



MIRUS ACADEMY

Falcons

STUDENT HANDBOOK OF POLICIES & PROCEDURES

2019-2020 Edition

The contents of this handbook are not contractual, and do not give rise to a claim of breach of contract against Mirus Academy. Further, the contents herein apply to all students as the contents now appear in the handbook or may be amended in the future.

TABLE OF CONTENTS

INTRODUCTION.....	3
FINANCES	4
ADMISSIONS	5
TRANSFERS TO MIRUS	6
SCHOOL HOURS & VISITORS.....	7
STUDENT CLASSIFICATION	8
COURSE DESIGNATIONS	9
CURRICULUM	10
ASSIGNMENTS	11
GRADES.....	12
GRADUATION REQUIREMENTS	13
USUAL COURSE SEQUENCE.....	14
HIGH SCHOOL GRADUATION	15
HONORS & AWARDS.....	16
COMMUNICATION.....	17
ATTENDANCE	18
HEALTH & SAFETY.....	19
TEXTBOOKS & SUPPLIES.....	Error! Bookmark not defined.
P.T.S.A. & Activities.....	Error! Bookmark not defined.
CLASSROOM RULES	21
SCHOOL RULES	21
MIRUS CODES OF CONDUCT	22
DISCIPLINE	23
STUDENT PRIVACY	24
NOTIFICATION OF RIGHTS UNDER FERPA.....	25
G-SUITE FOR EDUCATION: NOTICE FOR PARENTS & GUARDIANS.....	26
COMMONLY USED FORMS	28
CHAPERONE EXPECTATIONS	29
JUNIOR & SENIOR SIGN-OUT PRIVILEGE.....	30
LETTER JACKET POINT FORM	32
HIGH SCHOOL GRADUATION— PLANNING FORM	33
COPPA COMPLIANCE FORM.....	34
VERIFICATION OF ENROLLMENT AND ATTENDANCE (VOE) FORM.....	35

INTRODUCTION

MISSION STATEMENT

Mirus Academy partners with families to provide a values-driven, college-preparatory education that is affordable in tuition, flexible in scheduling, and sensitive to the individual needs of each student.

SCHOOL MASCOT & COLORS

Mirus Academy school mascot and colors were selected by student vote 2011. The mascot, the Soaring Falcon, is a symbol of Hope and Aspiration. The school colors are Black and Silver, although Dark Blue is the school's tertiary color and is often used in place of the color black.

CORE VALUES

Mirus Academy is guided by Six Core Values. Each of these Core Values is represented by a color, and each of the six grading periods in the Mirus Academy school year is dedicated to one core value.

1. **CURIOSITY** (represented by bright and vivid ORANGE)
2. **CREATIVITY** (represented by GREEN like beautiful plants that grow from tiny seeds)
3. **COURAGE** (represented by RED like the blood of heroes)
4. **COMPASSION** (represented by PURPLE, the color of royalty)
5. **COMMITMENT** (represented by YELLOW, the color of the constant and dependable sun)
6. **CITIZENSHIP** (represented by BLUE, a symbol of friendship as well as our nation)

ACCREDITATION

Mirus Academy is fully accredited by the National Association of Private Schools (NAPS). The word accredit is related to the same root word as credible, or believable. An accredited institution therefore is one that can be believed. It has earned the approval of those who know it. Accreditation means: This institution is fulfilling its stated purpose with integrity and excellence.

- **Transfers to State or Regionally Accredited Schools**— NAPS is an independent, national accreditation agency not affiliated with state or regional accrediting agencies. If a student chooses to transfer to a state or regionally accredited public or private school, the receiving school is not required by law to automatically accept credits from the transferring school. Each school district will have its own policies in place for acceptance of transfer credits, and although the vast majority of schools are cooperative concerning transferring credits from NAPS-accredited schools, the final decision rests with the new school. In some cases, a state or regionally accredited school may require transferring students to pass state or institutional exams before accepting the transferred credit.
- **Post-Secondary School Admission**— Mirus Academy has had a 100% success rate in placing students who desire to attend college into 2-year and 4-year colleges throughout the nation. Students who graduate from NAPS accredited schools, providing they have the proper academic credentials, testing, and transcripts have entered Colleges and Universities, Military Services, Church and Educational Ministries, Business Ownership, and the Work Place. However, because NAPS is not government accredited, NAPS school diplomas in some cases may need validation by the post-secondary institution before admission of the student can be approved.

SCHOOL HISTORY

Mirus Academy began in 2006 as "The Curious Mind Homeschool Center." In 2010, CMHC closed and transitioned to a private school called The Curious Mind School, and in May 2011, the school graduated its first class of seniors. In 2011, by a nearly unanimous vote, The Curious Mind School changed its name to Mirus Academy ("Mirus", pronounced "meer-us," is a Latin word meaning *curious, wonderful, remarkable*).

NON-DISCRIMINATION POLICY

Mirus Academy does not discriminate on the basis of any gender, race, color, national/ethnic origin, religion, or any other protected group in its admissions policies, educational programs, or employment procedures.

FINANCES

MIRUS ACADEMY'S FINANCIAL NEEDS

As an independent, non-sectarian private school, Mirus Academy receives no money from religious, government, or corporate institutions. The school relies solely on tuition and fees to pay for rent, utilities, educational supplies, and teacher paychecks. Some optional electives (e.g., Art, Home Economics, Woodworking, etc.) may incur a Supply Fee. Off-campus classes (such as the Physical Education class) also incur an additional fee associated with renting off-campus facilities and hiring outside instructors.

REGISTRATION & TUITION COMMITMENT

To register for classes each year, the Registration Form must be accompanied by the Annual Registration Fee. In registering for classes, the parents/guardians enter a legally-binding contract with Mirus Academy to pay the full year's total tuition, even if the student does not actually attend classes during that year. This contract may only be nullified if the student has moved 40+ miles from the school, as verified in writing by submitting the new utility bill (at least 30 days written notice is required). This contract may not be nullified under any other circumstances, including expulsion or illness. Families experiencing financial hardship may apply for financial aid to reduce their tuition. Students experiencing illness that prevents school attendance may apply for distance learning options through the school. Tuition/fees already paid will not be refunded.

SCHOOL TUITION

Registration and tuition occurs annually. The tuition is all-inclusive; that is, it includes classes, textbooks, lab fees, standardized testing, field trip entry fees, etc. The tuition/fees on the Registration Form are published in good faith and are not expected to change during the school year; however, Mirus Academy reserves the right to raise tuition or add fees at any time to cover unforeseen expenses. For families enrolling in Mirus Academy mid-year, the annual tuition will be pro-rated as follows:

- Enrolling at or during 1st or 4th Term: The full semester (half-year) tuition will apply
- Enrolling at or during 2nd or 5th Term: The semester (half-year) tuition will be discounted 30%
- Enrolling at or during 3rd or 6th Term: The semester (half-year) tuition will be discounted 60%

TUITION PAYMENT METHODS

Tuition payments must be made through FACTS, a private school tuition management company. The school office cannot accept tuition payments such as cash or personal check. The first tuition payment is due in July, and the final tuition payment is due in April, unless prior arrangements have been made in writing. Annual and Semester plan payments must be made via FACTS bank transfer (credit/debit cards cannot be accepted). Monthly plan payments are made via automatic draft of a credit/debit card or bank transfer, and a \$35 late fee will apply to any payments that are late or returned by the bank. Because Mirus Academy is an independent school, timely payment of tuition is essential; therefore, exams, report cards, and transcripts may be withheld if the account is past due. A collection service is used for accounts 120+ days overdue.

Families requiring smaller tuition payments may break their semester tuition into monthly installment payments. FACTS will be automatically withdraw each installment payment from a bank account or credit card. Late or declined payments incur a penalty fee of \$35. Families utilizing the FACTS service are solely responsible for keeping their FACTS account up to date with current billing information.

Financial Aid may be available for families experiencing financial hardship. To apply, a student must be an existing student or first be admitted into the school through the normal application process. Families are required to submit financial paperwork to the FACTS Grant & Aid website, including tax statements and family expense records. If qualified to receive need-based aid, financial aid will be provided in the form of a 25%, 50%, or 75% tuition discount.

ADMISSIONS

NEW STUDENT APPLICATIONS

For entrance to the current school year, Mirus Academy accepts applicants year-round, if space is available. For the following school year, the admissions process begins in the spring. Mirus Academy accepts new students on a “first come, first served” basis, provided that space is available and the applicant meets the minimum requirements listed above. Current students and teacher’s children have first priority, followed by family members of current students. Then, new students are accepted where space is available. If no space is currently available, a waiting list is established. When students are placed on a waiting list, every effort is made to place them as soon as possible.

SELECTIVE ADMISSIONS

To ensure success in Mirus Academy’s fast-paced academic environment, Mirus has a selective admissions process. As a result, Mirus families enjoy peace of mind knowing we carefully screen all applicants and will not accept students with disciplinary or academic needs that cannot be met. To apply, candidates are required to meet the following *minimum* requirements:

- ✓ At or above grade level on previous standardized testing and/or Mirus Academy’s placement testing
- ✓ Grade of “C” or higher in all classes (semester or final grade, as recorded on the report card)
- ✓ Positive letters of recommendation
- ✓ No diagnosis on the autistic spectrum (including Asperger’s Syndrome)
- ✓ No negative conduct grades on past three years’ report cards
- ✓ No history of suspension, expulsion, placement in alternate education, arrest, or illegal activity (including, not limited to, illegal drug use or under-age nicotine or alcohol use).

PLACEMENT TESTING

Incoming students are required to provide recent standardized test scores. Test scores are required for 2 reasons: first, as part of the admission process, it ensures that applicants are at or above grade level in their reading and math abilities. Secondly, it aids Mirus teachers and administration in the correct class placement for new students. If scores are unavailable or if it is believed that the scores do not adequately reflect the student’s ability, Mirus Academy will provide reading and math placement tests. These tests are generally administered via computer, and parents will receive a printed copy of the test results.

TRIAL DAY

As part of the application process, applicants spend a “trial day” at the school, to ensure the school and student are a good fit for each other (note: trial days are not available for students applying for admission during summer break). The trial day is scheduled after all paperwork (listed above) is approved and placement testing (if applicable) is complete. Trial days are only conducted on Class Days.

FULL-TIME ENROLLMENT

Mirus Academy does not enroll “Part-Time” students. All enrolled students are enrolled as Full-Time students and are required to take at least 5 classes at Mirus Academy.

ACCOMMODATIONS & REMEDIATION

Mirus Academy can generally accept and accommodate students with mild to moderate learning and/or mental health challenges, provided the student otherwise meets the school’s application criteria. Basic accommodations can be provided such as extended time on tests, allowances for handwriting/spelling, and electronic methods for typing notes or assignments. Mirus may require that a student receive diagnostic testing and/or therapeutic services as a condition of admissions or continued enrollment at the school. Mirus Academy does not provide in-school diagnostic testing, tutoring, or remediation services, so all such needs are referred to outside agencies to be provided at the parents’ own expense. Please note that Mirus is not a therapeutic school and is unable accommodate learning and/or mental health challenges that are in the moderate to severe range.

TRANSFERS TO MIRUS

TRANSFERRING GRADES

Following admission to the school, Mirus Academy will request academic records from all previous schools and will honor the previous school's grading scale and recommendations for grade level promotion. If the student transfers to Mirus Academy mid-year, grades earned at the previous school will be transferred to the Mirus Academy report card. In transferring grades mid-year, the following grade conversions are used:

GRADING SCALE	TRANSFER METHOD	EXAMPLE
<i>Letter Grades (A – F)</i>	The letter grade is transferred as it appears in the previous school's records, except that 'D' grades will be converted to 'C-'.	A "B" on the previous school's report card will be transferred to Mirus as a "B". A "D" grade will be transferred as a "C-".
<i>Numeric Grades (0 – 100)</i>	The number is converted to a letter grade using the previous school's grading scale. A "+" or "-" will only be added if it was used at the previous school. 'D' grades will be converted to 'C-'.	The previous school reports that 85-92 is a "B" grade. A grade of 91 at the previous school will be transferred to Mirus as a "B" even though a 91 is an "A-" on the Mirus grading scale.
<i>E, S, N, U or 1, 2, 3, 4</i>	The grades will be converted to the following letter grades: A, B, C, F	An 'E' will be transferred to Mirus as an 'A'. An "N" will be transferred as a 'C'.
<i>Satisfactory or Unsatisfactory</i>	Converted to a Pass/Fail grade	An "S" grade on the previous school's report card will be transferred to Mirus as a "P".
<i>Other Grading System</i>	Mirus evaluates other grading scales on a case-by-case basis, contacting the previous school for assistance as needed. International transcripts are interpreted using www.ForeignCredits.com	

Mirus Academy has 6 terms (grading periods) each year. If a student transfers mid-year from a school with a quarterly (4 term) grading system, the report card grades will be transferred as follows: 1st Quarter—1st Term; 2nd Quarter—2nd Term; Average 1st & 2nd Quarters—3rd Term; 3rd Quarter—4th Term; 4th Quarter— 5th Term; Average 3rd & 4th Quarters—6th Term.

TRANSFERRING HIGH SCHOOL CREDITS

High school level courses completed outside Mirus Academy will be included on the Mirus Academy transcript along with the name of the school or institution where the credit was earned. Mirus Academy will accept high school credit transfers through four methods:

- Transfer from an accredited school (public, private, or correspondence):** The credit-awarding school must provide Mirus with an official transcript. Each semester will count as 0.5 credits. The transfer grade will be listed on the Mirus transcript and will count towards the student's final GPA.
- Transfer from an unaccredited school or homeschool:** Parents must make a transfer request in writing by completing a "Credit Transfer" form for each transferred course. The decision to award credit will be made entirely by the Academic Director with consultation from the appropriate Mirus Academy course teachers. In making credit award decisions, the Academic Director will consider:
 - The content and rigor of the course work and curriculum
 - The amount of time spent completing the course
 - The use of tests, essays, and projects in academic courses
- Credit by examination:** With permission from the Academic Director, Mirus students may request to receive credit by passing an administrator-approved equivalency exam. Additional requirements (such as lab work or essays) may also be required. The grade received on the exam will be the grade listed on the transcript, and this grade will count towards the student's final GPA.
- Independent Study:** If a student needs a class that is not offered at Mirus Academy or is scheduled at the same time as another required course, the academic advisor may arrange for the student to complete that course through independent study using an approved curriculum. Grades received in this course will be listed on the report card and transcript.

SCHOOL HOURS & VISITORS

MANDATORY & OPTIONAL ATTENDANCE

To provide families with flexible scheduling, Mirus has instituted a unique block schedule:

- ❖ **Class Day:** *[2 days each week]* School work involving direct instruction, group activities, lab work, group discussions, and assessments. Attendance is REQUIRED on Instructional Days.
- ❖ **Work Day:** *[2 days each week]* School work involving independent practice, reading, writing, or research. Attendance is usually OPTIONAL on Work Days, and students may choose to complete their school work at school or home. Note: students who receive an F in any class are required to attend school on Work Days.
- ❖ **Electives Day:** *[1 day each week]* Junior High students engage in academic enrichment activities (attendance is optional but encouraged). High School students may enroll in one or two Elective Classes. Attendance is required only if a student is enrolled in an elective class that day.

Families choosing to attend Mirus just two days a week take on a high level of responsibility for their child's education. Twice-a-week attendance at the Mirus Academy campus does NOT constitute a complete education unless students complete and submit their Work Day assignments. Failure to complete these assignments may constitute non-compliance with Texas compulsory education laws.

SCHOOL HOURS

School hours are 8:30 am – 3:00 pm, with earlier dismissal on Fridays. Class instruction begins promptly at 8:30, so all students should be in their 1st Period classroom no later than 8:25. During school hours, all students on campus must be in their assigned classrooms unless they have teacher or administrative permission to be elsewhere. Students may not leave the campus before school dismissal time unless signed out by a parent/guardian (exception—11th and 12th graders with “Off-Campus Privileges” may sign themselves out).

BEFORE & AFTER SCHOOL

The school doors generally open at 7:30 am. Students who arrive at the school between 7:30 – 8:25 are required to wait in the age-appropriate common area until dismissal to class. The school day ends promptly at 3:00, and no adult supervision is provided after 3:10, unless the student is participating in an official after-school class or activity. The classrooms and back hallways are closed before 8:25 am and after 3:10 pm. No students or parents are permitted to enter the classroom areas after 3:10 unless they are with their teacher or have permission from the school office. The school closes at 5:00 pm. Any students remaining at the school at 5:00 pm will be transported to the Katy Library on Franz Road to await their parents there.

PARKING

Between 7:30-8:30 am and 2:30-4:30 pm, no one may park in the street in front of the school. If you need to come into the school during these times, please park in one of the two parking lots to avoid blocking the car line. Please do not park on the opposite side of the street, as these spaces are designated for the business across the street from Mirus Academy.

SCHOOL VISITORS & TOURS

Students' family members (easily recognized by Mirus's teachers and staff) are welcome to come into the school and wait for their child in the office or the locker hallway. All other visitors are required to sign in at the school office. Parents, family members, and visitors may not enter the classroom hallways without first signing in at the office. School tours must be scheduled in advance and are only scheduled on Class Days.

CLASS OBSERVATION

Mirus Academy has an open door policy and parents are always welcome to visit the school. However, because class time is very limited and students can be easily distracted, Mirus Academy requires parents to obtain administrative approval before observing a class for more than five minutes.

STUDENT CLASSIFICATION

GRADE CLASSIFICATION: JUNIOR HIGH

Students in junior high are assigned to grade levels based on their age as of September 1, regardless of the grade level of classes in which they enroll. For example, a student enrolled in 7th & 8th grade level classes is still classified as a 6th grader if that student was 11 years old on September 1. The purpose of this grade classification is to allow academically accelerated students to take advantage of more challenging course work while remaining competitive in age-appropriate academic programs. Exceptions may be made on a case-by-case basis if the student was promoted to higher grade level at a previous school or if the student has a September or October birthday.

5th Grade: Age 10

6th Grade: Age 11

7th Grade: Age 12

8th Grade: Age 13

GRADE CLASSIFICATION: HIGH SCHOOL

Because of Mirus's high-achieving student population, many students earn a significant number of high school credits before they are actually high school age. In addition, some students plan to graduate and attend college at younger-than-traditional ages. Because of these variations, Mirus Academy high school grade levels are not assigned according to age or solely on credits earned. Instead, grades 9-12 are assigned based on the number of years until anticipated graduation. Students who complete 8th grade will be automatically classified as 9th graders the following year unless that student anticipates graduating in fewer than four years' time. In that circumstance, the student's grade level will be reclassified based on the criteria below:

Freshman (9th grade): 4 years before graduation

Sophomore (10th grade): 3 years before graduation (must have at least 7 credits)

Junior (11th Grade): 2 years before graduation (must have at least 14 credits)

Senior (12th Grade): 1 year before graduation (must have at least 20 credits)

CLASS SCHEDULING

If a grade level has fewer than ten students, then Mirus may make the following schedule accommodations:

- **Combined Courses:** Classes may be combined. For example, a 7th/8th grade Science class or 9th/10th grade English class. Curriculum alternates each year, and students are expected to remain in the class for 2 years.
- **Alternating Courses:** Classes may be offered on alternate years. For example, World History one year and U.S. History the following year. Or, Physics one year and Chemistry the following year.

Mirus Academy classes are usually scheduled in such a way that advanced students can easily enroll in math and/or reading classes one year above grade level without disruption to their class schedule. However, the Mirus schedule does not always accommodate students enrolling in classes below level or 2+ years above grade level. In these cases, the schedule may require a student to enroll in an independent study course.

ABOVE-LEVEL PLACEMENT

Mirus Academy places students in math and reading classes according to ability. When considering an above-level class for a student, Mirus Academy considers all the factors listed below. Students who cannot maintain an average grade of 80 or higher will be placed back into the regular grade-level class.

- Placement Testing at time of application
- Standardized Testing—Scores of 80th percentile or higher
- Test and Report Card grades—consistently A's (90-100) with very little effort
- Teacher Observation & Recommendation (including observations on student maturity)

Students who qualify for advancement are initially placed in math and/or reading classes one year ahead of grade level. After a full academic year, a student may be promoted to a higher level class if the student scores 97% or higher on standardized tests and has teacher and administrative approval. Students who take High School classes during Junior High are still expected to take the required number of courses while in High School. For example, taking English 9 in 8th grade allows the student to progress to college level English for 12th grade; it does not mean the student will only have to take 3 years of English instead of 4. Additionally, if a student transfers to a new school, only the math and foreign language credits earned in junior high will transfer as high school credits on the transcript.

COURSE DESIGNATIONS

REGULAR COURSES

Unless otherwise stated, Mirus Academy courses are “Regular”. Regular courses meet or exceed state or national standards and include curriculum objectives designed to meet the needs of most students.

HONORS COURSES

Mirus Academy offers HONORS level courses in high school **English, Science, Math, Social Studies**, and select **Elective** classes. Honors courses generally include additional reading and writing, more difficult versions of exams, and more opportunities for critical thinking and analysis. Such courses receive an additional 1.0 points when calculating GPA and prepare students to take college level courses while still in high school.

EXITING AN HONORS OR COLLEGE-LEVEL COURSE

Students enrolling in an Honors or Dual Credit course make a commitment to remain in that course for at least one semester. For AP courses, that commitment is for the full year. Students are required to earn a report card grade of “A” or “B” in all Honors and AP classes. A student earning a “C” will be placed on probation, and a second “C” will result in being removed from the advanced-level class and placed into an equivalent regular-level class.

COLLEGE-LEVEL COURSES

All seniors are strongly encouraged to enroll in college-level courses. 10th and 11th graders who meet course prerequisites and are academically prepared may enroll as well. Mirus Academy has two options for college-level courses: Advanced Placement (AP) courses and Dual Credit (DC) courses.

- **Advanced Placement**— AP classes are college-level courses for which Mirus Academy has received official recognition from the national College Board. AP courses use college-level textbooks and materials to prepare students to take the AP test in May. Students enrolling in an AP course are expected to take the corresponding AP exam. The AP exam is scored on a scale of 1-5, and colleges grant credit to incoming freshmen with satisfactory AP test scores. Most Texas universities require a score of 3; for example, they will grant credit for “Calculus 1” if the student scores a 3 or higher on the “AP Calculus AB” test. Highly competitive universities may require a higher score (a 4 or 5) before granting credit. Mirus Academy will list AP exam scores on the high school transcript by request.
- **Dual Credit**— Dual Credit (also called Dual Enrollment) courses are college-level courses taken directly from a college or university. The credit is considered “dual” because the student is granted credit by two different institutions—Mirus Academy and the college itself. Students who successfully pass the Dual Credit course will receive a college transcript showing the college credits earned. Texas law requires that students demonstrate college readiness on the ACT, SAT, or similar exam before enrolling in a Dual Credit course. Dual credit is accepted at all Texas public universities; however, private and out-of-state universities often do not fully accept dual credits. For this reason, students should consult with a school administrator before enrolling in a Dual Credit course.

AP courses are offered on the Mirus campus and are included in the school tuition. Dual Credit courses are online or off-campus and may incur additional tuition at the college from which the course is taken. NOTE: Students taking college-level courses outside of Mirus Academy are not exempt from Mirus Academy tuition obligations, unless the student has already completed all the coursework available in that subject and must take a college-level course to advance to the next level. For example, a student taking Dual Credit English 1301 from a local college would not receive a tuition discount because AP English Composition (an equivalent course) is available at Mirus. However, if a student has already completed all the AP English courses at Mirus and needs to go off campus to receive the higher level course, then the tuition would be discounted to pay for that off-campus English course.

CURRICULUM

SCHOOL CURRICULUM

Mirus Academy families are expected to fully support the educational programming at Mirus Academy, and all students are expected to participate fully in all their classes. Auditing classes is not permitted. Students may not be excused from classes or assignments due to an objection to the course objectives, textbooks, teachers, or materials. School textbooks, programs, materials, schedule, curricula, faculty and/or location are established at the sole discretion of Mirus Academy administration and may be altered or modified at any time without notice.

TEXTBOOKS

All textbooks, workbooks, and supplies are property of Mirus Academy and must be returned the last week of school, upon withdrawal from school, or upon request at any time. Students will receive a set of textbooks to keep at home. Textbooks represent a significant investment of school funds and should be treated with great care in their use and storage. Mirus Academy requires that at-home textbooks be kept protected by a fabric or paper book cover at all times. Parents are responsible for replacing any textbooks or supplies that have been lost or damaged beyond normal wear-and-tear.

USE OF MEDIA IN THE CLASSROOM

Music, movies, and other media may occasionally be utilized by teachers or students to supplement the regular curriculum. Any music used in the classroom or at a school sponsored event (e.g., a school party or in the car while travelling to a field trip) must be suitable for playing on a mainstream radio station such as 104.1. Any movies or video clips used in 5th and 6th grade classes must be the equivalent of G- or PG-rated. Movies or video clips used in 7th – 12th grade classrooms may be the equivalent of a G, PG, or PG-13 rating (this includes movies that may have been originally rated R but have been edited to be the equivalent of PG or PG-13, such as an edited version of *Schindler's List* or similar historic movie). College-level courses may include the use of R-rated movies

ONLINE COURSES

Whenever possible, Mirus Academy prefers for students to take courses in class with a teacher physically present. However, scheduling and course limitations may result in the need for an online course. Students enrolling in online courses take on a high level of responsibility to complete their assignments independently. Students who are unable to complete online assignments according to schedule may be removed from the online course.

C.O.P.P.A.

Mirus Academy teachers strive to provide students with the most relevant and effective teaching materials available. Often, these materials are provided online. These materials are not operated directly by the school; instead, they are provided through third-party vendors, such as FACTS, Google, Microsoft, Compass Learning, Fuel Education, Edgenuity, etc. A complete list of online programs is available through the school office upon request. In order for Mirus students to utilize these programs and services, Mirus Academy may need to provide identifying information about your child such as name, grade level, user name, and/or email address. Under the federal *Children's Online Privacy Protection Act (COPPA)*, these online providers are required to gain parental notification and consent before collecting any identifying information from children under the age of 13. By signing the COPPA form, you are authorizing Mirus Academy to provide consent to all its third-party vendors rather than having each individual vendor contact you directly for that consent. Without this form, Mirus Academy cannot provide your student any educational resources offered by web-based educational programs and services. This form will only need to be signed once. It will remain in the student's file for future years.

ASSIGNMENTS

ASSIGNING WORK

Assignments and upcoming projects/tests may be announced in a variety of ways, including listed on FACTS, published on Google Classroom or in a printed syllabus, sent as a text message, written on the white board, or announced orally in class. Students are responsible for completing all assigned work, regardless of the method by which it was announced.

MAJOR & MINOR GRADES

The work in most classes can be assigned to one of two categories: Major Grades and Minor Grades (some classes may have a third category, such as labs or participation). Minor Grades generally consist of daily assignments that take only one or two days to complete. Major grades generally consist of chapter/unit exams, projects, essays, presentations, and other long-term assignments. Major and Minor grades usually each count 50% towards the term grade, although each teacher has the freedom to weight Minor/Major grades in the way that works best for their individual classes. In the younger grade levels, Minor grades may be weighted more heavily as students develop their test-taking skills. In upper-division classes, Major grades may be weighted more heavily in preparation for college expectations.

DROPPING LOW GRADES

When report cards are processed at the end of the term, the lowest minor grade is removed from the grade book. If a class has more than 20 minor grades, the teacher will drop one out of every ten minor grades.

TURNING IN ASSIGNMENTS

Each teacher establishes his/her preferred method for receiving completed assignments. For example, the teacher may choose to collect assignments at the beginning of class, have a homework basket for students to turn in work, pick up completed work every two weeks, etc. If a student chooses email the assignment to the teacher, then the emailed file must be in a format that can easily be received by the teacher's computer (e.g., pdf file or a shared Google document). Students should not assume that an emailed assignment has been received until an email confirmation has been sent by the recipient teacher.

COMPUTER-BASED ASSIGNMENTS

All students are required to have access to a computer with internet connection and printer. Because many class assignments are online, students must have a portable computer (or tablet with a keyboard) available to them at all times. Computer malfunctions (including computers, internet connections, printers, etc.) are usually not valid excuses for late work since computers are readily available at the school, library, parents' employment, Fed-Ex, friends/neighbors' homes, etc.

LATE OR MISSING ASSIGNMENTS

All assignments are due at the beginning of class on the announced due date. Late work will be accepted up to one week after the due date for a maximum grade of 70. Teachers may grade late work on the basis of completion rather than accuracy, and late assignments may take longer to return to the student. (Please see the "Attendance" section for information on work missed due to an absence).

GRADES

PURPOSE

Mirus Academy grades students' work in an effort to hold students accountable for their effort and subject mastery. Report cards and high school transcripts serve as the school's primary method of communicating grades to parents/guardians and other interested parties (e.g., college admission boards). Report cards are distributed to students approximately one week after each term ends.

TERM & SEMESTER GRADES

The Mirus Academy academic year contains two semesters: Fall Semester and Spring Semester. Each semester is broken into three separate grading periods called "Terms". At the end of each semester, the three term grades are averaged together to determine the semester grade. In classes that earn high school credit, the semester final exam is added to the calculation; the exam grade counts once and each term counts twice to determine the semester grade. A final grade is calculated by averaging the two semester grades. Only the semester and final grades are recorded on the permanent school record/transcript.

ACADEMIC GRADING SCALE

Grades are calculated on a percentage scale, with a 100 representing 100% subject mastery and assignment completion. A grade of 70 or higher is considered "passing"; a grade of 69 or lower is considered "failing". Whenever possible, grades are determined through objective rather than subjective measures, analyzing the students' work for accuracy and completion. Numeric grades are listed on individual assignments, but report cards and transcripts list only the letter grade associated with the final percentage earned.

A+	97-100	B+	87-89	C+	77-79	F	0-69 (Fail)
A	93-96	B	83-86	C	73-76	P	Pass (non-graded classes)
A-	90-92	B-	80-82	C-	70-72	I	Incomplete

CALCULATING GRADE POINT AVERAGES

A student's Grade Point Average (GPA) provides a single number that summarizes a student's overall academic performance for the term or semester. Each letter grade earns a certain number of grade points. These points are then averaged to create a single grade point average. The grade points are listed below. Honors, Pre-AP, AP, and Dual Credit classes earn an additional 1.0 points (A=5.0).

A+	4.00	B+	3.33	C+	2.33	F	0.00
A	4.00	B	3.00	C	2.00	P	<i>Not calculated</i>
A-	3.67	B-	2.67	C-	1.67		

High school GPAs are "weighted"; that is, an additional 1 point is given for Honors/AP/DC courses. The final transcript will list both the weighted and the unweighted GPA. When preparing final transcripts for college applications, seniors may request that non-essential elective courses not be factored into their GPA calculation.

INCOMPLETE TERMS

If a student cannot complete the term's work due to absences, a grade of 'I' ("incomplete") may be temporarily recorded. The 'I' will be converted to a conventional letter grade once the student's make-up work period is completed. A student who withdraws from a class mid-term (up to 14 days before the end of term) will receive the grade of WP or WF ("withdrew passing" or "withdrew failing"). The grades of I, WP, or WF are not calculated when determining a student's grade average or GPA.

CREDIT RECOVERY

If a student receives an F for one semester but passes the other semester, then that student may still receive credit for the course if the overall year-end final grade is passing. However, if a student's final year-end grade is not passing, then the student will not receive credit for the course without completing a credit-recovery program. Credit recovery may be accomplished through repeating the course in summer school or retaking the course the following school year.

GRADUATION REQUIREMENTS

SENIOR YEAR EXPECTATIONS

All seniors are required to meet the following expectations:

- Enroll in at least 5 classes, one of which must be the Senior Seminar class
- Apply to at least 1 public and 1 private college. Seniors are not required to attend college and may decline any college acceptances they receive. However, they are required to at least apply.
- Participate in senior events, including the end-of-year Prom Party, senior photo sessions, and the graduation ceremony.

TWO GRADUATION PLANS

Graduating students earn a Mirus Academy High School Diploma by fulfilling the requirements of either the “**Basic**” (also called “Foundation”) or “**Regular**” (also called “Endorsement”) plan. The Regular Plan is the default plan for Mirus students. Students graduating with the Basic Plan may not have sufficient credits for acceptance into college; therefore, the Basic Plan is only allowed in unique circumstances or when a student is in danger of not graduating. Please see the Appendix of this handbook for “High School Graduation Planning Form”.

SUBJECT	BASIC	REGULAR	NOTES
English	4	4	<i>Up to one credit may be from English electives</i>
Mathematics	3	4	<i>Must include Algebra 1 and Geometry</i>
Science	3	4	<i>Must include Biology and a Physical Science (IPC, Chemistry, Physics)</i>
Social Studies	3	3	<i>World History or Geography plus US History plus Govt/Econ</i>
Foreign Language	0	2	<i>Must be in the same language</i>
Fine Arts	0	1	
Communications	0	½	
Health	0	½	
Technology	0	½	
Electives	9	6 ½	<i>Or, as many as needed to meet the credit requirements for graduation</i>
TOTAL:	22	26	

ENDORSEMENT OPTIONS

Students graduating under the Regular Plan must meet the requirements of one of the Endorsements listed below. Students may choose to earn more than one endorsement, if desired. To count towards an Endorsement, the credits must be earned in 9th – 12th grades and not junior high (exception—math classes).

- **S.T.E.M. ENDORSEMENT (Blue Honor Cord)** – Completion of one or more of the following areas:
 - MATH: *Algebra 1, Geometry, Algebra 2, plus 2 additional math credits beyond the level of Algebra 2*
 - SCIENCE: *Biology, Chemistry, Physics, plus 2 additional science credits*
 - TECHNOLOGY: *2 credits in Computer Science or Engineering (does not include digital art)*
- **HUMANITIES ENDORSEMENT (Red Honor Cord)**— Completion of one or more of the following areas:
 - ENGLISH: *Total of 5 English credits*
 - SOCIAL STUDIES: *Total of 5 Social Studies credits*
 - FOREIGN LANGUAGE: *Total of 4 Foreign Language credits, in 1 or 2 languages*
 - FINE ARTS: *Total of 4 Fine Arts credits, in 1 or 2 disciplines*
- **MULTI-DISCIPLINARY ENDORSEMENT (Green Honor Cord)**—
 - Completion of 2 academic credits that do not otherwise meet the requirements for the endorsements listed above. *Notice: Any credits counted for this endorsement cannot also be counted for other endorsements.*

USUAL COURSE SEQUENCE

JUNIOR HIGH SEQUENCE

Junior High students usually progress through courses in the following sequence:

- **6th Grade**—Math 6, Reading 6, Language Arts 6, Science 6, Social Studies 6
- **7th Grade**—Math 7, Reading 7, Language Arts 7 or English 7, Science 7, Social Studies 7
- **8th Grade**—Math 8, Reading 8, English 8, Science 8, Social Studies 8

English vs. Language Arts— Language Arts classes include the subjects of Grammar and Composition. English classes include Grammar, Composition, and Literature (when taking Language Arts, the subject of Literature is incorporated into the Reading class).

Science & Social Studies Sequence— Junior High science and social studies courses present a 3 year rotating sequence of curriculum. This sequence is designed to provide students with the background knowledge necessary to be prepared for their high school courses.

- **Year 1**— Earth Science / World Geography
- **Year 2**— Life Science / World History to 1600
- **Year 3**— Physical Science / US History to 1900

High School Courses— Students who meet the requirements to take above level classes (see STUDENT CLASSIFICATION) may take high school level courses during junior high. In taking high school classes early, parents and students should be aware of the following:

- Junior High students taking high school courses are still considered Junior High students and are placed accordingly in regards to lunch, electives, special programs, etc.
- The purpose of taking high school level courses is to provide advanced junior high students with the academic challenge they need, not to reduce the number of courses needed in high school. That is, rather than having a light course load during their senior year, students who took high school classes early will be done with high school level courses early and thus be able to take college-level courses during 12th grade.
- With the exception of math and foreign language, Colleges do not always recognize high school courses taken during Junior High. So, a student should plan to take that class again in high school at an advance level. For example, if a student takes high school level World History in 8th grade, then he/she may need to take advanced World History in 12th grade to meet the World History requirement for college admissions.

HIGH SCHOOL SEQUENCE

High School students require 26 credits for graduation (see GRADUATION REQUIREMENTS). High school students usually progress through the following sequence:

- **9th Grade**— Algebra 1, English 9, World History, Biology, Spanish 1, 4 Elective Classes (7 credits)
- **10th Grade**— Geometry, English 10, Health & Communications, IPC, Spanish 2, 4 Elective Classes (7 credits)
- **11th Grade**— Algebra 2, English 11, US History, Chemistry or Physics, 4 Elective Classes (6 credits)
- **12th Grade**— Pre-Calculus, English 12 or AP English, Government & Economics, Physics or Environmental Science, Senior Seminar, 3 Elective Classes (6 credits)

Math Options— Students who do not want to progress further than Algebra 2 may take Applied Math after completing Algebra 1 and Geometry. Students who take high school level Math in Junior High may progress to college level math classes during their 11th and 12th grade year (AP Calculus, AP Statistics, etc.).

English Options— Students who take high school level English in Junior High may progress to college level English classes in their 11th and 12th grade year (AP English Language, AP English Literature, etc.).

Sequence Variations— Because of scheduling limitations, the exact sequence may differ from what is listed above. For example, some courses may be offered on alternate years or scheduling conflicts may require a student to make other variations to the sequence.

HIGH SCHOOL GRADUATION

GRANTING OF CREDITS

A full-year high school level course is assigned the value of 1.0 credit. A one-semester course (or full-year course that meets part-time) has a value of 0.5 credits. Credit is granted upon successful completion of the course. "Successful completion" is defined as a passing semester grade, at least 80% attendance, and the fulfillment of all financial obligations. All credits attempted and received are recorded on the official Mirus Academy transcript.

HIGH SCHOOL DIPLOMA

The Mirus High School Diploma is awarded to graduating seniors who have earned the minimum credits required for either the "Foundation" or "Endorsement" plan and have fulfilled all financial obligations to the school. To earn a diploma from Mirus Academy, graduating students must have earned at least 5 credits as a senior at Mirus.

CLASS RANKING

Mirus Academy does not generally rank its students; high school transcripts indicate that Mirus Academy is a "non-ranking" school. However, if a class-rank is mandatory, then rank will be assigned based on the cumulative grade point average of all high school courses:

1st Quartile	4.0 – 4.9	3rd Quartile	2.0 – 2.9
2nd Quartile	3.0 – 3.9	4th Quartile	0.0 – 1.9

GRADUATING WITH HONORS

Students graduating with Honors will wear the **Gold Honors Stole** at graduation. To graduate "With Honors", students must earn at least one endorsement plus meet ALL the requirements listed below.

- ✓ Have an overall GPA of at least 3.5 with at least 4 credits designated as "Honors", "AP", or "Dual Credit"
- ✓ Complete either Pre-Calculus or have 3 Foreign Language credits
- ✓ Science must include either Chemistry or Physics

HONOR CORDS

Mirus Academy has 5 different Honor Cords that are awarded to seniors and worn during the graduation ceremony:

- **Gold Honor Cord:** Seniors with a GPA of 4.0 or higher (single = 4.00–4.24, double = 4.25–4.49, triple = 4.50+)
- **Silver Service Cord:** Seniors who have completed 80+ hours of community service during 9th – 12th grade
- **Blue Cord:** Seniors who have earned the "STEM Endorsement"
- **Red Cord:** Seniors who have earned the "Humanities Endorsement"
- **Green Cord:** Seniors who have earned the "Multidisciplinary Endorsement"

VALEDICTORIAN & SALUTATORIAN

When a class has three or more graduating students, a "Valedictorian" will be named; a graduating class with five or more students will also name a "Salutatorian". Candidates for Valedictorian and Salutatorian must be graduating with Honors and have a GPA of 4.25 or higher. In the event of a tie, the overall high school average for all subjects combined will be considered, followed by considering the average grade of all senior final exams.

GRADUATION CEREMONY

All seniors are expected to participate in the Mirus Academy Graduation Ceremony at the end of the school year. As part of the ceremony, seniors give a short (2-4 minute) speech about the Core Value of their choice. According to Texas state law, students have the right to receive a diploma if they have met the requirements for graduation; however, students are not guaranteed the right to participate in the ceremony itself. Students who have been suspended/expelled from school are not permitted to participate in school events such as the graduation ceremony.

HONORS & AWARDS

MIRUS ACADEMY HONOR ROLL

At the end of the year, Mirus Academy recognizes students with excellent grade point averages.

- ❖ **HONOR ROLL**— Recognizes students who received all A's and B's for their 1st and 2nd semester grades
- ❖ **HIGH HONOR ROLL**—Recognizes students who received all A's for the 1st and 2nd semester grades

PERFECT ATTENDANCE AWARD

At the end of each semester, Mirus Academy recognizes students with excellent attendance. Students with no absences for the entire year will receive a **Perfect Attendance** recognition at the end-of-year award ceremony.

THE CORE VALUE AWARDS

At the end-of-year Award Ceremony, twelve **Core Value Awards** (six awards to high school students; six awards to elementary/junior high students) are presented to students who have been identified by their teachers as excellent examples of one of the six Core Values. The students are presented with a medal, and their names will be engraved on the plaque in the school's front entrance.

THE FALCON AWARD

At the year-end Award Ceremony, students who are nominated by at least four teachers/staff as an example of at least four different core values are presented with the **Mirus Academy Falcon Award**.

THE ACADEMIC EXCELLENCE AWARDS

At the year-end Award Ceremony, four awards are presented to high-achieving high school students:

- **ACADEMIC EXCELLENCE IN ENGLISH**
- **ACADEMIC EXCELLENCE IN MATHEMATICS**
- **ACADEMIC EXCELLENCE IN SOCIAL STUDIES**
- **ACADEMIC EXCELLENCE IN SCIENCE**

Awards are presented to the 9th – 11th grade student who earned the highest end-of-year GPA in each of the four subjects. The student is presented with a medal, and his/her name will be engraved on the award plaque. Students with second or third highest GPA's will receive 2nd or 3rd place certificates. In the event of a tie, the following factors will be used to break the tie: first, the overall average grade for the subject; second, the final exam grade for that subject; third, the overall GPA for all subjects combined.

LETTER JACKETS

Beginning the summer after 8th grade, high school students may begin earning Letter Jacket Points. Once 15 points are earned, the student may receive their Mirus Academy Letter Jacket (the cost of the jacket is billed to the parents). The following chart shows the point-earning options. Each semester that a student participates in a qualifying activity/achievement, that student receives an increasing number of points.

<i>Number of Points Earned Each Semester:</i>	Grade 9	Grade 10	Grade 11	Grade 12
GPA of 3.5+ for the semester	1	2	3	4
School Activity (e.g., Fine Art, Student Govt.)	1	2	3	4
Volunteering— 45+ hrs / semester	1	2	3	4
After School Activity— 45+ hrs / semester	1	2	3	4

In earning points, a "semester" is defined as a school semester or a period of sixteen consecutive weeks. Each activity may count only once per semester. For example, if students earns points for theater participation, then they may not earn more points through participation in a different theater organization that same semester.

COMMUNICATION

FACTS S.I.S. (STUDENT INFORMATION SYSTEM)

FACTS is Mirus Academy's online student management program, and every family is required to have an active FACTS account. Students are strongly encouraged to have their own accounts as well. FACTS is fully accessible from all computers and devices with internet access. The following features (and more) are available through FACTS:

- View your student's class schedule, assignments, and grades
- View the school's event calendar
- Email your child's teachers
- View the school directory of Mirus families

COMMUNICATION OBLIGATIONS

In normal circumstances, Mirus's primary method of communication with parents is via FACTS, email, and texts sent through the "Remind" app. In each family, at least one parent/guardian must agree to receive text messages from the school as well as read their email at least weekly. Computer, cell phone, and/or internet malfunctions are not valid excuses for missing important electronic communication. It is the parent's responsibility to ensure that Mirus Academy has a current email address and cell phone number on file.

REPORT CARDS

Report cards are available within a week of the end of each grading term. Report Cards will not be printed by the school; instead, parents will be notified via email that report cards are available on FACTS to download and print from home.

CONFERENCING WITH TEACHERS

Mirus Academy teachers welcome communication with parents. In consideration for the teacher's busy schedules, conferences with teachers must be scheduled in advance. Parents should NOT attempt to have an impromptu parent-teacher conference in the hallways, classrooms, or parking lots before or after school. In requesting a conference, we ask that you provide the teacher and/or administrator a heads-up as to the nature of the requested conference; in return, the teacher and/or administrator will do the same. By doing so, all parties can attend the conference prepared to talk about the subject matter at hand. Parents are expected to treat school staff with kindness and respect. Verbal abuse or excessive complaining is not tolerated and will result in the family's expulsion.

CONFERENCING WITH ADMINISTRATORS

Mirus Academy school administrators are available for parent conferences throughout the day except for the busy times of 7:30-8:30 and 2:30-3:15. Each administrator has a different role within the school, so parents and students may be referred to a different administrator depending on the nature of the situation.

MESSAGES & DELIVERIES FOR STUDENTS

The school office can deliver messages to students and collect deliveries made by parents. For safety reasons, no deliveries may be made to students via outside vendor (e.g., flowers, pizza, packages, etc.).

ATTENDANCE

ATTENDANCE REQUIREMENTS

Students have mandatory attendance on Class Days. Mirus does not differentiate between “Excused”/“Unexcused” absences, and an excuse note from a parent or doctor’s office is not required in normal circumstances. To receive credit and a grade for any class, the student must be in attendance at least 80% of Class Days during that semester (no more than 6 absences per semester for regular academic classes or 6 absences per year for half-credit elective classes). On a case-by-case basis, less than 80% attendance may be permitted in the event of doctor-verified, prolonged illness. Students who fail to earn class credit due to insufficient attendance have the opportunity to recover that credit via summer school. Parents should meet with a school administrator to discuss options.

TARDIES

Students are considered “tardy” if they arrive late to class. Tardies are disruptive to the instructional process and inconsiderate to the students’ teacher and classmates, so all students are expected to be on time. Students who are tardy will not be provided extra time to complete assignments/tests nor will the missed instruction be repeated or retaught. A student is considered “absent” rather than “tardy” if the student misses more than 50% of a class.

PRE-PLANNED ABSENCES

Whenever possible, we strongly urge families to make plans around scheduled holidays and not miss any school days. If a pre-planned absence is unavoidable, please notify the school office and all your child’s teachers. School work may be requested in advance; however teachers are not required to provide that work in advance. Teachers reserve the right to request that tests/exams be taken in advance before the absence.

PARENT OBLIGATIONS DURING/AFTER AN ABSENCE

Every absence results in the student missing vital instruction, and it is the parents’ responsibility to ensure that the student learns the material that was taught on that missed day. The material will not be re-taught upon the student’s return, so the parent may need to teach that missed instruction to the student. It is also the parents’ responsibility to ensure that all absent work is completed and turned-in in accordance with school policies.

ABSENT WORK

Absent work is due according to the following guidelines:

- **Computer-Based Assignments**— Computer-based assignments listed on the syllabus or Google Classroom are due at their regular time, regardless of the absence, unless alternate arrangements have been made with the instructor in advance or as soon as possible (e.g., the student is too sick to complete the assignment).
- **Paper-Based Assignments**—Paper-based assignments, such as worksheets, are due immediately upon return to school after an absence. If paper-based assignments were distributed during the absence, those papers will be placed in the student’s “Absence Folder” and available for pick-up after 3pm. Students will have one week (after their return to school) to complete the work that was in their Absent Folder. Please note that teachers and school administrators do not scan/email paper-based assignments.
- **Major Project**— If an assignment is a major grade, then that assignment is due on its regularly scheduled due date regardless of the absence and regardless of the project format (i.e., electronic, poster, paper, etc.). Alternate arrangements must be made with the instructor in advance or as soon as possible.

TESTS DURING/AFTER AN ABSENCE

All missed tests must be made up after school or during a study/independent work period. Any test not made up in the time frame provided will be considered “late” and standard late work policies will apply. Teachers reserve the right to give an alternate test to students who missed the original test.

- **Absent on Test Day**— Test must be made up the same day the student returns to school (the test may be given after school or during a Study Hall period).
- **Absent on Review Day**-- Test must be taken as scheduled on Test Day
- **Absent on Instructional Day before the Test**— If a student was absent when new material was learned (e.g., not a review day), then the students will have one week (after their return to school) to complete that test.

HEALTH & SAFETY

SAFE BEHAVIOR

Mirus Academy strives to maintain a safe environment for students to learn and play. Running, climbing, wrestling, gymnastics, etc. are not allowed on school grounds except during supervised recess. Skateboards, bikes, skates, etc. may not be used on school grounds 7:30 – 5:00. Dangerous materials (including, but not limited to, alcoholic beverages, nicotine, illegal drugs, weapons, etc.) are forbidden at school or school events. Students and parents have an obligation to report any unsafe conditions they may observe, so that the situation can be corrected.

ILLNESS OR INJURY WHILE AT SCHOOL

Students who are sick or injured should come immediately to the school office. Office personnel will provide basic first aid, attend to injuries, take the student's temperature, allow the student to rest, etc. Parents will be notified of such visits via email or phone call, depending on the severity of the visit. Non-prescription medication such as Tylenol may be administered if permission was granted on the parent-signed Student Medical Form. In the event of a life-threatening event, Mirus Academy will call for an ambulance.

MEDICATIONS AT SCHOOL

Students younger than 13 are not permitted to have medication in their possession at school (exception—cough drops, inhalers, and epi-pens may be carried); instead, they must keep their medications in the school medicine cabinet to be administered by office personnel. Students 13 years or older are permitted to carry medication, but under no circumstances may they share this medication with others (exception—stimulants/controlled substances may not be carried by any student but must be locked in the school medicine cabinet).

ILLNESS AND SCHOOL ATTENDANCE

Students with allergies or mild to moderate cold & allergy symptoms (cough, congestion, headache, tiredness, etc.) should plan to attend school. However, students should stay home from school if they have had vomiting, fever of 100.0° or higher, or a known contagious disease or condition within the past 24 hours.

OUTDOOR RECESS

Junior High students (optional for 8th graders) are required to participate in outdoor recess each day, so students should dress for comfort while playing outside. Outdoor recess will be cancelled under the following conditions:

- Rain, thunder or lightning, or an Air Quality Warning issued by the National Weather Service
- Temperature below 40° (including wind-chill factor) or higher than 95° (including heat-index)
- Wet, slippery, muddy, or unsafe conditions on playground

BAD WEATHER & SCHOOL CLOSURE

When bad weather threatens, Mirus Academy closely monitors announcements made by the National Weather Service. If a tornado warning is issued for the Katy area, students shelter in the interior hallways until the warning is lifted. Mirus Academy follows KISD (specifically, Katy High School) in making decisions about bad weather closings. If, before school begins, KISD cancels classes, announces a late start, or announces an early closing, then Mirus Academy will cancel classes for the entire day. If, after school has already begun, KISD announces an early dismissal for impending bad weather, then Mirus Academy will dismiss early at the same time announced by KISD.

SCHOOL VIOLENCE

Mirus Academy is a safe environment, and students are statistically much safer in Mirus than in public school. However, no school is completely immune to violence. After consultation with local law enforcement, Mirus has chosen to not engage in "Active Shooter Drills." Each act of violence is a unique event— it is impossible to drill for every theoretical situation which may occur, and, for Mirus students, the disadvantages of these types of drills outweighs the benefits. Instead, Mirus will focus on two measures regarding school violence: First, we will work to prevent school violence from occurring by supporting students' mental health and promoting a culture of "If you see something, then say something." Second, with consultation from local law enforcement, we will instruct students on how to act quickly to keep themselves safe if they encounter gun violence in any location.

STUDENT ACTIVITIES

FUNDRAISING & ACTIVITY FEES

Mirus Academy strives to fund all its school programming and activities through its annual tuition and fees, and fundraising is not required under normal school circumstances. An annual “Activity Fee” may be assessed to cover the school’s non-educational expenses such as parties, activities, and special programs.

PARTIES & CELEBRATIONS

Mirus Academy observes many traditional American holidays (Halloween, Thanksgiving, Christmas, Valentine’s Day, Easter, etc.) through secular (non-religious) traditions. Parties and celebrations are primarily funded by the school, although donations of food or other items may be requested. These parties/celebrations may take the place of recess and/or lunch periods, but do not replace academic classes unless the celebration is educational in nature.

STUDENT GOVERNMENT

All Mirus students are encouraged to join MASC, the Mirus Academy Student Council. At the Junior High level, students have scheduled meetings during lunchtime to discuss and plan events and activities that meet the needs of junior high aged students. At the High School level, student government officers are elected and committees are established each year to oversee everything from Spirit Days to Talent Shows, from the New Year’s Eve Lock-In to Local Community Service Projects.

PARTICIPATION

All Mirus students are encouraged to attend school-planned activities. Mirus Academy has observed that students who participate in school-sponsored activities are better bonded to their classmates, feel more confident participating in collaborative learning, and take more pride in their membership in the school community. Plus, activities are always more fun when lots of students participate! Mirus Academy respectfully requests that students do not invite their classmates to alternate activities that conflict with Mirus activities (e.g. a birthday party scheduled on the same day as an activity planned by the Student Council).

ACTIVITY DRESS CODE

Some school activities specify a dress code. When attending these activities, please follow these guidelines:

- No Dress Code specified: Regular school dress code applies
- “Dressy” or “Smart-Casual”: Students should wear nice pants with a blouse, sweater, or tucked-in collared shirt. A dress or skirt is also appropriate. Jeans are okay but should not be faded or ripped. Please do not wear t-shirts, shorts, or athletic shoes.
- “Semi-Formal”: Students should wear a dress, a pantsuit, or slacks with a collared shirt and tie. Please do not wear jeans or athletic shoes.
- “Formal”: Students should wear either an evening dress or a tuxedo/suit with jacket and tie. Please do not wear jeans or athletic shoes. (Note: Mirus has no official dress standards governing prom dresses; we trust the good judgement of students and parents to select eveningwear appropriate for a high school event)

CLASSROOM RULES

Mirus Academy Classroom Rules are posted in each classroom. Classroom Rule violations are generally considered “Level 1” offences and are handled by the classroom teacher.

RESPECT YOURSELF

- ✓ Come prepared for class, so you have everything you need.
- ✓ Keep a positive attitude, so you’re ready to learn.
- ✓ Work hard, so you can be the person you want to be!

RESPECT YOUR CLASSMATES

- ✓ Listen quietly when they’re talking, so you can hear what they say.
- ✓ Respect other people’s property, so you can earn their trust.
- ✓ Treat each other with kindness, so you are friends with everyone!

RESPECT YOUR TEACHER

- ✓ Make eye contact with your teacher, so he or she knows you’re listening.
- ✓ Stay quiet when the teacher talks, so everyone can listen and learn.
- ✓ Treat your teacher with respect, so your teacher is excited to help you learn!

RESPECT YOUR SCHOOL

- ✓ Clean up your messes, so other people don’t have to clean them for you.
- ✓ Treat school property carefully, so it doesn’t break or wear out too quickly.
- ✓ Follow all the school rules, so our school stays a great place to be!

SCHOOL RULES

Mirus Academy School Rules are posted in each classroom and in the hallways. School Rule violations are generally considered “Level 2” offences and are handled in the office by an administrator. A violation of Rule #10 constitutes a “Level 3” offence.

1. I will respect other people and not abuse or engage in behaviors that could cause harm to anyone’s body, emotions, or possessions.
2. I will speak respectfully to all adults and use a title (Ms., Mrs., or Mr.) when I say their name.
3. I will not damage the floor, walls, tables, chairs, equipment, or any other part of the school building.
4. I will keep all food & drinks (other than water) in the lunch areas and not bring them into classrooms.
5. I will be attend and be on time for all my classes, and I will stay inside the school building or courtyard area unless I have officially checked out with the school office.
6. I will keep my cell phone/portable electronics in my backpack or locker and not use them in class.
7. I will keep my speech clean and free from insults, profanity, sexual references, crude humor, violence, or criminality. If I use media at school, I will make sure that it also follows these standards.
8. If I am younger than 13, I will not have a boyfriend or girlfriend at school. If I am 13 or older, I will not have PDA in the classroom, and any PDA during lunch or breaks will be “G-Rated”.
9. I will follow the Mirus Academy Codes of Conduct, including the Academic Code, Honor Code, Dress Code, Off-Campus Behavior Code, and Anti-Harassment Code.
10. I will not engage in any illegal activity, including (but not limited to) theft, assault, or the possession or use of weapons, illegal drugs, alcohol, or nicotine products.

MIRUS CODES OF CONDUCT

ACADEMIC CODE

Mirus Academy students are expected to maintain a minimum GPA of 2.0 each term. A student may be placed on Academic Probation if any report card lists an overall GPA that is lower than a 2.0. If the GPA is not brought up to at least a 2.0 by the next report card, then that student risks expulsion from the school.

THE HONOR CODE

The Mirus Honor Code states: **“Mirus Academy students do not cheat nor do they allow others to cheat.”** Cheating is defined as representing someone else’s work as your own. To avoid Honor Code violations, students should:

- ✓ Complete assignments independently without receiving answers from others.
- ✓ Complete assignments privately without providing answers to others.
- ✓ Use only approved materials during assignments and tests.
- ✓ Carefully document all sources of information used in essays, projects, and reports (use M.L.A. format, unless instructed otherwise).

Students found to be violating the Honor Code may receive a 0 for the assignment and be placed on disciplinary probation. A second violation may result in expulsion from the school.

THE DRESS CODE

In keeping with Mirus Academy’s dedication to individualization and self-expression, the school does not have a school uniform. However, all students are required to follow the guidelines listed below while at school or at any school-sponsored or sanctioned activity (exceptions may be made in writing for swim parties, dances, or similar activities). These dress code requirements apply equally to students of all genders.

- Clothing must cover the belly, back, and underwear; Skirts must hang longer than “finger-tip” length
- Shirts must cover the shoulders. Sleeveless styles are permitted only if the student can place his/her four fingers on the shoulder and touch only fabric, not skin.
- Clothing must not have writing/pictures/symbols that are offensive or promote illegal activity
- Shoes must be worn at all times. Closed-toe shoes are required for science lab.
- Hats, hoodies, and hairstyles must not interfere with classroom visibility or interfere with the ability to see the student’s eyes. Teachers reserve the right to request that hats be removed during class.
- Tattoos, if present, may not be visible and must remain covered by clothing.
- Earrings are the only pierced jewelry that may be visible; earring posts must be standard size.
- Good personal hygiene is required at all times, including the use of deodorant as appropriate.

THE OFF-CAMPUS BEHAVIOR CODE

By becoming part of the Mirus Academy community, students and parents represent the school both on campus and off campus. As representatives of the school, students and parents are expected to behave in such a manner that the reputation of the school is not damaged in any way. Violations of the Off-Campus Behavior Code may result in expulsion. Examples include (but are not limited to):

- Participation in groups that are contrary to our six core values (i.e., gangs, hate groups, etc)
- Participation in any illegal activity (i.e., drug use, underage alcohol/tobacco use, shoplifting, etc)
- Participation in public forums (newspapers, blogs, social media, etc) for the purpose of making disparaging remarks about Mirus Academy or any Mirus Academy student, parent, or staff member.

THE ANTI-HARASSMENT CODE

Everyone should feel safe at Mirus without experiencing behaviors that are considered “harassing” or “bullying”. “Harassment” is persistent conduct directed at a victim that creates an offensive, intimidating, threatening, or hostile environment. If harassment exploits an imbalance of power, it is called “Bullying”. If harassment includes an unwanted sexual, romantic, or gender-based component, it is called “Sexual Harassment”. Harassment (in all its forms) is not permitted or tolerated on-campus, off-campus, or online.

DISCIPLINE

Mirus Academy strives to be a friendly, positive environment for all students. If a discipline problem arises, teachers make every effort to address the situation professionally and sensitively. School policy prohibits teachers from yelling at students, making insults/demeaning comments, or encouraging students to shun or tease another student. Because of the school's selective admissions policy, Mirus students are generally well behaved and skilled at self-regulating their behavior. As a result, teachers and administrators trust the students and offer them a high level of responsibility. If a disciplinary event occurs, then teachers and administrators follow the procedures below:

LEVEL 1 OFFENCES

Level 1 offences are behaviors which violate classroom rules and make it difficult for teachers to teach and students to learn (see CLASSROOM RULES). Examples include excessive talking, causing distractions, not following directions, making a mess, etc.

Disciplinary Procedure: Level 1 offences are handled by the classroom teacher. Interventions may include reminders, verbal corrections, or assigned seating.

Student Consequences: Usually one or two warnings is all that is needed to correct a Level 1 offence. Repeated Level 1 offences may be considered a Level 2 offence (see below).

LEVEL 2 OFFENCES

Level 2 offences are behaviors which violate school rules (see SCHOOL RULES). Examples include excessive tardiness, cell phone use in class, mean or disrespectful behavior, violating the Mirus Code of Conduct, etc.

Disciplinary Procedure: Level 2 offences are handled in the office by a school administrator. Depending on the severity of the event, students may be sent to the office immediately or they may be referred to the office to come at a scheduled time.

Student Consequences: An administrator will speak with the student and make a written record of the disciplinary event. A first-time Level 2 offense will usually result in an administrative warning, and the student will be sent back to class. A second Level 2 offence (or a Level 2 offence with a victim) will result in parents/guardians being contacted and a conference arranged. Consequences may include a written apology, Saturday school service, disciplinary probation, and/or suspension.

LEVEL 3 OFFENCES

Level 3 offences are behaviors which are illegal or threaten the safety of the student or other individuals. Examples include tantrums, violence, assault, theft, drug/alcohol/nicotine possession or use, weapons, etc. Level 2 offences committed by a student on probation are also treated as a Level 3 offence.

Disciplinary Procedure: Level 3 offences are handled in the office by a school administrator (and the City of Katy Police Department, in the event of criminal actions). In the event of a Level 3 offence, the student will be immediately removed from the classroom and kept apart from other students until a parent or guardian arrives.

Student Consequences: Level 3 offences result in immediate suspension. During the suspension period (usually 2 weeks), a disciplinary committee (consisting of administrators and teachers) will convene to confidentially discuss the event and consider school expulsion. The student and parents are welcome to attend this committee meeting and discuss the situation. To protect the well-being of the school at large, the committee almost always recommends expulsion. During the suspension period, Parents/Guardians are provided the opportunity to withdraw the student from school before the disciplinary committee convenes to avoid record of expulsion on the student's school records.

STUDENT PRIVACY

F.E.R.P.A.

FERPA, the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under the applicable program of the U.S. Department of Education. Mirus Academy is a private school and does not receive any governmental funding. However, Mirus does respect the privacy of its students in accordance with FERPA. Mirus's annual FERPA notification is included at the end of this handbook.

STUDENT RECORDS

Student records are stored either electronically FACTS (a secure, password-protected online database) or in a locked file cabinet. In general, school records are only available to school administrators and faculty. However, with signed consent, records may be shared with other educational institutions such as future schools, colleges, scholarship searches, diagnosticians, therapists, etc. Custodial parents/guardians and students age 18 or older have the right to view their school records.

ADULT STUDENTS

Parents have the right to receive all educational notices and records for their minor children (i.e., age 17 or younger). However, students who are 18 years or older are considered adults, and federal privacy laws prohibits schools from sharing adult's records without that adult's permission. When a Mirus student is 18, he or she will need to sign a "Consent to Share Records" form that grants Mirus Academy express written consent to share educational records with his or her parents/guardians.

SCHOOL DIRECTORY

FATCS provides an online directory that lists contact information for all Mirus students and families. If desired, you may limit the information available by adjusting the settings of your FACTS account.

VALUABLES & LOCKERS

Students should avoid bringing anything valuable to school, as Mirus Academy is not responsible for items lost or stolen. Students in grades 7-12 may be assigned a locker on a first-come, first-served basis. Any locks placed on lockers must be combination-type (no keyed locks are permitted), and the combination must be on file in the school office. Students are not permitted to know one another's lock combination.

SEARCHES & SECURITY RECORDINGS

Lockers are the property of the school, and a school administrator may open and search the locker at any time and for any reason. In addition, if there is reasonable cause, a school administrator may open and search any student property that is located on school grounds or at an official school event, including (but not limited to) backpacks, purses, cars, etc. Mirus reserves the right to use security cameras in public areas of the school without prior notice.

DRUG TESTING

If there is reasonable concern that a student's health or safety is at risk due to drug or alcohol use, Mirus Academy reserves the right to require a drug test to be completed, either on-campus or off-campus. The parent will always be notified in such an event.

AUDIO & VISUAL RECORDING

To protect the privacy of the teachers and students and to prevent classroom distractions, students may not use audio and/or visual recording equipment during class (individual exceptions may be made for a teacher-supervised project in which such recording is appropriate). Because of the wide-spread use of cell phones & portable electronics, Mirus Academy is not able to prevent audio and/or visual recording during break times such as lunch, recess, between classes, or before and after school. As part of the enrollment process, all Mirus parents/guardians signed a "Photo & Media Release" which allows Mirus to use photographs and/or recordings freely in publications.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day Mirus Academy receives a request for access. Parents or eligible students should submit to the school office a written request that identifies the record(s) they wish to inspect. The school office will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Mirus Academy to amend a record that they believe is inaccurate or misleading. They should write the Academic Director or other school administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Mirus decides not to amend the record as requested by the parent or eligible student, Mirus will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the parent or eligible student when Mirus is notified of the request for a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by Mirus Academy as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom Mirus has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Mirus Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school system to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Directory Information Notice:

Mirus Academy may disclose certain information, known as directory information, in its discretion without consent. Directory information is generally not considered harmful or an invasion of privacy if released. Directory information may be disclosed to entities such as outside organizations that provide scholarships, manufacture class rings, etc. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents or students have advised the school that they do not want the student's information disclosed without their prior written consent.

Parents or eligible students may refuse to let Mirus Academy release any or all of this information. If you do not want this information released, you must send written notice annually to Mirus before September 1 of each school year. The following information regarding students is considered directory information: (1) name, (2) photo, (3) e-mail address, (4) home address, (5) telephone number, (6) date and place of birth, (7) major field of study, (8) participation in officially recognized activities and sports, (9) weight and height of members of athletic teams, (10) dates of attendance, (11) degrees and awards received, (12) the most recent previous educational agency or institution attended by the student, and (13) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

G-SUITE FOR EDUCATION: NOTICE FOR PARENTS & GUARDIANS

Mirus Academy uses G-Suite for Education, a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. G-Suites has become the industry standard for schools as it allows students to easily complete assignments, communicate with teachers, engage with educational content, and learn 21st century digital citizenship skills.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Gmail
- Google+
- Groups
- Hangouts, Meet,
- Jamboard
- Keep
- Sites
- Vault

In addition, Mirus Academy students have access to certain “Google Additional Services” with their G Suite accounts, including Chrome Web Store, Google Earth, Google Maps, Google Books, Google Photos, and YouTube.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. We recommend that you review this notice in its entirety, but below are answers to some common questions:

How can I view my child’s Google account and settings?

Your child’s account is linked to their Mirus Academy email address: *firstname.lastname@mirus-academy.org*. The default password is *mirus123*; however, your child may change that password at any time. You and your child can visit <https://myaccount.google.com> while signed in to the child’s G Suite account to view and manage the personal information and settings of the account. If you do not have the password to your child’s Google account, you may request that a Mirus Academy administrator reset the password back to the default *mirus123*.

What personal information does Google collect? How does Google use this information?

When creating a student account, Mirus Academy provided Google with your child’s name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo for their G Suite for Education account. When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user’s Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use personal information (or any information associated with an G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

Mirus students have access to Google Core Services such as Google Docs and Sites, which include features where users may choose to share information with others or publicly. When user choose to share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google shares non-personal information -- such as trends about the use of its services -- publicly and with its partners. Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- With Mirus Academy. G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

What choices do I have as a parent or guardian?

When enrolling at Mirus Academy, parents/guardians signed a statement of consent to all the policies in the *Student Handbook*. This agreement includes the "School Curriculum" policy (p. 10) requiring Mirus families to fully support the educational programming at Mirus Academy and allowing school administrators to establish and/or modify school curricula and programs (such as G-Suites) at any time without notice. Parents/Guardians have the right to refuse consent for their child to participate in Google services, in which case Mirus Academy will cancel the child's Google account and Google will not collect or use the child's information as described in this notice. However, because Google services are integrated into the Mirus classroom curriculum, withdrawing consent for Google services will also result in the student being withdrawn from most classes at Mirus Academy.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Mirus Academy academic director. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the following sites:

- G Suite for Education Privacy Center: <https://www.google.com/edu/trust/>
- G Suite for Education Privacy Notice: https://gsuite.google.com/terms/education_privacy.html
- Google Privacy Policy: <https://www.google.com/intl/en/policies/privacy/>
- Google's Apps for Education: https://www.google.com/apps/intl/en/terms/education_terms.html

COMMONLY USED FORMS

The following pages contains forms that are frequently requested from the school. Other forms are available upon request from the school office.

CHAPERONE EXPECTATIONS

Parents and teachers who chaperone teen activities should follow the guidelines below:

- ✓ **Be discreet.**
 - Provide adult supervision, but always remember that the activity belongs to the student.
 - Give students privacy to socialize without an adult hovering.
- ✓ **Watch for “wall flowers”.**
 - Discreetly encourage outgoing students to ask shy students to join them.
 - Privately praise students who are being especially friendly and inclusive.
- ✓ **Keep the party safe.**
 - Stop rowdy behavior (running around, wrestling, break dancing outside a circle, etc.)
 - Ensure that students stay with the group and aren’t leaving without notifying a chaperone.
- ✓ **Keep the party clean.**
 - P.D.A. (Public Display of Affection) is allowed, but should be G rated (if it’s the type of hugging, cuddling, or kissing you would see in a Disney movie, then it’s okay).
 - Close dancing is allowed, but the dancing should not involve grinding, straddling, or sexually suggestive movements.
- ✓ **Take pictures.**
 - Shy students may need help getting themselves into group pictures.
 - Students often claim they don’t want their picture taken, but later appreciate having that picture as a high school memento. Never force students to in a picture, but do encourage them.
- ✗ **Don’t embarrass your child or other students.**
 - Social activities are fun but can sometimes be emotionally stressful for teens. Please don’t make it more stressful by gawking, pointing, or oohing & aahing over how cute they are.
 - If you need to correct a behavior, do it as quietly and discreetly as possible. Don’t yell at students or belittle them in front of their friends.
- ✗ **Don’t be a “match-maker”.**
 - Let students work out their own relationships. Just because adolescents ‘like’ each other doesn’t mean they’re ready for a real relationship beyond secret crushing.
 - After the activity, avoid bringing up sensitive topics such as who talked or flirted with whom. Parties are a chance to escape the normal social boundaries of school. Teens can feel inhibited at future social activities if they believe interactions are being scrutinized.

JUNIOR & SENIOR SIGN-OUT PRIVILEGE

Mirus Academy 11th and 12th graders may sign themselves out of school if they agree to the rules listed below and this form signed and on file in the school office. It is each student's responsibility to ensure they are following any transportation rules and restrictions set by Texas law or parental rule (note: Texas law prohibits teen drivers under 18 from having in the car more than one unrelated passenger under the age of 21).

Parents and students should be aware that students who are off campus during regular school hours are subject to being stopped and questioned regarding truancy by local law enforcement.

Students signing themselves out of school are placing themselves outside the supervisory role of the school, and Mirus Academy cannot be held liable for the student once they leave the campus.

Students, please initial each item below to indicate that you understand and agree to each rule:

_____ I will not leave campus, except at designated times (For the 2019-2020 school year: Study Hall, Tuesday & Thursday lunch, and the second Monday of each month).

_____ I will use the Attendance Book to sign out when I leave, and I will sign back in if I return to school during school hours.

_____ If leaving temporarily (e.g., getting coffee or lunch), I will return to school no later than 5 minutes before my next class begins.

_____ I will not bring food, drinks, or any other items back to other students on campus.

_____ I will ensure that my cell phone number is listed correctly in FACTS. While I am off-campus during school hours, I will keep my cell phone with me, charged, and ready to make and receive phone calls.

_____ I understand that I represent Mirus Academy, and I will continue to follow Mirus's codes of conduct while off campus during school hours. I understand this includes Mirus's rules regarding language, dress code, respect, and PDA.

_____ I understand that my Sign-Out Privilege may be revoked by my parent/guardian or a school administrator at any time.

STUDENT: Please read and sign below: I have read and I understand the rules listed above. I understand that the ability to check myself out of school is a privilege that can be revoked if I break any of the rules or at any time that a parent/guardian or school administrator feels it appropriate or necessary.

STUDENT SIGNATURE: _____ DATE: _____

PARENTS/GUARDIANS: Please read and sign below: I give permission for my child to sign his or herself out of school during the school day. I understand that in leaving school, my child will no longer be supervised by Mirus staff, and I release Mirus Academy and its representatives from all liability for any incidences that occur in conjunction with my child having left the school campus.

PARENT SIGNATURE: _____ DATE: _____

LOCKER AGREEMENT FORM

Students may reserve a school locker to store their belongings.

By signing below, you acknowledge the following rules:

1. All lockers are the property of Mirus Academy, and a Mirus staff member may open and inspect your locker at any time.
2. Mirus is not responsible for any items lost or stolen from your locker.
 - We recommend (but don't require) that you place a lock on your locker:
 - If a lock is used, it must be combination-style only (no keyed locks).
 - Students should not share their locker combinations with other students.
 - The school office must have your current combination on file. If you change your combination, please notify us immediately.
3. Lockers must be kept clean and in good condition.
 - No food or opened drinks may be stored overnight (it attracts ants and roaches)
 - No stickers may be applied
 - Lockers may not be filled so tightly that the door is difficult to open or close
 - Lockers must be thoroughly cleaned when the school year ends (all items removed, surfaces wiped down with a disinfectant wipe)
4. Students who violate the rules listed above will lose their locker privilege. In addition, a \$40 Locker Fee will be charged in the following circumstances:
 - The locker must be cleaned by school personal, either because it wasn't cleaned at the end of the year or because it has become a health or safety hazard.
 - The lock must be cut or otherwise forcefully removed
 - The locker is damaged due to misuse

STUDENT NAME: _____

LOCKER NUMBER: _____ LOCKER COMBINATION: _____

I have read the rules listed above and agree to abide by them:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

LETTER JACKET POINT FORM

Students requesting Letter Jacket Points through the completion of extracurricular activities may track their participation hours using this form or a similar form prepared by the student or the supervisor.

EARNING POINTS—Points will only be granted at the end of each semester. A “semester” is defined as either a school semester (Fall, Spring, Summer) or a period of 16 consecutive weeks. Each activity may count only once per semester. For example, if students earns points for theater, then they may not earn double points by participating in a second theater organization that same semester.

TIME REQUIREMENT— To earn points, students must participate in the activity for at least 45 hours during a span of 16 consecutive weeks. Participating in more that 45 hours does not earn extra points. For example, 90 hours of participation in 16 weeks does not constitute double points.

STUDENT NAME:			GRADE:
DESCRIPTION OF ACTIVITY:			
	DATES	DESCRIPTION	HOURS
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			
Week 16			
<i>Points Earned: For each 16-week period completed, Freshmen earn 1, Sophomores earn 2, Juniors earn 3, Seniors earn 4 points</i>			TOTAL HOURS: POINTS EARNED:

Student Signature: _____ Date: _____

Supervisor's Name: _____ Phone: _____

Supervisor's Title/Role: _____

Supervisor's Signature: _____

HIGH SCHOOL GRADUATION— PLANNING FORM

SUBJECT	J.H.	GRADE 9	GRADE 10	GRADE 11	GRADE 12
ENGLISH—4 credits ▪ 3 core English classes ▪ 1 additional English class					
MATH – 4 credits * ▪ Algebra 1, 2 & Geometry ▪ 1 additional Math class					
SCIENCE—4 credits * ▪ Biology ▪ IPC, Chemistry, or Physics ▪ 2 additional Sciences					
SOCIAL STUDIES—3 cred. ▪ U.S. History ▪ Government & Economics ▪ W. Geog. or W. History					
FOR. LANGUAGE—2 cred. <i>must be same language</i>					
FINE ARTS—1 credit					
HEALTH—0.5 credits					
COMMUNICATION—0.5					
TECHNOLOGY—0.5 cred.					
ELECTIVES <i>Endorsement + extras</i>					
26 Credits Total:					

* A 22 credit “Basic” plan may be approved on a case-by-case basis. This plan requires 3 math credits, 3 science credits, plus electives for 22 total credits.

Silver Service Cord: The Silver Service Cord Worn is by graduating seniors with 80+ hours of volunteer community service. Service hours are counted beginning the summer after eighth grade.

Gold Honors Cord: A Single Gold Honors Cord Worn is worn by graduating seniors with a GPA of 4.00 – 4.24, a double cord for a GPA of 4.25 – 4.49, and a Triple Gold Cord for a GPA of 4.5 or higher.

Gold Honors Stole: Presented to students graduating with HONORS. Students must meet ALL of the following criteria:

- GPA must be 3.5 or higher and credits must include at least 4 classes designated “Honors”, “AP”, or “Dual Credit”
- Science must include Chemistry or Physics
- Student must have completed Pre-Calculus or at least 3 years of foreign language

BLUE Cord: Worn by graduating seniors who earn the **STEM** Endorsement (*choose 1 option below*):

- **Math Option:** Complete 2 Math classes beyond Algebra 2
- **Science Option:** Complete Biology, Chemistry, and Physics, plus 2 additional Science credits
- **Technology Option:** Complete 2 credits of Computer Science

RED Cord: Worn by graduating seniors who earn the **HUMANITIES** Endorsement (*choose 1 option below*):

- **English Option:** Complete 2 additional English classes (6 English credits total)
- **Social Studies Option:** Complete 2 additional Social Studies classes (5 Social Studies credits total)
- **Foreign Language Option:** Complete 2 additional Foreign Language classes (4 total in one or two languages)
- **Fine Arts Option:** Complete 3 additional Fine Arts classes (4 total in one or two artistic disciplines)

GREEN Cord: Worn by graduating seniors who earn the **MULTI-DISCIPLINARY** Endorsement:

- The student has complete 2 additional, unrelated academic electives (these classes must be in addition to any classes that may have been used to earn the Navy and/or Maroon cords).



MIRUS ACADEMY

906 Avenue A Katy, TX 77493

www.Mirus-Academy.org

info@Mirus-Academy.org

Office: (281) 392-4477

COPPA COMPLIANCE FORM

Dear Parents,

Mirus Academy teachers strive to provide students with the most relevant and effective teaching materials available. Often, these materials are provided electronically or online. These materials are not operated directly by our school; instead, they are provided through third-party vendors, such as FACTS, Google, Microsoft, etc. A complete list of online programs is available through the school office upon request.

In order for Mirus students to utilize these programs and services, Mirus Academy may need to provide identifying information about your child such as name, grade level, user name, and/or email address.

Under the federal *Children's Online Privacy Protection Act (COPPA)*, these online providers are required to gain parental notification and consent before collecting any identifying information from children under the age of 13. By signing below, you are authorizing Mirus Academy to provide consent to all its third-party vendors rather than having each individual vendor contact you directly for that consent.

Without this form, Mirus Academy cannot provide your student any educational resources offered by web-based educational programs and services. This form will only need to be signed once. It will remain in the student's file for future years.

By signing below, I hereby give consent to Mirus Academy to share my student's name, grade level, user name, and/or email address to providers of online educational programming.

Student's Name: _____ Birthdate: _____

Parent's Name: _____ Today's Date: _____

Parent's Signature: _____

Note: COPPA only requires this consent form for students under the age of 13

Verification of Enrollment and Attendance (VOE) Form For Driver License Purposes

Planned Use of Data: To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for an instruction permit and/or a license to operate a motor vehicle. The student presents the completed form to the DPS. DO NOT return this form to the Texas Education Agency.

Authority: The Texas Transportation Code (TRC) requires students who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license. This requirement applies to persons under 18 years of age.

Contacts: Contact local DPS driver license office or DPS headquarters website: www.txdps.state.tx.us and e-mail: plo@txdps.state.tx.us (512/424-2000) or Texas Education Agency website: www.tea.state.tx.us and e-mail: lbauer@mail.tea.state.tx.us (512/463-9322)

Issuing VOE Forms: The issuance or denial of the VOE form is strictly a local school, charter, GED program, or Institution decision. Neither TEA nor DPS can alter a VOE decision. Schools, Charters, GED programs, and institutions of higher education can impose and enforce conditions and restrictions on enrollment and attendance as it pertains to VOE eligibility that exceed minimum restrictions defined by law and rule. **It is recommended that schools, charters, GED programs, and institutions of higher education clearly outline all requirements for issuance of the VOE form and establish a formal, published policy to support the requirements.** The VOE form does not have to be signed by the student in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS. NOTE: Texas Education Code 25.092 (excerpted), Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The 90 percent attendance rule applies when determining VOE eligibility. **Thus, if 1) the school awarded a student credit for each class the semester prior to application for the VOE and 2) the school considers the student currently enrolled at the time the student applied for the VOE form, then the student should be considered eligible for the VOE form pursuant to the 90 percent rule (unless a published policy states otherwise).** Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.)

A student must meet one of the following requirements to receive the VOE form. The individual certifying attendance verifies on behalf of the school, program, or institution the following as true and correct by marking the appropriate box and affixing a legal signature to this form:

☒ **Public, charter, home or private schools:** The public, charter, home, or private school should mark this box and issue the form to any student who is (1) currently enrolled and (2) who met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in the fall or spring semester immediately preceding the date of application for the form.

☐ **GED programs:** GED programs mark this box and issue the form to any student who (1) is currently enrolled, (2) has been enrolled in the program for a minimum of 45 calendar days, and (3) is meeting the attendance requirements prescribed by the GED program.

☐ **Institutions of higher education:** Institutions mark this box and issue the form to students who have not obtained a diploma or its equivalent but are enrolled and attending as prescribed by the institution. Note: Institutions can issue a letter signed by an official of the institution stating that (1) the student is currently enrolled and (2) the student is meeting the institution's attendance requirements instead of issuance of this form.

NAME OF STUDENT:	DATE:	STUDENT SIGNATURE:	
NAME & TITLE OF ADMINISTRATOR:	PHONE:	ISSUANCE DATE:	ADMINISTRATOR SIGNATURE:
Parental/Guardian Permission: I grant my permission for the Texas Department of Public Safety (1) to access my child's school enrollment records and (2) for a school administrator or law enforcement officer to notify DPS in the event that my child has been absent from school for a at least 20 consecutive instructional days.			
PARENT SIGNATURE:			
Expiration: Any VOE issued during the school year expires 30 days after issuance. Any VOE issued the last 5 days of the school year will expire the first day of the following school year.			

Schools may personalize and/or develop their own VOE form provided all pertinent information contained on this form is incorporated. THE VOE DOCUMENT IS A GOVERNMENT RECORD AS DEFINED UNDER TEXAS PENAL CODE, 37.01(2). ANY MISREPRESENTATION BY THE APPLICANT OR PERSON ISSUING THE FORM MAY RESULT IN DENIAL OF AN APPLICATION FOR A TEXAS DRIVER'S LICENSE AND/OR CRIMINAL PROSECUTION. REVISED 3/2/2000 –CDD-104