



1330 Blair Ave  
St. Paul MN, 55104

T: 651-236-8280 F: 651-369-2907

Website: <https://www.steamacademymn.org/>

# FAMILY HANDBOOK

## 2021-2021

**STEAM Academy's mission is to provide a student-centered learning environment where all of its students, families, and communities apply the civic skills needed to wisely meet the common good through personal and public education. Our school strives to answer the question, "Why do I need to know this?" from diverse perspectives: culturally responsive, critical thinking, life-long learning, gender neutral, community informed, cross generational, and any other viewpoint that produces a greater public good.**

**STEAM Academy embraces a multidisciplinary curriculum with an emphasis on Science, Technology, Engineering, Arts, and Mathematics (STEAM) to provide a learning-for- understanding environment which values personal and community accountability, creativity, diversity, critical thinking, and multiculturalism. We believe that schools can prepare their students for greater understanding of profound issues through collaboration, critical thinking and problem solving. We believe this is possible when learning is done with purpose.**

Dear Students and Parents/Guardians,

Welcome to STEAM Academy!!

The entire staff is looking forward to the new school year with enthusiasm and anticipation. We are eager to work with you and your child (ren) in providing a meaningful learning environment. We encourage parents/guardians to become involved in their child's education.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value to you and your family. For further information and explanations of any policy, visit our website at [www.steamacademymn.org](http://www.steamacademymn.org). Also, please feel free to contact us with any questions you may have about this handbook.

The ultimate goal of education is to help each student become an effective citizen in our community. By developing and accepting the responsibilities and obligations of good citizenship, students will be better able to participate successfully in the world of tomorrow. Students are encouraged to participate in a wide variety of activities to help realize this goal. Remember, success in school, as well as in life, will be directly proportional to efforts.

**Have a great year!**

*STEAM Academy Staff*

Students are expected to be in school every day. School hours are 8:45 AM – 3:45 PM Monday –Thursday and 9:00 AM – 1:00 PM on Fridays. Pickup times are as follows: 3:40 - 4:00 PM Monday-Thursday and 12:50 -1:00 PM on Fridays.

### **ATTENDANCE AND ABSENCE PROCEDURES**

1. Parents/Guardians must notify the school by 8:45 AM if their child will be absent that day. A parent/guardian should state the child's name, grade and reason for the absence. Sick children should be kept at home if they have a fever over 99 degrees or are experiencing vomiting, diarrhea, excessive coughing, severe headache, etc. Students should remain at home until 24 hours after experiencing any of these symptoms. Should a child become ill at school, parents will be contacted to pick them up within an hour.
2. When a parent/guardian does not call in by 8:45 AM., the school will contact a parent/guardian to verify the absence. If the school office is unable to reach a parent/guardian, the parent/guardian must contact the school office before children return. If children are absent for more than 2 school days. Doctor's note should be presented to the school office upon the child's return. If written verification is not received within one school day of return to school, the student's absence will be unexcused.
3. Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:
  - partial credit
  - no credit
  - missed reward activity
  - communication with parents

Students who miss homework because of an absence will receive the opportunity to make-up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work, missed due to illness or absence, from the teacher.

Work missed due to absence will be issued at parent's/guardian's request through the office for students who are absent two or more days. Parents/Guardians are asked to call the office by 9:00 a.m. to request work.

4. Attendance Review – Parents/Guardians will be contacted in writing should excessive absences occur. Parents/Guardians will receive their 1<sup>st</sup> notification following 3 unexcused absences during the school year. They will receive these notes in intervals when a child has 3 or 5 or 7 consecutive unexcused absences. In accordance with Hennepin County truancy policy we must report to the state a child who has more than 7 unexcused absences.

### **Excused Absences**

The following are examples of excused absences:

1. Illness (a doctor's note may be required).
2. Death or serious illness in the immediate family (parents, grandparents, siblings)
3. Medical or dental appointments. Whenever possible, these appointments should be made outside of school hours. If this is impossible, excuses for such appointments must be secured from the office.

*Please note:*

No excused absences will be given for hair appointments, babysitting, shopping, etc. The school also has no authority to excuse a student from class in order to work.

A written excuse from parents/guardians does not necessarily constitute an excused absence.

## **Family Vacations**

It is recommended that family vacations be taken during the parameters of the school calendar. Should parents/guardians find it necessary to remove students from school for vacation purposes, a written request should be submitted to the school office at least five days in advance?

Work may be requested in advance, however, it is a joint decision between administration and the teacher to determine if work will be issued before the departure.

Work missed due to absence must be made up within the same number of calendar days missed, plus one, from the date of return to school.

## **Tardiness**

**Students are considered Tardy if they arrive at school after 9:00am.**

**Late to School** – When a student is late to school, he/she must sign in and a parent/guardian must walk the student in and sign in at the office.

**Late to Class** – Students are expected to be in the classroom on time. An unexcused tardy will be issued to students who fail to comply.

## **Leaving School during the Day**

Students are required to remain in school the entire day unless excused by the office. Students who need to leave during the school day must present a note to the office and sign out before leaving the building.

## **ASSEMBLIES**

During assemblies, each classroom has an assigned seating area in the gym or auditorium. Proper etiquette and behavior by students will be taught and emphasized by teachers prior to an assembly program.

## **BOMB THREATS**

Anyone making a bomb threat will be reported to the proper authorities. Disciplinary action will follow according to school policy.

## **BUILDING HOURS AND USE**

Students should not be in the school building before 8:35 AM and after 4:00 PM, unless taking part in an afterschool activity. Students remaining after 4:00 PM must be in areas under the direct supervision of an adult, **with special permission only and not due to parent tardiness.**

## **BULLYING PROHIBITION POLICY**

An act of bullying, by either an individual or a group of students, is expressly prohibited on school property, busses, or at school-related functions. This policy applies not only to students who directly engage in an act of bullying, but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school, safety, or welfare of the student, other students, or employees. A copy of the complete policy can be obtained in the executive director's office.

## **BUS PROCEDURES**

Riding the school bus is a privilege, **NOT** a right. Students are expected to follow the same behavioral standards while riding school busses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. School bus safety rules are posted in every bus. In addition, students and parents/guardians will receive a copy of the school bus policies, and consequences for violating the policies, at the beginning of each school year. Also, all teachers will review school bus safety with their students the first few weeks of school. Failure to follow the rules will result in bus suspension.

If a student is suspended from the bus three times during the course of the year, it may be grounds for the removal of bus privileges for the rest of the school year.

## **BUS EXPECTATIONS**

- Stay in your seat.
- Keep the noise level down.
- Keep head, hands, and feet inside the bus.
- Don't throw things inside the bus or out the windows.
- No eating or drinking on the bus.
- Keep the bus clean.
- No smoking or tobacco on the bus.
- Don't be destructive.
- Be courteous.
- Cooperate with the driver.
- Stay out of the "Danger Zone"—anywhere within 10 feet of the bus.
- Don't ever try to get anything you left on the bus after you have already gotten off. We'll do our best to ensure personal property is returned.
- Don't try to pick up anything dropped underneath the bus—things can be replaced, children can't.
- Always follow the driver's directions about how to cross the street. Be alert to traffic, look both ways, and always walk in front of the bus.
- Be respectful to everyone and bus property
- Follow all directions
- No electronic devices
- Windows may be opened only at the discretion of the bus driver or teacher.

## **DISCIPLINE POLICY**

Students are responsible for their behavior and actions. The main goal at SACS is education; therefore, anyone who distracts or prevents others from reaching this goal will be disciplined. Whatever steps are necessary to correct the problem will be taken. Students who do well or go above and beyond in their behavior or actions will receive reward points, at the discretion of the teacher.

STEAM Academy uses a system of “Above the line, below the line “for student behavior.

### **ABOVE THE LINE BEHAVIORS:**

- Be responsible
- Be respectful
- Be productive
- Be cooperative
- Be kind
- Be Safe

Students who stay “Above the line” will be successful in our school. Teachers are working hard to help keep students through the day.

### **BOTTOM LINE:**

Bottom line behaviors are those that result in a student being removed from class immediately. These behaviors are almost always safety issues, both physical safety and emotional safety. If a student is removed for a “bottom line” behavior they will be referred to the behavior specialist for consequences.

### **BELOW THE LINE:**

Students who exhibit “below the line “behaviors are subject to each teacher’s classroom discipline plan. May include warnings, seating changes, being asked to stand in the hallway for a short period of time, individual conferencing with the teacher and behavior specialist, phone call to family or other approved consequences.

**STEAM Academy does not have In School Suspension (ISS).**

STEAM Academy use of Out of School Suspension:

STEAM Academy tries not to use out of school suspension. We recognize that elementary school students need to be in the classrooms to learn and grow. Out of school suspension will only be used as a last resort to give staff planning time to more effectively work with students who are presenting challenging behaviors.

## **Friday School expectations**

STEAM Academy has a shortened school day on Fridays from 8:45 AM - 1:00 AM. The shortened schedule each week allows for staff to work on professional learning activities and to look at students’ assessment outcomes to plan for future teaching.

Friday is not an optional school day for students. All students are expected to be in attendance each Friday. Absences on Friday count towards a student's overall attendance record and Hennepin County truancy referrals.

### Friday Options Activity Time

On Friday mornings teachers have the option of an up to 45 minute Friday option reward time for students who have met all academic and behavioral expectations for the week. For students this includes returning nightly homework, and satisfactorily completing all academic learning during the week. Teachers will be working within their "grade band" (K-2, 3-5) to provide academic time for those who do not meet the academic expectations for the week.

#### Students may earn points for exceptional behavior.

Bonus Points
<ul style="list-style-type: none"><li>▪ Use your time wisely</li><li>▪ Show perseverance</li><li>▪ Be a problem-solver</li><li>▪ Do your share to make your school and community better</li><li>▪ Use self-control</li><li>▪ Be self-disciplined</li><li>▪ Accept responsibility for your choices/actions</li><li>▪ Take the high road and choose to walk away from difficult situations</li><li>▪ Express gratitude</li><li>▪ Forgive others</li><li>▪ Help people in need</li><li>▪ Speak up positively for your classmates</li><li>▪ Have the courage to do the right thing</li><li>▪ Be tolerant of differences</li><li>▪ Be considerate of others feelings</li><li>▪ Deal peacefully with disagreements</li></ul>

(All suspensions will be in accordance with the Pupil Fair Dismissal Act of 1974, sec. 127.26-27.40)

The administration may impose or recommend longer suspension, expulsion, or any discipline as appropriate on a case-by-case basis. Regardless of any provision in this policy to the contrary, a student may be subject to a suspension of up to 10 days, or expulsion, for violation of any provisions in this policy.

Reasons for suspension might include, but are not limited to:

- Theft
- Assault
- Fighting
- Destruction of property
- Harassment/Intimidation
- Weapons
- Disrespect to staff
- Sexual Harassment

If a student is suspended three times during the course of the year, it may be grounds for expulsion.

### **EMERGENCY DRILLS – FIRE AND SEVERE WEATHER**

Fire drills and severe weather drills will be held at intervals throughout the year. It is important that students regard these drills seriously and know the procedure to follow in case of an actual emergency. Students should know the exit route to use from their classroom. Teachers will cover evacuation procedures with students at the beginning of the school year.

### **GUM/CANDY/POP POLICY**

Pop, candy, gum and food snacks are not allowed during the school day including busses and recess. If students bring these items, they will be confiscated and the student will lose points.

### **HARASSMENT AND VIOLENCE**

Everyone at STEAM Academy has a right to feel respected and safe. Therefore, we want parents and students to know about our policy to prevent harassment and violence of any kind based upon race, religion, or gender.

A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to religion, race, or gender:

- Name calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Bullying

If any words or actions make a student feel uncomfortable or fearful, they need to tell a teacher or the executive director. Students and/or parents may also make a written report. It should be given to the Executive Director.

A right to privacy will be respected as much as possible.

We take all reports of harassment or violence based upon religion, race, or gender and will take appropriate actions based on the report.



STEAM Academy will also take action if anyone tries to intimidate, or take action to harm, because of a reported situation. Complete policies are available in the Executive Director's office upon request.

## **HAZING PROHIBITION**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of STEAM Academy and are prohibited at all times.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

- No student, teacher, administrator, volunteer, contractor, or other employee of STEAM Academy shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of STEAM Academy shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- STEAM Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school who is found to have violated this policy.

This is a summary of the STEAM Academy policy against hazing. Complete policies are available in the Executive Director's office upon request.

## **INTERNET USAGE POLICY**

Access to the Internet is a privilege, **not** a right. Computers, headsets, etc. are school property and officials may review files and communications to ensure that users are engaging in responsible activities. Misuse of this privilege will result in disciplinary action ranging from loss of privilege to detention/suspension/expulsion and possible legal action involving the authorities.

All students will be allowed access to the Internet. If parents/guardians wish to revoke their access, please notify the Executive Director in writing.

## **MEDICATION**

All medications, including over-the-counter non-prescription drugs, taken by students during the school day must be dispensed under the direction of the school office, and in accordance with Minnesota State Law and School Board Policy. All prescription drugs must come in current pharmacy labeled medication bottles.

Over-the-counter medications must come in their original containers.

Under no circumstances are students to be carrying prescription drugs of any kind. Cough drops or ChapStick will be allowed at the discretion of the teacher, as long as they do not interfere with the learning environment.

## **NOON LUNCH PROCEDURES**

All lunches, whether hot or bag lunch, must be eaten in the cafeteria. No food is to be eaten elsewhere in the building or outside. Certain types of behavior are unacceptable. These include: throwing and spitting out food, hollering, and running, tripping or pushing others, showing disrespect to supervisors, refusing to follow instructions of cafeteria supervisors or leaving a mess on the table or floor. Students who violate the lunchroom rules are subject to disciplinary action and restriction from the cafeteria.

After students are finished eating, they must remain in the cafeteria until a teacher has excused them. Students are not allowed to leave the school grounds during the lunch period.

## **NOVELTY / NUISANCE DEVICES**

The only items students are allowed to bring to school include a backpack, schoolbooks, and school supplies. Radios, iPods, DVD/CD players, pagers, laser pointers, headphones, Gameboys and other electronic games, skateboards, rollerblades, cameras, toys, cell phones, and other novelty items designated by the Executive Director will not be permitted in school. The school is not responsible for the loss or theft of these items while on school property.

## **CELL PHONES**

STEAM Academy does not allow the use of cell phones or other electronic devices during the school day (including on busses). STEAM Academy will not be held responsible for the loss or theft of cell phones or other electronic devices brought to school by students. These devices will be confiscated by staff if used, heard, or seen during the school day, and if confiscated more than twice for misuse. They will only be returned to parents after meeting with staff or the Executive Director.

## **HOMEWORK POLICY**

### **I. Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the STEAM Academy staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

### **Homework assignments include:**

- **Practice** exercises to follow classroom instruction
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

## **II. Time**

Actual time required to complete assignments will vary with each student's study habits, and academic skills. Students should expect to have thirty minutes to an hour of homework to be completed each night. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

## **III. Late Work Policies**

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following:

- partial credit
- no credit
- missed reward activity
- communication with parents

Students who miss homework because of an absence will receive the opportunity to make up for missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence from the teacher.

## **IV. Major Projects**

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

### **Responsibilities of Staff:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Involve parents and contact them if a pattern of late or incomplete homework develops

### **Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

### **Responsibilities of Students:**

- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability. Produce quality work.
- Make sure assignments are done on time and according to the given instructions.

## **REPORT CARDS**

Report cards will be issued upon completion of each term. Grades become a part of the permanent records of the school. Grades reflect the pupil's performance on a daily basis. Classwork, homework, quizzes and comprehensive assessments are reflected in the final grade. These ratings are made from the pupil's performance on a daily basis, from short tests, and from results of unit and final examinations.

Students are required to complete the missing work and return it to the teacher. Parents/Guardians are welcome to arrange a time to come in and discuss student progress with teachers and/or Administration at any time during the school year. Individual daily reports, notes or phone calls can be arranged with the classroom teacher.

## **RETENTION**

If a teacher and administration feel that a child should be retained, parent/guardians will be contacted.

## **SCHOOL AUTHORITY**

All employees of STEAM Academy have the responsibility and authority to enforce school regulations. This includes: the Executive Director, Director of Curriculum, Teachers, Office Manager, Custodians, Bus Drivers, Aides, and anyone else employed by the school.

## **SCHOOL CLOSING DUE TO BAD WEATHER**

If it is decided that school will be delayed or closed due to bad weather, the following will happen:

1. The School will make a decision by 6:00 a.m. as to whether or not school will be delayed or cancelled.
2. Parents/Guardians should listen to KARE 11 or KSTP TV (Channel 5). The school will also send out an automated call to all families, using our automated phone system, by 6 am, if the school will be closed.

## **SECTION 504: PARENT/GUARDIAN & STUDENT RIGHTS**

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free, appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of the Rehabilitation Act;

7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation date, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Special Education Teacher.
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

## **STUDENT PUBLISHED INFORMATION**

Student published information includes (but is not limited to) student directories, photos and names of students who have received awards and participated in classroom and extracurricular activities. These may be published in local newspapers, school district publications and appear internally within the school on bulletin boards and other recognition showcases. If you do not want your child's name or photo to be used for these purposes, please contact the school office.

## **TELEPHONE**

Should parents/guardians have occasion to contact students during school hours, we will be glad to take the message and deliver it between classes or during class at teacher discretion. If it is an emergency, we will contact the student immediately.

Students may use the office telephone for illness or emergency, with staff permission.

## **SCHOOL UNIFORMS**

STEAM Academy has adopted a general dress code for its students. The dress code policy shall not be implemented in a way that restricts opportunities to participate in school activities. The dress code policy is not intended to, and shall not be implemented in a way that promotes a particular religion.

Students are required to come to school in uniforms that are clean, pressed, and in good repair. All clothing must be clearly labeled with the student's name.

Students out of uniform will not be allowed into class without uniform.

The approved dress code is as follows:

**SHIRTS**- Any of the following:

Girls and Boys – Light blue short or long sleeve polo (with or without STEAM Academy logo) or Light blue turtlenecks

Girls and Boys – Light blue round neck or V-neck sweatshirts or sweaters (sweaters/sweatshirts must be solid in color. No designs, pictures or messages will be permitted unless it is the STEAM Academy Logo or school specific message)

T-Shirts, hooded sweatshirts and/or jackets are NOT allowed during the school day.

**BOTTOMS**- Any of the following:

Girls and Boys - Khaki uniform slacks -

Girls and Boys - Khaki knee-length shorts

Girls - Khaki uniform skirts/jumpers or Khaki long uniform skirts

**SHOES**

Tennis shoes/Casual or Dress shoes/Casual Boots (but not snow boots) may be worn

No tennis shoes that light up or have wheels on the soles

No sandals or open toed shoes may be worn.

Heels may be no higher than 1 inch.

Shoes should be comfortable for recess and other activities

## **GUIDELINES FOR WEARING THE UNIFORM**

Shoes are to be fastened (laces tied securely).

Non-uniform items, such as sweatshirts or non-uniform sweaters, must be taken off when the student arrives in the school, and stored in the student's bag or cubby until the end of the day.

### **Hair**

Boys' hair must be worn neatly and cut to a length above the collar. No ponytails, shaved designs, Mohawks, faux hawks, or otherwise distracting styles may be worn.

The school Executive Director will make all final decisions regarding hair requirements.

ONLY natural hair colors will be acceptable.

### **Jewelry**

Girls may wear earrings less than one inch in length. No other facial or visual body piercing is allowed. Boys are not allowed to wear earrings at school.

### **STEAM Academy Uniform Expectations**

It is the expectation of STEAM Academy that all students are in full uniform each day. Students are not allowed in classrooms without full uniforms. If students arrive at school out of uniform they will be referred to the office for parent contact. Parents would be expected to bring the student's uniform to the building.

Coats and jackets are not allowed in the classroom. They are to be hung in the lockers each day upon entry into the school.

### **VISITORS**

Parents/Guardians of STEAM Academy students are invited to visit the school at any time. It is requested that parents/guardians notify the school office at least one day in advance of their visit and register in the office upon arriving at school. All visitors will be required to register in the office and wear a visitor's badge. STEAM Academy students are not permitted to bring other students with them to school as visitors.

### **WEAPONS POLICY**

It is unlawful and against school policy to have a weapon on one's person or in an area subject to one's control on school property or at a school activity.

"Weapon" refers to, but is not limited to, firearms or any device that is designed as a weapon or through its use capable of threatening or causing bodily harm.

Possession of a weapon will result in:

1. An initial suspension for five (5) days.
2. Confiscation of the weapon and notification of the local Police Department.

3. A recommendation to the Executive Director that the student be expelled for the remainder of the semester or school year may follow.

## **WITHDRAWAL**

Students planning to withdraw from school for any reason must bring a written statement from their parents/guardians to the Executive Director's office before the last day of attendance. An official transcript will be mailed upon request to the school to which the student is transferring.