



2009-2010
Student-Parent
Handbook
&
Curriculum Guide

The Academy
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Mission Statement

The mission of the Academy is to develop competent, confident, and curious students through challenging and integrative college-preparatory studies. Our students will have the knowledge, tools, and leadership experiences to excel in their future academic endeavors and in life.

The Academy Values

- Self-expression, personal growth, respect of self, pride in one's work and accountability for one's behavior.
- Strong oral and written communication skills
- Leadership experiences
- Responsible stewardship of our environment
- Individual skill development and tailored feedback
- Participation in athletic, artistic and extra curricular activities
- A close relationship between a student's family and the Academy
- Cultural, racial, and economic diversity of its students
- Integrity, truthfulness, honor and respect



The Honor Code

“I will not lie, cheat, or steal, or tolerate anyone who does”

The Academy Honor System

All areas of student life and behavior are governed by the Honor System.

The Honor System is based upon and not limited to the Honor Code:

“I will not lie, cheat or steal, or tolerate anyone who does.”

We want the Honor System, not just a code, to become an integral part of The Academy experience. Ideally, the system is a constant reminder of the highest aspirations of The Academy’s Mission Statement. We wish to foster in every student a deeply felt sense of self-worth based upon individual responsibility, a feeling of pride in one’s own achievements, and a feeling of dignity for one’s self and an abiding respect for one’s peers. It is the student’s responsibility to adhere to the Honor Code.

The Academy has an appointed Review Board to handle all Honor Code violations. The Review Board consists of: the assistant head of school and two faculty members appointed by the Head of School. Faculty and students will report all Honor Code violations to the Review Board. The Review Board will then investigate the violation and discuss their findings. They will make a recommendation to the Head of the School on the violation. The Head of School will have the final decision on the consequences for the violation. Customarily, the consequences, or punishment, for Honor Code violations for the first offense is to impress upon the student the seriousness of the violation. The first offense may include Saturday Work Detail, or detention. The second offense is a far more serious breach and the consequences will be reflective of the Board’s rendering. The third offense will result in a recommendation for expulsion from The Academy.

Following is the text of the Honor Code. It is expected that every student will read the text and commit himself/herself to abide by and uphold its basic principals. We expect our parents to read the text of the Honor Code and encourage their student to abide by and uphold the Honor Code. It is expected that our faculty will encourage and abide by the Honor Code.

We assume that our students are honorable citizens who recognize and follow the right (moral) course of action. However; we know that doubts, confusion, and pressures sometimes result in mistakes, and we wish w emphasize that every student is expected to avoid the following:

1. **CHEATING:** Students should (a) know the nature of the assignment, test, report, paper or project, (b) plan his/her time and work so that the goals and objectives can be achieved independently without recourse to external, unauthorized help, (c) execute the assignment, test or task to the best of his/her ability and accepting the consequences of his/her own shortcomings, (d) sign the Honor Pledge, “I pledge on my honor that I have neither given nor received aid on this work”.

2. **LYING:** Like cheating, lying when it occurs, usually results from doubts, pressures, and confusion. Again, if one exercises independently and responsibly his/her duty to know what is expected, when it is expected where and how, if applicable, and if he/she follows the course of action suggested by his/her conscience, lying is unnecessary and highly unlikely.
3. **STEALING:** Stealing is largely a matter of respect for property. If one respects one's own property, he/she is likely to respect the property of others; hence, stealing will not occur. Once again, we return to the matter of personal responsibility, which is the key to success of the HONOR SYSTEM.

Intensive orientation to the Honor System is an integral part of student and parent orientation each fall. It is the personal responsibility of each student to become fully aware of the system, in order to cooperate with it, not to be intimidated by it. As the student matures, he/she will grow into and become part of the system. When the student receives his/her diploma he/she will reflect with confidence that he/she is truly prepared for college; that he/she has the strength of character to meet and cope successfully with the myriad challenges that lie ahead and that will test his/her strength of character every day of his/her life.

In coming to the Academy, students are committing themselves to adherence to the Honor Code. Students should study the Code and direct questions concerning it to one of the Review Board members or to the Dean of the Academy.

ARTICLE I

Section 1. Cheating

The regulations concerning student conduct in regard to cheating are:

- Students are on their honor neither to give nor receive any unauthorized information in any form of schoolwork where credit is earned or lost.
- a) Teachers, with consent from the Review Board, will determine what constitutes authorized and unauthorized information and will relay that to the students when assigning work.

Section 2. Lying

The regulations concerning student conduct in regard to lying are:

- a) In any instance in which a student is asked a question, either **pertaining** to his/her conduct or Academy business, he/she is on their honor to tell the truth.
- b) Deliberate verbal or written falsification is a form of lying and a violation of the Honor Code.
- c) Deliberately allowing a false assumption to be drawn also constitutes lying.

Section 3. Stealing

The regulations concerning student conduct in regard to stealing are:

Students are on their honor not to steal; no student has the right to take or to use anything which is not his property without the consent of the rightful owner or author.

Section 4.

Tolerating lying, cheating or stealing:

Toleration of lying, cheating, or stealing is an Honor Code offense. If a student witnesses another student committing any of these violations, he must promptly:

- 1) Report the incident to the Review Board.
- 2) Confront the student and explain that his/her act was a violation of the Honor Code and either suggest that he/she turn themselves in or warn him/her that they will turn them in.
- 3) Notify the teacher of the class in which the violation occurred indicating to them that a breach in the Honor Code has occurred

ARTICLE II

Section 1. The Review Board shall be the sole judge of honor offense cases.

Section 2. The Review Board is selected by the Head of the School. The Review Board consists of the Assistant Head of School and two appointed faculty members.

ARTICLE III

Section 1. Review Board Processes

The process by which a case is brought before the Honor Council is as follows:

- a) If a student or faculty member feels that an honor offense has been committed, they contact the members of the Review Board and notify the student that they are reporting an Honor Code Violation.
- b) The Board chair and faculty advisors meet with the accused student and determine whether a valid case exists. If it is decided that a case does not exist the person reporting the offense is informed of the decision.
- c) If the Review Board feels that a charge warrants investigation, the persons involved, including the witness, the student's advisor, and parents are notified and the Board convenes.

Section 2. Students who commit honor code offenses may turn themselves in; their integrity in doing so will be taken into account by the Review Board.

ARTICLE IV

Section 1. Review Board Session

A session of the Honor Council shall proceed as follows:

- a) The accused student appears before the Board while the chair reads the charge against him.
- b) The accused either admits guilt or declares his/her innocence; if he/she chooses the latter, the person reporting the offense will also be expected to testify. In certain cases documented, written testimony or evidence may also be admissible.
- c) All statements and claims of both parties are directed alternately to the Review Board. All questions, information, and rebuttals exchanged shall be mediated through the Board chair.
- d) After the Review Board is satisfied that all relevant information has been presented, the members shall arrive at a decision in private. The Board may reach its decision through consensus; if there is dissension, the chair conducts a vote.
- e) If the accused student is found guilty, the Board determines a penalty either by consensus or by a vote. The Board then presents the Dean of the Academy with their findings and decision on the violation.
- f) If a student feels that he has been treated unjustly, he may appeal to the Dean of the Academy within twenty-four hours following the decision; this rule maybe suspended only in extraordinary circumstances.

Section 2. Students have the right to remain silent; however, the Review Board may take failure to respond to its questions into consideration in its judgments.

Section 3. Students brought before the Review Board have the right to have their advisor present at the session.

Section 4. The accused student may present witnesses or other evidence.

Section 5. The advisor may give suggestions, opinions, and information to the Board members, but may not participate in the judging of students.

Section 6. The maximum penalty for a student found guilty of an offense is a recommendation to the Dean of the Academy that the student be expelled.

ARTICLE V

Section 1. The Review Board may hold sessions as the chair or advisor deems necessary. All members of the Board must be present to convene. More than one case may be reviewed during a session.

Section 2. When an accused student is summoned before the Review Board, the chair shall notify the student's advisor, person reporting the offense, and teacher of the outcome of the case.

Section 3. A Review Board member shall disqualify himself when a) he feels that he is unable to judge a case objectively, b) he himself brings a case before the Board, or c) is a witness.

Section 4. The proceedings of the Review Board session are closed to all except those directly involved. The identity of the person reporting the offense and opinions set forth by members of the Board during a case are

privileged information; divulgence of these or any aspects of a Board sessions constitutes an honor offense.

Section 5. All records of Board cases are kept confidential and filed with the Review Board Chair with immediate access limited to the advisor and the reporting faculty member; the Board may use its discretion in granting other persons access.



School Guidelines & Procedures

Dress Code

Boys and Girls approved dress:

Tops: Students may wear button up oxford shirts or polo shirts. Shirts must have a collar. Students may wear a sweater of any color over their shirt. The collar of the shirt should be visible. A jacket over the shirt does not qualify as a “shirt with a collar”.

Bottoms:

Boys: Students will wear dress pants Monday thru Thursday. Cargo pants are acceptable.

Girls: Students may wear dress pants, cargo pants, Capri pants or skirts. Skirts are not to be shorter than two inches above the knee. Regardless of leggings, the skirt cannot be shorter than two inches above the knee.

*Pants need to be at the student’s waist.

Dress that is not allowed:

- 1) Students are not allowed to wear hats or sunglasses during the school day.
- 2) Students are not allowed to wear “hoodie” sweatshirts during the school day.
- 3) Boys are not allowed to wear earrings.
- 4) Students are not allowed to wear shorts, including Bermuda shorts.
- 5) Students are not allowed to wear jackets/coats during the school day. If the room is cold, bring a sweater or layer over your shirt with a collar. Keep in mind that your collar must show.

Dress Down Day:

On dress down day students may elect to follow the dress code or wear jeans. Should students elect to “dress down” on Friday, they must wear jeans that are appropriate. Distressed jeans are not allowed. Academy t-shirts and sweatshirts are permissible. Otherwise, students must wear a shirt with a collar.

Any style of dress outside of the above dress will be considered a violation and students will receive the appropriate penalties. Students are to remain in dress code during the entire academic day.

The Academy Computer Usage Statement

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and

trade secret and copyright violations may be grounds for sanctions against members of the academic community.

The Academy computer network (including all school computer equipment and internet access through school equipment, and personal network files of The Academy students, faculty, and staff) is provided for students to conduct research, to learn about computers, to facilitate learning, and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility on the part of all network users.

The Academy has in place an Honor Code and a Statement of Values, which apply to all areas of school life, including the use of computers. For example, a student who opens another student's book bag and reads a personal letter found in that book bag would be in violation of the Honor Code. Similarly, opening and reading another student's personal computer files without permission would violate the Honor Code. Both the Honor Code and the Statement of Values are displayed prominently on campus and are explained in this book.

The following policies exist to aid the student in clarifying specific situations and are not intended to be all-inclusive. If a situation arises that is not specifically covered in these policies a student is expected to apply the Honor Code and the Statement of Values. If in doubt the students should seek the advice of a teacher or advisor.

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose. It is also a violation to give your password to another student for any reason.
2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited! This includes, but is not limited to:
 - . Altering the computer's operating system environment (see #5)
 - . Purposely downloading viruses
 - . Downloading programs that can be used as hacking tools
 - . Tampering with computer equipment or data infrastructure components.
 - . Assisting others in violating these rules is also considered unacceptable behavior.
3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource and use thereof is governed by the same rules as library resources. This includes the internet. All information obtained through the Internet and other computer research tools must be cited when used in a student's work. Information gained from a web site is the same as information found in an encyclopedia or

magazine. Students should see their classroom teacher for help in the proper methods of citing the various computer resources. Using the network for commercial purposes or in support of illegal activities is prohibited. This includes, but is not limited to:

- . Uploading or downloading of illegal or pornographic material
 - . Uploading or downloading of copyrighted materials such as music, movies, and books
 - . "Burning" copyrighted materials onto optical media with the intention to sell
 - . Sending chain letters and threatening or harassing email
4. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on The Academy's computer and network equipment in any way without the permission of the network administrator. This includes altering the Windows environment.
 5. Files from the internet, dial-up bulletin boards, chat software, or online services such as American Online, CompuServe, or Prodigy may not be downloaded to the network or computer hard drive without the permission of the instructor or network administrator. These files may be downloaded only to the student's floppy disk to protect our systems from viruses.
 6. Students are prohibited from using the computer lab as a gaming room. The lab is available for research and completion of projects. Students caught violating this request will receive disciplinary actions.

Internet safety guidelines:

1. Never give your last name to anyone over the Internet
2. Never give your phone number or mailing address to anyone over the internet.
3. Never reveal information about other people over the Internet.
4. Never agree to a face-to-face meeting with someone you have "met" online without your parent's consent.
5. If you receive any e-mail or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.

Section I.

School Guidelines and Procedures

The following guidelines relate to the conduct and procedures that are expected of The Academy students during the school day. Self-discipline is a distinguishing characteristic of Academy students. For those who have not yet achieved self-discipline, a system of corrective measures administered by the Dean's Office may be necessary.

Most of the rules are positive in nature and indicate acceptable traits, while some are negative in nature and indicate conduct that should be avoided. Students and parents should be familiar with all guidelines and procedures in the Handbook.

ATTENDANCE

Active participation in class activities is an integral part of the learning experience at the Academy. For this reason, class attendance is essential. Regardless of performance, students that miss more than twenty days of class per semester will automatically fail the class for the semester. In order to promote regular class attendance, The Academy adheres to the following policy:

1 Class Attendance

- a. Students are expected to attend all academic classes including University classes and to be prompt and prepared. Advisor sessions are considered a class. Participation in extracurricular or interscholastic events requires attendance in a majority of classes, meaning 4 academic periods, on the day of the event. In addition, parental notification or medical documentation must be provided before the student's participation in the event. Academic obligations (i.e. tests, papers, quizzes, etc.) must also be fulfilled on that day or arrangements made in advance with the teacher.
- b. When a student knows in advance that he/she will miss a class for a school activity, an athletic competition, or special event, it is the student's responsibility to notify the teacher before the absence and to

make mutually satisfactory arrangements for work to be completed, tests taken, or assignments submitted. Upon returning to class, the student will be expected to be prepared for that day's obligations, including tests and quizzes.

- c. Absences from school must be reported to the Academy no later than 8:30 a.m. on the day of the absence. Calls before 7:00 a.m. will be answered by voicemail. The number to call to report an absence is: 929-1329. If a student is reported absent during first period and the office has not received prior notification of this absence, a representative from the office will attempt to verify the absence with the parents or legal guardian by phone.
- d. When the student returns to school, a written verification of the absence from the parent or guardian must be presented to the Dean's office. The verification must include (a) student's name, (b) dates and periods missed, and (c) reasons for absence. The verification must be written and signed by the parent or legal guardian.
- e. If written verification of absences is not received before first period of the day returning, the Dean's Office will attempt to contact the parent by phone. Failure to verify an absence will result in after school detention.
- d. Students who miss class unexpectedly because of illness will be given the same number of days they have missed to make up assignments, quizzes, or major tests. This is standard procedure in all academic departments, but teachers may exercise discretion in requiring students to submit projects, papers, and long-term assignments as close as possible to the original due date. Extended absences will be dealt with on an individual basis. Students who are absent on the day of an exam will be given an alternate exam.

Students should not use "illness" as an excuse for procrastination or as a means of studying for tests or completing assignments. Such circumstances may risk compromising the Honor Code.

2. **Tardies:**

Students who report to class after the bell rings are considered tardy. Each semester, students are allowed two (2) tardies in each class without any consequences. Following is the procedure for tardies:

- 3rd tardy: 1 hour after school detention for one (1) day.
- 4th tardy: ISS and zero in classes for daily work.
- 5th tardy: ISS/zero in classes for daily work plus conference with parents.
- 6th tardy: One (1) day of ISS for each additional tardy.

The tardy count will reset at the beginning of each semester. In regard to exams, three tardies equals one absence.

3. **Early Dismissal**

- a. Students who find it necessary to leave the campus during the school day must present the office with a written request from a parent or guardian stating the time of dismissal, the purpose of dismissal, and the approximate time of return to campus. Such requests should be presented at the time the student checks out of school.
- b. If an early dismissal requires a student to leave campus during an academic period, the student must submit the dismissal request to the office prior to the start of that class period in order to receive a permission slip. This slip will be used to notify the teacher of the student's dismissal time.
- c. Once a request for dismissal has been approved by the office, a student must sign out in the office. Upon return to campus, a student must sign in at the office in order to receive a readmit to class. A student's failure to sign out or sign in could result in an automatic After School Detention.
- d. Students are required to be in school until 3:10 and are not afforded off-campus privileges. The Academy observes a closed campus. Students are not allowed to leave campus for lunch. Students will not be dismissed during lunch or any other part of the day to run errands. Students are not allowed to leave to go to their cars during the school day. Students are also not allowed to order lunch and have it delivered to them by a restaurant.
- e. If the student does not return to the school before the end of the academic day, the same procedure used for regular absences will be followed.

4. **Extended Absences**

- a. Absences of more than three (3) days because of illness must be reported to the office. Upon returning to school, the student must present a verification of absence from the physician or parent.
- b. The Academy discourages personal absences for vacation or travel when missed classes are involved. Should such a situation be unavoidable, the Dean's Office should be notified in writing in advance so that teachers and advisors may work with the student to prepare for the absence. It is the student's responsibility to inform the teachers of the impending absence and to arrange for the successful completion of schoolwork. Makeup work will be at the discretion of the teacher.
- a. Should personal absences exceed the limit of nine (9) days, the academy must be petitioned in writing to waive the requirement. The reason for the waiver must be stated in the request.
- b. If a student's illness requires him/her to miss more than one day, parents may call and request his/her child's homework. Homework assignments can be picked up at the Secretary's Desk after 2:00 pm. It is strongly encouraged that you call to request your child's homework for any absence incurred.

Messages and Telephone Use

Messages to students during the school day are discouraged because they interrupt class. Should it be necessary for a parent to reach a student, please call the office at 929-1627 and the message will be delivered at the end of the class period. You are also encouraged to leave the message for your child on the Academy's voice mail system. The message will be retrieved and delivered to your child.

Cell phones and iPods

Cell phones and iPods are not allowed to be used during the academic day. In the event that you need to reach your child, please call the office. Students who are caught using a cell phone or iPod during the school day will have the phone and/or iPod confiscated. In addition to having their electronic device confiscated, students will serve one day of ISS.

Student Pick-up/Drop-Off

The side entrance of Carter Hall is the Academy's pick-up/drop off point.

Visitor/Guest parking

Because all other spaces are assigned, parents wishing to visit campus are encouraged to park in the designated spaces located at the MSU Welcome Center. Parking along the street can result in a ticket or being towed.

Visitors

Mountain State University and The Academy take great pride in the attractiveness of our campus and we welcome those who wish to visit the Academy; however, considerations of safety make it necessary to maintain strict procedures regarding student visitors. In those cases in which a visitor is a prospective Academy student, an appointment should be made through the office. When a current student wishes to have a guest for any other reason, permission must be obtained at least one week in advance through the office. In order to protect the integrity of the academic day, unannounced visitors must report to the office immediately upon arrival and must receive a visitor's pass. All visitors must have a visitor's pass from the office upon entering any classroom or the school building.

School Property and Facilities

The neatness and cleanliness of the dining facilities, classrooms, bathrooms, hallways, patio and other areas of the school are the responsibility of The Academy students and staff. Students observed littering or defacing school property will be subject to disciplinary action. Students will be expected to pay for any damage they cause. Unintentional damage shall be reported to the Dean's Office immediately.

Public Display of Affection

The halls, classrooms, and other public areas of the school are not appropriate for public displays of affection. Friendship is encouraged while public romance and physical expression of mutual attraction is not acceptable.

Classroom Conduct

The Academy believes that discipline in the classroom is essential for the processes of instruction and learning. The student who disrupts the class affects not only his or her ability to learn, but also the teaching and learning environment for all others. The teacher or the administration will not tolerate such disturbances. Consequences of classroom misbehavior will be disciplinary action determined by the teacher and/or the office. Student-parent-teacher conferences and/or work details are usual consequences of unacceptable classroom conduct. All faculty observe the following rules in every class:

- 1) Abide by the Honor Code
- 2) Come to class prepared with book, pencil, and paper
- 3) Respect yourself, respect others, and take responsibility for your actions.

Students are expected to live by these three major rules in every aspect and endeavor at the Academy.

Harassment

The Academy maintains a policy prohibiting harassment of students based upon race, color, sex, religion, national origin, age, or handicap by students, faculty, or any individuals associated with the Academy. Harassment in violation of this policy has the purpose or effect of unreasonably interfering with a student's school environment or creating an intimidating, hostile, or offensive learning environment.

Harassment may be physical, emotional, or sexual and may be delivered through teasing and/or bullying. Any activity that fosters or can be interpreted as hazing or verbal harassment either person to person or via communication venues will not be tolerated. Such conduct is defined as any behavior that creates an environment that limits a student's ability to participate in or benefit from the educational program.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual Harassment may also come in the form of physical or emotional harassment and may be delivered through teasing, bullying, etc.

Sexual harassment can involve males or females being harassed by members of either sex. Romantic or sexual relationships between an employee of The Academy or Mountain State University and a student are strictly prohibited and will result in disciplinary action. This includes temporary students or individuals for whom The Academy is providing organized service such as after school programs or summer camps.

The Academy strongly encourages students who believe they are being harassed or believe that another student is being harassed to promptly notify his or her parents and any one of the following individuals:

- The Head of the Academy
- Assistant Head of the Academy
- Advisor
- Teacher

Reporting of complaints or concerns should be made promptly so that rapid and constructive action can be taken. While no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining individual, the person accused of harassment and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The complaint, investigation and resolution will be handled with sensitivity and confidentiality will be maintained to the maximum extent practical and appropriate under the circumstances.

The Academy will not tolerate retaliation against an individual for reporting harassment or assisting in providing information relevant to a claim of harassment. Retaliation is a serious violation of this policy and will be treated with the same strict discipline as would the act of harassment. Acts of retaliation should be reported immediately in accordance with the reporting procedure and will be promptly investigated.

Alcohol, Tobacco, and Other Controlled Substances

1. Smoking by students is not permitted anywhere on campus during the academic day or at school-sponsored functions.
2. Possession or consumption of alcoholic beverages of any kind is prohibited by the Academy and State laws.
3. The possession, sale, use or exchange of illegal drugs is prohibited.
4. The abuse of legal, over-the-counter medications, or herbal remedies is also prohibited.
5. Violation of any of the above rules will result in disciplinary action that may include probation, suspension, or expulsion from the Academy.

Search and Seizure

To ensure a safe campus environment for all students, guests, and personnel the Academy has the authority to search and confiscate any item(s) that may pose a danger to others. If a personal search is necessary, it will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. The student's parent will be notified of the search as soon as reasonably possible.

The Dean, Assistant Dean and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles. No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband includes any substance or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. The cooperation of all students, parents, personnel and guests will ensure a safe environment for our children.

Penalties, Suspensions, Expulsions

An Academy student represents the Academy at all times, both on and off campus. It should be understood that conduct which brings discredit to the student, his/her family, or the reputation of the Academy and its community may result in disciplinary action by the Academy.

Disciplinary measures described below should serve as a reminder to the offender that he/she has violated a school rule and the measures below should help to correct the behavior. He/she is also reminded that they are to take responsibility for their actions at all times. The levels of disciplinary action relate directly to either the seriousness of the offense or the repetitiveness of the offense.

Students in violation of rules will be issued two verbal warnings. After the verbal warnings the following disciplinary actions will follow:

- 1) On the 3rd offense, the student will be issued After School Detention for one hour for one day.
- 2) On the 4th offense, the student will be issued one day of ISS.
- 3) On the 5th offense, the student will be issued one day of ISS plus a conference with parents.
- 4) On the 6th offense, the student will be issued one day of ISS plus a conference with parents.

Parents will be notified or sent copies of the violation form and disciplinary action forms.

The following penalties are defined below:

1. **After School Detention:**
The student will report to the office immediately after school on the following day and will serve after school detention for one (1) hour. Regardless of practice, games or appointments, students will serve after school detention on the day(s) it is issued.
2. **Saturday Detention:**
One Saturday each month, the administration will rotate supervision of students who have accrued Saturday Detention. Students will report to the Academy at 8am and will leave at 5:00.
3. **In School Suspension:**
Students earning In School Suspension, or ISS, will serve it the following day. Students will report to the office with work and assignments. Students will earn 0's for the entire day for their daily work. If they are missing a major test or project, they will earn the 0 and not be able to make it up.

Expulsion is defined as “the permanent removal from school resulting from severe infractions.” Recommendations for expulsion may come from the Review Board or

Assistant Dean. The Dean makes the final decision regarding expulsions and any appeal should be directed to her office.

Honor Code Violations: The Review Board will make the decision as to the punishment and will administer the penalties.

Section II.

School-Sponsored Events

1. The Parent's Guild sponsors two major social events each year for the student body: the Snowball Dance which is a semi-formal event, and prom. Students may attend these events as individuals, with dates, or in a group.
2. On-campus events require conduct that is compatible with the academic day guidelines. All events will be adequately chaperoned by Academy personnel and must be approved by the Dean or Assistant Dean.
3. Off-campus events must fulfill the following requirements:
 - a. All events and activities sponsored by Academy organizations must be approved by the Dean's office and must be chaperoned by Academy personnel or by persons designated by the administration.
 - b. The Dean must approve parties by school-sponsored clubs in homes or at any other off campus location in advance. The host parent and club advisor must be present for the event.
 - c. Rules concerning alcohol, drugs, smoking, and general behavior are in effect as if the events were being held on school property.
 - d. Students attending away athletic events as spectators should conduct themselves as they would for an on-campus athletic event.
 - e. The Academy assumes responsibility for providing an environment conducive to positive growth. Student behavior is viewed in terms of responsibilities given to them according to their maturity level. Positive and negative consequences resulting from students assuming or not assuming their responsibilities are designed to be constructive and realistic in terms of student action.

Emergencies

In the event that the Academy will need to cancel classes due to weather a decision will be made by the administration by 6 am. The following media outlets will be contacted for dissemination to the general public:

WOAY, WVVA, CBS59; 103CIR,

A voicemail message will be on the Academy's direct line by 6:30 am if you prefer to call. The Academy will issue an email to those who wish to receive the information via email. Families must sign up to receive the email.



Student Services

Section III.

Student Services

The Bookstore

The Academy will utilize the University's bookstore for the purchase of books and any class materials. The bookstore will also carry all required items needed for class. The hours of the bookstore are Monday thru Friday 8 am to 5pm. The Bookstore has available all textbooks and resources students need. Students and families may purchase their books and supplies at the bookstore any time during the Academic year. The bookstore will send copies of all receipts to the Academy's Administrative Office. This receipt will serve as a proof of purchase. During the last day of school, the bookstore will provide a book buy back to Academy families. At the end of the year your proof of purchase will be mailed to your home and in order to receive credit or sale your books back you must present the bookstore with your proof of purchase. Money will not be issued at the bookstore; however, a receipt will be sent to the Academy's Administrative Office for verification. Families who have a 0 balance on their student account will be issued a refund check, and those who have a balance, the credit will be applied to the balance.

Food Services

Food service is provided on a cash basis or a University meal ticket may be purchased. The Cougar Den is located in the Robert C. Byrd Learning Resource Center. The Cougar Den has a full service buffet with a full-range menu and salad bar as well as made to order items. Aramark, the University's food service provider, will provide Cougar Bucks which can be purchased in the office. Cougar Bucks work like a debit card. Families may apply any amount of money they wish to their student's account and money is deducted each time the student uses the card. Students are responsible for reminding their parents when they need money applied to their account. The Assistant Dean will accept payments daily for the meal plans; however, The Academy will not guarantee that the day the payment is received that it will automatically go to the account; we will guarantee next day availability.

Library

The Robert C. Byrd Library is located on the second floor of the Robert C. Byrd Learning Resource Center. The library offers extensive holdings of books, videotapes, print periodical subscriptions, and electronic resources. Tables and study carrels are available for research and study, as well as a well-trained staff providing professional assistance to the University's students, faculty, and staff. Open computer labs with 43 computer workstations are available for student use during library hours. Internet access is available on all computers.

The library personnel promote information literacy by encouraging students to analyze, evaluate, document, and create their own knowledge. The library and its resources are available during regular library hours. Mountain State University's students as well as The Academy students share the library and the hours are based on semesters. During regular University semester hours, the library is open Monday through

Thursday 8 am to 9 pm; Friday 8 am to 5 pm; Saturday 10 am to 5 pm, and Sundays 2pm to 6 pm. The hours are subject to change and will be posted.

The library may be accessed at home via the library's website to search Athena (the library's on-line catalog), Ebscohost, ProQuest, WestLaw, Newsbank, SIRS, and Encyclopedia Britannica.

Academy students may use the library during regular library hours. Students will be chaperoned during the academic day in the library. Students may use the library after school hours providing that the Library Waiver has been signed and returned to the office. Students are expected to conduct themselves in a manner that is reflective of an Academy student and abide by the policies of the Library and the rules of conduct from the Academy.

The following are the rules of the Mountain State University Library.

1. The majority of library patrons use the library for study and research. To have a desirable atmosphere for work, conversation and noise are kept to a minimum. Offenders will be asked to leave the premises.
2. Food and drinks are not permitted in the library.
3. Books and videos can be checked out for four weeks with your valid ID. Reserved items, reference books, and periodicals can only be used in the library.
4. You may have a total of 15 items checked out in your name. You may renew materials for an additional four weeks if no one has put in a request for it.
5. The loan period aims to make all materials available to the largest number of users in a given period. If a book is not returned by the end of the loan period, it becomes overdue and the student is notified to that effect.
6. The library sends overdue notices as a courtesy. They are not to be regarded as a prerequisite for meeting library obligations. Overdue fines are five (5) cents a day with a three-day grace period.
7. The first overdue notice is sent to the student. If he/she fails to respond within five (5) days, a notice is sent to the Assistant Dean of the Academy and the student will be given demerits. These will be rescinded if the book is returned immediately; if the book is irretrievable, the student's account will be billed.
8. All library obligations must be cleared before students may take mid-term or final exams.
9. The borrower is responsible for all materials checked out until returned to the library. The charge for lost or damaged materials is replacement cost for that type of book, plus 20 percent of cost for processing fee.
10. Improper removal of library books, magazines, and other resources is considered a major disciplinary offense.
11. Please do not re-shelve the books after browsing leave them on the designated book trucks.
12. Photo copiers are available for student use. The cost is ten cents a page.

13. The library computer lab is for academic use only. Black & White printing is available. Printed pages cost ten cents each. Color printing is also available upon request is thirty cents a page.
14. Students must carry their ID with them when visiting the library.

Lockers

The Academy provides one locker for each student enrolled in The Academy. Special requests for lockers are not granted. Students are encouraged to put a lock on their locker.

Lost Items

Books and clothing left unattended on the campus are picked up each day and placed in the Dean's Office. Valuable personal items that are found are to be turned in to the Dean's Office and can be claimed by proper identification of the item. Items that are left in Lost and Found for longer than one week will be donated to the Salvation Army.

Section IV.

Organizations and Activities

Extracurricular activities should enrich student's lives by giving them opportunities to pursue or develop new interests, skills, and friends. In many cases, these activities supplement the academic program.

1. Government

Elected class officers make up the Student Government at The Academy. Student Council representatives are elected annually. Class officers are elected annually. Students electing to run for school office must have their advisor sign their Candidacy Petition indicating their support for the student. Students whose disciplinary record is inappropriate may be disqualified from serving as class officers.

2. Community Service

Many local agencies are in need of volunteer help. Students are required to have at least 75 hours of community service upon graduation. The office will also provide several volunteer opportunities in which students can participate.

Students will meet with their Advisors to turn in their community service hours every interim. The office will keep track of student volunteer hours once the students report their hours and the agencies with which they have worked. This information is contained in the students file for reference and at the end of every academic year, a total of community service hours will be posted on the student's official transcript. If a student is involved in a long-term project such as volunteering at a camp program, a summer mission, or a weekly commitment to a local hospital, they should obtain a written report from their superior and turn it in to their advisor upon its completion. During the summer months, the office will accept all volunteer hour forms during regular office hours.

3. Interest Clubs

The number and kinds of interest clubs vary from year to year. When a student group becomes interested in an area not currently offered contact should be made with the office for organizational information. Students are always welcome to create new clubs and interest groups once they have a sponsor and have completed club charter requirements.

4. Class-Sponsored Activities

Each class organizes events to foster unity within the class, such as potluck dinners, Bar-B-Q's, Homecoming class service projects and other school wide activities. All activities and fund raisers must be approved by the SGA first and then the Assistant Head of school. Each club is offered an opportunity to raise money and by reporting a club's activity it prevents conflicts for other clubs.

The Academy Parent Association

The Academy Parent's Guild offers parents the opportunity to become involved in the life of the Academy. Parents will work together to coordinate school-wide events and projects. Parents are members of the Guild by virtue of enrolling their child in the Academy.

Examples of activities that the Parent's Guild sponsors are: Faculty/Staff Appreciation Days, Snowball Dance, and special class projects. The Parent Guild also sponsors fund-raising events for the annual fund.

Parental involvement is essential to the continued success and growth of the Academy and parents are encouraged to actively participate in the Association.



Academic Guidelines & Procedures

SECTION V.

ACADEMIC GUIDELINES AND PROCEDURES

Academic Guidelines and Procedures

The academic school year at The Academy is divided into two semesters of two quarters each. Report cards will be mailed after every quarter.

Progress Reports are sent home with students at the end of each interim grading period. Reviewing grades with your child regularly can often alleviate later problems.

Examinations

Semester examination schedules are posted well in advance. Students are responsible for knowing their schedule. Extended absences during exam week is discouraged. Early exams compromise the testing situation and are allowed only for extreme and unavoidable reasons. Please plan ahead! Please note that the school year could be extended up to five days to make up "snow days". As you plan your vacations, please keep this in mind. Students who fail to take an examination at the scheduled time for any reason other than documented illness or without prior approval from the Dean may face the consequence of not being permitted to make up the exam and could receive a grade of "incomplete" in the course. There may be an administration fee required for taking make-up examinations.

Students in grades 9-11 are required to take a semester exam in every class in which they are enrolled. Attendance and grade point average will not excuse a student from the exam. The semester exam grade is factored in to the final semester grade. It is important that students understand the seriousness of the exam. All semester exams are comprehensive and will cover the material presented for that semester.

Semester Exam Exemptions:

Seniors are exempt from semester exams during the 2nd semester providing they have:

1. maintained an A average all year
2. the final grade before an exam averages to be an A
3. have less than 6 absences in the class

Academic Load

The normal academic load for students in grades 9-11 consists of the core subjects: English, Math, History, Science, Spanish, including health and physical education. Seniors will take a full academic schedule; four of their classes must be core classes: English, Math, History, and Science. This pattern ensures optimum flexibility for breadth and depth of study, both of which are necessary for sound comprehensive college preparation.

College Classes

Students will be allowed to take classes at Mountain State University as early as the 9th grade year. Students must have the Counselor's approval to take classes. University classes will not show on a report card, but will show on a transcript.

University instructors are not required to relay students' progress in classes. It is the student's responsibility to keep up with his/her grades. Parents are also encouraged to contact University faculty.

Diploma Requirements

Units awarded for Courses in Grades 9-12

English: 4 units

Fine Arts: 1 unit

Language: 2 years of one language

Mathematics: 4 units

Health: 1 unit

Physical Education/Fitness: 2 units (sports count as ½ credit per sport)

Sciences: 4 units

Social Sciences: 4 units

Computer Class: 1 unit

Electives: 3 units

Students need 26 credits to graduate

Successful completion of a course requires taking the semester examination.

Below is a suggested sequence of study

Grade 9	Grade 10	Grade 11	Grade 12
English 9	English 10	English 11	English 12
Physical Science	Biology	Chemistry	Physics <i>or</i> Chemistry II
World History	Modern World History	American History	Democracy
Algebra I <i>or</i> Geometry	Geometry <i>or</i> Algebra II	Trigonometry	Calculus <i>or</i> Statistics
Spanish I	Spanish II	Computers (MSU)	Elective
Health	Elective	Elective	Elective
Study Hall	Elective	Elective	Elective

Information Technology Competency Requirement

All students must show proficiency in collecting and analyzing relevant information via the Internet, access web pages for assignments and course syllabi, and use email systems for communication. To ensure this proficiency all, students will take the University's computer applications classes by prior to graduating.

Grades

The Academy utilizes an Alpha System of grade reporting, (A, B, C, D, and F). The use of plus (+) or minus (-) more clearly defines the specific level of achievement attained. Students who receive an incomplete in a course have two weeks from the end of the grading period to make up the work or receive a failing grade in the course.

Grading Scale

The Academy honors the following grading scale:

A+	100-99
A	98-95
A-	94-93
B+	92-91
B	90-87
B-	86-85
C+	84-82
C	81-78
C-	77-75
D+	74-72
D	71-68
D-	67-65
F	64-0

The Academy will not report on a report card or transcript the student's average. Teachers may, at the request of the parent, provide them with the average separate from any official report. The Dean's Office will only certify grades based on the ranking system.

Ranking

Beginning in the ninth grade, class rank is determined by a weighted Grade Point Average (GPA). For ranking purposes, select college courses are weighted. Students taking courses at the University are compensated for the additional work and difficulty involved in their programs.

Academy GPA

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

University GPA

A	5 points
B	4 points
C	3 points
D	2 points
F	0 points

Academic Honors

The Academy recognizes students' academic achievement in a number of ways. One of these is the designation of Dean's List, High Honors and Honors. Students qualify for recognition based upon semester averages according to the following criteria:

Dean's List	4.0 GPA
High Honors	3.9-3.5 GPA
Honors	3.4-3.0 GPA

Valedictorian, Salutatorian, Honorarian

The Academy will honor a valedictorian, salutatorian, and an honorarian of each graduating class. Honors will be based upon the cumulative weighted grade point average through the third quarter. A student must have attended the Academy for two consecutive years in order to be considered for these honors.

Seniors are reminded that when filling out college applications and when asking for their rank that it is based on the grades that are in the database at the time in which they asked for their class standing. This is not official and will not be certified until the day before graduation. The Counselor's office will send all final official transcripts to colleges.

Honor Graduates:

The Academy will acknowledge those students at graduation who graduate with a final GPA of 4.0 to 3.5 as Honor Graduates and will provide them an honor cord. Seniors will not know this honor until the day before graduation.

Awards

Awards such as those presented at the end of the year are determined by criteria set in each academic department. Service awards are given for participation in various school and community projects. While seeking to recognize students for their accomplishments, a pattern of inappropriate behavior, Review Board convictions, or disciplinary concerns may affect granting of awards and recognition.

Award's Day

The Academy will set aside a day to honor our students for their achievements. Parents and their guests are invited and encouraged to attend this special event for our students.

Outstanding Student Award

The purpose of the Outstanding Student Award is to recognize students who have made a positive impact in the Academy community at large. The faculty will recommend a student from each class and the Administration will make the final decision on the award. The award will be given to the student on Award's Day.

Scheduling

The preparation of a student's academic schedule is a very important undertaking and presents a number of opportunities for consultation among student, family, advisor, counselor, and the Dean. We urge your careful consideration of the requirements and options and strongly recommend a plan that outlines the entire high school career well in advance. Please refer to the curriculum guide for specific information and do not hesitate to ask for assistance.

Our commitment to small, balanced classes means that requests for individual teachers or specific periods cannot be accommodated.

Course Changes

Schedules are mailed to students before the opening of school in August. In the event of a conflict or obvious error, students should call the Counselor's office immediately.

Once school begins, students should contact the Counselor for all schedule changes. Schedule changes are not made for non-educational reasons. Students and their parents should not request specific teachers, attempt to resolve temporary personal conflicts by changing classes, or manipulate the schedule for their convenience.

Drop/Add

Students who receive authorization for a class change from the advisor and all teachers involved may do so during the first week of the semester for semester courses and for the first two weeks of the semester for a yearlong course. New classes may not be added after these deadlines. All requests for schedule changes after these deadlines require a formal petition. If a petition is approved for a student to drop a class after the first interim for a semester course or after the first quarter of a year-long course, the transcript will reflect WP or WF* (withdrawn passing or failing), and the student will not be eligible for honors during that term.

Help Hour

Help Hour is a daily program of special help before regular classes each academic day. The block of time from 7:30 to 7:45 a.m. provides an opportunity for help in any subject area, an uninterrupted and "sacred" block of time for academic assistance and/or individual research. To take advantage of this opportunity, students must make an appointment with instructors.

School-Work Conflict

We recognize the student's right to gainful employment. However, we cannot condone a work schedule that conflicts with academic preparation. A work permit is available in the forms section of this handbook.

School Policy on Participation

Several areas of student activity place great demands on a student's time. While it is a philosophy of the Academy to encourage such involvement, a student who represents the Academy on an athletic field, in performance, or in other activities must first satisfy the academic demands of the Academy. Participation in either extracurricular or interscholastic art, athletic and academic performances, or competitions requires attendance in the majority of academic classes on the day of the event and fulfillment of academic obligations (i.e. tests, papers, etc.).

Students' grades are monitored with regard to continued participation at the end of each grading period. At four weeks into each academic quarter, all grades are reviewed. Any student with two D's or one F is placed on participation warning.

Participation in the activity may continue, but warning status alerts the student, the family, the advisor, and the coach or sponsor that the potential exists for the student to lose the privilege of participation in contests or performances for a period of four weeks and that determination will be made at the end of each quarter. Participation status for the first four weeks of the second semester is based upon first semester grades.

The list of those students who have not met the above standards for participation and are therefore unable to participate becomes official seven calendar days after grades are distributed to students. Any student who wishes to make an appeal concerning his participation status must do so within a week of the date or remain unable to participate in contests or performances for the remainder of the four-week period. Appeals must be made in writing to the Dean and include statements from the student, coach or sponsor, and the student's advisor.

The student may be asked to make a personal appearance before the committee that reviews such appeals and/or produce other supporting material such as weekly progress reports or comments from teachers. Coaches or activity sponsors, may of course, establish their own policies regarding the level of participation of students relative to their academic performance if these are consistent with the above stated policy.

Tutoring

Many opportunities exist during the school day for a student to receive additional help for academic concerns. Regular use of the Help Hour and Activities Period can meet the needs of most students. In addition, other appointments with teachers may be possible at mutually agreeable times. If students avail themselves in these opportunities, it should be possible to avoid the expense of hiring a tutor. We believe that the teacher who teaches the course of study is the person best equipped to provide extra assistance.

Tutoring outside normal classroom and extra help arrangements should be viewed as a temporary measure designed to address a specific situation, not as a long term substitute for appropriate course placement or responsible student effort. If the services of a tutor are deemed necessary, professional considerations do not allow Academy

faculty to receive extra compensation to tutor students who are currently enrolled in their class.

Of primary importance is close communication among parents, students, teachers, advisor, and tutors. Students benefit most from extra help if it consistent with the expectations and standards of their regular courses. It is vital, therefore, that an Academy teacher be made aware that his or her student is being tutored outside of class. If a tutor is hired for any reason, please notify the advisor, who will facilitate cooperative interaction between the Academy and the tutor.

Standardized Testing Information

The Academy is required by the West Virginia Department of Education to test all students in grades K-11 annually to maintain its exemption K status with the state. Testing will take place in the spring of every year.

Athletics

An Academy athlete realizes that representing the Academy in sports is a distinctive privilege and that there is a certain code that must be willingly accepted in order to be the greatest possible asset to the Academy, the team, and the coach. Candidacy for any Academy team indicates belief that obligations can be fulfilled best by adherence to the following provisions:

- **Participation:** participation in either extracurricular or interscholastic athletic, art, and academic performances and competitions requires attendance in a majority of classes on the day of the event. Academic obligations (i.e., tests, papers, etc must also be fulfilled.
- **Conduct:** knowing that conduct both on and off the athletic field will be an example to the whole student body, nothing will be done to bring discredit to the athlete, the team, or the Academy.
- **Sportsmanship:** Engaging in a particular sport, the athlete will do his/her best to follow the rules, to abide by officials' decisions, to refrain from profanity and taunting, and to treat opponents with fairness. The athlete should be humble in victory and uncomplaining in defeat.
- **Training Habits:** Recognizing that the attainment of top physical condition is of primary importance to any athlete:
 - Alcohol, tobacco, and drugs will not be used in any form.
 - Reasonable hours will be maintained away from school
 - A prescribed training diet will be followed.
- **Loyalty:** Recognizing that loyalty to the Academy is vital to the success of any athletic endeavor, the athlete will:
 - Faithfully cooperate with the coach, the team members, and all Academy authorities
 - Insure eligibility by maintaining high academic standards.
 - Take care of all Academy property and equipment used.
- **Courage:** Accepting responsibility as a team member, the athlete will perform duties in a manner that will earn the respect of teammates and opponents alike.

- **Regulations and Awards:** School academics and state eligibility regulations must be adhered to in every aspect in order to compete in interscholastic athletics. In awarding a letter, the coach of each sport will submit a list of his/her recommendations to the director Dean of the Academy, who will then make the final decision regarding such awards.



Forms



Student Government Association Candidate Information Form

SGA at The Academy consists of Class Officers and elected SGA members. SGA officers are elected annually. Students electing to run for school office must have their advisor, the Assistant Dean and Dean signs the candidacy form. Students whose disciplinary record is inappropriate may be disqualified from serving as class officer.

PLEASE WRITE NEATLY

1. Name of Candidate: _____
2. Grade: 9 10 11 12
3. What office are you applying for? _____

Please read the following and initial

- ____ I certify that I am not on academic probation or social probation
____ I certify that I have not been in violation of the Honor Code
____ I will abide by all rules set by the student handbook as well as the SGA constitution.
____ I give permission under SGA regulation, that the Dean's Office as well as my advisors will inquire about my GPA and status to determine my eligibility for candidacy.
____ I certify that I am in good standing at The Academy.
____ I certify that the above information is truthful to the best of my knowledge.

Essay:

Write a paragraph explaining the contributions you would make to the SGA if elected: (must have at least 5 structured sentences)

Student Signature Date
I certify that this student is in good standing and recommend them for candidacy.

Advisor Signature Date

GPA: _____ Honor Code Violation: _____ Probation: _____

The above has been certified by:

Assistant Dean Date

The student listed has this offices' approval for candidacy in SGA



Transcript Request Form

Student Name: _____ Grade: _____

() Please send a copy of my official transcript to:

Attention: _____

Address: _____

Office Use Only:

Date transcript requested: _____

Date request delivered to Counselor: _____

Date recommendation mailed: _____

Parents:

Photos are usually taken throughout the school year to capture the events and activities of our students. These photos are used in printed materials as well as the web site, ads and billboards for marketing the Academy. Please read the following, sign and return it only if you **DO NOT** wish to have your child's picture published in printed material or posted on the Academy's website.

Thank you.

Denial of Permission to Photograph or Video Tape

I hereby prohibit The Academy and all persons acting with its permission or under its authority, from using and/or publishing photographic portraits, pictures, or video tapes of my child in which he/she may be included in whole or in part.

Signature (parent/guardian)

Date

Child's Name

In an effort to protect our students, photos are not identified by the student's name on the web site.

Please note that your child will still be pictured in the yearbook.

~~RETURN THIS FORM ONLY IF YOU DO NOT WANT YOUR CHILD TO APPEAR IN OUR ADVERTISEMENTS~~



Email Notifications Enrollment Form

Often times we read our email before we read our paper mail. This year, we are happy to offer an easier method for you to keep in touch and informed with The Academy. Please fill out the information below and register as many emails as you'd like. We will then provide you with the information you wish to receive via email.

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Please print all email addresses

Email 1: _____

Email 2: _____

Email 3: _____

Email 4: _____

Email 5: _____

Please select the information you wish to receive via email:

- Newsletters
- Parent Guild/Sports Boosters Meeting requests
- Contact with child's advisor
- General Correspondence from the Dean & Assistant Dean*
- Sports Schedules
- School Delay Information

*Please note that if you are receiving personal mail it will not be emailed but mailed.

Survey:

Would you like to see The Academy offer student billing and report cards via the internet or email? Yes No



EMERGENCY MEDICAL RELEASE FORM

I, _____ (parent/guardian) of _____
authorize MSU Academy to administer emergency medical assistance to my child while
participating in this activity. By signing this form, I give MSU Academy full
authorization to seek medical attention for my child. I will not hold MSU Academy,
Mountain State University liable for any accidents that may occur. Please note any
special medications, allergies, or restrictions that will assist in the treatment of your child.

Allergies: _____

Special Medications: _____

Restrictions: _____

Insurance Policy Company/Number: _____

Family Doctor Contact: _____

Parent/Guardian contact numbers: _____

Other Contact name/ number: _____

Signature: _____

Date: _____