



STEM Institute

Associate & Parent Handbook
2025-2026

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STEM INSTITUTE ASSOCIATE & PARENT AGREEMENT

The Newton College and Career Academy STEM Institute 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 Schools to uphold at all times. SEE PAGE

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. SEE PAGE

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. SEE PAGE

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.*****

ASSOCIATES: [Click here to complete the digital agreement form 2025-2026.](#)

PARENTS/GUARDIANS: [Click here to complete the digital](#)

agreement form 2025-2026.

PURPOSE STATEMENT

The STEM Institute at Newton College and Career Academy offers students a focused environment in Science, Technology, Engineering, and Math through rigorous coursework and real-world experiences. The program emphasizes problem-solving, critical thinking, and collaboration through project-based learning and research.

STEM Associates plan and conduct research, develop creative solutions, and communicate their findings effectively. The Institute builds essential skills for success in college and STEM careers while fostering strong partnerships with colleges and businesses, and providing a support system for all associates.

VISION STATEMENT

The vision of the NCCA STEM Institute is to be a premier STEM teaching and learning environment that supports and prepares associates to be college and career ready in the globally competitive STEM workforce of the future.

MISSION STATEMENT

The NCCA STEM Institute is committed to preparing students for postsecondary education and STEM careers by promoting academic excellence and providing real-world skills and experiences essential for success in college, the workforce, and the global STEM economy.

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.

COMMUNICATION

The STEM Institute utilizes electronic technology for the majority of the information 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.

STEM Associates and Trainers are required to utilize their official school email accounts for all professional communications. Responses to emails from Associates or Trainers should be provided within 24 to 48 hours during a standard school week. However, Trainers and Associates are not expected to check or respond to emails during weekends or school breaks/holidays.

In the event of a concern regarding performance in a STEM class, the primary point of contact is the Trainer for that specific course. Trainers are expected to promptly address any emails from Associates or parents within the designated time frame of 24 to 48 hours during a school week.

Additionally, STEM Associates may need to utilize a professional, personal email address to access specific online platforms, notably the CollegeBoard website, which is utilized for accessing AP, PSAT, and SAT accounts.

WEBSITE & SOCIAL MEDIA

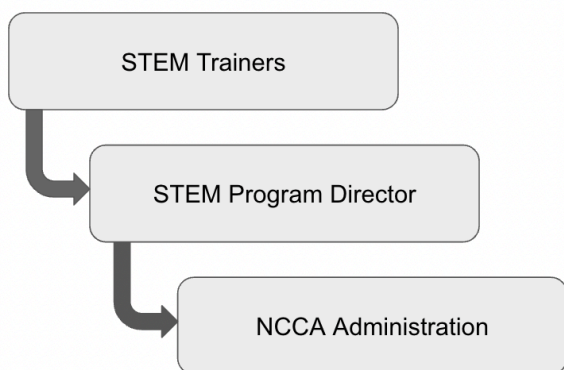
NCCA STEM Institute Website: <https://ncca-stem.newtoncountyschools.org/>

NCCA STEM Institute Facebook Page: <https://www.facebook.com/NCCASTEM>

NCCA STEM Institute Instagram Page: https://www.instagram.com/stem_ncca/ (@stem_ncca)

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.



CHAIN OF COMMAND STATEMENT

To ensure effective communication, accountability, and problem-solving within the NCCA STEM Institute, the following chain of command should be followed:

Associates should first address academic or program-related concerns directly with their **trainer**. If the issue remains unresolved or requires additional support, it should be elevated to the **STEM Institute Director**. Should further action be necessary, the matter will then be brought to the attention of the **school administration**. This structure promotes clarity, responsibility, and timely resolution of concerns while maintaining professional and respectful communication at all levels.

COMPLETION REQUIREMENTS FROM THE STEM INSTITUTE

Each year STEM Associates must:

- Maintain a grade of 80% or higher in all classes.
- Complete Community Service hours. (Associate-20 hours and Parent-5 hours)
- Submit STEM portfolio requirements after completing a grade level.
- Participate in the STEM Showcase
- Be Active CTSO members (4 Meeting Minimum and Competition or Community Service Equivalent)
- Pay STEM dues or complete financial hardship form
- Meet Attendance policy requirements(Less than 5 unexcused absences and no more than 4 days of ISS)
- Complete the AP Capstone program by taking AP Seminar (10th grade) and AP Research (12th grade)(Required 10th and 12th grade respectively)
- Participate in and complete a STEM CTAE pathway.
 - Biotechnology Research and Development
 - Engineering Drafting and Design
- Be enrolled in Advanced, Quest, and Advanced Placement (AP or Dual-Enrollment) level academic courses following the prescribed STEM program of study.

*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.

STEM Programs of Study 2025-26

The NCCA STEM Institute has a unique, prescribed curriculum that consists of STEM, AP, and CTAE courses for all STEM Associates. The requirements for STEM course enrollment and pathway completion are outlined for each pathway below.

STEM Institute - Program of Study				
	9th Grade	10th Grade	11th Grade	12th Grade
ELA	Literature & Composition I	AP Seminar	AP Language or Dual Enrollment	AP Literature or Dual Enrollment
Math Track A	Algebra	Geometry	Enhanced Advanced Algebra and AP Pre-Calculus	AP Calc AB AP Calc BC AP Stats Dual Enrollment
Math Track B	Geometry	Enhanced Advanced Algebra and AP Pre-Calculus	AP Calc AB AP Calc BC AP Stats Dual Enrollment	AP Calc AB AP Calc BC AP Stats Dual Enrollment
Science	AP Biology	Chemistry	AP Chemistry	AP Physics AP Environmental Science
Social Studies	AP US Government	AP World History	AP US History or Dual Enrollment	AP Macroeconomics or Dual Enrollment
World Language	Spanish I Spanish II (only if Spanish I already completed)	Spanish II	<i>Elective</i>	<i>Elective</i>
Possible Electives	<ul style="list-style-type: none"> • PE & Health (graduation requirement, taken at base school) • Fine Art credit (taken at base school) 		<ul style="list-style-type: none"> • Additional non-STEM pathways • Work-Based Learning • Student Aide • Additional Academics 	

	9th Grade	10th Grade	11th Grade	12th Grade
Biotechnology Research & Development	Intro to Healthcare Sciences	Essentials of Biotechnology	Applications of Biotechnology	AP Research: Life Science
Engineering	Introduction to	Survey of	3-D Modeling and	AP Research:

Drafting & Design	Drafting and Design	Engineering Concepts	Analysis	Physical Science
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*Subject to change as Georgia Department of Education guidelines and requirements change.

COMMUNITY SERVICE

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 HOSA or TSA, STEM Institute community service activities, or a single-themed community service project.

STEM Institute associates are required to complete community service hours. **Community service hours will begin June 1 and end two weeks before the last day of the academic calendar year.**

All STEM Associates will complete a minimum of **20 hours of community service**, document the time on the Community Service Record Sheet (listing each activity).

**** See Appendix A - STEM ASSOCIATE COMMUNITY SERVICE RECORD SHEET - [CLICK HERE FOR Editable Google Doc](#) ****

STEM INSTITUTE PORTFOLIO

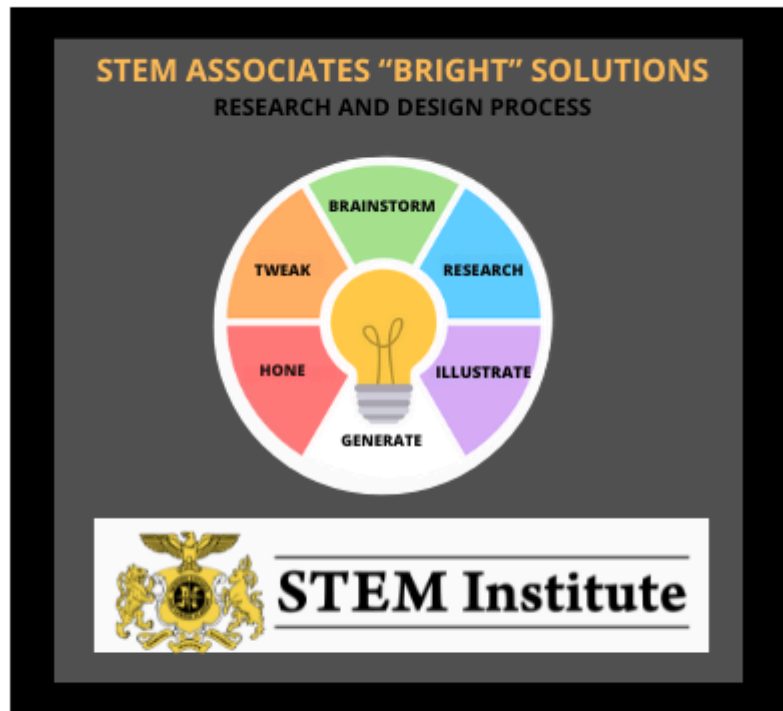
An important aspect of the STEM Institute experience is getting STEM Associates to learn how to reflect on their coursework, extracurricular activities, and life experiences in a way that demonstrates their knowledge, skills, and abilities. A STEM portfolio provides an alternative method of assessing 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 these 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 their capstone program through AP Research, which is necessary to complete the STEM Institute program.

INDEPENDENT/GROUP STEM PROJECTS (Social Studies Fair, Science/Engineering, 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 community businesses and research organizations.

The NCCA STEMI utilizes a program-developed process thinking model that we call the BRIGHT process. This process-thinking model was developed with the Engineering Design Process and other schools' processes as a reference. This process is utilized across academic and CTAE subjects within the STEM program. Associates engage in various interdisciplinary project- and problem-based learning experiences with the BRIGHT process as a framework for thinking. Associates document all of their BRIGHT projects in their STEM Journals.



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 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 community will be invited to view the presentations. Trainers from NCCA will assess the STEM Associates' presentations.

STEM INSTITUTE ACTIVITIES & SCHOOL ORGANIZATIONS/CLUBS

Participation Expectations CTSO's – NCCA STEM Institute

All associates are expected to be active and participating members of a NCCA CTSO.

CTI, DECA, FBLA, FCCLA, FFA, HOSA, and SkillsUSA are all Career and Technical Student Organizations (CTSOs) offered at NCCA.

Items 1 and 2 below will be monitored by the following form and must be submitted on or before the last day of the school year to the STEM program director.

[Link to CTSO Verification Form](#)

Active membership includes, but is not limited to, the following expectations:

1. **Attend Regular Meetings**
 - Participate in chapter meetings (minimum 4 per year)
2. **Engage in Competitive Events or Service Projects**
 - Select and prepare for at least one competitive event or community service initiative per year
3. **Seek Leadership Opportunities** *(Optional but Encouraged)*
 - Consider running for chapter, regional, or state office positions or contributing as a committee member.
4. **Attend Conferences and Competitions** *(Optional but Encouraged)*
 - Participate in regional, state, or national events to represent NCCA and gain leadership experience.

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)

At the STEM Institute, Associates have access to facilities and resources that empower them to bring their ideas to life based on their passions. Through our unique FLEX (Fueling the Learning and Educational Experience) Days, we take regular classrooms and make them collaborative, creative spaces. FLEX Days occur on designated Fridays and are used for 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 by the STEM Director, 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 STEM Certification 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 Schools 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 NCCA 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 (including artificial intelligence applications) 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.
- Using AI to generate work and submitting it as your own without proper acknowledgment is considered academic dishonesty at the NCCA STEM Institute.

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 with Trainer and STEM Director.
- 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, a 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.

STEM Institute Grading Policy

At the NCCA STEM Institute, we uphold a high standard of academic integrity, personal responsibility, and career-readiness. Our grading policy reflects these values while supporting student growth and accountability.

Late Work

Late submissions may receive reduced credit in accordance with each trainer's published late work policy. These policies should be clearly outlined in the Canvas syllabus. It is the **associate's responsibility** to be aware of and follow each trainer's expectations.

Missing Assignments

Assignments not submitted by the due date may be recorded as a zero until completed. Associates are encouraged to communicate with their teacher if they are facing challenges completing assignments on time. This is also at the discretion of the trainer and based on the syllabus.

Professionalism and Communication

Professional communication is a core expectation of the STEM Institute. Associates must take responsibility for

reaching out to trainers in a timely manner to request support, extensions, or clarification on assignments. Trainers are willing to work with associates who show initiative. Any special circumstances must be supported by external documentation in order to receive accommodations.

Associates are expected to:

- Check course platforms (e.g., Canvas) regularly for assignments.
- Communicate in advance of known absences.
- Treat deadlines as professional commitments.

Failure to meet these expectations may affect an associate's **Employability/Professionalism grade**. Certain STEM courses will not include a separate Employability/Professionalism grade.

Trainer Office Hours

STEM Trainers offer **open office hours**, published on each trainer's **Canvas homepage**, where **any associate** can:

- Submit late work
- Ask questions
- Receive clarification or feedback
- Make up missed learning opportunities

Associates are encouraged to take full advantage of these open office times as part of their academic and professional growth.

CTSO/Field Trip Absences

Participation in CTSO events (e.g., TSA, HOSA, etc.) and approved field trips is highly encouraged as part of career preparation. However, associates are responsible for maintaining academic progress during these absences.

Expectations:

- Associates will have a two-day grace period after their return to submit assignments, with follow-through expected immediately unless alternate arrangements have been made in advance.
- It is the associate's responsibility to request any missed materials, notes, or instructions.

Parental Responsibility

Parents and guardians play an essential role in supporting associate's success. We strongly encourage parents to:

- Regularly check **Infinite Campus** to monitor grades and missing assignments.
- Empower their associates to self-advocate and communicate directly with trainers.
- Use the Canvas platform to stay informed about class expectations and assignments.

Partnership between families and the STEM Institute is critical to helping associates develop accountability and independence.

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 associate 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 Academy 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 a STEM Associate is given In-School Suspension (including their base school) twice while in the STEM Institute program, he/she will be dismissed from the STEM Institute Program.
- If a 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 and dismissed from NCCA.

**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 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.*

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 Newton County Schools. 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](#) ***

APPENDIX A

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



Community Service Record Sheet

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

Date	Hours	Project/Organization Name (Include Organization Information)	Supervisor Name & Contact Information	Supervisor Signature

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](#)



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

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.
- 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.
 - 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)

- STEM Associates must register for FLEX day sessions during any STEM class period during which they are FLEXing. Non-STEM classes do NOT FLEX, and those classes should be attended according to their regularly scheduled time. In some instances, STEM Trainers may elect to hold a regular STEM class during a FLEX day - should that be the case, all STEM associates in that class will be expected to attend.
 - Should a STEM Associate consistently fail to register for FLEX sessions on days that they are supposed to FLEX, they will be assigned to sessions at the STEM Director's discretion.
- STEM associates must attend the FLEX sessions for which they are registered. If a STEM associate is not in the registered session, they will be marked ABSENT.
- STEM associates should notify trainers/STEM Director 24 hours in advance if they need to make changes to their FLEX day session scheduling. FLEX day session changes on the day of will not be accommodated, and an associate will be marked absent if they do not follow their registered session schedule.
- Trainers will use the designated FLEX day scheduling software to take attendance. Throughout the FLEX period Trainers will periodically check students progress.