



Employee Handbook

2025/26 School Year

Impacting the Scholarly Thinking of Future Leaders

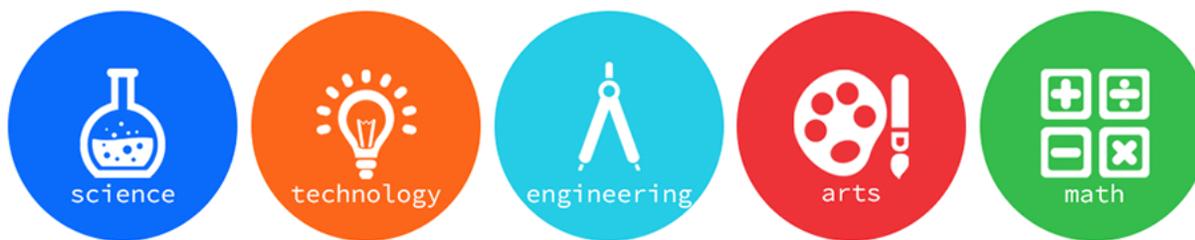


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Welcome



Welcome to the staff of Impact STEAM Academy (ISA) enrichment program, a 501(c)(3) nonprofit organization, designed to increase creativity, critical thinking and problem-solving skills among elementary school students through unique hands-on project-based learning. This manual has been developed as a guide to utilize the policies and procedures developed by Impact STEAM Academy. Inasmuch as these policies are reviewed annually, ISA reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provisions, with or without notice, as it deems necessary or appropriate. The operation of a safe, organized and successful program experience for all is our goal.

As you make decisions, provide leadership, and implement the policies of Impact STEAM Academy, please be guided by ISA Core Ideology on the next page.

Contact Information

Impact STEAM Academy afterschool program
 3594 Centerville Highway, Snellville, GA 30039
 Academy's phone number: 770-343-7319
 Website address: <https://www.impactsteamacademy.org/>

Staff	Phone Number	Email
Dr. Dawn White, Co-Director	770-343-7319	dwhite@impactsteamacademy.org
Dr. Mona Brawley, Co-Director	770-343-7319	mbrawley@impactsteamacademy.org

The one who gets wisdom loves life;
 the one who cherishes understanding will soon prosper.

Proverbs 19:8



Core Ideology

Vision

To address the academic, emotional, social, economic, cultural, spiritual and physical needs of our students that will equip them with the survival skills necessary to be successful in the 21st century.

Mission

1. To improve kindergarten to eighth grade students reading, writing, and math skills through **STEAM** (Science, Technology, Engineering, Arts, Math) projects using authentic learning strategies, real life simulations.
2. To prepare elementary students for futuristic careers by fostering and perpetuating enthusiasm for the STEAM disciplines through guest speakers and mentorship.

Core Values

1. **Academically Challenging** – integrates foundational skills with accelerated learning to bring students to their designated grade level or above.
2. **Authentic Learning** – engages students in meaningful, hands-on activities that require real-world application.
3. **Biblical Principles** – promotes character development emphasizing humility, courage, faithfulness, integrity, kindness, love, self-control, and prayer.
4. **Whole Child Approach** – addresses children’s social, emotional, cognitive, and academic development, as well as their physical and mental health.

Goal

Impact STEAM Academy is committed to equip and challenge our students to reach their unique potential. They will discover and cultivate their God-given gifts and talents to make a positive impact in their community, nation, and world.

Slogan/Tagline

Impacting the Scholarly Thinking of Future Leaders.



Core Purpose

Inspire students to develop and maintain a global viewpoint, research mindset and problem-solving approach on life that would positively impact our world.

Purpose

Impact STEAM Academy (ISA) is part of Impact Church located in Snellville in the Gwinnett County Public School Shiloh Cluster. The purpose of the program is to prepare elementary and eventually middle school students for future scientific, technological, engineering, art, and mathematics advancements. Global industries and service providers have embraced the tool of digital technology to further advance their ability to meet the needs of societal issues.

Digital platforms are recasting the relationships between customers, workers, and employers in almost everything we do—from buying groceries online to investing in cryptocurrency. As computing power improves dramatically, children’s education needs to transform into a real-world application of challenging and engaging project-based learning.

The future brings digital transformation that will impact the economic, scientific, technical, and systematic progression of our society. Education needs to address a systematic approach in preparing our children, who are our future leaders, the new technology of digital revolution. Learning needs to connect through a thematic and interdisciplinary approach to prepare children for future digital advancements.

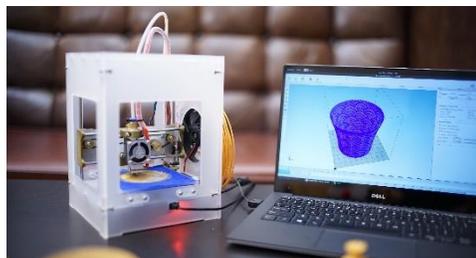
Impact STEAM Academy classes are designed to academically challenge the students’ thinking creatively and critically. The afterschool program focuses on preparing students to embrace, challenge, and improve the digital age socially, emotionally, physically, and spiritually.



Impact STEAM Enrichment Program

Why STEAM?

STEM and STEAM related careers are expected to grow 13% by 2027. In fact, the United States Bureau of Labor Statistics expects jobs in STEM to grow at rates double those of non-STEM professions. Wages for STEM occupations are also much higher than for non-STEM occupations, meaning they provide financial security to individuals from all backgrounds and a pathway to financial independence for students from low-income communities. Providing greater opportunities for STEAM learning creates a level of understanding how science, technology, engineering, art, and mathematics play a role in future development and discoveries. Best of all, STEAM classes prepare students to better understand challenges and issues that affect them and their communities.



Research (Afterschool Alliance, 2021) shows that the “experiences students have with STEM can have a huge impact on whether they study STEM subjects or pursue STEM careers. Students need opportunities to engage in hands-on learning to connect what they learn in their classrooms to potential careers.” Consequently, Impact STEAM Afterschool Program provides access to the young people who are typically underrepresented in STEM or STEAM careers. Even parents prefer their children to participate in a STEM/STEAM related afterschool program. According to research, 72 percent of parents reported that STEM and computer science learning opportunities were important in their selection of an afterschool program, up 19 percentage points from 2014.

Businesses in the community are looking for qualified employees with an overall STEM/STEAM learning background. In essence, communities become sustainable as students in the area pursue careers that would impact the growth of businesses and community development.

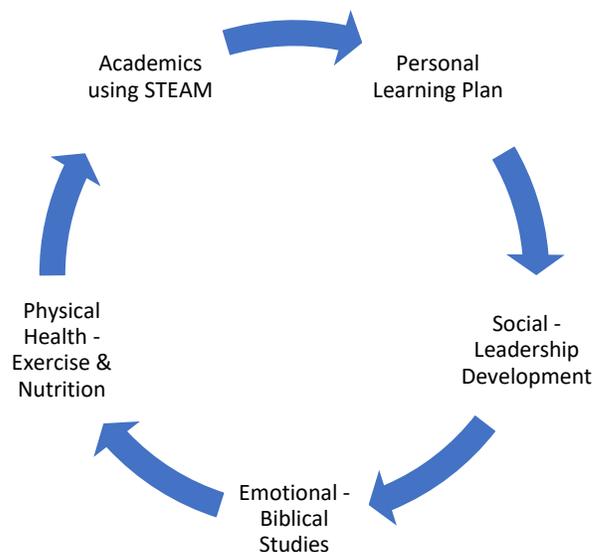
Afterschool Benefits

Afterschool and summer learning programs are helping to close the career opportunity gap by providing hands-on STEM or STEAM learning. A recent study conducted by Afterschool Georgia (www.afterschoolga.org/afterschool-issues) found that 73% of the students who participated in a STEM/STEAM classes afterschool wanted to pursue that field as a career. In fact, 97% of the youth in the survey indicated that studying STEAM taught them to set high goals and expectations of themselves. Impact STEAM is committed to providing our students with specific skills that would expand their learning capabilities. Students will learn computer science, coding, and robotics. They will develop critical foundational and communication skills. Students will learn how to work collaboratively, foster confidence, and gain knowledge of career paths.



Curriculum

Impact STEAM Academy embraces STEAM instructional framework which includes addressing the needs of the whole child. STEAM integration considers the child's academic, social, emotional, spiritual, and physical needs.



The instructional methods are divided into two sections according to grade levels.

Grades K – 3	Grades 4 - 8
<p><i>Let's STEAM into Literacy</i></p> <p>-Use accelerated learning to integrate foundational knowledge with creativity and critical thinking skills to impact students' academic achievement level.</p>	<p><i>STEAM Connects</i></p> <p>-Use authentic learning to promote project/problem-based challenges centered around relevant national and/or global-focused issues.</p>

The **elementary students** work in different STEAM (Science, Technology, Engineering, Arts, Mathematics) discipline stations every 35 minutes to complete monthly theme-related assignments. The **middle school students work** on a STEM or STEAM projects based on global issues. The small class sizes and differentiating instructions provide opportunities for personal academic attention. Each station encourages students to explore, discover, and design.

A typical STEAM discipline station covers the following

1. **Science** - students research the monthly theme using credible online educational sites to gain background knowledge and historical timeline. They conduct experiments to observe results and make predictions. The students participate in inquiry-based activities to trigger curiosity and generate enthusiasm in learning.



2. **Technology** – students participate in robotics design and computer science. As they learn programming, sensors, and automation, they improve in critical computational thinking skills which are needed to succeed in both the 21st century's workforce and in everyday life. Students build, code, and manipulate their own technological designs to apply innovative ideas that improve existing processes.

3. **Engineering** – students analyze the problem using the design process:

- a. Ask – define the problem.
 - b. Imagine – generate ideas.
 - c. Plan – select a solution.
 - d. Create – make the item.
 - e. Test – evaluate the item.
 - f. Improve – make needed changes.
 - g. Share – present the results
4. **Arts** – students demonstrate a variety of appropriate arts elements and principles to produce, review, and revise original works in the arts. They may learn graphic design using Tinkercad, an online 3D modeling program, stop motion animation, digital photography, and video editing.
5. **Mathematics** – students use patterning, sequencing, exploring shapes, numbers, and measurements. Students use mathematical and technological thinking exploring robotics.

The goal is to prepare students for 21st century skills needed to advance in our technology-driven world.

Authentic Learning

Authentic learning is integrated within the various lessons to give students the opportunity to experience real-world tasks. Most of the lessons for our fourth to sixth grade students are based on authentic learning instructional framework.

Collaboration	Students work together to complete tasks.	Interdisciplinary	Students learn academic subjects in an integrated approach.
Reflection	Students write what they learned each day.	Creativity	Students are encouraged to use their imagination to solve problems.
Multiple Outcomes	Students are not limited to one solution.	Critical Thinking	Students analyze and evaluate information during research.
Lab Work	Students conduct science experiments.	Presentation	Students orally share information gathered and final product.



Social & Emotional Learning

The social and emotional aspect of learning is integrated the entire time the students attend ISA. Each day brings various aspects of the 4 key elements: spiritual (biblical worldview), leadership (growth mindset), character development (scholars' program), and physical health (nutrition & exercise). Each element prepares students to tackle challenges, accept mistakes and learn from them, serve others, stay physically fit, and gain strength through prayer and studying the bible.



In addition, the students participate in specific social and emotional activities every Friday. Guest speakers are invited to share their expertise with the students.

Spiritual – Biblical Worldview

The staff of Impact STEAM Academy believes children need to know the importance of prayer and studying the bible. We believe that the Bible is the source of all true knowledge and wisdom as educators who know Jesus as the Way, the Truth, and the Life. In addition, we understand that a very significant outcome of seeking first His Kingdom is our inheritance of great wisdom in both academic and non-academic pursuits. Jesus exemplified a life of discipline, study, commitment, and sacrifice. He studied the scriptures diligently, he prayed consistently, walked in close relationship with God, and modeled a life of sacrifice.

Consequently, the students at ISA will be given the opportunity to pray every day. They will be given a scripture to study and memorize each week that will strengthen them to pursue their God-given gifts and talents. We believe that every child is a gift from God and has the capacity to learn and grow. Our role is to nurture and draw out the gifts, talents and abilities of each child.

Our teachers are a “living curriculum” within their classrooms and serve as role models for Christian living and thinking for our students, their families, and all that are associated with our school. Teachers model a process of challenging and supporting both parents and students in their spiritual, intellectual, emotional, social and physical development.

Leadership – Growth Mindset

In 2006, Carol Dweck, the Lewis and Virginia Eaton Professor of Psychology at Stanford University, published a book called *Mindset: The New Psychology of Success*. In this chronical of over thirty years of research into how people succeed, Dweck details her simple, but powerful, theory on two mindsets she discovered in her subjects which she named the fixed mindset and the growth mindset (Brock & Hundley, 2016). The students at ISA will learn how to maintain a growth mindset implementing monthly goals developed by two teachers – Annie Brock and



Heather Hundley. The monthly goals encourage students to embrace challenges, show perseverance in the face of obstacles, do hard work, accept criticism from feedback, and recognize the success of others.

Character Development

The students participate in a scholar's program using Ron Clark's Essential 55 (2019) from Ron Clark Academy. This academy is well-known for successfully instilling in their students a global mindset to impact social and economic issues. The Essential 55 are rules that build soft skills such as teamwork, flexibility, adaptability, work ethic, etiquette, self-awareness, and emotional intelligence. Each day, the students at ISA will implement a specific rule through role playing. The rules are integrated within the STEAM lessons.

Physical Health

To meet the need of our students' physical wellness, they will participate in a variety of planned physical activities on a daily basis. Sometimes the students perform aerobic exercises to increase their heart rate which helps the students concentrate. Sometimes they do various types of bodily stretches and physical coordination. Many of Brain Gym movements, exercises, and activities are on YouTube videos and online.

Another element that affects the physical wellbeing is nutrition. Students receive nutritional snacks recommended by the Child and Adult Care Food Program under the USDA. In addition, guest speakers conduct workshops explaining the importance of eating a nutritional meal. These presenters demonstrate the physical effects of too much sugar in the body and share statistics of youth health.

Personalized Tutoring Time

Students working below their grade level will participate in Personalized Tutoring Time twice a week. Reading, writing, and math assessments are given 3 times a school year to determine our students' academic abilities and keep track of their progress. Parents will be asked to provide their child(ren)'s grades and standardized test results.



Behavioral Management

P.R.O.S.P.E.R.

To help students strive for excellence academically and behaviorally, they will participate in a series of social/emotional lessons based on biblical principles. The students will memorize the scripture verse from Proverbs 19:8 - *The one who gets wisdom loves life; the one who cherishes understanding will soon prosper* (New International Version) and gain an understanding of the word PROSPER. The term PROSPER is actually an acronym that stands for **P**oliteness, **R**espect, **O**pen-minded, **S**tudious, **P**rincipled, **E**ffort, and **R**esponsible. Students are reminded to demonstrate these characteristics in the transportation van, classroom, during recess, snack time, and dismissal. The motto is Impact STEAM Academy Students Prosper! The chart is on page 10.

DISCIPLINE PROTOCOL

When students display the expected behavioral traits, they are rewarded at the end of each month with a prize. Students are reminded of the behavioral traits' expectations each day. When students misbehave, they are given three chances: 1) Warning; 2) Time out; 3) Tell parents.

Severe Behavioral Problems

If students display severe behavior such as bullying, fighting, drug possession, theft, and disrespecting their teachers, staff, and classmates, then the parents will be contacted. Also, the parents and students will review ISA's Code of Conduct and the students will write a letter to the Co-Directors and teachers stating how they will improve their behavior. If the disruptive behavior continues, then the student will ask to leave the program.



P.R.O.S.P.E.R.

Impact STEAM Academy Students P.R.O.S.P.E.R.

	Van	Classroom	Snacks	Recess	Bathroom	Dismissal
Polite	Be courteous.	Say kind words to others.	Say thank you.	Share equipment.	Walk quietly.	Say good-bye to others.
Respectful	Keep hands to yourself.	Follow directions.	Clean up.	Be honest.	Close the door.	Clean your area.
Open-minded	Appreciative	Listen to others' viewpoints.	Help others clean.	Rejoice when others win.	Clean afterward.	Support each other.
Studious	Learn from experiences.	Apply critical & creative thinking.	Talk softly.	Take care of the equipment.	Wash hands.	Put work in folder.
Principled	Clean	Recognize your own actions.	Ask permission.	Play fairly	Return to class quickly.	Put folder up.
Effort	Pay attention.	Collaborate	Use time wisely.	Be a problem solver.	Keep room neat.	Grab bookbag.
Responsible	Follow directions.	Make reasonable decisions.	Treat others fairly.	Think before you act.	Remember others must use the same bathroom.	Walk quietly.



ISA Structure

ELEMENTARY SCHEDULE:



Impact STEAM Academy (ISA) runs Monday through Friday from 3:00 – 6:30 p.m. Students work in STEAM stations every 45 minutes; each class ratio is maximum of 15 students to one teacher. Below is an example of the elementary students' schedule on **MONDAY TO THURSDAY**.

3:00 Welcome & Snacks - upon arrival, students are greeted by name, checked in, given a snack, and have time for fellowship.

3:40 Homework, Reading, and/or Mathematics buddies (Monday – Thursday)
Youth Assistants help the students with homework. If the students do not have homework or finish the work before the first rotation, they partner with a volunteer to read aloud or practice their math facts.

4:15 Recess/Physical Education/Sports

The 2 STEAM teachers arrive to review their lesson and gather the materials. They teach similar lessons 2 times based on the month's theme. The amount of information covered varies according to the grade level. Students are paired by grade levels: kindergarten and first grade, second and third grade, fourth and fifth grade.

STEAM Station Schedule:

- 4:40 First Rotation
- 5:25 Second Rotation

6:10 Reflections, set goals for the next day, and clean up

6:30 Dismissal

FRIDAY is a flexible day. Students usually don't have homework so the schedule is different.

3:00 Check-in/Snack/Bible Study

4:00 A guest speaker from an organization or business will address a specific STEAM-related topic.

4:30 Recess/Physical Education/Sports

5:00 Social/Emotional or Leadership Development stations where students rotate every 20 – 30 minutes applying the skills they learned during the week. They may address soft skills, nutritional food, positive relationships, communication, etc.

6:30 Dismissal



Middle School Schedule



Sixth grade students attend Monday through Friday from 4:15 p.m. – 6:30 p.m. They receive homework assistance and participate in recreational activities. In addition, STEAM projects – Science, Technology, Engineering, Arts, and/or Math – are assigned to build students’ creativity and critical thinking skills. Below is an example of the middle school students’

4:15 Welcome & Snacks - upon arrival, students are greeted by name, checked in, given a snack, and have time for fellowship.

4:30 Recess/Physical Education/Sports (Teacher supervision)

4:45 The 1 STEAM teacher arrives to review their lesson and gather the materials.

4:50 Homework, Reading, and/or Mathematics buddies (Monday – Thursday)
Teachers help with homework assistance. If the students do not have homework, then they will practice their reading and math skills.

5:25 Students participate in a STEAM project connected to real-world situation to enhance their problem-solving skills.

6:15 Clean up, reflect, discussions, and affirmations.

6:30 Dismissal

Friday is a flexible day. Students usually don’t have homework so the schedule is different.

4:15 Check-in/Snack/Bible Study

4:50 A guest speaker from an organization or business will address a specific STEAM-related topic.

5:30 Recess/Physical Education/Sports

5:45 Social/Emotional or Leadership Development stations where students rotate every 20 to 30 minutes applying the skills they learned during the week. They may address soft skills, nutritional food, positive relationships, communication, etc.

6:15 Clean up, reflect, discussions, and affirmations.

6:30 Dismissal



Job Descriptions

We care about the spiritual, emotional, relational and financial health of our staff and desire for us to live by example. Because you are considered a leader, we inspect what is expected, by reviewing and discussing the following throughout the year: Criminal/DMV Background Check, and how you are voluntarily serving the Lord at your church. Church membership is vital to promote unity and maturity in the Body of Christ.

Ephesians 4:11 – 13 (NIV)

11 So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, 12 to equip his people for works of service, so that the body of Christ may be built up 13 until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

Ten Qualities of a Disciple

It is also the expectation of staff to live according to the Ten Qualities of a Disciple:

- Dedicated to a Healthy Family
- Embraces Cultural Reconciliation
- Engages in Intentional Community
- Evangelistically Bold
- Evaluates Life According to Biblical Standards
- Lives a Missional Life
- Lives Morally Pure
- Passionately Committed to Jesus
- Sensitive and Submitted to the Holy Spirit
- Socially Purposeful and Responsible

STAFF MEMBERS MUST:

- Maintain professional demeanor and behavior (e.g., appearance, punctuality and attendance).
- Respect and maintain confidentiality.
- Integrity – strong moral principles.
- Demonstrate flexibility in adapting to school change.
- Obtain CPR certification.

Payroll Dates

Payroll will be made on alternating Fridays, 26 times during the course of a year. Payroll dates may vary due to holidays and vacations.



Co-Directors

Co-Directors are the coordinators of Impact STEAM Academy Enrichment Program. They serve as managers and curriculum coordinators.

Work hours at the afterschool program: 2:30 – 6:30 p.m. Monday to Friday (20 hours a week)

The Directors oversee the afterschool program. They:

1. Create a community of student learners who share common interests, abilities, and goals.
2. Promote a safe environment where students can grow intellectually, socially, and emotionally.
3. Write curriculum appropriate for grade level groups using STEAM disciplines.
4. Develop lesson plans for teachers.
5. Order educational supplies and consumable materials.
6. Interview and hire part time teachers and staff.
7. Perform formal observations of teachers instructional performance and discuss results.
8. Recruit and train volunteers.
9. Supervise and direct all staff and volunteers in a professional and appropriate manner.
10. Create appreciation events for volunteers.
11. Develop classroom schedule and student list.
12. Assign teachers to their class.
13. Evaluate students' academic progress.
14. Communicate with parents using weekly newsletters, students quarterly showcase, and quarterly academic progress report.
15. Schedule and coordinate quarterly student presentations (showcase) inviting parents to see their child's accomplishments.
16. Reinforce positive students' behavior using rules, themes, praises, and rewards.
17. Oversee the Academy's operating budget following weekly reporting procedures.
18. Act as a substitute teacher in the event of a teacher absence.
19. Maintain a clean environment following Centers of Disease Control (CDC) protocol for afterschool programs.
20. Organize daily transportation for students.
21. Promote ISA within the community to recruit more students and solicit funds.
22. Provide technical support during online assessments.
23. Develop fundraising projects to supplement the scholarship program for low to moderate income families.



Assistant Director

The Assistant Director supports the overall management and operation of the afterschool program for elementary-aged students. This includes assisting in planning, coordinating, supervising daily activities, ensuring student safety, engaging with families, and supporting staff. The Assistant Director plays a key role in creating a nurturing, enriching environment that supports academic growth, social development, and positive behavior.

Work hours at the afterschool program: 2:30 – 6:30 p.m. Monday to Friday (20 hours a week)

1. Assists the Director in planning and implementing age-appropriate enrichment, academic support, recreation, and social-emotional activities.
2. Adheres to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
3. Supports the vision and mission of Impact STEAM Academy.
4. Helps manage daily operations, schedules, and transitions.
5. Acts as the lead when the Program Director is absent.
6. Supports and mentors program staff and volunteers.
7. Assists in onboarding and training new team members.
8. Models positive engagement and professional behavior.
9. Monitors and ensures the safety and well-being of all students at all times.
10. Maintains discipline in a positive, supportive manner.
11. Helps with attendance tracking and student check-in/check-out.
12. Communicates with parents/guardians as needed.
13. Assists in organizing family events and program showcases.
14. Ensures compliance with school and licensing policies.
15. Maintains accurate records (attendance, incidents, progress reports).
16. Helps with snack distribution and following health guidelines.
17. Maintain a clean environment following Centers of Disease Control (CDC) protocol for afterschool programs.
18. Promote ISA within the community to recruit more students and solicit funds.
19. Provide technical support when needed.
20. Develop fundraising projects to supplement the scholarship program for low to moderate income families.



STEAM Instructors

STEAM Instructors are responsible for teaching the curriculum to elementary school students. The instructors will teach one or two of the five STEAM disciplines:

- Science
- Technology or Art
- Engineering or Mathematics

The academic knowledge and skills follow Gwinnett County Public School reading and math instructional timeline to extend the learning students receive during the school day.

Work hours: 4:15 – 6:15 p.m. Monday to Friday (10 hours a week). Teachers have the option of working 2 or more days a week. The instructors:

1. Adhere to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
2. Support the vision and mission of Impact STEAM Academy.
3. Demonstrate academic knowledge, teamwork skills, and a visionary perspective in instruction.
4. Attend and participate in staff orientation and monthly professional development.
5. Teach 3 segments of similar coursework to 3 different grade-groups of students:
 - a. Kindergarten and First Grade;
 - b. Second and Third Grade;
 - c. Fourth and Fifth Grade.
6. Teach 45-minute lessons to a maximum of 15 students for each lesson; allow 5 minutes for transitional time.
7. Differentiate instruction to integrate reading, writing, and math skills according to the students' academic level.
8. Seek teachable moments to address specific academic skills.
9. Teach social/emotional and leadership development skills.
10. Develop instructional methods based on the curriculum lesson format.
11. Help each student to create individual learning goals and write a reflection at the end of each month.
12. Communicate issues regarding the students' academic progress to Directors.
13. Provide social & emotional support with praises, rewards, and group discussions.
14. Give constructive feedback and recommendations concerning curriculum lesson format and/or skill to the Directors.
15. Maintain anecdotal information of students and suggest academic recommendations that could enhance their achievement level.
16. Administer online assessments in reading and math; give and score pre/posttest of each monthly theme.
17. Monitor students' progress using formative and summative assessments.
18. Inform Directors of upcoming absences at least 2 days in advanced.
19. Participate in two formal evaluations.
20. The directors may dismiss instructors due to low performance efforts or low attendance.



Middle School Instructors

Middle School Instructors guide students through some of the most formative years of their lives and prepare them for the knowledge and skills they'll need in high school and beyond. They also help develop a student's unique talents and foster their passion for learning. In other words, it takes a special kind of person to be a teacher at a middle school.

At Impact STEAM Academy, these teachers are responsible for teaching the curriculum to sixth to eighth grade students. The academic knowledge and skills follow Gwinnett County Public School reading and math instructional timeline to extend the learning students receive during the school day.

Work hours: 4:15 – 6:15 Monday to Friday (10 hours a week). Teachers may work 2 or more days a week. The instructors:

1. Adhere to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
2. Support the vision and mission of Impact STEAM Academy.
3. Demonstrate academic knowledge, teamwork skills, and a visionary perspective in instruction.
4. Attend and participate in staff orientation and monthly professional development.
5. Assist students with their homework.
6. Teach physical exercises and activities during recess – outdoor or indoor.
7. Teach social/emotional and leadership development skills.
8. Develop instructional methods based on the curriculum lesson format.
9. Help each student to create individual learning goals and write a reflection at the end of each month.
10. Differentiate instruction to integrate reading, writing, and math skills according to the students' academic level.
11. Seek teachable moments to address specific academic skills.
12. Communicate issues regarding the students' academic progress to Directors.
13. Provide social & emotional support with praises, rewards, and group discussions.
14. Give constructive feedback and recommendations concerning curriculum lesson format and/or skill to the Directors.
15. Maintain anecdotal information of students and suggest academic recommendations that could enhance their achievement level.
16. Administer assessments in reading and math; give and score pre/posttest of each monthly theme.
17. Monitor students' progress using formative and summative assessments.
18. Inform Directors of upcoming absences at least 2 days in advanced.
19. Participate in two formal evaluations.
20. The directors may dismiss instructors due to low performance efforts or low attendance.



Tutors

The right tutor can make all the difference in a student's ability to grasp a difficult subject. They need to be knowledgeable, supportive, and patient, with the ability to inspire intellectual growth. Tutors are like teachers outside the classroom. They work closely with students to impact the students' achievement levels.

At Impact STEAM Academy, certified teachers work one-on-one or in a small group of 4 or less students to reinforce specific reading, writing, and/or math skills based on formative and summative assessment results. They follow Gwinnett County Public School reading and math instructional timeline to reinforce and extend the learning students receive during the school day.

Work hours: 4:15 – 6:15 Monday to Thursday (8 hours a week). Tutors may work only twice a week. The Tutors:

1. Adhere to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
2. Support the vision and mission of Impact STEAM Academy.
3. Demonstrate academic knowledge, teamwork skills, and a visionary perspective in instruction.
4. Attend and participate in staff orientation and monthly professional development.
5. Contribute to student learning, growth, and advancement.
6. Demonstrate academic competence in subject area(s) and ability to build a curriculum.
7. Maintain a growth mindset toward student learning and teaching practice.
8. Facilitate problem-solving with a curious mind and critical thinking skills.
9. Serve as a role-model for students.
10. Collaborate effectively with parents and the Impact STEAM Academy leadership team to increase student performance.
11. Invest in the learners' well-being, health, and safety, physically, socially, and emotionally.
12. Recognize the relationship between social-emotional learning and academic performance and shows an ability to teach the "whole child."
13. Design and facilitates differentiated and personalized learning goals and activities that follow a coherent sequence, are aligned to instructional goals, and engage students in high-level cognitive activity.
14. Give constructive feedback and recommendations concerning curriculum lesson format and/or skill to the Directors.
15. Maintain anecdotal information of students and suggest academic recommendations that could enhance their achievement level.
16. Administer assessments in reading and math; give and score pre/posttest of each monthly theme.
17. Monitor students' progress using formative and summative assessments.
18. Inform Directors of upcoming absences at least 2 days in advanced.
19. Participate in two formal evaluations.
20. The directors may dismiss instructors due to low performance efforts or low attendance.



Administrative Assistant

Administrative Assistant serves a critical role at Impact STEAM Academy by assisting the directors with scheduling, organization and administrative tasks. He or She is a proactive problem solver with exceptional communication skills and a meticulous attention to detail.

Work hours: 2:15 – 6:15 Monday to Friday (20 hours a week)

Administrative Assistant:

1. Handles administrative assistant responsibilities such as writing and editing e-mails, drafting memos, and preparing communications for the directors.
2. Adhere to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
3. Support the vision and mission of Impact STEAM Academy.
4. Maintains comprehensive and accurate records of students' academic progress, inventory of supplies and equipment, and staff work hours.
5. Maintains office supplies inventory by checking stock to determine inventory level; anticipates needed supplies, places orders and verifies receipts.
6. Performs minor accounting duties such as maintaining the budget for educational supplies, equipment, snacks, and other materials.
7. Organizes meetings, including scheduling and sending reminders.
8. Answers phone calls in a polite and professional manner.
9. Welcomes students, parents, guest speakers, and visitors in a pleasant and friendly manner.
10. Identifies the purpose of the visitors' visit before directing them to the director.
11. Provides office support such as copying, creating spreadsheets using Excel, developing and maintaining an easy-to-find filing system, and organizing documents in database.
12. Creates monthly newsletters for parents using Smore.
13. Willing to serve as substitute teacher whenever necessary.
14. Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications.

Skills:

- Superb written and verbal communication skills.
- Strong time-management skills and the ability to organize and coordinate multiple projects at once.
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems.
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge.
- Ability to maintain confidentiality of students' and staff information.



After-School Youth Assistant

The After School Assistant will be responsible for engaging in educational activities for students in a safe and nurturing environment. The ideal candidate will have experience working with children and a strong desire to make a positive impact on their lives through positive communication, tutoring while performing their homework and the reinforcement that by Faith, they can achieve great results in all things they put their heart and minds to in their daily lives.

Work hours: 3:00 – 6:30 Monday to Friday (Usually work once or twice a week)

Responsibilities:

- Adhere to policies and procedures as outlined in the Impact STEAM Academy Employee Handbook and the Georgia Code of Professional Conduct.
- Support the vision and mission of Impact STEAM Academy.
- Implement age-appropriate activities and lessons for students
- Supervise and ensure the safety of students at all times
- Provide homework assistance and academic support
- Communicate with teachers regarding student progress and behavior
- Maintain a clean and organized classroom environment
- Collaborate with other staff members to ensure a cohesive and effective program

Requirements:

- Some experience working with children in a classroom or after school setting;
- Good communication and interpersonal skills
- Ability to create and implement engaging and educational activities
- Flexibility and adaptability in a fast-paced environment
- Passion for working with children and making a positive impact on their lives
- Ability to manage emotions while working with children is essential. Each staff is a representation of “how to” perform in the good and challenging moments. The students are watching how we respond in every area. Being a great example is key.

Physical Demands:

- Ability to stand, walk, and move around for extended periods of time
- Ability to lift and carry up to 5-10 pounds (i.e. cases of water, chairs, boxes of snacks, etc.)
- Ability to sit and work at a computer with students for extended periods of time

Working Conditions:

- Work is primarily indoors in a classroom setting and outdoors during recess time
- May be required to work on weekends for special events or programs sponsored by the S.T.E.A.M. Academy
- May be exposed to noise and distractions from children and other staff members.
- The ability to stay focused while working with a child or children is a necessity.



Grant Administrator

The Grant Administrator oversees, coordinates, and is responsible for management of approved grants. Supports leadership team by documenting fiscal procedures according to the specification of the grantors.

Work 2 hours a day, Monday to Friday (10 hours a week).

Prepares require grant reports and oversees monthly data monitoring system.

Van Drivers

The Van Drivers are responsible for picking up students at their school during dismissal. They have strong driving skills, a clean driving record, and a valid driver's license. In addition, they have strong communication and customer service skills. They follow traffic laws and correctly route themselves, ensuring that there is enough gas in the tank at all times for their destination. The Van Drivers ensure that the students are safe in the van at all times.

Work hours: 1:30 – 4:30 p.m. Monday to Friday (15 hours a week)

Van Monitors

The Van Monitors are responsible for monitoring the students while on the van and provide safe transportation. Their main job duties are to help children on and off the van, supervise them during transport, and transfer them to the Impact STEAM Academy after school program.

Volunteers

Volunteers work with elementary students one-on-one and/or in a small group setting. They help the students with their homework and serve as reading and/or math buddies. Volunteers may read to a student or listen to a student read to them. Also, they help students memorize their math facts.

Volunteers may be asked to:

- Play educational board games.
- Monitor behavior during story time.
- Assist students with online educational activities using a tablet or laptop.
- Join students exercising during *brain breaks*.
- Guide students through questioning techniques to help them solve problems.
- Assist STEAM Instructors during their instructional time.
- Assist Administrative Assistant with office-related duties.



Staff Checklist

Absences

You do not receive pay on the days you are absent. As soon as you know you will not be able to work, please contact one of the Directors at least **two days in advance**. If you discover the day of work that you are not available, then IMMEDIATELY call both Directors.

Assessments

Students will take formative assessments (quizzes and a questionnaire) to create a profile and measure academic growth.

- Pre/Post tests to measure students' knowledge before and after completing the activities for the month. This assessment determines the science-related knowledge and understanding.
- Quarterly reading and math knowledge and skills to identify students' academic strengths and weaknesses. This online assessment results are given to the teachers to track students' academic progress.
- Students will keep a portfolio of their work to be sent home every quarter.

Breaks

Breaks should be taken in-between switching classes. Water bottles and snacks are available.

Child Abuse & Neglect

Since staff members are classified as mandatory reporters, they will complete a child abuse recognition and intervention course. The staff is required by law to report any suspected child abuse or neglect.

COVID 19 Procedures

Impact STEAM Academy Enrichment Program follows the CDC Guidelines. These include, but may not be limited to:

- Greatly enhanced sanitizing and disinfecting procedures.
- Increased frequency of handwashing.
- Individual materials vs. shared communal supplies where possible
- Small group instruction: 12 – 15 children to one teacher.
- Materials the students use are disinfected.
- Social distancing as much as possible.
- Masks requirements are based on Gwinnett County Public Schools guidelines.
- Health screens/temp checks upon arrival; no admittance for any sign of illness or fever of 100°+.
- Curbside drop-off and pick-up.

Classroom Appearance

The goal of the Directors and Executive Assistant is to make each classroom an engaging learning environment with posters and decorative material. Teachers can add to their “special ideas” to the room. The only requirement is to keep the room neat and organized.



Cleaning Guidelines

Five minutes before the end of the class session, students are to clean the tables. Students work and other extra materials are to be put away. At the end of the last session, computers and other technology should be turned off and placed in a secure area.

Commending Students

Praising students for excellence, improvement or effort is very important to their success in school and in life. Honest praise helps students to assess their personal value and build their self-esteem. Mounting research shows that high self-esteem is important for academic success. Positive statements greatly influence students' attitudes about themselves and their success-building experiences. Be creative. Praise is a stronger motivator than gifts of candy. Think of the many ways you can boost a student's self-image by using words of encouragement and kindness. Here are some examples of ways to praise:

- "I like the way you're working."
- "That's right! Good for you."
- "That's quite an improvement."
- "I'm very proud of the way you worked today."
- "It looks like you put a lot of work into this."

Confidential Information

During the course of employment, employees often learn confidential and restricted information concerning Impact STEAM Academy students. Confidential information should never be discussed with others outside of the Academy. Revealing any such information may be considered grounds for dismissal.

Copier Usage

Please email one of the Directors any items need copied 3 days before the due date. Last-minute copying could be available if the Executive Assistant is available.

Curriculum

The foundation of each month's lesson is based on the theme. Below is the list of monthly themes – academic and behavior:

- a. August: STEAM Inquiry – Behavior expectations
- b. September: Science study of Bubbles – Polite
- c. October: Technological Advances – Respect
- d. November: STEAM Amazing – Open minded
- e. December: STEAM Amazing – Studious
- f. January: Engineering Projects – Studious
- g. February: Discovering Arts – Principled
- h. March: Mathematical Thinker – Effort
- i. April: Entrepreneurship – Responsible
- j. May: STEAM Finale – Reflection



Discipline Policies

The motto for the students is Impact STEAM Academy Students Prosper! Proverbs 19:8 - *The one who gets wisdom loves life; the one who cherishes understanding will soon prosper* (New International Version) and gain an understanding of the word PROSPER. The term PROSPER is actually an acronym that stands for **P**oliteness, **R**espect, **O**pen-minded, **S**tudious, **P**rincipled, **E**ffort, and **R**esponsible. Students are reminded to demonstrate these characteristics in the transportation van, classroom, during recess, snack time, and dismissal.

Students are also expected to display the characteristics as defined on pages 11 and 12. Students learn and apply a specific theme per month to encourage positive behavior. The Co-Directors provide a lesson and roleplaying for students to practice; biblical studies are integrated in each lesson.

If a student misbehaves, then **consequences** are given with a loving attitude, which will not harm, disrespect or embarrass him/her.

- First offense: Verbal warning
- Second offense: Send student to one of the Directors to discuss the situation and write an apology letter.
- Third offense: Send student to one of the Directors to discuss the situation and develop an improvement plan. Parents are contacted.
- Fourth offense: Student is suspended or must leave the after-school program.

The goal is to continue to work with the students to change his/her behavior.

Rewards

Every day, ISA students can earn points for the following:

- Attendance
- Completing homework or reading to a friend
- Completing the STEAM activities,
- Following the PROSPER rules,
- Random acts of kindness.

Students will be able to earn a prize and receive a certificate on the last Friday of the month.

Dismissal

Five minutes before dismissal, have the students clean the tables, organize supplies, and put their work in a designated location. Line the students up to wait for someone to walk them to the next class or their parents' vehicle.

Dress Code

ISA staff members are expected to serve as role models in appearance. A well-groomed and professional appearance should be maintained.



Fundraisers

ISA staff members are expected to help with fundraisers.

Holiday Celebrations

Teachers will supervise students participating in holiday celebrations. Teachers may create and implement an enrichment project that connects with the holiday season.

Homework

Students at Impact STEAM Academy are not given assignments to take home to complete. They are given enough homework from their regular classroom teacher. Instead, volunteers are available to help students with their classroom homework.

Impact STEAM Academy Student Profile

The Impact STEAM Academy Student Profile form is designed to monitor and tailor instructional strategies to meet the needs of each student. The form includes results of monthly pre and posttest to determine each student's achievement level.

Instructors regularly review their students' profile form in order to identify and target additional individual instructional time for students struggling with a particular skill. Intervention time is available to help students continue to progress academically.

Incident and Behavior Reports

If a child has an injury or incident during program hours, the person who saw the incident or inappropriate behavior is to complete the report. The incident or behavior report will be provided to the parent/guardian or authorized person picking up the child during the program dismissal time.

Inclement Weather Policies

- If Gwinnett County Schools do not open due to inclement weather, then Impact STEAM Academy will not be opened.
- If Gwinnett County Schools close early due to inclement weather, parents are responsible for picking up your child at the school or informing school to allow your child to ride the bus home. Impact STEAM Academy van transportation will not be available.

Lesson Plans

The Director will provide an instructional calendar describing the skills to cover in each STEAM discipline. The calendar will give an overview of what to teach each day, but the teachers may create their own detailed lesson plans. The instructional material will be provided to enhance the learning process.

Medication

Impact STEAM Academy staff will not administer prescription medication to your child except in case of a life sustaining medication such as an Epi-Pen or asthma inhalers.



Observations

All staff members will be formally observed twice a year using an Instructional Performance rubric. Each observation will last for 10 minutes. The rubric will be provided before the first observation.

Parent Communication

The Co-Directors and Administrative Assistant communicate with parents of the students attending Impact STEAM Academy on a regular basis. Administrative Assistant creates and send home monthly newsletters.

Professional Development

Teachers and staff are expected to participate in monthly professional development provided online. Best practices research will be discussed along with instructional strategies to address the specific skills being covered for the month. Teachers are encouraged to share instructional methods with the other instructors. However, the Directors make the final decision on whether the teachers can use the method with their Impact STEAM Academy students.

Restroom Breaks

Students are not to leave the classroom to go to the restroom except for an emergency. Students may go to the restroom during the 5-minute transitional time from one classroom to another. Teachers will need to find someone to watch their students whenever they need to go the restroom.

Safety

ISA follows an injury prevention plan, a playground safety plan, and a crisis management plan. All of the Impact STEAM Academy staff are certified in First Aid and CPR.

Security Plan

Impact STEAM Academy security plan is committed to provide a safe environment for our students. All doors are kept lock after the students enter the building. Cameras are placed around the front of the building. Based on the number of student enrollment, ISA may hire a Security Guard.

Schedule

Based on assignment:

- Co-Directors & Assistant Director: 2:30 – 6:30 p.m.
- STEAM Instructors and Tutors: 4:15 – 6:15 p.m. (Times may vary depending on the specific assignment)
- Youth Assistants: 3:00 – 6:30 p.m.
- Administrative Assistant: 2:30 – 6:30 p.m.
- Van Driver & Monitor: 1:30 – 4:30 p.m.
- Grant Administrator: Times vary based on the specific responsibilities



Site Emergencies

If a major or life-threatening injury or accident occurs during scheduled program hours, it will be handled in the following manner:

- 911 will be called immediately,
- The parent/guardian will be notified,
- Based upon the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care or the EMT may advise the parent/guardian or program staff as to how to treat or care for the participant.

In the event of an emergency or natural disaster, the following procedures will be in effect:

- Participants will remain on site until they are picked up by the parent/authorized pick-up person.
- If a site evacuation is required, participants will be taken to a local emergency shelter or other designated safe location. Whenever possible, efforts will be made to contact parents should evacuation be necessary.
- Program staff will remain with the participants until they are picked up.

Snacks

Students receive snacks as soon as they arrive between 3:00 – 4:00 p.m.

- **Snack Policy**
 - ISA provides a daily snack that meets and/or exceeds the USDA snack guidelines.
 - If your child has specific dietary needs, which are not met by this program, then you will need to provide a snack for your child.
 - If you are aware that your child is severely allergic to something, it is your responsibility to notify one of the Directors in advance so we can take proper precautions.

Staff Background Check

Every staff member has a Satisfactory Background Check Determination before working for Impact STEAM Academy.

Supply Request

Please inform one of the Directors if you need specific supplies for instructional purposes. Make sure you are prepared to explain the purpose of the supplies. The Director will review your request and give her decision in 7 days.

Timesheet

The Administrative Assistant will keep track of the instructors' work hours and submit their timesheet to payroll.



Tuition

Impact STEAM Academy Enrichment Program:

Tuition: \$75 a week; \$300 a month

Application fee: \$50.

Transportation

Transportation is available from the elementary and middle schools in the Shiloh cluster.

Work Schedule

Paid every two weeks

Paid Training: Once a month online.

Work Hours:

- Teachers: 4:15 – 6:15 p.m.
- Other staff members: 3:00 – 6:30 p.m.

Holidays and Sick Days: Staff members are not paid for holidays or taking time off during illness.

Holidays: Follow the GCPS system calendar

ISA IS CLOSED ON THE DAYS LISTED BELOW:

September

- 1: Labor Day
- 19: Digital Learning Day

October

- 9, 10, 13: Fall Break
- 22 & 23: Early Release

November

- 4: Digital Learning Day
- 24 - 28: Thanksgiving Break

December

- 22 - 31: Winter Break

January

- 1 & 2: Winter Break
- 19: Dr. King Holiday

February

- 6: Digital Learning Day
- 12, 13, & 16: School Holidays

March

- 4 & 5: Early Release
- 13: Digital Learning Day

April

- 6 - 10: Spring Break

May 20 is the last day of school.



Commitment

Impact STEAM Academy afterschool program is committed to:

- Foster an environment that empowers students to be effective leaders, develop a positive self-image, and take responsibility for their learning and behavior.
- Build positive and meaningful relationships with parents, students, and staff.
- Maintain a safe, secure, and organized learning environment.
- Provide students with rigorous and meaningful learning experiences, including field-based excursions, to ensure their individual success.
- Establish an ideal student-teacher ratio, 15:1.
- Encourage a life of service to our community, our world, and our Lord.
- Teach students to become aware of, and concern about, the world issues and work toward solutions of current problems and the prevention of new ones.
- Extend students' knowledge to transform solutions of problems into entrepreneur ventures.
- Promote goal setting, reflection, and respect toward one another.
- Treat students as scholars that love to learn and seek after knowledge.
- Invite business, community, governmental, and Christian leaders to share their knowledge and provoke commitment.
- Expose students to a variety of careers and business operations.



Harassment, Intimidation, and Bullying (HIB)

Harassment is strictly prohibited on the basis of race, color, religion, creed, national origin, citizenship, age, disability, pregnancy, veteran status, or any other category protected by law. Impact STEAM Academy is committed to providing a work environment free from all of prohibited harassment or intimidation.

Definition of Prohibited Harassment:

- Verbal or physical conduct constitutes prohibited harassment when:
- It is based on an applicant or employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, veteran status or other protected status;

-AND-

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Prohibited harassment refers to behavior that is based on a protected classification; that is not welcome; that is, or would be, offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with an employee's work performance and effectiveness, or creates an intimidating, hostile or offensive working environment. It makes no difference if the harassment is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment.

Specific forms of behavior that may constitute prohibited harassment include, but are not limited to, the following:

- Abusive language related to an employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, marital status, veteran status or other protected status, including innuendoes, slurs, suggestive, derogatory or insulting comments or sounds, threats, and jokes based on the employee's protected status.
- Use of demeaning or offensive words when referring to an employee's race, color, religion, or other protected status.
- Prohibited harassment is not limited to oral comments. Abusive written language, transmitted via e-mail or otherwise, showing or displaying offensive objects or pictures, graphic commentaries or gestures in the workplace are also prohibited.
- Any physical contact based on an employee's race, color, religion, creed, national origin, citizenship, sex, age, disability, pregnancy, marital status, veteran status or other protected status that is not welcome.



Anti-Harassment, Sexual Harassment Policy, and Complaint Procedure

Sexual harassment in the workplace is illegal and all employees are forbidden from engaging in such activity in any manner. Impact STEAM Academy is committed to providing a work environment free from all forms of sexual harassment or intimidation.

Definition of Sexual Harassment: Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; -OR-
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, such as promotion, transfer, or termination; -OR-
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment refers to behavior that is not welcome; that is, or would be, offensive to a person of reasonable sensitivity and sensibilities; that fails to respect the rights of another; and that, therefore, unreasonably interferes with an employee's work performance and effectiveness, or creates an intimidating, hostile or offensive working environment. It makes no difference if the harassment is "just joking" or "teasing" or "playful." Such conduct may be just as offensive as any other type of harassment.

Specific forms of behavior that may constitute sexual harassment include, but are not limited to, the following:

Verbal and/or Written

- Explicit or implicit threats of retribution, or promises of benefits, in return for sexual favors.
- Abusive language related to an employee's sex or sexual preference, including sexual innuendos, slurs, suggestive, derogatory or insulting comments or sounds, whistling, jokes of a sexual nature or concerning gender-specific traits, sexual propositions and threats.
- Use of demeaning or offensive words when referring to a particular sex or sexual preference.
- Demands for sexual favors or sexually oriented comments about an employee's body or appearance, sexual habits, sexual preference, or sexual desirability.
- Sexual harassment is not limited to oral comments. Abusive written language, transmitted via e-mail or otherwise, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries or obscene gestures in the workplace are also prohibited.
- Any sexual advance involving physical contact that is not welcome, including touching, petting, pinching, coerced sexual intercourse, assault or persistent brushing up against a person's body.



Procedures

Any person who feels that he or she has been the victim of sexual or other prohibited harassment or retaliation, or has witnessed such activity, should immediately report the incident to the Impact STEAM Academy Co-Directors. All complaints will be investigated in a timely manner. Confidentiality will be maintained to the maximum extent possible, consistent with the school's obligation to conduct a thorough investigation.

All individuals who become involved in the investigation are directed to treat the matter confidentially. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a focus upon the nature of the behavior, the pattern of such conduct, if any, and the context in which the incident(s) occurred.

Individuals who believe they have been unjustly charged with sexual or other prohibited harassment will be afforded every opportunity to offer and present information in their defense. Anyone who participates in this procedure may do so without fear of retaliation. Retaliation against anyone, because he or she has filed a harassment complaint or cooperated in an investigation, is illegal and grounds for disciplinary action.

Appropriate corrective action will be taken if it is determined that a violation of this policy has occurred. This includes discipline, up to and including termination, against individuals found to have violated this policy.

This policy applies to all staff members, whether related to conduct engaged in by an employee or someone not directly connected to the school (e.g., outside vendors, subcontractors, consultants, visitors).

Diversity Awareness

Diversity is an opportunity for staff members to learn about new cultures. The Co-Directors of Impact STEAM Academy encourages its staff to become more culturally sensitive, to learn about people who are different from themselves. This understanding allows employees to serve each other and their stakeholders better.

Dismissal: Employment at Will

Employment is with the mutual consent of the employee and Impact STEAM Academy. Consequently, both employee and Impact STEAM Academy Co-Directors have the right to terminate the employment relationship at any time, with or without cause or advance notice. This Employment at Will relationship will remain in effect throughout one's employment with Impact STEAM Academy. This Employment at Will relationship may not be modified by any oral or implied agreement.

