

**Mound Street Academy**

# **Student Handbook 2020-2021**



We are a regional alternative learning center for youth and adults, advancing college and career readiness through self-paced academics, behavioral health and social support services, life skills, and career preparation partnerships.

# Mound Street Academy

354 Mound Street  
Dayton, OH 45402-8325  
Phone: 937-542-3600

Principal: Jim Grimsley

## Table of Contents

<b>Section</b>	<b>Page Numbers</b>
Welcome Letter _____	3
Mound Street Strong _____	4
School Calendar _____	5
Student Schedule _____	6
Section 1-Emergency Procedures _____	7
Section 2-Policies and Rules _____	8-10
Section 3-Dress Code / Uniform Policy _____	11
Section 4-Acceptable Use Policy for Technology Resources _____	12-13
Section 5-Expected Conduct and Behavior _____	14
Section 6-Informational Items _____	15
Section 7-Student Records _____	16-17
Section 8-State Testing Dates _____	18



Mound Street Academy  
354 Mound Street  
Dayton, OH 45402  
Phone: 937-542-3600

Fall 2020

Dear Students and Families,

I'd like to thank you for choosing Mound Street Academy for the 2020-21 school year. The teachers, staff, and I are very excited to work with you this year. Students, you are taking a step forward to secure a productive future for yourself by attending Mound Street Academy (MSA). 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.

I know that many of you may have questions about the upcoming school year. Throughout this handbook, you will find information that will guide you through your experience at MSA this year. Many sections have been added or adapted with policies, procedures, and expectations to meet guidelines related to remote learning and COVID-19 guidelines. This is a working document, which will be updated as new recommendations are provided by the district and/or Department of Health.

The safety of our students, staff, and school community is always our number one priority at Mound Street Academy. We will follow all preventative measures and safety precautions set forth by the health department to the highest degree possible to ensure the safety of students and staff.

We will continue to update students and families on the latest plans and information to safely teach and learn with our students. If at any time you have questions, please feel free to contact me at (937) 542-3600.

The teachers, staff, 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!

Jim Grimsley  
Principal  
Mound Street Academy

*Focus, Patience, Persistence—Achievement!*



## #Mound Street Strong

**Mound Street students have demonstrated that certain behaviors/expectations are critical for success!**

### **Mound Street Students:**

- 1. Know they have a right to receive an education but a responsibility to not interrupt the education of others.**
- 2. Attend class regularly.**
- 3. Use appropriate language and volume to make everyone feel comfortable.**
- 4. Understand we live in a work world, and a certain dress code must be followed.**
- 5. Understand the value of being on-time.**
- 6. Understand that if they are wrong, they need to learn how to do things the correct way.**
- 7. Learn to set goals and monitor progress.**
- 8. Know that the best way to receive respect is to earn it and give it.**
- 9. Know to listen first and then act.**

**These traits will make us productive members of society who control our future and destiny. Take control of your future!!**

# 2020 – 2021 DISTRICTWIDE SCHOOL YEAR CALENDAR

AUGUST 2020				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24●	25●	26●	27●	28●
31●				

FEBRUARY 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15H	16	17	18	19Q
22	23	24	25	26

SEPTEMBER 2020				
M	T	W	T	F
	1●	2●	3●	4●
7H	8★	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MARCH 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29♣	30♣	31♣		

OCTOBER 2020				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16●
19	20	21	22	23
26	27	28	29	30

APRIL 2021				
M	T	W	T	F
			1♣	2H
5♣●	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30Q

NOVEMBER 2020				
M	T	W	T	F
2	3	4	5	6Q
9	10	11	12	13
16	17	18	19	20
23●	24●	25♣	26H	27H
30♣				

MAY 2021				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31H				

DECEMBER 2020				
M	T	W	T	F
	1♣	2♣	3♣	4♣
7♣	8♣	9♣	10♣	11♣
14♣	15♣	16♣	17♣	18♣
21♣	22♣	23♣	24H	25H
28♣	29♣	30♣	31H	

JUNE 2021				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29QD	30		

JANUARY 2021				
M	T	W	T	F
				1H
4	5	6	7	8
11	12	13	14	15
18H	19	20	21	22
25	26	27	28	29

JULY 2021				
M	T	W	T	F
			1	2
5H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2020-2021 Calendar	
Aug 24 - Sept 02	Professional Development Days (Teachers)
Sept 03	Building Opening Day
Sept 04	Teacher Work Day
Sept 07	Labor Day Holiday / District Closed
Sept 08	First Day for Students
Oct. 16	Conference Exchange Day/No Teachers or Students
Nov 03	Non Work Day for Teachers/No Students
Nov 06	End of First Quarter (42 Instructional Days)
Nov 09 - 12	Parent Conference Evening / 3.5 Hours
Nov 23 - 24	Teacher Professional Development Days / No Students
Nov 25	Thanksgiving Break / No Teachers or Students
Nov 26 - 27	Thanksgiving Holiday / District Closed
Nov 30 - Dec 23	Extended Break / No Teachers or Students
Dec 24 - 25	Christmas Holiday / District Closed
Dec 28 - Dec 30	Extended Break / No Teachers or Students
Dec 31, Jan 01	New Year's Holiday / District Closed
Jan 01 - Jan 03	Extended Break / No Teachers or Students
Jan 04	Students Return
Jan 18	Martin Luther King, Jr. Day Holiday / District Closed
Feb 15	Presidents' Day Holiday / District Closed
Feb 19	End of Second Quarter / Students Report (43 Instructional Days)
Mar 29 - Apr 05	Spring Break / No Teachers or Students
April 02	Good Friday Holiday / District Closed
April 05	Exchange Day Virtual PD / No Teachers or Students
Apr 06	Students Return
Apr 30	End of Third Quarter (44 Instructional Days)
May 03 - 06	Parent Conference Evening / 3.5 Hours
May 31	Memorial Day Holiday / District Closed
Jun 29	Last Day for Students
	2-Hour Early Dismissal (PK-12) /
	End of Fourth Quarter (41 Instructional Days)
Jun 30	Final Work Day for Teachers

### Parent Conferences

Each school will designate one evening for parent conferences during the weeks of:

- November 9, 2020
- May 3, 2021

### Test Dates

Fall 2020 Testing - TBA  
Spring 2021 Testing - TBA

Visit [DPSRestart.com](https://www.daytonschools.org/DPSRestart.com) for more information regarding possible changes to the 2020-2021 school year amid the COVID-19 Pandemic.

### Religious Holidays

Rosh Hashanah	9/18/20	Christmas	12/25/20
Yom Kippur	9/28/20	Easter	4/4/21
Diwali	11/14/20	Eid al-Fitr	5/12/21
Hanukkah	12/10/20	Eid al-Adha	7/19/21

### Legend

- ★ Schools Open for School Year
- Days of Instruction
- Q End of Quarter
- H Holiday
- ♣ Break
- Teacher Contract Day
- D 2 Hour Early Dismissal

### Mission Statement

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.



354 Mound Street  
 Dayton, OH 45402-8325  
 Phone: (937) 542-3600

## Mound Street Academy Hybrid Class Schedule

Remote Learning Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
		<b>Period 1</b>		
<b>Period 1</b>	<b>Period 5</b>	9:00 - 9:30	<b>Period 1</b>	<b>Period 5</b>
9:00 - 10:07	9:00 - 10:07	<b>Period 2</b>	9:00 - 10:07	9:00 - 10:07
(67 min)	(67 min)	9:35 - 10:05	(67 min)	(67 min)
		<b>Period 3</b>		
<b>Period 2</b>	<b>Period 6</b>	10:10 - 10:40	<b>Period 2</b>	<b>Period 6</b>
10:12 - 11:20	10:12 - 11:20	<b>Period 4</b>	10:12 - 11:20	10:12 - 11:20
(68 min)	(68 min)	10:45 - 11:15	(68 min)	(68 min)
		<b>Period 5</b>		
<b>LUNCH</b>	<b>LUNCH</b>	11:20 - 11:50	<b>LUNCH</b>	<b>LUNCH</b>
11:20 - 11:50	11:20 - 11:50	<b>Lunch</b>	11:20 - 11:50	11:20 - 11:50
		11:55 - 12:30		
<b>Period 3</b>	<b>Period 7</b>	<b>Period 6</b>	<b>Period 3</b>	<b>Period 7</b>
11:55 - 1:02	11:55 - 1:02	12:35 - 1:05	11:55 - 1:02	11:55 - 1:02
(67 min)	(67 min)	<b>Period 7</b>	(67 min)	(67 min)
		1:10 - 1:40		
<b>Period 4</b>	<b>Period 8</b>	<b>Period 8</b>	<b>Period 4</b>	<b>Period 8</b>
1:07 - 2:15	1:07 - 2:15	1:45 - 2:15	1:07 - 2:15	1:07 - 2:15
(68 min)	(68 min)		(68 min)	(68 min)

# 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 an 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 an administrator 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 administrator 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 daily, on time, and 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. Students are expected to follow all rules, policies, and regulations set forth in the Dayton Public Schools Student Code of Conduct.

**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. Those students who are participating in the CBI program may leave school at 1:30 pm daily to report to their approved employment or volunteer sites. 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 CBI program.**

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.

### **Student Expectations for Virtual Learning**

- You must show up on time, every day.
- Please show up 3-5 minutes prior to the scheduled video meetings.
- Follow the schedule that has been designed for you.
- The same rules apply to attendance/tardy.
- Be dressed for success!
- Be ready to learn in a quiet environment.
- Turn off and remove all distractions.
- Maintain respect in both speaking, writing and appearance.
- You will be graded for assignments and participation.
- DPS Student Code of Conduct is in effect.
- Reach out to your teacher or principal if you need help.

### **Parent Expectations for Virtual Learning**

- Parents are expected to provide an appropriate learning environment and physical space for students.
- Learning environment should be quiet and free of distractions.
- Parents are expected to encourage/ensure that students are attending sessions daily and on time.
- Parents are expected to call the school if students will be absent from instruction.
- Parents are encouraged to reach out to teachers, by phone email or through google meets & hangouts as needed to support student learning.

### **Attendance**

Attendance will be taken daily and all truancy practices are still in place. This is not based upon Dayton Public School requirements, but on requirements from the Ohio Department of Education.

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

### **Absence**

An excused absence is one which has been classified as excused by the building administration. An absence which falls under one (1) of the six (6) Board of Education approved reasons for absences will be classified excused if the building attendance procedure(s) is followed by the student, parent or person acting as parent if a student is absent. The parent/guardian/legal custodian shall call the school as soon as possible. The student must bring a signed note from the parent/guardian/legal custodian stating the reason(s) for non-attendance upon the return date. Three (3) consecutive absences due to illness of the student require a doctor's note upon the student's return to school. An excused absence will be recorded as an absence on the student's attendance record, for the following reasons:

- Illness of student
- Illness in the family
- Death in the family
- Quarantine for contagious disease
- Those approved in advance by the principal upon written request by the parent/guardian/legal custodian, or adult student
- An act of God

Daily attendance impacts academic success. Excessive absences can contribute to school failure. When an absence is necessary, a student's parent(s)/guardian(s)/legal custodian(s) should report the absence to school officials before the assigned school starting time.

The district will:

1. Consider a student a chronic or habitual truant because of a lack of appropriate documentation for his/her absences/tardies.
2. Provide the parent and/or student Truancy Legal Notice. The administration of Dayton Public Schools strongly discourages the use of suspension and/or expulsion from school to enforce attendance or to deter unexcused absences.

### **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 (i.e. Parent Note, Dr's Note, etc.). 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 if under the age of 18 years old.
- Students 18 years or older must receive an early dismissal form from their homeroom teacher if an early dismissal form has not been signed by the school nurse or principal.

### **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 required school regulations.

### **Equal Education Opportunities**

All students of the Mound Street Academy will have equal educational opportunities. Mound Street Academy does 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.

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

### **Individuals with Disabilities**

If you need any accommodation during the course of the school year, please contact the Special Education Coordinator.

### **Cell Phone Policy for Virtual Learning Students**

Sexting, inappropriate pictures, books, words or other vulgar tones/music, etc., is not allowed during remote learning hours. 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.**

### **Cell Phone Policy for In Person Learning**

Students will be permitted to have (1) one cell phone locked away upon arrival daily. Students can only sign phones in and retrieve them once per day unless mitigating circumstances indicate otherwise. Any bluetooth device including but not limited to, earbuds and/or watches must remain with cell phone and be locked away.

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 unless otherwise directed by MSA staff. 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 in another student's electronic device(s)..

**Retrieving Cell Phones** – Students will be escorted at dismissal by a staff member to the front lobby area to retrieve their phones..

All cell phones must be picked up by 4:00 p.m. each day unless other arrangements are made with MSA staff. After 4:00 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.

## **Section 3: DRESS CODE / UNIFORM POLICY**

Students are required to follow the guidelines below when they are in the building. The proper school uniform shall not disrupt the educational environment. Students are expected to be neat and take pride in their appearance. They are expected to dress for the adult workplace. Students should always be in complete uniform. Any student not in complete uniform may be sent home to change/denied entrance into MSA.

*Note: Determination of compliance to the dress code is at the discretion of the administrator on duty.*

### **OPTION 1 – Mound Street Academies School Uniform**

- Black, khaki or navy blue pants with belt loops (includes denim jeans-holes are allowed as long as no skin is exposed; not rolled up, banded at ankle or tucked into socks)
- Black, khaki or navy skirts are allowed (skirt length must be no shorter than 1” above the knee as well as side/back slits/openings)
- Collared shirt, solid in color (short or long sleeve)
- Pants must be worn at waist level at all times. No hip huggers, stretch/spandex or tight/form fitting pants are permitted

### **OPTION 2 – Uniform Scrubs**

- Scrub pants and tops can be any color or pattern (no derogatory pictures/verbiage)
- Lab coats/scrub jackets are acceptable
- Students may not mix scrub uniform components with MSA school uniform

### **OPTION 3 – Work Uniform**

- Work or volunteer shirts with company logo are permitted only if confirmed by the Employment Specialist and/or homeroom teacher

### **NOT ALLOWED**

- NO head coverings are permitted to be worn in the building, including but not limited to, “do rags”, bandanas, hair wraps, hats and/or hoods unless for religious/ethnic reasons
- NO shorts, capri pants, joggers, or skorts
- NO flip-flops, sandals, or house shoes/slippers
- Boots cannot exceed mid-knee height.

### **MASKS**

- Masks are required of all students and all employees at all times, except during designated mask break times.
- Masks should cover the mouth and nose. A mask on the chin or around the neck is unacceptable.
- Bandanas are not allowed.
- Face Masks - the 'gator'-style face mask is NOT an acceptable face mask.
- Face shield is NOT required all day long - breaks from masks are ONLY when the shield is ON and there is no movement in the classroom.
- Masks should follow handbook attire guidelines in regards to offensive and obscene material.
- Solid color masks or DPS masks are recommended.

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

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

The Mound Street Academy 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 administration supports 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 Academy, 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 school currently provides 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. Mound Street Academy supports and respects 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 Academy 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 Academy 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 Academy's 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 Academy's 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 Academy 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 Academy 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 Expulsion Hearing Officer 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 Expulsion Hearing Officer 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.

### **Classrooms**

Students may only be in or about their assigned classroom, restroom, and cafeteria during the assigned time. Students who are found outside these areas may be subject to disciplinary consequences up to and including suspension.

### **Digital Content**

Students will complete their assignments using the APEX digital courseware.

### **Discipline**

Students are expected to follow the Dayton Public Schools Code of Conduct. Failure to follow the code of conduct will result in consequences up to and including serving the student's suspension.

## **Section 6: INFORMATIONAL ITEMS**

### **Food Service**

Breakfast and lunch will be provided to students on the days they attend in-person during hybrid learning. Meals are also available during virtual learning. For questions on meal delivery, please call 937-542-3950.

### **Graduation Requirements**

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

All students who wish to graduate with the State of Ohio Diploma of Basic Competency must complete one of the graduation pathways designated by the Ohio Department of Education based upon the year the student first entered ninth grade. Please refer to the following link from the Ohio Department of Education to determine your specific graduation requirements based upon the first year you entered ninth grade:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

### **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.

### **Immunizations**

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

### **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.

### **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 Academy. You may pick up the application from the Administrative Office.

### **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 notify the main office in writing within ten (10) business days of enrollment.

## **Section 7: 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 Academy. 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 Academy 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 7: STUDENT RECORDS CONTINUED...**

### **Release Of Directory Information**

Under certain circumstances, Mound Street Academy 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 Academy, 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 Academy, their permanent records shall be maintained in the Mound Street Academy office. Transcripts of student records shall be made available upon written request. Please allow 24 hours notice for any paperwork, forms, etc.

## Section 8: STATE TESTING DATES 2020-2021

updated 12/1 - GT

### DPS 2020-2021 Assessments for Grades 7-12

Assessment	Dates	Grade Levels
Ohio English Language Proficiency Screener (OELPS)	September 8 - June 11	7, 8, 9, 10, 11, 12
Ed Incites  ELA-English Language Arts SS-Social Studies UA-Unified Arts Math Sci-Science WL-World Languages CTE-Career Tech	September 21-25 Trial Assessment October 5-9 Short Cycle 1 (ELA, SS, UA) October 19-23 Short Cycle 2 (Math, Sci, FL) November 2-6 Short Cycle 3 (ELA, SS, UA) November 16-20 Short Cycle 4 (Math, Sci, FL, CTE) January 11-15 Short Cycle 5 (ELA, SS, WL and UA) January 25-29 Short Cycle 6 (Math, Sci and CTE) February 8-12 Short Cycle 7 (ELA, SS, WL and UA) February 22-26 Short Cycle 8 (Math, Sci and CTE) March 8-12 Short Cycle 9 (ELA, SS, WL and UA) March 22-26 Short Cycle 10 (Math, Sci and CTE) May 3-7 Short Cycle 11 (ELA, SS, WL and UA) May 17-20 Short Cycle 12 (Math, Sci and CTE)	7, 8, 9, 10, 11, 12
NWEA MAP (Reading and Math) <i>*Algebra, Geometry, and Algebra II will take corresponding MAP test</i>	October 19-29 Fall MAP February 8 -19 Winter MAP June 14-18 Spring MAP	7, 8, 9, Alg. I, Geometry, Alg. II
Ohio State Tests (High School)	January 4-15 HS End of Course Retakes April 5-23 ELA April 19 - May 7 Math/Science/Social Studies	9, 10, 11, 12 9, 10, 11, 12 9, 10, 11, 12
Ohio State Tests (Middle School)	April 12-23 ELA April 26 - May 7 Math/Science (Science grade 8 only)	7, 8 7, 8
Student Learning Objectives (SLOs)	Not Applicable	
Surveys	TBD	7, 8, 9, 10, 11, 12
Ohio English Language Proficiency Assessment (OELPA)	February 1 - March 26	7, 8, 9, 10, 11, 12
Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)	February 2 - March 19	7, 8, 9, 10, 11, 12
Web Exams	April 6 - 16	CTE
State Funded ACT (11th grade)	March 9	11
AP Exams	May 3-14	9, 10, 11, 12