



Updated 11-19-18

STUDENT HANDBOOK 2018-19

MIRIAM ACADEMY MISSION

Miriam Academy educates high school students with learning disabilities through customized instruction centered on students' strengths, empowering them to be successful adults. (approved by the Board of Directors, April, 2017).

GENERAL INFORMATION

ATTENDANCE

Attendance at Miriam Academy is expected except for documented medical or dental appointments.

ABSENCES

Parents must telephone the administrative assistant or the school office whenever it is necessary for a student to be absent, arrive late or be dismissed early during the school day. Calls may be made at any time and will be answered by a voice messaging system. The phone is 314.962.6080.

ABSENCES (MEDICAL/EXTENDED)

Student/Parent guidelines for extending hospital care are:

- Upon a student's entrance to a hospital or care unit for extended stay, a parent conference with the counselor will take place before school assignments may be sent to the hospital or care unit.
- When appropriate and with the doctor's consent, the special education teacher or guidance counselor contact should be initiated.
- The student's teachers will be told about the hospital stay.
- Before the student may return to school, a conference with the student's parents and counselor may be required.
- Upon returning to school, a letter from the hospital doctor must be on file. This letter needs to state the dates the student was in the hospital, and the date the student may return to school.

BUILDING HOURS

School hours are 8:00 a.m. to 5:00 p.m. School begins at 8:40 am and dismisses at 3:40. Various clubs will be held after school from 3:40-4:40 pm. Students should be picked up by 5:00 pm. Students may begin to arrive at school at 8:00 am. Students should enter the school via the left side/back drop off for school located in the back of PUCC. Students will remain in the hall (gym) or upperclassmen lounge until 8:30 a.m. Students may not roam the building before or after school for reasons of safety and security.

COUNSELING / REGISTRAR'S OFFICE

Students may visit the registrar/counselor before school, during school hours, or after school. To make an appointment, students should contact the Ms. Moorman directly in person, via email or phone. Students are encouraged to secure information about graduation requirements, college admissions, careers, or personal problems. Ms. Moorman can also provide transcripts and work permits.

DRESS CODE

The purpose of the Dress Code is to maintain an environment that is conducive to learning. Clothing is generally acceptable for school as long as it does not jeopardize anyone's safety, create disorder or distract from the academic environment. Exceptions may be made for students who have religious or medical requirements that do not meet the dress code. Students in violation of the dress code will be required to cover, change, or remedy the problem.

Dress code requirements include but are not limited to, the following:

- Students must wear shoes or sandals.
- Caps, hats, bandanas that cover the head, other head coverings, and sunglasses are to be removed and they may not be worn during the school day (8:40-3:40)
- Students are not allowed to wear clothing that is immodest or sexually explicit.

Examples of this type of clothing include, but are not limited to the following:

- Shirts with spaghetti straps, one strap, tube tops, muscle shirts, see-through tops, etc.
- Shirts that reveal midriff, cleavage, back, midsection, etc.
- Shorts, skirts, etc. that are excessively short
- Pants that reveal boxers, underwear, undergarments, etc.
- Tights worn without a shirt that covers the mid-section.
- Clothing that displays tobacco, drugs, alcohol, weapons, military gear, sexually explicit material, etc.
- Long chains, jagged pointed jewelry, dog collars, etc. may not be worn.

The administration has the final decision on what constitutes appropriate dress for school.

EMERGENCY PROCEDURES

• **FIRE DRILLS:** The signal used in the event of a fire or fire drill is a sounding of the fire alarm accompanied by flashing lights at the alarm boxes. When the fire alarm goes off, students should move quickly in an orderly manner out of the building according to the exit plan posted in each classroom. Windows and doors should be closed before the room is evacuated. Students should take all personal items with them and stand well clear of the building once outside. Students should not stand in the driveways and fire lanes. We will coordinate these with the PUC staff.

• **TORNADO DRILLS:** In the event of a tornado or some other emergency an announcement will be made over the public address system. Students are to move to assigned areas, taking personal items with them, and sit on the floor as directed by their teachers.

• **SAFETY DRILLS:** The signal used in the event of a dangerous situation will be the intercom announcement, "Lock Down and Shelter in Place: This is not a drill." Students in classrooms are to move away from view through classroom doors or windows and sit on the floor silently until additional directions are given. Students who are in the hallway at the time of the announcement should enter the nearest classroom and follow the directions of the teacher in charge. Classroom doors should be closed and locked. If evacuation of the building becomes necessary, students will receive instructions over the intercom. Unless directed otherwise, students should move as far away from the building as possible.

• **EARTHQUAKE:** The signal to take cover during an earthquake drill will be announced over the P.A. System. In the event of a real earthquake, students should assume a drop position under a desk or table or against an outside wall. Students should evacuate to the designated area outside the classroom when directions are given over the P.A. System.

FINAL EXAMINATIONS

Final exams are given at the end of both semesters. Students are required to take exams in all classes. The final exam may be given in sections and over several days. Teachers will have the decision over content in the final exam and the various ways students may demonstrate mastery of the subject matter.

GRADING SYSTEM

Report cards are issued six times a year at the end of each six-week term. The following system is used to report grades shown on the report card. Questions regarding exam grades or report card grades should be directed to the classroom teacher. If further clarification is necessary, the matter should be referred to the registrar in the counseling office..

Students should consult with their teacher if they have any questions about grades or incomplete grades.

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F below 60

N/C (No credit)

Pass/Fail

GRADUATION REQUIREMENTS

Students are eligible for a diploma from Miriam Academy by earning a total of twenty-four (24) units of credit and meeting all requirements. Each student is required to carry at least 3.5 units of credit (7 classes) per semester.

Graduation requirements for students in the class of 2020 are as follows:

Course	Requirements
English	4 credits
History	3 credits
Math	3 credits
Science	3 credits
Practical Arts	1 credit
Personal Finance	½ credit
Fine Arts	1 credit
Physical Education	1 credit
Health	½ credit

7 credits (may include Learning/ Reading Strategies, work credit, internships, additional PE, art, computer and online courses)

TOTAL 24 credits for high school diploma---- accreditation through ISACS.

HEALTH ROOM: A student who becomes ill or is injured during the school day will be sent to the administrative office. The administrative assistant, Head of School, or guidance counselor will assess the students' condition and either have them wait until the end of school or call their parent to pick them up.

A student cannot leave without proper authorization from an administrator. Parents who pick up their child must sign the early dismissal log book found in the administrative office.

Complete Emergency Care Forms are requested yearly. Emergency phone numbers such as cell or work numbers are required to insure your student's personal safety. This also allows for yearly updates regarding medication and condition changes on an individual basis.

Hearing Screening is scheduled for all students in grades 9 and 11.

Vision Screening is completed on 9th graders.

Students are not allowed to carry over-the-counter medications on school property. Over-the-counter drugs may be brought by the student provided that upon arrival at school the over-the-counter drugs are immediately delivered to the administrative office. Prescription medications must be presented by a parent/guardian in its original, date appropriate container along with a written permission slip. Prescription medication refills may be brought in to the administrative office by a parent/guardian. Any changes in prescription must be submitted in writing with the newly issued, filled prescription bottle. Office staff is available to accept medications between 8:00 am and 4:00 pm.

Students at the high school level may carry several emergency response medications. Students may carry a metered-dose, prescribed asthma inhaler if an Asthma Action Plan has been submitted to the administration. This form is sent out for completion yearly and must be signed by the physician working with the student. Forms may be requested from administration or mailed as needed. An EpiPen may be carried by a student with written parental permission and a physician prescription on file in the administrative office.

Staff are educated yearly in the use of an EpiPen as part of medication dispensing certification. Students are required to complete diabetic testing in the administrative office. Pumps and insulin injections will be addressed as directed by physician order and parental request.

HOMEWORK

Because of the length of the school day, homework is closely monitored by the staff. If needed, and to allow extra individual practice of a concept, 'homework' may be assigned but may be completed during the Learning Strategies time of the school day.

Students are encouraged to read nightly and to work on Project Based Learning as they desire. Homework is given on an individual basis.

LOCKERS

Miriam Academy owns and maintains hall lockers, which are loaned to the students for their convenience in storing books, coats, and other items during the school year. The school reserves

the right to joint control over the students' lockers, including the right to search lockers at any time without prior notice. Students are to use the locker assigned to them. Students are responsible for keeping their lockers clean and free of debris and graffiti and for reporting needed repairs to the Administrative School office.

School will issue combination locks to be used on the lockers. Students may not place their own locks on lockers.

LOST AND FOUND

Lost and found items are kept in the Administrative School office.

LUNCH

Students must bring a sack lunch or food that can be prepared in the microwave. Refrigerators are available in the downstairs hallway, in the Upperclassmen lounge and room 11. Several microwaves are located in the administrative office, room 15, downstairs hallway and room 11. Students may eat in rooms 8, 9, 10 or room 11. Students are expected to throw away their trash from lunch and leave the area clean. Students will be supervised for their 30 min lunch period. Students may go outside or to the gym after they eat for a supervised break within the 30 min lunch period.

MAKE-UP WORK

When a student is absent from school, teachers will allow assignments and tests to be made up. Students may email their teachers via their laptops about assignments. Teachers will work with the students on completing their individual assignments in a timely manner.

SNACKS

Students are permitted to carry drinks in containers with screw top lids only. No glass containers should be brought on campus or into the building at any time. Snacks are allowed in the classroom with teachers' permission provided they do not distract others from learning.

STUDENT RECORDS AND DIRECTORY INFORMATION

All information in student record files is confidential and protected under the Family Educational Rights and Privacy Act of 1974 (FERPA).

TEXTBOOKS

Textbooks are furnished by the school. If textbooks are lost or damaged in excess of reasonable wear, the student is fined to cover the damages. Upon receipt of a school textbook, the student is to write his/her name on a single line in ink on the inside of the front cover.

TRESPASSING

Miriam Academy maintains a closed campus for the safety and security of all students and staff. Persons coming on campus that the administration deems to have no legitimate business may be subject to trespassing charges and will be reported to the appropriate law enforcement agencies.

VALUABLES

Large amounts of money and other valuables not needed for school should not be brought to school. If, due to some unusual circumstances, students find it necessary to have such items at

school, they should leave them in the administrative office for safekeeping. Students should secure valuables in their regular school lockers.

During physical education classes, students should always leave cell phones, billfolds, purses, rings, watches, etc. in their school lockers. If items are lost or stolen, the administration will make every effort to recover the items; however, Miriam Academy and The Miriam Foundation are not responsible for items that are lost or stolen.

VISITORS

Parents, Miriam patrons, visiting educators and perspective students with their families are welcome to visit Miriam Academy while classes are in session. Whenever possible, advance notice of such visits through teachers or the administrative office will be appreciated. All visitors must enter the building through the front main entrance and be escorted downstairs to Miriam Academy. Visitors will sign in at Miriam Academy administrative office and wear a visitors' badge.

Visitors will also be asked to provide identification. Anyone coming to Miriam Academy campus to pick up a student for early dismissal should use the front parking lot. Friends bringing fast food to students at lunch is not permitted.

GUIDELINES FOR STUDENT BEHAVIOR

Students at Miriam Academy are expected to be courteous and well mannered, respectful of teachers, staff members, volunteers, and each other. Students are responsible for following the general rules and procedures of the school and the specific classroom rules established by the teachers.

- **ACADEMIC DISHONESTY**

Cheating, stealing answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, cannot be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and in some cases report it to the Head of School.

- **ALCOHOL AND DRUG VIOLATIONS**

Possession, use, being under the influence of, or transfer of illegal drugs, counterfeit drugs or drug "look-alikes," and/or alcohol on school property or at any school-sponsored activity is a violation of the school code of conduct. Violators of this rule could be subject to a 10-day out-of-school suspension. Students may be suspended for a longer period of time or be expelled, depending on the circumstances.

Parents will be notified of each violation and appropriate cases will be referred to legal authorities.

- **WEAPONS**

Weapons of any kind are not allowed on campus at any time. This includes: guns, knives, pocket knives, sharp objects, look-alike guns or weapons. The Head of School has the final decision as to what constitutes a weapon, for the safety of all students and staff. If a student is in possession of a weapon or has one in their locker or in their bookbag, parents will be contacted immediately. Miriam Academy has zero tolerance for weapons.

- **COMPUTER NETWORK AND DEVICES**

Students are responsible for good behavior with their school issued Laptops and Wi-Fi network just as they are in any other aspect of school life. Laptops and the Wi-Fi network are provided as a privilege for students to conduct research, complete classroom tasks, and collaborate with teachers and fellow classmates. Students should have their Laptops with them and fully charged when they arrive at school every day. Students are responsible for their behavior and their communications over the network and on district provided devices while not at school. Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice to maintain system integrity and ensure students are utilizing the network appropriately. Failure to comply with district and school rules may result in a loss of network access, forfeiture of school provided devices, disciplinary action by the school administration, and/ or referral to law enforcement agencies. Please see “Technology Guidelines” handbook for specifics.

- **ELECTRONIC DEVICES**

- Cell phones and other personal electronic devices are not to be used during instructional time without the consent of the classroom teacher. These items include, but are not limited to the following: cell phones, handheld gaming systems, cameras, and iPods (or similar handheld music systems).

- Students are allowed to take pictures or video using personal electronic device with permission of their teacher and other students who may be in the video.

- **Cell phones should remain off and in their lockers** unless with the permission of the teacher to have it in class. Use of a cell phone during a test (i.e. text messaging or taking pictures) will be considered cheating and appropriate action will be taken.

First offense: Returned to the student at the end of the school day.

Second offense: Parents must pick up the electronic device from the administrator.

Third offense: Parent must pick up the electronic device and student may be required to turn in electronic devices prior to the beginning of each school day or students may not be allowed to bring their cell phone to school at all.

- **GAMBLING**

Gambling on school premises or during school activities is prohibited.

- **HAZING**

Hazing, in any form, will not be allowed at school or in conjunction with any school organization or school activity. Hazing includes, but is not limited to, any activity that humiliates, degrades, or risks emotional and/or physical harm, regardless of the student’s willingness to participate.

- **INTIMIDATION, THREATS & HARASSMENT (including sexual harassment)**

Students who threaten, intimidate, or harass another person by word, act, or deed are liable for disciplinary action.

Parent conferences will be required for all students failing to comply. Threats directed toward school personnel may result in out-of-school suspension of ten (10) days.

- **OFF-LIMITS**

Students will be considered off-limits if they are in a part of the building or school campus not related to their class or lunch assignments. For example, students may not leave the building to go to parking lots or fields without permission. During class time, students are to be in their assigned classes unless directed to be elsewhere by a staff member. During lunch periods, students are to be in a designated classroom, patio or gym area.

- **PASSES**

Any student in the halls or other areas of the campus while classes are in session should have permission from a staff member.

- **PROFANITY/OBSCENE LANGUAGE**

Students are expected to be orderly and well-mannered in their conduct at school. The use of profanity and obscene language is not acceptable. Consequences can range from a warning to disciplinary actions. Profanity directed toward school personnel may result in out-of-school suspension or removal from school.

- **SMOKING**

In view of the serious health risks associated with tobacco smoke for both smokers and nonsmokers, students should not carry tobacco products (including electronic smoking devices such as e-cigarettes or personal vaporizers) or keep them in their lockers.

The following health guidelines will be followed:

- Smoking and/or the use of tobacco products or electronic smoking devices will not be permitted on school property or at school activities at any time.

(POSSIBLE) EXTRA CURRICULARS/ CLUBS

BOARD GAME CLUB

Students participate in playing a variety of board games of their choosing. Dungeons and Dragons also meets as part of the Board Game Club.

BOWLING CLUB

Students participate in Bowling at Olivette Lanes one day a week. There is a teacher supervisor at the bowling lanes. Miriam Academy pays for this activity.

CULTURE/ COOKING CLUB

The Culture Club is a student-led organization whose goal is to celebrate and promote students awareness of diversity of place of origin, culture, and background of members of the student body community. They also cook foods from many cultures as part of their study and friendship around the cultures.

CHAMBER –Student Membership

Town and Country Chamber Association provides its members with opportunities to provide service, build character and develop leadership. They are open to students participating to develop these skills as young adults.

CROSS COUNTRY CLUB

Students learn to run and pace themselves with teacher supervision. Students enter 5K runs around the St. Louis area. This is a non-competitive club, seeking to enhance the joy of running.

POKEMON GO CLUB

Students seek to find characters with this adventure club. A teacher supervisor interacts with the students

ROBOTICS

This club is for students who are interested in constructing robotics or other electronic machines. Students may have the opportunity to participate in local competitions with other schools.

STUDENT COUNCIL

Students represent their peers in discussing issues concerning their school. The group also provides activities for the student body and participates in service projects. Members must have a 2.0 GPA, and pledge to participate in extracurricular events.

SPORTS CLUB

Students choose to play a variety of sports/ games in the gym or outside.