO CALL THE MAIN
OFFICE AT 330-394-3200 AND**

YOUR CHILD WILL BE CALL TO THE OFFICE. IF A CELL PHONE IS SEEN BY A STAFF MEMBER THEY ARE INSTRUCTED TO CONFISCATE THE PHONE AND GIVE IT TO MR. NATKO OR MR. RUFFING WHO WILL KEEP SAID PHONE AND CONTACT PARENTS. PLEASE MAKE SURE TO EXPLAIN THIS TO YOUR CHILD BECAUSE NO EXCEPTIONS WILL BE MADE!!!!!!

Progression of Consequences

Students must follow the School's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, at breakfast and lunch, and on the way to and from these activities. Students' behavior must not keep any of the members of the School community from doing their jobs.

Classroom Consequences

Teaching and learning can only occur in an orderly environment. Within the classroom, teachers will provide direction, set limits, and promote self-discipline. They will be diligent in their role to create a learning environment that is neither overly permissive nor oppressive. Within that context, they will make every effort to motivate students to learn, to redirect them when their attention or behavior falters, and to continue with instruction.

However, if a student demonstrates unwillingness to participate in this learning environment, he/she may be removed from the regular class setting.

Bus Infractions

All bus infractions will be handled according to the Code of Conduct. Students can and will be suspended from riding the bus.

Suspension

Any time students are sent to the Principal for disciplinary consequences, a Referral Form will be generated. This form briefly describes the behaviors that caused the student to be removed from class, hallway, playground, breakfast/lunch room or bus. The Principal keeps an electronic record of all infractions. When students have accumulated a record that, in the Principal's view, reflects unwillingness to abide by school rules, the Principal will recommend suspension or expulsion. Even without such a record of repeated misbehavior, students who break a rule can be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended; however, it will not count toward their grade. Suspensions may be appealed to a team consisting of the Principal and the appropriate teachers. If the outcome is not acceptable to the student/parent, they may then appeal to the Regional Superintendent. Lastly, there can be a final appeal to the Board of Directors. While suspended, the student cannot enter onto school grounds or participate in school-sponsored events.

The steps to appeal to the Board of Director's should be as follows:

1. The Principal should be contacted for reconsideration.
2. It should be brought to the Regional Vice President of Pansophic.
3. The Board should be contacted to hear the unresolved appeal.

Expulsion

In general, students who have had multiple suspensions (i.e. 3 or more) at any point in the school year may be expelled. In addition, students who break a rule in Category III will be sent home for up to eighty (80) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Warren Public School. All expulsions are approved by the Regional Vice President. Parents/guardians are informed in writing of The School's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. Any student that brings drugs or a firearm to school will be referred to the criminal justice or juvenile delinquency system.

Expulsion Process

1. Parent will be notified of the recommendation to expel.
2. Expulsion hearing will be scheduled within 10 days of the date the notice gets mailed to the parent/guardian.
3. The expulsion committee will hear the expulsion. Parent/guardian and student can attend hearing, however it is not mandatory. The committee will consist of at least 3 school officials as follows:
 - a. A school administrators (Principal) - (Hearing official)
 - b. The RVP who was not involved in the original suspension
 - c. One teacher who does not teach the child. If scheduling permits, a KG – 5th grade teacher will chair the committee for students recommended for these grade levels, and a 6th – 7th grade teacher will chair the committee in the event that a 6th – 7th grader is recommended for expulsion.

4. If recommendation is to expel, parents/guardians have the right to request an appeal to the Board. Parents/guardians have 5 days from the hearing to request an appeal.
5. If the parent/guardian exercises his/her appeal rights, the Board President will hear the appeal. It is the parents/guardians responsibility to contact the board to set a meeting to have the appeal heard.

Removal (Emergency removal from school pending parent meeting)

If students break the rules and causes danger or threat of danger to any person or property, the Head of School, or designee, will have them removed from the school without warning.

Corporal Punishment Policy

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, or property or to prevent bodily harm or death to another.

Searches

The following section delineates The School's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

Desks

School desks are the property of SAW. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Random Searches

All school property, students, and personal possessions of students are subject to a random search at any time. Random searches may be conducted at the discretion of the Principal. The search will be reasonable in its scope and intrusiveness.

Anti-Harassment, Intimidation and Bullying Policy

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: 1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or 2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or

cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and code of conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers and students are required to report prohibited incidents of which they are aware to the Principal or his/her designee. All other persons may report prohibited incidents of which they are aware to the Principal or his/her designee. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. The Principal or his/her designee is then responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Principal or his/her designee shall conduct a prompt and thorough investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported (See attached Form for Reporting Incidents of Harassment Intimidation and Bullying at **Appendix 264.1-A**). Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), Parents have access to any written reports pertaining to the prohibited incident, and, if the School has a website, the School shall post this summary of reported incidents on the School website. Semiannually, the Principal will provide the Board President with a written summary of all reported incidents. All School personnel, volunteers and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures. However, Students who deliberately make false reports of harassment, intimidation, or bullying will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to insure that there has been no incidents of harassment/intimidation/bullying or retaliation from the offender or other parties.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*,

detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Principal. The following procedure sets forth possible interventions for the Principal to enforce the prohibition against harassment, intimidation or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

1. Non-disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

2. Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

The School shall incorporate training on this policy into the in-service training required under R.C. 3319.073. The School may provide training, workshops, or courses to other Staff and volunteers who have direct contact with students.

R.C. §§ 3313.666, 3313.667, 3319.073

See also Policy No. 271 Student Code of Conduct; Policy No. 273 Expulsion and Suspension; Policy No. 232 Technology and Internet Acceptable Use; Policy No. 234 Electronic

Communication Devices; Policy No. 261 Student Expression; Policy No. 262 Student Bill of Rights/Responsibilities; and Policy No. 264 Sexual and Other Forms of Harassment.

Parent Involvement and Communications

VOLUNTEERING

Parents are encouraged to participate in School-related activities, including those pertaining to curriculum and instruction, such as assisting with workshop groups and storytelling. Volunteers may also be involved in student drop-off and pick-up, and assisting with School events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. A log of volunteer hours is kept in the school office. A recognition night for volunteers is held at the end of the year.

All volunteers must complete an Application for Employment and a Character Questionnaire, and each must be fingerprinted (for federal and state clearance). Volunteers receive structured training, and must follow all policies and procedures defined by the School. If activity occurs that is not in keeping with the School policies, the Head of School reserves the right to relieve the volunteer of his or her responsibilities.

PARENT TEACHER ORGANIZATION

The **STEAM Academy of Warren** Parent Teacher Organization (PTO) was founded by a group of parents dedicated to supporting student learning and the overall success of the School. The PTO provides School leaders with ongoing input on the operation of the School and serves as a vital link between the School and you—its customers. All parents are encouraged to join the PTO. For more information, contact the School office at **330-394-3200**

PARENT CONFERENCES

Formal parent/teacher conferences are scheduled once a year to facilitate open communication between parents and teachers regarding students' progress. Letters will be mailed home two weeks prior to the conference week.

STEAM Academy of Warren maintains an open door policy, and parents are encouraged to visit their children's classrooms to see them in action. We do ask that parents notify the office upon arriving to the school for a visit to a classroom so as to keep disruptions to a minimum. Informal conferences or conversations are encouraged and may also be scheduled with teachers or School leaders at any time throughout the year.

PROGRESS REPORTS AND REPORT CARDS

Progress reports and Report cards will be sent to parents two times during the quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress.

Textbooks and Supplies

STEAM Academy of Warren furnishes textbooks and instructional materials that remain school property. Parents will be required to reimburse the school for lost or damaged books, before new books are issued. Students are asked to furnish some of their own supplies. The following is a list by grade level:

Attendance Policy

Students at the STEAM Academy of Warren must attend school in order to learn! They must come to school daily, and they must be on time. **State law is clear: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.**

Please refer to **Section 3321.28** of the Ohio Revised Code, **Failure to Send**, and the Revised Code of Senate Bill 181 if there are any questions concerning the laws on attendance.

Excused Absences

The following are examples of valid reasons for non-attendance and apply only to the students who are enrolled and have been in attendance:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Medical & Dental appointment
- A family emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence in school.

Any time your child is absent, you must call the school the morning of the absence and report the reason your child will not be in school. The number to the school is 330-394-3200

When a student is absent, documentation/verification must be provided. A note signed by a parent or guardian must be sent with the student upon his/her return to school and the Principal must approve the absence in order for the absence to be considered excused. **A student absent for three (3) consecutive days will require a physician's statement as to the nature of the child's illness.**

Unexcused Absences

Absences not recognized by the law or approved by the Principal will be considered unexcused. After the third unexcused absence, a letter will be sent by certified mail to inform parents/guardians of their child's status. If the School's efforts do not lead to a correction of the situation, at the fifth unexcused absence, another letter will be sent home and the school will contact the parents/guardians regarding the absences. At the eighth unexcused absence, a referral will be sent to the appropriate authorities so legal action can be initiated.

****Any student who accumulates 15 unexcused absences at any point in the school year will automatically be retained.**

Tardies

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts the beginning of the child's day, but it is also disruptive to the class and infringes upon the rights of others. Habitual tardiness will not be permitted. After the third tardy, a letter will be sent home to parents to inform them of their child's status. At the sixth tardy, another letter will be sent home to parents and the school will contact parents/guardians regarding the tardies.

****Please note that three tardies will be equivalent to one unexcused absence.**

Technology and Internet Acceptable Use

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, tablets, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. Do not view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods of services for personal use, and includes, but is not limited to, the following:

- a. any activity that requires an exchange of money and/or credit card numbers;
 - b. any activity that requires entry into an area of service for which the School will be charged a fee;
 - c. any purchase or sale of any kind; and
 - d. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. The School monitors the online activities of students. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyberbullying awareness and response.

STEAM ACADEMY OF WARREN

COMPACT

The success of the ***STEAM Academy of Warren*** depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of the ***STEAM Academy of Warren***, I pledge to fulfill the responsibilities and uphold the expectations outlined in the *Student Handbook*.

The ***STEAM Academy of Warren*** is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

As the parent of _____ I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to ensure my child attends school every day.

- to support and work with school staff to promote my child's learning

I have read the *Student Handbook* and support the rules and expectations outlined herein.

Signed: _____ Date: _____ / _____ / _____

As a student at the **STEAM Academy of Warren**, I pledge:

-to always follow the rules and to try my best in everything I do. I will respect the expectations that have been set for me.

Signed: _____ Date: _____ / _____ / _____

Student Supplies 2016-2017

Kindergarten

- 1 box of crayons (24 count)
- 2 packages of My First Pencil
- 8 glue sticks
- 4 pocket folders
- 1 small plastic school box
- 2 large erasers
- 1 pair of scissors
- 2 boxes of facial tissue
- 1 package of paper towels
- 1 package of Lysol wipes
- 1 art shirt or apron
- 2 Dry erase markers
- 3 two subject notebooks (wide-ruled spiral)
- 1 change of clothes labeled with child's name
- 1 Sanitizer bottle
- Ziplock bags – Sandwich size
- 1 package index cards
- 2 one subject notebooks

Second Grade

- 2 boxes of crayons (24 count)
- 4 packages of #2 pencils
- 1 large eraser
- 1 bottle of school glue
- 6 glue sticks
- 4 pocket folders
- 1 small plastic school box
- 2 box of facial tissues
- 2 package of paper towels or napkins
- 2 package of Lysol wipes
- 1 pair of Fiskar's blunt-edge scissors
- 1 12-inch ruler
- 2 dry erase markers
- 1 paint shirt
- 1 package of small erasers
- 3 spiral notebook-wide ruled
- 1 pack colored pencils (24 count)
- 2 highlighters
- 1 pack of markers

Ziplock bags – Sandwich size

First Grade

2 box of crayons (24 count)
3 packages of My First Pencil
2 large erasers
1 bottles of school glue
8 glue sticks
1 pencil box
4 pocket folders
3 boxes of facial tissues
1 package of paper towels or napkins
1 package of lysol wipes
1 pair of Fiskar’s blunt-edge scissors
1 pack markers
1 package index cards
1 spiral notebook-wide ruled
1 watercolor paint set
1 ruler (inches/cm)
2 highlighters
2 dry erase markers
2 sanitizer bottles
1 paint shirt/apron
1 composition notebook

Sixth & Seventh Grade

6 spiral notebooks (wide-ruled)
4 composition book
3 packages of wide-ruled, loose-leaf paper
3 red ink pens
6 two-pocket folders
4 packages of #2 pencils
1 box of crayons (24 pack)
1 box colored pencils (24 pack)
2 glue sticks
1 bottle of school glue
1 pair of fiskars scissors
1 school ruler (inches/cm)
1 geometry set
1 pencil sharpener
1 thick bristle paintbrush
2 package of paper towels
2 container of wet wipes
2 boxes of Kleenex
1 art box
4 highlighters
1 pump bottle of hand sanitizer
1GB flashdrive
2 packages of index cards
4 packages of Post-It Notes
2 1-inch 3-ring binders
1 package graphing paper

Third, Fourth, Fifth Grades

6 spiral notebooks (wide-ruled)
2 composition book
1 package of wide-ruled, loose-leaf paper
4 two-pocket folders (blue,yellow,green,orange)
6 packages of #2 pencils
3 red ink pens
2 box of crayons or colored pencils (24)
4 glue sticks
2 bottles of school glue
1 pair of school scissors
1 shoebox
1 school ruler (inches/cm)
1 thick bristle paintbrush
1 pencil box
1 package of paper towels or napkins
2 highlighters
2 Post-It Notes
4 dry erase markers
1 magnet man
1 ream of copy paper
1 school planner
1 3-ring binder
1 package index cards