MARIEMONT City Schools

MARIEMONT BOARD OF EDUCATION

Handbook For Students And Parents 2023-2024

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Table of Contents

INFORMATION ABOUT THE DISTRICT 5
Quick Facts about the District 5
Tradition of Excellence 5
Student Achievement 5
Every Student Succeeds Act 5
Central Office & Board of Education meeting dates and times 5
A. MISSION STATEMENT, DISTRICT INSTRUCTIONAL VISION 6
Mission Statement 6
District Instructional Vision 6
District Achievement Goal 6
District Objectives 6
District Action Plan 6
Destination 2026 6
II. CODE OF CONDUCT & BEHAVIORAL GUIDELINES & DISCIPLINARY MEASURES 7
Student Conduct 7
General Student Conduct Rules and Regulations 7
Illegal Substance Searches 9
Security Cameras 9
Electronic Devices 9
Positive Behavior Intervention Supports 10
Suspension of a Student 10
Expulsion 10
Emergency Removal 11
Removal 11
Rules and Regulations 11
Anti-Harassment 11
Non Discrimination and Access to Equal Education Opportunity 11
Bullying 11
School Bus Transportation 11
Student Conduct on School Buses 11
Suspension of Bus Riding Privileges 12
Care of School Property 12
Personal Property 12
District Owned technology and instructional materials 12
Drug Policy Program 13
Dress Policy 13

III. ACADEMIC AND GRADING POLICIES & PROCEDURES 13
Home Instruction 13
Entrance Age 13
Kindergarten Screening 13
Testing and Evaluation 13
Report Card 14
Testing, Evaluation, and Reporting to Parents and Pupils 14
Special Services 14
Rating Scales 15
Retention Policy 15
Academic Acceleration 15
Withdrawal from School 15
Cumulative Record 15
IV. STUDENT ATTENDANCE POLICIES & PROCEDURES 15
Attendance Policy 15
Excused Absences 16
Unexcused absence from school includes but is not limited to: 16
· Non-family vacations 16
· State final events not involving Mariemont teams 16
· Non-school events 16
· Suspension from school 16
Tardiness to School 16
Records 16
Illness Occurring at School 17
General Guidelines for Keeping Children Home from School 17
Permission to Leave School 18
Vacations 18
V. INCLEMENT WEATHER 18
District Notification System and Inclement Weather Plans 19
The plan I – Two-hour delay 19
No School 19
Students Assigned to Programs outside the District 19
In case of Early Release due to Inclement Weather 19
VI. MISCELLANEOUS INFORMATION 19
Record Requirement: Birth Certificate and Other Records 20
Academic & Athletic Forms 20
School Fees 20

School Hours 20
Fire, Tornado, Lockdown & Evacuation Drills 20
School Calendar 20
Field Trips 20
Library 20
Wellness Education 20
Explorations 21
Lockers 21
Public Address System 21
Lost and Found 21
Parking 21
School Visitation 21
Playground 22
Bicycles 22
Lunchroom Procedure 22
Cafeteria 22
Food Allergies 22
Student Privacy and Parent Access to Information 23
Publication Pictures & Recognitions 23
Directory Information: 23
Health Screenings 23
An Explanation of the State School Immunization Law 24
Immunization Requirements 24
Policy for Administering Drugs 24
Parent-Teacher Associations/Organizations 24
VII. NETWORK ACCEPTABLE USE POLICY 24
District device User Agreement 24
- (Addendum to Acceptable Use Policy of the Mariemont City Schools) 24
Loss of District Owned technology and instructional materials 25
Network Accounts and Email Privileges 25
Acknowledgment of Receipt of Mariemont Student Handbook 2023-24 25

INFORMATION ABOUT THE DISTRICT

The Mariemont City School District is located on the east side of Cincinnati, Ohio. It 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. The total enrollment is approximately 1661 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 renovations to part of the high school building. Mariemont Elementary School, Terrace Park Elementary School and Mariemont Junior High School celebrated. Buildings with dedication ceremonies on Sunday, September 9, 2012.The Mariemont City School District approved a master plan for the high school building in 2017-18 with construction on a new academic wing and extensive renovations to the arts and athletics wings of the building. The new academic wing opened to students and staff in the fall of 2020 while the arts and athletics spaces were completed by the fall of 2021. 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 seven times. Mariemont High School has received the designation four times (1984, 1988, 2001, 2005) while Terrace Park Elementary earned the award in 2004, Mariemont Elementary earned the award in 2018, and Mariemont Junior High School earned the award in 2021.

Student Achievement

- 28 K-6 students were subject or whole-grade accelerated
- 224 3-6 students in math enrichment
- 109 Junior High students took high school credit courses
- Mariemont High School has produced National Merit 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 24.8 in 2020, compared to the state average of 19.9 and the national average of 20.6.

There are 20 Advanced Placement courses available to Mariemont High School Students and 94 students were designated as AP Scholars by the College Board for earning a 3 or higher on three or more AP exams. In 2020, 82% of MHS students taking an AP exam earned college credit

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 Schools Central Office is located at: 2 Warrior Way Cincinnati, OH 45277. Board of Education meetings are held in the Mariemont High School hub (unless otherwise stated on the website).
  To review the current Board of Education meetings dates and times, click here.

a. 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.**

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 in the 21st century.

District Objectives

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

District Action Plan

The work to guide the school district towards the 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: District Action Plan

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 workforce. 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 information about the Destination 2026:
Destination 2026

2. CODE OF CONDUCT & BEHAVIORAL GUIDELINES & 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 a physical or mental change

General Student Conduct Rules and Regulations

- This code of regulations are 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 conferences, parent conferences, suspension, or other measures deemed appropriate. Expulsion, suspension, emergency suspension, or removal from curricular or extracurricular activities will be done in compliance with 3313.661Ohio 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 another person on school premises, while in the custody or control of the school, or 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 the 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.
11. Disrespect to a 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, marijuana, medical 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 that can be taken internally where the student or students involved cannot show 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 intoxicants 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 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 for 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 are prohibited. (Hazing)
37. Any activity which creates an unsafe situation.
38. Possession 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 the 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 extracurricular 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 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 the 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 or school property will be subject to discipline under this Student Handbook. Dissemination and sharing include, but is not limited to postings on social websites (e.g., Instagram, Snapchat, Tumbler, Tik Tok, What's app, Text message, Facebook, , 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 ordnance 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 the 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 maybe readily converted to expel a projectile by the action of an 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 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's conduct rules and regulations.

Electronic Devices

Cell phones and other personal electronic toys or devices are prohibited during school hours. They should be kept OFF and in the backpack at all times from 8:30 am – 3:20 pm. The use of iPods / MP3 players is prohibited in school buildings between 8:30 am – 3:20 pm unless given permission by school personnel. The MCSD strongly suggests that personal electronic devices be left at home and are not responsible for lost or stolen items if they are brought to school.

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. Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes the 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 on Positive Behavior Intervention and Supports, please view Policy 5630.01

Suspension of a Student
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. This policy governs the expulsion or removal of a student from curricular and extracurricular activities pursuant to 3313.661, Ohio Revised Code

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 student, the following shall be used as applicable:

1. A written notice of intention to expel must be given to the student and the parent, guardian, or custodian.
2. Said notice to the student, and the parent, guardian, or custodian must include the following:
    a. the reasons for the intended expulsion
    b. notification of the opportunity of the student, parent, guardian, or custodian, or their representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion.
    c. Notification of the time and place to appear before the Superintendent or his designee, a said time to be not earlier than three (3) or more than five (5) days after the notice is given, unless an extension is granted by the Superintendent at the request of the pupil, parent, guardian, or custodian or their representative. If an extension is granted after given the original notice, the
    d. Superintendent shall notify the student, parent, guardian, custodian, or representative of the new time and place for the hearing.

3. The pupil and the parent, guardian, or custodian and their representative must be given an opportunity to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or to explain the student's actions.

4.If the pupil is expelled after the hearing, the administrator will notify the pupil's parent, guardian, or custodian and the clerk of the Board of education within twenty-four (24) hours. This notice shall include:

    a. the reasons for expulsion
    b. the right of the pupil, parent, guardian, or custodian to appeal said expulsion to the Board of education or its designee
    c. the right to be represented at the appeal before the Board of education or its designee
    d. the right to request that the hearing before the Board or its designee be in executive session.

5. A verbatim record shall be kept of the hearing before the Board of education or its designee.

Emergency Removal
This policy governs the emergency removal of a pupil from curricular and extracurricular activities pursuant to 3313.6661, Ohio Revised Code. Whenever a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process within the classroom or elsewhere on school premises, school personnel may take the following actions:

1. The Superintendent, principal, or assistant principal may remove the pupil from the school premises.
2. A teacher may remove the pupil from any activity under the teacher's supervision.
3. These actions may be taken without notice or hearing from the pupil.
4. If the pupil is removed by a teacher under this section, the teacher shall submit the reasons for said removal in writing to the principal.
5. If a pupil is removed by a teacher under this section, written notice of a hearing and the reasons for removal shall be given to the pupil as soon as practicable prior to the hearing and said a hearing would be held within seventy-two (72) hours from the time of the initial removal.
6. The hearing will be held in accordance with the requirements under the rules for suspension set forth in Section I unless expulsion is probably in which case the hearing shall be held in accord with the expulsion rules set forth in Section II that said the hearing should be held within seventy-two (72) hours of the pupil's removal from activities.
7. The party ordering, causing, or requesting the removal of the pupil on an emergency basis shall be present at the hearing.
8. In the case of a suspension under Section 111(2), if a pupil is reinstated to the activity under the teacher's supervision prior to a hearing, the teacher shall, upon request, be given the reasons for such reinstatement in writing.

Removal
None of the notice or hearing requirements set forth above shall be necessary where a pupil is removed from activities for a period of less than twenty-four (24) hours and is not subject to suspension and/or expulsion.

Rules and Regulations
In a small elementary school, a tremendous number of rules are not necessary; however, for clarification purposes, a few basic regulations are in order so that the students will understand what is expected of them.

Anti-Harassment

5517 - ANTI-HARASSMENT

Non Discrimination and Access to Equal Education Opportunity
2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
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 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 the 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 need to:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus
4. Keep the bus clean.
5. Cooperate with the driver.

6. Do not be destructive.
7. Stay in your seat.
8. Keep head, hands, and feet inside the bus.
9. The bus driver is authorized to assign seats.

Suspension of Bus Riding Privileges

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Disorderly conduct is a sufficient reason for refusing service to any student. Whenever it becomes necessary to refuse student transportation, the school authorities will notify the parents in writing with a full explanation.
Bus service behavior procedures to be observed by students are as follows:

1. Students shall recognize the authority of the driver and conduct themselves in a manner to reflect credit on their homes and their schools.
2. Misconduct on a bus may be cause for suspension from bus service.
3. The specific regulations are to be observed as follows. No one shall be permitted to:
    i. Smoke or produce flames on the school bus.
    ii. Chew tobacco or dip on the bus.
    iii. Throw objects within or from the bus.
    iv. Project any part of the body from the bus window.
    v. Eat on the bus.
    vi. Distract the driver from operating the bus.
    vii. Cause damage to any part of the bus.
    viii. Sit as to take up more than one place.
    ix. Use abusive or profane language
    x. Quarrel or fight on the bus.

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.

Care of School Property

Good citizenship is essential in the maintenance of all property. If students in school exercise care and concern for school property, the building, and the equipment will remain attractive and usable and will continue to serve many children for a long period of time.

The walls, floors, desks, and other equipment should not be disfigured in any way. Pupils guilty of defacing or damaging school property are required to pay for such damage.

Personal Property

The school cannot assume responsibility for the personal property of the student. Carrying large sums of money to school or bringing other valuables is discouraged.

District Owned technology and instructional materials

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

Drug Policy Program

Mariemont City Schools have adopted a drug prevention program.

Policy 5530 - Drug Prevention

Dress & Hygiene Policy

The Board of Education and administration of Mariemont School District are committed to establishing and enforcing dress code guidelines appropriate for a school environment. All clothing must adhere to the following guidelines:

- All clothing referencing illegal drugs, violence, alcohol, tobacco, double entendres or having slogans or logos that are racist, sexist, offensive or promoting practices considered inappropriate for high school students will not be permitted.
- All shirts must have straps at least 1/2-inch in width.
- Shirts must cover the midriff with no stomach or cleavage exposed.
- Clothing must cover the back and buttocks.
- Undergarments must not be exposed.
- Other than for special occasions, hats or hoods may not be worn for matters of student safety.

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 Elementary and Terrace Park Elementary.

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.

We ask for your cooperation with the school by selecting wearing apparel that will enhance the appearance and safety of your child. Clogs, flip flops, shoes with high heels or sandals are not very safe around the school, and we strongly discourage children from wearing them.

It is wise for parents to mark their children's clothing. Frequently children in the same room may have coats or boots exactly alike and of the same size. When clothing is properly marked, there is less danger of it being misplaced or lost.

3. ACADEMIC AND GRADING POLICIES & PROCEDURES

Home Instruction

Instruction for students unable to leave their homes is provided by the school through home instruction. This instruction service is approved by the State Department of Education for those children who will be out of school.

Entrance Age

The Mariemont Board of Education policy requires a child to be five years of age on or before September 30 before being admitted to kindergarten, or six years of age on or before September 30 before being admitted to the first grade. A testing program is available through the district for "Early Entrance" to kindergarten.

Kindergarten Screening

An assessment is made of all incoming students to our schools. This assessment helps us identify the strengths and needs of incoming kindergartners.

Testing and Evaluation

The purpose of the standardized testing program is to serve two functions. First, it provides information to enable teachers to tailor a program of instruction best suited to meet a student's needs. Secondly, it allows us to compare group performance against national and other norms. This comparison is one of the ways the school district verifies the effectiveness of the curriculum.

While both the public and professional attitude toward the use of standard testing programs is divided, there is little doubt that a majority of the authorities feel they are necessary and useful. Despite their limitations and occasional misuses, they remain an important source of information about both the learner and his/her educational program.

Supplementary to group testing procedures are individual evaluations by the speech therapist, teacher, and psychologist. Most of the individual evaluations not only measure actual achievement and development but also furnish a differential diagnosis of

problems. Individual evaluations are completed each year on a limited number of children who require a more specific differential diagnosis. These evaluations may involve one or all auxiliary personnel.

Individual evaluations, like group evaluations, attempt to measure cognitive, academic, affective, social, and communication skills. The child's individual needs and the State of Ohio Board of Education determine the selection of instruments

Other information used in evaluation and planning comes from teacher checklists, grades, anecdotal reports, parent-teacher conferences, parent evaluations, and mastery tests. All are used to obtain the feedback, so critical in our efforts to provide each child with a more individualized program.

Report Card
The purpose of the report card is to communicate progress. Report cards are electronic and will be available at the end of each quarter. Parents will receive an email when the report cards are available for viewing through the District's Data Dashboard

Testing, Evaluation, and Reporting to Parents and Pupils
A permanent or cumulative record is maintained on each child enrolled in the school district. These records contain detailed information as to the pupil's growth in achievement, scores on all standardized tests, attendance, health, etc. While from time to time, parents are apprised of this information, school authorities are always willing to furnish parents with an updated review of such data.

In addition to the regularly scheduled conferences, parents may at any time request additional opportunities to discuss their child's progress with appropriate school personnel. Teachers at all levels are encouraged to maintain a close cooperative relationship with the parents of their students. Not less than four times during each school year, or about every 45 days, parents are provided with a report of the teacher's evaluation of their child's progress. Information for Elementary (K through Grade 6 and Special Education) is reported to parents and students in the following ways:

- 1st-period Electronic report card
- 2nd-period Electronic report card
- 3rd-period Electronic report card
- 4th-period Electronic report card

Student progress reports at the elementary level are based upon individual ability, the sequence of achievement in mathematics and reading, and mastery of instructional objectives. In addition, parents may be informed of deficiencies in pupil performance by means of phone calls, teacher notes, e-mail, or individual conferences during each reporting period.

Special Services
The services of a school psychologist, speech therapist, and counselor will be available for teachers and administrators to refer to if the need arises.

2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

Mariemont Elementary Title I Parent "Right to Know" notice: Mariemont Elementary is a Title I school receiving Title I funds in grades K-3. Parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of their student's classroom teachers, including, at a minimum, the following:

- Whether the student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the student's teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

2261.02 - TITLE I – PARENTS' RIGHT TO KNOW

2623.02 - THIRD GRADE READING GUARANTEE

Rating Scales
School personnel sometimes receive requests from private educational consultants, physicians, psychologists, and other health care professionals to complete behavioral rating scales for individual students. This information is useful to private agencies in conducting educational, psychological, and/or medical evaluations. School personnel will complete these rating scales whenever appropriate and with written parental consent to do so.

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

Retention Policy
A student may be retained at his/her current grade level when s/he has:

A. In the opinion of the professional staff, failed to demonstrate proficiency in the core subjects;
B. In the opinion of the professional staff, they failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

A student may be placed at the next grade level when retention would no longer benefit the student.

Academic Acceleration
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 the new home address and the name and location of the school, if possible.

Cumulative Record
8330 - STUDENT RECORDS

8310 - PUBLIC RECORD

4. STUDENT ATTENDANCE POLICIES & PROCEDURES

Attendance Policy
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 provide the school with notification, either written or by telephone, of the reason for each student's absence daily. If you call Mariemont Elementary, call 513-272-7400, Terrace Park Elementary calls 513-272-7700 before 8:30 am to explain the reason for the absence.

The Mariemont City Schools require students to be in regular attendance for the number of school days 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 am. Exceptions may be made by the principal.

Excused Absences

When absence from school is excused, the students may receive full credit when make-up work is completed. Students will be excused for absence for the following reasons:

- 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 of twenty-four (24) hours per school year that the student' school is open for instruction to participate in a District approved enrichment or extra-curricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student is 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 a 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 a pregnant student in accordance with Policy 5751

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

Tardiness to School
Tardiness to school results when a student arrives late or leaves early. The minutes missed will be cumulative.
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.

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 student has:
- Accumulated 38 hours of either excused or unexcused absences
- Accumulated 54 hours of unexcused absence
- Accumulated 65 hours of either excused or unexcused absences
- Met the legal threshold for being defined "habitually" truant

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

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

If a student is deemed habitually truant, the student and parent/guardian will be referred to an Absence Intervention Team to develop a corrective plan for attendance issues.
If the student does not make progress or continues to be excessively absent after the implementation of a corrective plan, the law requires MCSD to file a complaint with the juvenile court.
Mariemont will record student attendance based on a 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.

Records
Each student must have on file the following information:

1. Name of the parents, custodian parents, guardian, legal guardian, or other person is having care or charge of the student.
2. The telephone number where the parents, custodial parents, guardian, legal guardian, or other person is having care or charge of a student can be reached during the day.
3. Name and telephone number of an emergency number designee to contact if the parents, custodial parents, guardian, legal guardian, or other person is having care or charge of a student cannot be reached.

Illness Occurring at School
When a child becomes ill at school, a telephone call is placed to his/her home. The parent or guardian may be requested to pick up the child. If the parent or guardian is unable to pick up the ill child, provisions must be made to have him/her taken home. Band-Aids will be applied at school in the case of minor skin breaks. See General Guidelines for Keeping Children Home from School.

In compliance with board policy, no prescription or over-the-counter medication will be administered by the school unless an "Administration of Medication" form is completed by a physician and is on file in the school office.

General Guidelines for Keeping Children Home from School
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.

It is sometimes difficult to decide when and how long to keep an ill child home from school. Outlined below is some information regarding common childhood illnesses to assist you in knowing when it is appropriate to keep your child home. The timing of an absence is often **crucial** in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the Hamilton County Educational Service Center School Nursing Services, Ohio Department of Health Communicable Disease Chart, and Cincinnati Children's Hospital Medical Center.

- ***CHICKEN POX (Varicella):*** A skin rash consisting of small blisters, then scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until ALL blisters have scabbed over, usually 7 days after the appearance of the first crop of blisters. The last blisters to scab over will usually be on the lower extremities, so check your child's legs, feet, and toes carefully.

- ***COMMON COLD:*** Sore throat, watery discharge from the nose and eyes, sneezing, fever, chills, and general body discomfort. Your child should remain home if fever is present or if symptoms are serious enough to interfere with your child's ability. Your child should not return to school until (s)he has been without a fever for a full 24 hours. The spread of infection can be minimized by good hand washing and covering your face and mouth when you cough or sneeze. Medical care should be obtained if symptoms persist beyond 7-10 days, high fever develops, or nasal discharge becomes yellow or green.

- ***DIARRHEA/VOMITING/LOOSE STOOLS*:** (stools with increased water content and/or decreased form). Symptoms may include nausea, vomiting, stomachaches, headache, or fever. Your child should not return to school until (s)he is without diarrhea and/or any associated symptoms. If your child has had any of these symptoms during the night (s), he should not be sent to school the following day.

- ***FEVER:*** 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 (acetaminophen – i.e. Tylenol or ibuprofen – i.e. Advil or Motrin). Remember, fever is a symptom indicating the presence of an illness. Also, remember that ASPIRIN should NOT be used as a fever reducer in children or teenagers.

- ***FLU:*** Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are also common. Your child should remain home if (s)he feels ill or has a fever. Your child should not return to school until (s)he is without fever for a full 24 hours. **DO NOT GIVE ASPIRIN** to treat flu, fever, or body aches in children or teenagers because it increases the risk of getting Reye's syndrome, a serious illness. The flu is caused by viruses, and ANTIBIOTICS do not help.

- ***HEAD LICE:*** Lice are small white to yellowish-brown eggs that are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice and are most commonly found at the nape of the neck, crown of the head, and above the ears. If live bugs are found, your child may return to school after the application of an effective pediculicide shampoo.

- ***IMPETIGO:*** Blister-like, pus-filled bumps that progress to yellowish crusted, painless sores with irregular outlines. Itching is common. Your child should remain home from school until (s)he has received antibiotic therapy for 24 hours and sores are dry (no longer draining).

- ***PAIN:*** If your child complains or behavior indicates that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

- ***PINKEYE (Conjunctivitis):*** Redness of the eye and discharge from the eye. When pinkeye is caused by a bacterium, the discharge is often thick or purulent (pus), with matted eyelashes and burning and itching of the eye. Viral pink eye is often, though not always, associated with watery eye discharge. Distinguishing between viral and bacterial conjunctivitis requires costly laboratory testing done by your physician. Therefore, if your physician says it is not necessary to prescribe an antibiotic, your child may return to school only after there has been significant improvement in the eye redness, discharge, and itching. If the physician prescribes an antibiotic, your child should remain home from school until (s)he has received 24 hours of antibiotic therapy, and there has been significant improvement in the symptoms. Spread of infection within the family can be minimized by keeping the hands away from the face and eyes, using good hand washing, and using individual washcloths and towels.

- ***RINGWORM (Tinea):*** **Scalp:** Scaly patches of temporary baldness, infected hairs are brittle and break easily. **Skin:** flat, ring-like rash, inflamed, may itch or burn. **Feet:** scaling and cracking of the skin, especially between toes, blisters filled with a watery fluid, may be present. Children must be kept home who have scalp or skin lesions until 24 hours of appropriate treatment is completed. Your child should not participate in contact sports until lesions are gone to prevent the potential spread of ringworm.

- ***SKIN RASHES:*** Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

- ***STREP THROAT AND SCARLET FEVER:*** **Strep throat**: fever, red throat with pus spots on the throat, tender swollen neck glands (lymph nodes), and often in older children headache. Symptoms can be quite variable. **Scarlet fever**: same symptoms of strep throat plus red rash on the skin and inside of the mouth - "strawberry red tongue." Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever for 24 hours. Antibiotics prescribed by your physician for strep infections should be taken until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

Permission to Leave School
Parents should instruct their children not to leave the school grounds during school hours. Parents are encouraged to make appointments for the doctor, dental, etc., at times other than school hours. All students must be signed out by their parents or their parent's designee whenever a student needs to leave school at any time.

Vacations
Good attendance is mandatory for a successful school experience. Parents are urged to study the school calendar each year and plan vacations in conformity with vacation periods listed on the school calendar.

5. INCLEMENT WEATHER

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. The 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 District 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 e-mail 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:
- Mariemont School District Website

- 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)

- Twitter feed (https://twitter.com/MariemontSchool)
- Check local TV stations

The 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 canceled while PM Preschool will run as usual

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

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.

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.

In case of Early Release due to Inclement Weather
Parents of students 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.

6. MISCELLANEOUS INFORMATION

Record Requirement: Birth Certificate and Other Records
The student at the time of his/her initial enrollment to school to school shall provide a copy of the following:

- A certified copy of a birth certificate (at the time of initial entry, the student may substitute any of the following in lieu of the birth certificate:
    - a passport or attested passport transcript showing the date and place of birth of the child
    - an attested transcript of a birth certificate
    - an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child
    - an attested transcript of a hospital record showing date and place of birth or a birth affidavit
- Proof of Residency (copy of the lease, closing papers, or current bill with name and address
- Custody papers, if applicable
- Copy of IEP, if applicable

Academic & Athletic Forms
The Mariemont City School District uses Powerschool to manage academic forms and Final Forms to manage athletic forms.

School Fees
6152 - STUDENT FEES, FINES, AND CHARGES

School Hours
Elementary school begins promptly at 8:30 am. Students should arrive between 8:15 – 8:30 and proceed directly to the homeroom. (Outside supervision prior to the start of school is not provided for grounds and play area). Cooperation of the parents is desired in sending their children to school a few minutes before the tardy bell. The school day ends at 3:20 pm.

Fire, Tornado, Lockdown & Evacuation Drills
Students should take all fire, tornado, lockdown, and evacuations drills seriously and closely follow the teacher's instructions during a practice drill so they will be familiar with the proper procedures in case of an actual emergency alert. 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 "SchoolMessenger." Parents will receive an email, call, and/or text message.

School Calendar
The school calendar adopted by the Mariemont Board of Education each year is published in the district-wide calendar that is prepared by the Board of Education. To view the school calendar, click here

Field Trips
Field trips constitute an important part of any class learning activities. Siblings are not permitted to attend class field trips. Each year, parents sign off on field trips in Final Forms, and therefore, will not need to sign off on each one individually. Parents will be notified of the date and location of the field trip. The student code of conduct is in effect for all school-sponsored trips and/or activities. When possible, school buses will be used; however, an occasional field trip may require fees for transportation, admission fees, refreshments, etc.

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

2340.01 OUT OF STATE/INTERNATIONAL TRAVEL

Library
Each elementary school has a library. The students are responsible for taking care of the materials or books they use. Students are permitted to take books from the library and are responsible for returning them on or before the stipulated date. If a book is lost, the student will be asked to pay for the book. Damage to a book will result in a fine to defray the cost of repairing or replacing the book.

Wellness Education
The wellness education program in the Mariemont District Elementary Schools is considered a part of the total education curriculum. The children are expected to have gym shoes and appropriate attire for wellness education classes. No formal after-school athletic program is provided for elementary students under the sponsorship of the school.

Explorations

Explorations are designed to ignite a passion for learning and foster creativity. Students in the 5th and 6th grades will begin each week with a 90-minute interest-based course that will take place on Mondays for one quarter. All explorations are hands-on, ungraded, and focused on giving students the opportunity to learn more about a topic that intrigues them.

Lockers
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.

Public Address System
Announcements over the public address system are limited to school functions, except in emergencies.

Lost and Found
It is a rare occurrence for anything to be stolen from within the school—rather, an article is usually lost or misplaced. A Lost and Found Department is maintained in a place so designated by the principal in each building. Any article that has been found should be taken immediately to the office. Students may claim the article by identifying it. Parents are urged to have their children check the Lost and Found Department for lost items or articles.

Parking
Terrace Park - Visitor parking spaces are designated in the school parking lot, which can be accessed from Myrtle Ave. from 8:00 am to 3:45 pm each weekday, no parking is permitted on the school grounds or the blacktop area where the children play. Parking is also permitted on the streets in Terrace Park, except where noted by "No Parking" signs.

Mariemont - Visitor parking is available in the lot at the rear of the Mariemont Elementary building at the corner of Madisonville Road and West Street. Due to safety concerns on Plainville Road and West Street, people dropping off or picking up children should do so in the visitor's parking lot or behind the Parish Center. Please note: parking at the Parish Center is not permitted.

School Visitation
The schools welcome visitors. Visitors must conform to the rules and regulations of the school while they are in the building. Children from other school districts are not permitted to visit the classroom except under very special circumstances. 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. Additional precautions are being taken with the implementation of the following procedures for anyone who is a visitor in one of our schools:

9150 - SCHOOL VISITORS

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 Raptor 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 fingerprints 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 a visitor's pass.
D. Students may not bring guests to school unless permission to do so has been granted by the principal.

Playground
Students should never throw objects such as rocks, pieces of wood or metal, or snowballs on the playground. Even with teacher supervision, it is impossible for every incident to be observed. Parents, please impress upon your child his/her responsibility toward helping to make the playground a safe place for each and every child.

Bicycles
Bicycles are to be parked in the properly designated area of each school. Riding on school grounds during the day is prohibited. We strongly recommend students lock bicycles and wear a helmet too and from school.

Lunchroom Procedure
Children are able to eat lunch at home when desired. The cafeteria is operated on a cash or MySchoolBucks 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.

Cafeteria
Children who behave properly may have the privilege of eating in the cafeteria. Those who do not behave may be excluded. If a student desires to eat at a place other than the school cafeteria, a written note from the parents to the school is necessary.

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 an ingredient list(s). Food items may be further limited by specific classes 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 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:
    a. Food served should be from a health-inspected facility (e.g., grocery stores, restaurants).
    b. Nutritional and ingredient labels should be provided for each item served.
    c. Parents of students with food/health-related conditions should be notified in advance.
    d. 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 snacks, 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

Student Privacy and Parent Access to Information
2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

Publication Pictures & Recognitions
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 on 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 her attention at 2 Warrior Way, Cincinnati, Ohio, 45227. If you have any questions, please contact the Director of Communications at 513-272-7513.

Directory 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 student, 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 on 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

Health Screenings
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.

5310 - HEALTH SERVICES

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 (chickenpox). 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 chickenpox 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

Policy for Administering Drugs
5330 - USE OF MEDICATIONS

District Medication Administration Form

Epi-Pen Form

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.

7. NETWORK ACCEPTABLE USE POLICY

7540.03 - STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

District 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 2021-2022 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.**
- The use of the 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 devices (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 a 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 emails, 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.
- The device must be handled appropriately 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 the 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.

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

Network Accounts and Email Privileges
Any parent who does not want his or her child to have live access to the Internet must request this in writing. These requests should be sent to the building principal. The building principal will pass the written request over to the technology coordinator, who will see to it that accounts are not granted for these students.

RECEIPT OF STUDENT HANDBOOK
Acknowledgment of Receipt of Mariemont Student Handbook 2021-22
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/Extracurricular release
    - Concussion information sheet
    - Directory information
    - Bullying information