



**Handbook For  
Students And  
Parents  
2020 – 2021**

**Mariemont Junior High School**

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## I. INFORMATION ABOUT THE DISTRICT

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 1,632 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, with construction on a new academic wing of the high school set to conclude in the fall of 2020..

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.
- 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

- 40 K-6 students were subject or whole-grade accelerated
- 123 Junior High Students took high school credit courses.
- 42 K-6 students were subject or whole-grade accelerated
- Mariemont High School has produced Commended Students, Semifinalists, and/or Finalists each year since 1959
- The Class of 2020 received 6.1 million in scholarship offers from colleges and independent sources
- 87% of the 2020 graduating class will continue to 2 or 4-year colleges
- Mariemont High School students combined for an average ACT score of 25.5, compared to the state average of 20.3 and the national average of 20.8.
- There are 21 Advanced Placement courses available to Mariemont High School students, and 91 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
- 123 Junior High Students took high school credit courses.

### 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.

### Central Office

- The Mariemont City School's Central Office 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

Work Smart, Create Experience. Embrace Growth

### 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 success will increase through rigorous curriculum design, instructional best practices, meaningful programming and purposeful environments that maximize learner autonomy and capacity to thrive.

### 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 innovative instructional practices 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:**

[Destination 2026 details](#)

## **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 Mariemont Board of Education pursuant to Ohio Revised Code, Section 3319.41 hereby adopts a policy in which no person employed or engaged as a teacher, principal, administrator, non-certified school employee, or bus driver with the school district may inflict or cause to be inflicted corporal punishment as a means of discipline upon a pupil attending Mariemont Schools.

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. 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 until the end of the school day.*
2. *For the second incident the device will be confiscated by the staff member and held by school administration until the end of the day. A consequence will be determined by the principal.*
3. *Consequences for further incidents will be determined by the principal.*

### 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

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

### 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 City School District are committed to establishing and enforcing minimum dress and grooming guidelines, providing the following policies are observed. 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 Jr. 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.

#### School Action

The policy of the school relative to the problem of dressing and grooming will be:

1. Counseling of the student to determine why he/she is in violation, or
2. Parental conference to gather further information about the student's response and/or suggestions of approaches to correct habitual responses, or
3. Return of the student to his home to correct the inappropriateness of dress/grooming. The student may return to school after the correction has been made.
4. Wearing attire provided by the school in lieu of inappropriate dress.

#### 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 - 5:00 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.

#### 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 student 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 student or his/her 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

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. 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 the guidance counselor would be more appropriate if the matter is a personality conflict or interpersonal relationship problem rather than a grievance.

### Title IX

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

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

### Period Reports

There are four grade report periods. Grade reports are electronic and an email will be sent to guardians at the end of each quarter.

### Exams

Exam block schedule is ran twice per year at the end of each semester.

### Semester Grade Averages

Each final quarter grade:

90 - 100 = A

80 - 90 = B

70 - 80 = C

60 - 70 = D

0 - 60 = F

Additionally, each quarter grade carries a weight (i.e. A =4, B=3, C=3, D=1, F=0).

The semester final grade for High School credit courses 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

Students who are absent from final examinations because of being suspended will not receive an automatic "F" for the semester. The exam grade will be an "F" and then the standard computation will take place.

Students shall receive a semester grade for each semester of a yearlong course. The semester final grade is computed by doubling the quarter grades and using the exam grade as a single value and dividing by 5.

***Semester averages in Latin I, Spanish I, Mandarin, Algebra I (all levels), Honors Geometry, Honors Algebra II, and Honors Pre-Calculus will appear on the student's official high school transcript. Students will receive high school credit for these classes, and the semester averages will be figured into the student's junior high and high school grade point average (GPA). In addition, Honors Algebra I and Honors Geometry grades will be weighted both in junior high and in high school on a 5-point, rather than a 4-point, scale (i.e. A=5, B=4, and so on).***

#### Transferring to a Different Level Math Class

***It is our goal to identify students who are having difficulty in class prior to the completion of the first semester. In courses that carry high school credit this is even more imperative. The Mariemont Junior High School policy for transferring levels is slightly different than it is for high school students taking high school courses. Students have up until the first semester exam to transfer to a different level. If the student takes the semester exam, the grade received in that class will appear on the student's official high school transcript.***

***When students transfer to another level, the final grade is based on an average of the work done in both courses. If transferring between a weighted and a non-weighted course, the course in which the student is enrolled at the end of the semester will be the one computed into the grade (i.e. a student moving from a weighted class to a non-weighted class would not have a 5-point A or 4-point B calculated into their GPA).***

#### Incomplete Grades

A grade of "I" means that the requirements for a course cannot be satisfactorily completed by the student before the end of a quarter, semester, or yearly grade period. 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 major illness) prevented the meeting of course requirements on time. The "I" grade can only be issued after the approval of the Principal is given. Before approval will be given, a meeting must take place between the teacher, student, and Principal and the major extenuating circumstance documented. If the "I" grade is denied the student will receive the letter grade earned, based on work submitted for the period under discussion. If the "I" grade is approved, the student must satisfactorily complete the course requirements in a prescribed time as established in the aforementioned meeting.

### Academic Recognition

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 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.

### Retention of Junior High Students

Retaining students is a serious undertaking and should only be done with the best interests of the student foremost in mind. Retention may be recommended for student's academic failure or lack of social adjustment (level of maturity), or both.

There are four core subjects in the junior high program: math, science, language arts and social studies. Students who demonstrate a record of failure in the core academic subjects may be retained the next school year.

### Request for Behavioral Rating Scale

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 evaluation. School personnel will complete these rating scales whenever appropriate and with prior written parental consent to do so. Rating scales should be given to the counselor 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.

### Academic Acceleration Policy

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

### Withdrawal from School

When a child is to be withdrawn from school, the homeroom teacher is to be notified in advance in order that the following activities may be completed or recorded:

- secure board-owned device
- secure board-owned books from the child
- collect outstanding fees or unpaid obligations



- complete the student's permanent record
- verify that the child has his report card and other personal possessions
- report new home address and the name and location of the school, if possible.

## VI STUDENT ATTENDANCE PROCEDURES, POLICIES

### Mariemont City School District RESTART Plan 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 (272-7302) before 8:30 a.m. or email [pmurray@mariemontschools.org](mailto:pmurray@mariemontschools.org), 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.

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's 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%

### Tardiness to School

Tardiness to school results when a student fails to report to his/her first period class on time. The minutes missed will be cumulative.

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 have:

- 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:  
<https://www.mariemontschools.org/protected/ArticleArchive.aspx?dasi=&n=&vs=1G&sd=&ed=&p=4IA00&a=&q=&cp=1Z&>
- There will be an alert banner across the top of every page. You also can check the District News page.
- Go to the district Facebook page (<http://www.mariemontschools.org/news-and-events>).  
[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>	10:30 am	3:30 pm
<b>MJHS</b>	10:00 am	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. MISCELLANEOUS INFORMATION**

### Travel/Field Trips

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

##### 2340.01 OUT OF STATE/INTERNATIONAL TRAVEL

##### Parent-Teacher Associations/Organizations

Mariemont and Terrace Park have PTOs which have several scheduled meetings in their respective schools throughout the year. Meeting dates are scheduled in the district-wide school calendar that is published by the Board of Education. The PTOs assist the school by publishing newsletters, recruiting volunteers to assist teachers, and library aides to work in our elementary schools. Committees serve our schools in many worthwhile ways. Our PTOs make fine contributions to the total success of the school program.

##### 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 High School, Jr High, Mariemont Elementary and Terrace Park Elementary 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.
  3. Any parent wishing to visit a classroom must notify the principal and make arrangements with the teacher prior to the day of the planned 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 Jr. 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

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. 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 Jr. 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.

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.

### Lockers

Students are to carry enough books for before noon or afternoon classes. Students will be given time to go to their lockers after lunch. 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.

Do not give your combination to any other student

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**

### 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 and email, call and/or text message.

### Wellness Education Dress

Students should wear appropriate attire for physical education class. Only gym shoes are permitted during play on the gym floor.

### 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 Central Office at 513-272-7500.

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

### Cumulative Record

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

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

##### School Dances & School Events

1. Mariemont Junior High School dances and school events are open *only* to presently enrolled students.
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 the end of the event.
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 clean-up crew is designated.
4. Food and drink may only be served and consumed in the cafeteria. No one is to be in any other part of the building or grounds.
5. It should be noted that dances are official school activities and as such are regulated by the rules outlined in the Student Handbook. No one is to be admitted if he/she is not in *full control* of their faculties. Any student behaving improperly, for whatever reason, may be asked to leave.

##### 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.

## Study Hall Procedures

1. Students will be assigned seats and must remain in their assigned seats. Students are not to be permitted to group together unless allowed by the study hall monitor.
2. Students are expected to make proper use of their study hall time so that a learning environment is maintained at all times. Students are therefore to remain quiet in study hall at all times.
3. Students are not permitted to go to their lockers during study hall. Students are to be advised to go to their lockers before or after study hall/class.
4. Use of restroom during study hall is to be kept to a minimum.
5. Students are not to play cards.
6. Students are not to sleep.

## **IX. 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.

#### 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 assessed to cover damages to district devices or materials. Reasonable care by the student will prevent the need for assessing fees.

#### 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 2020-2021 school year. The cost for renting the device is \$100 for grades 4-12 and \$50 for K-3 for the school year.. 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 device must be kept in the school district case 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 as long as the damages occurred while the school issued case was on and damage was accidental. The district will cover up to (1) loss or damaged Apple Pencil or Logitech crayon issued by the district.

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.**

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

The strength of Mariemont Jr. 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 10, 2020

Winter Sports: October 23, 2020

Spring Sports: February 22, 2021

**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 Jr. 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 Jr. 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 Jr. 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.

#### Extra-Curricular Eligibility Rules

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 junior high school students who participate in interscholastic athletics in the state of Ohio. Mariemont Junior 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 acceptable. EXCEPTION: At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.

A student enrolled in the first grading period after the advancement from the eighth grade must have passed a minimum of five subjects carried the preceding grading period in which the student was enrolled

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible a student in grade 7 or 8 must be currently enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

Summer school grades earned may not be used to substitute for failing grades from the last grading period.

#### Athletic Teams

##### **Fall Teams**

Cheerleading, Football. Cross Country (non-cut), Football (separate teams for 7th & 8th (when participation permits) (non-cut) Soccer (girls and boys, separate teams for 7th & 8<sup>th</sup>) , Golf (girls & boys combined), Tennis (girls), and Volleyball (separate teams for 7th & 8th)

## **Winter Teams**

Basketball (girls and boys, separate teams for 7th & 8th)

Cheerleading, Basketball (girls and boys, separate teams for 7th & 8th), Co-Ed Swimming/Diving (non-cut)

## **Spring Teams**

Co-Ed Track (non-cut,) Tennis (boys)

### Extra-Curricular

Extra-Curricular activities are listed in the Success Guide (Junior High Success Guide). Opportunities are offered throughout the year to all Junior High students. Students interested in adding extra-curricular activities through the year, must find a teacher sponsor and submit ideas to principal. Information on extra-curricular activities are also included in the daily announcements.

### 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.

### 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.

## **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**

2020-21

A parent signature (electronic) (Final Forms) must be received in order for a student to be eligible to participate in athletic/extracurricular 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