

Mound Street Academies

# Student Handbook 2015-2016



Our mission is to nurture and inspire all students through self-paced education to achieve academic success, to establish career goals, and to acquire 21st century skills.

# Mound Street Academies

354 Mound Street  
Dayton, OH 45402-8325  
Phone: 937-223-3041 Fax: 937-223-5867  
Student Call Line: 937-223-5381  
[www.moundstreet.org](http://www.moundstreet.org)

Superintendent: William Coutts  
Principal: Ronald Cothran  
Assistant Principal: Eddie Davis Jr.  
Academic Coach: George Hurbanek II

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*Office of the Superintendent*

Fall 2015

Dear Students,

Congratulations! You are taking a step forward to secure a productive future for yourself by attending Mound Street Academies.

You are now among a group of young people from all over the Miami Valley who have made the decision to begin their trip down a career pathway to success – armed with career goals and a high school diploma.

You have a right to obtain an education that helps you achieve growth in learning. We are making a determined effort to improve our instructional practices to help you do just that. If you are not experiencing success at Mound Street Academies, please inform your teacher or principal to discuss your educational options. Mound Street Academies will provide any student the opportunity to engage in additional academic instruction through expanded learning time.

On May 30, 2015 at the Victoria Theatre, 22 graduates took an important step in their lives - graduation. With hard work, determination and good attendance, you, too, will march down that aisle in the not too distant future!

The teachers, administrators and I urge you to take advantage of the many opportunities presented to you at MSA and encourage you to call on us if you need assistance.

Best of luck!

William Coutts  
Superintendent  
Mound Street Academies

***Focus, Patience, Persistence—Achievement!***



**Mound Street Academies**  
 354 Mound Street Dayton, Ohio 45402-8325  
 Phone: 937.223.3041 Fax: 937.223.5867

**SCHOOL CALENDAR**

|     | M  | T  | W  | T  | F  |
|-----|----|----|----|----|----|
| AUG | 27 | 28 | 29 | 30 | 31 |
| SEP | 3  | 4  | 5  | 6  | 7  |
| OCT | 10 | 11 | 12 | 13 | 14 |
| NOV | 17 | 18 | 19 | 20 | 21 |
| DEC | 24 | 25 | 26 | 27 | 28 |
| JAN | 31 |    |    |    |    |
| FEB |    | 1  | 2  | 3  | 4  |
| MAR | 7  | 8  | 9  | 10 | 11 |
| APR | 14 | 15 | 16 | 17 | 18 |
| MAY | 21 | 22 | 23 | 24 | 25 |
| JUN | 28 | 29 | 30 |    |    |
| JUL |    |    |    | 1  | 2  |
| AUG | 5  | 6  | 7  | 8  | 9  |
| SEP | 12 | 13 | 14 | 15 | 16 |
| OCT | 19 | 20 | 21 | 22 | 23 |
| NOV | 26 | 27 | 28 | 29 | 30 |
| DEC |    |    |    |    |    |
| JAN | 2  | 3  | 4  | 5  | 6  |
| FEB | 9  | 10 | 11 | 12 | 13 |
| MAR | 16 | 17 | 18 | 19 | 20 |
| APR | 23 | 24 | 25 | 26 | 27 |
| MAY | 30 |    |    |    |    |
| JUN |    | 1  | 2  | 3  | 4  |
| JUL | 7  | 8  | 9  | 10 | 11 |
| AUG | 14 | 15 | 16 | 17 | 18 |
| SEP | 21 | 22 | 23 | 24 | 25 |
| OCT | 28 | 29 | 30 | 31 |    |



**Official Calendar 2015-16**

|                       |  |
|-----------------------|--|
| <b>First Quarter</b>  |  |
| July 29               | New Staff Orientation  |
| July 30               | First Day for Teachers   |
| Aug 10                | First Day for Students   |
| Sept 7                | Labor Day Holiday-Closed   |
| Sept 23               | Teacher In-service Day   |
| Oct 9                 | End of 1 <sup>st</sup> Quarter (43 days)                                 |
| <b>Second Quarter</b> |  |
| Oct 12                | Begin 2 <sup>nd</sup> Quarter  |
| Oct 15-16             | Fall Break/No Teachers or Students                                       |
| Oct 21                | Teacher In-service Day   |
| Oct 26- Nov 6         | OGT Testing  |
| Nov 25-27             | Thanksgiving Break – Closed  |
| Dec 17                | End 2 <sup>nd</sup> Quarter (43 days)<br>End of 1 <sup>st</sup> Semester |
| Dec 18                | Teacher In-service Day   |
| Dec 21- Jan 1         | Winter Break-Closed  |
| Jan 4                 | Classes Resume   |
| <b>Third Quarter</b>  |  |
| Jan 4                 | Begin 3 <sup>rd</sup> Quarter  |
| Jan 18                | Martin Luther King Day – Closed  |
| Feb 10                | Teacher In-service Day   |
| Feb 15                | President's Day-Closed   |
| Mar 11                | End 3 <sup>rd</sup> Quarter (47 days)                                    |
| <b>Fourth Quarter</b> |  |
| Mar 14                | Begin 4 <sup>th</sup> Quarter  |
| Mar 14-Mar 25         | OGT Testing  |
| Mar 28-Apr 1          | Spring Break – Closed  |
| May 2                 | Teacher In-service Day   |
| May 25                | Last day for students (47 days)  |
| May 26- 27            | Teacher In-service Days  |
| <b>May 28</b>         | <b>Graduation</b>  |
| May 30                | Memorial Day – Closed  |
| May 31                | Teacher In-service Day   |
| May 31 – June 3       | Make-up Calamity Days (if needed)  |
| June 6 - 24           | Summer Session   |

*Focus...Patience...Persistence = Achievement*



|     | M  | T  | W  | T  | F  |
|-----|----|----|----|----|----|
| JAN |    |    |    |    | 1  |
| FEB | 4  | 5  | 6  | 7  | 8  |
| MAR | 11 | 12 | 13 | 14 | 15 |
| APR | 18 | 19 | 20 | 21 | 22 |
| MAY | 25 | 26 | 27 | 28 | 29 |
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Adopted – 5/14/15

Visit our web site!  
[www.moundstreet.org](http://www.moundstreet.org)

# Section 1: EMERGENCY PROCEDURES

All students need to be knowledgeable of the Mound Street Academies' Emergency Procedures in order to respond at a moment's notice.

## **Fire Alarm**

Upon hearing the fire alarm, note the emergency evacuation route posted on the classroom and building walls and the exit signs hanging from the ceiling. Exit following the posted route out of the building. Movement out of the building should be swift and quiet. Wait for further direction from a staff member. Follow the directions of school officials. Remain outside until an all-clear is signaled.

## **Tornado Alarm**

Upon being notified of a local tornado warning, proceed to the Tornado Safe Zone so marked and located in the southwest corner of the lower level. Sit quietly on the floor and follow the directions of school officials. Remain in your position until you hear the all-clear signal.

## **Earthquake Preparedness**

Earthquakes strike without warning. As soon as you feel earthquake's shaking or hear its rumble, take the following measures:

**Duck, Cover, And Hold** - Drop to the floor and get under a desk, table or counter and hold on tightly to the covering object. Put books or any item over your head to protect against hurled objects. Move away from the windows and glass. Wait for staff's instruction. Stay in assigned areas until dismissed by building administrators or fire or police personnel.

## **Emergency Lock Down Alarm**

Upon hearing the "lock down" call from a school official, students are to move to their "Safe Spot." Staff will instruct students immediately on proper behavior. Quietness must be maintained. Remain in the "stay-put" position until a school official signals all-clear.

## **Evacuation Plan for Individuals Needing Assistance**

An individual plan will be developed for students and staff who require assistance.

### **A. Fire Alarm Procedure**

1. Assigned school personnel will move to their positions to assist individuals who use wheelchairs and others who need assistance. These personnel will stay with individuals until a signal is given to return to the regular routine or the Fire Department arrives.

### **B. Notice of a Tornado Warning and/or Emergency Lock Down**

1. Assigned staff will accompany individuals needing assistance to the designated area.
2. Staff members will remain with individuals needing assistance until the all-clear signal is sounded.

## **FIRST AID**

In an emergency, locate the nearest adult or student and call for help.

## Section 2: POLICIES AND RULES

### Behavior Expectations

You are expected to come to school every day, on time, prepared to learn. You are expected to conduct yourself in a responsible, business like adult manner in and around school grounds. Such behavior includes speaking quietly, using good manners, cleaning up the areas of the building you use, and treating others with respect.

**As part of the Career Based Instruction (CBI) program, students are expected to participate in paid employment or volunteer work experience at a non-profit organization for a minimum of 15 hours each week. Students who do not have employment/volunteer work experience MUST attend school all day. Failure to comply with these requirements can result in suspension and/or removal from the program.**

**All students are required to possess an identification badge supplied by the school while in the building and when attending a school-sanctioned activity. Lost/broken badges will be replaced for a fee of \$5.00.**

As part of our on-going program to ensure a business like adult workplace, and, at the same time, ensure the health, welfare and safety of all students and staff, video cameras may be placed in areas in and around the building. Recordings from these video cameras may be used as evidence in student discipline proceedings. These recordings are viewed by school personnel and/or law enforcement only.

The consequences for infractions of the following rules shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures, such as longer suspensions, denial of bus privileges or, for up to one year, expulsion from Mound Street Academies and any other school in the State of Ohio.

Rules and regulations are:

### Attendance

The Mound Street Academies will be open Monday through Friday, 7:30 a.m. until 4:00 p.m., with doors opening for arrival at 7:50 a.m. until 8:25 a.m. Students' schedules will be designed around credit needs. Students will not be permitted to enter after 8:25 a.m. without presenting a documented valid reason or being accompanied by a parent/guardian to sign the student into school. Free breakfast is available daily to students from 7:50 a.m.- 8:20 a.m.

### Hours for Working/Volunteer Students:

|                                 | <u>Arrival Time</u> | <u>Dismissal Time</u> |
|---------------------------------|---------------------|-----------------------|
| Monday-Friday (morning session) | before 8:25 a.m.    | 12:00 p.m.            |

### Hours for Non-Working/Non-Volunteer Students:

|                                 |                  |           |
|---------------------------------|------------------|-----------|
| Monday-Friday (all day session) | before 8:25 a.m. | 3:00 p.m. |
|---------------------------------|------------------|-----------|

## Section 2: POLICIES AND RULES CONTINUED...

### Absence

Regular attendance is critical to academic and workplace success. Students are expected to be in class every day assigned and on time. Absence or tardiness from school can result in removal or recommendation for truancy through the Juvenile Justice system. The following guidelines will be followed:

*According to Section 2151.011 (B)(17) O.R.C a habitual truant means “any child under the age of 18 years who is absent without legitimate excuse for absence from the public school the child is supposed to attend for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in one school year.”*

### Tardies

Students are expected to be on time. Multiple tardies may result in a referral to the principal for a parent/guardian conference. A tardy is defined as any student who reports to school after 8:25 a.m. After 8:25 a.m. the student will be turned around and is considered absent unless a parent/guardian accompanies the student into Mound Street Academies and signs them into school, or the student presents a documented valid reason approved by the administration. To prevent disruption of other students, tardy students will walk directly and quietly to their class.

### Sign In/Sign Out - Office Procedure

- *Students are strongly encouraged to make appointments that do not conflict with school time.*
- Students leaving school early for any reason must submit to the teacher a written request. Early dismissal for students under 18 will require a phone call to his/her parent if there is not written request.
- Any student becoming ill during the school day must obtain permission from the principal and/or nurse to leave school. Permission to sign out will be granted after contact is made with a parent.

### Regulations for Adult Students

An adult student is defined as a student 18 years of age or older. The school reserves the right to maintain contact with the parents of adult students regarding attendance, discipline, and academics. Parents or guardians of adult students who reside at home will be advised of grades and other appropriate school records. All consents that are normally required of parents or guardians of minor students such as immunizations will be required of the adult student. Adult students will comply with all school regulations.

### Equal Education Opportunities

All students of the Mound Street Academies will have equal educational opportunities. Mound Street Academies do not discriminate against applicants, employees, students, parents, members of the general public and individuals with whom it does business on the basis of race, color, national origin, citizenship status, religion, sex, economic status, age, or disability.

### Individuals with Disabilities

If you need any accommodation during the course of the school year, please contact the principal.

### School Weather Closing Policy

If Mound Street Academies is on a delayed schedule or closed by authority of our administration due to weather conditions or other calamities, no student should report to school. If MSA is on a delayed schedule, students should report one or two hours (as stated in the announcement) from their normal arrival time. When such a decision is made, TV and other media are immediately notified. Channels WHIO (7), WDTN (2), WKEF (22), and WRGT (45) are notified through an automated system. Please listen to those stations, call your teacher, or call the school for information.

## Section 2: POLICIES AND RULES CONTINUED...

### Cell Phone Policy

Students will be permitted to have (1) one cell phone locked away upon arrival (once) per day. Students can only sign phones in and retrieve them once per day unless mitigating circumstances indicate otherwise. No other electronic devices will be locked away. Do not bring electronic devices other than your cell phone to school.

Sexting, inappropriate pictures, books, words or other vulgar tones/music, etc. is not allowed on school premises or at school events. Intimidating, hostile, or offensive use of a cell phone. Toward another person will not be tolerated and will be considered harassment. **Students must turn phones off to ensure that their phones do not ring, beep, vibrate, or play music tones. Violators will lose their cell phone privileges for one day.**

Students will not have any access to their phone during school time. Any student who has an early dismissal must have an early dismissal form completed in advance and the teacher must notify the front desk that the student is leaving.

Under no circumstance will students be allowed to check-in or retrieve a cell phone without security staff present.

Students will not be allowed to retrieve or sign for another student's cell phone.

**Retrieving Cell Phones** – Students will be dismissed from the Mound Street Exit and must walk around to the front to pick up their cell phone and/or drawstring bag. **Students are not to exit through the front** unless it is an early dismissal directed by MSA staff.

All cell phones must be picked up by 3:15 p.m. each day unless other arrangements are made with MSA staff. After 3:15 p.m. phones will be held until the next school day.

Students may lose their cell phone privileges temporarily or permanently due to suspensions and/or disciplinary measures at the Administrator's discretion.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The school staff is dedicated to teaching students positive life skills to avoid inappropriate/aggressive situations. We feel strongly that action must be taken when and if they happen.

Consequences:

Conference with student(s); parent notification; suspension; referral to Superintendent for expulsion and possible police notification.



## **Section 2: POLICIES AND RULES CONTINUED...**

### **Mound Street Academies School Bus Pass Policy**

The Mound Street Academies (MSA) believe that regular school attendance is vital for educational success. To this end Mound Street Academies has decided to purchase regional transit bus passes for students whose resident school district does not provide transportation to school for its pupils in grades 9-12.

Ohio Revised Code (3327.01) defines state minimum school transportation as transporting all resident district pupils to and from school in grades K-8 who live more than two miles from the school. Some school districts do not provide transportation to their secondary students (grades 9-12).

Mound Street Academies has established these guidelines for issuing student bus passes to meet the district's goals in providing educational services to our students. In addition, the policy will assist MSA in providing the best possible education to those students who take advantage of the transportation assistance provided by MSA for students whose resident school district does not grant school transportation to any of its secondary (grades 9-12) students.

#### **Policy Guidelines:**

Students may be issued a monthly bus pass purchased by Mound Street Academies contingent upon maintaining all of the following criteria:

- Enrollment and proof of residence in a school district that does not offer any transportation to its students in grades 9-12.
- At least a 70% monthly school attendance rate, not including excused absences
- Appropriate behavior at, to and from bus stops
- Appropriate behavior while riding a bus to and from school or school-related functions

Enrolled students may not be issued a monthly bus pass if any of the following apply:

- Student cannot provide proof of residence in a school district that does not offer any transportation to its students in grades 9-12.
- Student has less than a 70% monthly school attendance rate, not including excused absences, for two consecutive months.
- Student fails to exhibit appropriate behavior at, to and from bus stops.
- Student fails to exhibit appropriate behavior while riding a bus to and from school or school-related functions

If a student loses his or her bus pass based on attendance the student may receive a bus pass provided he or she does all of the following:

- Provides proof of residence in a school district that does not offer any transportation to its students in grades 9-12.
- Attains at least a 70% monthly attendance rate without the benefit of a bus pass provided by MSA

If a student loses his or her bus pass based on behavior the student may receive a bus pass provided he or she does all of the following:

- Provides proof of residence in a school district that does not offer any transportation to its students in grades 9-12.
- Successfully completes required consequences as directed by the student's principal.

Monthly student attendance rates will be monitored for those students receiving a bus pass from Mound Street Academies. Monthly attendance rates will be calculated based upon student attendance from the 15<sup>th</sup> to the 14<sup>th</sup> of the subsequent month. Some behavior events may result in the permanent loss of bus pass privileges.

## Section 3: DRESS CODE / UNIFORM POLICY

Students are expected to be neat and take pride in their appearance. Students should always be in complete uniform. Any student not in complete uniform may be sent home to change.

**Note:** *Determination of compliance to the dress code is at the discretion of the administration.*

The school uniform for both men and women is as follows:

### DRESS AND GROOMING

Students are expected to dress for the adult workplace. Clothing should be clean and wrinkle free.

- No head coverings to include “do rags”, bandanas, hair wraps, hats
- Limited piercings are acceptable — Piercings and tattoos may prevent students from gaining work/training in some career areas.
- Outer garments (coats, jackets, etc.) must be removed when entering the building and may not be worn in the building during the school day.
- Work or volunteer shirts with company logo are permitted only if authorized by an administrator prior to being worn to school.

### GUIDELINES

- Navy, black, or khaki slacks (Docker-style or corduroy pants with flat front or front pleats and properly hemmed at shoe level; pant legs are not to be rolled up, banded at the ankle, or tucked into socks). Cargo or denim pants are not allowed.
- **WOMEN** - Navy, black or khaki skirts are allowed – skirt length must be no shorter than mid-knee as well as side/back slits/openings.
- Belts must be worn at all times at waist level unless medical documentation is provided by a physician or school nurse.
- Shirts must be tucked in so the belt is visible at all times.
- Pants must be worn at waist level at all times (approximately 1” below navel) No hip huggers or tight/form-fitting pants are permitted.
- All pants must have belt loops.
- Shorts, capri pants, or skorts are not acceptable attire.
- Flip-flop type sandals or house shoes/slippers are not permitted.
- Boots cannot exceed mid-knee height.
- Plain blue, black, or white polo shirts (short or long sleeve; collar and/or button placket)
- Plain white, black, or blue oxford dress shirt (short or long sleeve)
- Only plain black, blue, and white sweaters or sweatshirts, are permitted. Hooded sweatshirts or sweaters are not acceptable.
- Denim is not acceptable.
- In addition to the uniform policy above, students may wear scrub pants and tops.
- Uniforms are to be kept clean and free from stains, tears or loose seams. Sleeves and pant legs are to be at the proper length and not rolled up.
- Only plain black, blue, or white sweaters, sweatshirts are permitted. Lab coats or scrub jackets are acceptable.
- Students may not mix scrub uniforms components with the traditional MSA uniform components.
- **Accessories, Outerwear, Hats, etc.**
  - ❑ These items should not display or endorse gang related, vulgarity, illegal activities, or any other offensive references. Determination of compliance to inappropriateness is at the discretion of administration.
  - ❑ Accessories or additions to the uniform shall not disrupt the educational environment. Determination of compliance to inappropriateness is at the discretion of administration.

### Consequences:

Students not complying with the dress code may be sent home. Students who refuse will be considered insubordinate and subject to suspension, removal from the program, or expulsion.

*Updated July 28, 2015*

## **Section 4: ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES**

### **MOUND STREET ACADEMIES RULES GOVERNING THE USE OF COMPUTERS**

The Mound Street Academies staff recognizes that telecommunications and other new technologies are changing the ways that information is accessed, communicated, and transferred by members of our society. These changes also alter instruction and student learning. The Governing Boards support access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within Mound Street Academies, staff members and students are provided access to electronic information resources over a computer network, which is a part of the Ohio Educational Computer Network (OECN). This statewide computer network is supported by the Ohio Department of Education, and includes filtered access to the Internet.

The schools currently provide access to a variety of information resources, including Web- based curriculum resources via the Internet. Internet access, because it may lead to any publicly available computer system in the world, opens classrooms to electronic information resources that may not have been screened by educators for use by students of various ages. Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Mound Street Academies support and respect each family's right to decide whether or not their child will have access to resources via the Internet.

The purpose of the Mound Street Academies' computer network is to further the learning of students in the program. Access to the computer network, and through its Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the Mound Street Academies computer network is a privilege, not a right. Access requires responsible and lawful use. Parental permission is required for students to have independent access to resources via the Internet. "Responsible use" means that everyone has a part:

**Students** are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computer use may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer-related behavior is permitted, it is her/his responsibility to ask a teacher. Students are also responsible for reporting improper use to a staff member.

**Teachers** are responsible for guiding students toward appropriate educational resources on the Internet, for instructing students in the evaluation of electronic information, and for supervising student behavior while using computers.

**Parents and guardians** are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.

### **Acceptable uses of the Academies' Computer Network**

Students will use electronic information resources to:

- Access global educational resources
- Enter partnerships to expand their learning options
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21<sup>st</sup> century

## **Section 4: ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES CONTINUED...**

### **Unacceptable uses of the Academies' Computer Network**

The following behaviors are examples of unacceptable uses of computing equipment and are not permitted. This list is not intended to include every prohibited behavior.

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using computer resources for purposes without clear educational value, i.e. listening and downloading music while working on the computer
- Threatening, harassing, insulting, or attacking others
- Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, "worms," or similar methods
- Violating copyright laws or revealing trade secrets
- Using another person's password, disclosing one's own password to others, or impersonating someone else
- Trespassing in another person's folders, work, or files
- Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using computing resources for commercial purposes and/or transactions
- Using computing resources for illegal purposes

*To access the Mound Street Academies computer network, which includes access to the Internet, students must have signed the Student User Agreement and have had their parents sign the agreement as well if the student is under the age of 18.*

### **Consequences:**

Violators of these policies will be subject to the following:

- Principal/student conference
- Parent contact/notification
- Suspension
- Recommendation for expulsion
- Restitution for costs involved in restoring the integrity of the network and/or individual computer workstations in addition to any of the above consequences.
- When applicable, law enforcement agencies may be involved.

These penalties delineated above shall be considered the standard imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures.

## Section 5: EXPECTED CONDUCT AND BEHAVIOR

### **Jurisdiction**

Expected rules of student conduct and behavior may be applied to any Mound Street Academies' student involved in violating any part of the following student rules and regulations. Violations covered in the rules below **may occur on or off school property**, which affect the welfare and/or academic environment of the school **both during and beyond regular school days/hours**.

### **Suspensions and Expulsions**

A principal may suspend a pupil for a period not to exceed ten days. The superintendent may expel a pupil for a period not to exceed one hundred eighty days. Suspension or expulsion shall be used as a means of discipline only for serious offenses against the welfare of the school, or for gross violation of the rules of the school. Whenever such disciplinary action is necessary, the principal in the case of suspension, or the superintendent in the case of expulsion, will notify the student's parents of the hearing and the reasons thereof in writing. In the case of suspension, no student under 18 may be suspended during school hours and sent home unless parents are contacted, except in cases where the student's continued presence poses a danger to other members of the school community or will disrupt the orderly operation of the academic setting.

**EMERGENCY REMOVALS:** Students exhibiting behavior that threatens the well-being of self, staff and students may be removed from school property under emergency removal procedures authorized by a Mound Street Administrator.

### **ANTI-BULLYING**

Definition of bullying:

Bullying is when an individual or group repeatedly (different from a one-time inappropriate event) uses power with the intent of hurting or humiliating others physically, verbally, or emotionally. Bullying is any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Bullying can include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, gossiping, name-calling, taunting, making threats, and hazing.

Definition of bully:

Any person engaged in the above activities.

Definition of victim:

Any person who is upset or troubled by someone who is deliberately, repeatedly harming him or her physically, verbally, or emotionally.

Definition of witness:

Any person seeing or hearing any form of bullying directed at someone else. Witnesses have the responsibility to report to a member of the school staff or a parent as soon as possible.

Policy:

Bullying is considered to be a serious matter and is not acceptable in any form at Mound Street Academies. No individual should be subjected to deliberate mistreatment by another. It is the responsibility of the victim and/or witness of bullying to tell the bully that the behavior is unwanted and should stop. It is also the responsibility of the victim and/or witnesses to immediately notify a member of the school staff and/or their parents.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### ***BACK PACKS/BOOK BAGS/LARGE PURSES/BRIEFCASES/CARRYING CASES***

Students are not permitted to bring back packs, book bags, brief cases or carrying cases into the building. School staff will make the final decision as to whether a personal item or a purse can be permitted in the building. Students who need to bring work uniforms must carry them in a clear or see through plastic bag or a drawstring bag.

#### ***Consequences:***

Parent contact; student will not be permitted to enter the building carrying such items.

### **DEFACING PROPERTY**

Students must take care and caution when using the resources at Mound Street Academies. It is important to maintain the beauty and integrity of our building for generations to come. Therefore, defacing any property at Mound Street Academies will not be tolerated.

#### ***Consequences:***

Parent contact; student removed, suspended and/or recommended for expulsion, Dayton Police may be contacted, restitution may be imposed.

### **DEMONSTRATING UNUSUAL BEHAVIOR**

Any unusual behavior demonstrated by a student will be referred to the principal/ nurse who will make a decision concerning the student's ability to effectively function in the school environment.

#### ***Consequences:***

Parent contact; student removed, suspended.

### **INAPPROPRIATE MATERIALS**

Students are not permitted to bring inappropriate reading materials such as pornographic books, magazines, literature or photographs into the building. Other items not appropriate to our educational environment will be prohibited. (i.e. rat tail comb, steel pick, lighters, cards, dice, mace, tobacco products, knives, box cutter or any item perceived to be used as a weapon, other games, CDs, DVDs, etc.) Determination of compliance to inappropriateness is at the discretion of the Administration.

#### ***Consequences:***

Parent contact; These items will be confiscated and not returned to the student. Could result in suspension or expulsion.

### **DISHONESTY**

All forms of dishonesty, including cheating, altering or use of school documents with intent to defraud is dishonest. Examples: plagiarism, forging notes, signatures, copying assignments, and lying. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

#### ***Consequences:***

Student/parent conference, no credit for test or assignment; suspension, referral to Superintendent with recommendation for expulsion, police involvement.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED...**

### **DISOBEDIENCE/DEFIANCE**

Willful disobedience and/or open defiance of school personnel acting in their official capacity will not be tolerated. A student who aids or assists another in committing such infractions shall be deemed equally responsible for the offense and may receive the same consequence.

#### ***Consequences:***

If unable to obtain a satisfactory change in behavior the principal may suspend the student or refer him/her to the Superintendent with recommendation for expulsion.

### **DISRUPTION**

Disruptive behavior that interferes with the teaching and learning of others will not be tolerated.

#### ***Consequences:***

If unable to obtain a satisfactory change in behavior the teacher may refer the student to the principal. The principal may request a parent/guardian conference or suspend the student from school, recommend him/her to the Superintendent for expulsion.

### **ELECTRONIC DEVICES**

Radios, beepers, pocket pagers, lasers, televisions, flash drives, or any other removable media, cameras, stereo players, CDs, tape decks, iPods, MP3 players and similar objects are not to be brought to school. Such equipment is **NOT** permitted in school or on school grounds, and is subject to confiscation if brought to school. The school assumes no responsibility for the safekeeping of this personal equipment. Students will not be permitted into the building with any of these devices. Ear buds (not headphones) are allowed.

#### ***Consequences:***

If electronic devices are found at the Security Checkpoint, students may be sent home for the day. Students observed with any of these devices in the building may be suspended up to ten days, removed from the program, or recommended to the Superintendent for expulsion.

### **FOOD AND BEVERAGES**

No food or beverages are to be brought into Mound Street Academies and no food or beverages are allowed to be removed from the cafeteria.

#### ***Consequences:***

Food items and beverages will be confiscated at the front door. Food items removed from the café may result in disciplinary action.

### **EXHIBITION OR EXCESSIVE DISPLAY OF AFFECTION**

Exhibition or excessive display of affection on school premises that offends other members of the school community as determined by the administration is not permitted. Such behavior includes kissing, touching, fondling, groping, or any other sexual activity.

#### ***Consequences:***

Conference with student, principal, and parents; suspension.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### **MEMBERSHIP IN SECRET SOCIETY**

Membership in a secret society (fraternity, sorority, gangs) or solicitation for membership is forbidden, whether or not the society exists wholly or partially in school.

#### ***Consequences:***

Principal, parent, student conference; suspension; referral to Superintendent for expulsion; referral to Dayton Police Department.

### **OUT OF ASSIGNED AREA**

Students are required to remain on the school grounds after their arrival for the official school day and in the specific classroom area assigned until properly released by a staff member. Students should not be in another classroom or hallway unless escorted by or with the permission of a staff member for a specific reason.

#### ***Consequences:***

Conference with principal; suspension.

### **PHYSICAL ABUSE OF ANOTHER PERSON**

Physical abuse of any person on school premises or a school sponsored or supervised activity including, but not limited to, fighting, hitting, assault, pushing, horseplay, and improper physical contact is prohibited.

#### ***Consequences:***

Conferences between principal and parties involved; parent conference; suspension up to ten days; referral to the Superintendent with recommendation for expulsion; police involvement.

### **SEXUAL HARASSMENT**

#### ***Harassment***

All students have a right to a school environment free of discrimination, which encompasses freedom from sexual harassment originating from any location. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct (touching) of a sexual nature, which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile or offensive environment. Other types of harassment – racial, religious, national origin, or disability-based harassment – are also prohibited. (includes harassment by electronic devices) Any student who feels he/she has been sexually harassed should contact the teacher and principal immediately or have his/her parent/guardian contact the principal who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible. Staff must report any form of sexual harassment **immediately to an administrator**.

#### ***Consequences:***

Principal and student conference; parent contact; suspension; referral to the Superintendent with recommendation for expulsion. Serious violations will be referred to the Dayton Police Department.



## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### **HAZING/HARASSMENT/THREATS**

Hazing is defined as persecuting or harassing another person including degrading actions by students toward other students and staff. Students shall not engage in hazing or commit an act, which injures, degrades, or disgraces a fellow student or staff member. Any form of harassment including, but not limited to racial, religious, national origin, or disability-based harassment is prohibited.

Threatening is defined as any expression of intent to inflict harm. Such expressions may be in written, verbal, or behavioral form. Severe cases of threatening/harassment/hazing can rise to the level of menacing/stalking. Such cases will be referred to the Dayton Police along with school consequences.

#### ***Consequences:***

Principal and student conference; parent contact; suspension; referral to the Superintendent for expulsion, referral to the Dayton Police Department.

### **USE OF VULGAR OR UNACCEPTABLE LANGUAGE OR GESTURES**

Use of any vulgar or unacceptable language or gestures toward any staff member, student, or building guest will be recommended for administrative action to be determined by administration.

#### ***Consequences:***

Conference with student; parent notification; suspension; referral to Superintendent for expulsion and possible police notification.

### **POSSESSION AND/OR USE OF INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES, COUNTERFEIT DRUGS, AND/OR PARAPHERNALIA WITHIN THE DRUG- FREE SCHOOL ZONE OR SUSPECTED USE OF INTOXICANTS, DRUGS OR CONTROLLED SUBSTANCE**

The possession and /or use (including, but not limited to, consumption, inhalation, or ingestion) of any intoxicant, illegal drug, controlled drug, counterfeit drug, or any paraphernalia either intended or adapted for use with such substances described above, is strictly prohibited within the Drug Free School Zone, that area within 1000 feet of the school.

Since mind-altering substances react differently in different individuals, there are times when school officials may not be able to determine if a student is under the influence of drugs but may be aware of unusual behavior manifestations. In the interest of the student's health in such cases, the school official may request an immediate medical examination and/or an evaluation for the presence of substances through a blood, urine or Breathalyzer test in order to determine the student's condition. If it is determined that a student is under the influence or if the request for a medical exam and/or testing is refused, the disciplinary actions as specified under the Possession and Use section of this policy shall apply. If the findings from the medical examination and/or tests are negative, no penalties shall apply. Such prohibition shall include possession and/or use:

- In a school building
- On school property
- On school provided transportation
- At any school sponsored activity
- In any private or public transportation while on school property or participating in or en route to/from a school sponsored activity
- The Drug Free School Zone includes the school building
- The area within 1000 feet of the boundaries of any school premises.

Such prohibitions shall be in effect before, during, and following the conclusion of the school day and any school sponsored activity.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. If there is, in the opinion of supervisory personnel of the school, or school sponsored activity, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, then the student will be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

### ***Consequences***

#### **First offense**

1. Parents shall be notified and the student shall be released only to the parent/guardian from school for the remainder of the day.
2. The Dayton Police Department can be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment services may be conducted.
4. The student shall be suspended from school for up to five (5) days.
5. The student may be recommended to the Superintendent for expulsion.

#### **Second offense during school lifetime**

1. Parents shall be notified and the student shall be released only to the parent/guardian from school for the remainder of the day.
2. The Dayton Police Department can be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended from school for ten (10) days. Prior to the reinstatement, the student and parent(s) or legal guardian must attend a conference with the principal.
5. The student may be recommended to the Superintendent for expulsion.

#### **Third offense or subsequent offense**

1. The student shall be recommended to the Superintendent for expulsion.

### **SELLING, DISTRIBUTING, OR TRANSMITTING INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES OR COUNTERFEIT DRUGS WITHIN THE DRUG-FREE SCHOOL ZONE.**

Selling, distributing, or transmitting any quantities of intoxicants, illegal drugs, controlled substances or counterfeit drugs in any form within the drug free school zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time. The "Drug Free School Zone" includes all school property (buses and vehicles on school property) and the area extending 1,000 feet beyond the boundaries of such property.

### ***Consequences:***

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The Dayton Police Department can be notified of the incident and at their discretion may conduct an investigation.
3. Consultation with parents and students emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended out-of-school for ten (10) days and recommended to the Superintendent for expulsion.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### **POSSESSION AND USE OF TOBACCO/INHALANT MATERIALS**

#### **RATIONALE**

The Mound Street Academies Board of Education in an effort to protect and promote the health and well-being of all students and staff, aware of the serious health risks associated with the use of tobacco products to users and non-users, and recognizing that district personnel and school visitors serve as role models to students, adopts this 100% Tobacco-Free School Campuses Policy.

#### **DEFINITION**

For the purpose of this policy “tobacco” is defined to include spit and spitless tobacco, **electronic or vapor** and all lighted or unlighted cigarette, cigar, pipe, or other smoking inhalant e cigs products.

#### **TOBACCO USE PROHIBITED**

No student, staff member, volunteer, or school visitor is permitted to use tobacco in any form at any time including non-school hours in or on Mound Street Academies property, including;

- In any building, facility, or vehicle owned, leased rented or chartered; or
- On school grounds, athletic grounds or parking lots. **The prohibited area includes all Board owned or leased property as well as the Drug Free School Zone which includes the school premises, the school building, and the area within 1000 feet of the boundaries of any school premises.**

Additionally, no student is permitted to possess tobacco products or tobacco paraphernalia on any school property.

#### **TOBACCO PROMOTION PROHIBITED**

Tobacco advertising is prohibited on school grounds, in or on all school property including school vehicles, in all school-sponsored publications, at all school-sponsored events, and any other publication or event under the control of Mound Street Academies.

#### **NOTICE**

Appropriate signage indicating that tobacco use is not permitted may be posted throughout the Mound Street Academies property and school campuses including at entrances and other appropriate locations on all academic buildings, administrative spaces, athletic fields, parking lots, and school vehicles. Students will be provided notice of this policy through student handbooks, and district personnel will be provided notice of this policy through personnel handbooks.

#### **EDUCATIONAL REINFORCEMENT**

Tobacco-use prevention education should be coordinated with the other components of the school health program.

#### **DISCIPLINARY ENFORCEMENT**

Disciplinary actions may be taken against violators of this policy and may include a verbal notification of the policy for the first offense, and removal from the school property or school activity if off-campus for a subsequent offense.

Anyone who aids or assists another in committing an infraction of the 100% Tobacco-Free School Campuses Policy shall be deemed equally responsible for the offense and may receive the same consequence(s).

*Legal References:* Ohio Revised Code: 3313.20; 3313.47; 3313.751; 3791.031; 3794.01

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### ***Consequences:***

If students are in violation of the tobacco policy as set forth in the preceding paragraph, the following consequences will be applied:

**First Offense:** Any student who possesses, smokes, or uses tobacco in any form may be assigned up to a three-day suspension and can be referred to the Dayton Police Department if under the age of 18.

**Second Offense:** The second possession offense within the school lifetime of the student may result in a suspension of up to five days. The student can be referred to the Dayton Police Department if under the age of 18.

**Third Offense:** The third possession offense within the school lifetime of a student may result in suspension for ten days with a recommendation to the Superintendent for expulsion and can be referred to the Dayton Police Department if under the age of 18.

### ***THEFT/RECEIVING STOLEN PROPERTY***

Theft is defined as any act of stealing or unlawful taking of property. Any student who commits any act of theft against a member(s) of the school community, while on any school property, shall be deemed in violation of this policy. Any student knowingly in receipt of stolen property, which is the result of an act of theft, shall also be in violation of this policy and will be subject to disciplinary sanctions. A student who aids another in committing the above infraction(s) shall be deemed equally responsible for the offense(s) and may receive the same consequence.

### ***Consequences:***

Up to ten days suspension; possible notification to the police; referral to Superintendent for expulsion; restitution and parent notification.

### ***TRAFFIC ACCIDENTS ON SCHOOL GROUNDS***

Any student involved in a traffic accident on school grounds is required to notify a school official immediately to secure assistance with the exchange of vital information.

### ***Consequences:***

Student/principal conference, loss of driving privileges.

### ***UNAUTHORIZED ENTRY AND/OR TRESPASSING***

**Unauthorized entry and/or trespassing** shall be defined as any student entering the facility, part of the facility, and/or a secured area without permission. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### ***Consequences:***

Student/principal conferences, suspension, recommendation for expulsion, referral to Dayton Police Department.

### ***USE, SALE, OR POSSESSION OF EXPLOSIVES OR WEAPONS***

Possession, sale, distribution or discharging of fireworks (explosive and non-explosive), firearms, or knives, or any item which could inflict bodily harm to include but not limited to rat-tail combs, metal combs, hard plastic picks, and metal pointed hair clips, or create a disruption in a school building, or on school property, or at any school related activity or directed toward any school property, tampering with the emergency phone system, or inducing panic is prohibited. All explosives or weapons will be confiscated by a staff member and not returned to the student. Board Policy also prohibits a student from having in his possession any object indistinguishable from a firearm, whether or not the object is capable of being fired. Look-alike weapons and explosives will result in the same consequences as real weapons and explosives.

## **Section 5: EXPECTED CONDUCT AND BEHAVIOR CONTINUED.....**

### ***Consequences:***

A student who brings a weapon on to school property will be expelled for one (1) year unless the Superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Dayton Police Department or other appropriate law enforcement authorities will be notified.

### **UNAUTHORIZED USE OF FIRE, ARSON, SETTING OFF FALSE FIRE ALARMS, FILING FALSE EMERGENCY REPORTS, TAMPERING WITH FIRE EQUIPMENT BOMB THREATS, OR INDUCING PANIC.**

A student who commits, aids or assists another in committing any of the above infractions shall be deemed equally responsible for the offense and may receive the same consequence.

### ***Consequences:***

Suspension with Dayton Police notification; referral to the Superintendent with recommendation for expulsion.

### **VANDALISM**

Vandalism or intentional damage to the school premises or property, or intentional damage to property of a member of the school community on or off the school property will not be tolerated. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### ***Consequences:***

Up to ten days suspension; notification to the Dayton Police Department; referral to Superintendent for expulsion; restitution and parent notification.

### **VISITORS**

Parents/guardians are always welcome to visit Mound Street Academies. Students may not bring friends, siblings, or children to MSA without permission from the principal.

# Section 6: GRIEVANCE PROCEDURE

## SECTION I- DEFINITIONS

A ***grievance*** is a complaint by a student that there has been a violation or unfair application of a written rule or policy governing students found in Board Policy or this Student Handbook. However, this grievance procedure may not be used regarding any subject matter which may be handled through any other procedure established either by Board Policy or State Law. “Days” shall mean school days.

## SECTION II - PURPOSE AND BASIC POLICY

The fundamental purpose of this procedure is to secure at the earliest possible step, equitable solutions to the problems that may arise.

- A. Nothing contained herein will be construed as limiting the right of any student having a grievance to discuss the matter informally with any member of the school staff at any time during the procedure.
- B. It is a basic policy that no reprisal of any kind shall be taken by anyone against any student, parent, teacher, or administrator because he or she was involved in the grievance procedure. Since it is important that a grievance be processed as rapidly as possible, the number of days at each step should be considered a maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual agreement of all those involved in that step of the grievance procedure.
- C. Failure at any step of the procedure to communicate the resolution of the grievance to the student shall permit the student to go on to the next step.
- D. Failure on the part of the student to go to the next step within the stated time limits shall mean the student agrees to the resolution at that step.

## SECTION III - PROCEDURES

It is a basic policy of the student grievance procedure that the student shall discuss his/her grievance informally with the person(s) with whom the grievance is concerned. This initial discussion must take place within two days of the occurrence of the event which gives rise to the grievance. The student, teacher, or principal may bring another person to this informal conference to act as an observer only. The informal conference will be formed to the extent that both parties are aware of the time, date, place, and who will attend 24 hours in advance of the conference. It is expected that the great majority of cases will be resolved in this informal fashion. However, where this is inadequate, the student may proceed to the first step of the grievance procedure.

- A. **Step One** - If the student is not satisfied with the resolution at the informal level, he or she shall within two days submit it in writing, on an official form, a grievance involving a teacher to the principal.
  - The principal is responsible for testing the grievance for its conformity to the definition and may nullify the grievance if it does not conform, explaining the reasons to the student in writing and informing the student of recourse through his/her parents with the complaint procedure under state law.
  - If the grievance involves the principal, the student may skip this step and proceed to Step Two. The principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three days.
  
- B. **Step Two** - If the student is not satisfied with the resolution at Step One, or if the grievance involves the principal, the student shall within five days submit the written grievance to the Superintendent. The Superintendent shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three days. The resolution at Step Two as implemented by the Superintendent shall be final and binding on all parties. The designated representative for Title 9, sex discrimination grievances is the Superintendent or her designee.

## Section 6: GRIEVANCE PROCEDURE CONTINUED...

### SECTION IV

- A. All meetings described in this procedure shall be private. At no time shall any confidential file be open to the public.
- B. Release to the public or media of information concerning the results or proceedings of any of the aforementioned meetings other than those communications already provided for must be approved by all parties.
- C. If a grievance affects a group of students, after informal discussions among the appropriate teacher, the principal, and representatives of the group, the same procedure shall be used as described for individuals.
- D. If a grievance is filed by any student under the age of 18, the grievance must also be signed by the parent or guardian of the student. The form on the following page should be copied and completed and returned to the principal.

## TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

### **Alleged Discrimination Grievance Procedure**

In accordance with the U. S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student or professional staff member who believes that any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, as amended, 20, U. S. C. et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint, which shall be referred to as a formal grievance.

It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the principal level within five days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

#### ***Step 1***

An alleged informal discrimination grievance complaint should first be made to the principal within ten school days of date incident occurred.

#### ***Step 2***

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

#### ***Step 3***

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

#### ***Step 4***

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

***Note:*** Parents/guardians do not have to be present at the informal complaint meeting with the principal. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal process.

# Mound Street Academies Student Grievance Form

## *GRIEVANCE FORM*

**NAME:**

**SCHOOL:**

**DATE FILED:**

**PERSON AGAINST WHOM GRIEVANCE IS FILED: DESCRIBE THE GRIEVANCE:** (Include factual details such as time, place, persons involved and events that occurred. Show what written school rule or school board policy is involved.)

**You are to discuss this informally with the person(s) involved before filing this formal grievance. Have you done so?**

**What was the outcome?**

**Who was present?**

**SIGNATURE OF PARENTS:**

I am aware that my son/daughter is pursuing the student grievance procedure.

---

Parent/Guardian Signature



## Section 7: INFORMATIONAL ITEMS

### Clinic

When a student becomes ill, he/she is to inform the teacher who will determine next-steps. Students may be sent to the school nurse or sent home if parent permission can be obtained. No medication will be dispensed at school except as stipulated in the medication policy.

### Food Service

Breakfast and lunch are available during designated times in the Mound Street Café. No food or drinks are to be taken out of the Café. No candy, food or drinks are permitted in any other part of the building.

### Graduation Requirements

A student must satisfactorily complete the following:

Twenty-one (21) units of credit consisting of:

- Four (4) units of credit in English
- Three (3) units of credit in Social Studies to include:
  - ✓ ½ credit in American History
  - ✓ ½ credit in American Government
  - ✓ ½ credit in Economic
- Four (4) units of credit in Mathematics to include:
  - ✓ 1 credit in Algebra II
- Three (3) units of credit in Science to include:
  - ✓ 1 credit in Physical Science
  - ✓ 1 credit in Biological (Life) Science
- Seven (7) elective credits
  - ✓ At least one (1) credit from Career and College Readiness (Career Based Instruction Related activities)
  - ✓ Students must also complete ½ credit of Health and ½ credit of Physical Education and PE Evaluation
  - ✓ Up to five (5) credits from paid work experience / volunteer experience / job shadowing experience / internship / college courses

Each student is personally responsible for periodically evaluating his/her past, present, and future program of studies to insure all minimum standards are met prior to graduation.

All students who wish to graduate with the State of Ohio Diploma of Basic Competency must pass the Ohio Graduation Test (OGT). This assessment, given twice a year in October and March, tests the areas of reading, writing, mathematics, social studies, and science. Students that meet the OGT guidelines will have the opportunity, twice a year, to retake each of the tests until successfully obtaining the state determined minimum competency scores.

### Graduation Participation Requirements

All graduation requirements as set forth by the state of Ohio and MSA must be fulfilled prior to participating in the graduation ceremony. In order to participate in the graduation ceremony, all fees must be paid in advance for all previous schools and those accrued at MSA.

### Hall Passes

Students needing to move about in the building during class time must carry a hall pass. Students without hall passes will be subject to disciplinary action. Students are expected to remain in their assigned Academy area at all times.

## Section 7: INFORMATIONAL ITEMS CONTINUED...

### Identification Cards

Each student must possess an official Mound Street Academies ID card while on school property. The ID card is non-transferable and, if lost, must be replaced at the student's expense at a cost of \$5.00.

### Immunizations

In compliance with state regulations, immunizations are required for all students against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, and mumps.

### Lost and Found

Any lost item found should be returned to the MSA Administrative Assistant's office.. The Mound Street Academies are not responsible for loss of personal or school owned materials. The schools carry no insurance for theft.

### Medication: Rules for Giving Prescription Medicine to Students -- Prescription and Non-Prescription

In adherence with the Ohio Revised Code a school employee is permitted to administer medication under strict guidelines. The Mound Street Academies will, in certain instances, administer required medicines to students during the school day. If at all possible, all medicines should be given at home. Parents may also come to school to administer medication to students as needed. If neither of these alternatives is possible, designated school staff may administer medicines when parents have made their request in writing and there is on file a written prescription from the doctor for prescription medications. Prescription medication permit forms are available in the school clinic. ***Students may not hold medication or carry medication to and from school.***

### Medication Policy

If scheduling medication during non-school hours is not possible, trained school personnel will administer medication in accordance with the following guidelines:

1. A person appointed by the principal shall supervise the secure and proper storage and dispensing of medications. Students may NOT keep medication with them. Students will take medication in the presence of the person appointed to administer it. A written record will be maintained of all medication administered. However, in circumstances when the physician deems it medically necessary, a student may carry medication in the form of a multiple dose inhaler (asthma inhaler), epipen, or insulin kit/glucometer/glucagon kit, when noted on the medication form by the physician.
2. All medication must be in the original container as provided by the licensed physician, dentist, or pharmacist. The label is to include the name of the student, physician, current date, dosage instructions (quantity and times to be given), and name of medication.
3. Administration of eye drops will be limited to chronic eye conditions. It is permissible for the student to self-administer eye drops for an acute condition (conjunctivitis) with the appropriate medication form.
4. Rectal administration of medications will be limited to life threatening emergency intervention (diastat).

## Section 7: INFORMATIONAL ITEMS CONTINUED...

5. Medication to be administered by injection will be limited to life threatening, emergency situations, i.e., students exhibiting symptoms as described and documented by a physician in the following situations:
  - a. Those students having severe allergic reactions. In such situations parents must provide the medication in the prescribed epipen device only. **It is the sole responsibility of the parent/guardian to provide and stock emergency medication for their child, along with proper medical documentation. The parent shall assume all responsibility for outcomes resulting from failure to provide necessary emergency medication and authorization.**
  - b. Students with insulin dependent diabetes. In such situations the prescribed doses of glucagon must be from a ready to mix single dose kit provided by the parents and will be administered only by trained school personnel. Insulin may be administered only by the student or parent.
6. The school nurse will provide training to all staff who administer either over the counter medications and/or prescription medications to students. The school nurse will utilize small group instruction, PowerPoint presentations and handouts to provide instruction. Staff will be evaluated at the beginning of the school year to ensure competency of the material.
7. Written permission must be received on the Mound Street Academies Medication Permit form from the parent or guardian of the student, requesting that the school district comply with the physician's order. Designated school personnel will administer prescribed medication after receiving a completed Medication Permit form. NO medication will be administered unless this form is completed.
8. The physician who prescribes the medication must complete the Physician's Statement.
9. The student's parents or guardians must sign the Parent Request Statement
10. Acetaminophen (Tylenol) or Ibuprofen (Advil) may be administered to students by the school nurse (or her designee) with an annual medication form signed by the parent/guardian on file in the nurse clinic. The authorization form can be found on the Emergency Medical Form
11. A school Medication Permit is good only during the school year the form is dated. If medication is continued the next year, another form must be submitted.
12. If any of the information originally provided by the physician (name of physician, dosage, time to be given, etc.) changes, a new form must be submitted immediately. A corresponding label on the medication bottle must be submitted immediately.
13. Students are not permitted to carry medication to, from, or during school. Consequently, parents are advised to deliver medication directly to school personnel.
14. When medication has been discontinued, the parent must pick up any remaining medication within 2 weeks after discontinuation or school personnel will dispose of it. Parents must pick up medication within two weeks of the end of the school year or it will be disposed of.
15. No employee authorized to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication, unless he/she acts in a manner that constitutes "gross negligence or wanton or reckless misconduct."
16. No person employed by the Academies shall be required to administer medication to a student except in accordance with the requirements established under this policy. The Mound Street Academies shall not require an employee to administer medication to a student if the employee objects on the basis of religious convictions to administering the medication.
17. On field trips, a trained staff member shall administer student medication. The student may carry emergency multi-dose inhalers or epipens with physician and parental authorization on the appropriate form.
18. Students who spend part of their school day at a worksite where no school employees are in constant attendance may self-administer medication with written physician and parent authorization.

## **Section 7: INFORMATIONAL ITEMS CONTINUED...**

### **Student Parking**

Student parking will be in the northwest lot at Mound St. and Germantown Ave. The entrance to this lot is off Germantown Street. Students are not permitted to park in areas designated for staff members / visitors (marked by a "Reserved Parking" sign). All motor vehicles, including motorcycles and mopeds, must be registered with Mound Street Academies and shall properly display a Mound Street Academies parking permit. To obtain a parking permit, students must provide a valid driver's license, vehicle registration and proof of insurance to Administration within seven (7) calendar days from the first day of enrollment. This permit must be properly displayed in the windshield of the vehicle. The student who was issued the permit may only use the parking permit, and may not transfer it to another student or another vehicle. If lost, the permit must be replaced at the student's expense at a cost of \$10. Failure to have a permit or properly display a permit could result in the vehicle being towed at the owner's expense. Vehicles can be recovered at Coffey's Towing, 1607 S. Broadway, Dayton, OH (937-229-7900). The owner must have proof of ownership, pay a tow charge of \$90 and a daily storage charge of \$12 prior to release.

The student parking lot is monitored by the high school security officers, who have the responsibility of administering the rules and regulations, as well as serving as the communication link for concerns related to automobiles and outside security. Cars thought to contain items, which are illegal, prohibited, or detrimental to the educational process, are subject to inspection. The school administration has the right to search and/or inspect vehicle(s), on school grounds, when there is reasonable suspicion that the vehicle contains items, which are illegal, prohibited, or detrimental to the educational process. Students may not have in any vehicle parked on school property any alcohol, drugs, tobacco products, weapons, knives or other items which students are prohibited from having on school property under the rules, regulations and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff or administrators. The security officers have the responsibility of administering rules related to automobiles and student parking. The Academies, its board members, administration, staff and employees are not responsible and carry no insurance for damages to vehicles while on school property or for the loss of any personal property from such vehicles while on school property.

Safe driving, a speed of no more than 20 miles per hour in the designated School Zones (Germantown Ave. and Mound St.), must be observed. A speed of no more than 5 mph in the student parking lot must be observed. Students are to park between the painted lines. Pedestrians are to be given the right of way at all times. Students observed by staff or security not abiding by these driving rules/regulations may be issued the following consequences: Principal and student conference; parent contact, suspension, vehicle being towed, revocation of driving/parking privilege; referral to the Superintendent with recommendation for expulsion; police involvement.

## **Section 7: INFORMATIONAL ITEMS CONTINUED...**

### **Textbooks**

When students are assigned textbooks, it becomes the student's responsibility to ensure the books are returned in the same condition. Failure to do so will result in a fine to the student.

### **Transportation**

All students being transported to school by private vehicles will be dropped off in the student parking lot. Transportation for students who live 2.0 miles or farther from MSA is the responsibility of the district in which the student resides. For more details, contact the transportation director.

### **Valuables**

Students are requested not to bring anything of value to school, as there is always a danger of it being lost or stolen. Mound Street Academies are not responsible for loss of personal or school owned items.

### **Withdrawal from School**

Students may be withdrawn from school at the request of parents/guardians and the completion of the appropriate documents.

### **Work Permits**

Work permits are required for all students under the age of 18 who work. Work permits can be applied for through Mound Street Academies. You may pick up the application from one of the Administrative Assistant's offices.

### **Right to Know**

Mound Street Teaching Staff is 100% highly qualified. Mound Street Academies assures parents that we will contact you regarding any teacher who is teaching students and becomes/is not highly qualified by the state of Ohio.

### **Student Images**

Mound Street Academies may, at times, use photographs, photographic images, names, audio recordings, and/or video recordings of students for purposes of general publicity and/or student/employee recruitment in publications, public relations, promotions, publicity and advertising. Should a student (or, if under 18 years of age, his/her parent/guardian) NOT want to be photographed or recorded, or have their name, voice or biographical material used in connection with any such recording, please the main office in writing within ten (10) business days of enrollment.

### **Availability of the Asbestos Management Plan (AMP)**

In accordance with the United States Environmental Protection Agency (USEPA), Asbestos Hazard Emergency Response Act (AHERA) regulation, we are required to notify parents, teachers and other employees each year of the availability of the Asbestos Management Plan (Management Plan) for our school.

Fortunately, no asbestos-containing materials are present in this school building. A Management Plan has been prepared for the school to ensure the proper maintenance and responses for asbestos-containing materials or suspect asbestos-containing materials if these materials are ever installed.

If you wish to review the Management Plan, a copy is located in the Treasurer's Office.

## **Section 8: STUDENT RECORDS**

### **Definition**

“Education records” includes any records that contain information directly related to a student and maintained by the Academies or by a person acting for the Mound Street Academies. However, “education records” do not include 1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the records and which are not accessible or revealed to any other person except a substitute; or 2) records maintained in the normal course of business which relate exclusively to the student as an employee of Mound Street Academies which are not available for use for any other purpose.

### **Access to Student Records**

1. Access to the records will be granted to any professional staff member who has legitimate educational interest. Access will also be provided to law enforcement personnel conducting missing child investigations.
2. Parents and students may view the contents of the records with interpretation by a professional staff member. The request for this conference must be in writing and will be scheduled within five days.

### **Release Of Records**

1. Student records may be released to officials of other schools or school systems in which the student intends to enroll, without written permission.
2. No information may be furnished in any form to any other persons unless it is to comply with a judicial court order or subpoena or there is written parental consent specifying records to be released, the reasons for such release, and to whom. In such cases, parents and students have the right to receive a copy if requested.
3. All persons, agencies, or organizations desiring access to records shall be required to sign a form which shall be kept permanently with the file of the student, only for inspection by parents or students, indicating specifically the legitimate educational or other interest each has in seeking information.
4. Records may be released to either parent in case of separated families unless the district has on file a court order of restraint or where access is limited by an agreement between the parents.
5. Records of instructional, supervisory and administrative personnel and educational personnel, including school psychologists, which are in the sole possession of the individual writing them, and which are not accessible or revealed to any other person, are not educational records and are not subject to disclosure. Such records include such items as teacher notes, psychologist notes and test protocols.

### **Right To Challenge**

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records on the individual. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or in violation of the student’s privacy or other rights.
3. If, as a result of the hearing, school officials decide the challenged information is inaccurate, misleading, or otherwise violates the student’s rights, school officials shall amend the record and inform the parent and/or student in writing.
4. If, as a result of the hearing, school officials do not agree to an amendment of the records, parents and/or the student shall have the right to place in the student’s records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district’s decision. (O.R.C. T71.23, T71.24, and T71.25)

## **Section 8: STUDENT RECORDS CONTINUED...**

### **Release Of Directory Information**

Under certain circumstances, the Mound Street Academies may release “directory information” on students. “Directory information” includes a pupil’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance, date of graduation and awards received.

For students currently enrolled in the Mound Street Academies, the following procedures shall be followed prior to releasing directory information:

1. Public notice shall be given of the categories designated as directory information.
2. Parents of students under 18 and students 18 or older may refuse to permit the designation of any or all personally identifiable information as directory by making a request to the schools in writing.

### **Copies of Records**

Current students may obtain copies of their transcripts through the main office. Copies of records for transfer purposes shall be made available at no cost.

After students have graduated or withdrawn from the Mound Street Academies, their permanent records shall be maintained in the Mound Street Academies office. Transcripts of student records shall be made available upon written request. Please allow 24 hours notice for any paperwork, forms, etc.

## Section 9: 2015-2016 TESTING INFORMATION

### Ohio Graduation Test (OGT)

Beginning with the graduating class of 2008, students must pass all 5 components of the Ohio Graduation Test: Writing, reading, mathematics, citizenship and science. A student not passing one or more of the five tests has the opportunity to retake the specific Ohio Graduation Test once a year. The State of Ohio, Department of Education, will determine the passing score. MSA testing dates are listed below.

#### Grade 11-12

October 26 — November 6, 2015 Ohio Graduation Tests (all five tests)

#### Grade 10-12

March 14 — 25, 2016 Ohio Graduation Tests (all five tests)

### SAT Testing Information

Students registered to take the SAT-I, the SAT-II, or the ACT exam always receives an **admission ticket** for the day of the appropriate test date. Students are to bring this **admission ticket** with them on the day of the test to the test center. In addition, students are **requested** and **required** to present **proper identification** for admission to the test center on the test day. Failure to have any ID on the test day can result in being turned away at the test center.

### PSAT / NMSQT - Preliminary Scholarship Aptitude Test

#### National Merit Qualifying Scholarship Test for Juniors

The PSAT/NMSQT will be given on **October 14, 2015 & October 28, 2015**. The test will be two hours in length broken into two, 30-minute verbal sections and two, 30-minute math sections. Students will receive a verbal and a math score as well as a Selection Index. The Selection Index will be used to determine eligibility for National Merit Scholarships. **Basic fee is \$15.00.**

The College Board has added a writing skills component to the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test). **The writing skills component** consists of multiple-choice questions similar to the multiple-choice portion of the current SAT II: Writing Test. It will measure students' ability to express ideas effectively in standard written English, recognize faults in usage and structure, and use language with sensitivity to meaning. Some questions will ask students to identify errors within sentences, others will require students to decide if and how a sentence can be improved, and others will present an early draft and ask questions about word choice, sentence structure, organization and development.

**The verbal section** includes longer reading passages with reading comprehension questions that measure students' critical reading skills and knowledge of vocabulary in text. It will also include sentence completion questions and analogies.

**The math section** includes some math questions for which students will construct answers. No questions on the math test will require calculators, but students will be permitted to use calculators.

The basic aim of the test is to help in predicting academic success in college and scholastic ability to obtain eligibility for NMSC administered scholarships, and to gain experience and know-how in taking tests. Upon registration and fee payment, each student will receive a PSAT Student Bulletin containing information about the test and a sample PSAT exam.

**Test Date - October 3, 2015, November 7, 2015, December 5, 2015, January 23, 2016, March 5, 2016, May 7, 2016 and June 4, 2016.**

**The SAT-I** is a three-hour exam measuring verbal and math reasoning abilities. Separate verbal and math scores on a scale of 200 to 800 are provided.

**Basic Fees – Registration fee is \$52.50 for the basic test.** There is a \$28.00 late registration fee charged for applications received after regular closing date. Additional subject area tests are \$16.00/test. Consult the web site at: <http://www.collegeboard.com> for more information and to register online.



## Section 9: 2015-2016 TESTING INFORMATION CONTINUED...

The SAT-I Reasoning Tests will include a verbal section with an increased emphasis on critical reading including a double passage with different points of view and questions that measure vocabulary in context. It will also include a mathematics section with increased emphasis on interpretation of data and applied mathematics. Student-produced responses and calculators may be used.

### **SAT-II - Subject Tests**

SAT-II Subject Tests are one hour, multiple-choice tests offered in 18 subject areas. Students may take up to three Subject Tests on one test date. The test questions measure knowledge in one subject area and the ability to apply this knowledge. Many colleges require the applicants to take two or three Subject Tests in addition to the SAT-I. Some colleges specify the tests to be taken in the subject areas; others allow the applicant to choose those he feels best qualified to take. Some colleges use the scores for placement and some use them in guidance and advisory work.

NOTE: On the December test date only, the English Composition Test with Essay will be offered.

**Cost varies according to test subject.**

### **THE ENHANCED AMERICAN COLLEGE TEST**

The Enhanced ACT Assessment consists of four curriculum-based tests that measure academic achievement in the areas of English, mathematics, reading, and science reasoning. The four tests are measures of academic development that rely largely on the student's skill in applying the content knowledge and reasoning skills acquired in their coursework to higher level tasks. This new exam contains a large proportion of analytical, problem-solving exercises, and relatively few measures of narrow skills or basic recall.

**English Test** - 75 items/45 minutes. This measures the understanding of the conventions of standard written English. Six elements of effective writing are included: usage and mechanics - punctuation, basic grammar and usage, and sentence structure; rhetorical skills - strategy, organization, and style. Three scores are reported; a total test score of all 75 items, a subscore in usage/mechanics of 40 items, and a subscore in rhetorical skills of 35 items.

**Math Test** - 60 items/60 minutes. This measures math-reasoning skills, emphasizing quantitative reasoning rather than memorization of formulas or computational skills. Items cover three skills areas: basic skills, application, and analysis. There are five content categories; pre-algebra, elementary algebra, intermediate algebra and coordinate geometry, plane geometry, and trigonometry. Four scores are reported: a total test score of all 60 items along with subscores, in pre-algebra/elementary algebra of 24 items, in intermediate algebra/coordinate geometry on 18 items, and in plane geometry/trigonometry of 18 items.

**Reading Test** - 40 items/35 minutes. This measures reading comprehension as a product of skill in referring and reasoning. The test contains four types of reading selections: prose fiction and humanities sections and a subscore in social studies/science reading skills of 20 items in the social studies and natural sciences section.

**Science - Reasoning Test** - 40 items/35 minutes. It measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in natural science. This test is made up of units consisting of science information conveyed in three different formats: data representation, research summaries, and conflicting viewpoints. The content is drawn from biology, chemistry, physics, and the physical sciences. Only a total test score is reported.

For scores and score reporting students will receive twelve scaled scores on the Enhanced ACT Assessment: four test scores, seven subscores, and a composite score. The scale for the composite score and the four tests will be 1 to 36 with a mean of 18. The seven subscores will be on a scale of 1-18 with a mean of 9.

## Section 9: 2015-2016 TESTING INFORMATION CONTINUED...

### ACT CALENDAR

**Chaminade-Julienne High School**  
**Center Code: 182250**

September 12, 2015  
October 24, 2015  
December 12, 2015  
February 6, 2016  
April 9, 2016  
June 11, 2016

**Wright State University**  
**Center Code: 032950**

September 12, 2015  
October 24, 2015  
December 12, 2015  
April 9, 2016  
June 11, 2016

**Ponitz Career Tech Center**  
**Center Code: 228850**

October 24, 2015  
December 12, 2015  
February 6, 2016  
April 9, 2016  
June 11, 2016

**Carroll High School**  
**Center Code: 215010**

April 9, 2016  
June 11, 2016

**Belmont High School**  
**Center Code: 244560**

December 12, 2015  
April 9, 2016

**Stivers School For The Arts**  
**Center Code: 234530**

September 12, 2015  
October 24, 2015  
December 12, 2015  
June 11, 2016

For additional testing sites and information, visit the web site at: <http://www.act.org>

**\*Additional test dates and test sites are listed in the registration packet.**

ACT assessment packets are available from the principal. Each packet contains three items: The actual registration application, a bulletin, "Registering for the ACT Assessment", which details the process and provides pertinent information; and the booklet "Preparing for the ACT Assessment" which contains an actual exam and presents information on test-taking and test preparation.

The basic fee for the ACT Assessment, which includes reports for you and up to four college choices, is \$39.50 (no writing) and \$56.50 (plus writing). If you can't afford the registration fee, you may be eligible for a fee waiver from ACT. Funds are limited, and once they have been exhausted, requests for waivers will be denied. Fee waivers cover *only* the basic registration fee including up to *four* college choices (listed at the time of registration). Waivers do not cover test date changes, test center changes, or any other fees. For more information, see your principal.

### **SPECIAL TESTING INFORMATION FOR STUDENTS WITH SPECIAL NEEDS**

For testing information for students with special needs for either the ACT or SAT, check with your principal.

"The Mound Street Academies School is a community school established under Chapter 3314, of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education."