

Mound Street Academy

Student Handbook 2021-2022



We are a nontraditional school designed to reach and serve students based on their individual needs regardless of barriers.

Mound Street Academy

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

Principal: Dan Hinshaw

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Fall 2021

Dear Students and Families,

I'd like to thank you for choosing Mound Street Academy for the 2021-22 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!

Dan Hinshaw
Principal
Dayton Digital Academy
&
Mound Street Academy



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!!

2021 – 2022 DISTRICTWIDE SCHOOL YEAR CALENDAR

AUGUST 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12●	13●
16●	17●	18★	19	20
23	24	25	26	27
30	31			

FEBRUARY 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21H	22	23	24	25
28				

SEPTEMBER 2021				
M	T	W	T	F
		1	2	3
6H	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MARCH 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18Q
21◇	22◇	23◇	24◇	25◇
28	29	30	31	

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

APRIL 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15H
18	19	20	21	22
25	26	27	28	29

NOVEMBER 2021				
M	T	W	T	F
1	2●	3	4	5
8	9	10	11	12
15	16	17	18	19
22●	23●	24◇	25H	26H
29	30			

MAY 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27QD
30H	31●			

DECEMBER 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20◇	21◇	22◇	23H	24H
27◇	28◇	29◇	30H	31H

JUNE 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20H	21	22	23	24
27	28	29	30	

JANUARY 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14Q
17H	18	19	20	21
24	25	26	27	28
31				

JULY 2022				
M	T	W	T	F
				1
4H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2021-2022 Calendar	
Aug 12	Convocation (1/2 day for teachers)
Aug 13	District PD Day
Aug 16	Building PD Day
Aug 17	Teacher Work Day
Aug 18	Building Opening Day/First day for students
Sept 06	Labor Day Holiday / District Closed
Oct 18 – 21	K-6 Parent Conference Evening/3.5 Hours
Oct 21	End of Quarter 1/ (46 Instructional Days)
Oct 22	Conference Exchange Day/No Teachers or Students
Oct 25 - 28	7 – 12 Parent Conference Evening / 3.5 Hours
Nov 02	Teacher Professional Development/No students
Nov 22 - 23	Teacher Professional Development Days / No Students
Nov 24	Thanksgiving Break / No Teachers or Students
Nov 25 - 26	Thanksgiving Holiday / District Closed
Dec 20 – Dec 31	Winter Break / No Teachers or Students
Dec 23 - 24	Christmas Holiday / District Closed
Dec 30 - 31	New Year's Holiday / District Closed
Jan 03	Students Return
Jan 14	End of Second Quarter / Students Report (44 Instructional Days)
Jan 17	Martin Luther King, Jr. Day Holiday / District Closed
Feb 21	Presidents' Day Holiday / District Closed
Mar 18	End of Third Quarter (43 Instructional Days)
Mar 21 - 25	Spring Break / No Teachers or Students
Mar 28	Students Return
Mar 28 - 31	Parent Conference Evening / 3.5 Hours
Apr 15	Good Friday Holiday / District Closed
May 27	Last Day for Students 2-Hour Early Dismissal (PK-12) End of Fourth Quarter (44 Instructional Days)
May 30	Memorial Day Holiday / District Closed
May 31	Last day for Teachers (1/2 day)

Parent Conferences

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

- Fall: Elementary Schools (K-6) – Week of October 18, 2021
- Fall: Secondary Schools (7-12) – Week of October 25, 2021
- Spring: All Schools – Week of March 28, 2022

Test Dates

Fall 2021 Testing – Not yet available

Spring 2022 Testing - Not yet available

Religious Holidays

Rosh Hashanah	9/6/21	Christmas	12/25/21
Yom Kippur	9/15/21	Easter	4/17/22
Diwali	11/4/21	Eid al-Fitr	5/2/22
Hanukkah	12/10/21	Eid al-Adha	7/9/22
Kwanzaa	12/26/21		

Legend

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

Mission Statement

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

Schedule for 2021-22 School Year

8:20 am-8:35am: Student Arrival Time (Grab and Go breakfast)

8:35am-9:50am 1 st Period

9:50 am-11:05am 2nd Period

11:05am-12:55pm 3rd Period

- **Lunch 1: 11:05am-11:35am**
 - **11:35am-12:55pm 3rd Period**

12:35 pm 1st Dismissal of Working/Volunteering Students

- **Lunch 2: 12:25pm-12:55pm**
 - **11:05am-12:25pm 3rd Period**

12:55 pm 2nd Dismissal of Working/Volunteering Students

12:55pm-2:10pm 4th Period

2:10pm-3:40pm 5th Period

Afternoon Dismissal 1 3:15pm

Afternoon Dismissal 2 3:35pm

Please note the following:

- **4 - 6 Hours of Core Instruction (depending on individual student needs)**
- **2 - 3 Hours of Supplemental/Elective/CBI (depending on individual student needs)**



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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 the 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 early 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.

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.

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.

Section 2: POLICIES AND RULES CONTINUED...

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.

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 In Person Learning

Students will be permitted to have their 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 the 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..

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 (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
- 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 (IF DPS REQUIRES)

- 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 21st 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 learning.

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.