# STEM Institute

**Associate & Parent Handbook**
**2023-2024**

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**STEM INSTITUTE ASSOCIATE & PARENT AGREEMENT**
The STEM Institute at Newton College and Career Academy (NCCASI) attempts to form a community based on mutual care and respect for all members of the community. Therefore, this handbook identifies those responsibilities STEM Associates and parents need to accept in order to fulfill the mission and vision of the STEM Institute and Newton College and Career Academy.

**ACADEMIC HONOR CODE and CODE OF CONDUCT**
Having read the STEM Institute Academic Honor Code and Code of Conduct, I understand and accept the responsibilities as a member of the STEM Institute, Newton College and Career Academy & Newton County School System to uphold at all times.

**STEM Institute PROGRAM REQUIREMENTS**
Having read the STEM Institute Program requirements, I understand and accept the responsibilities to remain academically eligible and complete yearly assigned tasks.

**PARENTAL INVOLVEMENT**
As the parent/guardian of the above-named STEM Associate, I read and understand the expectations of being an active member of the STEM Institute Parent-Trainer Organization (SIPTO). Active Parents/Guardians in the STEM Institute PTO will assist with funding for the STEM Institute by paying annual dues per STEM Associate and pay by the required deadline. Parents/Guardians will complete a minimum of 5 hours parental/guardian involvement service hours (which includes at least 2 parent meetings) per year throughout the school year. Parents/guardians are responsible to provide transportation to and from all STEM Institute activities at the specified time.

**PHOTOGRAPH AUTHORIZATION**
I hereby give the STEM Institute and Newton College and Career Academy permission to use photographs of my minor child with or without his/her name and for any lawful purpose, including educational and advertisement purposes, and in any medium including print and electronic.

*** STEM Associates and parents/guardians will complete the agreement form by clicking the included link attesting they agree with the statements above.** Click here to complete digital agreement form 2023-24.*

**PURPOSE STATEMENT**

The STEM Institute at Newton College and Career Academy provides a structure to expose STEM Associates to a variety of Science, Technology, Engineering and Math courses and academic experiences specifically designed to prepare them for the rigor demonstrated at the collegiate level.

The STEM Institute program of study emphasizes the development of problem-solving skills, critical thinking skills, and the pursuit of both independent and collaborative research projects. Engaging in a problem/project-based curriculum, students of the STEM Institute learn to plan research projects, work with others, synthesize new knowledge, generate novel solutions, and communicate effectively about their results. Participants develop the necessary ethical, analytical, and creative reasoning skills to pursue interests in and to prepare for careers in the STEM disciplines.

The STEM Institute program serves as a model for effective collaboration and partnership between Newton College and Career Academy and post-secondary institutions as well as partners with mentors from local and national businesses and research organizations.

**VISION STATEMENT**

The STEM Institute at Newton College and Career Academy is a rigorous, comprehensive, Associate-centered program that empowers STEM Associates to meet their full potential by utilizing the skills embedded in STEM disciplines to become resilient, innovative, and effective leaders.

The Newton County School System firmly believes the STEM Institute at Newton College and Career Academy is a premier program regionally, state and nationally recognized for the quality of its STEM Trainers, care and support of its STEM Associates, rigor and creativity of its programs, and community service efforts of its STEM Associates.

**MISSION STATEMENT**

The STEM Institute's mission is to consistently use authentic, rigorous, interdisciplinary project/problem-based learning experiences rooted in real-world problems integrated with strong business & industry relationships to cultivate curiosity, proactivity, self-directedness, and initiative-driven practices.
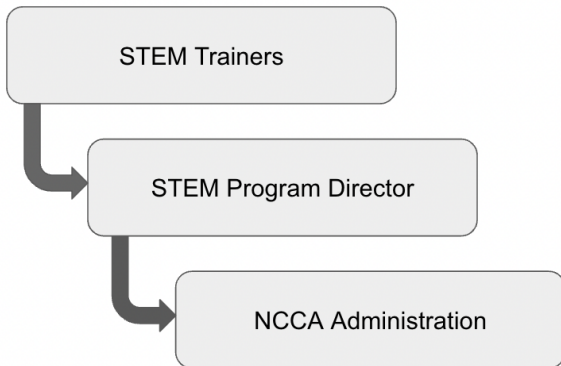
**NONDISCRIMINATION POLICY**

The STEM Institute at Newton College and Career Academy admits STEM Associates of any race, color, national/ ethnic origin or socioeconomic status to all rights, privileges, workshops, and activities generally accorded or made available at the institute.

**GOING GREEN INITIATIVE**

The STEM Institute at Newton College and Career Academy began a "Go Green" Initiative in 2020-2021 as an effort to effectively use environmentally friendly, cost effective and responsible practices. As a result, the STEM Institute will be utilizing electronic technology for the majority of communication sent from the institute. The STEM Institute Program Director will send important announcements and upcoming events through weekly emails, Canvas announcements, and/or social media posts. Contact Ms. Laura Lambert, STEM Institute Program Director at lambert.laura@newton.k12.ga.us if you have any changes to your email or phone number.

**ORGANIZATIONAL STRUCTURE**

We all must work together to ensure STEM Associates are academically and personally successful. The chart below displays the organizational structure if an academic or behavior situation arises with a STEM Associate.

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│     STEM Trainers       │
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     ↓   ┌─────────────────────────┐
         │  STEM Program Director  │
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                  │   NCCA Administration   │
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**COMPLETION REQUIREMENTS FROM THE STEM INSTITUTE (*revised prior to SY 2020-2021*)**
**Each year STEM Associates must:**
- Be enrolled in Advanced, Quest or Advanced Placement level academic courses following the STEM program of study.
- *Maintain a grade of 80% or higher in all classes.*
- Attend at least 2 STEM Institute sponsored workshops/ activities.
- Participate in and/or complete a STEM pathway.
  - Biotechnology
  - Engineering Drafting and Design
- *Complete Community Service hours.*
- Submit STEM portfolio requirements after completing a grade level.
- *(Juniors/Seniors) Complete a STEM Capstone project or STEM Internship by senior year.*

*Advanced Placement courses are rigorous and prepare STEM Associates for college. STEM Associates are *encouraged* to take the AP exam for AP courses in order to earn possible college credit.

*Rising 9th grade STEM Associates who are accepted into the STEM Institute will be grouped as a cohort.

## BIOTECHNOLOGY

| | 9th Grade | 10th Grade | 11th Grade | 12th Grade |
|---|---|---|---|---|
| Pathway | Intro to Healthcare Sciences | Essentials of Biotech | Applications of Biotechnology | Biotechnology Internship/Individual Research<br>AP Research Capstone/Internship |
| ELA | 9th Grade Lit | AP Seminar/ELA | AP English Language and Composition<br>or<br>Dual Enrollment | AP English Literature and Composition<br>or<br>Dual Enrollment |
| Math Track 1 | Algebra | Geometry | Enhanced Advanced Algebra and AP Pre-Calculus. | AP Calc AB<br>AP Calc BC<br>AP Stats |
| Math Track 2 | Geometry (If Algebra I was done in 8th Grade) | Enhanced Advanced Algebra and AP Pre-Calculus | AP Calc AB<br>AP Calc BC<br>AP Stats | AP Calc AB<br>AP Calc BC<br>AP Stats |
| Science | AP Biology | Chemistry | AP Chemistry | AP Physics<br>AP Environmental Science |
| Social Studies | AP United States Government and Politics | AP World History | AP US History<br>US History<br>Dual Enrollment | AP Macroeconomics<br>Economics<br>Dual Enrollment |
| World Language | Spanish I<br>Spanish II (only if Spanish I was done in 8th grade) | Spanish II | *Elective* | *Elective* |
| Possible Electives | PE & Health *graduation requirement, taken at base school<br>Fine Art Credit *graduation requirement, taken at base school<br>Additional non-STEM pathways<br>Work Based Learning/EBI<br>Student Aide<br>Additional Academics<br>etc. | | | |

*Subject to change

# ENGINEERING DRAFTING AND DESIGN

|  | 9th Grade | 10th Grade | 11th Grade | 12th Grade |
|---|---|---|---|---|
| Pathway | Introduction to Drafting and Design | Survey of Engineering Graphics | 3-D Modeling and Analysis | Research Design and Project Management AP Research Capstone/Internship |
| ELA | 9th Grade Lit | AP Seminar | AP Lang 11th Grade Lit Dual Enrollment | AP Lit 12th Grade Lit Dual Enrollment |
| Math Track 1 | Algebra | Geometry | Enhanced Advanced Algebra and AP Pre-Calculus. | AP Calc AB AP Calc BC AP Stats |
| Math Track 2 | Geometry (If Algebra I was done in 8th Grade) | Enhanced Advanced Algebra and AP Pre-Calculus | AP Calc AB AP Calc BC AP Stats | AP Calc AB AP Calc BC AP Stats |
| Science | AP Biology | Physics | AP Physics | AP Chemistry AP Environmental Science |
| Social Studies | AP United States Government and Politics | AP World History | AP US History US History Dual Enrollment | AP Macroeconomics Economics Dual Enrollment |
| World Language | Spanish I Spanish II (only if Spanish I was done in 8th grade) | Spanish II | *Elective* | *Elective* |
| Possible Electives | ● PE & Health *graduation requirement, taken at base school ● Fine Art Credit *graduation requirement, taken at base school ● Additional non-STEM pathways ● Work Based Learning/EBI ● Student Aide ● Additional Academics ● etc. | | | |

** Subject to Change

**COMMUNITY SERVICE** *(Newly added in 2020-2021 SY)*

Community service is central to the STEM Institute's mission and vision. STEM Associates giving back to the community is a key component in the development of becoming productive citizens. Through community service, STEM Associates will develop a greater knowledge and understanding of local and global issues which will lead to practical actions, solutions and a stronger sense of community. It is strongly encouraged for STEM Associates to obtain a majority of the community service hours within the STEM Associate's CTSO, STEM Institute community service activities (STEM S.T.A.R.S), or a single-themed community service project.

STEM Institute associates are required to complete community service hours. **Community service hours will begin July 1 and end June 30 of that school year.** *(The maximum number of service hours obtained within the NCCA building or related sports, clubs and/ organizations is 15 hours. If there are any questions, do not hesitate to discuss with the STEM Institute Program Director).*

**Freshman**: STEM Associates will complete a minimum of 20 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Sophomore**: STEM Associates will complete a minimum of 25 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Junior**: STEM Associates will complete a minimum of 25 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page reflection.

**Senior**: STEM Associates will complete a minimum of 20 hours of community service, document the time on the Community Service Record Sheet (listing each activity), and provide a 2-3 page cumulative reflection of your four years of service.

| Freshman | Sophomore | Junior | Senior |
|----------|-----------|--------|--------|
| 20 | 25 | 25 | 20 |

*** See Appendix A - STEM ASSOCIATE COMMUNITY SERVICE RECORD SHEET - <u>CLICK HERE FOR Editable Google Doc</u>***

**STEM INSTITUTE PORTFOLIO**
An important aspect of the STEM Institute experience is getting STEM Associates to learn how to reflect on their coursework, extracurricular activities, and life experiences in a way that demonstrates their knowledge, skills, and abilities. A STEM portfolio (electronic or paper) provides an alternative method of assessing an STEM Associate's performance and provides reliable and valid information on the STEM Associate's accomplishments. As an STEM Associate completes new course work and becomes involved in new activities, these accomplishments are added to the portfolio and are used to identify connections between high school course plans, extracurricular activities, post-high school plans, and college and career readiness activities. STEM associates will complete a yearly STEM portfolio that includes various artifacts that represent their achievements and competencies developed throughout the year(s).  These artifacts will be selected based on their relevance to the <u>NCSS Portrait of a Graduate</u> characteristics: resilient, critical thinker, future thinking, knowledge seeker, employable, empowered, resourceful, creative thinking, and collaborative.
At the end of Senior year, STEM Associates will submit and present a Capstone/Internship Presentation; which is necessary to complete the STEM Institute program.

**INDEPENDENT/GROUP STEM PROJECTS (Social Studies Fair, Science/Engineering Fair, Internship, Capstone Project)**

The STEM Institute program emphasizes the development of problem-solving skills, critical thinking, and the pursuit of both independent and collaborative research projects. STEM Associates will have unique opportunities to partner with fellow peers and mentors from local and national businesses and research organizations.

**STEM INSTITUTE SHOWCASE**

All STEM Associates are to attend and present at the STEM Institute Showcase (end of spring semester) where STEM Associates will present the project of their choice (either Science/Engineering Fair, Career Technical Student Organization (CTSO) Competition Submission, Internship/Capstone Project). STEM Associates must have a digital presentation and be prepared to present their projects in a 10 minute time frame to observers. Props and other visuals (like prototypes or posters/backboards with information) are welcome, but not required. This event will require professional dress and is open to the public. Our partners from local businesses and industry as well as representatives from the BOE and DOE will be invited to view the presentations. Trainers from NCCA will assess the STEM Associates' presentations.

**STEM INSTITUTE ACTIVITIES & SCHOOL CLUBS/ ORGANIZATIONS**

The STEM Institute provides college and career readiness workshops to develop and nurture skills (i.e. critical thinking, communication, problem solving, interpersonal, and leadership). Each STEM Associate is required to participate in at least *four* STEM Institute sponsored activities during the school year. In addition, it is important for STEM Associates to be an active member of a club, organization or sport. Their participation helps to develop them as well-rounded individuals who exhibit good stewardship, the ability to work as a team member, and contribute their ideas and talents to make the community better.

(**Beginning SY 2021-2022**) All incoming associate requirements:
- Biotechnology pathway associates will become and participate as HOSA members.
- Engineering Drafting and Design pathway associates will become and participate as TSA members.

*\*\*Due to the rigorous academic program of study, STEM Associates will need to consider their school/life balance and may need to limit the amount of extracurricular activities during the academic school year.\*\**

**EDUCATIONAL TOURS**

Educational tours are unique opportunities for STEM Associates. The educational trips planned will offer a wide variety of both domestic and international travel related to the fields of STEM. Each trip will provide great opportunities for expanding knowledge and allow the STEM Associate to gain much more than would be possible inside the classroom setting. The STEM Institute Program Director will coordinate the trips and share the information with pricing six months to one year in advance. The school district and the school do NOT sponsor or endorse the trip. They assume no responsibility or liability in conjunction with the trips.

**STEM INSTITUTE FLEX DAYS (*STEM FLEX FRIDAY*)**

Flex Day is one day of flexible time every week used for Science/Engineering Fair, Capstone Projects, Internships, extra help, intervention, support, enrichment, or extension.
- Mentor Meetings-Freshmen associates will meet with an assigned mentor to discuss concerns, questions, or needs, either academic, personal or extra-curricular.
- Assigned FLEX Days - STEM Associates will report to their assigned locations, which may be scheduled as needed for intervention and enrichment.
- Flex Day is an academic time. Flex Day is not an individual time for study hall or make up work. It is STEM associate-driven, targeted, collaborative, and academic.
- Flex Days will synthesize dynamic communities in authentic, real-world scenarios.

Flex Day aligns to our STEM Institute mission of achievement through exposure to a unique curriculum combined with project-based/problem-based learning. In addition, Flex Day aligns with our core values and expectations, as outlined in NCCA's vision of being a premiere teaching and learning environment which prepares associates to be college and career ready in a global market.

Flex Day aligns to both our School Improvement Plan and District Strategic Plan, as it promotes:
- Increase opportunities for associates to demonstrate success
- Supporting associates who produce, perform, create, and communicate their knowledge competitively to a hyper-connected, global audience
- Improve student mastery of standards

Flex Day is devoted to meeting the needs of all STEM Associates at all levels of learning and readiness. *\*\*See Appendix C - STEM INSTITUTE FLEX DAY ASSOCIATE PROTOCOLS\*\**

**ACADEMIC HONOR CODE**

The objective of the Academic Honor Code is to sustain a learning-centered environment in which all STEM Associates are expected to demonstrate integrity, responsibility, and recognize the importance of being accountable for one's behavior. The STEM Institute Honor Code is in conjunction with Newton College and Career Academy's Associate Handbook Rules and Regulation and the Newton County School System academic policies.

PURPOSE OF THE HONOR CODE
The members of the STEM Institute program believe that the fundamental objective of the STEM Institute is to provide the STEM Associates with a high quality of education, while developing in them a sense of ethics and social responsibility. We believe that trust is an integral part of the learning process and that self-discipline is necessary in this pursuit. We also believe that any instance of dishonesty hurts the entire program therefore it is with this in mind that we have set forth an STEM Associate Honor Code at the STEM Institute.

OBJECTIVES OF THE HONOR CODE
Clarify what constitutes academic misconduct among STEM Associates within the STEM Institute and what the institute, the faculty, and their peers expect of them.
- Prevent any STEM Associates from gaining an unfair advantage over other STEM Associates through academic misconduct.
- Ensure that STEM Associates understand that academic dishonesty is a violation of the profound trust of the entire academic community.
- Cultivate an environment within the STEM Institute where academic dishonesty is not tolerated among the Associates.
- Prepare STEM Associates for college and beyond, where academic dishonesty could lead to loss of admission, enrollment, and/or scholarships.

DEFINITION OF ACADEMIC MISCONDUCT
Academic Misconduct is any act that does or could improperly distort STEM Associate grades or other STEM Associate academic records. Such acts include, but are not limited to the following:
- Possessing, using, or exchanging improperly acquired electronic, written, or verbal information in the preparation of any essay, laboratory report, examination, or other assignment included in an academic course.
- Substitution for, or unauthorized collaboration with, an Associate in the commission of academic requirements.
- Submission of material that is wholly or substantially identical to that created or published by another person, persons, or program without adequate credit notations indicating authorship (plagiarism).
- False claims of performance or work submitted by the claimant.
- Alteration or insertion of any academic grade or rating to obtain unearned academic credit.
- Deliberate falsification of a written or verbal statement of fact to a member of the faculty to obtain unearned academic credit.
- Forgery, alteration or misuse of any STEM Institute document relating to the academic status of the Associate.

Specific examples of academic dishonesty are listed below and could be grounds for dismissal from the STEM Institute. The activities listed below are examples and are not all inclusive:
- Bringing in or using any unauthorized information or technology for tests, quizzes, labs, etc. (stored formulas in calculator, cheat sheets, etc.).
- Looking at another STEM Associate's paper, turning around in your seat so that you are facing another STEM Associate, making eye contact, or talking with another STEM Associate before all tests, quizzes, etc. have been turned in to the STEM Trainer.

- Writing down answers to a test, quiz, etc. after completing the assessment.
- Accepting and/or using information provided by another STEM Associate for tests, quizzes, and/or projects.
- Plagiarizing works from the Internet, books, or other sources.
- Providing graded work to other STEM Associates for immediate and/or future use.
- Writing and/or using answers on calculators.
- Stealing and sharing an answer key, a copy of a test, quiz, lab, or other assignment from the trainer.

STEM Associates found in violation of academic misconduct as prescribed above will typically result in the following sanctions, not all inclusive, and dependent upon severity of violation:

- 1st Offense – The STEM Associate will receive a grade of zero (0) on the assignment without the opportunity to recover the grade. The parent/guardian will be notified.
- 2nd Offense – Consequences of 1st offense with a parent conference.
- 3rd and Subsequent Offense – Consequences of 1st offense, discipline referral and Disciplinary Probation.
    - Discretionary actions by administration

**ACADEMIC PROBATION**

At the end of each grading period, the semester and/or school year, the STEM Institute Program Director will review grades to see if STEM Institute Associates are maintaining a **GPA of 80 or higher in their courses**. When STEM Associates are not successful, they are placed on Academic Probation. Every effort will be made to help the STEM Associate maintain or improve his/her grade. The following procedures take place:

- If an STEM Associate has ONE OR MORE GRADES **below 80%** at any point in the semester, he/she needs to attend tutorial sessions or other forms of remediation.
- *If a SEMESTER GRADE is a C (70-79%) in any ACADEMIC course,* an STEM Associate will be placed on Academic Probation for the current grading period up to the following grading period. A probation contract is issued based on the STEM Associate's academic needs. The details on how to proceed fulfilling the requirements for Academic Probation will be sent out to the STEM Associates and parents. Associates will be required to attend trainer tutoring sessions as well as FLEX Day academic enrichment sessions.
- *If any **two** FINAL GRADES is a C (70-79%) in any ACADEMIC course* after being on Academic Probation for that particular course or any two at the conclusion of the academic year, it is grounds for dismissal from the STEM Institute.
- *If a FINAL GRADE is an F (below 70%) in any course,* an STEM Associate will be withdrawn from the STEM Institute and will be reassigned to the appropriate curriculum and high school in his/her residential attendance zone.

**DEFINITION OF GOOD STANDING**
- **80%** average in all classes
- No instances of academic dishonesty or misuse of technology
- Less than 5 unexcused absences in a semester
- No more than 4 days of ISS in a year
- All program dues and student accounts are up to date
- Follows all rules in the Newton County Schools Student Handbook and the NCCA STEM Associate Handbook.

MTSS AND REMEDIATION

Students who have incomplete work and/or who are not meeting proficiency expectations may be required to meet with STEM Trainers during RTI now referred to as MTSS (Multi Tiered Student Support) time. MTSS and remediation are important parts to learning and student participation will be required, not optional.


**CODE OF CONDUCT**

All STEM Institute Associates are to adhere to the Newton College and Career Academy Associate Handbook. At the beginning of each school year, STEM Associates and parents must sign and agree they will follow the Code of Conduct. If STEM Institute Associates commit an offense, consequences are assigned by NCCA administration. A few examples of inappropriate conduct are listed below:

- Personal Misrepresentation: representing oneself as another or giving false information to any faculty member or office, with intent to obtain a benefit, or to injure or defraud.
- Forgery, alteration or misuse of any document, record, electronic file, form, or instrument of identification.
- Physical abuse, includes physical contact, or which by its nature, provokes or endangers the health or safety of any person. This contact can be either through direct physical contact or through using any object.
- Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.
- Conduct performed in such an unreasonable manner to STEM Institute members or disturbs another.
- Deliberate attempts to use gang representation, signing, and recruitment.
- Sexual harassment or misconduct, that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits.
- Use of computing facilities and resources to send or receive obscene or abusive material; unethical/unlawful or irresponsible use of the Internet.
- Failure to comply with the sanction(s) imposed under the Newton College and Career Associate handbook.

**STEM INSTITUTE PROGRAM REQUIREMENTS AND BEHAVIOR POLICIES**

In order to ensure STEM Associates are performing their best academically and demonstrating positive behavior, associates of the STEM Institute will follow the procedures below:

The STEM Institute is a rigorous academic program and requires STEM Associates to complete daily/monthly/yearly assigned tasks. It is difficult for STEM Associates to complete the program with fidelity if he/she fails to complete the assigned tasks.

- If a STEM Associate fails to attend STEM Institute conferences/ workshops, submit yearly portfolio items and/or complete yearly community service hours, they will be given a Non- Compliance Letter.
- All STEM Associates will be given a deadline when to submit documentation or complete tasks. Failure to meet the deadline is grounds for dismissal from the program.
- If an STEM Associate receives two Non-Compliance Letters while enrolled in the program it will be grounds for dismissal from the program.

**STEM INSTITUTE DISCIPLINE PROCEDURES**

If an STEM Associate or STEM Trainer reports an act of academic dishonesty or inappropriate behavior to the STEM Institute Program Director, an investigation will result. Upon determining the guilt of the Associate, the following consequences will be enforced. A record of all infractions will be maintained in the Associate's STEM Institute file and will be referred to when assigning consequences.

- If a STEM Associate receives a disciplinary referral, the STEM Institute Program Director will conference with the STEM Associate and parent (i.e. phone or in person). The conference serves as a warning.
- If an STEM Associate is given In-School Suspension (including their base school) twice while in the STEM Institute program, he/she will be dismissed.
- If an STEM Associate is given Out-of-School Suspension (including their base school) or expelled from Newton County School System, he/she will be dismissed from the STEM Institute program.

*The STEM Institute Program Director reserves the right to take into consideration the individual's circumstance and place an STEM Associate on behavior probation. *

**STEM INSTITUTE ADVISORY COUNCIL & APPEAL PROCESS**

Parents and/or Associates will be given the opportunity to appeal the decision of the STEM Institute Program Director to the STEM Institute Advisory Council. Note that some decisions made by the Principal and STEM Institute Program Director are final. The STEM Institute Advisory Council will consist of the following individuals:
- STEM Institute Program Director
- STEM Institute Counselor
- NCCA Administrator

Steps of the Appeal Process:
1. The STEM Associate will type a letter of reconsideration explaining why he/she should remain in the program. This is an opportunity for the STEM Associate to provide their perspective of the situation and share a resolution.
2. The STEM Associate must submit his/her typed letter by deadline stated in the official *STEM Institute Dismissal Letter*.
3. The STEM Institute Advisory Council will meet and review the letter. A possible meeting will be scheduled. A decision will be made.
4. The STEM Institute Program Director will render the decision via conference to the STEM Associate within five days of the meeting.

**STEM Associates are only allowed to appeal one time while in the STEM Institute program.**

**STEM INSTITUTE PARENT TRAINER ORGANIZATION (SIPTO)**

It is the belief of the STEM Institute, that parental involvement is a critical component of STEM Associate and Institute success. The most direct benefit of this initiative will be higher levels of STEM Associate achievement and improved school/community relations. The STEM Institute PTO is dedicated to establishing and acquiring funding and resources for the STEM Institute beyond the standard financial resources provided by the Newton County School System. The current STEM Institute PTO Treasurer will notify parents/guardians of the amount and due date for annual dues of the upcoming school year. Every parent/guardian is expected to be a member of the STEM Institute Parent Trainer Organization and fulfill the following responsibilities:
- Pay STEM Institute annual dues per STEM Associate (*TBD yearly based on activities*).
- Complete a minimum of five parental involvement hours by participating in STEM Institute PTO related activities. For example, each of the following activities count as one or more service hours: attending an STEM Institute PTO meeting, chaperoning an STEM Institute field trip, or volunteering at an STEM Institute

activity.
- Submit a copy of the Parental Involvement Record Sheet at the end of the school year to the STEM Institute Program Director.
- Attend at least two parent meetings.
- Ensure that their STEM Associate has access to resources to complete class assignments and projects outside of the school day (i.e. electronic device(s), the Internet, reading materials).
- Check their STEM Associate's grades on Infinite Campus on a weekly basis and communicate with faculty and staff effectively and professionally about their STEM Associate's academic progress.
- Attend grade level meetings that occur at least once per semester to learn about STEM Institute happenings, high school advisement topics and the college admissions process.
- Coordinate transportation to and from school as well as STEM Institute events (i.e. Family Fun, SAT/ACT workshop).

If parent(s) do not fulfill their yearly parental involvement commitment, it will impact the status of the STEM Institute and opportunities for the STEM Associates. It is imperative to read and review the _STEM Institute PTO Bylaws_ for detailed information on membership, annual dues, and parental involvement information.

*_** See Appendix B PARENT INVOLVEMENT RECORD SHEET - CLICK HERE for Editable Google Doc **_*

**STEM INSTITUTE DISMISSAL OR WITHDRAWAL**

STEM Associates dismissed in the first three years who wish to return to NCCA (not a part of STEM) must reapply during the application window in the Spring or return to their respective base school.

Any STEM Associate dismissed from NCCASI will not be recognized at graduation with the STEM distinction. Fourth-year associates on Academic Probation or Disciplinary Probation who do not return to "good standing" will not be recognized at graduation with the STEM distinction.

Enrollment in the STEM Institute is for the full academic school year. STEM Associates cannot withdraw from the STEM Institute during the school year requesting to return to their base school. Withdrawal from the STEM Institute can only occur by written request in April of the current academic school year for the upcoming school year.

*_** Statements in this program guide are subject to amendment with or without notice. The STEM Institute will attempt to communicate any changes as soon as possible. However, some changes might be made immediately due to unforeseen and developmental circumstances.**_*

*_*The STEM Institute Program Director has the discretion to revise the STEM Institute Associate and Parent handbook requirements accordingly after meeting with the NCCA Principal, the STEM Institute Advisory Council, or district leadership.*_*

*_*SENIORS- At the end of Fall semester grades are finalized to be submitted to colleges, for scholarships and eligibility purposes._*

**APPENDIX A**

*STEM ASSOCIATE COMMUNITY SERVICE RECORD SHEET - [Click here for editable Google Doc version](#)*

**STEM Institute**

Community Service
Record Sheet

STEM Associate Name: _____ SID#: _____ Total Hours: _____

| Date | Hours | Project/Organization Name (Include Organization Information) | Supervisor Name & Contact Information | Supervisor Signature |
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I agree that I have completed the above noted *Community Service* hours for the 20__ - 20__ school year.
STEM Associate Signature: _____

**APPENDIX B**

*STEM PARENT INVOLVEMENT RECORD SHEET - [Click here for editable Google Doc version](#)*

**STEM Institute**

Parental Involvement Record Sheet

Parent/Guardian Name: _____ Associate Name:_____ Class of: 20__

*This record sheet will be used to document your activities and volunteer hours. Parental involvement hours can be obtained through parent meetings, STEM Institute activities and trips, etc. This form will be submitted each semester (January and May) at the parent meetings.*

| Date | Hours | Project/Organization Name (Include Organization Information) | Supervisor Name & Contact Information | Supervisor Signature |
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I agree that I have completed the above noted *Parental Involvement* hours for the 20__ - 20__ school year.

*Parent/Guardian Signature:* _____ Date: _____

**APPENDIX C**
*STEM INSTITUTE FLEX DAY ASSOCIATE PROTOCOLS*

**FLEX DAY PROTOCOLS FOR STEM ASSOCIATES (not all inclusive)**

- Be There; Stay There; Stay on Task. (Flex time is not a time for extended bathroom breaks, seeing another trainer, gathering materials, turning in work for another class, etc.)
- Flex day will NOT be used for make-up work, unless approved by the Trainer, STEM Program Director or an Administrator.
- Associates are responsible for having with them all necessary materials to be ready for study or work at the beginning of Flex Day.
- Associates will be responsible for monitoring their Flex Day schedules, emails, and any changes that may occur.
- No associate will leave an assigned location to go to another trainer's room unless prior approval.
- Disciplinary issues that arise during Flex Day will be handled in the same manner as disciplinary issues that occur during regular school days.
- If an Associate arrives 1-9 minute(s) after the specified class start time, the Associate will be marked "Tardy." The ONLY way for a tardy to be excused is if an email is received from their previous trainer. o First offense: STEM Program Director will meet with the associate and there will be a parent contact.
    - On the second offense within the same semester, associates will lose the ability to self-schedule for two flex days and a parent conference will be called.
    - On the third and following offenses within the same semester, the issue will be referred to administration.
- If an associate arrives to class ten or more minutes after the start of the time slot, they will receive a disciplinary referral for skipping class.

**GENERAL PROTOCOLS FOR FLEX DAY (not all inclusive)**

- Trainers will use the STEM Google Form to take attendance. Throughout the FLEX period Trainers will periodically check (minimum of 2 times) students progress. Trainers will assign either Present Full Active, Present Partially Active or Present Inactive to assign a grade.
- Associates who are not in a *designated* STEM class will not FLEX during those Time Slots if they have below an 85% and permission granted by the Trainer (STEM Associate must be in good standing; behavior, grades, etc.).