

CLYDE C. MILLER CAREER ACADEMY



Respect and Dignity

Responsibility and Kindness

Rewards and Consequences

Parent/Student Handbook 2023 - 2024

**DR. AMY BLACKWELL ED. D, INTERIM PRINCIPAL
MRS. CICELY GORDON, ASSISTANT PRINCIPAL**

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Dear Parents and Families,

Welcome to the Clyde C. Miller Career Academy, home of the Phoenix community! We are thrilled to begin the upcoming 2023-2024 school year and are excited to have you and your scholar as part of our school community.

At Clyde C. Miller, we are committed to providing a nurturing and engaging environment where every student can thrive academically, socially, and personally. Our dedicated staff members are passionate about education and work tirelessly to ensure that each student receives the support they need to succeed.

As we embark on this new school year, we want to assure you that we have taken all necessary steps to create a safe and healthy learning environment. We closely follow the guidance of local health authorities and will continue to implement necessary protocols to protect the well-being of our students, staff, and families. Rest assured that we will communicate any changes or updates regarding health and safety measures promptly.

Our curriculum at Clyde C. Miller is designed to equip students with the skills and knowledge they need to excel in their chosen careers. We offer a wide range of career pathways, allowing students to explore their interests and develop their talents. Our dedicated teachers provide hands-on learning experiences, integrating real-world applications into the classroom to prepare students for success beyond high school.

We believe that parent and family involvement is crucial to a student's educational journey. We encourage you to take an active role in your child's education by attending parent-teacher conferences, participating in school events and activities, and staying connected with your child's teachers. We value open communication and are always here to listen and address any concerns you may have.

Throughout the school year, we will keep you informed about important dates, events, and opportunities through regular newsletters, our school website, and other communication channels. We encourage you to stay connected with us and actively engage in your child's educational experience.

Once again, welcome to the Clyde C. Miller Career Academy family! We are excited to partner with you in shaping your child's future and helping them achieve their goals. Together, we will create a supportive and enriching learning community that fosters growth, resilience, and success.

If you have any questions or need assistance, please do not hesitate to reach out to our dedicated administrative team. We look forward to an incredible school year filled with meaningful experiences and shared achievements.

My very best,

A handwritten signature in blue ink that reads "Blackwell".

Dr. Amy Blackwell Ed.D
Interim Principal
Clyde C. Miller Career Academy

SAINT LOUIS PUBLIC SCHOOLS MISSION, VISION, AND CORE BELIEFS



Vision

St. Louis Public Schools is the district of choice for families in the St. Louis region that provides a world-class education and is nationally recognized as a leader in student achievement and teacher quality.

Mission

We will provide a quality education for all students and enable them to realize their full intellectual potential.

Core Beliefs

- ✓ All children can learn, regardless of their socioeconomic status, race, or gender
- ✓ The African American Achievement Gap can be eliminated
- ✓ Parents must be included in the education process
- ✓ Competent, caring, properly supported teachers are essential to student learning
- ✓ The community must be involved in encouraging high achievement for all children
- ✓ St. Louis Public Schools are obligated to help students overcome any obstacles that may hinder their learning by forming partnerships with the entire community

CLYDE C. MILLER CAREER ACADEMY MISSION, VISION, AND CORE BELIEFS



Vision

As a staff, it is our vision to ensure that all students engage in high-quality learning experiences to prepare them to succeed in their aspirations as they become productive and responsible citizens in a global society.

Mission

As a staff, we commit to graduating college and career ready citizens.

Core Beliefs

- ✓ Building Community through Collaborations
- ✓ Character development – Belonging through Dignity, Respect and Kindness
- ✓ Literacy across the Curriculum – Reading, Writing, Speaking and Collaboration



Dear Parents and Students,

As the first day of the school year approaches, we are excited to welcome new staff and students to Career Academy. The following are important dates for the academic year:

- School Hours – 7:10 am. - 1:57 pm.
- Senior orientation – August 14th
- Junior orientation – August 15th
- Sophomore orientation – August 16th
- Freshmen orientation – August 17th
- Make-up orientation – August 18th
- First Class Day August 21st
- Open House – Meet the Teacher – August 30th
- Winter Break – December 20th – 30th
- Spring Break – March 17 - 24th
- Last Class Day: Thursday – May 23rd

Report Cards



GRADING CYCLES	GRADE CYCLE TYPE
September 15 th	Progress Grades
October 13 th	Quarter Ends
November 17 th	Progress Grades
December 20 th	Quarter II/Semester I Ends
February 2 nd	Progress Grades
March 8 th	Quarter III Ends
April 12 th	Progress Grades
May 23 rd	Quarter/Semester II Ends

You are always welcome to contact the Main Office Clerk for more information. Let's have a wonderful year.
Sincerely,

Dr. Amy Blackwell Ed.D, Interim Principal

"Education is the key to unlocking the world, a passport to freedom." – Oprah Winfrey

THE BODY OF A PHOENIX



MISSION

To graduate and equip career and college-ready students with the necessary skills to sustain a fulfilling life.

CLYDE C. MILLER CAREER ACADEMY

VISION

To ensure that all students engage in high-quality learning experiences to prepare them for success as they become productive and responsible citizens in a global society.

PEOPLE

Foster, collaborate, and build positive relationships that promote growth.

GROWTH

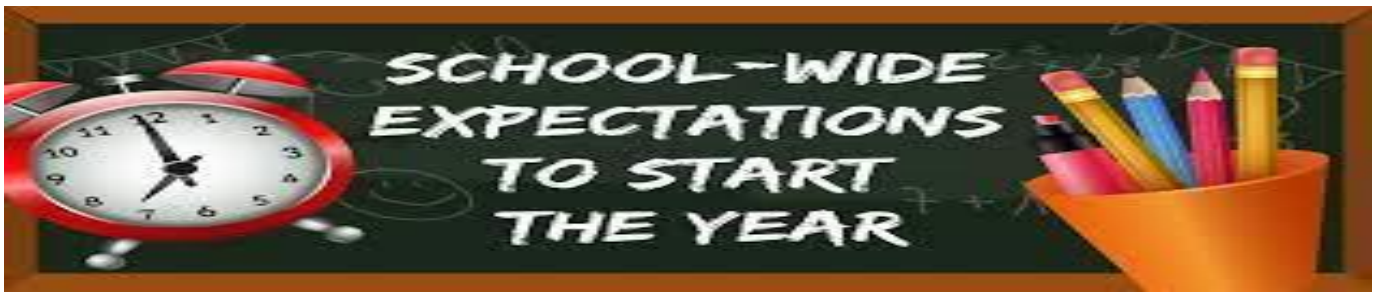
WE view challenges as an opportunity for growth.

EFFICACY

WE believe that all students can learn and deserve every opportunity to learn.

SELF

Adapt, act with courage, and communicate effectively.



1. Building Wide Expectations
 - ✓ Be Respectful
 - ✓ Be Prepared
 - ✓ Be Prompt
 - ✓ Be Productive
2. Students will be in “Proper Uniform.”
 - Khaki colored pants or skirts
 - No Sagging
3. Any student that arrives to school out of uniform will be given a loner shirt/pants and a warning. Repeated uniform violations will result in disciplinary actions.
4. No food or drink in the classroom. Students should not leave the cafeteria with food. All food orders must be approved 48 hours prior to the event.
5. Students must have an official hall pass to be out of their classroom.
 - No hall passes for the first or last 15 minutes of class.
 - No hall passes for the last 30 minutes of the school day.
 - No hall passes are to be issued during no-walk zones.
6. Attendance is to be taken in the first 10 minutes of class.
 - Please arrive on time and ready to work.
 - Students who arrive drastically late to school will be sent to ISS for the remainder of 1st/5th period.
 - No student will be admitted into the building without prior notice after 8:30 am.
7. Welcoming Environment
 - Classrooms, hallways, and office spaces will be maintained in a way that is welcoming to stakeholders.
8. Parents must enter the building dressed appropriately. Failure to do so may result in your denial of entry into the building.
 - No see-through materials
 - Body parts must be covered.
9. Parents must enter the building to sign students out for early dismissals. Please plan accordingly.
10. All students must have a signed permission slip for field trips. Handwritten notes and phone calls on the day of the trip will not be accepted.



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.

The consequences for students who do not follow these rules will be consistent with Board policy and 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.

CLYDE C. MILLER CAREER ACADEMY

BELL SCHEDULE

2023 - 2024



'A' DAY MONDAY/WEDNESDAY	'B' DAY TUESDAY/ THURSDAY	PHOENIX Friday Schedule
1 st - 7:10 – 8:40 a.m. 2 nd - 8:45 – 10:15 a.m. First Floor Lunch 10:20 am. – 10:55am. 3 rd : 11: 00 – 12:30 pm 3 rd -10:20 – 11:50 am. Second Lunch 11:55 pm. – 12: 30 pm. 4 th 12:35 pm - 1:57 pm	5 th - 7:10 – 8:40 a.m. 6 th - 8:45 – 10:15 a.m. First Floor Lunch 10:20 am – 10:55 am 7 th : 11: 00 – 12:30 pm 7 th -10:20 – 11:50 am. Second Lunch 11:55 am. – 12: 30 pm 8 th 12:35 pm - 1:57 pm	1 st 7:10 – 7:45 2 nd 7:50 – 8:25 3 rd 8:30 – 9:05 4 th 9:10 – 9:45 5 th 9:50 – 10:25 First Lunch 10:30 – 11:00 6 th 10:30 – 11:05 6 th 11:05 – 11:40 Second Floor 11:10 -11:40 7 th 11:45 – 12:20 8 th 12:25 – 1:10 ReThink Ed: 1:15 – 1:57

*This schedule contains 85-minute blocks, 5-minute passing, with periods 1/5 having a 10-minute extension for morning announcements and important communications. *

MEET OUR **Phoenix** **SUPPORT STAFF**

Interim Principal, Dr. Amy Blackwell

Assistant Principal, Ciciley Gordon

Dean of Students, TBA

Academic Instructional Coach, Tiffany Clay

Academic Instructional Coach, Dr. Tiffani Durham

Data Processor, Jacqueline Perry

College Admissions Specialist, JuMah Fennoy

Counselor (A – G) Keisha Watson

Counselor (H – O) Brittany Korte

Counselor (P – Z) Romie Harris

Social Worker, Lucy Wilbert

School Nurse, Carolyn Flanders

Secretary, Shameila Reece

Admissions and Records, Janese Collins

Attendance Clerk, Karen Williams

Book Clerk/Athletic Director, Darrin White

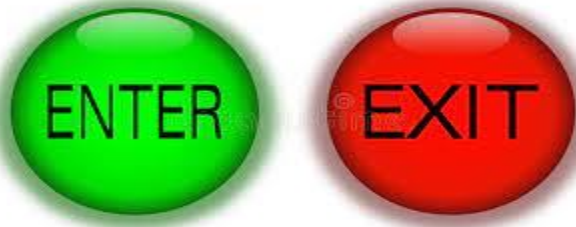
Computer Technician, TBA

Librarian, Bennie Clark

Turnaround Interventionist, Brandon Wright

Family Community Involvement Specialist, TBA

Entering and Exiting Procedures



- Clyde C. Miller accepts students at 6:30 am Monday through Friday. Students will enter and exit Clyde C. Miller Career Academy High School through the Main Entrance at Door 1.
- Students will not be admitted into the building after 8:30 am. without prior authorization.
- Students will walk through the metal detector and all bags will be checked.
- Students entering the building with weapons such as knives, tasers, mace, brass knuckles will be subject to discipline as outlined by the Safe Schools Act in the Student Code of Conduct Book.
- Any student entering the building with prescription medication must turn it over to the school Nurse. See page 8 for details.
- Students may NOT order or bring in food from outside restaurants. Food and drinks are not allowed in the classrooms or gym at any time. These items are to be consumed in the lunchroom only.
- Students alleged to be under the influence of a controlled substance will be assessed by the school Nurse and consequently sent home for the day.
- Students must wear their Clyde C. Miller issued ID card, daily. ID cards will be scanned upon entry through Door 1. (Photos for ID Cards will be taken during registration.)
- Students may not open any door for anyone at any time of the day. A 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 may not leave the campus without Parent Approval AND signing out in the Main Office. Any student leaving campus without permission will receive a 3-day suspension.

Identification Badges

Clyde C. Miller Career Academy students and staff are expected to wear an identification (ID) badge. The first ID badge will be given at registration and is free of charge. Students must report to school with their ID badge. If they have lost the ID badge, the replacement ID badge will be printed for \$5.00.



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.” All visitors are to report to the Main Office for assistance.

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:

- 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)
- 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.
- Please submit medication to school in the original prescription bottle, properly labeled by a registered pharmacist as prescribed by law.

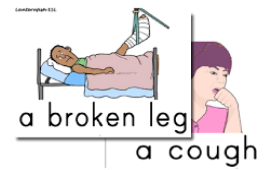
Over-the-Counter Medications

- 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 the 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.

Illness or Injury

In – school illnesses

- Students must first report to class and request a Hall Pass to see the Nurse. The Teacher will call the Nurse to inform her of the student's concerns.
- The school Nurse will assess the student for illness or injury. Then, she will make a determination to report back to class or early dismissal.
- The Parent or Guardian will be notified of the student's symptoms or injury.
- If a student is going to be absent for more than 2 days, the parent should notify the Attendance Clerk and the Counselor to make arrangements for missing assignments.



attendance **MATTERS**

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

1. Any student arriving after 7:30 must have a parent enter the building to sign-in for the student in the Main Office. **Students will not be admitted after 8:30 am.**
2. Students who are absent 10 consecutive days will be automatically withdrawn.
3. Students who have an extensive absence history may be withdrawn.
4. Students with less than 90% attendance will not participate in extracurricular activities, field trips and internships.
5. Students with excessive class Tardies and class cutting will be subjected to progressive discipline: In-School Suspension/Out of School Suspension.

Early Dismissal Procedure

1. **No early dismissals after 1:30 p.m.**
2. Parents must enter the building to sign students out for early dismissal.
3. If the guardian is not listed in the Tyler SIS, dismissal will be denied.
4. The early dismissal form will be given to the student.
5. A copy of the early dismissal should be given to security prior to leaving the building. The original statement will be filed in the office.
6. **Students are never allowed to leave school without receiving permission from school authorities. Students leaving campus are subject to disciplinary action.**

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.

Activities and Field Trip Participation (Including Senior Activities)

Students must maintain 90% attendance to participate in school activities. Activities include Pep Rally's, Field Trips, and Dances.

Dismissal and After School Activities

School dismissal is at 2:07 pm. Students must plan to depart campus by 2:30 pm, unless they are participating in an after-school activity. Students waiting on Parents may sit in the Main Foyer their parent arrives.

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 at 5:00 p.m. After School transportation is available for students. **Students must remain with their Sponsors 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.



Clyde C. Miller is a uniform school. Students must wear the variation of colors listed below. Students out of uniform will be directed to call home for school uniform attire.



- Solid white, gray, navy blue, yellow, or black polo shirt with school logo
- Solid plain white, gray, navy blue, yellow, or black polo shirt.
- Solid white, gray, navy, or black jacket, sweatshirt with or without school logo
- Solid tan, khaki, blue or black pants, shorts, and skirts

Prohibited Attire:

- NO BLACK leggings, tights, ripped jeans, or joggers
- Pink, Green, Red, Purple, Orange Shirts, Sweatshirts, or Pants
- Sagging pants or Jeans
- Cut-offs or cut-up clothing.
- Athletic flip-flops, house shoes, or Crocs
- Mini-skirts or pants (shorts & skirts must fall below fingertips)
- Midriff tops/off-the-shoulder tops/tube tops/spaghetti straps
- Shirts with an inappropriate message or art (illegal substance or profanity)
- No head covering (i.e., hats, scarves, doo rags, earmuffs, hoodies on the head, etc.) All items have to be placed in lockers. Hats and headgear will be confiscated and returned at the end of the semester.



School Spirit Days (Phoenix Fridays Only)



- Clyde C. Miller Career Academy Spirit Wear
- Slacks or khaki pants (no cargo), button-down shirts or polo tucked in.

Dress Down Days for Fundraising

Prohibited Attire:

- Sagging pants
- Cut-offs or cut up clothing.
- Athletic flip flops, slippers, house shoes or Crocs
- Mini-skirts or pants (shorts & skirts must fall below fingertips)
- Midriff tops/off the shoulder tops/tube tops/spaghetti straps
- Shirts with an inappropriate message or art (illegal substance or profanity)
- No head covering (i.e., hats, scarves, doo rags, earmuffs, hoodies on head etc.)



GRADES

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 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 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:



STATE/SLPS Minimum Graduation Requirements

Communication Arts.....	4 credits
Social Studies	3 credits
Mathematics	3 credits
Science	3 credits
Fine Arts	1 credit
Practical Arts.....	1 credit
Personal Finance.....	0.5 credit
Health	0.5 credit
Physical Education.....	1 credit
Electives	7 credits
<hr/>	
TOTAL NUMBER OF CREDITS.....	24 credits



Required Assessments

- ✓ End Of Course (EOC) Exams- English, Algebra I, Biology, Government
- ✓ Missouri and US Constitution
- ✓ ACT, ASVAB, CTE Certification Exams

The purpose of Clyde C. Miller Career Academy is to expose students to the Career and Technical fields and Naval ROTC. Students are expected to complete their programs as well as the internship.

In addition, students who failed their pathway program their junior year will not be allowed to participate in the internship experience their senior year.

Course Change Requests

Students should make an appointment to see their counselor to make course or CTE program changes. **No** changes may be made after the second week of each semester without administrative approval.

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 teacher of record, parent, and Administrator.** The consequences will be given accordingly.



Supporting Academics and Leadership Opportunities



Library Use for Studying/Tutoring

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.

After School Tutoring

Tutoring will begin September 12th. Contact teachers for Tutoring Schedule.

Student Leader Organizations

Students may participate in student government through the Student Advisory Board (Student Council). Students must meet the requirements of:

- Minimum 2.75 GPA
- Minimum 90% Attendance
- No discipline infractions in the current year.



Scholarships

Counselor, academic teachers, department chairpersons, and administrators will assist students with their 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. **Remember, you are a STUDENT Athlete.**

Sports and Activities List

- After School Tutoring
- Baseball
- Basketball
- Cheerleading
- Chess Club
- College Bound
- Cross Country
- Cyber Security
- Debate Club
- FBLA (Future Business Leaders of America)
- Football
- Gateway GIS
- National Honor Society
- Saturday Scholars
- Science Club
- Skills USA
- Student Advisory Council
- Student Council
- Soccer
- Softball
- Track and Field
- Volleyball
- Wrestling



*Contact Coaches or Sponsors for Practice or Meeting Times

Acceptable 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.



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 are not limited to suspension, withdrawal from school and referral for prosecution.



Social Worker

The school social worker, Ms. Lucy Wilbert, 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.

Family Community Involvement Specialist

The school FCS is available for your families' needs. Reach out to our specialist if your family is in need of food, clothing, medical and other resources. Your needs are always kept confidential. Keep an eye out for parent newsletters, meetings, and other activities.





***The following behaviors may result in an Out of School Suspension (OSS) or an In-school Suspension (ISS) depending on the level of severity. See School Code of conduct for details. ***

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. **Recommendation for expulsion will follow as outlined in the Student Code of Conduct Book.**

Bullying or Cyberbullying

- Any student engaging in bullying activities may be subject to disciplinary action up to and including expulsion.
- Staff and students are expected to immediately report incidents of bullying to an Administrator.
- Staff will promptly investigate each complaint of bullying in a thorough and confidential manner.
- **Students proven to bully other students will be disciplined as outlined in the Student Code of Conduct Book.**

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.

Controlled Substance/Smoking

- The possession of any controlled substance and/or paraphernalia is prohibited. I.e., 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 District's Student Code of Conduct Handbook)

Blatant Disrespect to Staff

- Profanity towards ANY Staff member
- Hitting, kicking or throwing items at a Staff member
- Repeated attempts to redirect student's behavior through progressive discipline model.

Suspensions



Out of School Suspensions - 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 caregiver involvement in the disciplinary process.



Cell Phone Policy

Dear Clyde C. Miller Families,

I hope this letter finds you well. We appreciate your continued support in maintaining a safe and conducive learning environment for all students at Clyde C. Miller Career Academy. As part of our ongoing efforts to ensure the safety and focus of our students, we would like to inform you of an upcoming change to our school's cellphone policy.

Effective Monday, October 16, 2023, we will be implementing a new cellphone policy that requires students to relinquish their cell phones upon entering the school building each morning. Cellphones will be securely stored and returned to students during their 4th, 8th, or advisory class.

The primary reason for this policy change is to address concerns about increasing social media activity among students. Over time, we have observed instances where social media interactions have led to conflicts, fights, the recording of staff members during class, and the alerting of students about incidents or the presence of other students in the building. This behavior has not only disrupted the learning environment but has also posed safety and privacy concerns for our students and staff.

We believe that by temporarily holding students' cell phones during school hours, we can significantly reduce the distractions and issues arising from unchecked social media activity. This policy change aligns with our commitment to fostering a positive, respectful, and safe learning environment where students can thrive academically and socially.

Key Details of the New Cellphone Policy:

1. Students must turn in their cell phones upon entering the school building in the morning.
2. Cell phones will be securely stored in designated areas until the end of the school day.
3. Students will receive their cell phones back during their 4th or 8th-period class.
4. In case of emergencies, parents and guardians can contact the school office, and we will ensure that the message is delivered to the student promptly.

We understand that cell phones can be a valuable tool for communication and emergencies. Rest assured, we are committed to addressing any exceptional circumstances and ensuring that students have access to their cell phones when necessary. **If a student violates the cell phone policy by failing to relinquish their phone by request, attempting to sneak their phone into the building, or skipping class and then returning to the class when cell phones are being distributed, a parent will be required to retrieve the phone from the administration, and/or regular disciplinary action(s) will be enforced.**

We kindly request your support in reinforcing the importance of this policy with your child. This adjustment will lead to a more focused and productive learning environment, ultimately benefiting all students. If you have any questions or concerns regarding this policy, please do not hesitate to contact our school office.

Thank you for your cooperation and understanding as we work together to create a safe and conducive learning environment at Clyde C. Miller School.

My very best,

Dr. Amy Blackwell
Interim Principal
Clyde C. Miller Career Academy
Amy.blackwell@slps.org
(314) 371-0394

Other Electronic Devices

Headsets plugged into any electronic device can be an annoyance to the educational process and are not allowed in the classroom. **It is a distraction from the learning environment; hence the phone and any other electronic device may be confiscated and must be retrieved at the end of the school day.**



District Issued Laptops

Every student will be issued a laptop at Registration UNLESS there is a technology fine from the previous year. Fines include missing or lost laptop, \$425. Damaged laptop, \$95. Once the fine is paid, the student will be issued a laptop.

The Student Acceptable Use Policy and Regulation governs the use of computers in the SLPS. All students using computers must abide by district and school policy. 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.

Periodic searches will be conducted for:

1. Asset Tag Checks
2. Information that contains unacceptable language, images or activities.
3. Violation of rules may result in a loss of computer privileges, suspension, expulsion and/or criminal or civil penalties.

Students are required to turn in their laptop and charger during the last week of school. Fines will be assessed for missing or damaged laptops.

Additional School Information



Elevator Use by Students

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

Fund Raising

Fund raising activities should have the approval of the principal's designee. Fund raisers that are not school affiliated are prohibited. Examples of prohibited fundraising include selling chips and candy or similar items.

Lost and Found

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

Posters

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

Food and Drinks

Students may NOT order or bring in food from outside restaurants. 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 lunchroom only.

Hall Passes

Students are not permitted to walk out of the class without an E-hallpass confirmation. E-hallpasses will not be given during the first or last 30 minutes of class. Students are encouraged to use the restroom during the 5-minute passing period. E-hallpasses can be revoked by a teacher or administrator at any time.

Textbooks



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 issue in ink on the inside front cover of each of their books.

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.

Lockers

Students will be given their assigned locker number and lock combination during registration. Students may NOT share lockers. Students may only use the lock provided by the school on their locker. All personal locks will be removed from the locker. **The temperature of the building varies from room to room. Students are encouraged to keep a uniform-colored sweatshirt or jacket in their locker to assist.**

Keep lockers locked at all times. The school assumes no responsibility for items missing or stolen from lockers. School personnel for safety and sanitation checks may open lockers periodically.



All individuals located within Clyde C. Miller must participate in Emergency Drills. Each drill is conducted to ensure all personnel are aware of the procedures taken in case of an actual emergency. Individuals who do not follow the guidelines listed below are subject to disciplinary action.



Fire Drills are recognized when the continuous sounding of a buzzer is heard. 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 the teacher's 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.



2023 STUDENT & PARENT CALENDAR

AUGUST 2023

21 | First Day of School
9 Student Days
58.05 Student Hours

SEPTEMBER 2023

4 | Labor Day (District Closed)
15 | Interim Progress Reports for Q1
22 | No Students
19 Student Days
122.55 Student Hours

OCTOBER 2023

13 | Q1 Ends
13 | No Students
16 | Q2 Begins
16-19 | Parent/Teacher Conferences
20 | No Students
20 Student Days
129 Student Hours

NOVEMBER 2023

7 | Election Day
10 | Veteran's Day (District Closed)
17 | Interim Progress Reports for Q2
20-24 | Thanksgiving (District Closed)
15 Student Days
96.75 Student Hours

DECEMBER 2023

20-29 | Winter Break (No Students)

JANUARY 2024

1-2 | No Students
3 | Q3 Begins
15 | Dr. MLK, Jr. Day (District Closed)
20 Student Days
129 Student Hours

FEBRUARY 2024

2 | Interim Progress Reports for Q3
19 | President's Day (District Closed)

MARCH 2024

8 | Q3 Ends
8 | No Students
11 | Q4 Begins
11-14 | Parent/Teacher Conferences
18-22 | Spring Break (No Students)
13 Student Days
90.3 Student Hours

APRIL 2024

12 | Interim Progress Reports for Q3
22 Student Days
141.9 Student Hours

MAY 2024

23 | Last Day of School
17 Student Days
109.65 Student Hours

JUNE 2024

19 | Juneteenth (District Closed)
169 Student Days

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2024

S	M	T	W	T	F	S
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

● No School - Students Do Not Attend
 ● Parent/Teacher Conferences
 169 Student Days
● First and/or Last Day of School
 ● Winter/Spring Break
 1,090.05 Student Hours

Board of Education of the City of St. Louis 2023-2024



♥ WE CHOOSE SLPS! ♥