



## **Parent/Student Handbook**

### **2020-2021 Academic Year**

**Mailing Address**

609 Second Street, Box E  
Portsmouth, OH 45662

**Physical Address**

614 Third Street  
Portsmouth, OH 45662

**Phone**

740-351-0591

*The Portsmouth STEM Academy does not and will not discriminate against students of any race, color, religion, ethnic origin, gender, gender expression or sexual orientation, in any of its rights, privileges, programs and activities.*

## ***Welcome to Portsmouth STEM Academy!***

On behalf of our faculty and staff, I take great pride in welcoming you to our school. After reading through this handbook, please keep it as a reference throughout the school year. It is intended to outline and explain our practices and policies.

Together as a team, we wish to help your child achieve their highest potential. Our goal of student success is achieved through parental support and dedicated staff. As a team, we look forward to celebrating the achievements of each and every student. We look forward to teaching your child and making wonderful memories this school year.

*Megan Warnock*  
Principal

### **Mission Statement**

The mission of Portsmouth STEM Academy is to deliver a world-class education that promotes the highest level of academic achievement for all of its students in Science, Technology, Engineering, and Math (STEM), as well as a strong foundation in the arts and humanities.

### **Philosophy**

Portsmouth STEM Academy provides a collaborative, open-classroom environment. Learning groups are based on student achievement levels, in which every student works at his/her level of understanding—whether above or below the student’s grade level in various content areas.

Portsmouth STEM Academy believes that:

- ❖ Children deserve a learning center focused on their intellectual, emotional, and physical needs, not those of adults.
- ❖ Schools should be exciting worlds of exploration, guiding students through what they need to know, while encouraging them to excel in the realms that most appeal to them individually.
- ❖ Learning should occur through coaching, hands-on practice, and experimentation. It should be student-centered and should inspire them to build upon their knowledge to create a new, better and innovative future.

Every child has the ability to learn. Portsmouth STEM Academy strives to empower students to contribute to a community of learning that engages students through inquiry. By understanding the reasoning behind doing something, a student can apply that knowledge to new challenges they may face. The goal of Portsmouth STEM Academy is to allow students to explore their passions and ensure success, while providing a safe, nurturing, and enriching environment to foster a lifelong love of learning that helps them dream of the potential for tomorrow.

## **Contact Information**

### **Principal**

Megan Warnock

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### **Guidance Counselor**

Barry Spradlin

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### **Language Arts, Soc. Studies & Technology**

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### **Primary Teacher**

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### **Primary Teacher**

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### **Preschool Teacher**

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### **Kindergarten Teacher**

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### **Language Arts and Social Studies**

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### **Math and Science**

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### **Language Arts**

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### **Instructional Aides**

Debbie Stevens

Kirstin Smith

Amy Neace

### **Social Studies**

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### **Math**

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### **Science**

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### **Intervention Specialist**

Clay Massie

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### **Intervention Specialist**

Lesley Jones

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### **Secretary**

Olivia Foster

[ofoster@portsmouthacademy.org](mailto:ofoster@portsmouthacademy.org)

### **Administrative Secretary**

Susan Foster

[sfoster@portsmouthacademy.org](mailto:sfoster@portsmouthacademy.org)

### **Title 1 Coordinator**

Amy Connally

[aconnally@portsmouthacademy.org](mailto:aconnally@portsmouthacademy.org)

## ***Admissions Policy***

Children are accepted to Portsmouth STEM Academy on a non-discriminatory basis. Although our student body exhibits a range of talents and academic abilities, PSA has limited special educational programs for children with learning, emotional, behavioral or physical handicaps. Our teacher to student ratios allow for individual student attention, but we do not provide a special education teacher.

Factors considered for admission include:

- Child demonstrates ability to succeed academically
    - Transcripts do not report a pattern of failing grades that cannot be explained by exceptional circumstances
  - Child demonstrates the desire to succeed academically
    - Child's attendance does not demonstrate excessive absences (unless medical necessity)
  - Child demonstrates impulse control
    - Ex: No behaviors that could harm themselves or others, disrupts the learning process for themselves or others
  - Child shows lack of severe behavioral or emotional patterns that may be difficult for our open classroom environment
    - Ex: auditory or sensory issues that disrupt the learning process for themselves or others, which are not amenable to reasonable accommodations within the resources and educational scope of the school.
  - Child is tolerant of high noise level at times
  - Child is able to transport themselves to/from local businesses
- ☐ Admission is not a promise or a contract of a continued enrollment. A child's ongoing inability to meet the admission factors and/or compliance with PSA policies may result in revoked admission status.
- ☐ First priority in enrollment will be given to returning students and their siblings in good standing with PSA. Vacancies, when they occur in any classroom, will then be offered to students on a competitive basis who demonstrate the strongest likelihood of academic, personal, and social success at PSA, as well as supporting PSA goals for a diverse student population.

## ***Admission Procedures***

- ❑ Applications are accepted year-round, interviews and student visits will be scheduled based on availability
  - ❑ Admission decisions for upcoming enrollment periods will be provided weekly after visit day requirements met
  - ❑ Open Enrollment period for student admission: First two weeks of Fall (September) and Spring (January) semesters
    - ❑ Exceptions will be made for families moving to the area or at the discretion of the principal
1. Parent interview with principal
    - a. Determine financial responsibility and/or financial aid eligibility
    - b. Determine ability for school to meet child's needs through admission factors stated above
    - c. Application and Application and Testing Fee due
  2. Student visit day scheduled
    - a. Requirements prior to visit day: Transcript/Report Card, Contact Health Form
    - b. Teachers complete checklist during visit day
  3. Enrollment eligibility determined by the principal based upon teacher recommendation and students who demonstrate the likelihood of academic, personal, and social success at PSA, as well as supporting PSA goals for a diverse student population.
  4. All new students will be admitted under a 90 day probationary period. After completing the probationary period, students will either:
    - a. Receive full admission
    - b. Be accepted under Admissions Review to address areas of concern
    - c. Be dismissed per PSA's dismissal policy

## *Application Procedures*

### **Application for Acceptance**

Parents/guardians can fill out an application in person at the school, or online at Portsmouth STEM Academy's website. <http://www.portsmouthacademy.org/student.html>

Return the completed application to:  
609 Second Street, Box E  
Portsmouth, OH 45662

### **Application and Testing Fee**

There is a \$25.00 application and testing fee due on or before the student's visit day to defray any costs that STEM may undertake with testing and evaluations. Payments can be made in the form of cash or check. Checks can be made payable to Portsmouth STEM Academy. *The application fee will be waived upon enrollment.* For any questions or concerns please send an email to [information@portsmouthacademy.org](mailto:information@portsmouthacademy.org)

### **Tuition Information**

	<b>1st Child</b>	<b>Each Additional Child (Discount of 4%)</b>
<b>Total Annual Cost for 12-Month Attendance</b>	\$6,900	\$6,624
<b>Discount: Paid-in-Full 5% if paid within 30 days of enrollment</b>	\$6,555	\$6,293

### **Tuition Payments/Plans**

Portsmouth STEM Academy will be processing online payments. Invoices will be sent out via email through the Accounting Software and will contain a link to make payments. Payment link may be found on the school webpage as well, [www.portsmouthacademy.org](http://www.portsmouthacademy.org). Tuition payments may be set up for monthly auto-pay or paid individually as invoiced. We accept cash and checks in the office.

## ***Attendance Policy***

***The importance of consistent and punctual school attendance cannot be overemphasized. There is a direct and positive relationship between school attendance and student achievement. Furthermore, there is a link between school achievement and future success in life.***

Tardiness/absenteeism is an interruption to the learning environment. It has a negative effect not only on your child's education, but also on the education of others. It is the responsibility of the parents to be sure their children attend and are on time for school. If a tardiness problem arises, the parent will be notified to set up a meeting. It is the parent's responsibility to sign their children in/out at the office. Failure to do so could result in an absence for that day. When the child is signed in/out by a parent, the signature of the parent on the sign in/out sheet will serve as the parent note. Full day attendance is very important and every attempt should be made to arrange appointments outside of the school day. We understand that sometimes absences are unavoidable, if your child is to be absent please call the school at **740-351-0591** before 9:00 a.m.

### **Excused Absence**

A written excuse for any absence, properly signed by the parent/guardian or doctor's excuse, must be presented to the student's homeroom teacher upon their return to school. A student may be excused for a maximum of 10 days with a parental/doctor's note. All absences over 10 days will require a doctor's excuse before the absence will be excused.

### **Tardiness/Partial Day Policy**

Students should be on time for school. Excessive tardiness will result in a parent/teacher conference. Students will be tardy if they arrive between 8:45 and 9:30 a.m. Students arriving at school after 8:30 must check in at the office. All students who arrive at school after 9:30 a.m., sign out during the day for more than two hours, or leave prior to 2:00 p.m. will be marked one half day absent. Students who miss more than four hours during the school day will be counted absent a full day. Students leaving after 2:00 are recorded as having an early dismissal. Any student with four (4) unexcused tardies/early dismissals will receive the equivalent of one-half (1/2) day unexcused absence.

Alternative school schedules can be made with the principal in the event of a special educational need, athletics, college classes, or other needs that the parents and principal see fit.

### **Truancy Procedure**

*Step 1:* When a K-12 student has accumulated 10 absences the school notifies the parent(s)/guardian by phone. *Step 2:* When a K-12 student accumulates 15 absences, the parent(s) of the student is contacted to set up a meeting.

*Step 3:* When any K-12 student accumulates 20 absences the office reserves the right to revoke admissions and/or file charges with the court.

## **Missing Child Law**

The school is required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or a written notice.

## **Extended Absences**

An extended absence may be excused in advance. Prior to the student's absence, the parent or guardian shall make a written request including the dates of absence or fill out the scheduled absence form. An excuse will be given one-time during each term, for no more than five (5) days. Students are responsible for collecting their own assignments, which are due upon returning to school. The scheduled absence form or letter will count as the parental note.

## ***Academic and Grading Policy***

### **Assessment**

At the beginning of each school year, formative assessments will be administered to each student to determine their base knowledge in the areas of Mathematics and Language Arts. Students will be assessed at year's end to measure their academic growth.

### **Report Cards/Progress Reports**

Portsmouth STEM Academy is a year-round school consisting of three terms. Students will receive a midterm grade report and an end of term grade report for Fall and Spring term. The Summer term is for educational enrichment and remediation.

### **Grading Scale**

#### **Kindergarten - 12th grade**

- A- 100-90
- B- 89-80
- C- 79-70
- D- 69-60
- F- 59 and below

#### **K-12 Summer Enrichment - Fine Arts and Physical Education**

- E- Exceeds the Standard
- M- Meets the Standard
- I- Improving but not yet meeting the Standard
- N- Does not meet the Standard
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### **Parent Conferences**

Parent teacher conferences are scheduled for Mid November and at the end of the Spring Term. Should the need arise, a parent/guardian or a teacher may request a conference at any time.



## ***Behavior Expectations and Related Policies***

The Portsmouth STEM Academy's goal is to establish an atmosphere throughout the building in which students feel happy, safe, and secure. The faculty and staff of Portsmouth STEM Academy expect every graduate to possess the following attributes: honesty, integrity, diligence, fortitude, tolerance, and the relentless desire to pursue excellence and self-improvement in all areas of one's life and work.

Portsmouth STEM Academy Honor Code shall serve as a tangible guide by which every student and teacher at STEM shall build character and mindfulness through education.

### **Honor Code Violations**

Honor Code violations and behaviors unbecoming of a STEM student consist of but are not confined to the following:

- Cheating by accessing unauthorized resources or files, stealing passwords, manipulating one's grades, extortion, hacking, or utilizing resources or files to which students are denied;
- Cheating by copying the work of another pupil on any given assignment or assessment. Also, letting others access one's work in any capacity and then passing it off as one's own creation;
- Using peer pressure, bullying, or cyberbullying to coerce another student/s to violate this Honor Code;
- Dual submitting work for two or more different classes without the written consent of the original instructor;
- Plagiarizing in any way, shape, or form is cheating and not permitted. Plagiarizing is defined as taking another person's words and passing them off as your own. Paraphrasing by using four or more words that are identical to someone else's distinct thoughts without using quotation marks is prohibited;
- Utilizing unlawful data or information during class, including but not limited to such information stored on a calculator, cell phone, in a notebook, on one's person, via social media, etc.;
- Letting anyone else complete a task and then passing it off as one's own, except where such assistance is mandated by law with the consent of the principal;
- Passing off something one has done in a group as something completed on one's own, and/or having one person do a disproportionate amount of the work for a group;
- Making up and submitting false information or data as one's own original and genuine work;
- Failing to report a code violation (one that has already occurred or one that may occur).
- Making false reports.

### **Possible Consequences**

1. Parent Contact/Conference
2. Before School Detention
3. Day Long Detention
4. Suspension
5. Admissions Revoked

## ***Discipline Code***

This code covers all student conduct on school grounds, during school activities, and at school-sponsored or approved events. This is a general guideline for discipline; however, extreme misbehavior or flagrant violations will be handled on an individual basis which could result in other disciplinary actions being taken against offenders. When a student accumulates an excessive number of Honor Code Violations, Detentions, and /or Suspensions, other forms of discipline may be substituted at the principal's or board's discretion.

### **General Misbehavior Infractions**

1. Disruptive, uncooperative behavior - Any conduct that causes a disruption
2. Rude, discourteous behavior - Comments, gestures, innuendos, or attempts to embarrass or belittle an employee or another student
3. Dress code violation - Refer to Dress Code in this handbook
4. Profanity, vulgarity, obscenity - This includes, but is not limited to, words, writing, gestures, innuendos, pictures, drawings, etc.
5. Refusal or failure to accept classroom rules, school policy or discipline
6. Displays of affection
7. Possession of disruptive or dangerous items

#### **Possible Consequences**

1. Parent Contact/Conference
2. Before School Detention
3. Day Long Detention
4. Suspension
5. Admissions Revoked

### **Severe Misbehavior Infractions**

1. Fighting
2. Intimidation, threatening comments
3. Harassment - (including sexual harassment)
4. Vandalism
5. Theft
6. Inducing panic - (bomb threat, false fire alarm, etc.)
7. General misbehavior carried to extremes
8. Possession of any form of pornography

#### **Possible Consequences**

1. Parent Contact/Conference
2. Day Long Detention
3. Suspension
4. Admissions Revoked

## ***Special Discipline Problems***

### **Tardy/Skipping Class Policy**

- Students who are not in class, seated, and ready for instruction when class begins will be considered tardy to class or skipping.
- Students who are not in their assigned areas, such as the cafeteria, office, classroom, etc. within four minutes of their designated time will be considered skipping class.
- Students who leave the classroom for an extended period of time, such as restroom, office, ect without permission will be considered skipping class.
- Students are not allowed to leave the school premise during school hours unless as parent/guardian signs the student out. Leaving the building without proper permission will be considered skipping class.
- College Credit Plus and students with employment will follow rules set forth in their contracts which include, going straight to and from the assigned area at designated time or will be considered skipping class.

### **Possible Consequences**

1. Office referral
2. Parent meeting
3. Admission Review
4. Admission revoked

### **Anti-Bullying**

Portsmouth STEM Academy will not tolerate any bullying on school grounds or during any school activity on or off campus, regardless of whether these actions are committed in person, written, or electronically transmitted.

Bullying is a pattern of abuse that occurs over time where a certain student becomes the focus. These negative actions include, but are not limited to: physical intimidation or assault; extortion; verbal or written threats, including those through social media, teasing; name calling; threatening body language; gestures and actions; rumors, false accusations; and social isolation.

Consequences for students who bully other Portsmouth STEM Academy students will be handled depending on specific circumstances of the students involved. Bullying is not tolerated at Portsmouth STEM Academy. Revoking admissions will be considered in all reported cases. All suspected bullying incidents must be reported to the principal personally or anonymously in writing.

## **Tobacco**

Contact with tobacco products including, holding, transporting, chewing or smoking of any tobacco product. This also includes vapor cigarettes, e-cigarettes & other tobacco/nicotine products.

### **Possible Consequences**

1. Three-day out-of-school suspension.
2. Ten-day out-of-school suspension. Ten days may be reduced if a student enrolls in a tobacco cessation class.
3. Admissions Revoked

## **Assault**

An attack on another person. No student shall cause, attempt to cause, or recklessly cause physical harm to another student or staff member.

### **Possible Consequences** (depending on severity of attack and previous problems)

1. Suspension - 5 to 10 days
2. Charges filed with juvenile court
3. Admissions Revoked

## **Hazing**

Intimidating, frightening, or coercing someone to do something he/she does not want to do (Ohio Revised Code 2903.13).

### **Possible Consequences**

1. Suspension - 5 to 10 days
2. Charges filed with juvenile court
3. Admissions Revoked

## **Dangerous Weapons**

Portsmouth STEM Academy is committed to providing the students with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons. Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. Students are prohibited from bringing a knife on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle.

### **Possible Consequences**

1. Charges filed with juvenile court
2. Admissions Revoked

## **Direct Threats of Violence, Indirect Threats of Violence**

1. Inducing panic - No person shall cause the evacuation of a public place, or cause serious inconvenience or alarm, the public place being a school, or initiating or circulating a report or warning of an alleged or impending fire or explosion, knowing that such report or warning is false. O.R.C.2917.31(A)(1) & (C)(5)
2. Inducing Panic - No person shall cause...alarm, by...threatening to commit an offense of violence. O.R.C.2917.31 (A)(2)
3. Disorderly Conduct - No person shall recklessly cause...alarm to another, by...threatening harm to persons or property,...said offense being committed in the vicinity of a school. O.R.C.2917.11 (A)(1) & (E)
4. Aggravated Menacing - No person shall knowingly cause another to believe that the offender will cause serious physical harm to the person. O.R.C.2903.21
5. Menacing - No person shall knowingly cause another to believe that the offender will cause physical harm to the person. O.R.C.2903.22 11

### **Possible Consequences**

1. Suspension - 5 to 10 days
2. Charges filed with juvenile court
3. Admissions Revoked

## **Drugs & Alcohol**

Portsmouth STEM Academy shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, non prescribed drugs, or any mind-altering substance while on school grounds or school facilities; at school-sponsored events; in other situations under authority of the district or in school-owned or approved vehicles. Included in this prohibition are any substances that are presented as controlled substances, non-alcoholic beers, steroids and/or drug paraphernalia normally referred to as counterfeit or "look-alikes".

### **Possible Consequences**

1. Suspension - 3 to 10 days
2. Charges filed with juvenile court
3. Admissions Revoked

## **Search and Seizure**

Lockers, desks, etc. are property of the school and may be searched at any time. Whenever advisable, student(s) may be informed of the search in advance and, in some cases, will be requested to observe the area being searched.

## **Damage to School Property**

The Portsmouth STEM Academy's Board of Education will charge any student who loses or willfully damages school property at the full replacement value of the lost or damaged items.

## ***Admissions Review Procedures***

Students may be placed on Admissions Review based on academic progress, attendance, behavior or non-payment of tuition accounts per PSA policy. Admissions Review means that a student's admission to PSA may be revoked if they are unable to meet the criteria of the action plan created for them.

### **Academic Review**

Student academic progress will be reviewed every three weeks. Any middle or high school student with two Ds, one or more Fs, or a GPA that falls under a 2.0 will be placed on Academic Review. Any elementary student can be placed on Academic Review based on teacher evaluations of assignments and overall progress.

#### **ACADEMIC SUPPORT PROCESS:**

*Academic Review* is a designation for middle/high school students whose grades show two Ds, one or more Fs, or a GPA that falls under a 2.0 at the end of a three-week cycle and elementary students that are not making reasonable progress. Middle and high school students on academic review will be required to meet with their teacher and principal to devise a plan for students to make-up work and improve classroom performance. They will also attend a daily study session during Academic Lab until the next review process. Parents will be notified of a student's placement on Academic Review and may need to meet with the principal and teachers. Elementary students on Academic Review will require a parent meeting with teachers to formulate a plan of action.

#### **Rules for Academic Lab:**

Students must bring their work.

Group work is not allowed.

Chromebooks should be used solely for academic purposes.

### **Attendance Review**

Student attendance rates will be reviewed every three weeks. Any student whose attendance falls below 75% will be placed on Attendance Review.

#### **ATTENDANCE SUPPORT PROCESS:**

*Attendance Review* is a designation for students whose attendance falls under 75% and is affecting academic progress. Middle and high school students on attendance review will be required to meet with their homeroom teacher and principal to devise a plan for make-up work and improved classroom attendance. Students will also attend a daily study session during Academic Lab to make-up missing class work until the next review process. Parents will be notified of a student's placement on Attendance Review. Elementary students placed on Attendance Review will be required to have a parent meeting with teachers to formulate a plan to make up work and improve classroom attendance.

## **Behavior Review**

Student behavior and academic productivity will be reviewed every three weeks. Any student who disrupts the academic progress of others or self will be placed on Behavior Review.

### **BEHAVIOR SUPPORT PROCESS:**

*Behavior Review* is a designation for students whose behavior is affecting academic progress and/or the classroom environment. Middle and high school students on Behavior Review will be required to meet with the principal to devise a plan for behavior improvement. Parents will be notified of a student's placement on Behavior Review. Elementary students placed on Behavior Review will require a parent meeting with teachers to set up a behavior plan.

## **Non-Payment Review**

*Non-Payment Review* is a designation for students whose tuition account becomes grossly past due. Students will be placed on Non-Payment Review if their outstanding tuition balance is not paid in a timely manner and no arrangements have been made. The time frame is at the discretion of the school. Late fees may be assessed per the Parent/Student Handbook (Late Payments P. 16). Parents will be notified of a student's placement on Non-Payment Review. Notification will state the due date for payment and the date admission will be revoked. Students may be readmitted upon receipt of funds.

## ***Student Withdrawal and Revoked Admission Procedures***

### **Withdrawal**

Written notice of intent to withdraw from PSA must be provided to the principal by a legal guardian, along with the name/contact information for the school to which student records should be forwarded. Portsmouth STEM Academy will forward student records, upon request, to the next educational institution that a student plans to attend.

### **Revoked Admission**

The school reserves the right to dismiss any student for failure to show reasonable academic progress after an adequate period of time; for failure to comply with the existing school policies, and/or situations that present a risk to the learning environment, health, safety, or well-being of children, staff or the program; or for non-payment of tuition and fees.

**Same Day Dismissal-** All of PSA's dismissals will be considered same-day to ensure the learning environment is not disrupted. They may occur at any time during the school day or during pickup as needed. The student being dismissed will be called to the principal's office via intercom or the school's messaging system for review of the dismissal. At least one other staff member will be in the room for the discussion. PSA staff will contact the parent/guardian of the student to arrange pickup. PSA staff will clear the student's locker and bring all items to the student to sort through for school property. The student will remain in the cafeteria or office until they are picked up. Upon pickup, the parent/guardian will be given a review of the dismissal. If the dismissal is contested, a meeting will be scheduled to discuss the issues. Any student that is in the review process for dismissal will not be allowed to return unless the dismissal is reversed. PSA will mail a formal dismissal letter in any case where admission is being revoked. A copy of this letter will be delivered to the President of the PSA Board of Directors.

## **Technology Fee**

*A \$300 technology fee per student will be charged for all withdrawals or dismissals that occur before the end of the academic year. This fee will be charged regardless of the number of days the student attends. At the discretion of the school, this fee may be waived.*

No technology fee will be assessed when a student completes the school year for which he/she was enrolled, but does not renew for the following school year.

## **Account Balances**

### **Early Withdrawal or Dismissal- Balance Due & Refunds**

*Families are responsible for tuition for the calendar month during which the student last attended, plus a one-month early withdrawal or dismissal fee for withdrawals or dismissals that occur before the end of the academic year. (Also, see above for the separate technology fee.)* Any credit balance will be refunded within 30 days following withdrawal or dismissal. Any balance due will be invoiced via Portsmouth STEM Academy, and is due upon receipt.

**Example:** If a student withdraws January 12th, tuition is owed for January and February, plus the \$300 technology fee.

### **Non-Reenrollment- Balance Due**

*Families are responsible for any remaining balance due. If families have not paid-in-full by July 15th, an invoice will be mailed to the address on file and is due upon receipt. If the balance due is not paid within 30 days, the bill will be sent to a collection agency.*

### **Late Payments-**

*Families are responsible for paying the tuition account as invoiced each month. There is a \$25.00 per month late fee. The fee will be assessed if the account falls behind greater than 60 days. The fee may be waived at the discretion of the school. The maximum amount for late*



*fees is \$300.00 per year. It is the family's responsibility to contact the school at [accounting@portsmouthacademy.org](mailto:accounting@portsmouthacademy.org) if alternative payment arrangements need to be made.*

#### **Non-Payment Admissions Review**

*Students may be placed on Admissions Review if the outstanding tuition balance is not paid in a timely manner and no arrangements have been made. Admissions may be revoked for non-payment.*

PSA reserves the right to submit past due tuition accounts to a collection agency after a period of 30 days past due.

## ***K-12 Dress Code***

### **Dress Code**

Students should be dressed appropriately for school activities. Portsmouth STEM Academy takes pride in the appearance of its students. Clothing must be clean and in good repair. Any type of attire which is distracting to the educational environment will not be permitted. Clothing must not be immodest, distracting, or revealing in any way.

- **Shirts, Sweaters, Tops, and/or PSA official T-shirts-** *Must provide full coverage of chest and midriff.*
- **Pants, Jumpers, Skirts, Shorts-** *Must provide full coverage of buttocks and top of thighs.*
- **Shoes-** *Should be comfortable and suitable for walking, running, climbing stairs, and other physical activities during each day. Closed toe shoes are recommended for K-5 to minimize injuries on the playground.*

### **Problem Avoidance**

A student's appearance may not interfere with the educational process, nor pose a health or safety hazard. The consequences for dress code violations may include removal from school or Before School Detention. The school reserves the right to prohibit clothing or accessories deemed as inappropriate, such as:

1. Obscene and offensive slogans and pictures
2. Statements advocating immoral, illegal, or age-inappropriate behavior (e.g. alcohol, tobacco, or sexual references)
3. Statements of disrespect, political messages, or representations of affiliations with groups who discriminate on the basis of race, gender, ethnicity, sexual orientation, gender identity, or are associated with violence, gangs, or illegal activity.

4. Styles that are revealing
  - a. such as halter tops, tops with spaghetti straps, off the shoulder shirts, short shorts, mini or slit skirts
  - b. clothing that exposes cleavage, midriff, or buttocks
  - c. “skin tight” clothing, visible undergarments, clothes with holes
  - d. Form fitting pants, such as leggings, yoga pants and tights worn without a shirt, skirt, dress, or shorts over them so that they are not revealing in any way
5. Non-clothing items such as pajamas and house-slippers
6. Sleeveless shirts with straps less than 3”
7. Masks, ski caps or other head/face coverings (excluding those required for religious purposes)- May not be worn during school hours. The only exception is Halloween and it is at the discretion of the school.  
*\* Masks to prevent the spread of viruses may be permitted.*

## ***Food Service Policy***

### **Lunch**

Portsmouth STEM Academy does not provide food or individual drinks to K-12 students. Students must bring lunch each day. If a student does not have lunch, their parent/guardian will be called to bring lunch. Parents may choose to order and have food delivered to the school at their expense.

### **Breakfast**

Portsmouth STEM Academy does not provide breakfast for students. It is important for students to eat breakfast every day before school. Children who skip breakfast are more tired, irritable, or restless by late morning. Research has shown that children who consistently eat breakfast test higher in most academic areas.

## ***Arrival Procedures***

All students are expected to be at Portsmouth STEM Academy by 8:30 a.m. **For optimal safety, please unload all passengers in the alley on the East side of the building travelling Northbound (from 2nd St toward 3rd St).** If you must drop off or pick up a child outside of the scheduled times, PLEASE PARK CAREFULLY IN FRONT OF THE OFFICE. This is IMPERATIVE for the safety of our students and staff as they use the office door to travel to and from the playground. Parents are responsible for ensuring that students enter the building safely.

## ***End of Day Dismissal Procedures***

The school day ends at 3:45 p.m. The staff will supervise students leaving the building from 3:45-4:15 p.m. dismissal time at the entrance located at 614 Third St. The vehicles will line up along the school building on Third Street. Please keep the loading and unloading spaces in front of the building free of vehicles to allow for better visibility and safety. Any student participating in after care must be picked up no later than 6:00 p.m. Late fees of \$25 per occurrence will be assessed to any parent that picks up their child after 6:00. Parents are responsible for ensuring that any student being picked up after the 4:00 p.m. dismissal time exit the building safely.

## ***Optional Before/After Care Procedures***

Students may participate in the optional before care that takes place between 7:30-8:30 a.m as well as, the optional after-care which starts at 4:00 p.m. and is available through 6:00 p.m. Please send a snack in with your student if they are intended to be at the school until 6:00pm. It is a long day for a little body, and most students become hungry when staying over.

## ***Other Information and Policies***

### **Announcements**

Announcements and other important information will be sent home by Remind notifications and/or in written form. Remind only allows for short messages. If a longer message is needed, a Remind will be sent out to notify you that there was a note sent home for your child to deliver.

### **Field Trips**

A blanket field trip authorization will be required annually on the Parent Signature Page of the handbook. Field trips include all outings within walking distance and trips where transportation is needed via bus service or by parent volunteer drivers. Field trips out of Scioto County require a separate permission form that will be sent home prior to the excursion. Based upon the activities of the field trip, an injury waiver may be required to participate.

Overnight and extended travel field trips (Washington DC or similar) may be made available to specific grades, classes or clubs. These field trips will require a separate permission form that will be sent home prior to the excursion. Overnight field trips may require parents to attend and may or may not allow siblings to attend based on the events scheduled. In the case of extended travel trips, parents may elect to attend in a chaperone capacity. Siblings, even those attending PSA, will not be allowed to attend.

### **Transportation**

Transportation may be requested through your child's public home school district. Oftentimes, Ohio public school districts will bus students to and from STEM for days that they are in session. Each district has their own schedule and procedures. Ultimately, it is the parents/guardians responsibility for providing transportation to and from Portsmouth STEM Academy on school days.

## **Hazardous Weather Policy**

In the event of hazardous weather or major facility failure (heat, power, water, etc.) the Academy may close, delay opening, or dismiss early. Schedule changes may also impact early-drop off and/or aftercare availability. The decision to dismiss early, close, or delay the opening of the Academy will be made by the principal and generally shall mirror the weather decisions of Shawnee State University.

- The decision to close or delay the opening of the Academy will be made with the intent to do so before 6AM on the day in question. This decision will be communicated as soon as possible to parents/guardians and staff in several ways: local media (WSAZ and WNXT), Remind messaging, and FaceBook.
- In the event of an early closing, a Remind message will be sent out to contact parents/guardians. If no parent/guardian is available to pick up the student, a person designated on a student's Emergency Release Form will be notified to come pick up the child. All families are required to have someone who can pick up quickly (under 60 minutes) in the event of an emergency or illness.
- Students are eligible for excused absences for hours or days missed due to hazardous weather conditions. On days when the Academy is open if the student resides in a public school district that has been placed on delay or closed, the student shall be allowed to delay their arrival or miss a school day. In order to receive an excused absence, parents/guardians shall notify the school by phone as soon as possible as to their child's delay or absence.

## **Weather Guidelines for Outside Activities**

Weather Guidelines for Children published by Children's Hospital is referenced when taking students outside for activities or walking them to off-campus activities.

## **Visitor/Volunteer Policy**

All visitors and parents must use the 3rd Street main entrance to gain access into the building during school hours. Visitors and parents must also sign-in on the required visitor form to obtain a building pass.

***Parents are not permitted to interrupt instruction by visiting classrooms between 8:30-4:00 unless the visit has been pre-arranged with your child's teacher.***

## **Celebrations/Birthdays**

At Portsmouth STEM Academy, we like to include holidays celebrated by the students as part of our anti-bias multicultural curriculum. Families are welcomed and encouraged to celebrate their family traditions, customs, and languages. Let us know if we should be made aware of any student's specific personal or religious considerations, or if you wish to share traditions and holidays that contribute to the educational experience for all students. If parents or guardians plan to bring food items, they should provide treats for all students in their class. Treats, napkins,

plates, and other necessary items should be brought in at a designated time to be arranged with the student's homeroom teacher.

## **Student Supplies**

Students are recommended to have some type of backpack or tote to carry their belongings. STEM does not require school supplies to be purchased by families. The needed items will be purchased by the school and have been included as part of your tuition/fees. Students will need to provide their own headphones/earbuds. Donations of school supplies are always welcomed and each teacher has a wish list of wanted items.

## **School Property**

Students should demonstrate school pride by showing respect for school property. Any student caught marking or defacing school property in any way will face disciplinary action and will be assessed a fee for damages. Should a student be negligent or abusive to school property, they will be assessed a fee to cover the replacement value of the item(s) damaged.

## **Money and Personal Property**

All personal property of students should be kept in the locker/cubby area at all times unless necessary to the learning process. Students assume responsibility for all personal items.

## **Cell Phones**

All necessary calls must be made in the school office or in the presence of a teacher/staff member. Cell phones, Apple Watches, and personal electronic devices are not to be used during school hours (including Before/After Care). No personal electronic devices should be taken to classrooms unless requested by the teacher. Cell phones, Apple Watches, and personal electronic devices seen on students (holding or protruding from pockets) will be confiscated by staff members to be returned at the end of the day. Discipline will be assigned for the first, second and third violations of the cell phone policy. Alternative forms of discipline may be assigned to extreme cases.

## **Media Release**

Throughout the school year, students will attend programs, events, activities and field trips along with normal classroom routines that support their education, promote community service and/or encourage positive behavior.

PSA staff may document these events by taking photographs or video. Students may be highlighted in efforts to promote PSA activities and achievements. Students may be featured in materials to increase public awareness of our school through newspaper, radio, TV, school website, and other forms of media.

By initialling the Parent Signature page, you choose whether or not to give PSA and its employees, representatives, and authorized media organizations permission to print, photograph and record your child for use in audio, video, film and other electronic, digital and printed media.

## **Computer & Internet Usage Policy**

*PSA network use should be considered non-private. General school rules for behavior and communications apply. Upon identification of inappropriate use of network services, access may be denied, revoked, or suspended at any time.*

## ***Acceptable Use Policy***

**For the use of computers, mobile devices, internet access, Google Apps for Education Suite, and internet applications.**

### **Definitions**

- User includes employees, students and guests using PSA equipment.
- Minor user includes all users under the age of 18 years.
- Network includes wired and wireless technology networks including school networks, cellular networks, and commercial, community or home-based wireless networks connected to PSA resources.
- Equipment includes phones, PDAs, MP3 players, mobile, computing and storage devices, e-readers, desktop computers, and related accessories.

Portsmouth STEM Academy (PSA) strongly believes in the educational value of electronic services, and integrates such resources into our daily curriculum. PSA will make reasonable efforts to protect students from inappropriate content or experiences during their use of designated electronic curriculum and resources. PSA electronically monitors student computers while they are in use and may collect and compile data regarding usage.

Your signature indicates your acknowledgement and understanding of the following standards. As a user of this service, your child will be expected to abide by the following network guidelines, and violation of these rules will be subject to PSA's corrective and disciplinary policies.

### **Social Media/Digital Citizenship Policy**

PSA students are held to a standard of excellence both in and out of the classroom. Therefore, using ANY form of social media or electronic device should be done carefully and wisely. All messages, pictures, and videos should be appropriate, in good taste and reflect the integrity of Portsmouth STEM Academy. The guidelines are as follows:

- Assume nothing is private, ever. If you are putting your thoughts on the internet/social media, there is no “invasion of privacy.” Information can be accessible even after removed. Your posts can be permanent; once posted, your digital footprint remains.
- Similar to comments made in person, the student must take responsibility for his/her own electronic device.
- Remember that your audience is vast. Keep in mind that what you say can be seen by the world – it could affect your future. Be wise.
- Students are to refrain from submitting photos, videos, comments or posters showing personal use of alcohol, drugs and tobacco, or sexual content.
- If you are ever in doubt of the appropriateness of your online public material, consider discussing the content with your teacher and/or administration. Be proactive.
- Students should not post pictures, text, send messages, and/or videos while on school grounds.
- Students should not post or message any material that depicts or encourages unacceptable, violent or illegal activities such as hazing, harassment, soliciting, or discrimination.

## **Network Guidelines**

### **1. Personal Safety**

- a. Minor users shall not post personal contact information about themselves or other people without the permission of PSA staff. Personal contact information includes, but is not limited to, photos, addresses or telephone numbers.
- b. Minor users will not agree to meet with someone they have met online without parental approval.
- c. Users and/or parents will promptly disclose to a teacher or other school official, any message received that is of an inappropriate personal, threatening, or uncomfortable nature.

### **2. Prohibited Activities**

- a. Users will not attempt to gain unauthorized access to PSA’s network resources.
- b. Users shall not attempt to log in through another person’s account or access another person’s files for any reason without permission or authorization.
- c. Users will not make deliberate attempts to disrupt the computer system or destroy data.
- d. Users will not use PSA’s network to engage in any unauthorized or illegal act, including bullying.

- e. Users will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others without authorization.
  - f. Users will not install software on any PSA computers or network without authorization.
  - g. Users will not alter hardware or software setups on any PSA computer resources without authorization.
- 3. Security**
- a. Users are responsible for their individual accounts and will not share their account access with others.
  - b. Users will notify a teacher or school official if they have identified a possible security problem with PSA resources.
  - c. Users will use only provided or authorized equipment to access PSA resources.
- 4. Inappropriate Language**
- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
  - b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - d. Users will not harass another person. Harassment is persistently acting in a manner that is designed to distress another person.
  - e. Users will not knowingly or recklessly post false information about a person or organization.
- 5. Educational Use**
- a. Users will use PSA resources for educational and school-related purposes.
  - b. Users will not post chain letters or engage in personal or non-school activities on PSA resources.
  - c. PSA staff or contractors may monitor and access any equipment connected to an activity associated with PSA network resources.

### **Authorization for Video/ Audio/ Photo Recording Waiver of Privacy Rights**

Portsmouth STEM Academy is an environment that utilizes video, audio, photo and web-based communication to fulfill assignments and for publications such as newsletters, press releases, photo displays, websites, etc. In the event of Remote Learning, videos may be displayed of the active classroom on Google Hangout, Zoom, or other methods of communication. Each student must have a Photo Release signature giving or denying permission to use students' photographs and/or videotaped images.



## ***Student Driver Policy***

### **Student Drivers**

Students are allowed to drive to and from school based on parent permission. Student drivers are held to the same expectations as any other student. They may not sign themselves out. If a student driver needs to leave school early for an appointment or illness, PSA will need parent permission via phone or note prior to releasing them from school. Student drivers may not leave PSA premises during lunch or any other "free-time." They must check out with their assigned teacher prior to leaving during regular dismissal at 3:45 p.m. Student parking is in the Lodge parking lot located directly behind PSKC Fitness on the corner of 3rd St and Court St. We will issue a parking pass to each student driver. It is imperative that student drivers display this pass in their vehicle and are courteous drivers in the Lodge parking lot.

## ***Health Policy***

### **Emergency Contact Information**

It is essential that Portsmouth STEM Academy maintain accurate contact information for parent(s) or guardian(s) of every student. This information includes, but is not limited to, daytime phone and cell phone numbers, work phone, email address and home address, as well as the information of at least one alternative emergency contact such as a family friend or relative.

### **Medical Emergency**

In the case of a medical emergency, Portsmouth STEM Academy will dial 911 and then notify the student's parent(s) or guardian(s).

### **Immunization Policy**

It is the policy of Portsmouth STEM Academy that it is in the interest and safety of the public to enforce rules to secure the immunization of and prevent the spread of communicable diseases among children attending our school. (R.C.3313.67)

We require that children attending Portsmouth STEM Academy be immunized against chicken pox, poliomyelitis, diphtheria, tetanus, pertussis, measles, mumps, rubella, and hepatitis B. Unless exempted from the immunization requirements, a child cannot be permitted to remain in school for more than 14 days unless the child presents written evidence satisfactory to the school having received the required immunizations or being in the process of receiving the required immunizations. (R.C.3313.671 A).

However, immunization requirements may be waived for good cause or religious reasons upon submission of the parent or guardian's written request, or for medical reasons upon submission of a physician's written request for exemption.

A pupil who presents a written statement from their parent or guardian in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized. (R.C.3313.671)

## **Medication Administration**

The staff at PSA can administer medication, topical treatments (sunscreen/lotions) and special diets only when requested by a parent under the direction of a physician or nurse practitioner. These forms must be completed at the beginning of each school year. The child's name and the time the medication is to be administered must be written on the form provided in order for the medication to be administered. Each time a staff member administers medication it is charted in the medication log book.

Per Ohio Revised Code 3313.713, the Board may designate persons employed at PSA to administer prescribed medication to students. Only employees who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board may administer medication. It is our policy that the following must be done prior to the administration of any medication:

- 1.** PSA must receive a written request, signed by the parent, guardian or other person having care of the student, that the drug be administered to the student.
- 2.** PSA must receive a statement signed by the prescriber that includes all of the following information:
  - a.** Name and address of the student
  - b.** School and class in which the student is enrolled
  - c.** Name of the drug and the dosage to be administered
  - d.** Times or intervals at which each dosage of the drug is to be administered
  - e.** Date the administration is to begin
  - f.** Date the administration is to cease
  - g.** Any severe adverse reactions that should be reported to the prescriber and the prescriber's phone number
  - h.** Special instructions for administration of the drug, including sterile conditions and storage
- 3.** The parent, guardian or other person having care of the student agrees to submit a revised statement signed by the prescriber if any of the information provided by the prescriber has changed.
- 4.** PSA receives a copy of the statement required above.

## **Allergies**

Accommodations will be implemented for any student with allergies. Please include an updated list of known allergies on the Emergency Medical Form. Any child that has been prescribed an EpiPen, needs to provide one to be kept on school property. Should a student's allergies change

throughout the year, please notify your child's homeroom teacher and update the Emergency Medical Form.

### **School Health Policies**

In order for your child to be ready to learn, as well as to control communicable diseases within the school, it is very important for you to keep your child at home for the following reasons:

#### **RECOMMENDATIONS FOR STUDENTS TO BE SENT HOME;**

- a. Temperature of 100 degrees or higher.
- b. Vomiting
- c. Complaints of nausea and appears ill (pale/listless).
- d. Teacher recommendation. (Teacher knows the child).
- e. Injury (if swelling, pain, poor motion, impaired movement, etc.)
- f. Any communicable rash (Impetigo, scabies, etc.)
- g. Nits (or live head lice) in the hair.
- h. Bathroom accidents (if no clothing provided and unable to clean to odor free).

Please send a note with your child when returning from sick leave. A doctor's release for return to school may be requested for an extended illness.

In the event of an accident at school an Accident Report will be completed. Accident reports should be completed for students and staff on all accidents that occur on school property. Every effort will be made to notify parents of incidents involving their children.

### **Illnesses at School**

When a child becomes ill, parents will be notified promptly so that arrangements for pick-up can be made. At least one person on the student's Authorized Pickup Form must be available to pick up a student within an hour of a call from the school.

## **Handbook Revision**

*No handbook can anticipate every circumstance or question about program policy or procedures. As circumstances, state mandates, or school requirements change, policies must accompany them. The school, therefore, reserves the right to revise, supplement, or rescind portions of the handbook when necessary. The handbook is intended as a guide to support successful programming for students and successful partnerships with families.*

Edited 6/4/2020