

Miracle Academy Preparatory School Handbook



But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run and not be weary; and they shall walk and not faint. Isaiah 40:31

Dear Parents/Guardians:

Welcome to Miracle Academy Preparatory School. We have a program for children of all ages. The essence of The Miracle Academy Preparatory School education is to assist the child's natural tendencies to learn and become independent. Our goal is to provide for each child's intellectual, spiritual, social, and physical growth. The intent is to compliment your approach at home, and work as a part of a team, to help your child fulfill his/her potential. We hope that you will make it your goal to learn about The Miracle Academy Preparatory School approach, through observing and becoming an active participant in the school itself. I hope that you will find this handbook to be an adequate introduction to our school and its essential policies. I want to encourage your participation throughout the school year. This is essential to the success of The Miracle Academy Preparatory School.

I wish you and your family a successful and happy experience at our school.

Sincerely,

Teresa S. Middleton Principal

The Miracle Academy Preparatory School Alma Mata

Miracle Academy, a place where I can be free. Learning things that will carry me, far above my enemies. There's a miracle happening inside of me.

Chorus: I believe I can fly. I believe I can touch the sky. I think about it every night and day spread my wing and fly away. I believe I can soar. See me running through that open door. I believe I can fly. I believe I can fly. I believe I can fly.

I use to think that I could not succeed. I never took the time to just believe, but at Miracle Academy I've learned how to dream and achieve.

Repeat Chorus

Spread my wings like an Eagle. Soaring high above the clouds; overcoming obstacles, so in myself I can be proud. There's a miracle happening inside of me.

Repeat Chorus

Vamp: Soar like an Eagle Reach the impossible.

Repeat Chorus



The Philosophy

The Miracle Academy Preparatory School was founded in 1996 by Rev. Inez Middleton who felt that there was a clear need and place in the Russellville and surrounding educational community for an independent school with certain unique characteristics.

Education at the Miracle Academy Preparatory School is both challenging and joyful. Active, hands on learning, fosters each child's curiosity, critical thinking skills, and love of discovery.

How children learn is as important to us as what they learn. Both basic skills and critical thinking skills are emphasized. We aim to foster each child's natural abilities and individual learning styles, ensuring that appropriate academic goals are developed for each student. We encourage creative, hands on approach, filling our classrooms with evidence of our children's need to explore and experiment.

We are a nonprofit school dedicated to providing a learning environment that is supportive and responsible to each child's individuality as well as to the group as a whole.

Our program is designed for multi-aged, multicultural diverse student population, ages four through eighteen. Low student to teacher ratio is an important aspect of our school. Parental cooperation is integral to our success. We encourage parents to volunteer their unique talents to help us offer the children the best we have to give.

We aim to provide a challenging and developmentally appropriate curriculum. Science and computer classes are provided in order to emphasize problem-solving techniques. Writing and reading are an integral aspect of the Miracle

Academy Preparatory School through creative writing projects, bookmaking and journal keeping. Field trips are an essential aspect of our class.

Parents are the backbone of this corporation. We are engaged in creating an environment where children become problem solvers, take responsibility for their education and can set goals and achieve them. We strive to provide a challenging and developmentally appropriate foundation for later academic, spiritual, emotional, and social success.

GENERAL INFORMATION

ABSENCES

In case of absence, the day the student returns, the parent should send a dated note to the teacher explaining the reason for the absence. There are no excused absences except for students' illness or death in the immediate family. Students will not be allowed to class without a note explaining their absences. Students who have a total of ten unexcused absences will have to make up their absences by attending Summer School at parents expense.

No refunds on tuition are made because of absences. Any student who is absent ten (10) days or more in one semester cannot pass that semester's work. Three tardies in a nine-week period will be marked as an unexcused absence. A student who has been suspended from school for any reason will receive zeros for any classes missed and will not be permitted to make up exams missed.

AFTER-SCHOOL HOURS

We encourage parents to pick up students promptly after school activities are over. The school cannot be responsible for students

who remain after 2:45 p.m. who are not enrolled in the after-school program. Students picked up after 2:45 will be charged \$1.00 per minute. It is against school policy for students to stay after school on school grounds or in the area in order to attend an evening event. Parents must pick students up in the afternoon and return them for the evening event.

BIBLE

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, History, Geography, and Science. Without a knowledge Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." The student body will attend chapel on Wednesdays and on this day Bible class will not meet for elementary and preschool students.

LUNCHES

Students in grade Kindergarten through 6th must bring their own lunches or money for the concession stand. Lunch will only be provided for our childcare program.

FINANCES

The Academy offers a 10 period tuition payment schedule for families to assist with the cost of education fees.

The family plan does not include Daycare/Pre-K children. No relatives other than brothers and sisters may be included. The tuition for the school year has been divided into ten equal payments. Each payment covers one tenth of the total number of school days. Tuition will increase for students who enroll at Miracle Academy for the second quarter of school.

Tuition is due by the first of each month and is late if received after the fifth day of the month unless the fifth falls on a Saturday or Sunday for August through May. ALL TUITION FOR THE MONTH OF AUGUST IS DUE before the first day of classes.

FINANCIAL POLICIES

Mail all tuition to: Miracle Academy Preparatory School Post Office Box 47 Russellville, SC 29476

A late fee of \$35 will be added to any account showing a balance of \$10 or more after the close of the business office on the 5th day of the month. (When the 5th falls on a Saturday or Sunday, payments may be made on Monday without paying the \$35 penalty). A student will not be admitted to class if payments are not received by the 5th. Students enrolled one day or more of any period will be charged the full period's tuition. It is our policy to charge \$40 for all checks returned to us by your bank for any reason. If a check is returned, the account is on a cash basis, (including lunch and all other fees).

Please note: We are unable to accept post-dated checks

No school records, including health records, will be released for any student when there is a balance owing on the student's account. No graduating student will be permitted to receive his or her diploma until all tuition and fees are paid up to date.

The Miracle Academy Preparatory School endeavors to keep low tuition rates for the benefit of each parent. For that reason, we conduct a fund-raising program and anticipate each child's and/or parent's participation in helping raise additional funds

needed of the designated school projects. The school receives no Federal assistance, neither is it endowed by any other organization.

******All prices are subject to change without advance notice******

GENERAL INFORMATION

INCOMPLETE WORK

Any incomplete work not made up within five school days after the absence will automatically receive an F".

TEXTBOOKS

Each student must furnish his own supplies and textbook. In case of the loss off any furnish textbooks or library books, the student will be charged the total price of the replacement. Students are required to have book covers for the protection of their furnished books.

WITHDRAWALS

All withdrawals must go through the school office. Students attending one day of any period will owe full period's tuition. In the event that the account is showing a credit balance at the time of withdrawal, this amount will be refunded. NO school records will be released for any student when there is a balance owing on the student's account.

COMMUNICABLE DISEASES

Miracle Academy Preparatory School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “Communicable Diseases” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other person. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. See list of reportable diseases below:

Acquired Immune Deficiency Syndrome	Hansen’s Disease	Relapsing Fever
Aids Related Complex (ARC)	Hepatitis	Rubella/Congenital
Amebiasis	HIV	Salmonellosis
Animal Bite of Humans	Legionnaire’s Disease	Schistosomiasis
Anthrax	Leptospirosis	Shigellosis
Botulism	Lymphogranuloma Venereum	Small Pox
Brucellosis	Malaria	Syphilis
Campylobacteriosis	Measles	Strep Throat
Cancroids	Meningococcal Disease	Tenanus
Chicken Pox	Mumps	Tuberculosis
Dengue	Paralytic Shellfish Poisoning	Typhus
Encephalitis	Pink Eye	Trichinosis
Giardiasis (Acute)	Plague	Typhoid Fever
Gonorrhea	Psittacosis	Vibrio Infections
Granuloma Inquinale	Rabies	Yellow Fever

Rights and Responsibilities of the Miracle Academy Preparatory School

RIGHTS:

- to set fees and tuition
- To expect that contractual obligations will be met

- To hire and dismiss teachers, to accept and terminate students according to policies and procedures
- To expect the cooperation of its members
- To prorate tuition in the event of termination

RESPONSIBILITIES

- To maintain a safe environment
- To be responsive to the needs of students, parents, and teachers
- To provide qualified staff and to attempt to have minimal turnover by providing job security and compensation which enhances the position
- To maintain liability insurance
- To keep accurate, current, and appropriate financial records
- To maintain financial solvency
- To pay financial obligations in a timely manner
- To keep a good credit history with suppliers
- To comply with federal and Miracle Academy Preparatory guidelines as they pertain to discrimination.

Dress Code

Girls:

I. Hair

- A. Hair must be clean and neatly combed.
- B. Haircut must be in keeping with feminine appearance.
- C. No Hair Rags.
- D. Only decorative head wraps may be worn.

II. Shoes

- A. Must be worn at all times and in good repair.
- B. No thong sandals, tennis shoes, slippers, or flip flops.

- C. Only navy blue, black, brown, and tan shoes are allowed to be worn at school. Only solid uniform colored Sperry's and canvas shoes are allowed.

III. Dresses

- A. No sundresses, halters, or spaghetti straps unless with a blouse or sweater.
- B. Must have a modest neckline
- C. All dresses or skirts are to be knee length.
- D. No dresses or skirts with slits above the knee.
- E. No bleached out, faded, sheer, see-through, spandex, clingy, or tight fitting garments.
- F. All dress and skirts must be uniform

IV. Blouses

- A. No halters, midriffs, tube-tops, T-shirts or sweatshirts.
- B. No bleached out, faded, sheer, see-through, spandex, clingy, or tight fitting garments.
- C. Only navy blue, black, gray, and white sweaters are permitted to be worn at school for all students.
- D. School T-shirts and sweatshirts are permitted.

V. Pants

- A. Full-cut dress slacks only.
- B. **No** shorts are allowed.
- C. Full cut uniform Bermuda and peddle pushers are allowed.

VI. Make-up and Jewelry

- A. NO make-up is to be used by kindergarten through eighth-grade students.

- B. Make-up for high-school girls must be minimal and in keeping with the testimony of a Christian woman.

- C. Jewelry must be minimal and feminine in appearance.

VII. Undergarments

Appropriate undergarments will be worn at all times. Girls will only be allowed to wear white camisoles under their blouses.

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals which we seek to establish in those who attend the school. The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. Direct any questions about the intent or provisions of the dress code to the school administrator.

STUDENTS NOT IN FULL COMPLIANCE WITH THE DRESS CODE WILL NOT BE ALLOWED IN CLASS UNTIL THE PARENT BRINGS THE APPROPRIATE ATTIRE. PLEASE MAKE SURE YOU HAVE AMPLE CHANGE OF CLOTHES.

Boys:

I. Hair

- A. Must be clean and neatly combed.
- B. Length to be above collar, mid-ear, and no hair higher than one-inch in height.

II. Shoes

- A. Must be worn at all times and in good repair.
- B. No tennis shoes or thong sandals.

- C. Socks must be worn at all times.
- D. Only black, navy, tan, & brown shoes are allowed.

III. Pants

- A. Pants must be properly fitting and in good condition (no rips, holes in the knees, frayed pant legs or bleached-out).
- B. Pants that are designed to be worn with belts must be worn with a belt.
- C. No overalls or denim jeans.
- D. No pants larger than one size above the waist.
- E. BOYS ARE REQUIRED TO WEAR A BELT EVERYDAY.
- F. Shirts must be worn tucked in at all times.

IV. Shirts

- A. White Shirts with a collar.
- B. NO T-Shirts with emblems or advertisements, numbers, or writing of any kind EXCEPT Miracle Academy T- Shirts.
- C. No tank tops, fishnet shirts, sweatshirts, or T-shirts designed for underwear are suitable.
- D. Shirts are to be worn tucked in at all times.

V. Jewelry

- A. Jewelry that reflects feminine appearance must not be worn by boys.
- B. No earrings in ears.



DISCIPLINE

The goal of *Miracle Academy Preparatory School* is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of making and enforcing classroom regulations in the manner which he feels is in accordance with Christian Principles and discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior attitude. Examples of typical corrective measures are student/teacher conference. Students can be suspended or expelled for excessive accumulation of detentions or failure to report to detention.

Actions that threaten or harm another individual is ability to function rightly and safely will require further corrective measures. Therefore, students may be suspended or expelled for fighting, lying, stealing, disrespect, cursing, cheating, vandalism, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. The principal will make decisions on individual basis regarding suspensions and expulsions.

Rights and Responsibilities of the Students

RIGHTS:

- To be provided with an appropriate and meaningful education
- To have his/her progress and needs assessed in ways which are consistent with The Miracle Academy Preparatory School's educational objectives and which are meaningful to the student, parent, and teacher
- To an environment which is conducive to learning
- To have access to the appropriate tools and equipment to pursue educational activities

RESPONSIBILITIES

- To be courteous and show respect to all members of the school community and the school property
- To act in accordance with the behavioral expectations of the school
- To come to school prepared and on time for instruction and participation
- To complete assignments and work
- To work cooperatively with students and teachers

Rights and Responsibilities of the Parents:

RIGHTS:

- To visit the classroom with prior notice
- To request a conference with the teacher or Principal within a reasonable amount of time

- To be treated with respect by the students and teachers of The Miracle Academy Preparatory School

RESPONSIBILITIES

- To cooperate with the teacher regarding educational and disciplinary needs and expectations
- To keep abreast of school assignments and encourage students to complete assignments on time
- To volunteer to serve on at least one committee and participate in fund-raising activities
- To be punctual in dropping off and picking up students
- To keep the school/teacher informed of illness and absences
- To pay tuition and fees promptly

STUDENT CONDUCT AND DISCIPLINE

Minor infractions:

1. The following infractions constitute examples of unacceptable conduct:
2. 1. Chewing gum.
3. Running in the building.
4. Excessive talking.
5. Tardiness.
6. Littering in the building or on school grounds.
7. Improper behavior during assembly or school-sponsored activities.
8. Minor dress code violations.
9. Minor property damage.
10. Unexcused absences from school.
11. Possession of unauthorized items (i.e. radios, toys, tapes, books, or any other unauthorized electronics).

12. Consumption of food or beverages in “unauthorized” areas. Food consumption will be restricted to the lunch room or areas specified by the teacher.

Major infractions:

The following infractions constitute examples of unacceptable behavior and will be handled in a firm and earnest manner:

1. Unexcused absences from chapel or assemblies.
2. Truancy.
3. Profanity, obscene or suggestive language or gestures.
4. Willful destruction of property.
5. Cheating or lying.
6. Fighting.
7. Disrespect for school staff members.
8. Disrespect for staff members.
9. Major property damage.
10. Rebellious or irreligious attitudes.
11. Use of possession of drugs.
12. Sexual misconduct.
13. Theft or vandalism.
14. Possession or drinking of alcoholic beverages.
15. Possession or use of tobacco.
16. Leaving school without permission.
17. Possession of knives or other dangerous objects or weapons.

STUDENT CONDUCT AND DISCIPLINE

Student Conduct and Discipline

A lifestyle which reflects Christian principles stands out in today’s crowd. At Miracle Academy we have standards of conduct and dress that we feel should be a part of the students’ mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Boy / Girl Relations

Miracle Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will not be allowed.

Chapel or Assemblies

Chapel and assemblies will be an important part of the spiritual educational program of Miracle Academy. Each school day will begin with a chapel/devotional period consisting of prayer, Bible reading and singing. In addition to the daily bible lessons, chapel will be held every Wednesday. The following guidelines will be used:

- I. Attendance is required of all students.
- II. Each student will demonstrate proper courtesy to the speaker.
- III. There will be no unnecessary talking, distracting of others, or disturbances.
- IV. Students will not be allowed to study during chapel.
- V. Girls are required to wear skirts or dresses. SKORTS ARE NOT ALLOWED.

Code of Behavior

In order to ensure spiritual and educational benefits for all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will

be to develop respect for authority of any staff member at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, aides, secretaries, cooks, custodians, bus drivers and visitors at all times.

Rights and Responsibilities of the Teachers of Miracle Academy Preparatory School

RIGHTS

- To an employment contract and regular pay schedule
- To access to the appropriate materials and resources to carry our curricular goals
- To have input into school policies and procedures
- To be treated with respect by students and parents
- To be contacted only during school hours at the school or at home until 7:00 P.M.
- To due process of grievance

RESPONSIBILITIES:

- To prepare and maintain an environment which is conducive to learning
- To prepare appropriate lesson plans
- To facilitate learning and access student progress
- To report to parents the progress of his/her child(ren) throughout the year via student-teacher conferences, 9-weeks reports
- To make adjustments in the curriculum and classroom organization based on students' strength and needs
- To be at school during those hours for which he/she has been contracted

- To serve on committees
- To treat each student with courtesy and respect
- To maintain discipline in the school that is conducive to learning and enhances student dignity
-
- ***Required Information***

Pledge of Allegiance

I pledge allegiance to the flag, of the United States of America and to the Republic, for which it stands, one nation, under God, indivisible, with liberty and justice for all.

The Christian Flag Pledge

I pledge allegiance to the Christian flag and to the savior for whose kingdom it stands, one savior crucified, risen and coming again, with life and liberty for all who believe.

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy word. I will make it a lamp unto my feet, light unto my path. I will hide in my heart so that I might not sin against God.

The Lord's Prayer

Our Father which art in Heaven, hallowed be their name. Thy Kingdom come, Thy Will be done. On Earth as it is in Heaven, Give us this day, our daily bread. And forgive us of our trespasses, as we forgive those who trespass against us. Lead us not into temptation, but deliver us from evil. For Thine is the Kingdom, the power and the glory. Forever and ever Amen.

The Miracle Academy Preparatory School

Policy on Emergencies and Severe Weather Conditions

23 Psalms

The Lord is my shepherd; I shall not want. He maketh me to lie down in green pastures: he leadeth me beside the still waters. He restoreth my soul: he leadeth me in the path of righteousness for his name sake. Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over. Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord for ever. Amen

In the event of an emergency where adequate warning is given (i.e. a hurricane), parents will be contacted and children will be sent home. Emergency or severe weather may include, but is not limited to: hurricanes, severe thunderstorms, snow storms, fire, police emergencies, etc. When severe weather conditions exist, please listen to the local radio or television stations for information on school closings. When Berkeley County Public Schools closed due to inclement weather, The Miracle Academy Preparatory School and Nursery-Childcare will also close its program.

