<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission &amp; Overview</td>
<td>1</td>
</tr>
<tr>
<td>Program Policies</td>
<td>5</td>
</tr>
<tr>
<td>Academic Expectations</td>
<td>7</td>
</tr>
<tr>
<td>Curricular Goals</td>
<td>11</td>
</tr>
<tr>
<td>Evaluating Student Performance</td>
<td>12</td>
</tr>
<tr>
<td>Community Conduct &amp; Expectations</td>
<td>14</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>17</td>
</tr>
<tr>
<td>Meal Program</td>
<td>19</td>
</tr>
<tr>
<td>Dress Code</td>
<td>20</td>
</tr>
</tbody>
</table>
FAME MISSION

FAME’s mission is to educate, empower, and embolden African American youth to become student ambassadors of today, leaders of tomorrow, and stewards of their communities by providing access to college preparatory education at participating independent schools in the Greater Pittsburgh area through the provision of need based financial assistance.

FAME ACADEMY - VISION

FAME Academy furthers FAME’s mission by providing a sound academic foundation to students prior to or during the early stages of their college preparatory educational experience. Our intention is to maximize the long-term academic potential of talented and motivated African American students by exposing them to an academically rigorous curriculum during middle school and preparing them for selective high school opportunities.

FAME ACADEMY PROGRAM OVERVIEW

The FAME Academy is a rigorous college preparatory program designed to provide promising young African American students with limited financial resources the skills and support they need to succeed in the most competitive academic programs in the region. FAME will work closely with middle school students as they complete an accelerated academic curriculum modeled after those found at independent schools. The students will complete most of the curriculum during a daily summer program (including a one-week boarding component) and will remain engaged and challenged throughout the school year by attending weekly classes on Saturday mornings. At the completion of the 3-year FAME Academy program, the intention is that Academy graduates will be well-prepared to not only matriculate, but to excel at one of FAME’s partner independent schools.
While enrolled in the FAME Academy, students will work with experienced teachers, some from the very independent schools students seek to attend and will be part of a cohort of highly motivated and hardworking peers. In addition to supporting one another, the students will have the support of student interns to guide and mentor them, leadership training, test preparation and admissions assistance (for when they are ready to apply to independent school). The FAME Academy is comprised of three distinct components – **Summer Day Sessions**, **the Summer Boarding Experience**, and **School-year Saturday Sessions**. Throughout each of the components, faculty and staff are focused on eight universal goals:

- Equip students with the advanced study skills and work habits they will need in independent school.
- Prepare students for the challenging pace and social environment they will encounter in independent school.
- Instill the confidence necessary to be a high-achieving student of color in an independent school.
- Ensure that students master the prerequisite content needed for success in 9th grade.
- Strengthen expository writing skills
- Develop understanding of and facility with grammar and writing mechanics
- Achieve mastery of a comprehensive Algebra I curriculum and exposure to Geometry and Algebra II
- Gain solid understanding of the scientific method

Students attend 6-week **Summer Sessions** during four consecutive summers – between 5th and 6th grade, 6th and 7th grade, between 7th and 8th grade, and again between 8th and 9th grade. Summer Sessions are full 7-hour days held Monday through Friday. Full attendance is mandatory because, at the pace that the students will move through their accelerated curriculum, missing even one half of one day can have serious ramifications.

Full attendance is also one of the ways that students will demonstrate their commitment to their own success. The FAME Academy faculty and staff are committed to and have complete confidence in each and
every accepted student, and students are expected to be equally committed.

Students attend core academic classes each day. Each class period is approximately 50-minutes in length. The core academic classes are:

**Mathematics** - FAME Academy’s goal is to have all graduates working at a level parallel or *ahead* of the peers they will encounter in 9th grade in independent school. Students will be positioned not only to place out of Algebra I, but they will excel in the course they are placed in (Geometry or Algebra II).

**English**—Students will learn to read at a sophisticated (age appropriate) level. Reading material will include traditional independent school texts as well as texts that offer opportunities for cross-curricular work with the enrichment classes and provoke personal growth and understanding of the world around them. Students will graduate from FAME Academy having demonstrated proficiency with expository and research-based writing, grammar, and vocabulary appropriate for 9th grade.

**Science** – Students will understand the scientific method and basic laboratory procedures, will have a firm grasp of basic atomic structure, and will have been exposed to basic Newtonian physics. It is very important that a student use – and feel comfortable in – a laboratory *before* their first day of 9th grade in an independent school.

**African American History & Leadership** (from early America to the present) lays the foundation for each student to believe in their own leadership potential. Students will develop a deeper sense of self as young African Americans and strengthen their understanding of African American history as they build their research and oratory skills. As part of this course as they reflect on various race related topics, the contribution of African Americans in American history and their personal roles as change agents within the community.
STEM— Students will be introduced to a hands-on STEM curriculum focused on activities that create opportunities for improved math skills, critical thinking skills, student-driven experiments, design projects and problem solving through participation in a team as a part of the National Society of Black Engineers (NSBE).

The core academic curriculum will be developed in alignment with independent schools in the Pittsburgh area because the overarching goal, again, is to ensure that kids are well prepared for their independent school experience.

FAME Scholars attend both day schools and boarding schools. The boarding experience provides students with a taste of what it would be like to attend a boarding school so that they and their parents might make more informed choices about where they would like to attend high school. It also offers a unique fellowship and bonding opportunity within each cohort. The academic component of the boarding experience is a continuation of the daily classes of the summer session with five core academic and one enrichment class. However, students will be focused on review of material learned and have additional enrichment opportunities during their boarding experience. Students will also have the opportunity to compete in fun and interactive academic challenges designed as capstone events to the students’ summer learning.

School Year Saturday Sessions are run every Saturday morning during the school year, with the exception of fall, winter, and spring vacations. As with Summer Sessions, students demonstrate their commitment to their own success by complying with a mandatory attendance policy. Saturday Seminars will focus much more heavily on math, and English classes. FAME Academy instructors will incorporate content from all the other portions of the curriculum into the core project periods designed to increase innovation in learning and project management skills.
Students will have ample opportunities to put those skills to use. The goal of saturday sessions is as much to maintain the students’ mastery of content from the previous summer as it is to try to introduce new content using a project-based format. New material will be introduced but not at quite the same accelerated pace as in the summer.

**FAME ACADEMY POLICIES**

**Summer Student Arrival and Dismissal Policy**

If being driven, students must arrive at the program site no later than 8:15 am. Students must report to the designated area for announcements and attendance. Students are required to be seated, prepared for announcements by 8:15 am. At the end of the day, students who are not riding the bus must be picked up at the same location at 3:30 pm.

**Attendance**

Summer Day Program—

- Due to the accelerated nature of the summer program, students are asked to have and will be acknowledged for perfect attendance.
- Students may not miss more than 2 (full or partial) days of the summer day program.
- Anticipated absences must be submitted via email to the Director of FAME Teachers’ Academy (lowens@famefund.org) at least 2 days in advance of the anticipated absence. If due to an unforeseen circumstance, communication of the nature of the absence should be sent to the Director as soon as possible.
- Tardiness: Students may not be late to the program as they will lose valuable instruction time and could be a distraction to their classmates. If a student is more than 15 minutes late or leaves more than 15 minutes early, for any reason, this will be considered a partial day absence.
Summer Boarding Program—
• Students must attend the entire boarding program from beginning to end.
• Late arrivals, early dismissals, or mid-week absences are not permitted.

School Year Program -
• Due to the accelerated nature of the school year program, students are asked to have and will be acknowledged for perfect attendance.
• Students may not miss more than 2 (full or partial) Saturdays. If a student is more than 15 minutes late or leaves more than 15 minutes early, for any reason this will be considered a partial day absence.
• Students are required to attend the Enrichment Trip each semester.
• Students may not be late to the program as they will lose valuable instruction time and could be a distraction to their classmates.

Failure to meet the above criteria will warrant a review of the student’s suitability for the program and may result in dismissal.

Computer Care and Accountability

All FAME Academy students are issued a laptop upon entering their first semester of Academy. It is the responsibility of the students and families to maintain the care of the device and its charger along with appropriate use of the internet browser access. Students are to use FAME Academy devices for Academic learning searches and assignment completion. Use of FAME devices for social media, gaming, inappropriate content and/or prohibited sites will result in probationary (conditional) status and a parent meeting with the director. A second and/or replacement device will not be issued!
Phones and Messages
Student cell phones must be turned off and turned into the phone locker during FAME Academy hours. In addition, headphones and air pods must also be out of sight during program hours. If students need to reach their guardians, they should see the FAME Academy Director. Students are not permitted to have cell phones during the school day so parents should not expect to be able to reach their student by cell phone. Students found using their cell phones will be asked to leave for the day, which will result in an absence. Messages for students will be taken only in the case of an emergency or when absolutely necessary. Parents who need to reach their students can call FAME Teachers’ Academy Director Lisa Owens at 412-607-7337. Students will be notified of messages during class transitions.

ACADEMIC EXPECTATIONS
In order to continue through the FAME Academy, students are expected to perform at a high level of academic excellence, attend the program every day, and adhere to the behavioral policies set forth.

Academic Standing
To maintain a place in good standing in FAME Academy, a student must earn a minimum of a B average for the program, with no grades of C, D or F for the year, and maintain high effort grades. A student who fails to meet the minimum academic expectations at the end of a semester may be considered for probation (conditional continuance) and/or dismissal. The Director of FAME Academy, in consultation with the student’s teachers, interns, and the CEO, will determine the appropriate course of action on a case-by-case basis.
Parents will be asked to attend a meeting regarding their student’s academic standing. All parents will be required to attend a final meeting scheduled with the Director of FAME Academy to discuss their student’s status at the end of the summer portion of the program, and again at the end of the school year.

**Assignments/Homework**
Our curriculum is designed to resemble the work encountered in independent schools. It is meant to help prepare students for the rigor within independent schools, and it is expected that students will complete all homework assignments by the assigned due date. Late work will not be accepted for full points. However, all homework must be completed in order to reinforce all cumulative material.

**Reporting Academic Progress**

**Summer Semester**
Reporting is divided into two parts during the summer. The summer session is cumulative, but FAME Academy grades will be distributed at the halfway point, and again at the end of the summer. Parents will receive progress reports from each subject teacher at the mid-point of the program. Through the progress report, Academy teachers hope to direct attention to specific strengths and to areas that require improvement.

Grades for each distribution period are based on an average of the student’s coursework, homework, and exams. In addition, effort grades will also be assigned. It should be reiterated that participation in class discussion and attendance influence a student’s effort ratings in all courses.

**School year semesters**
During the school year, the reporting period will be broken into two semesters that reflect the regular school year calendar. The first semester will take place from September to December, and the second semester will run from January to May. Grading will be similar to the summer session, with grades assigned for academics as well as for effort.
In addition, a student’s home school program grades will also be taken into account, and must not fall below a B for the entire school year. Note: Families will be asked to regularly submit student report cards to FAME in a timely manner in order for continued performance evaluations throughout the program.

Policy for Taking Tests

- During tests, no student will be excused to go to the restroom.
- Students will take tests in the allotted time.
- A student who misses a test or quiz due to an excused absence must make-up the test on the day they return. Failure to do so will result in a grade of “0” for the test. A student who misses a test or quiz due to an unexcused absence must also make-up the test on the day they return, but will only receive half credit for their grade.

Students must meet the following criteria:

Effort
Students are expected to give their best effort throughout their involvement with FAME Academy. Students cannot receive any grades lower than a B within the program, or from their teachers at school during the regular school year.

All students are expected to:
- be attentive in class and use work time productively.
- turn in assigned work on the day that it is due
- participate in individual tutorial support.
- participate in class discussions and activities.

Integrity and Academic Standards
At FAME, integrity is one of the core values that we embrace as an important aspect of a student and their work ethic. The ability of students to do their work in a responsible manner is integral to our being able to accurately assess their academic ability and to help students to continue to grow as learners and as responsible citizens. We believe that it is important for students to be honest and responsible, even when the circumstances are difficult.

Students are expected to do their own work. Students in violation of the Academy’s policy on academic integrity are subject to dismissal. All academic work (in class, at home, on assignments, tests, and
(examinations) must be done by the student individually, except when teachers recommend cooperative assignments. All students should strive for academic excellence. Students should turn in work that is orderly, complete, exemplary and in the manner requested.

In an effort to prevent academic dishonesty and to allow students to grow to their full academic potential, students are provided with instruction about making responsible decisions when doing all of their academic work. Students are expected to seek additional help from their teachers when they are unsure about a method they are considering using to complete their work. Academic dishonesty involves the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work. Academic dishonesty can happen on tests, quizzes, projects, and homework assignments. Some forms of academic dishonesty are as follows:

- **Plagiarism** – taking another person’s ideas, writings, or opinions and presenting them as one’s own without proper acknowledgment; the act of borrowing a sequence of ideas, material, or a pattern of thought of someone else without proper acknowledgment.
- **Self-plagiarism** – the submission of the same piece of graded work in more than one class without the explicit permission of all teachers involved.
- **Misrepresentation of work** – submitting any piece of work that has been prepared by someone else, as your own work.
- **Collusion** – inappropriately working together with another student, copying work, and submitting that work as your own.

**Extra Help**

If a student is struggling in a particular class, they are encouraged to seek extra assistance from their teacher at various points during the day. Students will have the opportunity to meet with their teachers and interns for academic assistance before morning announcements, during lunch, and at the end of the school day, as well as during scheduled study hall time. It is the student’s responsibility to set up a meeting time and place with teachers outside of the study hall time.
CURRICULUM GOALS

Universal Curricular Goals

◊ Ensure that students master the prerequisite content needed for success in 9th grade
◊ Strong expository writing skills
◊ Understanding of and facility with grammar and writing mechanics
◊ Mastery of a comprehensive Algebra 1 curriculum
◊ Solid understanding of the scientific method
◊ Equip students with the advanced study skills and work habits they’ll need in independent school
◊ Prepare students for the challenging pace and social environment they’ll encounter in independent school
◊ Instill the confidence necessary to be a high-achieving student of color in an independent school
◊ Homework is meant to reinforce skills and resemble amount and quality of homework in an independent school
◊ Texts are meant to resemble the texts used at independent schools

Note: Texts will be distributed to the students. Unless otherwise indicated, all textbooks are to be returned at the end of the term in the same condition they were distributed, or families will be expected to replace them.

Mathematics
◊ Pre-Algebra & Algebra I
◊ Geometry with Algebra II exposure

English and Writing
◊ Reading comprehension and retelling
◊ Literary analysis and articulation of persuasive argument
◊ Writing fundamentals and mechanics
◊ Grammar and context

Science
◊ Concepts of Physics (basic Newtonian), Chemistry and Biology
◊ Laboratory basics
◊ Scientific method and experimentally based learning
African American History Leadership

◊ Challenge students to think critically about the presentation of African American history and leadership
◊ Explore the historical context and long-term impact of race and racism
◊ Cultivate a deep and abiding sense of cultural pride in all program participants which will serve as a buffer against potential future racism or negative stereotypes they may encounter
◊ Instill in students a sense of individual responsibility for the collective plight of their community and the desire and interpersonal resources to lead

STEM

◊ Challenge students to think critically about careers and opportunities in STEM fields
◊ Explore hands-on STEM activities to build confidence and STEM skills

Final Presentations & Competitions
At the end of the Summer Session, all students are expected to participate in a series of capstone projects stemming from their learning during the 6-week program. Students will work with their teachers to create presentations and to be prepared for competitions that will be shared with peers, teachers, and parents at the end of the summer.

EVALUATING STUDENT PERFORMANCE

Grading

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>A+</th>
<th>B+</th>
<th>A</th>
<th>B</th>
<th>A-</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D</th>
<th>D-</th>
<th>F</th>
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<tr>
<td></td>
<td></td>
<td>100-97</td>
<td>89-87</td>
<td>96-93</td>
<td>86-83</td>
<td>92-90</td>
<td>82-80</td>
<td>79-77</td>
<td>76-73</td>
<td>72-70</td>
<td>69-67</td>
<td>66-63</td>
<td>62-60</td>
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Some classes may be designated Pass/Fail classes
<table>
<thead>
<tr>
<th>Levels of Effort &amp; Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5—Full Participation</strong></td>
</tr>
<tr>
<td>• Demonstrates all Level 4 characteristics consistently.</td>
</tr>
<tr>
<td>• Models appropriate behavior and recognizes expectations.</td>
</tr>
<tr>
<td>• Sets challenging goals and sustains strong commitment to them.</td>
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<tr>
<td>• Is able to identify and rectify areas of weakness independently.</td>
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<tr>
<td><strong>4—Consistent, Exceptional</strong></td>
</tr>
<tr>
<td>• Presents no disruptions and interruptions.</td>
</tr>
<tr>
<td>• Supports and encourages others with positive comments and actions.</td>
</tr>
<tr>
<td>• Accepts complete responsibility for own effort, ability and actions.</td>
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<tr>
<td>• Stays on-task and participates fully.</td>
</tr>
<tr>
<td>• Demonstrates co-operation, respect and leadership.</td>
</tr>
<tr>
<td>• Demonstrates consistent exceptional effort.</td>
</tr>
<tr>
<td>• Attendance = Perfect</td>
</tr>
<tr>
<td><strong>3—As Expected</strong></td>
</tr>
<tr>
<td>• Presents minimal disruptions or interruptions.</td>
</tr>
<tr>
<td>• Keeps self from using negative comments and body language.</td>
</tr>
<tr>
<td>• Demonstrates some responsibility for own effort, ability and actions.</td>
</tr>
<tr>
<td>• Stays on-task and often participates.</td>
</tr>
<tr>
<td>• Shares time, materials or ideas.</td>
</tr>
<tr>
<td>• Attendance = 1-2 absences</td>
</tr>
<tr>
<td><strong>2—Minimal</strong></td>
</tr>
<tr>
<td>• Presents some disruptions and interruptions in class.</td>
</tr>
<tr>
<td>• Is aware of others feelings, but ignores them.</td>
</tr>
<tr>
<td>• Makes numerous excuses for own effort, ability and actions.</td>
</tr>
<tr>
<td>• Must be reminded to stay on-task and rarely participates.</td>
</tr>
<tr>
<td>• Shares time, materials or ideas when encouraged.</td>
</tr>
<tr>
<td>• Attendance = Multiple absences</td>
</tr>
<tr>
<td><strong>1—No Effort</strong></td>
</tr>
<tr>
<td>• Acts out in a disruptive manner, which is harmful to self and others.</td>
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<tr>
<td>• Uses negative comments and/or body language.</td>
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<tr>
<td>• Does not take responsibility for own actions/work.</td>
</tr>
<tr>
<td>• Is often off-task, unprepared, and/or does not participate.</td>
</tr>
<tr>
<td>• Does not share time, materials or ideas with others.</td>
</tr>
<tr>
<td>• Attendance = Irregular</td>
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COMMUNITY CONDUCT & EXPECTATIONS

Students are expected to conduct themselves appropriately and to treat their teachers, advisor, and classmates with respect at all times. All students represent themselves, their families, their school, and the program as leaders. They are expected to stand out for their positive behavior and interactions with peers and adults. Inappropriate behavior will be dealt with in a direct and timely fashion by the Director of the program.

Respect for Others
All students must show respect toward others in both their language and their behavior. This not only applies to the classroom, but also to all assemblies, performances, and athletic events (both on and off the field) where students are representing our school community. Foul language and rude behavior are not permitted at any time.

Remaining On Campus
In the interest of safety and the protection of the school, students are not allowed off campus during the day. The “school day” refers to the hours between 8:00 am and 12:15pm during the school year as well as 8:15 am and 3:30 pm in the summer.

Assemblies
Assemblies on a variety of topics are presented throughout the program. Students are required to attend all assemblies and engage the presenter.

Food
Food is permitted only in designated meal/snack areas of the buildings.

Housekeeping & Valuables
Students are expected to respect the school buildings and grounds by picking up after themselves and respecting school property. Valuables should not be brought to school. FAME is not responsible for lost, broken, and/or stolen items.
**Safe Zones & Prohibited Materials**

Guns, knives, firecrackers, chemicals, or any other materials deemed to jeopardize the safety of the community are prohibited. Students found to be in possession may be dismissed.

FAME Academy is a drug-free program. It is unlawful for a student to possess, provide, distribute, sell, attempt to sell, or use alcohol, illegal drugs or tobacco. Further, no student may possess, provide, distribute, sell, attempt to sell or use alcohol or illegal drugs while under the FAME’s jurisdiction. This includes the school-day, on- or off-campus sponsored events, field trips, and class trips. If a student is suspected of or found by any staff member to be in possession of, providing, distributing, selling, attempting to sell, or using alcohol or illegal drugs, discipline will be imposed, up to and including expulsion, at the discretion of the Director of FAME Academy.

**Bullying and Harassment Policy**

The purpose of this policy is to prohibit bullying and harassment, as defined below, in order that each member of the FAME community has an equal opportunity to work, learn, and develop to his or her full potential. This policy is not to be construed in such a way as to suppress respectful thought, study, or discussion concerning controversial issues.

Each person at FAME Academy should be able to participate fully in the program without harassment. In order to provide an environment of mutual respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Verbal or physical behavior which is disrespectful toward others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements, or discriminatory comments, and it can occur between any two individuals or groups of individuals.
Listed here are some examples of behavior that will not be tolerated:

- Obscene or suggestive remarks, jokes, verbal abuse, or insults
- Hazing or threats
- Comments that are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, socioeconomic level, handicap, or age
- Inappropriate personal questions
- Repeated unwanted behavior
- Physical Aggression: physical attacks, physical threats, destruction of property, coercion
- Social Aggression: spreading rumors, slurs, excluding others from the group
- Verbal Aggression: name calling, threatening, intimidation (including by phone or electronic messages)
- Uninvited pressure for intimate activity, whether explicit or implicit

If you feel you have been harassed or bullied, you should promptly contact the FAME Academy Director.

**Violations of Community Expectations**

It is assumed that students will act honorably in all phases of their lives. Lying, cheating, stealing, and vandalism are all violations of that trust. FAME Academy will actively recognize students who align their behavior with community expectations and will remind, warn, then take disciplinary action wherever those expectations are violated.

**General Disciplinary Action Process**

- **Warning**— Will require a meeting between the student, their teacher, and the Director of FAME Academy to discuss the issue at hand and the steps to correcting the problem. There will also be a phone call to the student’s family.
- **Full infraction**— Will require a meeting between the student, their family, the Director of FAME Academy and FAME’s CEO to discuss the student’s suitability for continuation in the program. This could result in the student being dismissed from the program.
Note: The appropriate administrator will promptly investigate any alleged violation of this policy in a confidential manner. The general disciplinary action process may be circumvented, and consequences elevated when deemed appropriate by the Director of FAME Academy.

HEALTH AND SAFETY

Medication Policy
Taking medication of any kind involves some risk of complications. For this reason, FAME has developed strict guidelines for dispensing medication to students on campus. Every effort should be made for students to take medication at home, but if a child is required to take medicine during school hours and the parent cannot be at school to administer it, it must be given in compliance with the program’s medication policy as outlined below.

Medications
• Students may NOT administer their own medication. The student must have written instructions in the form of a doctor’s prescription. Pertinent information should include the child’s name, the name of the medication, the dosage, the time it is to be administered, and the termination date for administering the medication.
• All medication must be sent in the prescription-labeled container; this container will remain at and cannot be returned daily. If necessary, parents should request a duplicate container from the pharmacy.
• It is the responsibility of the parent/guardian to inform the Director of FAME Academy in writing immediately of all new medication requests.
• Unused medication will be returned to the parent at the end of the program.
• Over-the-counter medication such as the following may be administered if the Director of FAME Academy has parental permission in writing: Tylenol or Advil, Benadryl, Claritin, Zyrtec.
**Inhalers and Epipens**
In addition to the medication policy above, the following policy applies to all students who receive medication via inhalers or EpiPens (for asthma are allergy treatment): All students who require an Albuterol inhaler or EpiPen may keep it on their person during the school day. However, it is the recommendation of FAME to have an extra inhaler or EpiPen in supply with the Director of FAME Academy.

**Allergy Policy**
In addition to the medication policy above, the following information applies to allergies:
- The guardians must provide any information regarding student allergies so that this information may be shared with all appropriate personnel.
- The Academy may separate a student during meal hours for safety purposes who may have an allergic reaction to food.

FAME Academy is aware of the severity of certain allergens but cannot ensure the facilities will be completely allergen free. While we work diligently with food service to ensure that all prepared food is nut free, we cannot guarantee that all food brought on campus allergen free.

**Exclusion from School for Medical Reasons**
The Pennsylvania and Allegheny County Health Departments require exclusion of all students who are suspected of having or who have been diagnosed with communicable diseases. Students who exhibit signs and symptoms of communicable illnesses will be immediately excluded from school. They will be readmitted only when non-communicable illness has been diagnosed and certified in writing by a physician; or child has recovered and/or received appropriate treatment and is no longer infectious.

The FAME Academy will adhere to CDC and Allegheny County Health Department recommendations regarding COVID 19 mitigation in our community.
MEAL PROGRAM

Summer Day Program
Students will be provided with lunch, and a snack during scheduled times to be served on The Falk Laboratory School campus with lunch being served between 12:00-1:00 pm. Students are permitted to pack their own snack and lunch to be eaten at these times. Students may not consume food, drink, or candy during class time or other activities without explicit permission from their teacher or the Director of FAME Academy. Upon departure from common eating spaces, no food will be tolerated. Students are responsible for cleaning up after themselves and leaving their accommodations as they found them.

DRESS CODE
Students are expected to dress neatly and in a manner that is appropriate for a learning environment. They are required to be in dress code upon travel/arrival to FAME Academy and are expected to remain in dress code until they exit the bus at the end of the day. The following guidelines constitute the dress code, and have been determined as appropriate for FAME Academy’s summer and school year session. The dress code may be amended at any point by program administration, and the appropriateness of student dress is at the discretion of FAME Academy.
TOPS
☐ Collared shirts or blouses of any solid color
☐ Sweaters (Non-hooded and solid colors)
☐ Button-down shirts (tucked in and buttoned)
☐ FAME Academy issued shirt and fleece

*Note:* All tops must be of an appropriate length to cover midriff and must have sleeves.

BOTTOMS
☐ Khaki pants, shorts, or skirts (hemmed, free of holes, and in good repair)
☐ Dark solid colored slacks/dockers (e.g. black, grey, or navy)

*Note:*
- *Shorts and skirts must be within at least three inches of the top of the knee*
- *Tights or leggings may only be worn under shorts, skirts, or dresses that fall within the dress code guidelines*
- *Students should wear belts as appropriate*

FOOTWEAR
☐ Athletic shoes
☐ Dress shoes, and closed toed shoes

OTHER
☐ FAME Academy issued outerwear is acceptable
☐ Dresses that have sleeves and are of an appropriate length
Unacceptable Apparel

TOPS
- Spaghetti-strap, halter tops, tank tops, or muscle shirts cannot be worn
- Shirts without collars
- Shirts with plunging necklines, exposed cleavage, exposed midriffs
- T-shirts unless they are underneath a dress code approved shirt and tucked in
- Shirts with graphics or logos displayed on them (with the exception of the small brand name logos on collared shirts)

BOTTOMS
- Sweatpants, warm-ups, breakaways, sport shorts, and sport skirts
- Pants exposing undergarments
- Jeans—this includes all colored denim and “jeggings” (skin-tight denim)
- Tights or leggings worn as pants
- Tight fitting pants

FOOTWEAR
- Flip-flops, slippers
- Open toed shoes

OTHER
- Students are not permitted to wear hats of any kind in the school buildings
- Students are required to remove their outerwear when they arrive at school. Outerwear includes all jackets, coats, hoodies and sweatshirts
Virtual Learning

As is the case when students are in person learning at FAME, they are expected to dress neatly and in a manner that is appropriate for a learning environment. Once prepared to join the FAME Academy virtually, students adhere to these expectations:

Join your Academy Assembly and Grade Level Classes on time.
Assembly starts at 8:15 am.

Participate in the virtual class meetings each day with your Camera turned on.
If taking a break, you can switch your camera off and alert the class in the chat by saying “be right back”. Upon returning to the class, you can check back in by saying “I’m back”.

Participate in virtual class by using your microphone when it is your turn to speak and when instructors ask for volunteers to respond in discussion.
While the teacher is instructing, or while other students are participating, you can have your microphone muted.

Complete your assignments and turn them in before the class where they are due.
Log into your FAME Office Portal to check email and Teams message boards for assignment updates each day. Double check for clarity on assignments during recitation/study hall each day.

Virtual Participation & Attendance
Students who are non-responsive or appear to be unavailable (camera off, not responding to messages or verbal prompts) may be marked as absent and lose assignment and participation points during that period. Students having technical difficulty must communicate concerns to their Intern.
Parent/Guardian Expectations

1. The FAME Academy Director will hold meetings (virtually and/or in-person) to give updates on events happening during the semester, to explain/clarify policies, to prepare families during transition periods and to communicate any changes to the schedule. Parents should plan to attend ALL information sessions!

2. Report cards MUST be turned in to the FAME Academy Director via email to crose@famefund.org as their home schools release them to families.

3. Parents/Guardians should check the email addresses FAME for weekly updates, communication from FAME Academy director/staff and possible cancellations.

4. Parents/Guardians should make sure students are in dress code and have their necessary equipment for Academy each week. If support (clothing, food, housing, safety, etc.) is needed please contact the FAME Academy Director directly.

The Fund for Advancement of Minorities through Education

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Pittsburgh, PA 15214

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