

## **STEMWorks Protocols 2017-18**

### **Student Protocols**

#### **Signing up:**

All RSA students that are enrolled in STEMWorks are required to be signed-up daily for BOTH sessions of STEMWorks. The Flex Time online management system allows students to sign up for each session up to 1 minute prior to the session start time, then will lock students out. This applies to both sessions of STEMWorks. If a student is required to be at a particular session, as assigned by a teacher, it will be pushed to the student's calendar. It is the responsibility of the student to check their Flex Time Manager calendar daily and sign-up.

#### **Reporting to sessions:**

Students are required to be in attendance and on-time for the sessions assigned/signed-up for. This means being in the room/space prior to the tardy bell ringing at 1:16pm for session 1 and 2:03pm for session 2. Teachers may assign consequences for students tardy to STEMWorks sessions. As with any other class during the school-day, unless authorized by a teacher, students are to remain within their session for the duration of the session. If a student reports to a room they are unassigned to, the teacher may send the student to the attendance office for consequence and room assignment.

#### *The HUB*

Students attending a STEMWorks session in the HUB must sign-in and out on the clipboard located near the entrance. A campus supervisor will take electronic attendance for both sessions.

#### **Off-Campus Athletics**

Students participating in off-site athletics must also sign-up for STEMWorks. Athletes will choose the "Off-campus Athletics" option for one or both STEMWorks sessions, depending on the time that the athlete checks-out from campus.

#### **Off-campus Activities**

Students participating in a school-approved mentorship, internship or outreach off-campus must also sign-up for STEMWorks by selecting the "Off-Campus Activity" option for one or both sessions of STEMWorks, depending on the time that the student checks-out from campus.

#### **Consequences for Not Following Protocols**

STEMWorks is a privilege and a unique feature of the Riverside STEM Academy High School. The Flex Time software program allows students to have choice and a more personalized experience during their school day, but allows for an accounting of students on-campus for attendance purposes. It is vital that all students follow the protocols outlined above for accurate attendance accounting and maintaining campus safety. Should students fail to follow protocols, the following disciplinary consequences will be enforced:

Consequences for failing to sign up or reporting to incorrect room:

Offense 1: Assigned Wednesday after-school detention (30 minutes)

Offense 2: Assigned Wednesday after-school detention (1hr)

Offense 3: Assigned Wednesday after-school detention (2hr)

Any offense greater than 3 - Wednesday 2hr detention and/or loss of STEMWorks self-selection time - will report to administration assigned classroom for remainder of school-year

\*Failure to report to a detention will result in more substantial disciplinary action.