2013-2014
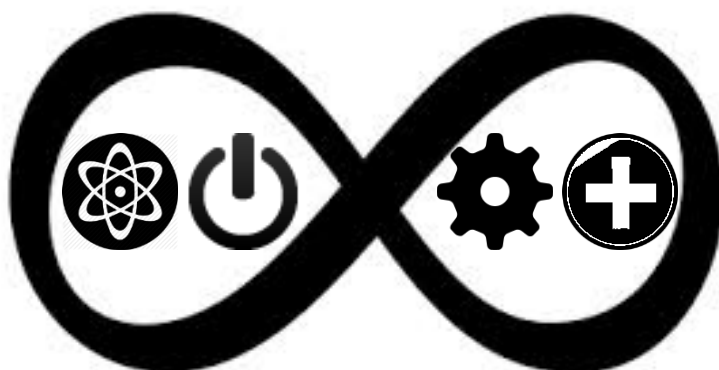# Parent / Student STEM Handbook
&
Code of Conduct

LITHIA SPRINGS HIGH SCHOOL STEM ACADEMY

Lithia Springs High School STEM Academy Advisory Board
The STEM Advisory board provides insight and support for the STEM program. They provide support through mentorship and possible internships.

The Douglasville-Douglas County Water and Sewer Authority (WSA) has been delivering quality water and wastewater service to Douglas County since 1986. WSA currently has the ability to treat 23 million gallons of drinking water and approximately six million gallons of wastewater each day. (ddcwsa.com)

Georgia Power is the largest subsidiary of Southern Company, one of the nation's largest generators of electricity. The company is an investor-owned, tax-paying utility with rates below the national average. Georgia Power serves 2.4 million customers in all but four of Georgia's 159 counties.

Greystone Power, located on the west side of Atlanta, serves portions of eight metropolitan Atlanta counties including Douglas, Paulding, Fulton, Coweta, Cobb, Fayette, Carroll, and Bartow. (greystonepower.com).

Google Inc. is an American multinational corporation specializing in Internet-related services and products. These include search, cloud computing, software and online advertising technologies. Google's mission is to organize the world's information and make it universally accessible and useful.

The Junior League of Douglas County is a non-profit organization of women, who have been the driving force behind initiatives to make our community healthier and more vital. For more than 20 years, Junior League members have worked together to identify unmet needs, forge effective coalitions and work for change, all on a volunteer basis. (jldouglascounty.org).

Kraft Foods Group, Inc. (NASDAQ: KRFT) is one of the largest consumer packaged food and beverage companies in North America, with annual revenues of more than $18 billion. (kraftfoodsgroup.com)

Tanner Health System is a nonprofit regional health system serving a nine-county area of west Georgia and east Alabama. Tanner's medical staff is comprised of more than 250 physicians representing 35 unique medical specialties.

Terry Miller Architecture

Transamerican Computer Consulting, LLC launched in 2001 to offer small businesses highly skilled, reliable, personal service to maintain and develop their network systems. The company has grown every year and now has serveral employees with a combined 40+ years experience.

WellStar is a not-for-profit Georgia-based organization dedicated to providing world-class healthcare

Wenck Travel

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Letter from the Principal

August 2013

Dear Parents:

Thank you for choosing The Lithia Springs High School STEM Academy for your child. The School's administration, leadership team, faculty, and staff are eager to build on the success and challenges of beginning our new academy, and we have been busily preparing for the months ahead. *The 2013-2014 Parent and Student STEM Handbook* and *Code of Conduct* are designed to guide you and your child through this exciting time. We encourage you to read all sections of this booklet thoroughly and discuss them with your child. In addition, please read the *Lithia Springs High School Handbook*, which is located on the school's website: http://lithiasprings.dch.schoolinsites.com/.

The Parent and Student STEM Handbook includes contact information for the school's administration, general information about our proven curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to your student's success in the STEM Academy. The *Code of Conduct* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the school's leadership team, or your child's teacher.

At the LSHS STEM Academy, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in education!

Sincerely,

Garrick Askew

Garrick Askew, Ed.D.
Principal

Academy Overview

STATEMENT OF NONDISCRIMINATION

The Lithia Springs High School STEM Academy admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs. The non-traditional student participation reflects the diversity and gender of the school district (SCR 2).

VISION

The Lithia Springs High School Science, Technology, Engineering, & Math (STEM) Academy serves as an example of how a school's parents, students, and teachers can reach their goal of achieving an excellent education through the effective balance of rigor and support. In concept, design, and delivery, The STEM Academy will be a model of innovation and excellence. The STEM Academy will provide an environment in which the administration, faculty, staff, and parents:

- Provide a complete educational foundation based on proven methods of instruction and rich, challenging content
- Have high academic, social, and ethical expectations for all students
- Foster mastery of both knowledge and skills utilizing all available resources to ensure our students receive individual attention and achieve academic excellence.

MISSION

The STEM Academy prepares students to succeed in the global society of the 21st Century by developing critical skills and knowledge in the core academics. The STEM Academy uses a problem-based approach to cross-disciplinary learning to deliver its curriculum. The curriculum is experienced by the students in an environment of advanced studies and high expectations with a pervasive integration of science, technology, engineering, and mathematics in all STEM Academy classes.

ACADEMY FORMAT

Admissions
The LSHS STEM Committee reviews applications and admits students based on GPA, standardized test scores, attendance history, disciplinary record, and teacher recommendations. Additional information on admission criteria is posted on the LSHS STEM Academy website.

Programs of Study
STEM students follow a clearly defined program of study that includes coursework in their chosen field: Biomedical Science, Biomedical Science with a focus on engineering, Mechatronics, Mechatronics with a focus on electronics. All academy pathways include requirements for STEM English/language Arts, STEM sciences, STEM social studies, and STEM math courses. In addition, students in the STEM program take at least five Advanced Placement courses as well as several enrichment courses related to their chosen STEM field. The course load in the STEM Academy exceeds the requirements for high school graduation in the state of Georgia and the coursework detailed in the state frameworks for studies in engineering and biomedical science, providing our students with advanced, rigorous preparation in their chosen fields of inquiry.

Teacher Certification
All of the STEM teachers are certified or meet highly qualified status. In addition, some have business / industry experience (SCR 4). All STEM teachers participate in on-going field-specific STEM professional learning (SCR 5). Teachers collaborate at least bi-weekly to plan integrated lessons share or co-create STEM activities and plan learning outcomes (SCR 6).

Instruction and Assessment
In addition to state and unit assessments, all STEM teachers and students are immersed in a student centered learning environment that supports multiple indicators of success in all STEM content areas, including knowledge and performance-based assessments. In all areas of study within the Academy, assignments, labs, and activities are student-centered and problem-based, requiring students to study and apply concepts to solve real world problems (SCR 11). The STEM labs have either wet lab capability and technology access or both and are used by multiple teachers for collaboration, project work, virtual collaboration, and can be used as exhibition space (SCR 13). Community partners are available to students for consultation, support, and guidance in many inquiry learning experiences. STEM teachers provide explicit assimilation of concepts from more than one STEM discipline and problems / projects require more than one discipline for solutions (SCR 12). Teachers in science, math, social studies and ELA, as well as biomedical science and mechatronics collaborate to plan academy-wide group projects and lessons which give students opportunities to carry out research, analyze data, design solutions, participate in debates and discussions, and conduct presentations of their work. Classroom instruction requires students to think in complex ways and apply the knowledge and skills they have acquired. When confronted with perplexing unknowns, students are able to create solutions and take action that further develops their skills and knowledge (SCR 14).

Academic Support
Academic support is available to STEM academy students before, during, and after school. Students can arrive early or stay late with STEM teachers who are able to provide academic support. Support is also available during the day during a FLEX period. During this Flexible Learning Enrichment Experience time (FLEX), students participate in nine four-week mini courses, which include orientation for ninth graders, college exploration, seminars in sub disciplines, science fair support, career portfolios, and research. These mini-courses provide skills needed for post-secondary study in STEM fields. The FLEX period occurs four times a week with one day dedicated to supporting students in a variety of areas including, but not

limited to, organization, tutoring. All FLEX activities involve a technology context, and students will be awarded 1 credit for successful completion of the FLEX period for all four years.

Ninth-graders have an extra level of support provided by mentors who are upper classmen. These juniors and seniors support freshmen as they "learn the ropes" of high school and acquire the skills needed for rigorous study. As they become upper classmen, these students will serve as mentors for new freshmen.

Technology
Technology is an essential element of the academy and is present and in use in all STEM classrooms. Technology in the STEM Academy is consistently in the hands of students (SCR 16). Students routinely use desktop and laptop computers, tablets, data-collecting probes, and graphing calculators. As a Bring Your Own Technology (BYOT) school, LSHS offers students the opportunity to use their own smart phones, tablets, and laptops at school within the educational limits described by the teachers. A technology specialist is on staff to provide on-going support for teachers and students. Each student who successfully completes the FLEX period all four years will receive 1 credit in Technology.

Pathway Completion
In meeting graduation requirements, all students enrolled in the Lithia Springs High School STEM Academy will complete a STEM Pathway in Biomedical Science or Mechatronics. Our school scheduling also allows STEM Academy students to complete additional pathways during their time at LSHS, including but not limited to, Fine Arts and Advanced Programming.

Graduates of the Biomedical Science pathways are prepared to continue their education either at a technical school or college in the areas of nursing, biomedicine, biotechnology, biochemistry, organic chemistry, microbiology, and general biology. After graduation from LSHS, these students are also ready to seek certification for entry-level industry positions such as certified nursing assistant, lab technician, vet tech, and clinical trial technician.

Students completing the Mechatronics Pathways are ready to continue their education either at technical school or college in the areas of mechanical, electrical, and industrial engineering. Immediately after graduation, these students are qualified to seek employment in many engineering field entry-level positions such as mechanical design, CAD operator or instructor, and quality inspector.

Contact Information

Lithia Springs High School Office   770-651-6700

Administrators:
Dr. Garrick Askew, Principal   garrick.askew@douglas.k12.ga.us
Mrs. Jessica Ainsworth, Assistant Principal   jessica.ainsworth@douglas.k12.ga.us
Mr. Alton Bias, Assistant Principal   alton.bias@douglas.k12.ga.us
Dr. Lee Collins, Assistant Principal   lee.collins@douglas.k12.ga.us
Mr. Matt Remillard, Assistant Principal   matthew.remillard@douglas.k12.ga.us
Mrs. Caroline Whitt, Assistant Principal   caroline.whitt@douglas.k12.ga.us

Coordinators and Support:
Elaine Wood, STEM Coordinator   elaine.wood@douglas.k12.ga.us
Katherine Gerbis, Technology Specialist   katherine.gerbis@douglas.k12.ga.us

Teaching Staff:
Robin Farmer, *AP Literature*   robin.farmer@douglas.k12.ga.us
Roxianne Flowers, *Accelerated Coordinate*
    Algebra / Analytic Geometry A   roxianne.flowers@douglas.k12.ga.us
Marekus Fluellen, *Accelerated Analytic Geometry*
    B/ Advanced Algebra   marekus.fluellen@douglas.k12.ga.us
Phillip Fowler, *AP Literature*   phillip.fowler@douglas.k12.ga.us
Katrina Henderson, *AP Environmental Science*   katrina.henderson@douglas.k12.ga.us
Tatiana Kolykhalova, *Principles of Biomedical*
    Science; *Human Body Systems; Medical*
    Interventions; Medical Innovations   tatiana.kolykhalova@douglas.k12.ga.us
Keenan Lee, *AP Calculus AB/BC*   keenan.lee@douglas.k12.ga.us
Tamika McFarland, *Accelerated Pre-Calculus,*
    AP Statistics   tamika.mcfarland@douglas.12.ga.us
Payton Millinor, *Pre-AP 9th Grade Literature*   payton.millinor@douglas.k12.ga.us
David Mills, *STEM Health and PEI*   david.mills@douglas.k12.ga.us
Becky Parker, *Honors and AP Biology*   becky.parker@douglas.k12.ga.us
Andrea Prewitt, *Honors Physics, AP Physics*   andrea.prewitt@douglas.k12.ga.us
Darren Rager, *Mechatronics and Electronics*   darren.rager@douglas.k12.ga.us
Catrice Shivers, *Honors 10th Grade Literature,*
    AP Language   catrice.shivers@douglas.k12.ga.us
William Walton, *Human Body Systems, Human*
    Anatomy & Physiology, Chemistry   william.walton@douglas.k12.ga.us
Nicole Wynn, *Computer Science*   nicole.wynn@douglas.k12.ga.us

STEM Advisory Board

Business, community, and post-secondary partnerships are involved in an on-going relationship with the STEM instructional program and are directly connected to in-class learning (SCR 9). Several partners make up the LSHS STEM Advisory Board, a group of community leaders that meets bimonthly to support the STEM program. The Advisory Board provides speakers for STEM classrooms, offers tours of business and industry, permits job shadowing, and provides student internships. Many of these partners also serve as mentors for students working on projects and problems. Current members include:

LSHS STEM Advisory Board 2013-2014

- Garrick Askew, Principal, Lithia Springs High School
- Michael Austin, Sr. Manager, Logistic Design Engineering Kraft Food
- Russell Bonds, Google Operations Manager
- Cecilia Byers, Manager, Wellstar Biomedical
- Anne Marie Columbo, Junior League of Douglas County
- Pete Frost, Executive Director, Douglas County Water and Sewer Authority
- Christy Habib, Junior League of Douglas County
- John Lewis, Owner, Transportation Computer Consulting
- Gary Miller, President/CEO, Greystone Power
- Terry Miller, Owner, Architect
- Pam Nail, Associate Superintendent of Student Achievement and Leadership, Douglas County Schools
- John Sell, Area Manager, Georgia Power
- John Shore, Director, Tanner Biomedical Equipment
- Jason Wellman, Google Operations Manager
- Patricia Wenck, Owner, Wenck Travel
- LSHS STEM Advisory Board Parent Committee:
    - Manny Torres: Graduate of Georgia Tech with a degree in electrical engineering; Commissioned U.S. Naval Officer and an aviator; Senior Specialist and Advanced Technology Manager for Technical Associates, an engineering firm in industrial automation systems.
    - Cammie Tysver: Graduate of Georgia Tech and University of West Georgia; Ten years work experience in the technology industry; Educational Evaluator for Douglas County School System.
    - Lena Willis: Graduate of San Jose State University in Business Management; President of LSHS PTSA; Habitat for Humanity in area of compliance and risk.

Academic Teams and Competitions

All STEM students participate in STEM competitions, on-site / online STEM exhibits, and/or in state and national STEM forums (SCR 10). All students in the STEM Academy participate in the Lithia Springs High School Science Fair and at least one more academic competition.

FIRST Robotics Team: After designing and building a robot, the team participates in several FIRST Robotics competitions in which their robot works in alliances with those of other teams to accumulate points.
Sponsors: Darren Rager

Science Olympiad: Teams compete in events pertaining to scientific knowledge and practices in various science discipline, including biology, chemistry, physics, and engineering.
Sponsor: K. Henderson

Technovation: In this girls-only organization, students design innovative mobile apps and learn about entrepreneurship.
Sponsors: Tatiana Kolykhalova and Anne Marie Colombo

Technology Association of Georgia Web Challenge: Student teams participate in a web design challenge.
Sponsor: To be named

Reading Bowl: Teams of students compete to test their knowledge of selected books. (LSHS is the current Georgia Helen Ruffin Reading Bowl champion.)
Sponsors: Charlene Winnette and Susan Singletary

Engineering Club: Sponsored by the National Society of Black Engineers (NSBE), students learn about STEM careers and educational opportunities, work with mentors in the STEM community, and qualify for a variety of NSBE and corporate-sponsored scholarship and award opportunities.
Sponsors: To be named

Mu Alpha Theta: A highly selective national honor society based upon superior student performance in mathematics. Members participate in competitions such as the Log 1 Contest, the Rocket City Math League, and the Mathematical Minutes Video Contest.
Chapter Adviser: Keenan Lee

Mathematics Team: Students who have been invited as members or associates in Mu Alpha Theta, the national mathematics honorary society (9 - 12 grades), may join the mathematics club. This club has fun with math, and prepares students for local, state, and national competitions.
Sponsors: Keenan Lee

LSHS STEM Academy Course Offerings

STEM Students are exposed to a unique and field specific curriculum that is different from non-STEM students (SCR 3). STEM students complete a STEM pathway and course of study that offers both rigorous, complementary, pre-requisite, and co-requisite courses that enhance their STEM endeavors. These classes consist of Pre-AP, Honors, AP, and Post-AP class offerings such as Materials Chemistry and Engineering Calculus (SCR 7). LSHS provides four courses of study for STEM students: Biomedical Science, Biomedical Science with Engineering, Mechatronics, and Mechatronics with a focus on Electrical. STEM students complete an internship or capstone project (SCR 15). All STEM students are enrolled in AP math and AP science courses. The school provides additional supports to assist students in meeting these expectations (SCR 8).

Mechatronics: Students of mechatronics take specialized core classes which include accelerated or AP math, Pre-AP or AP ELA, honors, AP or post AP science, STEM or AP social studies, as well as foreign language, and health/personal fitness. Students complete a Mechatronics Career Pathway which includes Introduction to Mechatronics; AC Theory, Electric Motors & Hydraulic Systems; Semiconductors, Mechanical Systems and Pump & Piping Systems. Students will also complete an internship requirement.

Mechatronics	9th	10th	11th	12th
ELA	STEM Pre-AP 9th Lit	STEM Pre-AP 10th Lit	STEM AP Lang/ STEM Amer Lit	STEM AP Lit
Math	STEM Acc Coordinate Alg/ Analytical Geom A	STEM Analytical Geom B/ Advanced Alg	STEM Accelerated Pre-Calculus	STEM AP Calculus BC
				STEM Post-AP Engineering Calc.
Science	STEM Biology Honors	STEM Chemistry Honors or STEM Chemistry Honors & STEM AP Chemistry	STEM Physics Honors	STEM AP-Physics C Elec. & Mech. or STEM AP Physics C- Mechanics
			STEM AP Comp. Sci. or STEM Post-AP Mat. Chem	
Soc Studies /PE	STEM Health/ Personal Fitness	STEM World Hist or AP World History	STEM US Hist or AP US History	STEM Am Gov (.5)/ STEM Econ (.5)
Elective	Elective	Elective (or STEM AP CHEM)	Elective	Elective
	Elective	Elective		
Foreign Language	Foreign Language	Foreign Language	Elective	Elective
STEM	STEM Introduction to Mechatronics	STEM AC Theory, Electric Motors & Hydraulic Systems	STEM Semiconductors, Mechanical Systems & Pump and Piping Systems	STEM Mechatronics Internship
FLEX	Tech & Research - STEM intro and orientation/ 9th experience / Portfolio prep / Leadership/ Career Study/ Integrated tech Comm. & Presentation Skills/ Science Fair/ Sub-discipline Areas/ College & University Discovery/ Visual Art for STEM - Drawing/ Academic support	Tech & Research - Career Study/ Leadership/ Continuation of Portfolio/ Integrated Technology and Presentation/ Sub-discipline areas such as gaming, circuits, Acoustics,/ Ethics/ Science Fair Prep/ College & University discovery Visual Art for STEM - Photography/ Academic Support	Tech & Research - Leadership/ Advanced Integrated Tech & Comm./ Portfolio revision/ Sub-discipline areas such as superstring, supergravity, hadronic physics, acoustics, mechanics/ Service/ Science Fair Prep/ College & University discovery/ Visual Art for STEM - Sculpture/ academic support	Technology & Research - Leadership/ Final Portfolio Draft/ Presentation prep/ Science Fair prep/ Career Readiness/ University & College Discovery
STEM Elective Offerings	Microbiology, Epidemiology, AP Stats, Post-AP Environmental Physics, Mathematics of Industry and Government, Advanced Mathematical Topics, Multivariable Calculus, History of Mathematics			
Notes: Students must take 5 AP courses (2 ELA, 2 Science, 1 Math). Internship requirement may be satisfied in several ways. Must be approved by STEM coordinator and meet hour requirements. Community service required.				

BIOMEDICAL SCIENCE: Students in the biomedical science pathway take specialized core classes which include accelerated or AP math, Pre-AP or AP ELA, honors or AP science, STEM or AP social studies, as well as foreign language, technology, and health/personal fitness. The biomedical science pathway includes the foundational course of Principles of Biomedicine, followed by Human Body Systems, Medical Interventions, and Medical Innovations, Engineering for Biomedicine, and Biomedical Innovations, a capstone project course.

BIOMEDICAL SCIENCE	9th	10th	11th	12th
ELA	STEM Pre-AP 9th Grade Literature	STEM Pre-AP 10th Grade Literature	STEM AP Language / American Lit	STEM AP Lit
Math	STEM Acc Coordinate Alg/ Analytical Geometry A	STEM Analytical Geom B/ Advanced Algebra	STEM Accelerated Pre-Calculus	STEM AP Calculus AB
Science	AP Environmental	STEM Biology Honors STEM AP Biology	STEM Chemistry Honors STEM AP Chemistry	STEM Physics Honors
Soc Studies /PE	STEM Health/ Personal Fitness	STEM World History or AP World History	STEM US History or AP US History	STEM Am Gov (.5)/ STEM Econ (.5)
Elective	Elective	Elective	Elective	Elective
Elective	Elective			Elective
Foreign Lang / Elective	Foreign Language	Foreign Language	Elective	Elective or Eng. For BioMed
STEM	STEM Principles of Biomedical Science	STEM Human Body Systems	STEM Medical Interventions	STEM Biomedical Innovations/ Internship
FLEX	Technology & Research - STEM intro and orientation/ 9th experience orientation/ Portfolio prep / Leadership/ Career Study/ Integrated techno Communication & Presentation Skills/ Science Fair/ Sub-discipline Areas/ College & University Discovery/ Visual Art for STEM - Drawing/ Academic support	Technology & Research - Career Study/ Leadership/ Continuation of Portfolio/ Integrated Technology and Presentation/ Sub-discipline areas such as physiology, virology, proteomics/ Ethics/ Science Fair Prep/ College & University discovery Visual Art for STEM - Photography/ Academic Support	Technology & Research - Leadership/ Advanced Integrated Technology & Communication/ Portfolio revision/ Sub-discipline areas such as molecular biology, biochemistry, etc./ Service/ Science Fair Prep/ College & University discovery/ Visual Art for STEM - Sculpture/ academic support	Technology & Research - Leadership/ Final Portfolio Draft/ Presentation prep/ Science Fair prep/ Career Readiness/ University & College Discovery
STEM Elective Offerings	Microbiology, Epidemiology, AP Computer Science, AP Stats, Engineering for Biomed, Post-AP Environmental Physics, Mathematics of Industry and Government, Advanced Mathematical Topics, Multivariable Calculus, History of Mathematics			
Notes: Students must take 6 AP courses (2 ELA, 3 Science, 1 Math). Internship requirement may be satisfied several ways. Must be approved by STEM coordinator and meet hour requirements. Service hours required.				

LSHS STEM Academy Graduation Requirements

At the minimum, all students must successfully complete the following requirements to receive a LSHS STEM Academy Diploma:

- Four upper level ELA courses
- Four Math courses, one must be Calculus AB or BC
- Four Science Courses, at least 3 AP or Post-AP courses, one can be AP Computer Science
- Minimum 6 total AP courses
- Successful completion of the FLEX period (Technology)
- Two credits in Foreign Language (French or Spanish)
- Completion of Internship Requirement
- Completion of Service Hours requirement
- Overall 2.75 GPA or higher
- No grade lower than a C

LSHS STEM GPA

Class Rank is determined by each student's weighted GPA. Honors classes have an enhanced weight of 3 points and AP classes 5 points.

Honors Graduates are defined as Cum Laude (3.5-3.69), Magna Cum Laude (3.7-3.89) and Summa Cum Laude (3.9+). These honors are based on weighted GPA.

For more information on GPA calculation please refer to the LSHS Parent Student Handbook.

LSHS STEM Academy Honor Code & Pledge

Purpose of the Honor Code

The LSHS STEM Academy provides a rigorous curriculum that prepares students for a variety of post-secondary options and for jobs in STEM and other fields.   In addition to offering a high quality education, the academy also strengthens students' understanding of ethical behavior and appropriate social interactions.

The purpose of the Honor Code is to clarify the parameters of ethical behavior, detail LSHS' expectations for students, and describe the consequences of violating the code. By doing so, students have a clear understanding of the honorable behavior that is expected at the LSHS STEM Academy.

Details

In a program of demanding academic work, there might be a temptation to cheat or take short cuts in one's work to receive a desired grade.   Such behavior is academically dishonest in that it wrongly provides a student an opportunity to benefit academically.

Academic dishonesty includes any act that involves use of improperly acquired information, unauthorized collaboration with another student, submission of material that is identical to another student's work, claims of completing work done by another person, giving false statements to teachers, and forging or altering a document.

Following are a few specific examples of academic dishonesty. In these examples, "student work" includes, but is not limited to, tests, quizzes, essays, lab reports, test answers, reports, presentations, and other assignments. This is not an all-inclusive list.

- Copying another student's homework,
- Allowing another student to copy your lab journal,
- Using an unauthorized cheat sheet or stored formulas in a calculator on a test,
- Recording and sharing answers to tests, quizzes or other assessments,
- Accepting answers to tests, quizzes, or other assignments from other students,
- Plagiarism, which includes copying content word for word or paraphrasing content without giving proper citation,
- Changing data collected during research,
- Claiming a term paper that you did not write,
- Lying to a teacher or administrator,
- Forging a parent note.

Enforcing the Honor Code

The Honor Code requires that all students and faculty uphold academic honesty.   To this end, students may report suspected violations of the Honor Code in one of two ways:

- A student may discuss the suspected violation with the teacher of the class, who will share it with an administrator.
- A student may report the violation directly to an administrator.

If an act of academic dishonesty is reported, an investigation will follow. If the student is found to be guilty, the following consequences are enforced.

First Offense:
- o Zero on the assignment, quiz, lab or test,
- o Parent notification,
- o Discipline referral.

Second Offense:
- o Zero on the assignment, quiz, lab or test,
- o Parent conference,
- o Discipline referral,
- o Student placed on Disciplinary Probation.

Third Offense:
- o Zero on the assignment, quiz, lab or test,
- o Parent conference,
- o Discipline referral,
- o Student removed from the program.

Honor Code

Having read the purpose and details of the Lithia Springs High School STEM Honor Code, I understand and accept my responsibilities to uphold the code at all times. I also understand my options for reporting honor violations as detailed in the code.
(See Signature Page.)

Additional Supports

All students have multiple opportunities for extra help and support.

All STEM students are enrolled in AP math and science courses. The school provides additional supports to assist students in meeting these expectations (SCR 8).

Students enrolled in the STEM program on a provisional status are required to attend help sessions as defined by their provisional agreement.

Extra help will be provided in several ways:
- Each teacher will hold office hours, times when they are available to provide help. This is generally an unstructured time when you can ask questions. Office hours are posted on the teachers' doors.
- Peer tutors are available in each subject. These services can be accessed by contacting the student's advisor or teacher.
- The Student Center, which is a study area in the Engineering Suite, will be open Monday through Thursday from 7:15 until 8:15 and from 3:55 until 4:55. A teacher will always be available during these times to provide support. Students who need time to work on computers may do so.

Work Experience

All STEM Academy students must complete an approved internship with a related, appropriate in their chosen pathway. The internship must be complete under the direction of STEM leadership. The internship requirement can be complete the summer preceding the student's senior year or during the senior year (SCR 15).

Service

All students in the LSHS STEM Academy are required to participate in 32 hours of service each school year. Service must be performed between April 2013 and April 2014. Membership in good standing in National Honor Society, Beta Club, or Key Club fulfills these requirements. Students who are not members in good standing of the service clubs noted must document their community service hours by completing Community Service Verification Forms, found in this STEM Student Handbook. These forms must be turned in to Elaine Wood after every qualified activity.

Service activities are those that are performed to benefit at least one person who is not a relative. Students are not paid for the activity nor do they receive academic credit. Each activity must be carried out under the sponsorship of an organization such as a hospital, school, non-profit agency (Red Cross, Humane Society, Council on Aging). Activities that benefit for-profit businesses are not eligible for services hours. Court assigned community service does not apply toward this requirement.

Examples of activities that count for service hours include:
- Helping the elderly through the Council on Aging.
- Free tutoring of a student through a school organization
- Volunteering at Sunday School
- Working at a shelter with a religious organization

Examples of activities that do not count for service hours include:
- Helping a neighbor with yard work
- Babysitting
- Tutoring a friend
- Attending choir practice

Service hours may be earned any time that students are not involved in classes: before or after school, during school vacations, and on weekends. The activity may be a short one, or it may extend over a long period of time.

Lithia Springs High School STEM Academy

Community Service Learning Report

Student's Name _____

Date of service _____ Advisor _____

Total number of hours for this service _____

Brief description of the service:

Please print sponsor's name and affiliation and/or relationship to service activity:

_____

Sponsors signature confirming service completed: _____

Parent's signature confirming service completed: _____

*****

Office use only

Accepted: _____ Not accepted - reason must be provided: _____

_____

Thanks for volunteering!

Return completed form to Ms. Wood in room A2a

Provisional Status

Provisional status in the LSHS STEM Academy is a tool to help students meet and maintain the academic, attendance, and behavioral expectations. Students who are enrolled on a provisional status are notified by mail and receive support as follows. Support is required, and students must attend to maintain enrollment. The student and teacher will meet every three weeks to monitor student progress and discuss any changes that need to be made to the plan. Meeting notes will be recorded and kept on file.

The Provisional Status may be lifted when the student has shown significant growth. If the student has not met the terms of the Provisional Status, he/she may be removed from the program.

Provisional Status due to Attendance		
Absences (in previous school semester)	Level	Support and Consequences
5-6 days	1	Monitoring; Loss of privileges, conference; 1 hour academic support per week
7-8 days	2	Loss of privileges, conference, 2 hours academic support per week
9+ days	3	Loss of privileges, conference, 3 hours academic support per week, review by STEM Committee, possible removal from program

Provisional Status due to Scores on Standardized Tests		
Recent Standardized Test Scores	Level	Support and Consequences
78-83 EOCT or 825-834 CRCT	1	Enroll in Test Prep Skills Course, 1 hour academic support per week
75-77 EOCT or 815-824 CRCT	2	Enroll in Test Prep Skills Course, 2 hours academic support per week
Below 84 EOCT or 814 CRCT	3	Enroll in Test Prep Skills Course, 3 hours academic support per week

Provisional Status due to Grade Point Average (GPA)		
GPA	Level	Support and Consequences
3.0 – 3.4	1	Monitoring
2.7-2.9	2	2 hours academic support per week
2.4-2.6	3	3 hours academic support per week
2.3 below	3+	Review by STEM committee, possible removal from program

Provisional Status due to Behavior		
Behavior	Level	Consequences
Vulgar language, use of tobacco, dress code violation	1	Loss of privileges, 1 hour community service
Insubordination, destruction of property, dress code violation on 5 or more occasions	2	Loss of privileges; 2 hours community service
Fighting, theft	3	Loss of privileges; 3 hours community service
Cheating (forgery, plagiarism, etc)	3+	Review by STEM committee, possible removal from program
Note: Community Service hours received as a consequence do not count toward service hours requirement.		

Note: Individual circumstances may require additional consequences based on discretion of the Principal.

STEM Certification Guide

Critera:

1. STEM Program students – Page 2
2. Non-traditional student participation – Page 2
3. Characteristics of the STEM Curriculum – Pages 8, 9, 10, 11
4. Teacher Certification – Pages 3, 5
5. Teacher Professional Learning – Page 3
6. Teacher Collaboration – Page 3
7. STEM Pathways – Pages, 4, 8, 9, 10
8. Math & Science Instruction – Pages 8, 9, 10, 14, 17
9. Business, Community, and Post-Secondary Partnerships – Pages 6, 14, 15
10. STEM Competitions – Page 7
11. Performance assessment – Page 3
12. STEM Integration – Pages 3, 9, 10
13. STEM Labs – Page 3
14. Rigor Relevance & Instructional Quality – Page 3, 9, 10, 11, 13, 15
15. Student Internships and Capstone Project – Pages 8, 14
16. Technology Integration – Pages 3, 4, 8, 9, 10
17. Accountability – See GADOE website

SIGNATURE PAGE

Please print, read, and sign and return to your advisor by August 9, 2013.

I have read and agree to adhere to the 2013-2014 Lithia Springs High School STEM Academy Honor Code.

I have read the contents of LSHS STEM Handbook and I accept all of the terms.

STUDENT NAME (Print)

_____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____