

# *Mattie T. Blount High School*



## *Student-Parent Handbook*

*Mr. Woods, Principal*

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## **INTRODUCTION**

### **MESSAGE FROM PRINCIPAL WOODS**

This handbook is intended to proactively communicate our expectations and practices, student accountability, as well as the steps we will follow in problem solving. However, no single document is all encompassing. Mobile County School System Board Policy, AHSAA guidelines, federal and ALSDE (Alabama State Department of Education) mandates, as well as local school procedures are subject to change and influence administrative decisions. Please keep this handbook as a reference throughout the school year. Please contact me immediately with any concerns that may arise during the school year at 251-221-3070 EXT 12001 or [jwoods@mcpss.com](mailto:jwoods@mcpss.com)

### **VISION STATEMENT**

The vision of the faculty and staff of Mattie T. Blount High School is to meet the needs of a diverse student population by preparing students to succeed in a global society and celebrating their achievements of today.

### **MISSION STATEMENT**

The mission of the faculty and staff of Mattie T. Blount High School is to develop a literate, self-disciplined and productive member of society by utilizing an effective, caring and dedicated faculty and staff offering students a variety of learning experiences within a safe environment conducive to learning.

### **GUIDING PRINCIPLES**

Challenging and meeting the instructional needs of all students to ensure they are college and career ready.

Supporting a highly qualified staff using research-based practices; integrating leading-edge technology; and engaging students with current, meaningful, and rigorous instructional strategies.

Maintaining high expectations and performance standards for students and employees that are monitored, measured, reported, and reviewed to improve student achievement and system effectiveness.

Collaborating with parents, guardians, community stakeholders, and higher education partners to promote student success.

## GENERAL INFORMATION

### CHANGE OF ADDRESS

Changes in home address or phone number should be reported to the school office immediately. Changes of address require proof of residency. Accurate information is necessary in the event of a parent/guardian must be contacted due to an emergency or student illness. Please contact Ms. Blackwell/EXT 12009 or [mblackwell@mcps.com](mailto:mblackwell@mcps.com)

### IDENTIFICATION BADGES/IDs

Student ID badges are a means of identifying a student as a member of BHS. Students must always carry ID badges with them on campus and at school-related activities. Students must present a current ID badge to ride the bus, eat in the cafeteria, check out library materials, and attend school activities during and after school. Replacement cards are available for a fee and can be obtained in C-102 with Ms. Danielle Johnson/EXT 12014 or [djohnson3@mcps.com](mailto:djohnson3@mcps.com)

### NO HOODIES ARE ALLOWED ON CAMPUS!

### PARKING/DRIVING ON CAMPUS

All students who operate a motor vehicle on campus will be required to register their automobile(s) before being issued a parking permit. The cost of the permit is \$35.00. The replacement cost for lost decals is \$15.00. BHS students must adhere to the following conditions when driving a vehicle on campus:

- Vehicles are to be parked in the authorized parking areas on school grounds.
- Parking decals are to be always visible. Students who drive vehicles on campus not displaying a parking decal will have their vehicle towed at the owner's expense.
- Students are not allowed to sit in cars or loiter in the parking lot.
- The school is not and cannot be held responsible for vehicles and/or contents thereof while parked on campus. It is the responsibility of the driver/owner.
- Vehicles should be locked at all times when unoccupied.
- Any damage to or tampering with a vehicle while it is parked on campus should be reported immediately to the office.
- Please contact Ms. Kavida Johnson for additional information/EXT 12010 or [kjohnson2@mcps.com](mailto:kjohnson2@mcps.com)

### LOCKERS

Lockers are the property of the school. Lockers are assigned to students for their physical wellbeing and for the purpose of storing supplies, outdoor wear, and other items essential for the formal educational process. Periodic locker checks are designed for the purpose of ensuring school and pupil safety. **Do not keep money or valuables in your locker.** The school is not responsible for anything stolen from a locker. Do not give your locker combination to anyone. Keep your locker clean and always locked. Students are not to change lockers without permission from the office. If your locker does not work properly, you should contact the office.

## **LOST AND FOUND**

All lost and found items should be reported to the office. Unclaimed items will be collected periodically and given to charity. Please contact Ms. Taylor/EXT 12032 or [jstaylor@mcpss.com](mailto:jstaylor@mcpss.com)

## **PERSONAL PROPERTY**

Personal property (money, clothing, jewelry, etc.) is the responsibility of each student. These articles should always be kept in the student's possession. Students should not bring large sums of money or valuable personal property to school.

## **SCHOOL VISITORS**

All school visitors are required to report to the front office upon arrival on campus. All visitors will be required to present a photo ID, sign I, and secure a visitor's pass. Campus access to visitors is restricted and requires administrator approval. Students enrolled in the school are not permitted to bring student visitors to school during regular school hours without prior approval from the principal.

## **TELEPHONE USE**

Students will not use the office phones except when conducting school business and then only with permission from the office staff. Only messages of an urgent nature from parents will be delivered to students.

## **FACEBOOK LIVE/TikTok**

Facebook Live and TikTok are not permitted in the classroom. Please monitor students' cellular devices. Disciplinary action will take place.

## **CHILD NUTRITION PROGRAM**

The Mobile County Public Schools Child Nutrition Program will continue to provide breakfast and lunch to all students at no charge through the USDA Community Eligibility Provision during the 2022 – 23 school year. Please contact Ms. Carter/EXT 12003 or [qtcarter@mcpss.com](mailto:qtcarter@mcpss.com)

## **DELIVERIES TO STUDENTS**

Deliveries of flowers, balloons, fast food, or other items to students are not permitted.

## **DIGITAL COMMUNICATION**

School activity and event details are promoted through a variety of electronic media to include the school website, Facebook, and Twitter accounts. Stay connected by following and liking Mattie T. Blount High School.

## **MEDIA CENTER**

Library Media Center programs support the school's instructional program for student learning and achievement. Students are provided access to quality print and electronic resources. Visit the school webpage or contact Ms. Jasmine Chambers EXT 12050 or [jchambers1@mcpss.com](mailto:jchambers1@mcpss.com)

## ACADEMICS

### STUDENT PROMOTION AND RETENTION

**Grades 9-12** – Students enrolled in the ninth grade prior to the 2019-2020 school year must meet the following criteria to be promoted to the next grade level, whereas one (1) Carnegie unit is defined as one (1) credit.

**9<sup>th</sup> Grade** – Successful completion of middle school

**10<sup>th</sup> Grade** – Successful attainment of seven (7) Carnegie units

**11<sup>th</sup> Grade** - Successful attainment of fourteen (14) Carnegie units

**12<sup>th</sup> Grade** – Successful attainment of twenty (20) Carnegie units and eligible to complete all graduation requirements within the school year.

### CRITERIA FOR HONOR ROLL/HONORS DAY RECOGNITION

Recognition criteria for academic honors in grades 9-12 are as follows:

A honor roll – all A's in all subjects

A/B honor roll – A's or B's in all subjects

### Test & Homework Days

Monday – Electives

Tuesday – Math

Wednesday – ELA/SS

Thursday - Science

### HOMEWORK

Students will be provided opportunities to enhance and expand their understanding of skills and concepts through appropriate homework assignments. Students should accept the responsibility of missed homework assignments.

### DUAL ENROLLMENT

Dual Enrollment is an opportunity for students to take classes at a post-secondary institution (college/university), while still attending high school. If interested in dual enrollment between 10<sup>th</sup> and 12<sup>th</sup> grades, students must possess an unweighted GPA of 3.0 or higher for an academic dual enrollment course, and/or an unweighted GPA of 2.5 or higher for a CTE course to determine eligibility. Please contact Ms. Lucious/EXT 12007 or [mlucious@mcps.com](mailto:mlucious@mcps.com)

### PARENT/GUARDIAN CONFERENCES

Parent/guardian conferences with administrators, teachers, and staff are encouraged and required annually. Conferences should be scheduled through the school office. Conferences with classroom teachers are held only during non-instructional time.

### PARENT/GUARDIAN INVOLVEMENT

The faculty and staff believe that to achieve the maximum educational growth for students, there must be a conscious, collaborative partnership between the parents/guardians of students and the school. Parents/guardians of students at Mattie T. Blount High School are encouraged to learn about the educational programs, goals, objectives, and activities at their child's school.

## **PROGRESS REPORTS**

All students are provided with a mid-quarter progress report. There is online access for parents/guardians to check student progress in PowerSchool.

## **REPORT CARDS**

Report cards will be mailed quarterly. Please make sure that your mailing address is correct in PowerSchool.

## **MULTI-TIERED SYSTEM OF SUPPORT SYSTEM (MTSS)/PROBLEM-SOLVING TEAMS**

MTSS is a team approach designed to remove barriers, provide opportunities, and promote the success of all students from a comprehensive perspective that may include academic, behavioral, physical, and mental health, as well as social-emotional support. In addition, MTSS team members monitor student progress and adjust intervention based on student need. Parents who have concerns about their child needing support should contact Dr Ferrell/EXT 12017 or [afferrell@mcps.com](mailto:afferrell@mcps.com)

## **ADDITIONAL EDUCATION SERVICES**

### **Federal Programs**

Blount's Federal Program Advisory council, comprised of school administrators, teachers, parents, and community stakeholders, meet annually to complete a needs assessment for student learning and review and update all Federal plans. Additionally, a parent meeting is held first quarter to review the *Parent's Right to Know* documents developed by the state and school system federal program departments.

BHS Extended Day Program provides instructional services and activities to meet the needs of children identified as Tier II or Tier III students based on state mandated assessments or teacher referrals. ACT Workshops are also offered after school. Please contact Ms. Buchanan for additional information EXT 12016 or [tnbuchanan@mcps.com](mailto:tnbuchanan@mcps.com)

## **ENGLISH LEARNERS PROGRAM**

The English Learners Program includes the identification of students who are limited-English proficient (LEP) and non-English speaking (NES). Once EL students are identified, appropriate educational programs are developed, and student progress is monitored.

## **COUNSELING SERVICES**

The school counseling and guidance program is an integral part of the total educational process and is accessible to all students. The school counselor is a certified professional with unique qualifications and skills to address the academic, personal/social, and career development needs of all students. The school counselor implements the school counseling and guidance curriculum, provides individual, small and large group guidance, and classroom guidance. The school counselor consults and collaborates with parents/guardians, teachers, and staff, provides information, and referral of community resources in addressing the needs of students. Please feel free to contact the school counselor if you have any concerns about your child's academic success.

<b><i>Counselor</i></b>	<b><i>Grade Level(s)</i></b>	<b><i>Extension</i></b>
Mr. Williams	9 <sup>th</sup> & 10 <sup>th</sup>	12008
Ms. Cooper/Section 504	11 <sup>th</sup>	12005
Ms. Lucious	12 <sup>th</sup>	12007



## **SPECIAL EDUCATION SERVICES/SECTION 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Please contact Ms. Lesure/EXT 12028 or [klesure@mcpss.com](mailto:klesure@mcpss.com) to inquire about evaluation procedures and programs.

## **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are extensions of classroom instruction and provide quality learning opportunities for students to participate in unique and enriching educational experiences. School administrators and teachers adhere to district procedures to ensure student safety is a priority on all trips. The following are minimal procedures for all field trips and excursions away from school:

- Students are expected to exhibit their best behavior, and the Student Code of Conduct is fully applicable for all activities.
- Students must submit to school officials a parental permission form, completed, and signed by their parent/guardian, prior to departing on each school sponsored field trip. Students not submitting a signed permission form will not participate in the activity.
- Guidelines for parental participation for each activity will be provided by school administration.

## **ATTENDANCE**

The staff of Blount High School believes that the maximum educational achievement occurs for students through regular attendance in classes. One of the most important things a parent or guardian can do for their child is ensure they are in school on time every day. Below are a few reminders:

- Students are required to be on time for school at 7:05 AM.
- Late arrivals should report to the main office to check in (See Ms. J. Johnson)
- Checkouts should be conducted through the front office no later than 1:30 PM
- Any missed school will be categorized as an excused absence, excused tardy, unexcused absence, or unexcused tardy.
- Excessive absences will subject a student and parent or guardian to truancy policies and procedures.
- Contact Information – Ms. J. Johnson, Attendance Clerk/EXT 12012 or [jwjohnson5@mcpss.com](mailto:jwjohnson5@mcpss.com)

## **TARDINESS**

Being late to school or checking out of school is excused or unexcused for the same reasons as absences. A student is considered tardy if not seated in class when the tardy bell rings. Any student who arrives after school has begun must report to the office to check in. Habitual tardiness affects a child's progress in school. Per semester, tardiness to school or class shall be addressed as follows:

4 <sup>th</sup> tardy	One (1) hour after school detention assignment and parent/guardian notification
5 <sup>th</sup> tardy	One (1) hour after school detention assignment or Saturday School and parent/guardian notification
6 <sup>th</sup> tardy	One (1) day Retract assignment and parent/guardian notification
7 <sup>th</sup> tardy	Two (2) day Retract assignment and notification letter from attendance officer
8 <sup>th</sup> tardy	Three (3) day Retract assignment and parent/guardian notification. Each subsequent tardy Truancy/Discipline Program, revoking driving privileges (if applicable)

## **ABSENCES**

Absences are **excused** for the following reasons:

- Illness
- Death in immediate family
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal
- Emergency conditions as determined by the principal
- Administrative Approval – requires prior permission of the principal upon request of the parent or guardian
- A chronic ailment that may cause the student to miss school. A doctor's statement is required to verify the student's condition. A new chronic ailment letter from the doctor must be updated every semester. *A parent or guardian note is still required for any chronic ailment absence.*

Absences that do not fall under one of the "excused absence" categories are deemed **unexcused**. The following are also deemed unexcused:

- Failure to send a note within three (3) days of the absence upon returning to school.
- Failure to secure prior approval from the principal for administrative approve absences.
- Failure to secure prior permission from the principal for out-of-town trips.
- Failure to provide a medical/clinical excuse after a student has accumulated ten (10) parent notes for the year.

## **EXCESSIVE ABSENCES**

Students who are absent five (5) or more days per semester will not receive credit for the course, unless otherwise approved by the principal. Five (5) unexcused tardies to the same class shall constitute one (1) unexcused absence for said class. In cases where there are extenuating circumstances, the principal may extend the maximum number of absences a student may accumulate before credit is withheld. Driving privileges may also be revoked – up to 45 days – for students who accumulate excessive absences or tardies.

## **TRUANCY**

Truancy is the habitual and unlawful absence from school. Section 16-28-16 of the Code of Alabama governs truancy. If a child is truant, the parent or guardian can be charged with criminal action in Juvenile Court. Truancy is determined by unexcused absences.

## **DENIAL OF DRIVER'S LICENSE OR LEARNER'S PERMIT**

The Department of Public Safety may deny or revoke a driver's license or learner's permit for any student who has 10 consecutive or 15 cumulative unexcused absences per single semester.

## **ATTENDANCE AWARDS**

A perfect attendance award shall be awarded to students who have attended school every day based on documentation of the attendance record. Students who are tardy or have checked in/out two (2) or more times per semester may not be eligible for the Perfect Attendance Award.

## **EARLY DISMISSAL FROM SCHOOL**

To comply with the school early dismissal procedures, parents/guardians of students must present phot identification to school office personnel before a student will be allowed an early dismissal from school. Parents/guardians are not to go directly to classrooms for this purpose. All students must sign out through the front office before leaving campus.

## **CHANGES IN STUDENT TRANSPORTATION**

Changes in the mode of student dismissal must be in writing. For the safety of students, phone calls will not be accepted to change dismissal arrangements. Changes should include the name and grade of the student and should be submitted in writing to the school office. Students who are not regular bus riders may not ride the bus unless a written request is submitted and approved by the office. Only individuals listed as authorized on enrollment documentation may pick up a student. A driver's license/phot identification must be presented when requesting to pick up a student from school.

## **WITHDRAWALS**

Parents should contact the school office regarding withdrawal procedures. A student leaving school or transferring to another school should empty the locker (if assigned), return all school property, and pay any outstanding debts.

## **HEALTH SERVICES**

The Health Services Department assists students and staff in the areas of health services, health education, and a healthy environment. The role of the school nurse within this program is to strengthen the educational process of children and youth by assisting them to improve or adapt to their health status. The school nurse will promote wellness and disease prevention by early intervention and identification of health problems that interfere with learning. Please contact Nurse Pope/EXT 12027 or [cpope@mcpss.com](mailto:cpope@mcpss.com)

### **Illness**

When your student is ill the evening before or on the day of school, please keep the student at home. Children running a fever, vomiting, experiencing diarrhea, coughing, or having a sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school. To prevent the spread of illness, students should be fever-free for 24 hours without medication before returning to school. Additionally, students who have been experiencing diarrhea and/or vomiting should be symptom-free for 24 hours before returning to school.

If a student feels sick during the day, he/she must report to the front office. The student must call a parent/guardian to go home. Any class time missed will count as an excused absence. The school is not authorized to administer any medication, including over-the-counter medication (Tylenol, Ibuprofen, etc.).

### **MEDICATION PROTOCOL**

All medications require parents/guardians to complete the Alabama State Department of Education School Medication Prescriber/Parent Authorization (PPA) forms. New forms must be renewed at the beginning of every school year and anytime the doctor makes a change to prescribed medication.

### **MEDICATION GUIDELINES**

- All medications must be hand delivered by the parent or guardian to the school nurse. This includes all students who “self-administer” and/or “self-carry” medications.
- Medications to be used in emergency circumstances (asthma, allergic reactions, etc.) shall be stored in the first aid room or classroom depending on state guidelines and each child’s individual need.
- Medications to be administered on a regular schedule for a short-term illness (antibiotics, decongestants, etc.) must be administered by the school nurse with a prescription and a completed Medical Authorization form signed by the physician and the parent. Medical authorization forms are available in the school office. Parents must bring medications in the original bottle with a label matching PPA to the nurse’s office. Medication may not be brought to school by a student.
- Medications to be administered on a long-term basis for chronic conditions must be administered by the school nurse and require a completed Medical Authorization form signed by the physician and parent.
- Over-the-counter medications may be administered by the school nurse with a Medical Authorization form signed by the parent. All over-the-counter medications must be unopened and in their original container and delivered by the parent to the school nurse.

### **ALLERGY GUIDELINES**

If a student has a SEVERE allergy or intolerance, the parent/guardian should indicate this issue on the Health Assessment Form and notify the school nurse by providing appropriate information from their physician.

## **SAFETY AND EMERGENCY PROCEDURES**

### **SAFETY PLAN**

BHS has a safety plan that addresses safety procedures and responsibilities for intruders, weather, locked doors, evacuations, and fire. Please contact Mr. Hale/EXT 12015 or [thale@mcpss.com](mailto:thale@mcpss.com) or Resource Officer Oakley/EXT 12041 or [seoakley@mcpss.com](mailto:seoakley@mcpss.com)

### **FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS**

Emergency drills are held throughout the school year. Students are requested to move in an orderly manner to a shelter in place as directed. Upon completion of the drill, an all-clear message will be communicated, at which time regular school day activities will resume.

## **SCHOOL CLOSINGS**

The Superintendent will close schools when weather conditions are too hazardous for safe operations. Parents will be notified by automated phone systems as well as through postings on school websites, social media accounts, and local television and/or radio stations.

## **TECHNOLOGY**

### **CELL PHONES/ELECTRONIC COMMUNICATIONS DEVICES/FACEBOOK LIVE**

Personal wireless communication devices, personal mobile computers, and mobile phones must be turned off during school hours unless granted permissions by the principal (or designee) for supervised classroom instruction. It is the student's responsibility to ensure that the device is turned off and out of sight during unauthorized times.

Video recording devices, including camera phones, are not to be used in bathrooms or locker rooms. The use of video recording devices or filming on school property is not permitted without approval by staff. Unauthorized filming of students without their consent is also not allowed. If these rules are not adhered to, progressive discipline will follow the MCPSS Student Code of Conduct.

Students who choose to connect to the district network agree to the requirements of the Student Internet Acceptable Use Policy.

Students who bring mobile devices to school assume all risks of damage, theft, loss, or misuse of the device. The school holds no responsibility for damage or loss of personal devices.

### **USE OF DIGITAL DEVICE DURING ADMINISTRATION OF SECURE TESTS**

The possession of a digital device including but not limited to mobile devices capable of capturing or relaying information is prohibited during the administration of a secure test. If a student is observed in possession of a device during the administration of a secure test, the device will be confiscated and subject to search, the test will be invalidated, and student will be dismissed from the testing and subject to disciplinary actions.

### **INTERNET SAFETY & ACCEPTABLE USE OF COMPUTER TECHNOLOGY**

All students must take responsibility for appropriate and lawful use of the Internet access provided by Mobile County School System. Refer to the Technology Acceptable Use Policy for further information.

## **STUDENT ASSESSMENT PROGRAM**

### **FORMATIVE ASSESSMENTS**

Formative assessments are used throughout the year to provide feedback to teachers and students regarding student proficiency of course of study objectives. Information gained through formative assessments provides opportunities for teachers to adjust the ways in which they deliver instruction. For example, they may reteach a concept, use alternative instructional strategies, or offer additional opportunities for practice and reinforcement. These activities can lead to improved student success. Teachers utilize a variety of formative assessments including but not limited to unit assessments, iReady, Math 180, CERT, Mock ACT, etc. Classroom teachers and school administrators can provide additional information about specific formative assessments utilized by each grade level.

## **SUMMATIVE ASSESSMENTS**

Students are assessed annually using a variety of state mandated standardized assessments. For the 2022-2023 school year, school accountability was measured by PreACT (10<sup>th</sup> grade), the ACT (11<sup>th</sup> grade), and ACT WorkKeys (12<sup>th</sup> grade). The following is a description of the assessment administered:

**PreACT (Grade 10)** - Using an abbreviated test, the PreACT simulates the ACT testing experience on all four ACT test subjects: English, math, reading, and science. Pre-ACT test results predict future success on the ACT test and provide both current achievement and projected future ACT test scores on the familiar 1-36 ACT score scale.

**ACT with Writing (Grade 11)/Tuesday, March 12, 2024** - The ACT is the capstone of ACT College and Career Readiness Solutions, and it is aligned to Alabama's College and Career Readiness Standards. The ACT with Writing is administered to all grade 11 students enrolled in Alabama public high schools free of charge. The ACT contains four curriculum-based tests which measure academic achievement in the areas of English, mathematics, reading and science reasoning. The tests are measures of academic development that rely on students' skills in applying the content knowledge and reasoning skills acquired in their course work. The ACT is accepted by four-year colleges and universities in the United States for college admissions and scholarship application purposes.

**ACT WorkKeys (Grade 12)** - ACT WorkKeys assessments are research-based measures of foundational work skills required for success across industries and occupations. Grade 12 students may opt to take the Applied Mathematics, Graphic Literacy, and Workplace Document tests if they have a credential. Based on the scores attained on the three assessments, students may be eligible to earn a Bronze, Silver, Gold, or Platinum ACT National Career Readiness Certificate (NCRC).

**ACCESS for ELLs** – ACCESS is administered annually to Alabama students in Grades K-12 identified as English language learners. The assessment monitors students' progress in acquiring academic English within the school context, as well as language associated with language arts, mathematics, science, and social studies across four domains of Speaking, Listening, Reading, and Writing.

**Alternative Alabama Comprehensive Assessment Program (ACAP)** - The Alternate ACAP Assessment is a criterion-referenced state assessment administered as an alternative to general education state assessments. The Alternative ACAP is administered to students with significant cognitive disabilities working to achieve the Alabama Extended Standards.

## **STUDENT CONDUCT**

**(Please adhere to the Mobile County Public Schools Student Code of Conduct)**

