Clyde C. Miller

Career Academy



**Responsibility**

**Choices**

**Consequences**

2021- 2022

Student Handbook

August 9, 2021

Dear Students and Parents,

The Staff at Clyde C. Miller Career Academy welcomes you to the 2021-2022 school year. The student handbook has valuable information, rules and regulations to assist you with the full enjoyment of the high school experience.

We encourage you and your parent/guardian to use this handbook as a reference to your questions regarding school procedures, for example, attendance, dress code, school calendar, St. Louis Public School Uniform Code of Student Rights and Responsibilities related to conduct, etc. The handbook has key components to the culture and pride of Clyde C. Miller Career Academy.

I am looking forward to working with the staff, students and the community to make the 2021-2022 school year an academic success.

Sincerely,

Angelia D. Rougeau

Angelia D. Rougeau

Principal

**ADMINISTRATION**

Angelia Rougeau, Principal

Danielle DeLoatch, Assistant Principal

Tiffany Clay, Academic Instructional Coach

Tiffani Durham, Academic Instructional Coach

Terry Houston, Dean of Students

**Affidavit Forms**

The Board of Education of the City of St. Louis has implemented a uniform code governing student conduct throughout the district. The document, entitled, “Student Code of Conduct Handbook” supports the right of each student to an education in a calm, safe and secure environment. Students and parents are expected to comply with the provisions contained in this document. An **affidavit form** **must** be signed by the parent and student and will be kept on file.

Consequences for students who do not follow these rules will be consistent with Board policy and with each school’s discipline plan.

Students are expected to follow the rules and show respect for their fellow students and those in authority. School personnel need the support of parents in promoting a safe and secure learning environment as well as acceptable student behavior. Students must be held responsible for their behavior.

**After School Activities**

Students who remain after school must be actively involved in an approved after school activity and under the supervision of a teacher, coach or sponsor at all times. After school activities begin at 2:20 p.m. and conclude approximately at 5:30 p.m. Sponsors will remain with their students until they exit the building.

Students not under the supervision of an approved sponsor will be escorted from the building. Continued violation of this procedure will result in formal disciplinary action including, but not limited to removal from the activity or suspension from school.

**Attendance/Absences**

Attendance is key to academic success. If for any reason a student is unable to attend school, a phone call from parent/guardian should be made to the Data Processing office (314-371-0394) on the day of the absence.

NOTE:

* Students who are absent 10 consecutive days will be automatically withdrawn.
* Students who have an extensive absent history may be withdrawn from school.
* **Students with less than 90% attendance will not participate in extracurricular activities, field trips and internships.**

**Entering and Exiting the Building**

Students will enter and exit Clyde C. Miller Career Academy High School through the front doors. **Students may not open any door for anyone at any time of the day.** Student who participates in this action places the safety of students and staff in jeopardy therefore will receive the maximum punishment or expulsion from school.

Students are required to complete a Temperature Scan and COVID Health Screening upon entering the building. Clyde C. Miller will use the CDC COVID Decision tree to determine if as student should be sent school:

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**CLYDE C. MILLER ACADEMY BELL SCHEDULE**

**2021 – 2022**



|  |  |  |
| --- | --- | --- |
| **‘A’ DAY MONDAY/WEDNESDA**Y | ‘**B’ DAY**  **TUESDAY/ THURSDAY** | **ALTERNATE A/ B DAYS FRIDAYS** |
| **PERIOD 1- 7:10 – 8:44 a.m.**  **PERIOD 2- 8:48 – 10:22 a.m.**  **PERIOD 3-10:26 – 12:30 p.m.**  **PERIOD 4- 12:34 – 2:07 p.m.** | **PERIOD 5- 7:10 – 8:44 a.m.**  **PERIOD 6- 8:48 – 10:22 a.m.**  **PERIOD 7-10:26 – 12:30 p.m.**  **PERIOD 8- 12:34 – 2:07 p.m.** | **\* Advisory Period**  **\*\*Revised Schedule** |

**LUNCH A DAY: PERIOD 3/LUNCH B DAY: PERIOD 7**

**1ST Lunch** **10:26 a.m. -10:55 a.m.**

**2nd Lunch**   **11:15 a.m. - 11:45 a.m.**

**3rd Lunch**   **12:00 pm – 12: 30 pm**

**EARLY DISMISSAL PROCEDURE**

1. Submit a written statement from the legal guardian to the main office by 7:45 a.m. for verification.
2. The statement must include the guardian’s contact telephone number.
3. If the guardian is not listed in the SIS System, the early dismissal will be denied.
4. The early dismissal form will be delivered to the student.
5. Show a copy of the early dismissal to security prior to leaving the building. The original statement will be filed in the office.

In case of a student’s illness or accident, the school nurse will contact a parent/guardian to gain permission for the student to leave school or for someone to retrieve the student from school. **Students are never to leave school without receiving permission from school authorities.**

**Suspension**

Students are required to return to school with their legal guardian before they are reinstated to the school. Students will not receive a reinstatement without parental involvement in the behavior process.

**Fighting/Horse Play**

Horse Playing will not be tolerated. Fighting is physical conflict between two students. Fights between three or more persons may be considered a group/gang activity. Those students are subjected to a recommendation for expulsion.

**Bullying**

* Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
* Students are expected to immediately report incidents of bullying to the principal or designee.
* Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

**Classroom Behavior**

Every student has a right to a high-quality education at Clyde C. Miller Career Academy High School. Students are expected to display respect for their fellow students, teachers and those in authority. Students demonstrate respect by listening attentively and speaking politely. Students are expected to bring the necessary learning materials to class, including textbooks, laptops, paper, notebooks, pencils, pens, planners and other materials as determined by the teacher. While in the classroom, students are expected to refrain from behaving in a manner that is distracting or disruptive to the overall learning process. Participation is demonstrated by arriving to class on time, responding to the teacher’s directives in a pleasant manner, completing the work as assigned, asking questions about the material presented and requesting assistance from the teacher when required.

**Dress Code**

**Clyde C. Miller Career Academy Dress Code 2021-2022:**

* **Solid** white, navy or black polo shirt with school’s logo
* **Solid** plain white, navy or black polo shirt no logo larger than ¼ inch
* **Solid** white, navy or black jacket, sweatshirt with school logo
* **Solid** white, navy or jacket, sweatshirt with no log larger than ¼ inch
* **Solid** tan or khaki pants, shorts, skirts

**Prohibited:**

* Sagging pants/belts should be worn at all times
* Cut-offs or cut up clothing
* Athletic flip flops/slippers
* Micro or mini skirts or pants (shorts & skirts must fall below fingertips in length)
* Midriff tops/off the shoulder tops/tube tops/spaghetti straps
* Shirts with an inappropriate message or art work (illegal, suggestive, RIP or profanity)
* No head covering (i.e. hats, scarves, doo rags, ear muff, hoodies on head etc.) All items have to be placed in lockers. Hats and head gear will be confiscated and returned at the end of the semester.

**Dress Up Days**

1. Professional Dress
   * Slacks or skirt (knee length) blouse or shirt (no low cut or tanks) closed toe flats or heels
   * Slacks or khaki pants (no cargo) button down shirts or polo tucked in, shoes no tennis shoes
   * NO JEANS
2. School Spirit Days (Fridays Only)
   * Clyde C. Miller Career Academy Spirit Wear
   * Slacks or khaki pants (no cargo) button down shirts or polo tucked in, shoes no tennis shoes
   * NO JEANS

**Plagiarism**

As a matter of pride and honesty, we ask that students do not plagiarize. Students may risk the chance of receiving a failing grade. Plagiarism includes copying another student’s work. Any student who has been proven to plagiarize academic content will meet with the Dean of Students to schedule a meeting with the teacher of record and your parent. Consequences will be given accordingly.

**Drills: Fire-Tornado/Building Evacuation/Security/Earth-Quake**

**Fire Drills** are recognized when the continuous sounding of a buzzer is heard. These drills must be taken seriously and each drill must be treated like an actual emergency. During these drills the main office will serve as the command center. Please exit the classroom and the building in a quiet and orderly fashion. Fire evacuation directions are posted in each classroom.

**Tornado Drills** are announced over the PA by the Principal or his designee. There is an emergency instruction poster located in every classroom. In the case of a tornado, students should position themselves kneeling down facing the wall, bending over and placing their hands on their heads with their elbows on their knees for best protection from flying objects. Students should remain quiet and calm at all times and become familiar with the emergency instructions. Students should listen closely and follow teacher instructions. The signal to return to class after fire and tornado drills is made over the PA.

**Security Drills** (Code 3 and Lockdown) are conducted periodically as a way of responding to unusual situations such as the unauthorized entry of an individual or a report of contraband. When these drills are conducted, teachers will lock and secure the classrooms. Teachers will instruct students to move away from doors and windows. It is extremely important that students remain quiet and follow teacher directions.

**Earthquake Drills** are not held as regularly as fire drills. As a general rule, students are to position themselves under tables and desks to prevent injury from falling objects.

**Elevator Use by Students**

No student may use the elevator unless approved by an administrator. Please speak with Administration to for concerns related to the Americans with Disability Act (ADA) concerns.

**Fund Raising**

Fund raising activities should have the approval of the principal’s designee. Fund raisers that are not school affiliated are prohibited.

**Grading**

Grade reports are issued every ten weeks during the school year. Progress reports are issued to students every five weeks. Grades indicate the following levels of achievement:

A - (100-90%) Superior achievement at the exemplary level

B - (89-80%) Good achievement and performance tasks at the proficient level

C - (79-70%) Average achievement at the progressing level

D - (69-60%) Poor achievement not meeting the standards.

F - (<59%) Failure in achievement and most performance tasks not meeting standards.

**Graduation Requirements**

The Board of Education requires that every student earn a minimum of 24 units of high school credit in the approved areas to graduate:

4 units of English 1 unit of Physical Education

3 units of Mathematics 1 unit of Practical Arts

3 units of Social Studies Missouri and US Constitution

3 units of Science .5 Health

1 unit of Fine Arts .5 Personal Finance

7 units of Electives

EOCs- English, Algebra I, Biology, Government

The purpose of Clyde C. Miller Career Academy is to expose students to the career and technical fields and Naval ROTIC. Students are expected to complete their career and technical programs as well as the internship. **Students who do not complete the internship process are in jeopardy of being excluded from ALL senior activities to include the Graduation Ceremony. In addition, students who failed their pathway program their junior year will not be allowed to participate in the internship experience their senior year.**

**Identification Badges**

Clyde C. Miller Career Academy students and staff are expected to wear an identification (ID) badge. The first ID badge is free of charge. Students who report to school without an ID badge will have an option to purchase a replacement ID badge for $3.00.

**Library**

The library is open 30 minutes before and after the school day. **During class time, students must have an authorized pass from a faculty member to use the library**. Students are expected to follow the instructions and respect the rules of the Librarian.

**Lockers**

Students may only use the lock provided by the school on their locker. All personal locks will be removed from the locker. Each student will receive an individual locker and are not permitted to share lockers. **Students are responsible for the contents of their locker**. The school assumes no responsibility for items missing or stolen from lockers. School personnel for safety and sanitation checks may open lockers periodically.

**Lost and Found**

Lost articles should be submitted to the Safety Officers or main office.

**Meal Applications**

Applications for free and reduced meals will be distributed to each student during registration. Applications should be returned to the main office. **All students are required to complete an application.** It is critical that all students return the application since the information is used for additional funding for the School District. (Currently all students eat free)

**Posters**

Only posters approved and signed by an administrator may be displayed. Sponsors are responsible for removing posters after the event.

**Medication at School**

**Prescription Medications**

The medication administration policy for students enrolled in the St. Louis Public Schools requires parents/guardians to read, understand, and complete the following before any medications can be given:

1. Sign an Authorization for Administering Medication to Student form at the beginning of each school year or anytime a medication is required during normal school hours. This includes prescription and over-the counter medications. (FORMS CAN BE OBTAINED FROM THE SCHOOL NURSE).
2. Parent/guardian must deliver the prescription medication to the school and present it to the school nurse or adult school staff designee. Students may not transport medication to or from school that is to be administered by the nurse.
3. Please submit medication to school in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

**Over-the-Counter Medications**

The school nurse will provide over-the-counter medications to students if they have turned into the nurse OTC permission from signed by their parent/guardian. This form can also be obtained by the nurse. If the student does not have a signed form, they will not receive medication**.** Students are not allowed to bring their own over the counter medications to school.

If parents and/or guardians need further explanations or have any questions regarding the above statement regarding medication dispensing, please feel free to contact the school nurse at (314) 371-0394.

**Students in possession of either prescribed or over-the-counter medication are in violation of district policy.** State law governs administering of medication at school. Additional questions regarding medication, including the need for inhalers or other asthmatic treatment, should be directed to the school nurse.

**Social Worker**

The school social worker is available for regular conferences with students and parents in cases of poor school adjustment and/or attendance problems. Such problems may originate from a family crisis, physical or mental difficulties, or learning disabilities. The social worker also coordinates and refers child abuse cases, refers students and parents to appropriate resources in the community for long-term family counseling and makes juvenile court referrals in case of parental neglect.

**Cell Phone Policy**

1. **Students may only use their electronic devices in classrooms with the permission of their teachers.** **Cell phones and Smartphones are to be silenced during the academic day.** The teacher may give permission for cell phone use for academic purposes. Ex: QR Codes, Ed Puzzle, Flip Grid, Edulastic, Nearpod.
2. **Any cell phones used during exams will be confiscated. The student may retrieve the phone at the end of the school day.**  For emergencies, ask teacher for pass to use the phone in the Main Office or Counselor’s Office.
3. **Students should never take pictures, record video or audio on the campus of Clyde C. Miller without permission from a teacher or an administrator.**

Students may only check their email or text during breakfast, lunchtime, and during passing periods in the cafeteria and lounge area. Students are not allowed to make phone calls, Skype or send text messages during the academic class periods. The following consequences will be assessed if a student violates the Cell Phone Policy.

1st offense Warning by staff and/or administration

2nd offense Confiscation of phone by an administrator, and call home

3rd offense Discretion of the Assistant Principal or the Principal,

Including suspension.

**Cell Phone Use During Exams**

**Cell phones must be secured prior to, during and after exam administration.**  This means, the phone must be out of sight when the teacher begins proctoring the exam until the last person finishes the exam. Students violating this policy will receive a 0% on the exam. Retakes are at the discretion of the teacher.

**Technology and Student Behavior**

The Student Acceptable Use Policy and Regulation governs the use of computers in the SLPS. All students using computers must abide by district/school policy and regulation. Using school computers for any non-academic purpose, such as playing games of any sort and engaging in recreational activities is prohibited. Any manipulation, or attempted manipulation, of school computers, printers, network equipment, or school software programs that would alter the normal operation of the equipment or programs in any way is prohibited. **Random searches will be made for information that contain unacceptable language or activities.** Violation of rules may result in a loss of computer privileges, suspension, expulsion and/or criminal or civil penalties.

**Textbooks & Laptops**

Students are responsible for any lost or damaged books. If a book is misplaced, a new book cannot be issued until he or she accounts for the misplaced book. Students are strongly encouraged to write their names and dates of issued in ink on the inside front cover of each of their books.

District issued laptops are the responsibility of each student.. The tech department assesses damages to the student laptop and the findings plus fees is shared with the family.

**Please Note:** **All fines and debts must be paid before the school will issue a diploma or transcripts mailed to another school.** Students are encouraged to pay all fines at the end of each year to avoid an accumulation of charges that may be excessively high.

**Laptops for Daily Instruction**

Laptops are required for daily instruction. Students are responsible for bringing their laptops to class every day. Any student failing to do so will need to report to the Dean of Students for next steps.

**Withdrawing From School**

If it becomes necessary for a student to be withdrawn from school, parental approval is required. The parent/guardian and the student must appear at the school to apply for withdrawal. After the withdrawal has been approved, all issued books must be turned in to the counselor. All accounts must be cleared.

**Visitors Pass**

All visitors entering the school will enter through the front doors, sign in at the security desk, and wear a “Visitor’s Pass.” Personnel wearing a SLPS identification badge are not required to wear a visitor’s pass. All visitors are to report to the Main Office for assistance.

**Conflict Resolution**

Conflicts among students or between students and staff members must be resolved in a peaceful manner and with civility. Verbal abuse and fighting will not be tolerated for any reason and will be dealt with in accordance with the district code of conduct. Consequences may include but not limited to suspension, withdrawal from school and referral for prosecution.

**Controlled Substance/Smoking**

* The possession of any controlled substance and/or paraphernalia is prohibited. This includes: alcohol, drugs, any tobacco product, matches, lighters, or any material related to smoking.
* Smoking is not permitted on school property and any such items will be confiscated.
* Possession of any drugs or paraphernalia is a Type 1 offense that may lead to expulsion from the St. Louis Public Schools and referral for prosecution. (As outlined in the Districts Student Code of Conduct Handbook)

**Authority**

Students are required to comply with the reasonable requests of school authorities, accept the supervision of the teacher and recognize the authority of the school in governing student conduct.

**Electronic Devices**

Headsets plugged into any electronic device can be an annoyance to the educational process and are not allowed in the classroom. **The use of cellphones during instructional time for personal gains is prohibited. It is a distraction from the learning community, hence the phone and any other electronic device may confiscated and must be retrieved at the end of the school day.**

**Food and Drinks**

Food (including candy and gum) and drinks are not allowed in the classrooms or gym at any time**.** These items are to be consumed in the lunch room only. Students may not receive outside breakfast or lunch during the school day.

**Hall Passes**

**Students are required to obtain a signed hall pass before leaving the classroom during instructional time.** Hall passes should not be given during the first or last 15 minutes of class.

**Harassment**

The harassment of other students verbally or in writing will not be tolerated. The Use of “Fighting Words” refer to those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. School policy prohibits the use of fighting words to harass any person through the use of inappropriate comment, obscenity, obscene gesture, swearing, cursing (whether verbal, written or pictorial), bullying, innuendo, belittling, internet sources, or rumors directed at another individual.

**Illness/Injury**

*COVID Protocol*

* Immediately notify the school of a positive test result or an exposure to a person who tested positive for COVID-19.
* Do not report to school if you have COVID related symptoms.

*In – school illnesses*

* When it becomes necessary to see the nurse, the student must first report to class and request a hall pass from the teacher. If a student is going to be absent for more than two days, the parent should notify the counselor so arrangements can be made to receive homework assignments.

**Program Changes**

Changes in programs are not permitted except for valid reasons. Student should make an appointment to see their counselor to make program changes. No changes may be made after the third week of each semester without administrative approval.

**Scholarships**

Counselor, academic teachers, department chairpersons, and administrators will assist students with search of scholarship opportunities. All students should apply for financial aid and complete all general entrance requirements to attend college (application, ACT/SAT) through the counselor’s office. Scholarship information is located on the school’s website/Counselor’s tab.

**Student Advisory Board/Student Council**

Students may participate in student government through the Student Advisory Board (Student Council).

**Student Activities and Athletics List**

* After School Tutoring
* Baseball
* Basketball
* Cheerleading
* Chess Club
* College Bound
* Cross Country
* Dance Team
* Debate Club
* FBLA (Future Business Leaders of America)
* Football
* Gateway GIS
* HOUSE
* National Honor Society
* Saturday Scholars
* Science Club
* Skills USA
* Student Advisory Council
* Student Council
* Soccer
* Softball
* Track and Field
* Volleyball ( Boys & Girls)
* Wrestling
* Yearbook

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