Elementary School Handbook for Students & Parents 2026-27

Mariemont Elementary
6750 Wooster Pike
Cincinnati, OH 45227
Phone (513) 272-7400

Terrace Park Elementary
723 Elm Ave
Terrace Park, OH 45174
Phone (513) 272-7700

Mariemont Elementary	Terrace Park Elementary
Principal - Courtney Miller	Principal - John Hill
Dean of Students - Holly Zimmerman	Administrative Assistant - Leslie McManus
Administrative Assistant - Katie Root	
Phone Number: 513-272-7400	**Phone Number: 513-272-7700**

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Student/Parent Handbook for Mariemont Elementary & Terrace Park Elementary

Welcome to Mariemont Elementary & Terrace Park Elementary! All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.
Approved by the Board of Education on __**May 11th, 2026**_____

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on __**May 11th, 2026**_____.

FOREWORD

The purpose of this Student Handbook is to address many of the frequently asked questions you might have throughout the school year. It provides a summary of the official policies and administrative guidelines set by the Board of Education and the District. In cases where there is any ambiguity or conflict between this handbook and the official policies and guidelines, the latter will take precedence. This handbook is effective immediately and replaces any previous editions.

As this handbook includes information on student rights and responsibilities, it is crucial for each student to be familiar with its contents. Please take the time to read through this handbook and keep it accessible for you and your parents. It serves as a valuable reference throughout the school year and helps to prevent confusion and misunderstandings. If you have any questions not covered in this handbook, please reach out to Dr. Renner, whose contact information can be found in the Staff Directory section.

This Handbook is not an irrevocable contract but rather a reflection of the current policies of the Board and the rules of the School as of __**May 11th, 2026**_____. Should any policies or administrative guidelines change after _**May 11th, 2026**___, the most recent versions will apply.

You can find copies of the current Board policies and administrative guidelines with the building principal or on the District's website.

Information About the District - Welcome to the Mariemont City School 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:

- We comprise four schools: Mariemont High School, Mariemont Junior High School, Mariemont Elementary School, and Terrace Park Elementary School, offering education from preschool through 12th grade.
- Our student population is approximately 1,632, guided by around 200 dedicated staff members.
- At Mariemont City Schools, we are committed to diversity and equal opportunities for all students, staff, and community members.
- Over the years, we've undergone significant upgrades and renovations, ensuring our facilities meet the evolving needs of our students and staff.

Tradition of Excellence

- Mariemont City School District prides itself on a legacy of excellence in education.
- Our schools have been recognized as Blue Ribbon Schools of Excellence by the Department of Education several times, demonstrating our commitment to high standards and quality education.

Student Achievement

- Our students consistently excel academically, with numerous achievements and accolades across all grade levels.
- From subject acceleration to math enrichment programs, we provide various opportunities for academic growth and success.
- Mariemont High School boasts impressive statistics, including high college acceptance rates, substantial scholarship offers, and above-average ACT scores.
- With a wide array of Advanced Placement courses available, our students excel in earning college credits and preparing for their future endeavors.

Every Student Succeeds Act

- We adhere to the guidelines set forth by the Every Student Succeeds Act (ESSA), ensuring the safety, well-being, and success of every student in our district.
- Our comprehensive safety measures, discipline policies, and crisis management plans are designed to create a secure and conducive learning environment.

School Hours & School Day

- School Hours:
    - Mariemont High School: 8:30am-3:30pm
    - Mariemont Junior High School: 8:00am-3:00pm
    - Mariemont Elementary: 8:30am-3:20pm
    - Terrace Park Elementary: 8:30am-3:20pm
- District calendar is located on our website: Master Calendar
- Policy 8220 - School Day, Policy 8210 - School Calendar

Central Office

- Our Central Office, located at 2 Warrior Way, Cincinnati, OH 45277, serves as the administrative hub for Mariemont City Schools.
- Board of Education meetings, which play a crucial role in shaping our district's policies and direction, are typically held at Mariemont High School, with exceptions noted on our website.

For more detailed information and updates, please visit our website or contact our Central Office. We're here to support you in every step of your educational journey with Mariemont City School District!

Mission, Vision, Goal, and Beliefs

Mission
Nurturing potential. Exploring possibilities. Transforming experience.

Vision
A community that inspires and prepares students to thrive in an ever-changing world.

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

Beliefs
Focus on Students
We believe the well-being and success of our students is the cornerstone of our work and that all students deserve world-class opportunities in safe and inclusive environments.
Focus on Teaching & Learning
We believe all students deserve access to enriching opportunities and experiences that maximize learning through best practice.
Focus on Community
We believe in the importance of positive relationships to foster trust and respect and promote partnerships that enhance the student experience.
Focus on Results
We believe high expectations and continuous improvement should define all aspects of our work.

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 City Schools 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 NEXT

In the fall of 2024, we began to engage with parents, community members, students, and staff to reflect on the school district's work and accomplishments since launching *Destination 2026*, our last instructional strategic plan, over a decade ago. These important conversations were an opportunity to hear from our stakeholders their ideas about what matters most in the schooling experience in a world that is ever-changing.

What emerged was a framework of four strategic pathways for us to explore and research:

- Teaching & Learning – A focus on ensuring high-quality, engaging, and rigorous learning experiences for every student. This pathway prioritizes instructional excellence, deeper learning, and practices that maximize student growth and achievement.
- Positive Culture & Well-Being – A commitment to fostering safe, supportive, and inclusive environments where students and staff can thrive. This pathway emphasizes belonging, wellness, and strong relationships as foundations for learning and performance.
- Life & Leadership Readiness – A focus on preparing students with the skills, experiences, and dispositions needed for success beyond graduation. This pathway emphasizes leadership development, real-world learning, and readiness for college, career, and life.
- Family & Community Connections – A commitment to strengthening partnerships with families and the broader community. This pathway focuses on communication, collaboration, and shared responsibility for student success.

What came next was a robust and comprehensive work plan involving nearly 50 teachers, administrators, and staff members to identify creative strategies, find innovative ideas and develop recommendations. What resulted is ***Destination NEXT***, a blueprint for Mariemont City Schools that will guide us into the future.

For more detailed information on the *Destination NEXT* strategic plan, click here.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity, Policy 5517 - Anti-Harassment)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District’s Compliance Officer(s):

Director of Human Resources and District Operations - 513-272-7500
Director of Student Services - 513-272-7500

Complaints will be investigated in accordance with the procedures described in the policy above and found in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

Section 1: General Information:

1. **Directory Information (Release of Information):** The Mariemont City School District considers certain information, such as student names, addresses, and participation in events, as directory information. This can be released publicly unless parents opt out in writing. The district also publishes student names and photos in various media outlets, but parents can request exclusion by submitting an annual letter to the Director of Communications.
    a. If you do not want your child's picture and/or name displayed on any platform, 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 of Communication's attention at 2 Warrior Way, Cincinnati, Ohio, 45227. If you have any questions, please contact the Central Office at 513-272-7500.

    Parent/Guardian Consent to Receive Text Messages

    a. The district may send text messages to students for important updates. Parents grant permission for this by signing the student handbook acknowledgment and accept financial responsibility for any related charges. Parents can opt out of text messages at any time by notifying the building principal in writing. If concerns arise about staff communication, parents should contact the building principal. For further inquiries, they can reach the Central Office at (513) 272-7500.

2. **Early Dismissal from School:** No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.
    a. Released Time for Religious Instruction: The Board of Education supports parents who want their children to receive religious instruction while ensuring students meet school attendance requirements. Parents can request, in writing to the building principal, for their child to leave school for up to 120 minutes a week to attend religious instruction outside of school. During this time, the student will still be counted as "in attendance" at school. The student must be registered for the program, and the principal will schedule the release time to ensure the student's regular schoolwork continues smoothly. Policy 5223 - Released Time for Religious Instruction

3. **Lunch:**Our school offers a food service program that adheres to all Federal and State guidelines, ensuring nutritious and appealing meals for students. We are committed to providing an inclusive environment and do not discriminate based on race, color, national origin, sex, disability, or any other protected characteristic. If your child requires special dietary accommodations due to a disability or medical condition, please submit the necessary medical documentation so we can provide appropriate meal substitutions.
    a. Food and beverages must be consumed in the cafeteria. They are not allowed in other parts of the building without prior permission. Students are responsible for disposing of their trash in designated containers.
    b. The cafeteria is operated on a cash or MySchoolBucks basis only.
    c. Policy 8500 - Food Services, Policy 8531 - Free & Reduced Meals, Policy 8510 - Wellness

    Food and Snack Requirements in the Classroom:
    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, a snack will be provided to the student.

4. **Parking:**
    a. **Terrace Park Elementary:** 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.

b. **Mariemont Elementary:** 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.

5. **Parent Powerschool Dashboard:** Mariemont City School District offers a Parent Dashboard as a convenient resource for parents to stay informed and engaged in their child's education. The district uses Powerschool to manage academic forms and Final Forms to manage athletic forms. The Parent Dashboard provides the following features:
    a. Access to class assignments and notes: Parents can easily access information about their child's assignments and class notes through the portal.
    b. View current grades online: Parents can view their child's most up-to-date grades online, allowing them to track their academic progress.
    c. Online payment of academic, athletic, and summer school fees: Parents can conveniently pay for various school fees using MasterCard or Visa credit cards through the portal.
    d. Add funds to meal accounts electronically: Parents can electronically add funds to their child's meal account through the portal, ensuring they have access to nutritious meals at school.
    e. Access parent resources and web links: The portal provides access to various parent resources and useful web links to support parents in their involvement in their child's education.

    The Parent Dashboard is designed to accommodate the busy schedules of parents and families, with information available 24/7. Additionally, the district ensures the security of financial transactions, with payments credited to student accounts within 24 hours. Credit card information is not saved, and secure transmissions are maintained to provide parents with peace of mind during transactions. For information on creating a Parent Powerschool account, please contact the Central Registration office at 513-272-7500 or centralregistration@mariemontschools.org.

6. **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. Policy 9210 - Parent Organizations

Section 2: Students

1. **Enrollment:** Ohio state law mandates that students enroll in the school district where their parent or legal guardian resides, with exceptions for open enrollment or tuition payment. Students under 18 must be enrolled by a parent or guardian, who must provide a birth certificate, court papers if applicable, proof of residency, and immunization records. Temporary enrollment may be allowed with notice of required documentation for permanent enrollment. Transfer students need an official transcript from their previous school, which the school will help obtain if necessary. Homeschooled students will be placed in appropriate grade levels without prejudice. We do not offer open enrollment. Policy 5113 - InterDistrict Open Enrollment, Policy 5113.01 - IntraDistrict Open Enrollment, Policy 5114 Nonimmigrant & Foreign Exchange Students, Policy 5120 - Assignment within District, Policy 5130 - Withdrawal from School , 5111 - Eligibility of Resident/Nonresident Students

a. Educational Opportunity for Military Children: Children of relocating service members can apply for enrollment before establishing residency, with applications accepted electronically. Parents have 10 days to provide proof of residency after moving, with various forms of housing recognized. Additionally, students can participate in technology-based educational opportunities during transitions. The Superintendent maintains guidelines consistent with the Compact and State law to support these efforts. Policy 5111.02 Educational Opportunity for Military Children
b. Students suspended or expelled from another public school in Ohio or another state may be temporarily denied admission until their suspension or expulsion period expires. The Superintendent will offer a hearing before denying admission. Students recently released from the Department of Youth Services must provide their transcript, behavior report, IEP (if applicable), and instructional record summary before being admitted.

2. **Fees:** Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Mariemont High School charges specific fees for the following activities and materials used in the course of instruction: 2025-26.
    a. 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, textbooks furnished without charge, and for damage to school property. Policy 6152 - Student Fees, Fines, Charges, Policy 6152 - Waiver of School Fees

3. **Foster Care:**Our district is committed to ensuring a stable and supportive education for all students, including those in foster care. We recognize that these students may face unique challenges, and we're here to help. This means we will work with child welfare agencies to make sure foster care students can enroll in school immediately, even without all the usual documents. Our goal is to keep students in their original school whenever it's in their best interest, and we'll provide transportation to make that happen. If a change of schools is needed, we'll work to make the transition as smooth as possible. We also have a designated point of contact to help families navigate the system and ensure students receive the services and support they need to succeed. If disagreements arise about what's best for a student, we will follow state guidelines to find a resolution. We promise to protect the privacy of foster families and provide equal access to all educational programs. Policy 5111.03 - Children & Youth in Foster Care

4. **Fundraising:** The Board of Education acknowledges the need to limit solicitation of funds from students due to compulsory attendance laws and potential disruption to school programs. The policy permits student fund-raising for school purposes or school-related activities, subject to specific guidelines and approvals from school administrators. These guidelines cover various aspects of fund-raising, including compliance with dietary standards for food sales, use of school assets, crowdfunding activities, and restrictions on advisor compensation from vendors involved in fund-raising activities. Policy 5830 - Student Fundraising, Policy 5840 - Student Groups

5. **Guidance & Counseling:** The Board of Education mandates that a comprehensive guidance and counseling program be an integral part of the educational program in schools. This program, outlined in the District Comprehensive Guidance Plan, aims to help students maximize the benefits of the school's instructional offerings and assist them in making vocational and academic choices. The program must be available to all students and provided by a professional staff of fully-licensed guidance personnel. The Superintendent is responsible for implementing this program, ensuring it aligns with the overall educational goals and objectives. Policy 2411 - Guidance & Counseling.

6. **Homeless Students:** Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 513-272-7500. Policy 5111.01 - Homeless Students

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

8. **Library:** The students are responsible for taking care of the materials or books they use. Students are permitted to take books from the school 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. Policy 7510 - Use of Facilities

9. **Lockers:** Students should carry enough books for morning or afternoon classes and can access lockers after each bell and lunch and should prioritize minimizing trips. Valuables should not be left in lockers but checked in at the office. Lockers must be securely locked, and combinations should not be shared. The school retains ownership of lockers and may search them if necessary for safety and discipline. Students are only allowed in the locker area when accessing their lockers.

10. **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.

11. **Protection of Individual Beliefs:** The Board of Education fosters a school environment that supports the free exchange of ideas and respects individual beliefs, affiliations, and ideologies without fear of repercussions. Employees and students will not be required to affirm specific political or ideological beliefs as part of evaluations or enrollment. The Board maintains its authority to enforce laws and policies, including anti-discrimination laws, while protecting educators' academic freedom. All relevant policies and materials will be publicly available unless legally protected. Policy 2265 - Individual Beliefs

12. **Records-** The school maintains a cumulative record folder for each student, which can be reviewed by parents or legal guardians upon establishing their identity and legal right to do so. To access these records, parents must submit a written request, and a review will be scheduled within five school days. Students may also request to review their records by submitting a written request and providing parental consent. The school staff will assist in interpreting the information during the review. Parents or guardians can include written responses to information in the record, and they may request specific material to be removed, subject to the Principal's discretion. The release of record information requires signatures from both the student and a parent. School personnel with direct educational contact with the student may access these records, and courts or their representatives have the right

to inspect records without parental or student approval. This policy aims to protect student privacy while ensuring appropriate access to educational records.

a. Policy 2416 Student Privacy & Parent Access, Policy 8310 - Public Records, Policy 8330 - Student Records

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

a. The student will indicate by written request to the Principal's administrative assistant that a review of the record is desired.
b. The student will submit evidence of written consent from the parent or guardian for the review to proceed without the presence of the parent or guardian.
c. The Principal will establish a date for the review to take place within five school days after receipt of the student request and parental release.
d. The administrative staff will provide assistance to the student and/or parent or guardian in interpreting information contained within the folder. A parent or guardian of a student can include in the cumulative record a written response to information contained in that record. Any written response submitted must be signed by the student and the parents or guardians before it can be included in the cumulative record.
e. A parent and student may request that specific material be expunged from the student's file. The Principal, or his immediate superior not involved in the recent entry has the discretionary authority to fulfill this request after a thorough examination of the facts.
f. The signature of the student and one parent shall be required on the appropriate school form before cumulative record information will be released. Certificated personnel employed by the local school board and having direct educational contact with the student may review information in the file.
g. A court or representatives acting on behalf of a court have the right to inspect the records of a student without parental or student approval.

13. **Restrooms, Locker Rooms, Shower & Changing Rooms:** The school provides restrooms, locker rooms, shower rooms, and changing rooms designated for exclusive use by either males or females based on biological sex. These multi-occupancy facilities are accessible to multiple individuals at the same time. Exceptions for accessing facilities designated for the opposite biological sex include parents assisting children under 10, individuals helping those with disabilities, school employees performing job duties, and responding to emergencies. The school may offer special accommodations, such as single-occupancy facilities, upon request. Violations of this policy can result in disciplinary actions for students and employees, and other individuals may be removed from the premises. Family facilities, which are single-occupancy, are available for use by individuals of any gender. Policy 7421 - Restrooms, Locker Rooms, etc.

14. **Scheduling & Assignment:** Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

15. **Withdrawal or Transfer from School:** Per state law, no student under the age of eighteen (18) is permitted to withdraw from school without written consent from their parents. If a student withdraws without meeting these requirements, they will be reported to the county juvenile judge and the Bureau of Motor Vehicles for suspension of their driver's license. Parents must inform the Principal if they plan to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school

within five (5) days of the parents' notification or request, except as allowed by law. Policy 8310 - Public Records, Policy 8330 - Student Records Policy 5130 - Withdrawal from School

Section 3: Safety & Security

1. **Facility Security:** The safety and security of our students, staff, and visitors are of utmost importance to our school district. To protect our significant investment in educational facilities and ensure a safe learning environment, we have implemented a comprehensive security program. This program includes measures such as video surveillance, electronic monitoring, identification badges for staff and students, secured entries, specialized lighting, automatic locks, and electronic visitor tracking systems. We take all incidents of vandalism or harm to individuals or property seriously and will work to apprehend and prosecute offenders, seeking compensation for damages. In some cases, rewards may be offered for information leading to the apprehension of those responsible. The district may also use metal detectors and other security devices to detect unauthorized objects. Any intentional interference with these security measures may result in disciplinary action, including suspension or expulsion for students and termination for staff, and may lead to criminal charges. We encourage all members of our school community to report any safety concerns to school administrators .Policy 7440 - Facility Security, Policy 8400 - School Safety, Policy 8420 - Emergency Situations at School, Policy 7440.01 - Surveillance Cameras

2. **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. However, students should be familiar with the following general guidelines in the event of an emergency situation. In the event of an emergency, the Mariemont City School District will communicate by sending an emergency notification through the use of a program called “School Messenger.” Parents will receive an email, call and/or text message. Policy 8420 - Emergency Situations at School

3. **Emergency Closings & Delays:** If school operations are affected due to inclement weather, the Mariemont City School District will implement either a two-hour delay or a complete school closure. Bus services will remain operational during a delay. To ensure timely and cost-effective communication, the district will primarily use electronic notifications:

Notification Process for Emergency Closure/Delay	
Email	All parents and staff will receive an email notification.
Social Media	Updates will be posted on the district’s Facebook page
Website	Alerts will appear across the top of every page on the district website and as a story on the District News page. (Master Calendar)

Note: Local media outlets will also be notified; however, there may be a 10–15-minute delay before they process and announce the information. Parents are encouraged to check email, Facebook, or the website first for updates.

SchoolMessenger text message system will only be used for emergencies and not for routine weather-related announcements.

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.

2-hour delay: When a delay is announced:

1. All bus pickup times will shift back by two hours.
2. Time schedules for dismissal will remain the same.
3. AM preschool at Terrace Park Elementary will be canceled while PM Preschool will run as usual.

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.

2 Hour Delay Schedule		
Building	**Start Time**	**Dismissal Time**
MHS	10:30am	3:25pm
MJHS	10:00am	3:00pm
Elementary	10:30am	3:20pm
***Kindergarten is in session.**		

4. **Searches -** Illegal Substance Search: 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. Policy 5771 - Search & Seizure, Policy 5772 - Weapons

5. **Sexual Harassment:** Mariemont School District does not tolerate sex-based discrimination in any educational program or activity it operates, including admissions and employment. The District adheres to Title IX of the Education Amendments of 1972 and associated regulations from the U.S. Department of Education, ensuring nondiscrimination in all aspects. Any inquiries regarding Title IX application in the District can be directed to the District's Title IX Coordinator or the Assistant Secretary for Civil Rights of the Department of Education.
    a. Reports of sex discrimination, including sexual harassment, can be made at any time, including outside regular business hours. Reports can be submitted in person, by mail, by telephone, or by electronic mail to the Title IX Coordinator, or through any other means that ensures the report reaches the Title IX Coordinator.
    b. Policy 2266 - Nondiscrimination, Policy 2260 Equal Education Opportunity

6. **Visitors:** All visitors must report to the office upon arrival and wear a building pass. Staff should question anyone without a pass or loitering, and students and staff must report suspicious behavior. Unneeded doors are locked during the day, and unused parts of the building are closed off after hours. There may be a person stationed at the main entrance, and students must carry ID cards while district employees wear photo ID badges. Violating security measures can lead to disciplinary action or criminal charges. 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. (Policy 9150 - School Visitors)

Section 4: Academics

1. **Academic Acceleration Policy** - The Board of Education aims to place students in educational settings that align with their personal, social, physical, and academic development. Students are promoted to the next grade level upon meeting state-mandated requirements, achieving instructional objectives, and demonstrating sufficient proficiency, while retention may occur if core subject proficiency or grade-level objectives are not met. Efforts to address difficulties precede retention decisions, with final authority resting with the principal. Academic acceleration is available for students who exhibit readiness for advanced work, either through whole-grade or individual subject acceleration. Evaluations for acceleration are conducted by a committee comprising educators, specialists, and parents/guardians, considering the student's abilities, maturity, and preferences. Decisions are issued in writing, and if acceleration is recommended, a detailed plan is developed to ensure appropriate placement. Evaluations are completed promptly within specified timelines, ensuring fairness and thoroughness in determining the best learning environment for each student. Please contact the building principal with questions or concerns. Policy 5410 - Promotion, Acceleration, Placement, & Retention, Policy 5408 - Acceleration, Kindergarten, Graduation

2. **Academic Dishonesty (Cheating/Plagiarism)**
    a. Academic Integrity Policy: The faculty and administration firmly believe that academic dishonesty, including cheating and plagiarism, is unacceptable under any circumstances. Academic dishonesty is defined as presenting someone else's work as one's own.
    b. Plagiarism: While all forms of plagiarism are considered serious offenses, teachers may use their judgment to determine the severity of each case. For instance, failing to cite a single line differs significantly from copying entire passages. Both scenarios require appropriate consequences, tailored to the extent of the violation.
    c. Homework and Examinations: Copying another student's homework is strictly prohibited. In such cases, parents and the Principal will be immediately informed. Teachers will vigilantly supervise study halls to prevent this behavior.
    d. Procedure for Addressing Academic Dishonesty
        i. For cheating or plagiarism on exams, tests, quizzes, reports, papers, or major projects, students will receive a reduced grade for the entire assignment. Parents and administration will be promptly notified.
        ii. The student receives reduced credit for the work in question.
        iii. This grade is factored into the student's overall average.
        iv. If another student willingly assisted in the cheating, they are equally culpable.
    e. Teacher's Responsibilities
        i. Contact the student's parent(s) to inform them of the incident.
        ii. Submit a report to the Principal, leading to a meeting with the student(s).
    f. Repeat Offenses
        i. Second incident within the academic year: The above procedure is followed, and the student may face suspension.
        ii. Further incidents: Additional suspensions may be assigned.
        iii. For homework-related offenses: A second incident results in Friday School attendance.

3. **Artificial Intelligence:** The District recognizes that artificial intelligence (AI) can be a helpful educational tool when used appropriately. Students may use AI in ways that support learning and follow District expectations. All AI use must comply with District policies, State and Federal laws, and rules related to technology use, student

records, confidentiality, and nondiscrimination. Misuse of AI or use that violates academic or behavioral expectations may result in disciplinary action. Consequences may include suspension or expulsion, and any illegal activity will be reported to law enforcement. Policy #7540.09 - Artificial Intelligence

4. **Assessment & Academic Intervention Services:** The Board of Education is committed to assessing student progress and needs using state-mandated tests, diagnostic assessments, and other methods to ensure students meet academic goals. The district will provide intervention services for students who score below proficient levels, involving parents and teachers in developing strategies. Ethical assessment practices and secure testing procedures are paramount, with accommodations made for students with disabilities. The district maintains detailed student records, publicly reports aggregate test results, and limits the amount of time students spend on assessments. The policy is reviewed and updated annually to comply with state regulations.(Policy 2623 - Student Assessment & Academic Intervention, Policy 2623.01 - Intervention)
    a. The standardized testing program serves two functions:
        i. Provides information to tailor instruction to meet student needs
        ii. Allows comparison of group performance against national and other norms
    b. Individual evaluations by speech therapists, teachers, and psychologists are also conducted as needed. Various sources of information are used in evaluation and planning, including teacher checklists, grades, anecdotal reports, parent-teacher conferences, parent evaluations, and mastery tests.
    c. Policy 2464 - Gifted Education, Policy 2623.01 - Intervention, Policy 2460 - Special Education, Policy 2460.03 Independent Educational Evaluations

    Testing, Evaluation, and Reporting to Parents and Pupils: A permanent record is maintained for each child. Parents are provided with progress reports at least four times per year. Elementary progress reports are based on individual ability, achievement in mathematics and reading, and mastery of instructional objectives. Additional parent-teacher conferences can be requested at any time.

5. **Cell Phones & Other Electronic Devices**
    a. Unauthorized/Inappropriate Use of Electronic Devices: Any individual found in possession of, disseminating, or sharing inappropriate pictures, images, and/or videos acquired via electronic devices during school hours, on school premises, or at a school related event will face disciplinary action as outlined in this Student Handbook. Dissemination and sharing of such media encompass various platforms, including but not limited to social websites (e.g., Instagram, Snapchat, Tumblr, TikTok, WhatsApp, Facebook), photo-sharing websites (e.g., Flickr, PhotoBucket, Shutterfly), or video-sharing websites (e.g., YouTube, Vimeo).
    b. Cell phones or any other electronic gadgets (personal communication devices (PCD) are not permitted at school.
    c. If a student is caught with an electronic device during a test or exam, they will automatically receive a zero for that assessment. Any unauthorized use of electronic devices during the school day will be dealt with as follows:
        i. Upon the first occurrence, the device will be confiscated by a staff member and held by the school administration for 24 hours. Additionally, the student will be assigned detention.
        ii. In case of a second offense, the device will again be confiscated for 24 hours, and the student will be assigned to Friday School.
        iii. Repeated violations may lead to suspensions from school.
    d. Additionally, as per the Acceptable Use Policy for technology, unauthorized or illegal use of computers, software, access to computer networks, telecommunications, and related technologies, or any deliberate acts causing physical, financial, or other harm or disruption to information technology by students are strictly prohibited. Personal electronic devices are not to be used on school grounds for engaging in illegal, unwelcome, or illicit communication with others. Moreover, students are prohibited from using the district network for such purposes. Utilizing extensions, apps, or software that circumvent district filters or programs is also not permitted. Compliance with the Acceptable Use Policy is expected at all times, whether the device and/or account is active on or off Mariemont's campus.

e. Policy 5136 - Personal Communication Devices, Policy 5136.01 - Electronic Equipment, Policy 7540 - Technology, Policy 7540.01 - Technology Privacy, Policy 7540. 02 Web Accessibility, Policy 7540.03 Student Technology Acceptable Use, Policy 7540.06 Student Email

6. **Culture - Positive Behavioral Intervention Supports (PBIS)**
   a. 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.
   b. Parent & Family Engagement: The Board of Education emphasizes the importance of partnerships between schools and families to enhance student learning. Recognizing parents as children's first teachers, the Board aims to foster an environment that supports academic achievement, improved behavior, and reduced absenteeism through effective collaboration.Policy 2111 - Parent & Family Engagement, Policy 5630.01 - PBIS

7. **Entrance Age:** The Mariemont Board of Education policy requires a child attains the age of five (5) on or before the first day of full instruction for kindergarteners the year in which the child applied for entrance . An assessment is made of all incoming students to our schools. This assessment helps us identify the strengths and needs of incoming kindergartners. An additional testing program is available through the district for "Early Entrance" to kindergarten. Please contact your building principal for more information. Policy 5408 - Academic Acceleration, Policy 5112 - Entrance Requirements

8. **Field Trips & District Sponsored Trips**: The Board of Education sees field trips and district-sponsored trips as important educational experiences that are part of the curriculum, as long as they're supervised by school staff or approved advisors. These trips need approval from either the Superintendent or the Board, depending on how long they last and where they go. Staff can't accept gifts or money from vendors that might influence their decisions about trips. Students don't have to pay for transportation on school days, but they might have to cover costs on non-school days or pay for other expenses like admission fees. No student is left out due to financial issues, though. Students must follow the school's rules during trips, and breaking them could mean being sent home at their own expense. Trips not approved by the school aren't supported, and staff can't organize unofficial trips without permission. The school also has guidelines for how trips are run, including rules about changing plans and using school vehicles for long trips. Siblings are not permitted to attend class field trips. Each year, parents sign off on field trips in Powerschool, and therefore, will not need to sign off on each one individually. Policy 2340 - Field Trips & District Sponsored Trips, Policy 2340.01 - Out of State, International Travel

9. **Grading:** There are four grade report periods. Grade reports are electronic, and an email will be sent to guardians at the end of each quarter, **notifying them that grades are available digitally.**

   Students in grades K-4 receive a standards based report card. The scale below is used below for the content areas of Reading, Writing, Math, Science, and Social Studies.

   1. Consistently meeting or exceeding the standard this quarter
   2. Progress towards understanding the standard this quarter, but requires practice and support
   3. Developing understanding of the standard this quarter, but experiencing difficulty and requires consistent practice and support

   N/A - Not assessed at this time

   Grading for Grades 5-6

   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).
Policy 5421 - Grading

10. **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. Please contact your building principal to complete the home instruction form. Policy 2412 - Homebound Instruction Program

11. **Parent Participation in Title I Programs** - Mariemont Elementary is a Title I school serving grades K-3, receives federal Title I funds to support educational programs for students. Parents have the right to request timely information regarding the professional qualifications of their child's classroom teachers. This includes whether the teacher has met state qualification and licensing criteria for the grade levels and subjects they teach, whether they are teaching under emergency or provisional status that waives these criteria, whether they are teaching within their certified field of discipline, and whether paraprofessionals provide services to their child, including details about their qualifications. Policy 2261 - Title 1 Services, Policy 2261.01 - Parent/Family Participation in Title 1, Policy 2261.02 - Title 1 Parents' Right to Know

12. **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.

13. **Retention of Elementary Students:** A student may be retained at their current grade level under certain circumstances. This can occur when, in the opinion of the professional staff, the student has failed to demonstrate proficiency in core subjects or has not achieved the instructional objectives set forth at the current grade level that are necessary for success at the succeeding grade level. However, it's important to note that a student may be placed at the next grade level if it is determined that retention would no longer benefit them. These decisions are made with careful consideration of the student's academic performance and overall development, aiming to ensure the best possible educational outcome for each individual. Policy 5410 - Promotion, Academic Acceleration, Placement & Retention

14. **Third Grade Reading Guarantee:** Per state law, it mandates annual reading skill assessments for students in grades 1-3, with intervention services for those not on track, including intensive instruction, reading improvement plans, and qualified teachers. The policy details notification procedures for parents, criteria for promotion to fourth grade, exceptions for certain students, and intensive remediation services for retained students, emphasizing evidence-based reading intervention programs and alignment with the science of reading. Policy 2623.02 - Third Grade Reading Guarantee

Section 5: Health

Student Health Services

1. **Emergency Medical Authorization**: Students must have a completed Emergency Medical Authorization Form on file to participate in any off-campus activities, including field trips, athletic events, and other extra-curricular and co-curricular activities. 5341 - Emergency Medical Authorization

2. **Food Allergies:** The district prioritizes student safety, particularly concerning food allergies, which affect a significant number of children in our schools. To protect student health, the district has implemented measures in cafeterias, cleaning practices, and food services. The health aide monitors student records for reported food allergies and notifies teachers of affected students in their classes. Principals and administrative staff receive a master list of students with medical concerns, including food allergies. All district staff undergo annual training in using Epinephrine Auto-Injectors.

3. **Forms**: (can also be found on our website: Student Health Services)
    a. Immunization Requirements
    b. Required Immunization Form for Incoming 12th Grade Students
    c. Immunization Exemption Form
    d. Athletic Physical Form
    e. Medication Administration Form
    f. Authorization for Non-Prescribed Medication
    g. Extended Field Trip Medication Form
    h. Asthma Inhaler Form
    i. Asthma Action Plan
    j. Bee Sting Action Plan
    k. Diabetes Forms
    l. Epi-Pen Form
    m. Food Allergy Action Plan
    n. Seizure Action Plan
    o. Physician's Report

4. **General Guidelines for Keeping Children Home from School**
    a. 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.
    b. 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.
    c. **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.
    d. **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.
    e. **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.

f. **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.

g. **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.

h. **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.

i. **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).

j. **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.

k. **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.

l. **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.

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

n. **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.

5. **Health Services & Screenings:** Early identification and treatment of visual, auditory, and postural disorders are crucial for children's overall development. Screenings are conducted as per Ohio Department of Health requirements under Ohio Revised Code, Section 3313.69. While valuable, these screenings do not replace professional care. Parents who wish to opt out of screenings should contact the school office in writing. Policy 5330 - Use of Medications, Policy 8450 - Contact of Communicable Diseases, Policy 8453.01 - Control of Blood-Borne Pathogens, Policy 8453.02 - Student Exposure to Blood-Borne Pathogens

6. **Illness Occurring at School**
    a. 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.
    b. 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.

7. **Immunizations:** 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.
    a. 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).
    b. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement.
    c. Board Policies: 5310 - HEALTH SERVICES, 5320 - IMMUNIZATIONS, 8453 - DIRECT CONTACT COMMUNICABLE DISEASES, 5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS, 5336 - CARE OF STUDENTS WITH DIABETES, 5337 - CARE OF STUDENTS WITH ACTIVE SEIZURE DISORDERS

8. Wellness: Mariemont City School District aims to promote student health and well-being through good nutrition and regular physical activity, recognizing their positive impact on learning ability. The wellness policy is designed to support students in developing healthy habits that will benefit you throughout their life. By providing nutritious meals and snacks, promoting physical education, and encouraging physical activity both in and out of school, the district aims to help students establish a strong foundation for lifelong health. Our goal is to create an environment where students feel supported and motivated to make healthy choices, both at school and beyond. Policy 8510 - Wellness

Section 6: Attendance

1. **Attendance Changes Beginning 2026-27 School Year**: The educational program in our district relies on student presence, consistent instruction and active classroom participation. Therefore, regular attendance is mandatory for all enrolled students during scheduled school days and hours. Any time your child misses school, they miss out on the opportunity to learn. When they are absent, they can fall behind. The State of Ohio has changed the law regarding school attendance. With the change, if students miss too much classroom time, regardless of if absences are excused or unexcused, they can be labeled “Chronically Absent.”

    What To Expect:

a. If your student misses 3.5% of classroom time, which might be just a few days of school, you will be notified in writing reminding you how important it is for them to attend school.
b. If your student misses 5% of classroom time, you may need to come in for a meeting while we develop an Absence Intervention Plan.
c. If missed instructional time reaches 10%, the school will work with your family to assure a plan is in place, the plan is effective and supportive. If there is no improvement the district can partner with juvenile court to find more sustainable solutions.

What To Do:

It's important to get your student to school every day. Keep your child home when they are sick but let us know why they're absent and when they might return. Plan vacations and other trips during school breaks, not during school time. Our calendars are available on our website for you to make plans.

If your child is dealing with a chronic illness or other ongoing issue, call or email their principal so we can account for absences and support their learning. And if you are facing other challenges getting your child to school, let us know, so that we can work with you to find solutions.

We know that not every student will have perfect attendance, but being in school as much as possible is the best way for students to learn, and learning leads to lifelong success.

Policy 5200 - Attendance, Policy 5215 - Missing & Absent Children

2. **Attendance Reminders:**
    a. Parental Responsibility: Ohio school law mandates parents to ensure regular daily school attendance of their child/children. If a student's absence is unavoidable, parents must call Mariemont Elementary at 513-272-7400 or Terrace Park Elementary at 513-272-7700 before 8:30 am to explain the reason for the absence.
    b. School Requirements: Mariemont City Schools require students to attend for the approved number of school hours as per the calendar. Absences may be excused with appropriate documentation, allowing full credit for make-up work within a specified timeframe.
    c. Extracurricular Participation: Students must be present by 10:30 a.m. to participate in extracurricular activities, with exceptions subject to approval by the principal.
    d. Illness Guidelines: Students with a temperature of 100.0 degrees F or higher should remain home until fever-free for 24 hours without medication.
    e. 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.

3. **Excused Absences** - In accordance with State statute, the Superintendent will require a written explanation for any absence from the parent or guardian of a student of compulsory school age, or from the student if they are an adult. The Board of Education reserves the right to verify these explanations and to investigate the cause of any individual or extended absence. Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. The following are considered reasonable excuses for missed school time:

    - Personal Illness: A doctor's note may be required.
    - Medical Appointments: Including doctor, dental, and mental health appointments.
    - Family Illness: When the student's presence is necessary.
    - Home Quarantine: Due to contagious illness.
    - Death in the Family
    - Necessary Work at Home: Due to parent/guardian absence or incapacity.

- Religious Expression Days: (Policy 5223 - Released Time for Religious Instruction)
- District-Approved Activities: Out-of-state travel (up to 24 hours per school year) for approved enrichment or extracurricular activities.
- Superintendent Approved Absences: Other extenuating circumstances, as approved by the Superintendent.
- Medically Necessary Leave: For pregnant students, as per Policy 5751.
- Election Precinct Officer: Serving as a precinct officer in an election, as per Policy 5725
- College Visits: Verified by the college, university, or technical college.
- Foster Care Related Absences: Absences due to placement, change in placement, or court proceedings.
- Homelessness: Absences due to a student being homeless.

Students are responsible for completing any missed assignments due to absence. For absences of 24 or more consecutive hours, arrangements may be made for instructional support, as determined by the school.

4. **Make-Up Work After Excused Absences**- Detailed guidelines for completing make-up work after excused absences, including deadlines and procedures for various circumstances, are outlined:
    a. For Full-Day Excused Absences:
        i. If the assignment or test was announced during the student's absence, they will have a deadline equal to the number of school days missed plus one to complete the work or take the test.
        ii. If the assignment or test was announced while the student was present, they must submit the work or take the test on their first day back unless an exception is made by the teacher or administrators.
    b. For Partial-Day Absences (Leaving Early or Arriving Late): Students must:
        i. Contact their teachers regarding make-up work or tests.
        ii. Submit any assignments due that day.
        iii. Obtain assignments from teachers for any missed classes.
    c. For Field Trips or Special Projects:
        i. Students must follow the same rules outlined in partial day absences.
    d. For Anticipated Absences (e.g., college visits, funerals):
        i. Students must also follow the guidelines listed in partial day absences.

5. Unexcused Absence from School includes but is not limited to: Non-family vacations, State final events not involving Mariemont teams, Non-school events, and Suspension from school.

    Make-up Work after Unexcused Absences - If an absence is unexcused, the student is expected to make up tests, quizzes, etc. In no case is the grade to exceed 60%.

6. Tardiness to School
    a. Tardiness occurs when a student fails to arrive on time for the start of school. Any minutes missed will be accumulated.
    b. Students who arrive late to school must report directly to the school office upon arrival. The attendance clerk will issue a tardy admit slip, which the student must present to enter class. A student is officially considered tardy until 9:00 a.m. However, students who fail to report to the office immediately upon arriving late will be classified as truant from class and will face penalties as outlined in the truancy policy (refer to the truancy section for details).
    c. Parents are required to provide a signed note if they are aware their child will be tardy. These notes will be kept on file. Please note that students arriving late for reasons other than approved or medical

circumstances will generally be marked unexcused, which may affect their ability to make up missed work or tests. Additionally, all missed minutes will be cumulative and factored into HB 96 calculations.

d. Policy 5230 - Late Arrival & Early Dismissal

7. Habitually Truant: 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.

8. Truancy from School or Class
    a. 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.***
    b. 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.
    c. 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 to Juvenile Court.

Section 7: Behavior

1. **Anti-Harassment Policy & Bullying Policy:** The Board of Education is committed to maintaining an education and work environment free from unlawful harassment, including sexual harassment, in all school district operations, programs, and activities. All members of the school community share the responsibility of preventing and reporting any form of unlawful harassment, which is strictly prohibited on school property or at school-sponsored activities. The Board will investigate all allegations of unlawful harassment based on protected characteristics such as race, color, national origin, sex, disability, age, religion, ancestry, or genetic information, and will take immediate action to end the harassment, prevent its recurrence, and remedy its effects. Disciplinary action will be taken against individuals found engaging in unlawful harassment, retaliation against those reporting harassment, filing false reports, or failing to adequately investigate allegations. Policy 5517 - Anti-Harassment, Policy 5517. 01, Policy 5520 - Disorder, Policy 2260 - Non-Discrimination & Equal Educational Opportunity, Policy 2260.01 - Prohibition of Discrimination Based on Disability

2. **Behavior Guidelines**
    a. 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.
    b. 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.
    c. 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.

d. Painting of signs and posters must not occur unless in the art area under the supervision of a teacher (before painting elsewhere, students must cover with paper the non-carpeted floor where they will paint).
e. Throwing of objects, such as pencils, snowballs, etc., is not permitted in or around the school.
f. Students must wear safety glasses when appropriate in science classes. This is required by the State of Ohio.
g. Students are expected to behave appropriately in the various areas of the building and grounds. Rowdy, disruptive behavior cannot be tolerated.
h. Students must be out of the building by 4:00 PM unless under the direct supervision of a teacher/coach.
i. The gymnasium is out of bounds for students without adult supervision.
j. 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.
k. Classroom phones are NOT available for student use except in emergency situations or for school business.
l. Card playing is not permitted during school hours unless a part of a planned program under the sponsorship of a teacher.
m. Students are not to have food delivered to the school building by an outside vendor or transporter such as Uber Eats
n. 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.

3. **Request for Behavioral 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 prior written parental consent to do so. The rating scales should be given by parents to the guidance counselors for distribution to the teachers.Parents should note that rating scales will be returned to the agency (e.g., physician, psychologist or educator) making the request. This will ensure that appropriate, accurate and sensitive information is handled in a professionally confidential manner.

4. **Bus Transportation**
   a. 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.
   b. Student Conduct on School Buses
      i. Bus Service Behavior Procedure: While riding on a school bus, a 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 will:
         1. Demonstrate the 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
      ii. Please note that all other student code of conduct rules apply.
      iii. 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 apply.
   c. Suspension of Bus Riding Privileges

i. 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.
ii. 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.
iii. Students not entitled to bus privileges are not to ride the bus to accompany friends home, pay visits, etc., unless approved by the principal.
iv. Policy 5610.04 Suspension of Bus Riding/Transportation, Policy 8600 - Transportation, Policy 8640 - Transportation for Non-Routine Trips, Policy 8650 - Transportation of Vehicles Other than School Buses

5. **Discipline, Detention, Friday School, Suspension**
   a. Detentions
      i. 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.
   b. Friday School
      i. Friday School is held from 3:30 - 6:00 p.m. Students are required to bring books and study materials. All Friday School sessions are assigned by a member of the administrative staff. Parents of students assigned Friday School will be notified by a letter which will state the date and reason the Friday School is to be served. Failure to attend Friday School will lead to suspension for a day as well as having the Friday School re-scheduled unless modified by an administrator. Multiple suspension days will be assigned if students skip additional Friday schools.
   c. Suspension
      i. 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.
      ii. The Superintendent, principals, and administrators have the authority to assign discipline subject to due process rights. Teachers and staff may take necessary action to control disorderly conduct, especially when it interferes with the educational program or threatens safety. Discipline on school vehicles is primarily the driver's responsibility, with provisions for suspension of transportation privileges in serious cases, following due process procedures.
      iii. 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.
   d. Student Interrogation: The Board of Education prioritizes student safety and cooperation with law enforcement and child services agencies. When authorities wish to interview a student, they must first contact the building administrator to explain the nature of their investigation. For child abuse/neglect investigations, school staff must report any suspicions, and interviews may occur on school property if necessary. Parents are typically notified before questioning unless the parent is suspected of being the

perpetrator or there are compelling reasons for exclusion. Law enforcement investigations of other violations are generally conducted off school property unless there's an emergency or the incident occurred on school grounds. The school documents all parental notifications and ensures that personally identifiable student information is only released with parental consent, a subpoena, or court order. Policy 5540 - Interrogation of Students

Policy 5600 - Student Discipline, Policy 5602 - Community Service in lieu of suspension/expulsion, Policy 5605 Suspension/Expulsion of Student with Disabilities, Policy 5610.01 - Permanent Exclusion of Nondisabled Students, , Policy 5611 - Due Process Rights

6. **Drug Prevention Program:** The Mariemont City Schools has adopted a drug prevention program for students: Policy 5530 - Drug Prevention

7. **Emergency Removal of a Student:** 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:
    a. The Superintendent, Principal, Assistant Principal, Counselor, or teacher may remove the student from a curricular or extracurricular activity.
    b. 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.
    c. 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.
    d. The administration has the right to reinstate a student removed by a faculty member. This action will only be taken after careful deliberation.

    Policy 5610.03 - Emergency Removal of Student

8. **Expulsion:** Only the Superintendent of schools may expel a student. When a Superintendent expels a pupil, the following shall be used as applicable:
    a. 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.
    b. The student or his parent, guardian, custodian, or representative may request an extension of time, and the Superintendent may grant the request. If an extension is granted, the Superintendent shall notify the pupil and his parent, guardian, custodian, or representative of the new time and place.
    c. 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.
    d. 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.
    e. 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.

Policy 5610 - Removal, Suspension, Expulsion, Permanent Exclusion

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.

Section 8: Student Code of Conduct

Mariemont Elementary & Terrace Park Elementary School Student Code of Conduct

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters. School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

(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.

Authority and Adoption:

- This code of regulations is adopted by the Board of Education of Mariemont City Schools in accordance with 3313.661 of the Ohio Revised Code. Policy 5500 - Student Conduct
- Discipline measures, including student conference, parent conference, suspension, or other appropriate measures, may be utilized.
- Expulsion, suspension, emergency suspension, or removal from curricular or extracurricular activities will be executed in compliance with 3313.661 of the 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.
- 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.

1. **Academic Integrity:** Students are expected to maintain academic honesty at all times. This means they should not engage in any form of cheating, including possessing, selling, transmitting, or receiving test information or other materials intended for individual completion or preparation. Additionally, students must avoid plagiarism, which is presenting someone else's work as their own.
2. **Alcohol, Drugs, Narcotics, THC & CBD Products:** Students are not permitted to engage in any activities involving drugs, alcohol, tobacco, or electronic smoking devices, including purchasing, selling, transferring, or using such substances or related paraphernalia. This includes possession of items like pipes, containers, cigarettes, cigars, chewing tobacco, E-cigarettes, or refill liquids. Any distribution, simulation, or suggestion of alcohol or drug use, including possession of related electronic devices, is strictly prohibited. Students are also prohibited from possessing, using, transmitting, concealing, or displaying signs of non-medicinal drug, narcotic, or tobacco use on school grounds. Possession of matches, lighters, or similar devices is also forbidden. Policy 5530 - Drug Prevention
3. **Anti-Harassment:** The Mariemont City Schools Board of Education maintains a strict policy against hazing, harassment, intimidation, and bullying of students, both on and off District property, including school-related events and vehicles. Disciplinary actions, such as suspension or expulsion, are enforced for those engaging in such behavior. The Board of Education emphasizes education and fostering an environment where such acts are not tolerated. Hazing is defined as any coercive act causing harm to individuals, regardless of consent, while harassment, intimidation, or bullying entails repeated intentional acts causing mental or physical harm, creating an abusive educational environment. Training is provided to staff on prevention and recognition, with prompt reporting of incidents mandated, leading to appropriate disciplinary measures. Civil immunity is granted to those reporting incidents, and retaliation is strictly prohibited. Reporting can be done at any time through various means, ensuring a safe and supportive school environment for all students. Policy 5516 - Hazing, Policy 5517 - Anti Harassment. Compliance Offers: Director of HR & District Operations and Director of Student Services. They can be reached at 513-272-7500.
4. **Assault:** Physical or verbal assault against any school personnel, student, or individual within school premises or during school-related activities, while under the supervision of the school, is strictly prohibited. Students are prohibited from engaging in actions that result in physical harm, mental distress, or behavior that may lead to such harm towards school staff, fellow students, or visitors. Additionally, any form of hazing is strictly forbidden.
5. **Damage or Destruction of Property:** Defacing, damaging, or destroying school or private property, whether on or off school premises or in areas under school control, is strictly prohibited. This includes property belonging to administrators, teachers, board members, or any other school-related personnel. Students, while under the supervision of the school, are not permitted to engage in such acts or attempt to do so. Disciplinary measures may include restitution for any damages incurred.
6. **Disrespect/Provocation:** Individual or collective demonstrations that disrupt the school program are not permitted. It is unacceptable for students to show disrespect towards teachers or other school authorities. Students are expected to demonstrate courtesy, consideration, and peaceful conflict resolution with both peers and staff members. They must refrain from using profanity, obscenities, gestures, signs, electronic or written messages, and derogatory remarks related to race, religion, gender, and/or sexuality. Additionally, students are expected to uphold honesty and truthfulness, and they should comply with reasonable requests from both peers and adults. Disregarding reasonable directions or commands from school authorities, including school administrators and teachers, is not allowed.
7. **Disruption of School:** Students are prohibited from causing disruptions or interference with school activities, whether on or off school premises, including during curricular or extracurricular events. This encompasses any action that knowingly or should reasonably be known to disrupt the academic process or any school-related activity. Such activities include those that significantly disrupt or halt daily school operations, such as incidents resulting in student relocations, large-scale responses from administrators to code of conduct violations, or requiring law enforcement intervention. Students should contribute positively to the classroom environment by avoiding behaviors that disrupt learning. This includes refraining from any activity that interrupts, interferes with, or prevents themselves or others from engaging in instruction and learning.
8. **Dress Code:** Students are expected to wear attire that prioritizes the health, safety, and positive image of themselves and the school community. Any clothing or grooming that draws excessive attention, disrupts learning,

or contradicts these standards is not permitted. Cleanliness is essential for health and safety. During school activities, attire should not hinder performance or pose health risks to oneself or others. Dress and grooming should not interfere with the teaching and learning environment. Improper or suggestive clothing is prohibited. Policy 5511 - Dressing & Grooming

9. **Extortion**: Extorting money or valuables from a student or school personnel is prohibited. Students are not allowed to intimidate or threaten others to obtain money or items of value, whether explicitly or implicitly.
10. **Falsifying Information**: Providing false information to school authorities or forging school-related documents is prohibited. Students are not permitted to knowingly provide false, exaggerated, or inaccurate information during investigations. This includes misleading the administration, retaliating against peers or staff, or attempting to protect themselves or others during an investigation.
11. **Fighting, Physical Aggression, Horseplay**: A student is prohibited from engaging in physical altercations with another student that may result in, or causes, physical discomfort or harm to other students.
12. **Gambling**: Students are not allowed to participate in any form of gambling, whether in person or online, including but not limited to such activities.
13. **Harassment, Intimidation, Bullying, & Dating Violence**: Harassment, intimidation, or bullying, including cyberbullying and dating violence, is strictly prohibited in all district activities, including off-campus, school-sponsored events. Such behavior is defined as intentional acts causing mental or physical harm that create an intimidating, threatening, or abusive environment.Reports of aggressive behavior should be made to principals, assistant principals, or the Superintendent, and all staff are required to report suspected incidents. All complaints will be promptly investigated, and verified incidents will result in disciplinary action, including suspension or expulsion for students and discharge for employees. Retaliation or false reporting is also prohibited and subject to disciplinary action. Policy 5517.01 - Bullying
14. **Hazing**: Students are prohibited from using or directing slanderous, degrading, threatening, menacing, or obscene language or actions towards school employees or fellow students. This includes name-calling and making negative or offensive remarks related to physical or mental characteristics, race, ethnicity, religion, gender, sexual orientation, nationality, appearance, or any other individual traits. Additionally, any form of hazing is strictly forbidden.
15. **Insubordination:** A student shall follow instructions or directions given by teachers, administrators, or other school staff when a student is at school or participating in school-related activities. It's important for students to respect the authority of school staff and to cooperate with them to maintain a safe and productive learning environment.
16. **Motor Vehicles:** Neglecting driving or parking rules on school grounds is prohibited. Students must not operate motor vehicles recklessly or dangerously while on school property, and parking is restricted to designated student lots. Student vehicles may be subject to search, and should therefore be free of illegal items according to the school's code of conduct and the law. Parking is allowed only in assigned spots with the proper permit displayed, and permits cannot be transferred.
17. **Public Display of Affection:** Participating in sexual activity on school grounds is prohibited. Students are expected to avoid any physical contact as couples that may cause discomfort to others nearby or serve as a distraction for themselves and others observing.
18. **Public Indecency:** Indecent exposure is not allowed. Students shall not uncover private parts of the body.
19. **Safety:** Students are responsible for ensuring the safety of themselves, their peers, and school staff while on school property or participating in school-sponsored events. This means refraining from any behavior, whether intentional or unintentional, that may create a hazardous or unsafe situation for anyone in the school community.
20. **Tardiness & Truancy:** A student must not be absent from school or a class unless the absence is permitted under the reasons outlined in the Ohio Revised Code and confirmed by the parent or guardian. Excessive unexcused absences may lead to the student being referred to a student attendance intervention meeting and/or facing truancy charges filed with the Hamilton County Juvenile Court. Prohibited actions include truancy from class or school, as well as tardiness to class or school.
21. **Theft**: Stealing or possessing stolen items is prohibited. Students must not take or have in their possession any property belonging to the school or another person.
22. **Threats/Intimidation**: Engaging in actions that jeopardize safety is not permitted. Students must refrain from any form of communication, whether written, electronic, or physical, that suggests, intends, or could potentially cause harm to another student. Harm encompasses physical, mental, social, or emotional damage to individuals,

property, social status, opportunities, or any aspect deemed significant to a person. Turning in a false fire, tornado, bomb, or disaster alarm is not prohibited. Policy 5520 - Disorder & Demonstration

23. **Tobacco/Nicotine or Tobacco Stimulating Products**: Students are strictly prohibited from using or possessing tobacco or nicotine/tobacco-simulating products in any form. This includes cigarettes, cigars, clove cigarettes, e-cigarettes/vaporizer pens, chewing tobacco, snuff, and any other tobacco products. Additionally, possession of electronic devices or accessories typically utilized for nicotine, such as vape devices, chargers, pods, vaporizers, tanks, oils, coils, and cartridges, is strictly forbidden. Furthermore, any allusion to or insinuation of the use of tobacco/nicotine or tobacco simulating products is also prohibited. Activities involving tobacco stimulating products are strictly prohibited for students. This encompasses purchasing, selling, transferring, or using such substances or related paraphernalia. Possession of items like pipes, containers, cigarettes, cigars, chewing tobacco, E-cigarettes, or refill liquids is strictly forbidden on school grounds. Policy 5512 - Use of Tobacco
24. **Trespassing/Loitering**: A student is prohibited from accessing school buildings, grounds, or sponsored events without proper authorization. Students are not allowed to be on school property outside of operating hours unless they have a specific purpose or permission from a school official to attend or participate in a supervised, school-approved activity. Being present in areas during school hours or outside of school hours without legitimate business or permission from school administration or a teacher is also prohibited. Policy 5513 - Care of Property
25. **Unauthorized/Inappropriate Use of Electronic Devices**: Any individual found in possession of, disseminating, or sharing inappropriate pictures, images, and/or videos acquired via electronic devices during school hours, on school premises, or at a school related event will face disciplinary action as outlined in this Student Handbook. Dissemination and sharing of such media encompass various platforms, including but not limited to social websites (e.g., Instagram, Snapchat, Tumblr, TikTok, WhatsApp, Facebook), photo-sharing websites (e.g., Flickr, PhotoBucket, Shutterfly), or video-sharing websites (e.g., YouTube, Vimeo).
    a. Cell phones or any other electronic gadgets (personal communication devices (PCD) are not permitted at school.
    b. If a student is caught with an electronic device during a test or exam, they will automatically receive a zero for that assessment. Any unauthorized use of electronic devices during the school day will be dealt with as follows:
        i. Upon the first occurrence, the device will be confiscated by a staff member and held by the school administration for 24 hours. Additionally, the student will be assigned detention.
        ii. In case of a second offense, the device will again be confiscated for 24 hours, and the student will be assigned to Friday School.
        iii. Repeated violations may lead to suspensions from school.
    b. Additionally, as per the Acceptable Use Policy for technology, unauthorized or illegal use of computers, software, access to computer networks, telecommunications, and related technologies, or any deliberate acts causing physical, financial, or other harm or disruption to information technology by students are strictly prohibited. Personal electronic devices are not to be used on school grounds for engaging in illegal, unwelcome, or illicit communication with others. Moreover, students are prohibited from using the district network for such purposes. Utilizing extensions, apps, or software that circumvent district filters or programs is also not permitted. Compliance with the Acceptable Use Policy is expected at all times, whether the device and/or account is active on or off Mariemont's campus.
26. **Weapons**: 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. Weapons violations which shall or may result in expulsion for up to one calendar year. 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.Policy 5771 - Search & Seizure, Policy 5772 - Weapons

Section 9: Internet & Network Acceptable Use & Safety for Students

Device User Agreement: The use of the Mariemont City Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by MCSD is not transferable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the district. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action may be applied.

Students may not jailbreak, modify, or in another way tamper with the iPad's operating system. Removing any or all installed profiles is strictly forbidden. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Lost/Stolen/Damaged: If an iPad is lost, it must be reported to your school media center, teacher, or office as soon as possible. The district technology team will use "find my iPad" to assist in locating the iPad but it is the student's responsibility to recover or replace an iPad that cannot be located. If an iPad is reported stolen a police report must be filed and an investigation will be conducted. If an iPad is damaged, screen broken, or not operating correctly do not attempt to gain access to the internal electronics or repair your iPad. Report the problem to your media center, teacher, or office as soon as possible. iPad repair/replacement options will be determined at that time.

Repairs and Protection Included with the annual technology fee is protection from accidental damage up to (2) incidents over the course of your time in the Mariemont City School District. This will release the parent/guardian from having to pay for loss or damage for the following reasons:

- Damages or problems resulting from normal use and accidents
- Loss or damages resulting from theft. An official copy of a police report is required
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required
- Loss or damages resulting from a natural disaster
- Damages resulting from a power surge
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.
- The Building Administration and the Coordinator of Technology will determine if damages were due to negligence or accident.

Exclusions (parent/guardian will be liable for the entire replacement cost of the device):

- Intentional damages
- Lying on any damage report
- Not carrying the iPad in a district-provided protective case
    - Students are not permitted to remove the iPad from the school-issued protective case. Failure to follow this guideline may result in disciplinary action.
    - Students are not permitted to remove any identifying labels placed on the case or iPad by the school (barcode, iPad Number, name)
- Negligence (including loss from carelessness)
- Loss or damages resulting from fraudulent, intentional, or criminal acts.

Students/parents **will be held responsible** for costs associated with ALL intentional damage to iPads including, but not limited to:

- Broken screens, cracked plastic pieces, inoperability, etc.
- Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value.
- Lost items such as chargers and cables will be charged the actual replacement cost.
- If a student case is lost, a replacement keyboard will only be issued at full replacement cost. Students are NOT permitted to use a case that is not District approved.

Apple iPad ($300 Replacement fee)

iPad Case - Logitech ($99.95 Replacement fee)

Apple Charger ($19.99 Replacement fee)

Stylus for iPad ($50-$100 Replacement fee)

Acceptable Use: Policy 7540.03 - Student Acceptable Use

School-Issued Device Monitoring: Students have no expectation of privacy on school-issued devices. The District may monitor devices for educational purposes, technical support, exam proctoring, safety, or to comply with laws and funding requirements. Certain features, like location tracking and keystrokes, may be monitored, and parents will be notified within 72 hours when monitoring occurs due to safety, legal, or other required reasons.

ACKNOWLEDGMENT OF RECEIPT OF MARIEMONT STUDENT HANDBOOK

A parent signature (electronic) 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
- Directory information
- Bullying information