

Portsmouth STEM Academy Parent/Student Handbook



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 recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Welcome to Portsmouth STEM Academy!

On behalf of our staff, I take great pride in welcoming you to our school. After reading through this handbook, please keep it as a reference during the school year. This handbook is intended to outline and explain our practices and policies. Information is subject to change at any time.

Together as a team, we wish to help your child achieve his or her highest potential. Our goal of student success is achieved because of our dedicated staff and supportive parents. As a team, we look forward to celebrating the achievements of our students and creating some wonderful memories together! We look forward to having your child this school year!

Megan Warnock
K-8 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 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 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. Portsmouth STEM Academy’s goal is to allow students to explore their passions and ensure success, while providing a safe, nurturing, and enriching environment to foster a life-long love of learning that helps them dream of the potential for tomorrow.

Vision

We will create a K-12 school that is highly regarded for its academic excellence, and for its contribution in actively serving and improving the community of the greater Portsmouth area in which it operates.

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Contact Information

Principal

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Primary Teacher

Kelly Fraley

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Language Arts/ History

Amy Barnhart

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Language Arts/ History

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Math/Science Teacher

Samantha Watts

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Math/Science Teacher

Jeff Williams

jwilliams@portsmouthacademy.org

Resource Programs

Southern Ohio Museum

825 Gallia Street

Portsmouth, OH 45662

740-354-5629

info@somacc.com

Cirque D'Art Theatre

412 Chillicothe Street

Portsmouth, OH 45662

740-353-8656

info@somacc.com

Application Procedures

Application for Acceptance

Parents or guardians should start by filling out an application and questionnaire that can be found on Portsmouth STEM Academy's website at <http://www.portsmouthacademy.org/student.html>

Please complete and return the application, questionnaire and \$150 fee to:
609 Second Street, Box E
Portsmouth, OH 45662

Please see the attached Admissions Policy on page 16.

Enrollment Period

Portsmouth STEM Academy's enrollment period is as follows. Applications will be reviewed in the order in which they are received.

During the enrollment periods, the Principal will schedule tours and individual or small group meetings with all new families to discuss the school's' philosophy and policies. A family open house is also held the week before the new school year begins.

Fall Term:

Begin: July 1
End: September 1

Spring Term

Begin: Mid-December
End: Mid-January

Application Fee

The \$150 fee can be made by check, payable to Portsmouth STEM Academy. You can also pay by credit card by filling out the information included in the application. For any questions please send an email to information@portsmouthacademy.org

Tuition Information

	1st Child	Each Additional Child Add (Discount of 4%)
Total Annual Cost for 12-Month Attendance	\$6,700.00	\$6,432.00
Discount: Paid-in-Full 5%	\$335.00	\$321.60
<i>Amount Due, Paid-in-Full (Cash/Check Only)</i>	<i>\$6,365.00</i>	<i>\$6,110.40</i>
Per Term	\$2,233.33	\$2,144.00
Per Month	\$558.33	\$536.00

Tuition Payments/Plans

Portsmouth STEM Academy processes all payments via FACTS Management. FACTS is an online payment processing website that serves more than 6,500 schools nationwide. FACTS allows families to budget their tuition, and easily access their tuition information.

Families will receive an email from FACTS that contains instructions on how to create a customer profile and set up a payment plan. FACTS Informational flyers are also included in your enrollment packet.

All families must enroll in a payment plan by July 1st, or within seven days of enrolling (whichever is later). The first installment payment for fall term is due by August 5th, annually.

Financial Aid

Portsmouth STEM Academy will offer a limited number of need-based scholarships awarded on a first-come, first serve basis.

FACTS Grant & Aid Assessment conducts the financial need analysis for Portsmouth STEM Academy each school year. Families applying for financial aid will need to complete an application annually and submit the necessary supporting documentation to FACTS Grant & Aid Assessment.

The expected need for all applicants is determined annually by this third-party service to ensure fair and objective evaluations in financial aid award amounts.

For more information visit <https://online.factsmgmt.com/signin/4JVSD>

Lunch Deposit Accounts

All students who will be ordering lunch at Port City Cafe and Pub must set up a deposit account via FACTS (See additional handout on how to set up a FACTS account). Once you have set up your personal FACTS account, the minimum deposit amount is \$50.

We recommend checking on the amount once per month. If there aren't enough funds in the deposit account and your child charges his/her lunch, the deposit account will show a negative amount. At this time you will receive a notice to immediately deposit funds. Any negative balance over \$20 will be assessed an overdraft fee of \$6 weekly.

Snacks

With a longer day, we have two planned break times for students. During these breaks, students are welcome to eat snacks. Parents/Students are responsible for providing snacks during this time.

Withdrawal from Portsmouth STEM Academy

Written notice of intent to withdraw must be provided to the Principal by the 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.

Please see the attached Admissions Policy on page 15.

Technology Fee

A \$300 technology fee per student will be charged for all withdrawals that occur before the end of the academic year.

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:

Balance Due & Refunds // Early Withdrawal

Families are responsible for tuition for the calendar month during which the student last attends, plus a one-month early withdrawal fee for withdrawals 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. 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.

Balance Due // Non-Renewal

Families are responsible for any remaining balance due. If families have not paid-in-full by July 31st, an invoice will be mailed to the address on file, and is due upon receipt. If the balance due is not paid within three months, the bill will be sent to a collection agency (with interest compounding monthly).

A student's records may be held and/or permission to re-enroll denied for failure to pay any indebtedness or return any property to the school.

Attendance Policy

The importance of consistent and punctual school attendance cannot be overemphasized. *If your child is absent, please call the school at 740-351-0591 before 8:30 am.*

Arrival & Dismissal Procedures

All students are expected to be at Portsmouth STEM Academy by 8:30 a.m. when the school day begins. Parents are responsible for assuring that any student arriving before 8:15 a.m. enters the building safely. Staff will be outside the school at 8:15 a.m. to supervise student drop-off at the school entrance located at 614 Third Street.

Dismissal

The school day ends at 4:00 p.m. Staff will supervise students leaving at 4:00 p.m. who will be picked up at the school entrance on 614 Third Street. Any student participating in after care must be retrieved no later than 6:00 p.m. Parents are responsible for assuring that any student being picked up after 4:00 p.m. leaves the building safely.

Optional Before/After Care

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.

Attendance

The importance of consistent and punctual school attendance cannot be overemphasized. There is a direct and positive relationship between school attendance and student achievement. If your child is absent, please call the school at 740-351-0591 before 8:30 am. Tardiness is an interruption to the learning environment and has a negative effect on your child's education. It is the responsibility of the parents to be sure their children are on time for school. If a tardiness problem arises, the parent will be notified. It is the parent/child's responsibility to sign in/out at the office. Failure to do so could result in an absence for that day. If 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.

Excused Absence

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

Tardiness/Partial Day Policy

Students should be on time for school due to the importance of the beginning of the day routines. Excessive tardiness will result in a parent/teacher conference. Students will be tardy if they arrive between 8:31 and 9:30 a.m. Students arriving at school after 8:31 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.

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 dates of absence. An excuse will be given one-time during the entire school year for no more than five (5) days. Students are responsible for collecting their own assignments, which are due upon returning to school. Anticipated absence days count as parental notes

Truancy Procedure

Step 1: When a K-12 student has accumulated four unexcused absences the principal notifies the parent(s) with official documentation via certified mail.

Step 2: When a K-12 student accumulates 8 unexcused absences, the parent(s) of the student is contacted by the principal and required counseling sessions are set up with the parent(s).

Step 3: When any K-12 student accumulates twelve days of unexcused absences the office files charges with the court.

Missing Child Law

The principal 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 written notice shall be mailed on the same day that the student is absent.

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 no later than 6AM on the day in question and communicated as soon as possible to parents/guardians and staff in several ways. Local media will be contacted to broadcast information to the public.
- In the event of an early closing, parents or the 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 or guardians shall notify the Principal by phone or electronic communication as soon as possible as to their child's delay or absence.

Transportation

Parents are responsible for providing transportation to and from Portsmouth STEM Academy on a regular school day. Portsmouth STEM Academy will provide transportation for all field trips outside of school.

Other Information and Policies

Announcements

Announcements will be made daily before school. All students are responsible for knowing the content of any announcements applying to them. On occasion, important information will be sent home in written form, as well as Remind notifications.

Field Trip

The permission slip signed at the child's enrollment covers all on-campus outings, trips to Cirque d'Art, Southern Ohio Museum, and local parks, and is required to be signed annually.

Field trips out of town require a separate permission form that will be sent home prior to the excursion.

Emergency transportations forms for each students will be taken on each trip in addition to the class roster, health records for students with specific health conditions, along with any supplies needed to provide treatment. At least one staff member will have a cell phone on all outings.

Weather Guidelines for Outside Activities

The attached "Weather Guidelines for Children" is referenced when taking students outside for activities or walking them to off-campus activities. Please note that these temperatures should be interpreted and applied using the effective temperature ("feels like") inclusive of wind chill and humidity. It is the teaching staff's responsibility to check the weather conditions as appropriate prior to going outside.

Visitor/Volunteer Policy

All visitors and parents must use the 3rd Street call box to gain entrance into the building during school hours. Visitors and parents must also sign-in on the required visitor form to obtain a building pass. A building pass is required to be permitted and remain in the building. A building pass is not required for parent pick up and drop

off. 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 students of various groups as part of our anti-bias multicultural curriculum. Families are welcome to celebrate their family traditions, customs, and languages. Please inform Portsmouth STEM Academy if we should be 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. Treats, napkins, plates, and other necessary items should be brought in at a designated time.

Student Supplies

Students are recommended to have some type of backpack or tote to carry their belongings. It is also recommended that students have a change of clothes and gym shoes in their lockers. **See dress code on page 27 for additional details on clothing choices.**

School Property

Students should show pride in their school by displaying proper manners and showing respect for school property in and out of school. The building should be kept clean by the students. Any student caught marking or defacing school property in any way will face disciplinary action along with payment of damages.

Money, Phones, 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.

Computer & Internet Usage Policy

PSA network use should be considered non-private. General school rules for behavior and communications apply. An *Acceptable Use Policy* (page 16) has been established for the use of computing resources and all parents must acknowledge receipt. Upon identification of inappropriate use of network services, access may be denied, revoked, or suspended at any time.

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. Each student must have a Photo Release Form on file giving or denying permission to use students' photographs and/or videotaped images.

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.

Homework

Homework is not required as part of the K-8 curriculum at Portsmouth STEM Academy. Students who wish to advance on an accelerated pace in one or more subjects, may be allowed to undertake additional personal study or research during before and after care, during school breaks, or as homework.

Report Cards/Progress Reports

Portsmouth STEM Academy is a year-round school consisting of three terms. Students will receive a midterm report and report card for each term. Fall and Spring terms follow a 10-point grading scale system, while the Summer enrichment term assesses children based on meeting standards, as outlined below. Grades may be accessed online by parents and guardians.

Parent Conferences

At the beginning of the academic year, teachers will meet with parents during Open House. Parent Conferences will be conducted as needed as questions or concerns arise.

Grading Scale

Kindergarten-2nd grade

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

3rd grade- 8th grade

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

K-8 Summer Enrichment

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

Health

Emergency Contact Information

It is essential that Portsmouth STEM Academy maintain 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 (rubella), 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 of his 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)

Medications

The professional staff at PSA administers medications, topical treatments (sunscreen/lotions) and special diets only when requested by a parent under the direction of a physician or nurse practitioner. Ohio law requires the completion of form JFS 01217 in order for medication to be given. The completed "Administration of Medication" must accompany any medication, prescription or over-the-counter drug to be administered.

Over-the-counter drugs can only be kept for a maximum of three days unless otherwise noted, and must have:

- Child's name
- Date

The Authorization to Administer Medication form must be completed by the parent/guardian and health care provider. The forms will be reviewed and approved before the student will be allowed to take any medication or self-administer asthma or allergy medications during school hours. These forms must be completed at the beginning of each school year. All medications must be delivered by the parent/ guardian or another responsible adult appointed by the parent or guardian to the office. All medications must be in the original container in which they were purchased or dispensed by the pharmacy. A locked cabinet will be provided for the storage of medications.

Procedure for Administration of Medication

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 the medication, it is noted on the back of the form JFS 01217 and kept in the child's file.

- Medication Location
- Medications are kept in a locked file and must be in the original prescription bottle with the following information:
 - Child's name
 - Name of the drug
 - Expiration date
 - Time schedule for medication administration
 - Appropriate dosage
 - Name of the physician
 - Date

The required medication should be in the container in which it was dispensed and appropriately labeled. The bottle should have the following information:

1. Student's name
2. Name of drug
3. Appropriate dosage
4. Name of physician (for prescription only)
5. Date

Allergies

Accommodations will be implemented for any Portsmouth STEM Academy student's allergies. Please notify school staff if a child has an allergy.

Keeping a Sick Child Home

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:

- A temperature over 100 degrees. Your child needs to remain at home and be free of fever for 24 hours, without the assistance of medication, before returning to school.
- Diagnosis of a strep infection. Your child needs to be on antibiotics for 24 hours before returning to school.
- Vomiting during the night and into the morning.
- Persistent diarrhea during the night and into the morning.
- Red or swollen eyes that itch/hurt and are draining

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

Illness at School

When a child becomes ill, parents will be notified promptly so that arrangements for pick-up can be made.

Behavior Expectations and Related Policies

The Portsmouth STEM Academy staff's goal is to establish an atmosphere throughout the school in which students feel safe, secure and happy. In addition, students must have the maximum opportunity to learn. We are here to read, learn, and communicate in a positive manner.

Educators at Portsmouth STEM Academy will:

1. Provide a structured environment and community in which a student feels secure and confident.
2. Set clear behavioral expectations through instruction as well as role modeling.
3. Post and discuss Portsmouth STEM Academy standards of behavior, fitting of the educational environment.
4. Redirect a student and use conflict resolution methods.
5. Work one-on-one with students who need additional guidance.

Students will:

1. Respect themselves, others, and the learning environment.
2. Demonstrate responsibility, respect, and self-restraint towards others and oneself.
3. Treat all classroom materials respectfully, returning all material to its proper place.

4. Work as a team to keep the classroom community and surrounding areas clean and orderly.
5. Be an active participant and learner.
6. Be mindful of the three main behavioral expectations of the school.

Behavior Expectations are 3 R's:

- *Be Respectful*
- *Be Responsible*
- *Be Resourceful*

If a student is not meeting the behavioral expectations of Portsmouth STEM Academy, parental or guardian contact will be made. A student's behavior becomes a problem when his/her actions create negative disruption to the learning community and conflict with the values of PSA. For the safety and well being of all students, teachers, and other individuals in the PSA environments, the following are considered unacceptable behaviors:

1. Talking back or belligerent dialog.
2. Intentionally disrupting the learning environment.
3. Purposeful misuse of PSA materials.
4. Intentionally ignoring directions while participating in PSA activity or outing.
5. Encouraging others to violate PSA policy.
6. Disrupting or delaying the work of others.
7. Showing rudeness or intentional disrespect to others.
8. Running/ horseplay

If a student exhibits unacceptable behavior, the following disciplinary actions will be taken depending on the severity of the misbehavior. S/He will:

1. Discuss said unacceptable behavior with a teacher.
2. Develop a behavioral plan to correct unacceptable behaviors. This behavioral plan may be modified at any time.
3. Discuss said unacceptable behavior with parent/guardian.
4. Discuss said unacceptable behavior with the principal.

The above are general rules, each classroom may have their own expectations and/or rules posted in the room. During any stage of the disciplinary action plan, a teacher may contact the parent/guardian by phone or request a conference to discuss the student's behavior.

Discipline Policy

Portsmouth STEM Academy teachers, staff and volunteers are required to document via an Incident Report any misbehavior that requires disciplinary action. All witnesses are encouraged to record their observations. Every student will be treated individually and with respect. Disciplinary action for a student with an IEP which outlines behavioral objectives will be treated in an appropriate manner.

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.

Staff members who observe or become aware of an act of bullying should take immediate steps to intervene and resolve the matter. Students and parents who observe or become aware of such acts should report said activity to a Portsmouth STEM Academy staff member for further investigation. No retaliation will be taken against a person who reports bullying.

Consequences for students who bully other Portsmouth STEM Academy students will be handled depending on the degree of bullying and specific circumstances of the students involved. Bullying is not tolerated at Portsmouth STEM Academy.

Sexual Harassment

“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or nonverbal, which creates an environment that is hostile or abusive to the learning environment. Inappropriate behaviors include, but are not limited to, sexual physical contact, inappropriately interfering with another child’s clothing, a student inappropriately removing articles of their own clothing, and/or inappropriate sexual comments or requests. Students acting in such a manner will be counseled and subject to a disciplinary process. Any student who believes that s/he has suffered sexual harassment should report the incident in question to a teacher or other Portsmouth STEM Academy personnel.

School Safety

Drugs, tobacco, alcohol, and/or weapons of any sort are not permitted on school campus. Portsmouth STEM Academy holds a zero tolerance policy.

Safety Plan

Teachers and students will be signaled, and will then follow the appropriate plan as outlined in the:

- Evacuation Plan,
- Shelter in Place Plan,
- Fire Safety Plan, and
- Lock Down Safety Plan (in the event of a threat on campus)

Students and teachers will evacuate the building to a secure location in the event of a bomb threat, fire, or threat on campus. In the event of a tornado, students will take shelter in the building.

POLICIES AND FORMS - p. 16-29

Handbook Revisions

No handbook can anticipate every circumstance or question about program policy or procedures. As circumstances, state mandates, or university 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.

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 does not have special educational programs for children with learning, emotional, behavioral or physical handicaps. Our teacher to student ratios allows for individual student attention, but we do not provide a special education teacher. If needed, additional support services may be provided through the Jon Peterson Scholarship. Students must be generally at grade level or above with no behavior or social problems. Before admission is granted, additional admission requirements for each child includes:

- Impulse control
- Lack of severe behavioral or emotional patterns that may be difficult for our open classroom environment
- Ability to work in groups
- Tolerant of high noise level at times
- Ability to perform in an open classroom
- Ability to transport themselves to/from local businesses

Children new to the school will meet one-on-one or in small groups with a classroom teacher to complete the application/admission process. First priority in enrollment will be given to returning students and their siblings in good standing with PSA. Vacancies will then be offered to those who have completed an application according to the date the application was received by PSA's office and the student's fit with the overall mission of the school. A reasonable balance of ages of children is also taken into consideration when accepting students to the school and assigning them to a classroom.

DISMISSAL

The school reserves the right to dismiss any student who after an adequate period of time is not benefiting from the program; for failure to comply with the existing school policies, and/or situations that present a risk to the health, safety, or well-being of children, staff or the program; or for non-payment of tuition and fees.

Early Admission Guideline

Kindergarten at Portsmouth Stem Academy is a full-day program. The school day runs from 8:30am until 4:00pm. Students are expected to participate in the academic program throughout the day.

- By parental request a child may be accepted for early admission to kindergarten if s/he will be five (5) years of age between August 2 and January 1, inclusive, and exhibit the mental, social and emotional standards established by PSA.
- Children who will not turn 5 years of age by January 1st of the school year for which admission is requested, but who have completed one year of full-time pre-school education, shall be evaluated for possible early admittance.
- Observation by a school teacher representative or psychologist in a preschool setting may need to be scheduled for your child. Parents will be contacted if this observation is needed. While some children may be cognitively ready for kindergarten, they may not be developmentally ready. This additional information may be needed to assess the social and emotional skills necessary to be successful in a school environment. Once the evaluations are completed, a PSA evaluation committee will convene to make an admission decision.
 - If you believe Early Entrance Kindergarten is the best interest of your child, make a written/email request to the PSA principal including the following:
 - Student's name
 - Gender
 - DOB
 - Preschool history
 - Short explanation of why you think an early Kindergarten admission would be in your child's best interest

Kindergarten Readiness Checklist must be completed and approved by PSA principal.

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 guest 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.

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.

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 and activity associated with PSA network resources.

By signing and initialing the *Signature Page* you agree that you have reviewed the network guidelines, and understand and consent to PSA's use of electronic resources and networks.

With your signature you further agree that PSA will take reasonable precautions to ensure appropriate use and access digital resources, but that PSA cannot guarantee that students will not unintentionally be exposed to objectionable material in the course of their use of the internet or digital resources and tools.

MEDIA CONSENT AND RELEASE POLICY

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 signing and initialing the *Signature Page* you 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.

FIELD TRIP PERMISSION FORM

I give my permission for my child to participate in field trips throughout the school year when planned by staff as a regular part of the PSA curriculum. Field trip transportation will be provided by Access Scioto County (ASC), and will encompass the entire Scioto County area.

Types of walking & transport field trips include but are not limited to:

- Southern Ohio Museum
- Cirque D'Art
- Local Parks
- Portsmouth Public Library
- Shawnee State University
- Portsmouth Cinema
- Rainbow Lanes
- The SOMC Life Center
- Various retail outlets

CHILD RELEASE FORM

My child, _____ may be released from PSA to the following list of people. Parents are to include their name(s) on this list. (Emergency transportation contacts must be included.)

Only these individuals

Name	Relationship to Child	Phone Number(s)

You may choose to modify this list at anytime throughout the year. If on short notice, your child needs to go home with an individual not on this list, please contact PSA via telephone.

My child is allowed to walk home.

My child is allowed to go home with other individuals.

Parent/Guardian Signature

Date

Contact and Health Information

Child's Name		Nickname (if any)		D.O.B.
Home Address		City	State	Zip
Home Telephone Number				
Parent/Guardian Name		Relationship to Child		
Home Address		City	State	Zip
Cell Phone		Other Phone Number(s)		
Employer		Work Telephone		
Parent/Guardian Name		Relationship to Child		
Home Address		City	State	Zip
Cell Phone		Other Phone Number(s)		
Employer		Work Telephone		
<p>Emergency Contacts: Parents cannot be listed as emergency contacts. List the name of at least one person who can be contacted in the event of an emergency or illness if you cannot be reached. Any person listed should be able to assist in contacting you and at least one person must be within one hour of the school and able to take responsibility for the child in case you cannot be contacted.</p>				
Name:		Relationship to child: _____		
Phone:		City: _____ State: _____		
		Other Contact Numbers:		
Name:		Relationship to child: _____		
Phone:		City: _____ State: _____		
		Other Contact Numbers:		
Name of Physician, Clinic, or Preferred Hospital _____				
Address _____		Telephone Number: _____		
Insurance Name: _____		Policy Number: _____		

Health and Medical Needs (please list)	
Known Allergies (including allergic reactions to medication)	___ No ___ Yes
<i>Check all that apply</i>	
___ Food ___ Medication ___ Environmental	
<i>If Yes, please list and explain:</i>	
Medical conditions of the student (asthma, diabetes, epilepsy, etc.)	___ No ___ Yes
<i>If Yes, please list and explain:</i>	
Medications: (or food supplements / medical food)	___ No ___ Yes
<i>Please list and explain:</i>	
Dietary restrictions?	___ No ___ Yes
<i>If Yes, please list and explain:</i>	
Other pertinent medical information:	

Emergency Transportation Authorization

PSA will notify me or my emergency contact as soon as possible. In case of medical emergency, I grant full power to the school to 1) arrange for the transportation of my child, whether by ambulance or otherwise, to a facility where emergency medical treatment would normally be administered, including but not limited to, an emergency room of a hospital, a doctor’s office, or a medical clinic; and 2) sign releases as may be required in order to obtain any medical or surgical treatment as is required in the judgment of medical authorities at the facility.

Parent/Guardian Signature: _____ Date: _____

After being completed and signed by the parent/guardian, this form must be reviewed for completeness and signed by a school official. At least annually, or when changes are made, the parent/guardian shall review and initial below.		
School Official Signature	Date	
Parent/Guardian Initials	Date of Review	School Officials Initials
Parent/Guardian Initials	Date of Review	School Officials Initials

Permission to Administer Medication

This form is valid for no longer than twelve (12) months

Box 1 – The Following section must always be completed by the parent/guardian

Check all that apply

- Prescription Medication Nonprescription Medication Refrigeration required
- Food Supplement Modified Diet Topical product/lotion (sunscreen included)

Complete all of the following information:

Name of child _____

Date of birth _____ Weight _____

Name of Medication(s) and exact dosage _____

To be administered at the following time(s) _____

For the following period of time _____

Name of Medication(s) and exact dosage _____

To be administered at the following time(s) _____

For the following period of time _____

Parent/Guardian Signature _____ Date _____

Box 2 – The following section must be completed by a **licensed physician, dentist or advanced practice nurse when:**

1. Physician’s instruction is needed for nonprescription medication (e.g. child’s age or weight is outside label instructions); or
2. Sample medication is provided without a prescription label; or
3. Nonprescription medication is to be given longer than 3 consecutive days or more than 3 days within a 14-day period; or a topical product or lotion is to be given longer than 14 consecutive days; or
4. The child is on a modified diet (an entire food group is eliminated); or
5. Medication contains codeine or aspirin

_____ **is under my care and should receive:**
Name of child

Medication/Treatment: _____

Dosage/Instructions: _____

Side effects to monitor: _____

Expiration Date: _____

Physician Signature: _____ Date _____

Medication/Treatment: _____

Dosage/Instructions: _____

Side effects to monitor: _____

Expiration Date: _____

Physician Signature: _____ Date _____

Ph# _____

Portsmouth STEM Academy



Parent/Student Handbook Signature Page

Please return this signed page to the student's teacher no later than August 31st.

My child and I read the attached Parent/Student Handbook, and we understand the rules and policies of Portsmouth STEM Academy.

We are committed to the vision of Portsmouth STEM Academy and will make sure the student:
(please initial)

- follows the Dress Code policy
- attends school on time each day
- follows the school code of conduct

Please initial that you have read and understand the following policies

- Acceptable Use Policy
- Media Release Form: (Initial and *Choose One of the Following*)
 - Yes, I give permission for my child's name, photo or video to be used in school related public media.
 - No, I do not give permission for my child's name, photo or video to be used in school related public media.
- Immunization (pg. 12)

Please initial that you have read the *Field Trip Permission Form* and permit your child to attend all PSA Field trips

- Walking Field Trips
- ASC Bus Field Trips

Student Name _____

Parent/Guardian Signature _____

Student Signature _____

Date _____

OFFICE USE ONLY

All Students -- Returning and New

- Parent/Student Signature Page
- Child Release Form
- Contact and Health Information
- Permission to Administer Medication (if necessary)

New Student Enrollment Forms Checklist

- Application
- Application Fee (\$150)
- Child Release of Records
- Birth Certificate
- Immunization Record

Financial Accounts

- FACTS Account Set-up
- Tuition Payment Plan (by first day of school)
- Lunch Deposit Account

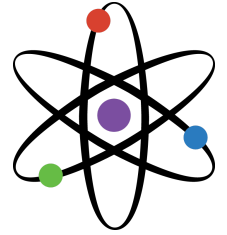
Portsmouth STEM Academy

PortsmouthAcademy.org

P: 740.351.0591

F: 740.354.1170

board@portsmouthacademy.org



Release of Records

Portsmouth STEM Academy has enrolled the following student. Please send complete academic records to the address listed below, including the Mandatory Permanent Records, Assessment Results, IEP and special education records.

The parents have been notified in accordance with state and federal law.

Student's Name: _____

DOB: _____

Last School Enrolled: _____

Last Grade Enrolled: _____

Parent Signature: _____

Date: _____

Please send to:

Portsmouth STEM Academy

609 2nd Street, Box E

Portsmouth, OH 45662

or

Scan and e-mail to:

Megan Warnock, Principal: mwarnock@portsmouthacademy.org

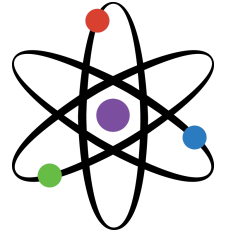
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K-12 Dress Code

Mandatory Dress Code – All Students

Students should be dressed appropriately for school activities. Clothes must be clean and in good repair. Clothing, accessories, and hairstyles must not distract the student or other students from their work.

Portsmouth STEM Academy's dress code is a simple and flexible guideline to attire expectations that ensures your child is prepared for his/her learning environment. Our goal is not to restrict a student's choice of dress, but to provide a guideline for parents that still allows your child room for creative freedom with his/her outfit. By providing a color scheme of red spectrum and base colors, we hope to promote a sense of unity among children whether they're in the classroom, or in the community.

Model Dress Code

Shirts, Sweaters, Tops, and/or PSA official T-shirts

Must have sleeves (long or short)

Pants, Jumpers, Skirts, Shorts

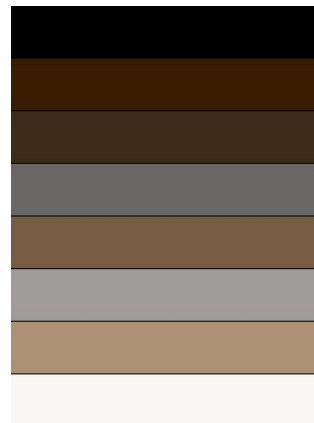
Must provide full coverage of buttocks and top of thighs

Color Scheme

Reds (various shades acceptable from rose/pink, to reds, to purple/maroon)

Black, Khaki/Brown, Gray, White, Plaid (within the color families listed)

Jeans shall also follow PSA policy, as defined in the General Guideline section below.



Shoes

Should be comfortable and suitable for walking and activity.

General Guidelines for School Attire

1. Clothing must be free from tears, rips, holes, etc.
2. Clothing should not be oversized.
3. Pants must fit, cannot be oversized, and must be hemmed.
4. Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
5. Shoes must be worn at all times and must be enclosed. Steel toes or western-type boots are not to be worn. Sandals may be worn if they include a strap to secure the sandal and the toes are covered. No flip-flops. See example to right:

**Problem Avoidance**

A student's appearance may not interfere with the educational process, nor pose a health or safety hazard. If necessary, parents will be notified and the student may be sent home. The school reserves the right to prohibit clothing or accessories as deemed appropriate, such as:

1. Obscene statements and pictures
2. Statements advocating immoral, illegal, or age-inappropriate behavior (e.g. alcohol, tobacco, or sexual references)
3. Statements of disrespect or other messages that staff believe to be disruptive or inappropriate, political messages, or represent affiliations with groups who discriminate on the basis of race, gender, ethnicity, sexual orientation, or are associated with violence, gangs, or illegal activity
4. Clothing and clothing styles that present a health or safety problem, or are representative of a gang or gang membership or association
5. Clothing which is revealing, such as tube tops, tops with spaghetti straps, short shorts, off the shoulder shirts, short or slit skirts, clothing that exposes the midriff, "skin tight" clothing and visible undergarments, clothes with holes (or mesh) that are revealing, etc, is prohibited.
6. Clothing that is excessively baggy and can interfere with a student safely moving will be prohibited.

Discipline Provisions

No student shall be considered non-compliant with this policy in the following instances:

- When a student wears a button, armband, or other accouterment to exercise his/her right to freedom of expression except as prohibited in the sections above.
- When a student wears the uniform of nationally recognized youth organization on regular meeting days, unless prohibited by Board policy.

Exemption of the School Dress Code Policy

Accommodations will be made when it is demonstrated that the dress code, or components of the dress code, would interfere with a student's sincerely held religious beliefs. Such accommodations will be determined on a case by case basis.