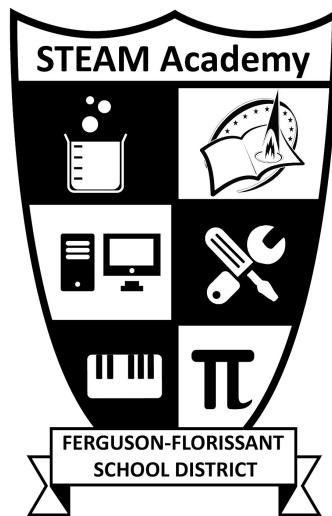


Student & Parent Handbook



2019-2020 School Year

**STEAM Academy
8855 Dunn Road
Hazelwood, MO 63042
Office: 314-824-2422**

<https://www.fergflor.org/steam-gifted-program>

WELCOME TO THE STEAM ACADEMY

Dear Students and Families:

Welcome to the 2019-2020 school year at the STEAM Academy! This handbook provides information regarding many aspects of our school. It will be useful in answering questions you may have about daily routines and special circumstances you may encounter throughout the year. Please do not hesitate to contact our staff directly should you need further assistance. Parents and guardians, please review and discuss the information contained in this handbook with your child.

STEAM Academy students are expected to be their very best selves each day as they pursue academic excellence and strive to be positive members of the school community. To ensure every student has the opportunity to be at their best, we are focusing on academic achievement, attendance, and positive decision making to maintain not only a safe and orderly environment, but to ensure that every student can easily focus on their own academic and personal growth. We cannot do this without each and every one of you who are reading this to play a role as a partner in this work.

Students, come to school each day and hold nothing back in your pursuit of knowledge. Our incredible staff is ready to provide you with everything needed to be academically successful, and your commitment to being an active partner who attends all classes daily and on-time, completes all assignments, asks questions and seeks out help whenever needed, and makes the right decisions for their own growth is the key to making this your reality.

Parents and guardians, do not hesitate to partner with, question, and support us as we work with your children. Contact us any time your student will not be at school so we can best prepare for their return. Reach out to our staff whenever you have questions about curriculum, classes, and anything else that may be of concern or interest. Know you are always welcome to work alongside us as we give our very best to your students.

At the STEAM Academy, we are just as excited as each of you about the start of this very special new year!

Yours in Education,

Dr. Christine Ries
Principal of STEAM and Gifted Education - PROBE

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STEAM Staff and Assignments

Dr. Chris Ries	Principal of STEAM Academy Middle School and Director of Gifted Education - Probe
Karen Williams	Office Professional
Terry Allen	Security Officer
Lisa Whyte	Nurse
Erica Snelson	School Counselor
Susan Luebbers	Gifted Qualifier
Earl Joiner	Technology Specialist
Darren Glover	Custodian
Kristine Blankenship	Cafeteria Staff
Ava Scruggs-Phillips	Cafeteria Staff
6th Grade	
Roxanne Provence	6th Grade Humanities
Derek Herbst	6th Grade Science
Hilary Licata	6th Grade Math
7th Grade	
Akilah Smith	7th Grade Science
Hilary Clay	7th Grade Humanities
Nathan Calcari	7th Grade Math
8th Grade	
Chuck Baker	8th Grade Math
Gina Pereda	8th Grade Science
Wendy Blanton	8th Grade Humanities
Electives	
Alice Lore	Health and P.E.
Amy Freet	Orchestra
Carrie Pace	Art and PLTW
Daniel Bertram	Dance, Health, and P.E.
Justin Straight	Band

Maya Sosa	Spanish
Juanita Gurski	French
Nancy Kowalczyk	Choir and General Music
Sarah Mathews	Theatre and Mass Communications
Shane Prather	PLTW and Computer Science

STEAM Academy Student Expectations

In addition to the broad STEAM Student Expectations outlined on the following pages, the Ferguson-Florissant School District also provides each student with a Student Expectation Code at the beginning of the school year. The Student Expectation Code can be found on the Ferguson Florissant School District website. This document provides details in regards to the expectations for student behavior and consequences for violations. Parents and students are encouraged to review this information together at the start of each school year.

STEAM ACADEMY INFORMATION FROM A-Z

ACTIVITY BUS

Information about after-school activities will be come during 1st quarter. Only those students who have parental permission to stay for a school sponsored after-school activity are allowed to ride the activity buses. The bus route is not the same as the route taken by the students' regular bus; however, it takes them as close as possible to their regular route.

AFTER-SCHOOL ACTIVITIES

Students are encouraged to join extracurricular activities at STEAM, which encompass different student interests. Most activities will be held after school once activity buses are available. Announcements about activities and clubs are made in daily announcements and posted to the STEAM website. Students must meet eligibility requirements based on academics, attendance, and behavior to participate in after-school activities.

ANNOUNCEMENTS

Announcements are made each morning and/or afternoon and posted to the STEAM website.

ATTENDANCE

Regular attendance at school is critical to academic success and STEAM meeting its goal of at least 95% of students at school at least 90% of the time. Being present each day and being on time shows one's value for learning. Parents and guardians can help foster good attendance and should note the following:

- Ensure your child is at school on time every day.
- Make medical and other appointments outside the times that your child should be in school.
- Help your child keep making great decisions that keep them in school every day and let us help.
- Help your child stay healthy by eating a balanced diet, getting plenty of restful sleep at night, and washing hands often.

Should your student be absent from school:

- Parents should email the **attendance email account** (SteamAttendance@fergflor.org) by 7:25 a.m. to report if their child will be absent.
- If a student is absent, but we have not received contact from a parent/guardian, we will call the listed primary contact number to notify you of the student's absence.
- Email, fax or send a note with your child on the day he/she returns to school following the absence, which states the reason for the absence. Please send a copy of a doctor's note if your child was attending a doctor's appointment or medical procedure.
- Students absent five (5) consecutive days or more must have a doctor's note for an absence. Parents are encouraged to provide doctor's notes whenever they are able.
- Students are responsible to obtain make-up work for absences.
- When a student returns from an absence, they will be given one (1) additional day for each day of absence to submit missed assignments.
- If you and your child are participating in Take Your Child to Work Day, a note on company letterhead signed by a supervisor must be submitted for an excused absence.

Absences are excused under the following circumstances only if a note is received:

- Personal sickness
- Bereavement
- Emergency
- Religious Observances
- Physician/Dentist Appointments

The District encourages parents to schedule appointments after normal school hours.

Understanding that this is not always possible, absences during the school day due to scheduled appointments will be excused as long as the student's absence is kept to a minimum.

ATTENDANCE-EARLY DISMISSAL

Students are not allowed to leave the campus on their own for any reason during the school day. Please arrange early dismissal from school by sending or bringing a note to the main office with your student or contacting the attendance email account (SteamAttendance@fergflor.org) directly in the event of an emergency. Students will be released from the main office into parent/guardian custody.

Students who leave the campus without administrative notification and approval are considered truant and will be subject to disciplinary consequences. Students who leave school early will not be able to participate in afterschool programs or activities on that day per district policy.

BACKPACKS

Secondary students shall utilize the clear backpack that was issued by the school district. A FAQ about the backpack was provided when the backpack was issued.

BOOKS

Books and materials are issued to each student and are the property of the Ferguson-Florissant School District. Students are responsible for taking care of all books and materials issued to them. If books or materials are lost or damaged, parents must pay for replacement or repair of these materials. At the end of the year, all books and materials are collected and fines are assessed for lost or damaged materials.

BUS BEHAVIOR

Appropriate behavior on the school bus is the responsibility of each student. Students assigned to a bus must ride only their assigned bus and should not walk home from school without parent permission. If your child is a bus rider, but you will be picking them up from school on a particular day, please send or bring a note to the main office.

All school policies will be observed on the bus, as in the classroom, and any misbehavior on the bus will be addressed promptly. Persistent misbehavior will result in extended bus suspensions and possible removal from bus transportation services altogether. When students are suspended from the bus, it is the parent's responsibility to transport them to and from school.

Student IDs serve as an identification method for drivers to discern who may ride their particular bus. A student without an ID, once issued, may not be allowed to ride the school bus.

CAFETERIA

Breakfast is served from 7:10-7:21 AM. Students arriving on a bus that arrives late (after 7:21 AM) are allowed to eat breakfast quickly before attending class, while those who are late to school for any other reason must go directly to class.

Lunches occur during the school day and students will be assigned one of three lunch shifts. Students may bring their lunches. No food or drink items may leave the cafeteria at any time.

All STEAM students will be offered a daily breakfast and lunch at no cost.

CLINIC/MEDICATIONS

A school nurse is on duty in the school; however, a student must have a pass from school personnel before going to the school nurse except in the unfortunate event of an emergency. If a student becomes ill at school, they are sent to the nurse for assessment and then the nurse will contact the parents/guardians as necessary. If a student is feeling ill, they are not to use classroom or mobile phones themselves to contact their parents to pick them up during school hours. The nurse and all STEAM staff must follow district guidelines for sending students home due to illness. If a parent cannot be reached by the nurse, persons designated as guardians and/or emergency contacts within our school information system are typically called and asked to care for the student until a parent can be notified. For this reason, it is essential to have current phone numbers on file with our administrative offices whenever those numbers may change.

The nurse is not authorized to dispense any over-the-counter medication including Aspirin/Tylenol or other drugs without the written permission of a doctor. Any medications should be brought to school by a parent in a prescription bottle from the pharmacy with a label attached, which contains dosing directions. The nurse is not permitted to administer the first dose of any medication. Students are not allowed to carry medications with them during the day. The school district reserves the right to reject requests for administering medications. For a complete explanation of the district's medications policy, please contact the school nurse.

COMMUNICATION METHODS

We strive to keep open lines of communication with parents throughout the school year. For school announcements we will utilize the following: parent email, announcements posted to the STEAM website, flyers from Peachjar, as well as communication from the District's automated communication tool, InTouch.

CURRICULUM

Information regarding curriculum can be found in the Course Description Guide that is located on the STEAM website (<https://www.fergflor.org/steam-gifted-program>).

DETENTIONS

Detention may be assigned for a variety of reasons as outlined in the Student Expectation Code. If an Afterschool Detention is assigned, students will stay after school on days activity buses are scheduled. Parents will be notified in advance of impending detentions.

DISCIPLINE

Students and parents are urged to become familiar with the Ferguson Florissant School District's Student Expectation Code. This document can be found on the Ferguson Florissant School

District website. Behavioral infractions occurring during the course of school, and, in some cases, external to the physical school site, but involving STEAM students and potentially causing disruption at school may result in conferences, parent contact, denial of privileges, after-school detention, in-school suspension, or suspension. Consequences for behavioral infractions are firm, fair, and have been outlined according to the District's 2019-20 Student Expectation Code.

Students acting in opposition to any of the expectations defined within this handbook, the Ferguson-Florissant School District Student Expectations Code, or in opposition to the provision of a safe and orderly educational site may receive disciplinary consequences at the discretion of the Principal.

DRESS CODE

Students are expected to follow the guidelines found in the District Student Expectation Code.

Students who attend the STEAM Academy are required to wear the following attire (the embroidered items and ties can be purchased at Fishers Uniforms):

- Embroidered Navy blazer
- Embroidered oxford shirts
- Khaki pants or shorts (no cargo)
- Khaki skirts or skorts
- Plaid 37, navy ready tie, cross tie, or bow tie
- A solid brown or black belt must be worn for any items requiring a belt
- Solid navy, white, black or red socks
- Black or white shoes or sneakers (primary colors are black or white)
- P.E. uniform - grey t-shirt and navy mesh shorts, both with STEAM logo, tennis shoes
- School ID

Fischer's Uniforms discontinued selling cardigans to the STEAM Academy during the 2018-2019 school year. Cardigans will not be allowed during the 2019-2020 school year.

It is strongly recommended that students' names are written in their uniform pieces.

Special non-uniform days will be scheduled throughout the year and as rewards for accomplishments. This will include Spirit Wear Days. Spirit Wear Days occur on ½ day Fridays. On Spirit Wear Days students can wear STEAM spirit wear t-shirts and sweatshirts with non-uniform bottoms. All items must be in accordance with the District Student Expectation Code.

UNIFORM VIOLATION CONSEQUENCES

- First violation – Teacher will send a note home with uniform policy attached, to be signed and returned.
- Second violation – Principal or designee will contact parent that a second violation has occurred and clothing must be brought to school.

- Third violation – Parent conference and review of uniform policy and consequences of future violations discussed. School uniform clothing brought to school.
- Fourth violation – Detention and uniform clothing brought to school.
- Future violations will be considered an act of insubordination and will be handled as such in accordance with the Ferguson-Florissant School District Student Expectation Code.

* A student's uniform violation count restarts each semester.

Clothing and accessories that detract from the educational process are not permitted. We expect our students to maintain a level of dress conducive to learning that does not disturb the learning environment. Purses and bags shall not be brought to school.

EMERGENCY PROCEDURES/DRILLS

Emergency procedures are established to ensure the safety of all students and staff. Drills are conducted periodically during the school year and are to be taken seriously. Instructions will be given by teachers.

FOOD AND DRINK

Students are not allowed to take food, candy, snacks and/or drinks out of the cafeteria into the classrooms or the halls. Students are not allowed to eat and drink on the bus. Students are not permitted to chew gum.

Students may bring a clear water bottle to school. The liquid must be water.

FUNDRAISING

Only those materials or sale products sold by authorized STEAM personnel or STEAM-sponsored fundraisers may be sold at school.

GRADES AND GRADING SYSTEM

Grades are reported in each subject four times in a school year and reflect the teacher's evaluation of a student's academic progress.

STEAM adheres to the Ferguson-Florissant School District's grading scale for Grades 3-8:

<u>Grade</u>	<u>Percent (%)</u>	<u>Grade Points</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1

F	59 or below	0
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By utilizing the Ferguson-Florissant School District's Parent Portal, parents/guardians have 24-hour access to view your student's most recently updated grades online. Teachers must update grades at a minimum bi-weekly. If you are unable to access the internet, you may request a hard copy of academic progress.

Families sign up for the Parent Portal during registration. To sign up for the Parent Portal, Parents/Guardians must have a valid photo ID.

HALL PASSES AND HALL CONDUCT

Students have four (4) minutes to travel between classes. Students may request to leave class and can be issued a hall pass at teacher discretion. Hall passes are contained within the student planner. Students not in possession of their student planner may not be allowed to leave the classroom, as is also the case for students not in possession of a student ID. The teacher issuing the pass will initial the pass. When in the halls, students are expected to conduct themselves in an orderly manner and adhere to all school rules. The hallway is still a part of the school environment. Misbehavior in the hallway will be addressed with the Student Expectation Code.

HOMEWORK

Homework may be assigned as practice, extension of an assignment begun in class, or an independent project. It is suggested that students spend time each evening reviewing concepts or reading new material. Please check your student's planner daily and feel free to contact teachers whenever necessary.

IDENTIFICATION CARD (ID)

Students will receive their ID during the first full week of school or upon start for those starting after the first full week of school. Students without an ID are issued a temporary ID by advisory teachers, with each issuance triggering the creation of a new ID and an accrual of a fine of \$5 for the cost of the ID.

Every student is required to wear their ID at all times. Student IDs serve as bus passes, cafeteria identification, library cards, and are required for admission to school sponsored activities. Students are not allowed to alter their ID in any manner and must wear their own ID.

INTERNET AND COMPUTER USE

Internet access is available to all students through district network computers designated for their use. The internet is an instructional resource in the school district and is therefore available for student educational use as determined by the teacher.

All students in Ferguson-Florissant schools will have access when such access is determined appropriate by their teachers.

Any student who does not adhere to the Internet Acceptable Use Guidelines will lose internet access privileges through the school district's network.

LATE WORK

Students will have until the end of the unit to submit missing assignments. After the unit is complete, late work will not be accepted and will be a 0 in the grade book. Teachers will provide details on the final date of the unit which is provided in the syllabus. Point values for late work will be determined by individual departments. (Science, SS/ELA, Math, and Electives)

LAPTOP 1:1

STEAM students are issued a Chromebook to utilize while they are attending the STEAM Academy. Prior to being issued a Chromebook, parents and students must sign contracts. Contracts state that both the student and parent read, understand and agree to all the terms outlined in the Ferguson-Florissant School District Parent/Student 1:1 Handbook, District Student Expectation Code, and Appendix O of District Policy.

LIBRARY MEDIA CENTER

All books must be checked out properly and returned in good condition to avoid book fines.

LOCKERS

Each student will be assigned a locker for their books and personal property and should only use the locker assigned to them. Students should keep their locker locked after each use and the combination to themselves. Students are not permitted to share lockers. Lockers may be decorated on the **inside** only. Lockers are Ferguson-Florissant School District property and may be opened at any time by administrators. Please report any locker problems to the main office.

LOCKER ROOMS

Please make sure to supply your child with a high quality combination lock so that they may secure their items when locker rooms are left unsupervised. STEAM staff are not liable for, nor will investigate the theft of items from locker rooms.

LOST AND FOUND

Clothing items found or left unattended at school will be taken to the Lost and Found. **It is highly recommended that names be placed on articles of importance** in case they are misplaced. Valuable found items such as eyeglasses, keys, and mobile devices will be brought to the office for safekeeping. All items not claimed will be regularly donated to a charitable organization or disposed of in an ecologically conscious manner.

MOBILE PHONES

STEAM staff are not liable for nor will investigate the loss or theft of, or damage to mobile phones and/or other electronic devices from school property.

Though students are permitted to bring these items to school, mobile phones and/or other electronic devices are not to be used or displayed in school. It is required that students store their devices in their lockers with their personal belongings with sound notifications turned off and the lock fully engaged on the locker itself.

In the case of an emergency, parents and guardians should contact the office directly. The office number is 314-824-2422.

NON-INSTRUCTIONAL ITEMS

Non-instructional items that cause disruption of any type to the school day are not to be brought to school. Furthermore, if these items are lost, stolen, or damaged, STEAM staff are not liable for nor will investigate the loss or theft of, or damage to non-instructional items brought to school.

OTHER ELECTRONIC DEVICES

Students are not allowed to bring outside electronic devices (ie. laptops, iPads, Chromebooks, tablets, iPods, etc.) Students are required to utilize their district provided devices at the STEAM Academy.

PARENT/GUARDIAN CONFERENCES

Parent/Guardians may request appointments for conferences with certified STEAM staff. Parents are urged to contact the staff by email or phone to request a conference.

PARENTS/GUARDIANS: CUSTODIAL AND NON-CUSTODIAL

Custodial parents/guardians requesting student records beyond the bounds of standard progress reporting must make an appointment to come to school to retrieve the requested records once the records are compiled and ready. Non-custodial parents without guardianship rights will not be able to access student records. It is imperative that non-custodial parents with parental rights provide documentation to school officials certifying their rights when requesting student records. It is advisable that non-custodial parents/guardians work with the custodial parent to assure all records kept with our school information system are as accurate and up-to-date as possible.

PARENT ADVISORY GROUP

A goal of the STEAM Academy is to maintain an active Parent Advisory Group where parents and school personnel meet monthly to work together for the benefit of STEAM students. Information about the Parent Advisory Group dates will be on the calendar.

PHYSICAL EDUCATION (PE)/DANCE

Students have 4 minutes to dress out for PE/Dance. PE uniforms must be worn during PE/Dance class. (Uniforms can be purchased at Fischer's Uniforms.) In order to be excused from PE/Dance activities, an extended excuse generated by a medical professional must be on file with the school nurse.

PICTURES AND IMAGE CAPTURING

Picture Day is communicated to students and parents/guardians through the week ahead emails and on the STEAM calendar. The STEAM yearbook will be available for purchase separately during the school year.

Students are not permitted to take pictures or video of themselves, others, or STEAM property during the school day, unless it is part of a class assignment and directed by a staff member. Students found in violation will be assigned disciplinary consequences appropriate to the situation as outlined in the student expectation code.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)

PBIS are data-informed, graduated systems of support constructed to address academic, behavioral, and social domains, with an overarching goal of supporting all learners in inclusive environments.

At STEAM, we will demonstrate responsibility, safe, cooperation, kindness, and perseverance. The PBIS matrix will be displayed in all areas of the building as a reminder of STEAM expectations. PBIS lessons are taught formally during advisory. These lessons teach and reinforce expectations and assist students in making positive choices.

Students who exceed PBIS expectations will earn STEAM Bucks that can be traded in for school supplies and incentives. End of semester field trips are connected to our PBIS expectations and will be criterion based.

RECOGNIZE AND HONOR (RAH)

Students will be recognized each semester for their academics, attendance, character, and other accomplishments. STEAM's highest honor is the AAA (Academic, Attendance and Attitude) award. STEAM students reaching this achievement maintain a 3.5 or above grade point average, have a 95% attendance rate, and stay referral free for the semester. Other awards, such as STEAM Honor Roll are presented at the RAH assembly. Students who achieve a grade point average of 3.5 or above will earn a place on the STEAM Honor Roll.

SCHOOL COUNSELOR

STEAM has a professional school counselor who is available to talk with students, teachers, and parents regarding academic and personal issues. Students and parents may make appointments to see the counselor during the school day.

SCHOOL CLOSINGS

In case of inclement weather, announcements about school closing will be made through the district's automated phone calling system and over local radio and television stations. You may also access the district website at www.fergflor.org for this information. Additional information regarding these procedures will be communicated in district publications.

In some cases, the district will start late for inclement weather. The start time for middle school for inclement weather is 9:25.

SCHOOL HOURS

Monday through Friday: School begins at 7:25 AM and dismissal is at 2:30 PM. Breakfast is served from 7:10-7:21 AM. Students are allowed to visit their lockers starting at 7:10 AM. However, if they are eating breakfast, they must report to the cafe' first.

All students should be out of the building by 2:35 PM, unless they are designated to stay for an after-school activity. Students should be sure that they have the necessary materials before exiting the building. Once students leave the building, they are not allowed to re-enter. All students who are not supervised must be picked up by 2:45 PM or leave the premises.

Half Day: The district calendar indicates when students have half days of school. During half days breakfast is served. Students will be dismissed at 11:00 AM.

STEAM Main Office Hours: Main Office hours are from 7:00 AM - 3:00 PM.

STUDENT EMAIL ACCOUNTS

The Ferguson-Florissant School District uses Google Apps for Education as an instructional tool. As part of this service, the district also provides email access to students in grades 4 through 12. Student email correspondence is restricted to communication with district staff and students. Student email correspondence is monitored. Students are not to share their passwords with other students.

TARDINESS AND TRUANCY

Students are expected to be punctual to school and to attend all classes on time. Students should be in their seats with the materials they need for class when the bell rings at 7:25 AM. STEAM's four (4) minutes passing time allows students to use the restroom and prepare for the next class without being late for the next class.

Students who arrive late to school must sign in at the main office and provide documentation from a parent/guardian stating the reason(s) for being late.

Classroom Tardiness

At STEAM, the following procedures will be followed when a student is tardy to any class, including advisory.

<u>Tardy Total</u> <u>(Per Semester/Per Class)</u>	<u>Response</u>
1-2	Teacher reteaching strategies on how to get to class on time
3-5	Parent/guardian contact, lunch detention written in student planner & student serves lunch detention in the library
6	Verbal notification from teacher, parent/guardian contact, discipline referral (coded as tardy)
7-9	Parent/guardian contact, lunch detention written in student planner & student serves lunch detention in the library
10 and up	Verbal notification from teacher, parent/guardian contact, discipline referral (coded as repeated violations)

A student's tardy count restarts each semester.

Truancy

Students who are absent from class or school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the Pri, shall be considered truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians.

Students who accumulate excessive absences may receive disciplinary action, be referred to juvenile court for truancy, and/or be dropped from school.

VISITORS

Any child that does not attend STEAM is not allowed on campus during the school day. Parents of attending students are always welcome, but must make an appointment in order to meet with a faculty member. All visitors are required to sign-in at the front office.

WITHDRAWAL FROM SCHOOL

The parents/guardians of students who will be moving from Ferguson-Florissant School District or cannot attend school due to extenuating circumstances beyond their control should inform the main office at least one week before leaving whenever possible.