



**Handbook For  
Students And  
Parents  
2019 – 2020**

**Mariemont High School**

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## I. INFORMATION ABOUT THE DISTRICT

### Location

The Mariemont City School District is located on the east side of Cincinnati, Ohio and includes the villages of Fairfax, Mariemont, Terrace Park, and the unincorporated areas of Plainville and Williams Meadows. The district can trace its founding to April 14, 1879.

### Quick Facts about the District

- Mariemont City Schools consists of four schools, serving grades K-12 (with independent preschool programs available): Mariemont High School, Mariemont Junior High School, Mariemont Elementary School and Terrace Park Elementary School. Total enrollment is approximately 1,661 students.
- The district employs approximately 200 certified and classified staff. General administration consists of the Superintendent and treasurer.
- The Mariemont City School District is an equal opportunity employer regardless of race, religion, age, sex, national origin or disability.
- The district completed a long-term facilities plan in 2012, with extensive renovations at both elementary schools, construction of a new junior high school building in Fairfax, and renovation of part of the high school building. Mariemont Elementary, Terrace Park Elementary and Mariemont Junior High celebrated the new buildings with dedication ceremonies on Sunday, September 9, 2012.
- The MCSD completed a Master Plan for the High School in 2017-2018.

For more information about the district, please view the [District's Quality Profile](#).

### Tradition of Excellence

- The Mariemont City School District continues to achieve excellence.
- Mariemont High School has earned the distinction of being named a Blue Ribbon High School by the Department of Education four times. Terrace Park Elementary School has also been named a Blue Ribbon School of Excellence by the U.S. Department of Education.
- The Mariemont City School District continues to achieve excellence.
- A district school has earned the distinction of being named a Blue Ribbon School of Excellence by the Department of Education six times. Mariemont High School has received the designation four times (1984, 1988, 2001, 2005) while Terrace Park Elementary earned the award in 2004 and Mariemont Elementary earned the award in 2018.

### Student Achievement

- The Class of 2018 received \$7.4 million in scholarship offers from colleges and independent sources
- 81% of the 2018 graduating class attended a two or four-year college.
- Mariemont High School students combined for an average ACT score of 25.5, compared to the state average of 22.0 and the national average of 21.0.
- There are 21 Advanced Placement courses available to Mariemont High School students and 94 MHS students were designated as AP Scholars by the College Board in recognition of their exceptional achievement on the college-level AP Program courses and exams. Nearly half of MHS students took an AP exam making them eligible for college credit.
- A total of 344 district students in grades K-12 were course or subject accelerated.

### Every Student Succeeds Act

- Mariemont City Schools is in compliance with the ESSA requirement to have a plan for keeping schools safe and drug free that includes appropriate and effective discipline policies, security procedures, prevention activities, a student code of conduct, and a crisis management plan for responding to violent or traumatic incidents on school grounds.

### Board of Education

- The office of the Board of Education is located at 2 Warrior Way in Mariemont. Board of Education meetings are held in the Mariemont Elementary School cafeteria (unless otherwise stated on the website).  
**To review the current Board of Education meetings dates and times, click here.**

## II. MISSION STATEMENT, DISTRICT INSTRUCTIONAL VISION

### Mission Statement

To provide the utmost in quality education for our *Scholars of Today* by offering enriching opportunities for individual achievement to inspire our *Leaders of Tomorrow*.

### District Instructional Vision

The Mariemont City School District will be a school system centered around students and the work provided to them. We believe:

- Students will be **global learners**.
- Students will have a **well-rounded educational experience**.
- Students will become **deeply committed members of the community and world**.
- Students will be **strong communicators** and work collaboratively with others.
- **Positive relationships** will be strong among staff, students, parents and the community.
- **Support organizations and volunteers** will be an integral part of our work.
- **High expectations** will define the work of our students and staff.
- **Professional, responsible risk taking** will be encouraged with students and staff.
- **Data** will be used and analyzed by students and teachers to make informed decisions, promote student growth, and maximize achievement.
- Students' individual **interests and passions** will always drive our work.
- **Continuous improvement** will be ongoing to meet the demands of our ever-changing world.
- **Best practice, well-researched** instructional strategies and programs will be implemented.
- **Experiences beyond the "normal" school day are important.**

## III. DISTRICT GOAL, OBJECTIVES & ACTION PLAN

### District Achievement Goal

Student achievement will increase through rigorous curriculum design, instructional best practices and purposeful environments that maximize learner autonomy and capacity to thrive in the 21st century.

### District Objectives

- Student learning will be enhanced through diverse curricular options and enriching experiences that drive deeper understanding and skill development and support global competency.
- Student learning will be maximized through the creation of purposeful, safe physical and virtual learning environments for students and staff that promote communication and collaboration.
- Student learning will be enhanced through instruction and programming that are responsive to assessment results, designed to meet the individual needs of students, and cultivate drive and resiliency.
- Student learning will be maximized through the implementation of 21st century instructional practices that that stimulate student interests and foster inspiration and passion.

### District Action Plan

The work to guide the school district towards achievement of its goal and objectives is defined each year by the District Action Plan, developed by the Superintendent in collaboration with the administrative team and Mariemont Board of Education. The District Action Plan outlines specific action steps and timelines for the important work of the school district. As a living document, it is not uncommon for adjustments in action steps to be made throughout the school year in response to student and staff needs, changes in state mandates and other factors that influence the work of the school district.

To review the current District Action Plan, click here

### Destination 2026

Today's student, at a glance, looks pretty much the same as the students of yesterday; however, on the inside, this student is really very different. In general, today's student is walking into our classrooms smarter, more experienced and **ready to engage in complex learning experiences**.

Additionally, today's global society, sparked by rapid technological advances and innovation, is putting new demands on America's work force. Students must possess a **whole new set of skills and knowledge** to be successful in the future, and those skills change from year to year and decade to decade.

So, what does this mean for the Mariemont City School District? How do we **prepare the children of Mariemont** for their futures when everything about the future is ever-changing?

Instruction must be more **intentional and purposeful** than ever before. Schooling can no longer be looked at as an event; rather it must become an experience in which students are **deeply engaged, find passion** and experience practice in their learning.

Students must **think critically and creatively** across disciplines, **collaborate** to problem solve, **understand the global landscape** and their place in it, and **use technology** inside the classroom as much as they do outside of it.

In response to these ever-changing needs and demands, the Mariemont City School District launched *Destination 2026*, the strategic plan to guide the instructional vision of the district, to explore the knowledge, skills and experiences students will need to **compete globally and succeed consistently in tomorrow's world**.

### **FOR MORE DETAILED INFORMATION, PLEASE VISIT:**

<http://www.mariemontschools.org/academics/destination-2026>

## **IV. CODE OF CONDUCT, BEHAVIOR POLICIES, DISCIPLINARY MEASURES**

*By law, this statement must be included in the student handbook. It will be enforced when applicable.)*

Student Conduct Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in disciplinary action, suspension, emergency removal from class or school and/or expulsion. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate. Also see Core of Regulations for Conduct of Pupils.

1. **Disruption in School:** A student will not, by use of violence, force, coercion, threat, harassment, insubordination, or repeated acts of misbehavior cause disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Destruction of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property (including vehicles owned by the Board.)
3. **Fighting, Assault and/or Threat:** A student will not physically attack or threaten to attack any person.
4. **Dangerous Weapons, Instruments, and Objects:** A student will not possess, handle, transmit or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.
5. **Narcotics, Alcoholic Beverages, Tobacco, and Drugs:** A student will not possess, use, transmit, conceal or show signs of consumption of any alcoholic beverage, dangerous drug, narcotic, or any substance that causes physical or mental change

### General Student Conduct Rules and Regulations

This code of regulations is adopted by the Board of Education of Mariemont City Schools pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in types of conduct either specifically or generally like the kinds of conduct listed below is subject to discipline.

Discipline measures that may be used are student conference, parent conference, suspension or other measures deemed appropriate. Expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities will be done in compliance with 3313.661 Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school or private property on or off of school premises or in areas controlled by the school including property belonging to administrators, teachers, board members, or other school related personnel on or off school property. (vandalism)
2. Assault on a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity.
3. Fighting.
4. Chronic misbehavior which disrupts or interferes with any school activity.
5. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
6. Any disruption of or interference with school activities.
7. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administration or teacher.
8. Leaving school during school hours without permission of the proper school authorities.
9. Distribution of pamphlets, leaflets, buttons, insignia, or any material without the permission of the proper school authorities.
10. Demonstrations by individuals or groups causing disruption to the school program. Disrespect to a teacher or other school authority.
11. Disrespect to teacher or other school authority.
12. Skipping detention/Friday school; refusing to take detention or other properly administered discipline.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs, and/or forgery of school related documents.
14. Buying, selling, using, possessing or showing signs of consumption of any controlled substance (drugs, narcotics, medical marijuana, marijuana, etc.); or buying, selling, using, possessing, or showing signs of consumption of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance.)
15. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.
16. Possessing, using, or showing signs of consumption of any alcoholic beverage or other intoxicant of any kind. A student shall not possess, use, transmit, conceal, or show signs of consumption of non-medicinal drugs, narcotics, or tobacco on school grounds and are violations of school rules and will not be tolerated.
17. Buying, selling, transferring, using, or possessing any substance containing tobacco and/or electronic smoking devices (including, but not limited to: cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, dip, tobacco in any other form, E-cigarettes, electronic pipes, electronic cigars, smoke juice or similar refill liquids).
18. Turning in a false fire, tornado, bomb, or disaster alarm.
19. Placing of signs and slogans on school property without the permission of the proper authorities.
20. Extortion of a pupil or school personnel.
21. Cursing.
22. Truancy from class or school.
23. Cheating or plagiarizing.
24. Gambling.
25. Tardiness to class or school.
26. Improper or suggestive dress.
27. Engaging in sexual acts on school premises.
28. Possession, publication, recording, and/or dissemination of obscene, pornographic or libelous material.
29. Use of indecent or obscene language in oral or written form and use of obscene gestures
30. Indecent exposure.
31. Arson. Improper use of fire.
32. Disregard of driving or parking conditions and regulations while on school premises.
33. Presence on school property with a communicable disease.
34. Willfully aiding another person to violate school regulations.
35. Theft or possession of stolen items.
36. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words, or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, ethnicity, religion, gender, sexual orientation, nationality, appearance or any other individual characteristics is prohibited. (Hazing)



37. Any activity which creates an unsafe situation.
38. Possession of matches or lighters or other similar devices.
39. Electronic devices such as laser pointing devices or electronic light emitting devices are not to be used during school day unless authorized by school personnel.
40. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extra-curricular activity while on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
41. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location.
42. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
43. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension, removal from school, or other disciplinary action.
44. Any person possessing, disseminating or sharing inappropriate pictures, images and/or videos that were obtained with electronic devices during school hours, on school property, or at a school activity will be subject to discipline under this Student Handbook. Dissemination and sharing pictures includes, but is not limited to postings on social websites (e.g. Instagram, snapchat, Tumbler, Tik Tok, What's app, Text message, Facebook, MySpace), photo sharing websites (e.g. Flickr, PhotoBucket, Shutterfly) or video sharing websites (e.g. YouTube, Vimeo).

**WEAPONS VIOLATIONS WHICH SHALL OR MAY RESULT IN EXPULSION FOR UP TO ONE CALENDAR YEAR**

45. Conveying or possessing dangerous weapons or dangerous ordinance on school property, or objects which look like weapons or ordinance at school functions or in a school vehicle is prohibited."

If a student brings a firearm on school property, in a school vehicle or to any school sponsored event, the Superintendent shall expel that student from school for a period of one calendar year, and such expulsion, if necessary, shall extend into the school year immediately following the school year in which the incident occurred.

The definition of a firearm shall include any weapon, airsoft guns, starter guns, which will or is designed to, or may be readily converted to expel a projectile by the action of any explosion; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device. The definition of a destructive device includes, but is not limited to, any explosive, incendiary, or poison gas: bomb, grenade, rocket, missile, mine or similar device.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity and from being in possession of a knife. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, or is found to be in possession of a knife, the Superintendent may expel the student from school. The definition of a knife includes, but is not limited to, any sharp cutting instrument consisting of a sharp blade.

Illegal Substance Searches

Please be advised that during the course of the school year, the Mariemont Board of Education reserves the right to engage the appropriate law enforcement authorities to conduct a generalized random search of the school property with the aid of drug detecting dogs, including searches of lockers and automobiles on the premises. The Board reserves the right to conduct searches during the regular school day, after school hours, and on the weekends. Should the search reveal the presence of drug contraband and/or paraphernalia, the student in possession of the items shall be subject to the school disciplinary code and referred to the appropriate police agency.

Security Cameras

Please be advised that security cameras have been placed throughout the building to assist in providing a safe environment for our students and staff. Video from the cameras may be used when necessary to enforce the student conduct rules and regulations.

Electronic Devices

*Use of cell phones and/or other electronic devices are prohibited during class unless approved by school personnel. Electronic devices may be used in the commons at lunchtime. If an electronic device is seen by a teacher during a test*

*or exam - the student will receive a zero on that assessment. If an electronic device is observed being used by a student during the school day, the following steps will take place:*

1. *For the first incident the phone will be confiscated by the staff member and be held by school administration for 24 hours. The student will also receive a detention.*
2. *For the second incident the device will be confiscated for 24 hours and the student will receive a Friday School.*
3. Further incidents may result in suspensions from school.

#### Positive Behavior Intervention Supports

The Board is committed to the district wide use of positive Behavior Intervention and Supports ("PBIS") with students. Student personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. For more information, please visit:

### **5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION**

#### Behavior Guidelines

1. Students must always be conscious of protecting their personal property, which includes but is not limited to texts, library books, devices and other items owned by the school board and loaned to the students. If these materials are lost the student is liable for their return or replacement cost.
2. Students shall have the right to refrain from participating in or attending any form of religious activity, including but not limited to prayers, songs, readings, meditations, and seasonal programs.
3. Student vandalism or misuse of any school property cannot be tolerated. Students shall not put their feet or legs on school furniture. Violators will be subject to disciplinary measures and/or payment for repairs or replacement.
4. Painting of signs and posters must not occur unless in the art area under the supervision of teacher (before painting elsewhere, students must cover with paper the non-carpeted floor where they will paint).
5. Throwing of objects, such as pencils, snowballs, etc. is not permitted in or around the school.
6. Students must wear safety glasses when appropriate in science classes. This is required by the State of Ohio.
7. Students are expected to behave appropriately in the various areas of the building and grounds. Rowdy disruptive behavior cannot be tolerated.
8. Students must be out of the building by 3:30 PM unless under the direct supervision of a teacher.
9. The gymnasium is out of bounds for students without adult supervision.
10. High School credits and transcripts may be withheld until a student fulfills an obligation to the school, such as payment of fees, library fines and return of loaned materials.
11. Classroom phones are NOT available for student use except in emergency situations or for school business.
12. Card playing is not permitted during school hours unless a part of a planned program under the sponsorship of a teacher.
13. Use of iPods / MP3 players are prohibited in the school building unless given permission by the teacher.
14. Students are not to have food delivered to the school building.
15. Electronic devices such as laser pointing devices or electronic light emitting devices are not to be used during the school day unless authorized by school personnel.

#### **Violations which may result in Permanent Exclusion from School**

1. Conveying or possessing dangerous weapons or dangerous ordinance on school property, at school functions, or in a school vehicle.
2. Trafficking in drugs.
3. Murder or aggravated murder.
4. Voluntary or involuntary manslaughter.
5. Assault or aggravated assault.
6. Rape, gross sexual imposition, or felonious sexual penetration.
7. Felony theft.
8. Complicity in any of the above.

#### Academic Dishonesty (Cheating/Plagiarism)

1. It is the position of the faculty and administration that cheating is a student behavior which cannot be tolerated at any time. Cheating (including plagiarism) is defined simply as academic dishonesty - the passing off of another's work as one's own.

2. Plagiarism of any sort is not to be tolerated; however, teachers may encounter situations where they must use their own discretion as to the severity of the plagiarism offense. There is an obvious difference between not annotating a line from a source, and stealing an entire passage. Both cases should be recognized and an appropriate consequence assigned.
3. Copying of another student's homework is a form of academic dishonesty that will not be tolerated. Both the student's parents and the Principal are to be promptly notified. Teachers will monitor study halls closely in order to preclude student copying of homework.
4. A student, who cheats (or plagiarizes) on an exam, test, quiz, report, paper, or major project, shall receive reduced credit for the entire work in question. Both the student's parents and the administration are to be promptly notified.
5. Procedure to be followed by the faculty:
  - a. When a student has cheated on an exam, test, quiz, report, paper or major project, etc. the student is to be given reduced credit on that piece of work. This grade is to be included with all other averages when determining an "average". (If another student has willingly cooperated in the cheating incident, he/she is equally guilty.)
  - b. The teacher is also:
    1. To call the parent of the student(s) and notify them of the incident.
    2. To send a record of the incident to the Principal, resulting in a meeting with the student(s).

Should a second cheating incident be reported during the academic year the above procedure will be followed and, in addition, the student **may be suspended** from school. If further incidents occur, additional suspensions will be assigned. In cases involving homework, a Friday School will be assigned for a 2nd incident.

Anti-Harassment Policy  
**5517 - ANTI-HARASSMENT**

**2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Bullying Policy  
**5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

School Bus Transportation

The driver of a school bus is responsible for the orderly conduct of his/her passengers. While on the bus the student is under the authority of, and directly responsible to, the bus driver. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any student.

Student Conduct on School Buses

Bus Service Behavior Procedure: While riding on a school bus, reasonable conversation is permissible and may be regulated by the driver. The school bus driver is in charge of the bus at all times, and is responsible for order. He/she should not exclude a student from the bus. He/she will however, report the unmanageable student to the proper authority. The Mariemont City School District Board of Education is committed to ensuring the safe and efficient operation of its school buses. Passengers on the bus will:

1. Demonstrate same conduct as in the classroom.
2. Not eat or drink on the bus
3. Cooperate and follow the driver's directions
4. Stay in his/her assigned seat

Please note that all other student code of conduct rules apply.

Suspension of Bus Riding Privileges

**5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

Disorderly conduct is sufficient reason for refusing service to any student. Whenever it becomes necessary to refuse a student transportation, the school authorities will notify the parents.

NOTE: The right to ride the school bus is determined by a student's residence. The Board of Education and state law dictate who is allowed to ride a bus to and from school. Such eligible students will be issued a bus pass as proof of authorization to get on the school bus. Students are to ride the designated bus only, and must board and get off the bus at the assigned stop.

Students not entitled to bus privileges are not to ride the bus to accompany friends home, pay visits, etc. unless approved by the principal.

#### Dress and Grooming Policy

The Board of Education and administration of Mariemont High School are desirous of establishing and enforcing minimum dress and grooming guidelines. We wish to avoid dress and grooming styles that (1) divert the attention of the pupils from the primary function of the school, which is education, and (2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program.

The principal will make a final judgment on the appropriateness of any mode of student dress that can be considered as extreme from the normal dress of students at Mariemont High School.

Students should avoid wearing clothes that carry slogans or logos that are offensive, double entendres, racist, sexist or promote practices considered inappropriate for high school students, i.e., no clothing shall be permitted that advertises beer, alcohol, sex, tobacco, etc.

Depending on the nature of the field trip, students may be required to dress in a specific manner when going on school-sponsored excursions or representing the school.

#### Detentions

A detention may be assigned to a student by any member of the staff for violating school rules.

Detentions will be served immediately after school. To allow proper notification of parents by the student and to keep prior appointments the student may request that he/she serve the detention on the afternoon of the next school day. No other exception will be made unless approved by the Assistant Principal/Principal. The fact that a student will miss an extra-curricular practice or game is not an acceptable reason for deferral. Detention is for one hour.

#### Friday School

Friday School is held from 3:00 - 6:00 p.m. Students are required to bring books and study materials. All Friday School sessions are assigned by a member of the administrative staff. Parents of students assigned Friday School will be notified by a letter which will state the date and reason the Friday School is to be served. Failure to attend Friday School will lead to suspension for a day as well as having the Friday School re-scheduled unless modified by an administrator. Multiple suspension days will be assigned if students skip additional Friday schools.

#### Suspension

The following guidelines will be adhered to in all cases involving the possible suspension of a student from a curricular class for a period of ten or fewer school days, and these guidelines will apply to a student suspension or removal from a co-curricular offering. The emergency removal section of this provision shall not be limited by these guidelines.

Generally, only the Superintendent, Principal or Assistant Principal may suspend a student. The school official in charge of a suspension hearing shall be one of the aforementioned administrators. Before a hearing on suspension can commence the student will have the opportunity to appear at this informal hearing to present evidence and/or facts relevant to the charges.

The pupil will have the opportunity to appear at this informal hearing to present evidence and/or facts relevant to the charges.

If the administrator determines as a result of the hearing that the pupil should be suspended, the parent, guardian, or custodian of the student shall be notified. The notice shall include the reasons for the suspension and the right of the pupil, parent, guardian or custodian to appeal the action to the Superintendent or designee. The student has the right to be represented in the appeal. The student remains suspended for the duration of the suspension until action is taken on the appeal.

The written notice may be sent by US mail, unless directly given to the parent.

### Expulsion

Only the Superintendent of schools may expel a student. When a Superintendent expels a pupil, the following shall be used as applicable:

The Superintendent shall give written notice to the pupil and his parents, guardian, or custodian. The notice shall include the written response for the intended expulsion and that the pupil and his parent, guardian, custodian, or representatives have the opportunity to appear before the Superintendent or his designee to challenge the expulsion or explain the pupil's action. The notice shall state the time and place to appear which must be not less than three nor more than five days after the notice is given unless the Superintendent grants an extension of time.

The pupil or his parent, guardian, custodian, or representative may request an extension of time and the Superintendent may grant the request. If an extension is granted, the Superintendent shall notify the pupil and his parent, guardian, custodian or representative of the new time and place.

A hearing is held before the Superintendent, or his designee at the appointed time and place. The pupil, his parent, guardian, custodian or representative is given the opportunity to defend against the charges.

Written notification of the decision and the right to appeal to the Board of Education or its designee shall exist. The notice of expulsion shall include the reasons for the expulsion, the right to be represented in the appeal, and the request that the hearing be held in an executive session of the Board of Education.

A verbatim record of all appeals heard by the Board of Education will be required. The student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on the appeal.

### Emergency Removal

If the student's presence poses a danger to any person or property and creates a threat or actual disruption to the academic process either within a classroom or elsewhere on the school premises, then:

The Superintendent, Principal, Assistant Principal, Counselor or teacher may remove the student from a curricular or extra-curricular activity.

A student may be directed to leave the school premises by an administrator. A teacher may not direct a student to leave the premises without the consent of an administrator except when the activity is held at nighttime, weekend, or over a holiday and an administrator is not present. In this case the teacher shall make a reasonable effort to contact the parent before removing or directing the student to leave the premises.

If a teacher makes an emergency removal of a student from the class, the instructor is required to notify office personnel immediately by calling the office.

The administration has the right to reinstate a student removed by a faculty member. This action will only be taken after careful deliberation.

### Drug Prevention Program

The Mariemont City Schools has adopted a drug prevention program for students:

#### Policy 5530 - Drug Prevention

### Grievance Procedure

In the event that a student wishes to grieve a school rule, he will contact the Student Council Student Rights Committee. The Student Rights Committee will consist of five (5) members who will be selected by the Council as soon as the new Council takes over in the spring. The Committee will review the grievances and determine their validity. The Student Council will determine final validity.

If the grievance is considered valid, it will be presented before a committee of three Student Council members and three faculty members. The grievance will be presented by the chairman of the Student Rights Committee and the student who has the grievance. This student-faculty committee will meet a maximum of three times a semester. The Student Council members of this committee will not be members of the Student Rights Committee and will not be present at prior discussions of the grievance. The appointment of the three Student Council members will be similar to "jury duty". Ideally, all Student Council members will

eventually be involved. If a freshman has a grievance, then the three council members will be one sophomore, one junior, and one senior. The faculty will meet and choose among themselves who their three representatives will be. This student-faculty committee will come to a decision regarding the grievance. If the student-faculty committee finds no grounds for the grievance, it will stop there. If the committee's decision is a tie or they find validity in the grievance, it will proceed to the Principal. The Principal will then make his decision. He will either decide to take the grievance to the Superintendent, offer suggestions for remedy of the grievance, or deny the grievance. If the Principal denies the grievance, he will meet with the Student Rights Committee and discuss his decision, answer questions about it and offer suggestions to resolve the grievance.

#### Title IX

Grievances involving Title IX rules and regulations should be filed with the Title IX coordinator.

#### Mariemont High School Library

The Mariemont High School Library is space for all students, a place for personal learning, creativity, study, collaboration, and exploration. Besides the large collection of books for personal reading, the library houses a variety of spaces for large group meetings, individual quiet study, and small group collaboration. The Library Makerspace provides a wide variety of tools and supplies for student use, including 3D printers, 3D pens, a drone, Spheres, and a Silhouette Cameo digital cutting tool.

The Library is open most days from 7:00 a.m. to 4 p.m.

#### Library Procedures

1. Students using the library during class need to bring a pass from their teacher to the librarian or the library aide.
2. Students using the library during a study hall need to sign out with their study hall teacher after attendance has been taken.
3. Students may come to the library before school, during lunch, and after school without a pass.
4. Students interested in applying for a library internship (including Makerspace internships) should contact the librarian.
5. Clubs are welcome to reserve a space in the library for meetings. Contact the library aide for reservations.
6. Food and drink are allowed in the library, except for nut products.
7. Students are expected to clean up after themselves and be respectful of the space.
8. Students are expected to be respectful of each other and of each other's belongings.
9. Students are expected to follow school rules and the Acceptable Use Policy while in the library.
10. The volume of the library should be kept to a noise level that is not distracting students from learning.
11. Books may be checked out at the circulation desk or at the self-checkout station. The checkout period is three weeks, and the book can be renewed as long as no other patron has it on hold.
12. The library does not charge overdue fines. Each quarter, students will receive a notice if they have any overdue books. If the book is lost, they will be charged for the cost of the book.
13. Students are expected to maintain a valid library card from the Public Library of Cincinnati and Hamilton County and to have the card number and pin available for use at school. Students need the card to access resources such as ebooks and online articles from magazines, newspapers and journals through the Public Library.
14. Students may borrow books and articles from Xavier University Library and from the University of Cincinnati Library through our SWON Libraries membership. Students should contact the librarian or the library aide to request items and for details on loan policies and procedures.

## **V. ACADEMIC AND GRADING POLICIES AND PROCEDURES**

#### Graduation Requirements

The Mariemont City School District Board of Education and the State of Ohio Department of Education establish minimum requirements for high school graduation.

The following are the graduation requirements approved by the Mariemont City School District Board of Education.

<u>Subject area</u>	<u>Credits</u>
English	4

Math	4 <sup>1</sup>
Science	3 <sup>2</sup>
Social Studies	3 <sup>3</sup>
Health	½
Phys.Ed.*	½
Fine or Practical Arts**	1 <sup>4</sup>
Electives	<u>5<sup>5</sup></u>
	21

The State of Ohio requires a minimum of 18 points a student must earn on the following Ohio Graduation Tests.

- English I
- English II
- Algebra I
- Geometry
- American History
- American Government
- Biology

<sup>1</sup> Mathematics units must include 1 unit of Algebra II

<sup>2</sup> Science units must include biology, chemistry/physical science

<sup>3</sup> Social studies units must include one credit of American History and one credit of American Government

<sup>4</sup> Fine Arts unit may include one semester from MJHS

<sup>5</sup> Elective units must include one or any combination of world language, fine arts, business, career-technical education, technology or English language arts, mathematics, science or social studies courses not otherwise required.

\* Two semesters of physical education are required for graduation. Physical education classes/grades are excluded when determining a student's eligibility to participate in athletics and extracurricular activities.

\*\* Optional Junior High ½ credit in fine arts and/or fine Arts courses chosen from the following:

**Fine Arts**

Advanced Digital Video Production	Computer Graphics	Intro 2D Design I
Advanced Fiber Arts	Concert Choir	Intro.2D Design II
Advanced Photography	Digital Video Production	Painting
AP Art History	Drawing	Printmaking
Batik	Fiber Arts	Sculpture
Beginning Photography	Glass Studio	Stained Glass
Ceramics	Graphic Design	Studio Art/AP Studio Art
Chamber Choir	High School Band	Web Design I
Creative Wirework	High School Chamber Ensemble	Web Design II
	High School Concert String Orchestra	

Advanced Placement (AP Program)

The College Board's Advanced Placement Program (AP) is an opportunity for students to pursue college-level studies while still in high school. Through this program, they may earn college credit, advanced placement, or both. These benefits are realized when students earn acceptable scores on the May exam. (Colleges set their own standards for acceptable scores.) The AP Program enables students to compare their knowledge and understanding of a college-level subject with the high academic standards established by college faculty. Students who take AP courses learn a subject in depth, develop analytical reasoning skills, and form disciplined study habits.

At Mariemont High School, AP classes are offered to prepare students for these exams: Art History, Biology, Calculus AB, Calculus BC, Chemistry, Computer Science A, English Language, English Literature, European History, Government and Politics: US, Latin: Vergil, Music Theory, Physics C, Spanish Language, Statistics, Studio Art, Psychology, World History, U.S. History, AP Seminar and AP Research. Student selection for AP courses is based upon teacher recommendations, achievement test scores, previous class performance, and student motivation. If qualified students are interested in taking AP exams that are not offered as part of the Mariemont High School curriculum, they must consult with a school counselor and teacher early in the school year to get information on virtual or independent exam preparation.

Students enrolled in AP courses at Mariemont High School are expected to take the College Board's AP exam in May.

The College Board's AP exams are designed to be culminating assessments for the enhanced content and skills of the College Board authorized AP courses. The Mariemont City School District believes there is value in working toward this goal, then seeing it through to the end. Students often describe the sense of satisfaction they feel after taking the exam. Even if students don't feel they will earn a top score on the exam, MCSD believes the experience is well worth the time and expense.

The AP exam fee is approximately \$94.00. A fee reduction is available to academically qualified students who are unable to pay the full exam fee.

#### Weighted Grades

To compensate for the increased amount of student effort required in honors and AP level courses, letter grades at the semester will be weighted one additional point (e.g. A = 5 points, B = 4 points, etc.) in the computation of cumulative GPA's.

Transfer students with weighted courses will receive that weight on their transcript if MHS offers a similar weighted course in the MHS curriculum.

When students transfer between weighted and non-weighted courses any time during a semester according to established procedures, the grade in the course in which the student is enrolled at the end of the semester will be the one computed in the GPA.

#### Mariemont High School Grading Scale

90-100 = A

80 -89 = B

70- 79 = C

60-69 = D

0- 59 = F

#### Granting of Credit & Semester Grade Averages

In order to receive credit for a course, a student must earn a semester average of .6 or better.

The semester final grade is computed by doubling the quarter grades in value (A=4; B=3, C=2, D=1, F=0) and using the exam grade as a single value then dividing by the sum 5. In interpreting the arithmetical average, consider .6 as the elevator. In other words, .6 will be called a D, 1.6 will be called a C, 2.6 will be called a B, and 3.6 is an A. Therefore, the range of each grade is as follows:

.0 - 5 = F

.6 - 1.5 = D

1.6 - 2.5 = C

2.6 - 3.5 = B

3.6 - 4.0 = A

It should be noted that the percentages used to derive quarter grades (i.e., 96%=A; 65%=D) are used for the determination of independent quarter and exam letter grades only; therefore, they are not used for calculating semester averages. Semester averages are computed using the four-point scale.

In addition, any student who receives any combination of two F's in a class (quarter grades or exam grade) in a semester may be recommended by the teacher for no credit for that semester.

Procedure: The teacher will submit data to an Academic Standards Committee composed of the principal, assistant principal and the counselors to show reason why credit should be withheld. The principal's decision will be based on three factors:

1. Was student effort commensurate with his/her ability?
2. Did student have poor attendance record?
3. Are other relevant Are other relevant factors present?



SPECIAL NOTE:

This school district considers final examinations to be of great importance. Failure to take a scheduled exam will result in an automatic failure for the entire semester.

All students must take the semester examination given in their course - at the scheduled time - unless excused due to special circumstances by the principal.

Students who are suspended during final exams (and, thus, are absent) will not receive an automatic "F" for the semester. The exam grade will be an automatic "F" and then the standard computation will be applied.

Grade Point Average and Class Rank

Grades from all courses and additional weights for honors and AP courses will be considered when computing the cumulative grade point average and class rank. Cumulative grade point averages and cumulative class ranks are computed at the end of each semester.

Class rank and grade point average will be determined as outlined below:

1. All courses not designated as honors or AP shall be given the following grade points: 4 points for an A; 3 points for a B; 2 points for a C; 1 point for a D; and 0 points for an F. Courses on a P/F basis are not calculated in the GPA.
2. All honors and AP courses shall be weighted on the 5-point scale: 5 points for an A; 4 points for a B; 3 points for a C; 2 points for a D; and 0 points for an F.
3. All high school credit classes completed prior to grade 9 are added to class rank as the student completes semester 1 of grade 9. Honors Algebra I and Honors Geometry are weighted grades.

Class Standing

Students will be classified in accordance with the following number of credits earned:

- 0 credits - Freshman
- 5 credits - Sophomore
- 10 credits - Junior
- 15 credits - Senior

Dropping and Adding Courses

Seniors may not drop a course that is required for graduation.

Courses may be added only within the first 10 school days of the semester unless permission is otherwise granted from teacher, parent, counselor, and principal.

Courses may be dropped within the first 30 school days of the semester. Exceptions must have approval of the principal.

Within the first 30 school days of the semester, students may drop an elective course with a written request from a parent, as long as the required 5.5 credit course load remains intact. The course will be stricken from the record.

After the 30<sup>th</sup> school day of the semester, students may still drop a course, but the course will remain on the permanent record. The record will show a semester grade of "F" if the student is failing the course for the quarter on the day of withdrawal from the course. The record will show a semester grade of "W" if the student is passing the course for the quarter on the day of withdrawal. In addition, the quarter grade at time of withdrawal will be reflected on the quarter grade report.

The record will show a semester grade of "W" if the student is failing the course, but lacks the necessary academic preparation and/or aptitude to be successful in the course, as determined by consultation with teacher, counselor, and principal.

### Transferring to a Different Level

In the instance where a student is enrolled in a course beyond his/her measured aptitude and wishes to transfer to a lower level, withdrawal is possible if the teacher recommends the withdrawal and it is approved by the principal and parents. Upon teacher recommendation, transfer to a lower level course may be made at any time. The final grade will be based on an average of the work done in both courses. In the event a student wishes to enroll in a class at a higher level, principal approval is required.

When students transfer between weighted and non-weighted courses any time during a semester according to established procedures, the course in which the student is enrolled at the end of the semester will be the one computed in the GPA.

### Pass-Fail Option

A student may elect to take, on a pass-fail basis, any non-required course, providing the request is made in writing. A written request is to be made to the school counseling office by the parent. The decision to take a course on a pass-fail basis must be made 2 weeks before the end of the first quarter of either semester. Once made, decisions about pass-fail are not reversible. In full year courses, the decision to take the course pass-fail may be made once, that is two weeks before the end of the first or third quarter. Colleges usually look upon a pass-fail as a C or less. Careful thought needs to be given to this decision and a counselor should be consulted. The principal will render the final decision as to whether the request will be honored.

Pass-fail grades are not factored into the student's GPA.

### College Credit Plus (CCP)

Pursuant to the Ohio Revised Code, the district shall permit high school students to enroll full or part time in college for nonsectarian courses for high school and/or college credit who are accepted by an accredited Ohio college. Students so interested can obtain information from their counselor. Families interested in this program for the following school year must indicate such to the student's counselor by March 30.

### Flex Credit/PE Waiver

Participation in the Flex Credit option shall be in accordance with an instructional plan which will be developed based on the individual student's needs. The instructional plan shall include the following:

- Instructional objectives that align with the district's curriculum requirements
- A description of the criteria and method for assessing student performance
- An outline of specific instructional activities, materials, and learning environments

Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan, provide or supervise instruction, and evaluate student performance. See counselors for proper application materials and the due dates for the application.

Beginning in the 2015-2016 school year and before a student's senior year begins, a student who participates in two seasons of: an athletic team, marching band, or cheerleading may potentially fulfill their PE requirement with this participation. The two seasons do NOT have to occur in the same school year, but the two seasons must occur before a student's senior year of high school. PE waivers do not receive a grade; thus, no grade from completion of the waiver will be calculated into a student's GPA. Also, the participation in a sport towards a PE Waiver is not retroactive. So, a student's participation in a high school sport, cheerleading, or band would have had to occur starting in August of 2015. If your child is interested in participating in a sport and using this waiver option, the waiver application is due by: August 15 for a fall sport, January 18 for a winter sport and March 25 for a spring sport. Applications must be turned into the College and Career Planning Center. Both pages must be turned in.

### PE Waiver

#### Loss of District Owned technology and instructional materials

The Mariemont Board of Education loans technology and instructional materials to students for use during the school year in accordance with the state's legal requirements. Students are asked to use these in a careful manner in order that they may be usable for an extended period of time. Parents are urged to remind their children concerning the proper care of school devices and materials. Staff periodically check the condition of items when issued to students and make records of the condition. A fee will be accessed to cover damages to district devices or materials. Reasonable care by the student will prevent the need for assessing fees.

It is the student's responsibility to safeguard the books. It will *not* be accepted as a valid excuse at the end of the year that they were stolen unless record is made with the principal at the time of the theft. (It is important to investigate immediately; do not delay the report if something is taken.)

#### Academic Acceleration Policy

#### 5408 - ACADEMIC ACCELERATION, EARLY ENTRANCE TO KINDERGARTEN, AND EARLY HIGH SCHOOL GRADUATION

#### Request for Behavioral Rating Scales

School personnel sometime receive requests from private educational consultants, physicians, psychologists and other health care professionals to complete behavioral rating scales for individual students. This information is useful to private agencies in conducting educational, psychological and/or medical evaluations. School personnel will complete these rating scales whenever appropriate and with prior written parental consent to do so. The rating scales should be given by parents to the guidance counselors for distribution to the teachers.

Parents should note that rating scales will be returned to the agency (e.g., physician, psychologist or educator) making the request. This will insure that appropriate, accurate and sensitive information is handled in a professionally confidential manner.

#### Early High School Graduation:

The practice of allowing completion of the high school program in fewer than four (4) years, as one way of providing earlier access to post-secondary educational opportunities, is offered to the students at Mariemont High School. Please contact your child's counselor if you require further information.

#### Summer School/Approved Online Programs

Mariemont High School does not offer summer school or night school. In the case of a student's failure in a course during the year, the course credit may be made up at an accredited summer school or approved on-line program with the approval of the student's counselor or principal.

#### Honor and Merit Rolls

Students earning a 4.0 average or higher in courses in which they are enrolled will be on the honor roll. Students earning a 3.2 to 3.9 average in courses will be on the merit roll. These averages include weighted grades where applicable. The academic recognition will be published each quarter. Note: All courses except for Pass/Fail classes are included in the grade point determination. Any student earning a "D", "F" or "I" in any course is automatically excluded from recognition regardless of grade average.

#### Academic Letter

Mariemont High School will present an academic award to each student in grades 9 through 12 who maintain a 3.5 or better grade point average (determined by 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter grades, weighted grades included). The grade point average will be determined by the student's overall cumulative GPA.

#### National Honor Society

The objective of the National Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote worthy leadership, and to encourage development of character in students of Mariemont High School.

The Society accepts members of the junior and senior classes who display strength in four areas: Academics, Leadership, Character, and Service. Often it takes significant time to develop a leadership or service dimension to one's school life. It is recommended that students start early in the freshman year to develop these characteristics if they wish to be considered for membership. Grades alone will not qualify a student for the National Honor Society, although a 3.5 GPA is minimal for application.

Selection Procedure: Shortly after the beginning of the school year, a list of eligible junior and senior students will be prepared. Those eligible students will be invited to submit personal information forms (concerning leadership, character, and service) to a selection committee of faculty and staff. This committee, with the advice of the entire faculty, will select students for membership. Students denied membership in their junior year may re-apply in their senior year.

#### Cum Laude Society

The objective of the Cum Laude Society is to promote learning and sound scholarship. Outstanding scholarship is the sole basis for selection to Cum Laude Society. Students are elected for membership after semester one of grade 12 has been completed;

equal weight is given to each semester. Student members must have been enrolled at Mariemont High School during the entire senior year and must have successfully completed a minimum of 14 full credits of Cum Laude course work. To be tapped a student must have at least a 3.5 GPA based on a weighted 4-point scale. Weighted grades are retained when determining eligibility. Students must also have comparable SAT/ACT scores. The number of students admitted is restricted by the Cum Laude Society charter.

Flex credit courses such as online and post-secondary courses could be considered as cum laude courses at the discretion of the principal and the cum laude committee. Flex credit classes which are proposed as honors or AP level courses could be given consideration for additional weighting of the grade point average by the principal and cum laude committee if the flex credit course being considered for additional weight was also offered to students at MHS.

Students will not be able to take any more than 14 sections of cum laude courses per academic school year which would count in the calculation for cum laude recognition. If the student wishes to take additional courses, they would be included in the student's transcript, but would not be included in the calculation for GPA and/or class rank.

It is incumbent that students not attending junior high in the Mariemont School District not have an academic advantage over students attending MJHS. This must be considered when determining courses that are accepted for high school credit from other junior high schools as well as whether those courses are given additional weight.

The determination of valedictorian and salutatorian at MHS will only be modified to the extent that the scope of the courses included in the calculation will be increased for the class of 2017. The additional weight for each cum laude course to reward taking a college preparatory class over a study hall will remain in effect.

#### Valedictorian and Salutatorian Selection

The method for determining class rank for the sole purpose of selecting valedictorian/salutatorian for Mariemont High School will be in accordance with the procedures outlined below:

1. Grades earned in courses enumerated for admittance into the Cum Laude Society will be used to determine valedictorian/salutatorian. For each Cum Laude course taken, one tenth of one point will be added to the "Cum Laude" GPA. This total adjusted GPA will determine the valedictorian/salutatorian. If a Cum Laude course is valued at a .5 credit, a .05 add on will be used.
2. Weighted grades will be included with full weights applied.
3. Only students who enrolled in Mariemont High School for their entire senior year will be considered.
4. Beginning with the Class of 2017 and carrying through the Class of 2020, the Valedictorian and Salutatorian will be chosen using the current board policy. There will be no limit placed upon the number of credits a student can apply towards Val / Sal. Students will be permitted to use weighted courses that have been approved by school administration. Any additional weight or credit units applied towards CCP courses will be stripped for purpose of Val / Sal if the course is not available at MHS. The CCP courses will not have additional weights or credit units stripped for the purpose of class rank.
5. Beginning with the Class of 2021, only high school courses taken during grades 9 thru 12 will apply towards the selection of Val / Sal. The number of credits that can be applied towards the calculation of Val / Sal will be capped at 28 as that is currently the number of courses that can be taken over a four-year period of time taking the maximum number of seven classes a day. We will maintain the practice of adding additional 0.1 weight for each cum laude course. The high school principal will continue to determine which CCP and flex credit courses will receive additional weight due to their rigor.

#### Incomplete Grades

A grade of "I" means that the requirements for a course cannot be completed by the student before the end of a quarter and/or semester. A grade of "I" can be issued if there is sufficient documentation existing that an extenuating circumstance, beyond the control of the student, (such as a major illness) prevented the meeting of course requirements on time. Teachers will submit a form to the principal after the student has signed it. The form confirms the time allotted to complete course requirements. The

form will indicate what the grade will be if work is not completed by the designated date. The "I" grade can only be issued after the approval of the Principal is given. Incompletes may prevent the student from being on the honor roll/merit roll for the quarter.

#### Appeal of Grades

In the event a student wishes to appeal a given grade, the student should make such appeal to the Principal whose decision will be final.

#### Change of Counselors

Should a student request a change of counselor, he/she should be directed to discuss the issue with the parents who will write a note so requesting. The note needs to list the reasons for the request. They are to direct the note to the Principal who will discuss the request with the Assistant Principal and two counselors. It is emphasized that (1) the student or family will request any change of counselor (2) no unilateral action will be taken until due consideration is given to the request (i.e. the previous procedure is followed.) A factor in assessing the request will be the balance in number of students assigned to each counselor.

#### College Visitation

Juniors and Seniors may be excused from school for up to three college visits per school year. In order to be excused from school, the following steps must be taken:

1. Prior to the visit the student is to present a note from the parent to the counselor requesting being excused from school.
2. The note must contain the date and site of the visit
3. Students must inform teachers in advance of the visit and at that time make arrangements for tests, homework, etc.
4. Principal may approve additional days for students 9-12.

#### Procedure for Students to Visit the College & Career Planning Center (CCPC)

Students may come to the Guidance Office before or after school, during lunchtime, or between classes if it is just to pick up something or to make an appointment to see a counselor. Students may come to Guidance from a study hall. The study hall teacher must issue a pass for the student to leave study hall. The student will give the pass to the counselor, who will initial the pass when the student is ready to return to study hall. A student should not come to Guidance during class time unless it is an emergency.

#### College Visitations to Mariemont High School

Students are encouraged to visit with the college admissions people who visit Mariemont High School. Each year representatives from colleges visit the Guidance Office in order to talk with students who are interested in their college or university. Unless a student has a class he/she may come directly to Guidance at the posted time. Attendance will be checked. A student may not miss a class unless he/she has received permission from the teacher.

#### Community Service Policy

- For students to be recognized for completing the Community Service program at Mariemont High School, they must complete 40 hours between the end of their sophomore year and before the first Monday in May of their senior year.
- Community Service is defined as **volunteer effort that benefits the community**. To qualify, student work must be done with a non-profit agency, be done outside the school day, be on a volunteer (non-paid) basis, and be verified by an adult supervisor.
- Of the 40 required hours, no more than 20 can be completed within the school district, or as part of the student's regular routine. *Projects like taking tickets at school sporting events, theater students painting a set for the play, or coaching an elementary school team can earn a student no more than 20 hours. Babysitting during a church service and fundraisers for churches also fall into the 20-hour maximum.*
- To ensure effective Community Service and for the 40 hours to count toward this requirement, all students shall submit a proposal to the Community Service Coordinator in advance of their first hour of service on every project.
- Completion of Community Service will be listed on student transcripts as a pass/fail course with no effect on GPA. At the start of the senior year, MHS School Counseling Department will list the course as a course in progress and the grade column will remain blank. Once the student has completed 40 hours, the transcript will be marked "P" in the grade column for pass. Until the student has completed the 40-hour requirement, the transcript will continue to show "Community Service" as a course in progress. Students failing to complete 40 hours by the first Monday in May of the senior year will have their transcript marked with an "F" in the grade column for fail.

### Senior Exams

Seniors may be granted the opportunity to qualify for second semester exam exemption. The qualifying criteria are the following:

1. "successful" completion of the Senior English project.
2. completion of the 40-hour community service requirement.
3. B-B average or better for 3rd & 4th quarter
4. maintain appropriate attendance per the 12th grade attendance policy
5. maintain appropriate behavior standards

### Credit Recovery

Students who fail a required course are encouraged to recover that credit as soon as possible. If they fail the first semester they may, with counselor or principal approval, take an online course during second semester as part of their school day (at their own expense). Students' schedules may be adjusted to accommodate a study hall to dedicate time for the credit recovery course. If they fail the second semester, they may recover the credit through an online or summer school course during the summer. Graduating seniors may also have the option of taking a correspondence course for credit recovery (at their own expense). Programs for credit recovery must be approved by the Mariemont School District. The MHS Counseling Department will maintain current information about approved online and correspondence courses.

## **VI. STUDENT ATTENDANCE PROCEDURES, POLICIES**

### Attendance

#### 5200 - ATTENDANCE

Ohio school law states that it is the responsibility of parents to assure the regular daily school attendance of their child/children. If a student's absence is unavoidable it is the parent's responsibility to telephone the attendance office (272-7600) before 8:30 a.m. to explain the reason for the absence. If it is known in advance that the child will be absent from school, it is suggested that parents submit a written note to the attendance office explaining the reason for the absence.

The Mariemont City Schools requires students to be in regular attendance for the number of school hours as approved in the school calendar.

When absence from school is excused, the student may receive full credit when make-up work is completed in a realistic time frame mandated by the teacher.

Any senior who is absent any part of a school day more than five times each quarter for reasons other than a college visit or an emergency situation approved by the principal will forfeit the possibility for a final examination exemption as well as the senior lunch privilege if that privilege is granted by the Mariemont Board of Education.

In order for a student to participate in any EXTRA-CURRICULAR activity, the student must be in school by 10:30 a.m. Exceptions may be made by the principal.

If your child's temperature is 100.0 degrees F or greater (or 1 or 2 degrees above the child's normal temperature), (s) he should remain home until (s) he has been fever free for 24 hours without the use of fever reducer medication.

### Excused Absences

- Personal illness
- Illness in the family necessitating the presence of the child
- Death in the family
- Quarantine of the home
- Necessary work at home due to absence or incapacity of parents or guardians
- Observance or celebration of a bona fide religious holiday

- Emergency or set of circumstances judged as sufficient cause by school officials
- Out of state travel (up to a maximum twenty-four (24) hours per school year that the student' school is open for instruction to participate in a District approved enrichment or extra-curricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance
- Vacation with his/her own family (a note from the parent prior to the trip is required)
- Attendance at a state final competition in which Mariemont students are participating (with a note from parent prior to the event)
- Up to three days for college visits (juniors and seniors only)
- Other school sanctioned events and programs
- Such good cause as may be acceptable to the Superintendent, or designee
- Medically necessary leave for pregnant student in accordance with Policy 5751

#### Make-up Work after Excused Absences

- 1) If an absence is excused, and if the student was absent the entire day, the student must follow the guidelines listed below:
  - i) Immediately upon his/her return to school, the student must follow the guidelines listed below:
  - ii) If the assignment/test date was announced during the student's absence, the student will be granted a number of school days equivalent to the days missed plus one as a deadline for completing missed work/tests.
  - iii) If the assignment/test date was announced when the student was in attendance, the student must turn in the work or take the test on the day of his/her return to school unless excused by agreement with the teacher and/or administrators.
- 2) If a student leaves school before the end of the day or if the student arrives after first period, the student is required to contact teachers re: make-up work/tests and to turn in all assignments that are due that day. The student is also to obtain assignments from teachers whose classes will be/were missed
- 3) If a student is excused for a field trip or special project, the student must follow guidelines listed in #2,
- 4) If a student anticipates that he/she will miss school (i.e., college visitations, funerals, etc.), the student must follow guidelines listed in #2.
- 5) Some assignments (i.e., major research papers) may have special rules as guidelines. Teachers are required to inform students, in writing, if special rules/guidelines apply.

#### Unexcused absence from school includes but is not limited to:

- Non-family vacations
- State final events not involving Mariemont teams
- Non-school events
- Suspension from school  
(See #1 below)

#### Make-up Work after Un-Excused Absences

1. If an absence is unexcused, the student is expected to make up tests, quizzes, etc. In no case is the grade to exceed 60%

#### Attendance and Sign Out Privileges for Students who are 18 Years old or older

This is to clarify attendance and sign out privileges for students who are 18 years of age or older:

1. They may claim their right to exemption from compulsory attendance and withdraw from school. Parents must be notified if one of our students wishes to do so.
2. Should the student wish to remain here, all other attendance procedures (entry and/or sign out) will be exactly as for the other students. We must contact parents when a student wishes to sign out. For 18 year olds only, we will allow

them to sign out even if parents cannot be immediately contacted but we will contact them later in the day if possible. Contact must be made eventually (next day if necessary) to both secure their OK and to keep them informed.

3. The initial call to parents must be recorded (time, person, etc.).

#### Tardiness to School

Tardiness to school results when a student fails to report to his/her first period class on time.

A student who is tardy to school is to report immediately to the school office upon arrival to school. The attendance clerk will give the tardy student an admit slip to enter class. A student will be officially considered tardy until 9:00 a.m. An exception to this shall be those students who are tardy to school but do not report to the school office immediately upon arrival to school; they will be considered truant from class and will be penalized accordingly for truancy. (See truancy section for appropriate penalty).

Parents are required to send a signed note with their child if it is known that he/she will be tardy to school. These notes will be kept on-file.

#### **NOTE:**

Students who sign-in late to school for other than approved or medical reasons will be viewed as unexcused in most cases with respect to make-up work or missed tests. The minutes missed will be cumulative and count toward HB 410 calculations.

House Bill 410 Summary and Mariemont City School District attendance procedures

- Based on House bill 410, MCSD parents will be notified in writing when their students has:
- Accumulated 38 hours of either excused or unexcused absences
- Accumulated 54 hours of unexcused absence
- Accumulated 65 hours of either excused or unexcused absences
- Met the legal threshold for being defined "habitually" truant

A student will be considered habitually truant if he/she is absent without a legitimate excuse:

- 30 or more consecutive hours of absence
- 42 or more hours of absence in one month
- 72 or more hours of absence in one year

If a student is deemed habitually truant, the student and parent/guardian will be referred to an Absence Intervention Team to develop a corrective plan for attendance issues.

If the student does not make progress or continues to be excessively absent after the implementation of a corrective plan, the law requires MCSD to file a complaint with the juvenile court.

Mariemont will record student attendance based on cumulative record of all minutes a student is and is not in school, beginning with the start of the school day and ending with dismissal. This record will include if a student leaves and returns during the school day. We understand it is sometimes necessary for a student to be absent from school for medical appointments, but parents are encouraged not to allow these mid-day appointments to become a regular habit to enhance a student's probability of success.

#### Tardiness to Class

Tardiness to class results when a student fails to report to his/her assigned class on time without a note from the office staff or a teacher.

In addition to the penalties assigned by the office for excessive tardiness to school or class during the quarter, each classroom teacher may assign additional penalties to students who continue to be tardy to their respective classes quarter after quarter. Teacher assigned penalties may include classroom detention with the teacher, or the assignment of extra work. Failure of students to serve teacher detentions or to complete teacher assignments will result in assignment to Friday School.



### Penalties for Excessive Tardiness to School or Class

During the quarter when a student is tardy to school or class the third (3rd) time, the assistant principal/principal will notify the student and/or parents.

A student who is tardy to school or class four (4) or more times during the quarter will be penalized as follows. Parents will be notified by letter if a student is assigned a Friday School for excessive tardiness to class or school

4th & 5th Tardy to School or Class	After school detention
6th & 7th Tardy to School or Class	Friday School

Tardiness will accrue towards HB 410 legislation. If necessary, the Assistant Principal/Principal may schedule a conference with parents of tardy students to determine the need to meet with an Attendance Intervention Team, or refer the student to Juvenile Court.

### Truancy from School or Class

A student is considered to be truant when he/she is absent from school or class without knowledge of his/her parents or school officials. Truancy is a serious violation of the state compulsory attendance laws and will result in an unexcused absence. For the first instance of truancy the student will be assigned to a **Friday School**.

If a student is truant a second time during the school year, the student may be referred to an Attendance Intervention Team and/or given community service.

If, during the school year, a student is truant a third time (in violation of State Law) he/she may be referred to an Attendance Intervention Team, given community service, and/or be referred Juvenile Court.

## **VII. INCLEMENT WEATHER**

### A. District Notification System and Inclement Weather Plans

If school is affected due to bad weather, the Mariemont City School District operates on either a two-hour delay or a complete school closure for the day. Bus service will still be operational if we are on a delay.

In an effort to disseminate a calamity day announcement in a timely and cost-effective manner, the first step in our notification process will be electronic. We will EMAIL all parents and staff. We will post the notification on our FACEBOOK page, our TWITTER feed and as an alert on our WEBSITE (links below). The alert will appear across the top of each page on the website and as a story on the Dis54id5 News page . Our local media outlets will then be notified. Once we notify the media, there is usually a 10-15-minute delay before they process and announce the notification, so please make our Facebook page, Twitter feed, website and/or email your first stop when checking for school closures.

**\*\*We will only use SchoolMessenger text message emergency notification system in the case of an emergency. We will not use it for typical weather-related announcements. \*\***

- Visit our website: <http://www.mariemontschools.org/>. There will be a alert banner across the top of every page. You also can check the District News page.
- (<http://www.mariemontschools.org/news-and-events>). Go to the district Facebook page [www.facebook.com/mariemontcityschools](http://www.facebook.com/mariemontcityschools))
- Twitter feed (<https://twitter.com/MariemontSchool>)
- .
- Check local TV stations

B. Plan I – Two-hour delay

In the event of a two-hour delay , the usual time schedule for all bus pickups will be moved back two hours. Time schedules for dismissal will remain the same. AM preschool at Terrace Park Elementary will be cancelled while PM Preschool will run as usual

	<b>Starting Time</b>	<b>Dismissal Time</b>
<b>MHS</b>	9:45 am	2:52 pm
<b>MJHS</b>	10:00am	3:00 pm
<b>Elementary</b>	10:30 am	3:20 pm
<b>Kindergarten</b> is in session.		

C. No School

If it is determined that there will be no school on a certain day, you may check the district website, and local TV stations / websites that evening and early the following morning for instructions concerning the plan of operation for the next school day.

D. Students Assigned to Programs outside the District

Please remember that if Mariemont is delayed or closed, our transportation is either delayed accordingly or does not run. If Mariemont is open and other schools are delayed, our transportation will be adjusted accordingly to the other schools' students.

E. In case of Early Release due to Inclement Weather

Parent of student in grades K-6 will be contacted via telephone prior to student dismissal. We will not be able to send a child home without parent confirmation. For students in grades 7-12, parents will not be contacted via phone prior to student release; although we will send an email and post the announcement on Facebook and, Twitter pages for all grade levels.. Bus service will be operational for all students who regularly utilize this service. As a general rule, when school is canceled extra-curricular events, concerts and plays are also canceled.

**VIII.DRIVING REGULATIONS**

Driving to School and Parking Permits

Since the Board of Education provides transportation for students, it is generally not necessary for students to drive to school. In the event that a student deems it necessary to drive, the following regulations apply.

Unless involved in early morning school activities, students should not arrive at the school until 7:20 a.m. at which time they will immediately depart from their car and remain away from their car until it is time to depart from school.

To avoid congestion, any driver entering the school drive and not parking must turn around at the bus turn-around. Do not turn around by turning into one of the two small parking lots or the driveway leading to the upper parking lot.

Students who fail to follow the above regulations or drive on the school grounds in an unsafe manner will be subject to disciplinary action and their right to drive on school property may be revoked.

Student parking is restricted to a designated space. For safety reasons it is imperative that students park within a designated parking space. Failure to do so and/or blocking of access routes will lead to suspension of the privilege of driving to school. In order to protect person and property, it is necessary to closely monitor the student parking lot. Therefore, any student wishing to drive to school must:

1. Complete a parking agreement and return such to the office, and
2. Display the parking permit at all times.
3. A fee of \$50.00 will be assessed for a designated parking space.

Driving Regulations

The right and privilege of driving and parking cars upon the Mariemont High School Campus during school days or at times of school activities is granted only to those students who agree to abide by these necessary regulations:

1. Speed on school roads and parking areas shall not exceed 15 miles per hour.
2. Pedestrian traffic shall be given the right-of-way at all times and in all places on campus.

3. Safe driving techniques shall be practiced at all times. The safety of others shall be placed above personal needs or desires.
4. Cars shall not be moved during the school day without written permission from an adult member of the office staff.
5. Cars shall be locked and unoccupied while parked on school property.
6. Students will not be permitted to go to their cars during the school day to get personal belongings without permission of school administration.

#### Policy on Suspension of Driver's License Attendance

AttendanceThe Mariemont City Schools has adopted the policy outlined in H.B. 410 which establishes procedures by which student's driver's licenses can be suspended for failure to attend school. If a student drops out of school or is absent without excuse for 60 or more consecutive hours in a single month or 90 or more hours in a school year, the Principal will report such to the Superintendent. The Superintendent will report such information to the Registrar of Motor Vehicles and the juvenile court judge. The student's license or temporary instruction permit will be suspended.

#### Substance Abuse

Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1973 (FERPA) and accompanying regulations.

In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court district in which he resides.

### **IX. MISCELLANEOUS INFORMATION**

#### Legal Custody

When reference is made to a student's parent or parents this term is to be construed as including a guardian. The word parent is meant to be the natural father and/or mother of the child who has legal custody and responsibility for the child. A guardian is one who has been granted legal custody of the child by an appropriate court. Guardianship or custody of a child is not conferred on an adult simply by the fact that they share a residence.

#### Travel/Field Trips

#### 2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

#### 2340.01 OUT OF STATE/INTERNATIONAL TRAVEL

#### Food Allergies

Student safety is always the district's highest priority. Current medical research indicates that a significant number of children in our schools have food allergies. Some of these allergies are life threatening. The district has taken appropriate steps with our cafeterias, cleaning practices, and other aspects of our food services in order to protect student health.

The Mariemont City School District health aide will monitor student records for parent reporting of food allergies. Teachers will be notified of students in their classes who have food allergies. Principals and building administrative staff will be provided with a master list of students with medical concerns including food allergies.

All district staff will be trained in the use of an Epinephrine Auto-Injector each school year.

The Mariemont City School District health aide will contact parents with food allergies in grades K-6 to notify them of options for lunchroom procedures, classroom parties and other events involving food.

To ensure that we are also keeping our classrooms safe, and that we are complying with state and federal law, the district has adopted the following requirements for food in grades K-6 classrooms:

A. Parties involving food in the elementary schools can take place four (4) times a year in the classrooms for Halloween, winter holiday, Valentine's Day and end-of-year-picnics. Food treats brought in by a student or a student's family for purposes of sharing in the classroom must be accompanied by original packaging with ingredient list(s). Food items may be further limited by specific classrooms or grade levels depending on the student food allergies in those classrooms or grade levels.

B. Parents are encouraged to contact the classroom teacher several days in advance to determine what food allergens will not be allowed.

C. Birthdays are very special days for students. We acknowledge every child's birthday during the school year. If parents would like to bring a birthday treat in for their child, it must be for their child only. Please note that parents may not bring birthday treats for sharing with children other than their own.

D. Students will not be allowed to distribute food treats at school. It is essential for student safety that the distribution of food treats be carefully controlled.

E. Special food-related events such as pizza parties, cultural activities, end-of-the-year lunches and tasting parties should include the following:

1. Food served should be from a health-inspected facility (e.g. grocery stores, restaurants).
2. Nutritional and ingredient labels should be provided for each item served.
3. Parents of students with food/health related conditions should be notified in advance.
4. These events should not be in place of lunch.

Non-nutritious foods (e.g. candy) are discouraged as rewards or incentives for students. It is important to promote health and wellness, encouraging physical activities and non-food incentives. The district recognizes that the Individual Education Plan (IEP) of some students may permit the use of food as a reward or incentive; any food used as part of the IEP plan should be peanut/tree-nut free.

Lessons involving food in the classroom are discouraged. Food to be used for an instructional purpose should be pre-approved by the building principal, and parents of students with food-/health-related conditions should be notified in advance.

Kindergarten classrooms may have a snack time each day. Students will be required to bring in their own snack, which should be peanut/tree-nut free. If a student forgets to bring in a snack, pretzel rods will be provided to the student.

Peanut/Tree-nut-free tables, clearly marked, will be available at the elementary level. Lunch monitors will check the bags of students who wish to sit at peanut-free tables. They will check for obvious items that contain peanuts. Custodians will clean the peanut-free tables using separate rags and cleaning solution that has not been cross-contaminated with items used to wash other tables.

### **5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS**

#### School Visitation by Adults

#### **Policy 9150 - SCHOOL VISITORS**

The Mariemont City School District makes a concerted effort to implement security measures that will make our schools as safe and secure as possible for our students while in attendance.

In order to protect the educational programs of the schools from undue disturbance, each principal shall establish rules and procedures for visitors which shall include the following:

- A. Every visitor to a school during school hours must enter through the main entrance and register at the school office.
  1. Signage will be placed on all school building entrances directing visitors to use the main entrance and register with the main office immediately upon entry.
  2. At Mariemont Elementary, Terrace Park Elementary and Mariemont Junior High School, every visitor must register his/her name and purpose of visit and be given a visitor badge that should be worn for the duration of the visit. Visitors should be prepared to show a state-issued identification (i.e., driver's license) if requested at check-in.
  3. At Mariemont High School, every visitor must provide a state- issued identification (i.e., driver's license) to be scanned by the lobby guard system in the main office and be given a visitor badge that should be worn for the duration of the visit.

- B. Visitors who are on school property regularly may opt to register for a permanent school volunteer badge. Issuance of a permanent volunteer badge requires providing a set of finger prints so that a criminal records/FBI background check can be conducted.
- C. No staff member is to transact business with a visitor who does not have visitor's pass.
- D. Students may not bring guests to school unless permission to do so has been granted by the principal.

Additional precautions are being taken with the implementation of the following procedures for anyone who is a visitor in one of our schools:

#### Student Visitors

A student may bring a visitor to school if PRIOR approval is secured from the Principal/Assistant Principal and the parent of the host student. In order to minimize disruptions to the educational process, visitors will generally be limited to students who were former residents, or who attend another school but are seriously considering moving to Mariemont High School. Visitors will conduct themselves in accordance with school rules and procedures.

#### Special Meetings during the Day

In the event a student needs to attend a meeting, (for example-Student Council, Class Officer Meeting, etc.) he/she may be excused by the class teacher if there is no test (or lab that can't be made up). The student must report to class before dismissal and is responsible for work done in class that day and any homework assigned. Note that on some occasions the student may not be able to attend the meeting.

#### Commons/Cafeteria

Food and beverages are to be consumed only in the cafeteria/commons area. Food and beverages are not permitted in other areas of the building without permission.

Students are responsible for disposing of their own trash in the appropriate containers. If students wish to sit at a table where trash has been left they must dispose of that trash themselves before sitting down. Otherwise they are to sit elsewhere. Since school personnel are obligated to see that trash is disposed of properly, teachers may require students seated at a table to dispose of trash left by others. Not only is it too great a job for our custodians to clean up these messes, it also is unreasonable for them to have to do so.

The cafeteria is operated on a cash or EZpay basis only. If a student's family is experiencing economic difficulties the student may be eligible for a free or a reduced price lunch. Students should see their counselor for further information.

A "closed lunch" policy is in existence at the high school. Students are not permitted to leave the school grounds during lunch or any other time during the school day and will be considered truant unless they have permission from an administrator.

Furniture from the school building is never to be taken onto patios or other outside areas.

Students are not to go to locker areas or other parts of the building during lunch without prior teacher permission.

#### Senior Lunch/Junior Lunch

If and when the Board of Education agrees to open senior lunch, it is necessary that the privilege be exercised in a mature, responsible manner. It is also expected that there will be no threat to safety or property by improper driving during the lunch privilege off-campus. The Principal or Assistant Principal may suspend the open lunch privilege for an individual, group, or the entire class if conditions so warrant. Food delivery from Uber Eats, Door Dash etc. is not permitted.

#### Lockers

Students are to carry enough books for before noon or afternoon classes. This practice will reduce the need to make frequent stops at the lockers. Use common sense and do not leave valuables in the lockers -- check valuables in the office. Students should carefully check to see that the locker is locked after each visit to it.

The Board of Education or its designee reserves the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. It should be understood that the lockers remain the property of the school and, by order of the Principal, may be opened at any time.

Students are not permitted in the locker area except when going to and from their lockers.

#### Final Forms

The Mariemont City School District uses Final Forms to manage academic and athletic forms.

**To view Final Form, please click here**

#### Student Fees

#### **Policy 6152 - STUDENT FEES, FINES, AND CHARGES**

#### Built in Combination Locks, Assignment of Lockers and Locker Fees

All freshman, sophomore students will be assigned to a specific locker and will be issued a combination number by the office and be assigned a \$5.00 locker fee. Juniors and Seniors may request a locker with the main office and a \$5.00 locker fee will be applied to the student account.

Students found guilty of damaging lockers will be required to make restitution for the cleaning, repair of the damaged lockers and may be suspended from school for a minimum of one (1) day.

#### Fire, Tornado, Lockdown and Evacuation Drills

Early in the school year students will receive detailed instructions explaining the procedures they should follow regarding the fire, tornado, lockdown and evacuation drills (also see inclement weather information in the Student Handbook). However, students should be familiar with the following general guidelines in the event of an emergency situation. In the event of an emergency, the Mariemont City School District will communicate by sending an emergency notification through the use of a program called "School Messenger." Parents will receive an email, call and/or text message.

#### Directory Information (Release of Information)

The Mariemont City School District recognizes as student directory information the following: student name, parent and/or guardian name, mailing address, telephone listing, date of birth, assigned teacher, major field of study, grade level, participation in specially recognized events and contests associated with their training, certificates and awards received, dates of attendance. This information will not be released to profit-making organizations or other organizations whose objectives are not considered to be in the best interest of the student.

These paragraphs constitute public notice of what we consider directory information. This information may be released without parental consent if the school gives public notice of the information it considers directory and gives parents a reasonable opportunity to inform the school in writing not to release the information without their consent. Additionally, from time to time our students have their pictures and/or names in the newspapers, on district social media platforms, in district publications and/or on our website regarding the many wonderful school activities in which they are engaged. **If you do not want your child's picture and/or name displayed in these platforms, you must send a letter stating such to the Director of Communications. A letter must be submitted each school year.** You must send the letter directly to the Director's attention at 2 Warrior Way, Cincinnati, Ohio, 45227. If you have any questions, please contact the Board of Education Office at 513-272-7500.

#### **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

#### Cumulative Record

#### **8310 - PUBLIC RECORDS**

#### **8330 - STUDENT RECORDS**

A student's cumulative record folder may be reviewed by parents or guardians if legal jurisdiction is established to the satisfaction of school officials. School officials will follow this procedure when a parent or guardian indicates interest:

- a. Establish the identity of the person making the request and determine his/her legal right to do so.
- b. Secure a written request from the parent or guardian indicating an interest in reviewing the cumulative record.
- c. Hold a review within five school days after receipt of the written request listed in (b) above.

A student may ask to review the cumulative record and school officials will grant the review when the following procedural requirements are met:

- a. The student will indicate by written request to the Principal's secretary that a review of the record is desired.
- b. The student will submit evidence of written consent from the parent or guardian for the review to proceed without the presence of the parent or guardian.
- c. The Principal will establish a date for the review to take place within five school days after receipt of the student request and parental release.

The administrative staff will provide assistance to the student and/or parent or guardian in interpreting information contained within the folder.

A parent or guardian of a student can include in the cumulative record a written response to information contained in that record. Any written response submitted must be signed by the student and the parents or guardians before it can be included in the cumulative record.

A parent and student may request that specific material be expunged from the student's file. The Principal, or his immediate superior not involved in the recent entry has the discretionary authority to fulfill this request after a thorough examination of the facts.

The signature of the student and one parent shall be required on the appropriate school form before cumulative record information will be released. Certificated personnel employed by the local school board and having direct educational contact with the student may review information in the file.

A court or representatives acting on behalf of a court have the right to inspect the records of a student without parental or student approval.

#### Personal Grievance

If a student wishes to make a complaint regarding another student or staff member, this is to be done in an ethical manner to the Principal or Assistant Principal. It is hoped that the administrator and student will be able to resolve the complaint at this level. The person complained about may be included in this discussion.

The student may feel talking with a guidance counselor would be more appropriate if the matter is a personality conflict or interpersonal relationship problem rather than a grievance.

#### School Dances

##### **General Guidelines**

1. Mariemont High School dances are open only to presently enrolled students and their dates. MHS students inviting a student not enrolled at MHS must submit a guest approval form to school administration.
2. Once a student enters the dance - except for restrooms - he/she will not be allowed to leave and return. Once at the dance each student must stay inside until he/she desires to leave permanently.
3. Clean-up is the responsibility of the sponsoring group. While the custodian may wish to help he is not responsible for the total job - he has many other areas to clean. Make sure a student cleanup crew is designated!
4. Security - at least one Mariemont City Police Officer must be present for each dance. It is the option of the sponsor or principal to employ more. Contact with the police department (271-4089) must be made 10 days in advance of the activity to allow them to secure an officer to work at the dance.
5. Food and drink may only be served and consumed in the commons. No one is to be in any other part of the building or grounds without permission
6. It should be noted that dances are official school activities and as such are regulated by the rules outlined in the Student Handbook.

#### Policy for Administration of Drugs

##### **5330 - USE OF MEDICATIONS**

## **8453 - DIRECT CONTACT COMMUNICABLE DISEASES**

### An Explanation of the State School Immunization Law

Unless otherwise exempt, all pupils are required to be immunized against certain diseases. These diseases are diphtheria, tetanus (lockjaw), pertussis (whooping cough), polio, rubeola (measles), rubella (German measles), mumps, hepatitis B, and varicella (chicken pox). If your child has not completed all required immunizations, your child can remain in school if he or she has had a least one dose of each of the following: polio vaccine, measles vaccine or measles disease, rubella vaccine, rubeola (mumps) vaccine or disease, hepatitis B, and varicella or the chicken pox disease. Your child must complete the DPT, polio, MMR, and Hepatitis B series as soon as possible; failure to do so is a reason to exclude your child from school at a later date. If your doctor says immunization might be harmful to your child, please send a written statement, signed by your doctor. A parent or guardian who presents a written statement in which they decline to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized. (**Ohio Revised Code, Section 3313.671/3323.05**)

### Immunization Requirements

### State of Ohio Immunization Summary

### Health Screenings

## **5310 - HEALTH SERVICES**

A program of early identification, diagnosis and treatment of visual, auditory and postural disorders is an essential part of all child health programs. The early detection and treatment of such disorders give children a better opportunity to develop educationally, socially, emotionally and physically. Screening procedures required by the Ohio Department of Health are done under the authority of the Ohio Revised Code section 3313.69. The standardization of screening ensures that all school children will receive age appropriate screening. The Ohio Department of Health stresses that screening, while a valuable public health procedure, is not a substitute for professional care. If you do not wish your child to be screened, please contact the school office in writing.

## **X. STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

### **7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

#### Student Personal Laptop User Agreement

(Addendum to Acceptable Use Computer Policy of the Mariemont City School District)

The device and its use are the responsibility of the student; any violations of the policies below will be the responsibility of the parent/student. The following regulations apply at all times that the student is in possession of the device:

- **Students must abide by the Student Network and Internet Acceptable Use and Safety Policy found in the student handbook.**
- **Students must complete the online introductory district technology course.**
- Use of device and network are for instructional purposes only unless otherwise directed by the classroom teacher.
- The student shall not bypass the district filtering and security settings at any time.
- Illegal use or transfer of copyrighted materials is prohibited at all times.
- Students are prohibited from using another student's username and password. Every effort must be made by the student to keep his/her username and password secure. Passwords should not be shared among students.
- Obscene language and/or materials, including screensavers, wallpapers, and/or pictures are prohibited.
- Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting personal web pages with their devices during the school day unless otherwise directed by the classroom teacher.
- Downloading music, games, and videos from the Internet during the school day is prohibited unless otherwise directed by the classroom teacher.
- Chat rooms are not to be accessed during the school day unless otherwise directed by the classroom teacher.
- Device must be properly handled at all times.



- Repairs are the responsibility of the students and their parents/guardians.
- Device must be charged and brought to school each day. If not, a loaner device MAY be available but there is no guarantee. Repeated abuse of this regulation will result in parental contact and potential rental fees.
- If device is damaged or otherwise unavailable, the student may borrow a district device IF available for no more than ten consecutive school days. After ten consecutive school days, a weekly rental fee will be assessed. Any use of a district device is subject to the Device User Agreement, including but not limited to the agreement to pay for damage to the device beyond normal wear and tear.

### School Device User Agreement

(Addendum to Acceptable Use Policy of the Mariemont City Schools)

This is the Device User Agreement for students who will rent a device from the Mariemont City School District Board of Education for the 2019-2020 school year. The cost for renting the device is \$100 for grades 3-12 and \$50 for K-2 for the school year. The cost may be prorated if your child decides to bring a personal device for use during school at the semester. The cost will be billed with all school fees. This acknowledgement form must be signed in order for your child to be assigned a device for the school year.

The device and its use are the responsibility of the student to whom the device is issued; any violations of the policies below will be the responsibility of the parent/student. The following regulations are in effect while students are in receipt of the device. These rules apply at all times that the student is in possession of the school issued device.

- **Students must abide by the Student Network and Internet Acceptable Use and Safety Policy found in the student handbook.**
- Use of device is for instructional purposes only unless otherwise directed by the classroom teacher.
- The student device filtering and security settings shall not be changed at any time.
- Students at no time will vandalize or deface device (by using stickers, markers or other items or removing any manufacturer or district labeling). Students are prohibited from taking apart the device.
- Illegal use or transfer of copyrighted materials is prohibited at all times.
- Students are prohibited from using another student's login name and password. Every effort must be made by the student to keep his/her login name and password secure. All passwords must remain confidential and should not be shared among students.
- Additions, modifications or deletion of base operating system must not occur without district approval.
- Obscene language and/or materials, including screensavers, wallpapers, and/or pictures are prohibited.
- Students are prohibited from sending non-instructional related e-mails, instant messages, and/or hosting personal web pages with their devices unless otherwise directed by the classroom teacher.
- Downloading and streaming music, games, and videos from the Internet during any time is prohibited unless otherwise directed by the classroom teacher.
- Chat rooms are not to be accessed unless otherwise directed by the classroom teacher.
- File sharing must be approved and directed by the teacher.
- The district is only responsible for original district loaded software. Personal software may not be loaded without permission of the district network administrator.
- Device must be properly handled at all times.
- The district will cover up to a maximum of (2) accidental damages for the life of device. After 2, the family will cover the cost of the repair.

The district device is at all times the property of the Board of Education. Should the provisions of this Agreement be violated, appropriate disciplinary action may be taken. Further, the Board of Education has the right to immediate possession of the device and may terminate the use of the device for the student.

**In addition to the above, your signature on Final Forms acknowledges that you agree to pay for damage to the device beyond normal wear and tear and that you shall pay for the replacement cost of the laptop should it be lost, stolen or otherwise damaged beyond repair.**

## XI. STUDENT ACTIVITIES

### Mariemont High School Student Council Constitution

The name of this organization shall be Mariemont High School Student Council.

#### Purposes of Student Council shall be:

- a. Promote opportunities for student cooperation in the management of school affairs.
- b. Act as an intermediary between the study body and the administration.
- c. Provide for the general welfare of the students through advising the administration in matters concerning curriculum and student privileges.
- d. Provide leadership.
- e. Be self-supporting.
- f. Conduct yearly class officer and student council elections.
- g. To serve as a liaison for class activities.
- h. Organize school spirit activities such as homecoming, snowball, and charity drives.

#### Membership of Student Council

- a. The Student Council shall consist of four at-large members from each class and the four class presidents. If the situation arises where it is impossible to have four at-large members from each class (due to an inadequate number of self-nominations submitted), the faculty advisor will make decisions regarding membership for each class.
- b. There shall be four officers: President, Vice-President, Secretary, and Treasurer.
- c. Class presidents are ineligible to serve as Student Council officer due to a conflict of interest.
- d. Each representative shall serve a one-year term.
- e. Vacancies in the Council will be filled by the candidate with the next highest number of votes. If there is no candidate to fill the position a re-election will occur.
- f. Council members with 3 unexcused absences from student council events will be subject to removal by a student council majority vote.

#### Elections:

- a. Each candidate for representative shall complete a questionnaire before having his or her name appear on the ballot.
- b. Representatives will be elected by the student body.
- c. If there is a close race, the ballots will be counted twice. The ballots will be kept for a full year. In case of a two-way both candidates shall serve. In the event of a larger tie, the candidates in question will appear on a separate ballot for a revote.  
separate ballot for re-vote.
- d. Student Council officers shall be elected from within the Council itself. Candidates may run for one office only. Candidates must be nominated by other representatives.
- e. The office of President may be filled by a junior or senior; Vice-President may be a junior or senior; secretary and treasurer may be any member.

#### Duties of the Officers

##### The President of Student Council shall:

- a. Call and preside at all meetings of Student Council.
- b. Appoint committees and chairpersons.
- c. Make Periodic checks on committee progress.
- d. Is ultimately responsible for all Student Council activities.

##### The Vice-President of Student Council shall:

- a. Assume all responsibilities of President in case of his or her absence.
- b. Become President if the President is removed.

##### The Secretary of Student Council shall:

- a. Record the official minutes of all meetings, and distribute copies of minutes to all members on the following day.

- b. Use all available means of communication to inform the study body of the issues before the Student Council.
- c. Maintain a permanent record of the official minutes and file it with the advisor.
- d. Keep attendance records of all meetings.
- e. Distribute the Constitution and all other materials to members.
- f. Respond to all correspondence.

The Treasurer of Student Council shall:

- a. Keep a record of all expenditures and deposits of the Student Council.
- b. Handle the transactions of all expenditures and deposits.
- c. Keep the Student Council advised of financial status.

Duties of the Student Council Representatives

- a. Each member shall attend all meetings and activities of Student Council.
- b. Representatives shall cooperate with requests and instructions given by advisor and/or officers. If a member fails to comply, he/she will be replaced on Student Council.
- c. If a representative has more than two unexcused absences, the representative shall be notified of his or her questionable membership. In the event of a third unexcused absence, his or her membership in council will be discussed in committee and then presented to council for a vote.

Duties of Student Council Advisor

- a. The advisor shall be any faculty member appointed by the Principal.
- b. The advisor shall attend all meetings and activities of the Student Council.
- c. He/she shall check the financial records of the Council and act as final authority on most matters.

Meetings

- a. Council may meet during times determined by officers and advisor.
- b. A quorum of greater than 50% of all members of Student Council shall be present for voting.
- c. Meetings shall follow an agenda predetermined by officers and advisor
- d. Meetings will be conducted following rules of parliamentary procedure.

Amendments to the Constitution

- a. A proposed amendment must be submitted to the secretary in writing and must be read to members before a vote takes place.
- b. A proposed amendment shall become effective upon the approval of two-thirds of the total membership.
- c. This constitution shall be revised every three years by a committee headed by the President.

Balance of Power

- a. If a group of students is dissatisfied with any decision made by the Student Council, they may appeal the issue by petition. When at least 150 names are listed on the petition a school-wide vote is taken. Both the students disagreeing and those on Student Council shall be allowed to speak. The student body will then vote and necessary action will be taken by Student Council.

Class Officer Constitution

Mariemont High School

Purpose of class officers should be:

- a. To promote opportunities for students cooperation in the management of class affairs.
- b. To act as an intermediate representative between the class and the administration.
- c. To promote the general welfare of the students through advising the administration in matters concerning student privileges and responsibilities.
- d. To provide leadership.
- e. To be self-supporting.
- f. To serve as a liaison for class activities.

- II. Requirements:
- a. There shall be four officers from each class:  
President, Vice-President, Secretary and Treasurer.
  - b. Class presidents are ex officio members of Student Council.
  - c. Class presidents are ineligible to serve as Student Council officers.
  - d. Each class officer shall serve a one-year term.
  - e. Vacancies of class officers will be filled by the candidate with the next highest number of votes. If there is no candidate to fill the position, a re-election will occur.

The exception to this policy is the office of president. The vice-president will assume the title and responsibilities of the president immediately upon the vacancy occurring.

- III. Elections:
- a. Elections work under a self-nomination procedure.
  - b. Each candidate for a class officer shall complete a questionnaire before having his/her name appear on the ballot.
  - c. Each candidate must attend a class officer "briefing session" before the election. The class advisor will explain each class officer's duties/responsibilities at this session. If a candidate does not attend, his/her name will not appear on the ballot.
  - d. Class officers will be elected by the students in his/her particular class.
  - e. If there is a close race, the ballots will be counted twice. The ballots will be kept for a full year. In the case of a tie, the names of the candidates in question will appear on a separate ballot for re-vote.

- IV. Impeachment
- a. If for any reason the members of a class are dissatisfied with the performance of a class officer, the class can impeach said officer.
  - b. To impeach, a petition specifying the name and office to be impeached with the number of signatures equivalent to 2% of the class must be presented to the class advisor.
  - c. A vote by secret ballot on the question of whether to impeach said officer will be conducted by the class advisor.
  - d. In the event of impeachment, the class advisor will then conduct an election (according to the provisions listed above) to fill the office of president.

- V. Duties:
- A. Each class president shall:
1. assist advisor in presiding at all meetings of class officers,
  2. appoint committees and chair persons,
  3. make periodic checks on committee progress,
  4. be ultimately responsible for all class activities,
  5. assume the responsibility of chairing the float building project and see that the project is carried out in its entirety.

- B. Each class vice-president shall:
1. assume all responsibilities of president in his/her absence,
  2. assist the president in the performance of all his/her duties.

- C. Each class secretary shall:
1. record the official minutes of all meetings, and distribute copies of all minutes to all officers on the following day,
  2. use all available means of communication to inform the study body of issues concerning its class,
  3. maintain a permanent record of the official minutes and file it with the class advisor,
  4. keep attendance records of all meetings,
  5. distribute the class officer Constitution and all other materials to class officers,
  6. respond to all correspondence.

- D. Each class treasurer shall:
1. keep a record of all expenditures and deposits of the class,
  2. assist the advisor in handling the transactions of all expenditures and deposits,
  3. keep the officers and class advised of class financial status.

- VI. Meetings:
- a. Class officers may meet during times determined by officers and advisor.
  - b. Meetings shall follow an agenda pre-determined by officers and advisor.
- VII. Amendments to the Constitution:
- A. A proposed amendment must be submitted to the Student Council President.
  - B. A proposed amendment shall become effective upon the approval of two-thirds of the Student Council and every class advisor.
  - C.

## **XII. MARIEMONT EXTRA-CURRICULAR CODE OF CONDUCT**

The strength of Mariemont High School's extra-curricular activity program is dependent upon the cooperation of our students, sponsors, parents and all other school and community members. Support of our extra-curricular code is essential. The code covers students' conduct and places during the duration of their membership in the specific organization or team. The start of the season is defined as the following dates, regardless of the date of the first practice:

Fall Sports: August 1, 2019

Winter Sports: October 25, 2019

Spring Sports: February 24, 2020

### **The end of the season is the last team award event including awards night.**

The code covers conduct on and off school property, at school events and while way from school. It is expected that the student will adhere to the code at all times and all places during the defined membership period. A student representing Mariemont High School will:

1. Exhibit courteous conduct
2. Abide by school rules and club guidelines.
3. Present an appearance that gives credit to both the student and the school. Disciplinary measures for infractions of the above will come from the list of disciplinary methods as delineated in the Student Handbook for violation of school rules.

A student representing Mariemont High School will:

4. Abstain from the use or possession of alcoholic beverages and drugs as defined in the Student Handbook.
5. Buying, selling, transferring, using, or possessing any substance containing tobacco and/or electronic smoking devices (including, but not limited to: cigarettes, cigars, pipes, clove cigarettes, chewing tobacco, snuff, dip, tobacco in any other form, E-cigarettes, electronic pipes, electronic cigars, smoke juice or similar refill liquids

The first infraction will result in suspension from the activity. Students who report themselves will serve a two-week suspension. Students who do not report themselves will serve a three-week suspension.

1. During the suspension period, the student must successfully complete the two hour Mariemont Substance abuse Intervention Program. The intervention program will be held at Mariemont High School.
2. If the student wishes to return to the activity or any future activity after the suspension and successful completion of the intervention program, he/she and their parents must appear before an Appeals Board to request re-admission.

The Appeals Board shall consist of:

- The Building principal
- The Athletic Director or his assistant coach or advisor

The appeals board will then make the decision for re-admission. The student and family will be notified of the decision of the board within 24 hours.

The second infraction during a school year will result in expulsion from ALL extra-curricular activities for the remainder of the year. If the student wishes to return to the activity at the end of the suspension period, he/she must successfully complete (at their own expense) a professional substance abuse assessment and intervention program which is pre-approved by the Superintendent of schools.

In addition, he/she must appear before the Appeals Board of reinstatement (see section A2). If the second infraction occurs during the fourth quarter, the suspension from all extra-curricular activities will continue through the first quarter of the next school year. Consequences will not carry over from the junior high school to high school.

### Athletic Teams

#### **Fall**

Football	Varsity, Junior Varsity
Tennis	Girls Varsity, Girls Junior Varsity
Volleyball	Girls Varsity, Girls Junior Varsity
Golf	Boys Varsity, Junior Varsity Girls Varsity
Cross Country	Boys Varsity Girls Varsity
Football Cheerleading	Varsity, Junior Varsity
Soccer	Girls Varsity, Girls Junior Varsity Boys Varsity, Boys Junior Varsity

#### **Winter**

Basketball	Boys Varsity, Boys Junior Varsity, Boys Freshman Girls Varsity, Girls Junior Varsity
Swimming/Diving	Boys Varsity, Girls Varsity
Bowling	Varsity
Basketball Cheerleading	Varsity, Junior Varsity, Freshman

#### **Spring**

Baseball	Varsity, Junior Varsity
Softball	Varsity, Junior Varsity
Tennis	Boys Varsity, Boys Junior Varsity
Track & Field	Boys Varsity, Girls Varsity
Lacrosse	Boys Varsity, Boys Junior Varsity Girls Varsity, Girls Junior Varsity

### Required Forms

An athlete must submit the required Ohio High School Athletic Association Pre-participation physical, to be completed by a physician before they may participate in practices or tryouts. The physical form is available on Final Forms. All other forms must be completed and electronically signed in Final Forms.

### Eligibility

**The following policy is in effect for all students in extra-curricular activities.** High School athletes/students must have passed 5 one-credit classes or the equivalent (a half credit, semester long course), excluding Physical Education, in the previous period. In addition to the 5 credits, the students must have maintained a 1.5 grade point average. Freshmen entering high school must have passed 5 of their classes in the previous grading period. The eligibility or ineligibility of a student begins on the 5th school day of the quarter and remains in effect until the date when the grades of the preceding quarter become applicable. Students ineligible for the 1st quarter of the school year may not participate in any practices or scrimmages associated with the fall season.

High School students have 8 consecutive semesters of athletic eligibility beginning with their first semester in high school. An athlete may not turn 20 years of age during their athletic career.

Students that participate on an interscholastic athletic team sponsored by the Mariemont Board of Education may not participate with a non-school team for tryouts, practices, or contests of the same sport during the sport's season for the school. Example: A member of the junior high basketball team may not try out, practice with, or play for a non-school team (i.e.: rec league or select team) during the junior high team's season. In addition, to this OHSAA bylaw, there are restrictions on the number of athletes from the same school team playing on a non-school team outside of the season and before June 1.

#### Daily Attendance

Athletes must be in school by 10:30 a.m. in order to attend practices or games. The exceptions to this attendance policy are excused absences for doctor/dentist appointments, funerals, and family emergencies.

In the event that a family vacation is unavoidable during the season, the athletes must notify the coach prior to the vacation, and be willing to accept the consequences or penalties related to their status on the squad as a starter, playing time, etc.

#### Team Rules/Practice Schedules

Athletes should receive a copy of the team rules and coach's expectations before or during tryouts. In addition, parents should receive a copy of team rules expectations, letter requirements and practice schedules at the parents' meeting before the season.

#### Multiple Sport Athletes

One of the advantages of attending a smaller high school is the opportunity to participate in multiple sports. A diverse athletic program, such as Mariemont coupled with a smaller student population, dictates that there is a need for students to participate in multiple sports during the same season. In such cases, the following should occur:

- The athlete needs to declare which sport is the primary sport and which is the secondary sport.
- The athlete should meet with the coaches of both sports to coordinate a written schedule of practices and events the athlete must attend.
- When competing in two sporting events in the same day, the athlete must complete the first event before leaving for the second event.
- When an athlete is attempting to participate on two teams during the same season, and one team requires tryouts for "cuts" as part of its' teams selection, an athlete's availability for practices, games, and team events may be considered for team selection. These same criteria may also be used to determine if playing multiple sports is in the athlete's best interest.

#### Awards

The following awards are presented to Mariemont High School's athletes upon successfully completing their season.

#### Varsity

1st year: 7" chenille M with sport pin

2nd year: sport medal

3rd year: a plaque from the respective sport

4th year: a photo plaque from their respective sport

#### JUNIOR VARSITY

1st year: 5" chenille M with sport pin

2nd year: chevron pin

#### FRESHMEN

4" chenille M with pin

Varsity athletes who maintain a 3.25 GPA during season will receive the CHL Chenille patch. After receiving one patch for the year, the athletes will receive a chevron bar.

#### Parent Coach Communication

When parents or athletes feel there are situations that need to be addressed with a coach, the Athletic Department believes that communication between the parties involved is the best remedy. The amount of playing time, playing strategies, and other team members are not appropriate topics to be discussed with the coaching staff. How to help the athlete improve their skills, receive coaching or off the field issues that may be affecting the athlete that the coach may not know about are appropriate topics. The

Athletic Department also believes if a parent feels their concerns are not addressed by the coach, then communication with the Athletic Director is needed. The following process should be followed.

- The athlete should schedule a meeting with the coach before or after practice.
- If the athlete does not feel their concerns were addressed by the coach, the parent should contact the coach to schedule a meeting. Immediately preceding or following a game is not an appropriate time to discuss your concerns with the coach.
- If the parent feels their concerns were not addressed by the coach, then the parent should contact the athletic director.
- If the parent feels the athletic director is unresponsive to their concerns, the parents should contact the building principal.

#### Equipment

All school issued equipment and uniforms must be returned to the coach following the season and prior to awards night. If equipment is not returned, any and all awards earned by the athlete will be withheld until such equipment is returned or other arrangements can be made. Restitution for lost equipment will be made through the Main Office.

#### Booster Passes

Home game pass plans are available through the Mariemont Athletic Boosters for single and family plans. The Booster Pass benefits the Booster's financial support of the athletic program, and offers a savings for those who attend many home events.

#### Admission Prices

Currently, the admission prices for all CHL varsity contests (or varsity JV doubleheaders) are \$6.00 adults, \$4.00 students and Varsity Football \$7.00 adults, \$5.00 students. Senior citizens and pre-school children are admitted free of charge. Junior Varsity only events, freshman, or junior high events are \$4.00 adults, \$3.00 students.

#### Mariemont City School District participation in Interscholastic Athletic Activities

The following policy is in effect for all students in Extra-Curricular Activities. The Ohio High School Athletic Association has the responsibility to establish the eligibility criteria for high school students who participate in interscholastic athletics in the state of Ohio. Mariemont High School as a member of the OHSAA is required to comply with those eligibility requirements. The appropriate regulation is quoted below.

*In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation, excluding physical education classes.*

The eligibility or ineligibility of a student continues until the start of the quarter at which time the immediately preceding quarter grades become applicable. EXCEPTION, At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.

*Summer school grades earned may not be used to substitute for failing grades.*

Students enrolled in grades 9-12

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of five one-credit courses or the equivalent, which count toward graduation; excluding physical education classes, and
2. The grades from the preceding grading period excluding physical education class must when combined, be a total grade point average of at least a 1.5 on a four-point scale. requirements of (A) or (B) above.

#### Failure to Pay School Fees

Failure to pay board adopted fees will prompt the district to take action in accordance with O.R.C. 3313.64. Each year the board of education will adopt a school fee schedule to cover the costs of any materials used in a course of instruction other than necessary textbooks. In addition, the board may charge pupils for the loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, text books furnished without charge, and for damage to school property.



#### Athletic/Extra-curricular Activities Release

Acknowledgement of Receipt of Student Handbook – An Acknowledgement of Receipt of Student Handbook must be received for each student before a student can participate in a school sponsored athletic team and/or extra-curricular activity. Students will be unable to participate in the first practice or try-outs if the parent signature has not been received. By applying the parent's signature (electronic) to receipt of the handbook, the parent is acknowledging legal residence in the Mariemont City School District, legal custody of your child, warning of possible injury or death to the participant, and releasing their child to participate in athletics in the district. This acknowledgement pertains to any school sponsored athletic team/extra-curricular activity on which your child may participate during the school year.

#### Certification of Residence and Legal Custody

We/I, the parent(s) of the student named above do hereby certify that we/I have legal custody of named student and that we/I reside within the Mariemont School District at the above address. We/I agree to notify the school office immediately (Principal, Athletic Director) if custody and/or residence changes at any time.

#### Athletic Medical Insurance

THE MARIEMONT SCHOOL DISTRICT DOES NOT PROVIDE INSURANCE FOR SCHOOL ATHLETICS. The Ohio High School Athletic Association (OHSAA) plans to provide a catastrophic insurance policy for athletes injured in the pursuit of an OHSAA and Board of Education sponsored sport. Details regarding the provisions of this plan are available through Tom Nerl, Athletic Director. If you have a child participating in interscholastic sports, we recommend you investigate the following:

1. Check with your own health insurance carrier to determine the nature and extent of coverage available to you due to an athletic injury.
2. If athletic injuries are not covered or are partially covered through your current Health care plan, consider purchasing a rider to that plan.

#### Acknowledgement of Warning by Student

By applying the parent's signature (electronic) to receipt of the handbook, the parent and student are acknowledging that by participating in athletics or extracurricular activities that I am exposing myself to the risk of serious injury, including but not limited to, the risk of sprains, fractures, and/or cartilage damage which could result in a temporary or permanent, partial or complete impairment in the use of my limbs, brain damage, paralysis, or even death. Having been so cautioned and warned, it is still my desire to participate in athletics or extracurricular activities, and should I choose to participate in these activities, I hereby acknowledge that I do so with full knowledge and understanding of the risk of serious injury to which I am exposing myself by participating in these activities.

#### Acknowledgement of Warning by Parents

We (I), the parents by acknowledging receipt of handbook, do hereby acknowledge that our (my) child named above may suffer serious injury, including but not limited to sprains, fractures, brain damage or even death by participating in athletics or extracurricular activities. Notwithstanding such warning, and with full knowledge and understanding of the risk of injury to our (my) child named above which may result, we give our consent to our child participating in athletics and extracurricular activities.

#### Ohio Dept. of Health Concussion & Head Injury Information Sheet

I understand all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Further I understand that if my student is removed from a practice or competition due to a suspected concussion, he or she will be unable to return to participation that day. After that day written authorization from a physician (M.D. or D.O.) or an athletic trainer working under the supervision of a physician will be required in order for the student to return to participation. I have read the Ohio Department of Health's Ohio Department of Health Concussion Information Sheet and have retained a copy for myself

#### Sports/Extra-curricular Activities Release

I/we, the undersigned, being the parents/guardians by acknowledging receipt of handbook, do hereby release, waive, discharge and covenant not to sue the Mariemont City School District Board of Education, its individual members, Superintendent, principals, administrators, employees, agents, or anyone acting on its behalf from any and all liability, claim, demand, action or right of action, of whatever kind, nature, either in law or equity, arising from or by reason of bodily injury, personal injury or mental injury, known or unknown, including death from the student named in this document, participating in athletics and any other extracurricular activity on behalf of or in the name of Mariemont City School District Board of Education.

I/we hereby assume full responsibility for and risk of bodily injury, personal injury or mental injury or death due to my/our son/daughter/ward's participation in athletics and/or other extracurricular activities on behalf of or in the name of Mariemont City School District Board of Education.

I/we expressly agree that this release is intended to be as broad and inclusive as permitted by the laws of the State of Ohio or any other state in which said student be injured and that if any portion of this release is held invalid, it is agreed that balance shall, nevertheless, continue in full force and effect.

I/we further state that I/we have carefully read the above release and know the contents of same and sign this release (electronic signature) as my/our own free act.

Parent/Guardian Consent to Receive Text Messages

There may be instances in which an employee of the Mariemont City School District will send your student cell phone text messages to relay important school related information before, during, or after the school day and during other times that school is not in session.

By signing and returning the student handbook acknowledgement, you are granting permission for your student to participate in this type of communication from a school district employee. You also agree to take full financial responsibility should you incur charges from your cellular phone service provider for sending or receiving text messages.

All employees of the school district who utilize this form of communication are required to abide by Board of Education policy for appropriate use of technology and communication with students. If at any time you believe a school district staff member has violated this agreement, you should report such behavior to the building principal.

If you do not want your student to receive text messages or want to rescind your permission to accept text messages from the school district, you may do so at any time in writing by sending a letter to the building principal. Such rescission will take effect upon receipt by the school district.

Please note that a student will not be penalized for refusing to accept cell phone texts from the school district.

### **XIII.ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK**

An Acknowledgement of Receipt of Student Handbook must be received for each student before a student can participate in a school sponsored athletic team and/or extracurricular activity. Students will be unable to participate in the first practice or try-outs if the parent signature has not been received. By applying the parent's signature (electronic) to receipt of the handbook, the parent is acknowledging legal residence in the Mariemont City School District, legal custody of your child, warning of possible injury or death to the participant, and releasing their child to participate in athletics in the district. This acknowledgement pertains to any school sponsored athletic team / extracurricular activity on which your child may participate during the school year

### **ACKNOWLEDGEMENT OF RECEIPT OF MARIEMONT STUDENT HANDBOOK**

**2019-20**

A parent signature (electronic) (Final Forms) must be received in order for a student to be eligible to participate in athletic/extra-curricular activities.

By signing, the parent attests to the following: I (we)

1. have received the relevant Mariemont student handbook (available online),
2. have reviewed the handbook, and
3. am aware of the policies and procedures contained therein,  
including but not limited to:
  - Student code of conduct
  - Extra-curricular code of conduct
  - Network accepted use policy
  - Student personal laptop user agreement
  - Parent/Guardian consent to receive text messages
  - Applicability of rules for field trips
  - Transportation rules
  - Athletic/Extra-curricular release
  - Concussion information sheet
  - Directory information
  - Bullying information