



**Student Handbook
2017-2018**

STATESBORO STEAM ACADEMY
STUDENT HANDBOOK
2017-2018

MISSION STATEMENT

Statesboro STEAM College, Careers, Arts and Technology Academy will evoke a sense of pride and ownership in the love for learning and the adventure of growing beyond self to enhance individual success by putting students first and encouraging them to push past all perceived limits to reach their ultimate goals. Through experiences with Science, Technology, Engineering, Arts and Math; Statesboro STEAM Academy will give students the tools necessary to compete in the world and be ready for a career field that accentuates their individual talents.

GENERAL INFORMATION AND LEGAL NOTICES

Various rights are accorded students pursuant to the Family Educational Rights and Privacy Act (FERPA). This Act accords students and parents the right to be informed about the following:

1. *Right to Inspect* - All student records will be open to parents and students.
2. *Right to Prevent Disclosures* - You have the right to prevent disclosures of educational records to third parties.
3. *Right to Request Amendment* - You have the right to a hearing to seek to change any part of educational records that you believe to be inaccurate.
4. *Right to Complain to FERPA Office* - You have the right to file a complaint with:
Family Educational Rights and Privacy Office
Department of Education
400 Maryland Avenue
S.W. Washington, D.C. 20202
5. *Right to Obtain Policy* - You have a right to obtain a copy of Statesboro STEAM Academy's policy to comply with FERPA.
6. *Notice of Directory Information* - designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the Director that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request, as authorized by policy:
 - a) Student's name, address and telephone number;
 - b) Student's date and place of birth;
 - c) Student's school-assigned e-mail address;
 - d) Student's participation in official school clubs and sports;

- e) Weight and height of student if he/she is a member of an athletic team;
- f) Dates of attendance at the school;
- g) Honors and awards received during the time enrolled in the school;
- h) Video, audio or film images or recordings;
- i) Photograph; and
- j) Grade level.

If a parent or student wishes to refuse to have the designated information disclosed s/he needs to file a written notification with the Director.

7. *Non-Discrimination Policy* - Statesboro STEAM Academy does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admission policies, or any other school-administered programs. Furthermore, Statesboro STEAM Academy is committed to serving a broad-based, diverse student population.
8. *Visitors and Parents* - We welcome all parents and visitors to the school. However, to insure the safety and security of our students, all parents and visitors are required to sign in at the front desk and receive a visitor's pass. Anyone entering the building without signing in and receiving a pass may be asked to exit the premises.
9. *Medications* - A parent and/or guardian must fill out a form giving specific directions for administering medications and permission to do so. All prescription medications will be retained in the school office to be administered there by the Nurse or a designated employee. Non-prescription drugs may be administered by the core teacher with written permission from the parent. If prescription drugs, such as inhalers, need to be administered in the classroom, both a doctor and a parent must provide written instructions to that effect to Statesboro STEAM Academy.

For prescription medications, the dosage must be clearly indicated on the original and current container of the medicine or the doctor must fill out a form clearly stating the current dosage.
10. *Disaster Alerts* - These alerts will be held periodically throughout the school year for fire drills, tornado alerts, and all clear signals.
11. *Addressing Concerns* - Students/Parents who are concerned about a specific classroom situation should first speak with the teacher. If the issue is not resolved, the student/parent should talk to the advisor in their child's area; finally, they should consult the Director. If further action is needed, the issue will be presented to the Governing Board to determine the appropriate steps to be taken.
12. *Failure* - Students at Statesboro STEAM Academy need to understand that a failing grade in a class equals no credit. Students will be responsible for making up that credit at another time. If students are absent 10 or more times in a semester, they may fail that

class. Students must complete their educational contracts, or they will be considered absent.

If a student has failed two of his/her seven classes, s/he must appear with his/her parent/guardians before the team members of Middle School or High School to determine their academic standing. A plan of action will be developed to determine future academic success. Failure to comply with said plan may result in non-promotion or retention at current grade status.

13. *After School Activities and Interim Activities* - All school sponsored activities, held after school hours, are under the jurisdiction of the school, and the same rules and regulations govern them as during school hours. All other activities are under the jurisdiction of the sponsoring organization.
14. *Student Driving and Parking Regulations* - If a student chooses to park a vehicle on the school campus at any time, the student understands and agrees that the vehicle may be subject to periodic inspection by school officials and may be searched at any time and for any reason. All cars must be registered with the school and have the appropriate designation on the dashboard. All students driving a car to school must have a valid driver's license. Reckless driving will not be tolerated and may be subject to disciplinary action and/or reporting to proper law enforcement officers. Students will park only in designated student parking areas. Sitting in cars or in the parking area during school hours is not permitted.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or

8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Statesboro STEAM Academy has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Statesboro STEAM Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Statesboro STEAM Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Statesboro STEAM Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

The following activities requiring notice and consent or opt-out have been scheduled for the upcoming school year:

- ***The Georgia Student Health Survey 2.0.*** This survey, which the district will administer during the fall of the upcoming school year, asks in grades 6-12 about their experience with and attitudes toward tobacco products, drugs and alcohol. Parents who do not want their child to participate in the survey send a letter opting out by December 1, 2017.

Civil Rights Complaint/Complaint Procedures

Parents and employees have the right to file a civil rights complaint with the SSCCAT Director and/or Governing Board. While employees are considered at -will, and there is no formal grievance process for terminations, there is a grievance process for civil rights complaints made by employees.

Policy

1. Statesboro STEAM CCAT Academy will ensure protection of civil rights for all students and staff according to state and federal laws and provide a procedure for civil rights discrimination complaints and resolution.

Procedure

1. If a staff member, parent, or student has a civil rights complaint, then the staff member, parent, or student may file a complaint with the CCAT Director. If the Director cannot resolve the issue, then the complaint may be brought before the SSCCAT Governing Board.
2. If the complaint is against the Director, a staff member, parent or student may file a civil rights complaint with the Governing Board directly. The individuals who have been designated to monitor and coordinate SSCCAT's compliance with Title IX, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and all other applicable State and Federal civil rights laws, may be reached at the following address and telephone numbers:

Corliss Reese, SSCCAT Director
1718 Northside Dr. E.
(912) 764-5888 office

Tom Caiazzo, Governing Board Chair
1718 Northside Dr. E.
tcaiazzo@ega.edu

Procedural Safeguards/Parent Rights Under Section 504

Parents/guardians should be provided notice of their rights under Section 504:

- When Parent/Guardian Notice of Initial Referral is delivered
- When eligibility is determined.
- When a plan is developed.
- Before there is a significant change in the plan for services.

You have the right to:

- Have your child take part in and receive benefits from public education without discrimination because of his/her handicapping condition.
- Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Have an evaluation that draws on information from a variety of sources and by persons who know the student, the evaluation data and placement options.
- Be informed of any proposed actions related to eligibility and plan for services.
- Examine all relevant educational records and assessments relating to decisions regarding your child's identification, evaluation, educational program and placement.
- Receive all information in your native language and primary mode of communication.
- Periodic re-evaluations and an evaluation before any significant change in program/service modifications.
- File a grievance with the school district over an alleged violation of Section 504 regulations.
- Appeal a decision pertaining to identification, evaluation and education placement through a due process hearing.
- An impartial hearing if there is disagreement with the school district's proposed action not resolved through the initial hearing.
- Be represented by counsel in the impartial hearing process.
- Appeal the impartial hearing officer's decision.
- Obtain copies of educational records at reasonable cost unless the fee would effectively deny you access to the records.
- A response from the school district to reasonable requests for explanations and interpretations of your child's records.
- 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.

Grievance Procedures and Appeal Process

Section 504 grievance procedures will follow general grievance procedures outlined in Statesboro STEAM Academy Policies. It is against the law to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Any grievance alleging discrimination **must** be filed with the school-based 504 Chair or school principal within 30 business days of the alleged act of discrimination.

Every effort will be made to settle the complaint informally. Initial complaints can be lodged with the school-based 504 Chair or school principal.

If the parent (or student if 18 years or older) feels the complaint cannot be resolved through informal means, the parent or eligible student may file a grievance to appeal the decision made by the 504 committee.

The grievance should first be filed with the school-based 504 Chair or principal. The grievance should be submitted in writing stating the nature of the grievance. The principal and 504 Chair will meet with the parent/guardian within 10 business days of receipt of the grievance.

The Principal will provide a written response to the grievance within 10 business days of the meeting.

If the parent/guardian is dissatisfied with the Principal's response, the parent/guardian may appeal the decision to the district 504 Coordinator. This appeal must be made in writing within 10 business days of receipt of the Principal's response.

The district 504 Coordinator will review the written documents and may conduct a factual inquiry and hold a conference as necessary to make a determination of whether there was a violation of the student's civil rights. The 504 Coordinator will provide a written response within 10 business days of receiving the grievance unless additional time is necessary to complete any investigation.

If the parent/guardian is dissatisfied with the 504 Coordinator's response, the parent/guardian may appeal the decision to the Superintendent. This appeal must be made in writing within 10 business days of receiving the 504 Coordinator's response.

The Superintendent may review the written documents and respond or the Superintendent may schedule and hold a conference with the parent/guardian. The Superintendent will provide a written response with 10 business days after the conference.

If the parent/guardian is not satisfied with the remedy provided by the Superintendent, the parent/guardian may appeal to the Governing Board within five (5) business days of receiving the Superintendent's response.

The Governing Board will then conduct a hearing pursuant to Governing Board policies and procedures for hearings. The Board will provide a final written decision within 30 business days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

The parent is not required to exhaust these grievance procedures before seeking a Section 504 impartial hearing. A parent may request an impartial hearing at any time. These procedures cannot be used to deny or delay a parent's right to a hearing.

A Section 504 impartial hearing is facilitated by the school district and the school district obtains the hearing officer to hear and decide the case. Employees, board members of the school district and those under contract by the school district are prohibited from serving as the hearing officer. Section 504 regulations do not require that the selection of the hearing officer be a mutually agreed upon decision between the school district and the parents/guardians.

Statesboro STEAM Academy Impartial Hearing Officer is a person familiar with the Section 504 process and fits the 504 requirements.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

District 504 Coordinator

The persons in this LEA who are responsible for assuring that the district is in compliance with 504, are Benji Lewis Student Services Director and Corliss Reese School Principal. They can be reached at the (912) 764-5888.

Statesboro STEAM Academy does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation or age in its programs or activities.

Volunteers as Mandated Reporters

O.C.G.A. 19-7-5 holds volunteers in schools, hospitals, social agencies or similar facilities responsible for the same child abuse reporting requirements as employees. As a mandated reporter, you are legally required to report suspected child abuse or maltreatment if you encounter it in your role as a volunteer.

The following table indicates signs that may signal the presence of child abuse or neglect:

Physical abuse	Neglect	Abuse or Neglect
<ul style="list-style-type: none"> · Has unexplained burns, bites, bruises, broken bones or black eyes · Seems frightened of the parents and protests or cries when it is time to go home · Shrinks at the approach of adults · Reports injury by a parent or another adult caregiver Shows sudden changes in behavior or school performance 	<ul style="list-style-type: none"> · Begs or steals food or money · Is consistently dirty and has severe body odor · States that there is no one at home to provide care to them · Lacks needed medical or dental care, immunizations, or glasses 	<ul style="list-style-type: none"> · Shows sudden changes in behavior or school performance · Has not received help for physical or medical problems brought to the parent's attention · Is overly compliant, passive or withdrawn · Has learning problems or difficulty concentrating · Demonstrates bizarre, sophisticated or unusual sexual knowledge or behavior

If you suspect that a child that you are working with at the school has been abused or neglected, immediately contact the administrator of the school with your suspicions. This information is confidential and shall not be shared with anyone other than the administrator.

ADMISSION & ENROLLMENT POLICIES

Admission - Students must reside in Bulloch County to be eligible for grades 6 through 12.

Enrollment

Policy

1. SSCCAT will follow state laws for enrollment of students at SSCCAT, including appropriate “lottery” procedures as required.
2. Enrollment of students is based on SSCCAT charter.
3. Any parent interested in enrolling his/her student at SSCCAT must fill out the enrollment application.
4. Statesboro STEAM SSCCAT Academy must obtain the following upon admission:
 - a. Proof of up-to-date immunizations
 - b. Birth Certificate or social security card
 - c. Most recent report card
 - d. Most recent test scores (CRCT, ITBS etc.)
 - e. Any Special Education or Disciplinary Records
 - f. A signed Parent Contract
 - g. An Emergency Form
 - h. A Medical Permission Form (if needed)
 - i. Proof of residency

Procedures

1. SSCCAT does not discriminate on the basis of race, color, gender, national or ethnic origin in enrollment policies.
2. SSCCAT will advertise open enrollment in the spring of each year and throughout the year if openings exist.
3. Students will be enrolled on a first-come, first-served basis as openings exist, and students will be placed on a waiting list in the order of received applications if openings do not exist.
4. Openings will be filled with students by conducting a lottery in the spring.
5. SSCCAT will begin advertising for fall enrollment the previous January through April.
6. SSCCAT will set a deadline for Intent to Enroll forms for returning students to be turned in by April 30. New students must turn in Intent to Enroll forms by June 1.
7. After April 30, SSCCAT may begin replacing current students whose families have failed to turn in the Intent to Enroll forms with students on the waiting lists determined by the enrollment lottery.
8. If positions remain available after April 30, openings will be filled on a first-come, first-served basis.
9. SSCCAT will enroll 20 students per grade.
10. Students will not be enrolled after July 1 of each school year.

If students are initially enrolled and do not attend school for 10 days of that session, they will not be considered officially enrolled.

Attendance Policy

1. SSCCAT will follow state laws for student attendance.
2. All students are expected to attend school every day to give them the best opportunity to learn. Students are expected to arrive on-time, with required materials, and ready to learn.
3. SSCCAT will provide a student handbook with definitions regarding school schedules, absences, and tardies.

Procedures

1. **Prearranged Absence:** When parents make arrangements in advance with the teacher that the student will be away for family events, travel, or other reasons. The student is then given homework to be completed before his/her return.
2. **Excused Absence:** Any absence with a doctor's note or other documented proof from a third party that the student had medical or urgent need to miss school. A doctor's note may also excuse days of absence prior to the doctor's visit.
3. **Regular Absence:** Absences, which the parent or legal guardian has called in and explained. The administration will determine whether the absence is excused or unexcused.
4. **Unexcused Absence:** Absences which the parent has not called in by 9:00am and for which there appears to be no valid reason.
5. **Tardies:** Any student arriving after 8:30am is considered tardy. We track tardies and inform the parents after 6 tardies. After 8 tardies a Parent/Student/Director meeting will be held to find ways of increasing on-time attendance.

SSCCAT is willing to consider the circumstances of each child and recognize that some children have medical and other needs affecting attendance. SSCCAT becomes concerned when a student has excessive tardies and unexcused absences. After 10 unexcused and/or regular absences or after 20 tardies we may be required to report to the juvenile court. Parents will be informed by certified mail at 10 absences and 20 tardies.

Academic Policy

1. All students could earn up to 28 credits for graduation from SSCCAT.
 2. All students are expected to graduate with 24 credits but exception can be made by the Director for no fewer than 23 credits (the state minimum).
 3. Statesboro STEAM Academy supports the Move on When Ready option at area colleges and universities.
1. *Educational Contracts* - Statesboro STEAM Academy may devise special learning programs where students would receive attendance credit for exceptional opportunities such as travel, special academic programs, special performance opportunities, or prolonged illness, etc. All such plans must be prepared and approved by the director prior to the absence. It is the responsibility

of the student to complete the contract and have individual teacher's initial receipt of required assignments. The student will then return the completed contract to the Team Leader within 10 days of returning to school. Failure to return a completed contract will result in all missed days being recorded as absences.

3. *Extended Hours* - School hours are from 8 to 4. Designated personnel will be responsible for after school.
4. *Early Dismissal* - Arrangements for early dismissal should be made by a written note or in person. The person picking up the student must sign him/her out at the school office.
5. *Calendar* - Statesboro STEAM Academy will utilize a year-round school calendar that provides a significant increase in instructional time within a framework that provides blocks of concentrated instruction interspersed with periods for rest and relaxation. There will be four academic sessions. Two of these days will be spent completing the required Student/Parent conferences each nine-week session. These sessions will also include teacher planning days. Each academic session will be followed by a minimum fifteen-day hiatus. This schedule was chosen to enhance and incorporate the most advantageous learning and retention abilities of the students. A year-round academic schedule provides duration of time in which learning retention is optimal followed by a period of free time that is neither so long that retention is lessened, nor so short that minds are not rested and energies are not revitalized.

Traditional school calendars require 6 hours of instruction for 180 days; this translates to 1080 instructional hours per school year. Statesboro STEAM Academy is based on an average instructional day of 6.15 hours. This allows Statesboro STEAM Academy more instructional time.

STUDENT CODE OF CONDUCT

1. *General Expectations* - Generally, students are expected to be mature and well-behaved, ready to put forth maximum effort in all their classes. They are expected to be on time, to be prepared for class, and to participate in an appropriate manner. Moreover, they are expected to enjoy what they are doing-- Learning should be fun! However, only INDIVIDUAL STUDENTS can make it that way. Last of all, students are expected to respect their instructors' and their classmates' time, talents and opinions!
2. *Cell Phones and Electronics* - Statesboro STEAM Academy has agreed students may have cell phones under the following conditions: They must not be seen, heard, or used at school during instructional times unless used for instructional purposes with teacher permission. Essentially, they can only be carried in the student's belongings, they should not be worn. When students enter their teacher's room, they should place their phone in the cell phone pouch until otherwise instructed. If a student fails, to follow this procedure their cell phone will be confiscated and will not be returned until the end of the session.
3. *Dress Code* – The following dress code shall be in place for Statesboro STEAM Academy students. Female students will not wear tops which reveal midriffs, cleavage or bare shoulders. Bra straps must also be concealed. Skirts and shorts must adequately cover bottom and thighs, and male and female students should not wear pants or shorts that reveal underwear. All students are restricted from wearing any attire that shows inappropriate language, nudity, alcohol,

cigarettes, or which exhibits symbols of racism or bigotry. Hats will be allowed at the discretion of individual teachers. Students found to violate the dress code will receive a verbal warning from any teacher. If a student is warned for a second time, a phone call home will be made to the parent or guardian. Repeated offenses will warrant an incident report and students will enter the formal discipline process.

4. *Student Governance* - Statesboro STEAM Academy believes that students will govern themselves when given the opportunity to engage in meaningful work in partnership with their family and teachers. Our policy will be to hold each student responsible and accountable for his/her behavior. The Student Governing will continue to have input into the dress code, lunch and other policies.
5. *Cheating/Plagiarism* - Cheating is wrong and unnecessary at Statesboro STEAM Academy. If a student is worried about not performing at an expected level, cheating or plagiarism will only make the situation worse. Cheating includes any attempt to defraud, deceive, or mislead a teacher. Plagiarism is a form of cheating when a student tries to pass off another's ideas, language or work as their own. Allowing others to write papers is another form of plagiarism. The consequences for cheating and plagiarism will result in a written incident report and may result in failure on assignments or tests. Cheating and plagiarism offenses will be treated as any other violation to the disciplinary policy - up to and including suspension and/or dismissal from Statesboro STEAM Academy. Students also have the right to appeal this action by following the process set forth under the Student Code of Conduct.
6. *Disciplinary Policy* - Should a student find difficulty with self-discipline, adjustments will be made in his/her daily plan, namely: increased isolation to complete work, a more closely supervised schedule, etc. In this way, the student and his/her teacher or teachers will first try to reach a satisfactory solution that includes a plan of action for future behavior. Since each student's parents will be routinely involved in the school, they will also be consulted. It is anticipated that solutions can be found to most problems.

Discipline Policy

The SSCCAT Discipline Policy and Procedures will be followed by all SSCCAT staff and students.

Policy

1. Statesboro STEAM Academy will ensure a safe and positive learning environment for all students, staff, and parents and follow a standard set of disciplinary guidelines.
2. Students will follow school rules to ensure a safe and positive learning environment for all students, staff, and parents and abide by the disciplinary guidelines outlined here and within student handbook.
3. SSCCAT staff will make students aware of school rules and provide educational opportunities for learning about civic awareness and social responsibility as they pertain to the treatment of other people and one's individual behavior.

Procedures

The following behaviors are prohibited on Statesboro STEAM Academy grounds or on school sponsored field trips or activities taking place off of school grounds:

- Bullying another student or employee emotionally, physically, or psychologically in any way.
- Causing physical harm to another student or employee (fighting, hitting, kicking, grabbing, etc.).
- Cheating.
- Destruction or defacing of property belonging to the school, staff, or another student or their family.
- Disrespectful and rude behavior.
- Disrupting the educational process or the safe learning environment of the school in any way.
- Drawing pictures of acts of violence or threats on other students, parents, or staff.
- Extortion.
- Hazing (a test or a task involving harassment, abuse, or humiliation used as a way of initiating a person into a team, gang, club, or other group).
- Leaving school grounds without staff or parent supervision during the school day.
- Littering.
- Lying.
- Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited.
- Plagiarism.
- Possessing weapons (knives, guns, swords, bows, etc.) or incendiary devices or explosive devices (including over-the-counter fireworks); possessing laser pointers.
- Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia.
- Public displays of affection (in a romantic manner).
- Refusing or delaying to follow staff instructions.
- Stealing.
- Swearing, cussing, or cursing; using vulgar or crude language or gestures.
- Threatening students, parents, or staff in any way.
- Truancy from class or “ditching” class.
- Use of cell phones or electronic gaming or music devices without permission.
- Using abusive or derogatory language.
- Viewing, possessing, sharing, or distributing pornography in any format.
- Wearing clothing with drug, tobacco, alcohol, or gang references. Wearing any clothing threatening others. Wearing any clothing deemed to be a distraction or inappropriate by the school teachers or administration.

Students are expected to:

- Attend school as required by state law.
- Promote and ensure a safe and positive learning environment for all students and staff.
- Be respectful of others.
- Complete assigned work on time.
- Follow staff directions and obey school rules and policies.
- Come to school prepared with proper materials, appropriate dress, and required assignments.
- Demonstrate a commitment to school rules and policies and positive interaction with fellow

students, parents, and staff.

The following are causes for possible expulsion:

- Possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material on school grounds or during a school sponsored off-campus activity.
- The sale or furnishing of narcotics or other hallucinogenic drugs or substances represented to be a controlled substance, or drug paraphernalia, or imitation drugs.
- Assault or battery on school personnel.
- Robbery or extortion.
- Disruptions of the classroom or learning community at large, on school grounds, or during school activities or events, in which behavior was initiated, willful, and overt, requiring attention of school administrators to deal with the disruption.
- Sexual harassment.

Standard Discipline Procedures

General Discipline Categories

Minor

- Class disruption
- Rough play
- Hurtful or inappropriate language
- Cheating
- Unintentional injury of another person
- Swearing, cussing, or cursing; using vulgar or crude language or gestures
- Using abusive or derogatory language
- Public displays of affection (in a romantic manner)
- Cheating
- Lying
- Disrespectful and rude behavior
- Refusing to follow or delaying to follow staff instructions
- Plagiarism
- Wearing clothing with drug, tobacco, alcohol, or gang references.

Major

- Physically contacting another student in a sexual manner (petting, kissing, groping, grabbing, etc.); sexual harassment of any kind is prohibited
- Causing physical harm to another student (fighting, hitting, kicking, grabbing, etc.)
- Bullying another student emotionally, physically, or psychologically in any way
- Possessing, using, selling, or distributing illegal drugs, alcohol, or tobacco or being under the influence of these substances; possessing drug paraphernalia
- Possessing weapons (knives, guns, swords,

Suggested Discipline Steps

Minor Infractions

1. Verbal Warning
2. Warning and meeting with parent (in person or by phone)
3. Visit to principal – possible removal of privileges (field trips or recess time); incident report filed
4. Suspension

* SSCCAT staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations.

Major Infractions

1. Sent to the Principal; incident report filed
2. Possible meeting with parents and/or removal of privileges (field trips or recess time)
3. Suspension

Wearing any clothing threatening others.

Wearing any clothing deemed to be a distraction or inappropriate by the school teachers or administration

- Use of cell phones or electronic gaming or music devices without permission
- Breaking playground, class, or lunchroom rules not specifically listed here
- Littering

bows, etc.) or incendiary devices (including lighters or matches) or explosive devices (including over-the-counter fireworks); possessing laser pointers

- Threatening students, parents, or staff in any way
- Drawing pictures of acts of violence or threats on other students, parents, or staff
- Destruction or defacing of property belonging to the school, staff, or another student or their family
- Stealing
- Leaving school grounds without staff or parent supervision during the school day
- Truancy from class or “ditching” class
- Disrupting the educational process or the safe learning environment of the school in any way
- Viewing, possessing, sharing, or distributing pornography in any format
- Hazing
- Extortion

4. Expulsion

* SSCCAT staff may skip or combine levels of consequence if they judge the infraction requires firmer discipline. These steps are not necessarily sequential for all situations.

Incident Reports

1. Teachers are expected to maintain their own records of classroom incidents regarding discipline according to the discipline procedures for classroom behavior.
2. The Principal maintains a file of all incidents involving the Principal and may place these reports in student files at his/her discretion.

Behavior Contracts

Students who are not responding to the standard consequences for infractions or are entering SSCCAT with a history of previous discipline issues may be required to sign a Behavior Contract. This contract will be written in conjunction with a member of the Disciplinary Action Team and a SSCCAT administrator. The contract will be finalized and signed at a meeting involving these parties and the parent/guardian and student. A Behavior Contract is an attempt by the school to intervene when a student shows a pattern of repeated rule infractions and may be on track for expulsion. A Behavior Contract is meant to intervene when serious consequences such as suspension are not working or have not worked; the contract is meant as an attempt to change certain behaviors so the student can avoid expulsion.

Suspension

1. Students who are suspended will be notified in writing; a parent or guardian will also be notified by phone and in writing. The suspension notice will include reasons for the suspension and the dates of the suspension.
2. Parents are required to meet with the Disciplinary Action Team to reinstate a student on the day they return from a suspension prior to the start of the school day.
3. Any student that faces a suspension of ten days or more will be subject to expulsion and will be required to attend a hearing in which they may be represented by counsel, to confront and cross-examine witnesses, or to call witnesses before a determination on their eligibility to maintain enrollment is made.

Expulsion

1. Students who break rules which may result in expulsion from Statesboro STEAM Academy will be placed on long-term suspension until a determination on expulsion is made.
 2. The SSCCAT Governing Board determines expulsion at the next available board meeting based on recommendations from the Director. Parents or guardians of the student will be notified of the board meeting and the recommendation for expulsion at least 48 hours prior to the board meeting. The student and parents or guardians may attend the board meeting and speak on the student's behalf.
 3. The SSCCAT Governing Board will determine the duration of the expulsion. Parents or guardians of students recommended for expulsion will be notified in writing within 7 days of the Governing Board's decision.
- A. *Right to Search* - Statesboro STEAM Academy also reserves the right to search a student, student belongings (desks, lockers etc.) or student automobiles in order to maintain discipline and protect the safety and welfare of all students in the school. Personal searches will be conducted when a school official has reasonable suspicion that a student has violated school policy. A pat-down search, if needed, will be conducted in private by a school official of the same sex with an adult witness. School officials may at any time conduct periodic, general inspection of any items on school property including automobiles parked on school property. This may include search by Drug-Sniffing and/or Weapon Sniffing Canine and/or by Metal Detectors. If any such search yields illegal or contraband materials, such findings shall be turned over to local law enforcement authorities.

- B. *Harassment-Free Environment* - Statesboro STEAM Academy is dedicated to maintaining an environment that is free from harassment because of an individual's race, color, sex or disability. Statesboro STEAM Academy will act promptly and investigate all complaints, formal or informal, verbal or written, of said harassment. If it determines that unlawful harassment has occurred, SSCCAT will act promptly to appropriately discipline any student, teacher, parent or other school personnel who is found to have violated this policy. Allegations of such harassment should be made to the Director. Filing of a complaint will not reflect on the individual's status nor affect future grades or educational decisions. The right to confidentiality of both parties will be respected until a complete investigation has been conducted and corrective action has been determined.

- C. *Smoke-Free Environment* - Statesboro STEAM Academy will be designated as a smoke-free environment both in the building and on school grounds.

- D. *Right to Appeal* - Students have a right to appeal any disciplinary action by submitting a written request to the Director for an audience with the School Based Management Team and the Governing Board. Both the parents and the student should attend this meeting.

ACADEMIC POLICIES & PROCEDURES

1. *Promotion and Retention* - Promotion and retention will be made on the basis of annual student portfolios, in which the student's work will be assessed individually. The purpose of assessment is to support and guide the learning process. It is a tool to recognize accomplishment and certify that knowledge has been gained. Assessment will also discern those areas where understanding is still incomplete and will enable students to focus their efforts where they will produce the greatest benefits. The goal is to encourage students to do their personal best and to show improvement throughout the year. In accordance with Georgia State Law, special promotion evaluations will come in the third, fifth and eighth grade year. In Statesboro STEAM Academy's multi-age groupings, there is a de-emphasis on grade level promotion. All Statesboro STEAM Academy students who complete the High School Curriculum will receive a College Preparatory Diploma and will be required to meet all the Georgia Requirements.

Student performance relative to state standards for each grade level will be measured by performance on state-mandated tests and by the performance based objectives as reflected in student portfolios, which are structured around the Georgia Standards Excellence. Students performing below expectation for reading and math in Grade 8 will not be promoted until scores are deemed satisfactory according to the appropriate guidelines. Students performing below expectation will be ineligible for graduation. As state guidelines mandate, End of Course Tests will also be given in High School. National standardized tests will be administered to understand student performance relative to learners in other schools across the nation in grades 6-8 and 9-11th grade as required by our charter. The Georgia Milestones will be administered in Grades 6-12. While standardized tests are valuable tools for confirming adequate academic progress.

2. *Failing Grade Guidelines* - If a student has failed two of his/her classes, s/he must appear with his/her parent/guardians before the middle or high school team members in their area to determine their academic standing. A plan of action will be developed to determine future academic success. Failure to comply with said plan may result in non-promotion or retention at current grade status.

HIGH SCHOOL ACADEMIC INFORMATION AND GRADUATION REQUIREMENTS

As stated above, Statesboro STEAM Academy will offer a program that supports a College Preparatory Diploma. Those students beginning in the Ninth Grade in July of 2012 will meet the following Graduation requirements:

1.	English/Language Arts	4 Carnegie units
2.	Mathematics	4 Carnegie units
3.	Science	4 Carnegie units
4.	Social Studies	3 Carnegie units
5.	Health & Personal Fitness	1 Carnegie unit
6.	Technology	1 Carnegie unit
7.	Fine Arts	1 Carnegie unit
8.	Foreign Language	2 Carnegie units
9.	State Electives	3 Carnegie units
	TOTAL	23

Specific Subject Offerings

1. *English Language Arts:*
 - 9th Grade Literature & Composition (1 unit)
 - Advanced Composition (1 unit)
 - American Literature (1 unit)
 - English Literature (1 unit)
 - Journalism (1 unit)
 - Literary Types/Composition
 - Mythology (1 unit)
 - Oral/Written Communication (1 unit)
 - Reading Enrichment (1 unit)
 - Research Seminar in Language Arts (½ unit)
 - Shakespeare (1 unit)
 - Speech/Forensics (1 unit)
 - Writer's Workshop (1 unit)
 - World Literature (1 unit)
 - Period Seminar (i.e. Renaissance) (½ unit)
 - Author Seminar (i.e. Jane Austen) (½ unit)
 - Joint Enrollment - Advanced English Courses

2. *Mathematics*
 - CCGPS Coordinate Algebra
 - CCGPS Coordinate Algebra Support
 - CCGPS Advanced Algebra
 - CCGPS Analytical Geometry
 - CCGPS Analytical Geometry Support
 - Mathematics IV (Pre-Calculus/Trigonometry/Statistics)
 - Discrete Mathematics
 - Joint Enrollment - Advanced mathematics courses

3. *Science*
 - Advance Scientific Internship (1 unit)
 - Astronomy (1 unit)
 - Biology I (1 unit)
 - Biology II (1 unit)
 - Botany (1 unit)
 - Chemistry I (1 unit)
 - Chemistry II (1 unit)
 - Comparative Anatomy (½ unit)
 - Earth Systems (1 unit)
 - Ecology (1)
 - Environmental Science (1 unit)
 - Forensic Science (1 unit)
 - Genetics (1 unit)
 - Geology (1 unit)
 - Physical Science (1 unit)
 - Physics I (1 unit)

Scientific Research I (1 unit)
Scientific Research II (1 unit)
Zoology (1 unit)
Research Seminar in Science (½ unit)
Topic Seminar (1 unit)
(I.e. herpetology, horticulture, environmental)
Joint Enrollment will offer advanced studies in Science

4. *Social Studies*
Asian Studies (1 unit)
American Government (½ unit)
Anthropology (1 unit)
Civics (½ units)
Current Issues (½ units)
Comparative Political/Economic Systems (1 unit)
Constitutional Theory (1 unit)
Early US Military History (1 unit)
Economics (½ units)
Georgia History (1 unit)
Humanities/Social Studies (½ unit)
Individual & the Law (1 unit)
Latin American Studies (1 unit)
Local Area Studies/Geography/History (1 unit)
Middle Eastern Studies (1 unit)
Modern US Military History 1918 to present (1 unit)
Psychology (1 unit)
Recent US Presidents (1 unit)
Sociology (1 unit)
US History (1 unit)
US History in File (1 unit)
US and World Affairs (1 unit)
World Area Studies (1 unit)
World Geography (1 unit)
World History (1 unit)
Joint Enrollment will offer advanced studies in Social Studies.

5. *Health & P.E.*
Introductory/Intermediate/Advanced Aquatics/Water Sports (½ unit)
Introductory/Intermediate/Advanced Gymnastics, Stunts & Tumbling (½ unit)
Introductory/Intermediate/Advanced Lifetime Sports (½ unit)
Introductory/Intermediate/Advanced Outdoor Education (½ unit)
Introductory/Intermediate/Advanced Recreation Games (½ unit)
Introductory/Intermediate/Advanced Rhythmic & Dance (½ unit)
Introductory/Intermediate/Advanced Self-Defense (½ unit)
Introductory/Intermediate/Advanced Team Sports (½ unit)
Introductory/Intermediate/Advanced Track & Field (½ unit)
Aerobic Dance (Beginning & Intermediate) (½ unit)
Body sculpting (½ units)
Exercise & Weight Control (½ units)

Personal Fitness (½ unit)
Physical Conditioning (½ unit)
Weight Training (½ units)

6. *Technology Communications*
Computer I (1 unit)
Computer II (1 unit)
Advanced Computer Technology (1 unit)
Networking (1 unit)
Cooperative Business Education (1 unit)
Multimedia Applications (1 unit)
Advanced Multimedia Applications (1 unit)
Desktop Publishing (1 unit)
Web Page Design (1 unit)
Graphic Arts Technology (1 unit)
Information Systems Management (1 unit)
Music Marketing & Technology (1 unit)
Broadcast and Video Production (1 unit)
Research Seminar in Technology (1 unit)
General Technology
Technology I (1 unit)
Technology II (1 unit)
Topic Seminar in Technology (1 unit)
Pre-Engineering Technology (1 unit)
Manufacturing
Production Technology (1 unit)
Arc Welding Processes I (1 unit)
Transportation/Energy
Exploring Energy & Power Technology (1 unit)
Aerospace Technology (1 unit)
Bio-Technology
Horticulture (1 unit)
Landscape Design & Management (1 unit)
Floral Design & Management (1 unit)
Equine Science (1 unit)
Biotechnology in Agriculture (1 unit)
Aquaculture (1 unit)
Health Occupations (1 unit)
Construction
Fundamentals of Construction (1 unit)
Carpentry I (1 unit)
Design Masonry (1 unit)

7. *Fine Arts*
Graphics Animation & Design Projects
Visual Arts/Applied Design I, II, III, IV
Visual Arts/Art History & Criticism I, II
Visual Arts/Comprehensive I, II, III, IV
Visual Arts/Ceramics/Pottery I, II, III, IV
Visual Arts/Drawing I/II
Visual Arts/Drawing & Painting I/II
Visual Arts/Graphics I, II, III, IV
Visual Arts/Fibers I, II, III, IV
Visual Arts/Painting I/II
Visual Arts/Photography I, II, III, IV
Visual Arts/Printmaking I, II, III, IV
Visual Arts/Sculpture I, II, III, IV
Visual Arts/Video I, II, III, IV
Joint Enrollment will offer advanced study in Art

8. *Music*
African American Music Studies I, II, III, IV (1 unit)
American Folk Music Studies I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Band I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Choral Ensemble I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Guitar Techniques I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Instrumental Ensemble I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Jazz I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Keyboard Techniques I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Mixed Chorus I, II, III, IV (1 unit)
Beginning/Intermediate/Advanced Orchestra I, II, III, IV (1 unit)
Ethnic Music Studies I, II, III, IV (1 unit)
Individual Vocal Projects (1 unit)
Introduction/Intermediate/Advanced Music Technology (1 unit)
Music Appreciation I, II, III, IV (1 unit)
Music History and Literature I, II (1 unit)
Music Theory & Composition I, II (1 unit)
Song writing (1 unit)
Joint Enrollment will offer advanced study in Music

9. *Drama -*
Advanced Recording and Post Production Techniques (1 unit)
Dramatic Arts Acting I, II, III (1 unit)
Dramatic Arts/Film/Video & Television I, II (1 unit)
Dramatic Arts/Fundamentals I, II, III, IV (1 unit)
Dramatic Arts/History and Literature I, II (1 unit)
Dramatic Arts/Musical Theater I, II, III, IV (1 unit)
Dramatic Arts/Technical Theater I, II, III, IV (1 unit)
Foundations of Sound Recording (1 unit)
Multi-Channel and Applied Digital Audio (1 unit)
Theater Technology I, II, III, IV (1 unit)
Joint Enrollment will offer advanced study in Drama

10. *Foreign Language*
Chinese I (1 unit)
Chinese II (1 unit)
Italian I (1 unit)
Italian II (1 unit)
French I (1 unit)
French II (1 unit)
German I (1 unit)
German II (1 unit)
Latin I (1 unit)
Latin II (1 unit)
Russian I (1 unit)
Russian II (1 unit)
Spanish I (1 unit)
Spanish II (1 unit)
Note: Third year courses in Foreign Language will be conversations courses or literature courses
Study Abroad (1 unit)
Joint Enrollment will offer advanced study in Foreign Language

11. *Internships* - All students in grades 11 and 12 will have the opportunity to participate in an Internship. Credit for these internships will be determined on an individual basis.

12. State Electives (Chosen from Core Courses - English/Language Arts, math, Science, Social Studies and/or Foreign Language)

13. Electives (Chosen from all courses offered)

High School Special Options and Opportunities

1. *Move on When Ready (MOWR)* - Students will be encouraged to enhance their educational experience by taking courses through Joint Enrollment programs at GSU and Ogeechee Technical College. Students wishing to participate should register with administration and complete the appropriate application according to the college or university they desire to enroll. For more info, visit chartercat.org.

GEORGIA SOUTHERN UNIVERSITY

- A. Must be in College Preparatory Classes
- B. Must have a 3.0 Grade Point Average
- C. Must have an SAT score of 1010.
- D. Must have a verbal score of 530 to take English or Social Studies
- E. Proof of Immunization
- F. Parental Permission
- G. Submit all Admission Applications

EAST GEORGIA COLLEGE

- A. Must have a 3.0 Grade Point Average
- B. Must have a SAT score of 970 or 20 ACT score
- C. Proof of Immunization
- D. Parental Permission
- E. Submit all Admissions Applications

OGEECHEE TECHNICAL COLLEGE

- A. Must have a 2.0 Grade Point Average
- B. Proof of Immunization
- C. Parental Permission
- D. Submit all Admissions Applications

2. *Honors in any Academic Class* - Student must have read 2 additional books to those required in class and receive an A- or better in the class.
3. *Honor Graduate* - To qualify for the distinction of HONOR GRADUATE the student must have a 3.5 grade point average for four consecutive years.
4. *Honor Roll* - To qualify for Honor Roll, a student must have a 3.5 grade point average.
5. *High Honor Roll* - To qualify for High Honor Roll, a student must have a 3.75 grade point average.
6. *Valedictorian and Salutatorian* - The valedictorian and salutatorian for each graduating class shall be those students who have attained the highest academic averages. These averages shall be computed at the conclusion of the third nine weeks of the senior year.

7. *Star Student* - Each year a qualifying student is selected from the senior class to be nominated as SSCCAT's Star Student. Criteria used in making this selection are presented by the Chamber of Commerce of the State of Georgia. The student selected as Star Student selects a SSCCAT teacher to serve as his/her Star Teacher.
8. HOPE Program - The HOPE (Helping Outstanding Students Educationally) grant program will assist graduating high school students who meet certain requirements, with financial assistance for post-secondary study at Georgia public colleges and universities and in some instances, private institutions.
9. *Internship/Cooperative Experiences* - Students will be given the opportunity to participate in Internship/Coop and Apprenticeship experiences during their junior and senior year. These experiences will be chosen to enhance their prospective career paths.

Subject-Area Competency Test-Out Option

As provided for in amendments to State Board of Education Rule 160-5-1-.15 (AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES) adopted by the Board in April 2013, the opportunity exists for students to "test-out" of any course for which there is an associated EOCT and earn credit for the course through that process.

Students must meet the following requirements to exercise this option:

1. Not currently or previously enrolled in the course;
2. Have earned a grade of B or better in the most recent course that is the same content area of the course for which the student is attempting the EOCT;
3. Received a teacher recommendation from the teacher of the most recent course in the same content area (or, if not available, a teacher in the same content area with knowledge of the student's academic achievement) for which the student is attempting the EOCT; and
4. Received parent/guardian permission if the student is less than 18 years of age.

In order for a student to receive credit, they must achieve a level of EXCEEDS on the test. Students wishing to take advantage of this option must inform the school director by the following dates.