

TOP TEN TIPS FOR ACADEMY PARENTS

1. COMMUNICATION 304-929-1627

Daily – Check the MSUA website for up-to-the minute news at: <http://www.academy.mountainstate.edu/>

Weekly – Sign up to receive the Parent Guild E-blast each week during the school year.

Monthly – The Falcon’s Nest Newsletter is published monthly and will be available online or submit a Household Directory Form to have it mailed to your home.

As Needed – Phone calls are made when urgent information needs to be communicated. Be sure to keep your contact information updated!

3. COUGAR WEB

<https://online.mountainstate.edu/ics/>

Parents can access the following information regarding university classes via Cougar Web:

Schedules, Grades, Unofficial Transcripts, Fees and Fines, Student E-mail, Faculty/Staff E-mail

To receive a password and username to access Cougar Web please visit or call the Academy office at 929-1627.

2. ATTENDANCE / MEDICATION

- Parents need to call the Academy Office to **excuse** their absence by 12 noon of the day following the absence.
- If a student needs to be excused from school early for an **appointment**, a parent should call the Academy Office the day before the appointment and have the student pick up a pass to excuse them from class early on the day of the appointment.
- Students must check in at the Academy Office when they **arrive to school late**.
- Parents should notify the Academy office at least one week prior to **pre-arranged absences** of three or more days.
- Parents should submit an **Authorization to Administer Medication form** to the Academy office before the beginning of the school year.

4. IMPORTANT DATES

- **Friday, September 26 - Progress Reports**
- Tuesday, September 30, 6:00-8:00 - Parent/Teacher Conferences
- **Friday, October 24 - Report Cards**
- Friday, November 21 - Progress Reports
- **Tuesday, December 2, 6:00-8:00 - Parent/Teacher Conferences**
- Tuesday, December 23 - Report Cards
- **Friday, February 13 - Progress Reports**
- Tuesday, February 17, 6:00-8:00 - Parent/Teacher Conferences
- **Friday, March 13 - Report Cards**
- Friday, April 24 - Progress Reports
- **Tuesday, April 28, 6:00-8:00 – Parent/Teacher Conferences**
- Monday, June 1 - Final Report Cards

5. COUNSELING AND ADVISING

- **Advisors** are assigned to students by grade. Students can meet with their advisors during the advisory period from 10:20am to 10:50am. They may also meet with their advisor before or after school by making an appointment.
- **Requests for homework** can be made by calling or e-mailing mwriston@mountainstate.edu before 8am. Homework will then be available for pick-up or can be e-mailed after 3pm.
- **Transcripts** for the Academy may be requested by submitting a Transcript Request Form. These forms can be found on the website or in the Academy Office. Unofficial MSU transcripts can be viewed via Cougar Web.

TOP TEN TIPS FOR ACADEMY PARENTS (CONT.)

6. ATHLETICS / ACTIVITIES

Students who get involved in athletics strengthen leadership and character.

A complete list of clubs and activities can be found on the Academy website under "Campus Life".

A complete list of sports, sports schedules, and coaches can be found on the Academy website under "Athletics".

8. MSU LIBRARY 304-929-1368

Library Hours

Monday through Thursday, 8:00 a.m. - 9:00 p.m.

Friday, 8:00 a.m. - 5:00 p.m.

Saturday, 10:00 a.m. - 5:00 p.m.

Sunday, 2:00 p.m. - 6:00 p.m.

Student ID's are required to checkout materials

An open computer lab with 40 workstations is available for student use during library hours. MSU subscribes to several electronic databases.

7. BELL SCHEDULE

1st Period - 7:50am to 8:35am

2nd Period - 8:40am to 9:25am

3rd Period - 9:30am to 10:10am

Advising - 10:20am to 10:50am

4th Period - 10:55am to 11:40am

5th Period (Lunch) - 11:45am to 12:40pm

6th Period - 12:45pm to 1:30pm

7th Period - 1:35pm to 2:20pm

8th Period - 2:25pm to 3:10pm

DELAYED CLASS SCHEDULE

1st period 10am to 10:45am

2nd period 10:50am to 11:35am

5th Period (Lunch) 11:40 am to 12:45 pm

6th period 12:50 am to 1:30pm

7th period 1:35 pm to 2:20 pm

8th period 2:25 pm to 3:10 pm

9. ADDRESSING CONCERNS

1. The **first step** is to have a conversation with the appropriate teacher, coach, advisor, or staff member.
2. The **second step** is to meet with the student's advisor.
3. If unable to find a resolution to a problem, the **third step** is to meet with the Dean of the Academy.

10. PARENT GUILD

Many **volunteer opportunities** are available to parents. You can sign up to help on a regular basis throughout the year, just one time, or on an as-needed basis. Be sure to sign up as a class parent.

Academy parents are an essential part of our success!

PLEASE SAVE FOR FUTURE REFERENCE!

More detailed information on these and other important topics can be found in the Student Handbook which will be distributed in August.