Mariemont High School Student-Parent Handbook 2026-27

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Student/Parent Handbook for Mariemont High School

Welcome to Mariemont High School! All the members of the staff and I 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.

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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-3:25pm
    - 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 Statement, District Instructional Vision

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 exclusively in the cafeteria or commons area. They are not allowed in other parts of the building without prior permission. Students are responsible for disposing of their trash in designated containers. If a student chooses to sit at a table with leftover trash, they must clean it up before sitting down; otherwise, they should select a different table. Teachers may also require students seated at a table to dispose of trash left by others, as it is important to maintain cleanliness and fairness. Our custodial staff cannot be expected to manage excessive messes, and it is unreasonable to rely solely on them for cleanup.
    b. The cafeteria operates on a cash or MySchoolBucks system only. A "closed lunch" policy applies to freshmen and sophomores at the high school, meaning they are not permitted to leave school grounds during lunch or any other part of the school day unless they have explicit permission from an administrator. Leaving without authorization will be considered truancy. Additionally, school furniture must

remain inside the building and is not to be taken onto patios or outdoor areas. During lunch periods, students may not visit locker areas or other parts of the building without prior approval from a teacher.

c. Policy 8500 - Food Services, Policy 8531 - Free & Reduced Meals, Policy 8510 - Wellness

4. 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.

5. Parent-Teacher Associations/Organizations: At MHS, we have a PTO which has quarterly scheduled meetings. Meeting dates are scheduled in the district-wide school calendar that is published by the Board of Education. The PTO assists the school by providing opportunities for students and recruiting volunteers to assist teachers. The PTO forms different sub-committee's that serve our schools in many worthwhile ways. Our PTO makes meaningful 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: 2026-27.
   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

2. 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, Policy 2413 - Career Advising,

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

5. 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

6. 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.

7. Lockers**:** Student lockers are available at the high school by request. If your student is interested, please have them contact the Main Office. The Board of Education or its designee reserves the right to search the lockers, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. It should be understood that the lockers remain the property of the school and, by order of the Principal, may be opened at any time.

8. 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

9. 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.

10. 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.

11. 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.

12. 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. **Driving Regulations**
    a. Driving to School and Parking Permits
        i. Since the Board of Education provides transportation for students, it is generally not necessary for students to drive to school. In the event that a student deems it necessary to drive, the following regulations apply.
        ii. Unless involved in early morning school activities, students should not arrive at the school until 8:00 a.m. at which time they will immediately depart from their car and remain away from their car until it is time to depart from school.
        iii. To avoid congestion, **any driver entering the school drive and not parking must turn around at the bus turn-around. Do not turn around by turning into one of the two small parking lots or the driveway leading to the upper parking lot.**
        iv. Students who fail to follow the above regulations or drive on the school grounds in an unsafe manner will be subject to disciplinary action and their right to drive on school property may be revoked.
        v. Student parking is restricted to a designated space. For safety reasons it is imperative that students park within a designated parking space. Failure to do so and/or blocking of access routes will lead to suspension of the privilege of driving to school. In order to protect people and property, it is necessary to closely monitor the student parking lot. Therefore, any student wishing to drive to school must:
            1. Complete a parking agreement and return such to the office
            2. Display the parking permit at all times.
            3. A fee of $50.00 will be assessed for a designated parking space.
    b. Driving Regulations The right and privilege of driving and parking cars upon the Mariemont High School Campus during school days or at times of school activities is granted only to those students who agree to abide by these necessary regulations:
        i. Speed on school roads and parking areas shall not exceed 15 miles per hour.
        ii. Pedestrian traffic shall be given the right-of-way at all times and in all places on campus.
        iii. Safe driving techniques shall be practiced at all times. The safety of others shall be placed above personal needs or desires.
        iv. Cars shall not be moved during the school day without written permission from an adult member of the office staff.
        v. Cars shall be locked and unoccupied while parked on school property.
        vi. Students will not be permitted to go to their cars during the school day to get personal belongings without permission of school administration.
        vii. Policy 5515 - Motor Vehicles, Policy 5515.01 - Safe Operation of Motorized Vehicles
    c. Policy on Suspension of Driver's License Attendance - The Mariemont City Schools has adopted the policy outlined in H.B. 410 which establishes procedures by which student's driver's licenses can be suspended for failure to attend school. If a student drops out of school or is absent without excuse for 60 or more consecutive hours in a single month or 90 or more hours in a school year, the Principal will report such to the Superintendent. The Superintendent will report such information to the Registrar of Motor

Vehicles and the juvenile court judge. The student's license or temporary instruction permit will be suspended.

d. Substance Abuse
    i. Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification, the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.
    ii. Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1973 (FERPA) and accompanying regulations.
    iii. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition with the juvenile court district in which he resides.

2. **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.
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 or the district 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 an alert on the district website 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	3:30pm
MJHS	10:00am	3:00pm
Elementary	10:30am	3:20pm

3. **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
    a. **School Resource Officer:** Mariemont High School, in conjunction with the Mariemont Police Department, has a School Resource Officer assigned to the high school on a daily basis. The School Resource Officer plays a crucial role in promoting school safety by building a positive school climate, supporting safe learning environments, and establishing a trusting channel of communication with students, parents, and teachers. The officer serves as a positive role model and provides information on community resources available to students and parents. The role of the SRO is not to enforce school discipline but to enhance safety and foster a supportive community environment. We encourage all members of our school community to report any safety concerns to school administrators. Policy 8403 - School Resource Officer

4. **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

5. **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

6. **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

7. **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. 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.

    Student Visitors: A student may bring a visitor to school if PRIOR approval is secured from the Principal/Assistant Principal and the parent of the host student. In order to minimize disruptions to the educational process, visitors will generally be limited to students who were former residents, or who attend another school but are seriously considering moving to Mariemont High School. Visitors will conduct themselves in accordance with school rules and procedures. (Policy 9150 - School Visitors)

Section 4: 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

    Physical Education Waiver: Students who have engaged in two (2) full seasons prior to senior year of an approved interscholastic athletic sport, cheerleading, or marching band during high school are exempt from physical education course requirements for graduation. Instead, they must fulfill one-half unit, encompassing at least 60 hours of instruction, in an alternative subject area. Physical Education Waiver

Section 5: 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

3. **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.

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

    At Mariemont High School, AP classes are offered to prepare students for these exams: Art History, Biology, Calculus AB, Calculus BC, Chemistry, Computer Science, Computer Science A, Environmental Science , English Language, English Literature, European History, Geography, Government and Politics: US, Latin: Vergil, Physics C, Spanish Language, Statistics, Studio Art, Psychology, U.S. History, AP Seminar and AP Research. Student selection for AP courses is based upon teacher recommendations, achievement test scores, previous class performance, and student motivation. If qualified students are interested in taking AP exams that are not offered

as part of the Mariemont High School curriculum, they must consult with a school counselor and teacher early in the school year to get information on virtual or independent exam preparation.

Students enrolled in AP courses at Mariemont High School are expected to take the College Board's AP exam in May. The College Board's AP exams are designed to be culminating assessments for the enhanced content and skills of the College Board authorized AP courses. The Mariemont City School District believes there is value in working toward this goal, then seeing it through to the end. Students often describe the sense of satisfaction they feel after taking the exam. Even if students don't feel they will earn a top score on the exam, MCSD believes the experience is well worth the time and expense. The AP exam fee is approximately $98.00. A fee reduction is available to academically qualified students who are unable to pay the full exam fee.

5. **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

6. **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. 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.Policy 2464 - Gifted Education, Policy 2623.01 - Intervention, Policy 2460 - Special Education, Policy 2460.03 Independent Educational Evaluations

7. **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. In accordance with recent changes to Ohio State law, student cell phones must remain out of sight and unused during the school day, from 8:30 AM to 3:25 PM, except during the permitted exceptions listed below
        i. Exceptions:
            1. Students may use their phones during their assigned lunch period.

2. Students with documented medical exemptions will be accommodated in accordance with their approved health plan.
3. In the event of an emergency, students may use their phones to communicate when and if necessary.

c. 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.

d. 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

8. **Class Rank:** Students will be classified in accordance with the following number of credits earned (Policy 5430 - Class Rank)
   a. 0 credits - Freshman
   b. 5 credits - Sophomore
   c. 10 credits - Junior
   d. 15 credits - Senior

9. **College Credit Plus:** Pursuant to the Ohio Revised Code, the district shall permit students in grades 6-11 to enroll full or part time in college for nonsectarian courses for high school and/or college credit who are accepted by an accredited Ohio college. Students so interested can obtain information from their counselor. Families interested in this program for the following school year must indicate such to the student's counselor by March 30 or November 1st with approval for that term. Policy 2271 - College Credit Plus Program

10. **College Visits**
    a. Juniors and Seniors may be excused from school for up to three college visits per school year. In order to be excused from school, the following steps must be taken:
       i. Prior to the visit the student is to present a note from the parent to the counselor requesting being excused from school.
       ii. The note must contain the date and site of the visit
       iii. Students must inform teachers in advance of the visit and at that time make arrangements for tests, homework, etc.
       iv. The principal may approve additional days for students 9-12.
    b. Procedure for Students to Visit the College & Career Planning Center (CCPC):
       i. Students may come to the Guidance Office before or after school, during lunchtime, or between classes if it is just to pick up something or to make an appointment to see a counselor. Students may come to Guidance from a study hall. The study hall teacher must issue a pass for the student to leave the study hall. The student will give the pass to the counselor, who will initial the pass when the student is ready to return to study hall. A student should not come to Guidance during class time unless it is an emergency.

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

11. **Community Service Policy**
    a. For students to be recognized for completing the Community Service program at Mariemont High School, they must complete 40 hours between the end of their sophomore year and before the first Monday in May of their senior year.
    b. Community Service is defined as volunteer effort that benefits the community. To qualify, student work must be done with a non-profit agency, be done outside the school day, be on a volunteer (non-paid) basis, and be verified by an adult supervisor.
    c. Of the 40 required hours, no more than 20 can be completed within the school district, or as part of the student's regular routine. *Projects like taking tickets at school sporting events, theater students painting a set for the play, or coaching an elementary school team can earn a student no more than 20 hours. Babysitting during a church service and fundraisers for churches also fall into the 20-hour maximum.*
    d. To ensure effective Community Service and for the 40 hours to count toward this requirement, all students shall submit a proposal to the Community Service Coordinator in advance of their first hour of service on every project.
    e. Completion of Community Service will be listed on student transcripts as a pass/fail course with no effect on GPA. At the start of the senior year, MHS School Counseling Department will list the course as a course in progress and the grade column will remain blank. Once the student has completed 40 hours, the transcript will be marked "P" in the grade column for pass. Until the student has completed the 40-hour requirement, the transcript will continue to show "Community Service" as a course in progress. Students failing to complete 40 hours by the first Monday in May of the senior year will have their transcript marked with an "F" in the grade column for failure.
    f. Policy 2575 - Service Learning

12. **Course Options**

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

Transferring to a Different Level: In the instance where a student is enrolled in a course beyond his/her measured aptitude and wishes to transfer to a lower level, withdrawal is possible if the teacher recommends the withdrawal and it is approved by the principal and parents. Upon teacher recommendation, transfer to a lower level course may be made at any time. The final grade will be based on an average of the work done in both courses. In the event a student wishes to enroll in a class at a higher level, principal approval is required. When students transfer between weighted and non-weighted courses any time during a semester according to established procedures, the course in which the student is enrolled at the end of the semester will be the one computed in the GPA. Policy 5410 - Promotion, Acceleration, Placement, & Retention, Policy 5408 - Acceleration, Kindergarten, Graduation

Summer School/Approved Online Programs: Mariemont High School does not offer summer school or night school. In the case of a student's failure in a course during the year, the course credit may be made up at an accredited summer school or approved online program with the approval of the student's counselor or principal.

Dropping and Adding Courses

a. Seniors may not drop a course that is required for graduation.
b. Courses may be added only within the first 10 school days of the semester unless permission is otherwise granted from teacher, parent, counselor, and principal.
c. Courses may be dropped within the first 30 school days of the semester. Exceptions must have approval of the principal.
d. Within the first 30 school days of the semester, students may drop an elective course with a written request from a parent, as long as the required 5.5 credit course load remains intact. The course will be stricken from the record.
e. After the 30th school day of the semester, students may still drop a course, but the course will remain on the permanent record. The record will show a semester grade of "F" if the student is failing the course for the quarter on the day of withdrawal from the course. The record will show a semester grade of "W" if the student is passing the course for the quarter on the day of withdrawal. In addition, the quarter grade at time of withdrawal will be reflected on the quarter grade report.
f. The record will show a semester grade of "W" if the student is failing the course, but lacks the necessary academic preparation and/or aptitude to be successful in the course, as determined by consultation with teacher, counselor, and principal.

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

13. **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

14. **Cum Laude Society:** The objective of the Cum Laude Society is to promote learning and sound scholarship. Outstanding scholarship is the sole basis for selection to Cum Laude Society. Students are elected for membership after semester one of grade 12 has been completed; equal weight is given to each semester. Student members must have been enrolled at Mariemont High School during the entire senior year and must

have successfully completed a minimum of 14 full credits of cum laude course work. To be tapped, a student must have at least a 3.5 GPA based on a weighted 4-point scale. Weighted grades are retained when determining eligibility. The number of students admitted is restricted by the Cum Laude Society charter.

a. The scope of all cum laude courses includes all college preparatory courses offered for high school credit. These would include arts, business, and other college preparatory electives. Physical education, focus, intersession, PE Waivers, repeat credit courses, audits and Pass/Fail courses will not count as cum laude courses.
b. Flex Credit and College Credit Plus courses, which are proposed as honors or AP level, could be considered as cum laude courses at the discretion of the principal and the cum laude committee. Flex credit classes which are proposed as honors or AP level courses could be given consideration for additional weighting of the grade point average by the principal and cum laude committee if an equivalent is offered at Mariemont High School.
c. Students will not be permitted to schedule any more than 14 sections of cum laude courses per academic school year that would count in the calculation for cum laude recognition. Only courses scheduled during the regular seven-bell day will count in the calculation for cum laude recognition. If the student wishes to take additional courses beyond the seven-bell day, they would be included in the student's transcript but would not be included in the calculation for GPA and/or class rank for cum laude purposes.
d. It is incumbent that students not attending junior high in the Mariemont School District do not have an academic advantage over students attending MJHS. This must be considered when determining courses that are accepted for high school credit from other junior high schools as well as whether those courses are given additional weight.

15. **Extracurricular, Athletics & Activities Eligibility -** The following policy is in effect for all students in extracurricular activities.
    a. High School athletes/students must have passed 5 one-credit classes or the equivalent (a half credit, semester long course), excluding Physical Education, in the previous period. In addition to the 5 credits, the students must have maintained a 1.5 grade point average. Freshmen entering high school must have passed 5 of their classes in the previous grading period. The eligibility or ineligibility of a student begins on the 5th school day of the quarter and remains in effect until the date when the grades of the preceding quarter become applicable. Students ineligible for the 1st quarter of the school year may not participate in any practices or scrimmages associated with the fall season.
    b. High School students have 8 consecutive semesters of athletic eligibility beginning with their first semester in high school. An athlete may not turn 20 years of age during their athletic career.
    c. Students that participate on an interscholastic athletic team sponsored by the Mariemont Board of Education may not participate with a non-school team for tryouts, practices, or contests of the same sport during the sport's season for the school. Example: A member of the junior high basketball team may not try out, practice with, or play for a non-school team (i.e.: rec league or select team) during the junior high team's season. In addition, to this OHSAA bylaw, there are restrictions on the number of athletes from the same school team playing on a non-school team outside of the season and before June 1.
    d. In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five one-credit courses or the equivalent which count toward graduation, excluding physical education classes.
    e. The eligibility or ineligibility of a student continues until the start of the quarter at which time the immediately preceding quarter grades become applicable. EXCEPTION, At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.
    f. Summer school grades earned may not be used to substitute for failing grades.
    g. Students enrolled in grades 9-12

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

h. Policy 2430 - District-Sponsored Clubs & Activities, Policy 2431 - Interscholastic Athletics

16. **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. Policy 2340 - Field Trips & District Sponsored Trips, Policy 2340.01 - Out of State, International Travel

17. Flex Credit: Participation in the flex credit option shall be in accordance with an instructional plan which will be developed based on the individual student's needs. The instructional plan shall include the following:
    a. Instructional objectives that align with the district's curriculum requirements
    b. A description of the criteria and method for assessing student performance
    c. An outline of specific instructional activities, materials, and learning environments
    d. Participation must be subject to the oversight of a credentialed teacher who will review the instructional plan, provide or supervise instruction, and evaluate student performance. See counselors for proper application materials and the due dates for the application.
    e. Beginning in the school year and before a student's senior year begins, a student who participates in two seasons of: an athletic team, marching band, or cheerleading may potentially fulfill their PE requirement with this participation. The two seasons do NOT have to occur in the same school year, but the two seasons must occur before a student's senior year of high school. PE waivers do not receive a grade; thus, no grade from completion of the waiver will be calculated into a student's GPA. Also, the participation in a sport towards a PE Waiver is not retroactive. If your child is interested in participating in a sport and using this waiver option, the waiver application is due by: August 15 for a fall sport, January 18 for a winter sport and March 25 for a spring sport. Applications must be turned into the College and Career Planning Center. Both pages must be turned in.

18. **Grading Scale**
    a. 90-100 = A
    b. 80 -89 = B
    c. 70- 79 = C
    d. 60-69 = D
    e. 0- 59 = F

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

Policy 5421 - Grading

19. **Grade Point Average:**

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

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

20. **Graduation Requirements:** The Mariemont City School District Board of Education and the State of Ohio Department of Education establish minimum requirements for high school graduation. The following are the graduation requirements approved by the Mariemont City School District Board of Education. Policy 5460 - Graduation Requirements, Policy 5460.02 - Students at Risk of not qualifying for diploma

Subject Area	**Credits**
English	4
Math	4[1]
Science	3[2]
Social Studies	3[3]
Health	½
Phys.Ed.*	½
Fine or Practical Arts**	1[4]
Electives	5[5]
Total:	21

    a. [1] Mathematics units must include 1 unit of Algebra II
    b. [2] Science units must include biology, chemistry/physical science
    c. [3] Social studies units must include one credit of American History and one credit of American Government
    d. [4] Fine Arts unit may include one semester from MJHS
    e. [5] Elective units must include one or any combination of world language, fine arts, business, career-technical education, technology or English language arts, mathematics, science or social studies courses not otherwise required.

f. * Two semesters of physical education are required for graduation. Physical education classes/grades are excluded when determining a student's eligibility to participate in athletics and extracurricular activities.
g. ** Optional Junior High ½ credit in fine arts and/or fine Arts courses chosen from the following:

The Class of 2026 and beyond must complete a half-semester of Personal Finance, Government is required for two full semesters (one credit total), with students earning 0.5 credit per semester.

Fine Arts

- Advanced Ceramics
- Advanced Digital Design
- Advanced Digital Video Production
- Advanced Sculpture
- AP Art History
- Art I
- Art II
- Art III
- Ceramics
- Chamber Choir
- Concert Choir
- Digital Design
- Fiber Arts
- Glass Studio
- Graphic Design
- High School Band
- High School Chamber Ensemble
- High School Concert String Orchestra
- Mixed Media
- Sculpture
- Stained Glass
- Advanced Stain Glass

For the classes of 2023 and beyond, the State of Ohio has established new requirements based on a combination of state testing results and meeting newly determined readiness standards. More information can be found on the following link: Readiness Standards.

Early High School Graduation: The practice of allowing completion of the high school program in fewer than four (4) years, as one way of providing earlier access to post-secondary educational opportunities, is offered to the students at Mariemont High School. Please contact your child's counselor if you require further information. Policy 5410 - Promotion, Acceleration, Placement, & Retention, Policy 5408 - Acceleration, Kindergarten, Graduation

21. **Granting of Credit & Semester Grade Averages**
    a. In order to receive credit for a course, a student must earn a semester average of .6 or better.
    b. The semester final grade is computed by doubling the quarter grades in value (A=4; B=3, C=2, D=1, F=0) and using the exam grade as a single value then dividing by the sum 5. In interpreting the arithmetical

average, consider .6 as the elevator. In other words, .6 will be called a D, 1.6 will be called a C, 2.6 will be called a B, and 3.6 is an A. Therefore, the range of each grade is as follows:

i. .0 - 5 = F
ii. .6 - 1.5 = D
iii. 1.6 - 2.5 = C
iv. 2.6 - 3.5 = B
v. 3.6 – 4.0 = A

c. It should be noted that the percentages used to derive quarter grades (i.e., 96%=A; 65%=D) are used for the determination of independent quarter and exam letter grades only; therefore, they are not used for calculating semester averages. Semester averages are computed using the four-point scale.
d. In addition, any student who receives any combination of two F's in a class (quarter grades or exam grade) in a semester may be recommended by the teacher for no credit for that semester.
e. Procedure: The teacher will submit data to an Academic Standards Committee composed of the principal, assistant principal and the counselors to show reason why credit should be withheld. The principal's decision will be based on three factors:
    i. Was student effort commensurate with his/her ability?
    ii. Did the student have a poor attendance record?
    iii. Are other relevant factors present?
f. **SPECIAL NOTE:** This school district considers final examinations to be of great importance. Failure to take a scheduled exam will result in an automatic failure for the entire semester.All students must take the semester examination given in their course - at the scheduled time - unless excused due to special circumstances by the principal. Students who are suspended during final exams (and, thus, are absent) will not receive an automatic "F" for the semester. The exam grade will be an automatic "F" and then the standard computation will be applied.
g. Policy 5463 - Credits from State-Chartered, Special, & Non-Chartered Schools

22. **Grievance Procedure**
    a. In the event that a student wishes to grieve a school rule, he will contact the Student Council Student Rights Committee. The Student Rights Committee will consist of five (5) members who will be selected by the Council as soon as the new Council takes over in the spring. The Committee will review the grievances and determine their validity. The Student Council will determine final validity.
    b. If the grievance is considered valid, it will be presented before a committee of three Student Council members and three faculty members. The grievance will be presented by the chairman of the Student Rights Committee and the student who has the grievance. This student-faculty committee will meet a maximum of three times a semester. The Student Council members of this committee will not be members of the Student Rights Committee and will not be present at prior discussions of the grievance. The appointment of the three Student Council members will be similar to "jury duty". Ideally, all Student Council members will eventually be involved. If a freshman has a grievance, then the three council members will be one sophomore, one junior, and one senior. The faculty will meet and choose among themselves who their three representatives will be. This student-faculty committee will come to a decision regarding the grievance. If the student-faculty committee finds no grounds for the grievance, it will stop there. If the committee's decision is a tie or they find validity in the grievance, it will proceed to the Principal. The Principal will then make his decision. He will either decide to take the grievance to the Superintendent, offer suggestions for remedy of the grievance, or deny the grievance. If the Principal denies the grievance, he will meet with the Student Rights Committee and discuss his decision, answer questions about it and offer suggestions to resolve the grievance.
    c. Title IX - Grievances involving Title IX rules and regulations should be filed with the Title IX coordinator.

d. Personal Grievance: If a student wishes to make a complaint regarding another student or staff member, this is to be done in an ethical manner to the Principal or Assistant Principal. It is hoped that the administrator and student will be able to resolve the complaint at this level. The person complained about may be included in this discussion. The student may feel talking with a guidance counselor would be more appropriate if the matter is a personality conflict or interpersonal relationship problem rather than a grievance.

23. **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

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

25. **Incomplete Grades:** A grade of "I" means that the requirements for a course cannot be completed by the student before the end of a quarter and/or semester. A grade of "I" can be issued if there is sufficient documentation existing that an extenuating circumstance, beyond the control of the student, (such as a major illness) prevented the meeting of course requirements on time. Teachers will submit a form to the principal after the student has signed it. The form confirms the time allotted to complete course requirements. The form will indicate what the grade will be if work is not completed by the designated date. The "I" grade can only be issued after the approval of the Principal is given. Incompletes may prevent the student from being on the honor roll/merit roll for the quarter.

26. **Library Procedures:** The Mariemont High School Library is a space for all students, a place for personal learning, creativity, study, collaboration, and exploration. Besides the large collection of books for personal reading, the library houses a variety of spaces for large group meetings, individual quiet study, and small group collaboration. The Library Makerspace provides a wide variety of tools and supplies for student use, including 3D printers, 3D pens, a drone, Spheres, and a Silhouette Cameo digital cutting tool. The Library is open most days from 8:30 a.m. to 4 p.m.
    a. Students using the library during class need to bring a pass from their teacher to the librarian or the library aide.
    b. Students using the library during a study hall need to sign out with their study hall teacher after attendance has been taken.
    c. Students may come to the library before school, during lunch, and after school without a pass.
    d. Students interested in applying for a library internship (including Makerspace internships) should contact the librarian.
    e. Clubs are welcome to reserve a space in the library for meetings. Contact the library aide for reservations.
    f. Food and drink are allowed in the library, except for nut products.
    g. Students are expected to clean up after themselves and be respectful of the space.
    h. Students are expected to be respectful of each other and of each other's belongings.
    i. Students are expected to follow school rules and the Acceptable Use Policy while in the library.

j. The volume of the library should be kept to a noise level that is not distracting students from learning.
k. Books may be checked out at the circulation desk or at the self-checkout station. The checkout period is three weeks, and the book can be renewed as long as no other patron has it on hold.
l. The library does not charge overdue fines. Each quarter, students will receive a notice if they have any overdue books. If the book is lost, they will be charged for the cost of the book.
m. Students are expected to maintain a valid library card from the Public Library of Cincinnati and Hamilton County and to have the card number and pin available for use at school. Students need the card to access resources such as ebooks and online articles from magazines, newspapers and journals through the Public Library.
n. Students may borrow books and articles from Xavier University Library and from the University of Cincinnati Library through our SWON Libraries membership. Students should contact the librarian or the library aide to request items and for details on loan policies and procedures.
o. Policy 7510 - Use of Facilities

27. **National Honor Society:** The objective of the National Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote worthy leadership, and to encourage development of character in students of Mariemont High School.
    a. The Society accepts members of the junior and senior classes who display strength in four areas: Academics, Leadership, Character, and Service. Often it takes significant time to develop a leadership or service dimension to one's school life. It is recommended that students start early in the freshman year to develop these characteristics if they wish to be considered for membership. Grades alone will not qualify a student for the National Honor Society, although a 3.5 GPA is minimal for application.
    b. Selection Procedure: Shortly after the beginning of the school year, a list of eligible junior and senior students will be prepared. Those eligible students will be invited to submit personal information forms (concerning leadership, character, and service) to a selection committee of faculty and staff. This committee, with the advice of the entire faculty, will select students for membership. Students denied membership in their junior year may re-apply in their senior year.

28. **Senior Exams:** Seniors may be granted the opportunity to qualify for second semester exam exemption. The qualifying criteria are the following:
    a. "successful" completion of the Senior English project.
    b. completion of the 40-hour community service requirement.
    c. B-B average or better for 3rd & 4th quarter
    d. maintain appropriate attendance per the 12th grade attendance policy
    e. maintain appropriate behavior standards

29. **Study Hall Procedures:**
    a. Students will be assigned seats and must remain in their assigned seats. Students are not to be permitted to group together unless allowed by the study hall monitor.
    b. Students are expected to make proper use of their study hall time so that a learning environment is maintained at all times. Students are therefore to remain quiet in the study hall at all times.
    c. Students are not permitted to go to their lockers during study hall. Students are to be advised to go to their lockers before or after study hall/class.
    d. Use of the restroom during study hall is to be kept to a minimum.
    e. Students are not able to sleep.

30. **Weighted Grades**
    a. To compensate for the increased amount of student effort required in honors and AP level courses, letter grades at the semester will be weighted one additional point (e.g. A = 5 points, B = 4 points, etc.) in the computation of cumulative GPAs.
    b. Transfer students with weighted courses will receive that weight on their transcript if MHS offers a similar weighted course in the MHS curriculum.
    c. When students transfer between weighted and non-weighted courses any time during a semester according to established procedures, the grade in the course in which the student is enrolled at the end of the semester will be the one computed in the GPA.

31. **Valedictorian and Salutatorian Selection**: The method for determining selection of valedictorian/salutatorian for Mariemont High School will be in accordance with the procedures outlined below:
    a. Grades earned in courses enumerated for admittance into the Cum Laude Society will be used to determine valedictorian/salutatorian. For each cum laude course taken, 0.1 points will be added to the "cum laude" GPA. This total adjusted GPA will determine the valedictorian/salutatorian. If a cum laude course is valued at a 0.5 credit, a 0.05 add-on will be used.
    b. Weighted grades will be included with full weights applied for all courses except CCP courses. Any additional weight or credit units applied toward CCP courses will be stripped for the purpose of valedictorian/salutatorian selection.
    c. Only students who have been enrolled at Mariemont High School for their entire senior year will be considered.
    d. High school courses scheduled during grades 9 through 12 will apply toward the selection of valedictorian/salutatorian. Only 14 sections of cum laude courses per academic year, and only courses scheduled during the regular seven-bell day will count in the calculation for valedictorian/salutatorian recognition. Any courses taken outside of the seven-bell day will be included on the student's transcript and will count toward overall GPA and class rank but will not be included in the calculation for GPA for the purpose of determining valedictorian or salutatorian.

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 the attendance office (272-7600) before 9:30 a.m. or submit a written note in advance.
    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. Senior Attendance Policy: Seniors absent more than five times a quarter, excluding college visits or approved emergencies, may forfeit privileges such as final exam exemptions and senior lunch.
    d. Extracurricular Participation: Students must be present by 10:30 a.m. to participate in extracurricular activities, with exceptions subject to approval by the principal.
    e. Illness Guidelines: Students with a temperature of 100.0 degrees F or higher should remain home until fever-free for 24 hours without medication.

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:
    - 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: Up to three (3) days per year, pre-approved by the principal (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.
    e. Special Assignments (e.g., major research papers):
        i. Some assignments may have unique rules or deadlines. Teachers are required to provide written notice of any special guidelines.
    f. Special Meetings during the Day
        i. In the event a student needs to attend a meeting, (for Example-Student Council, Class Officer Meeting, etc.) he/she may be excused by the class teacher if there is no test (or lab that can't be made up). The student must report to class before dismissal and is responsible for work done in class that day and any homework assigned. Note that on some occasions the student may not be able to attend the meeting.

5. Unexcused Absences 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. Sign Out Privileges for Students who are 18 Years old or older:
    a. Withdrawal Rights: Students 18+ can withdraw from school by claiming exemption from compulsory attendance. Parents must be notified.

b. Regular Attendance: If an 18+ student chooses to remain in school, standard attendance procedures apply.
c. Sign-Out Policy: Parental contact is mandatory when any student wishes to sign out.
d. 18+ Sign-Out Exception: 18+ students can sign out even if parents can't be reached immediately, but parents must be contacted later the same day or the next day.
e. Contact Logging: All initial calls to parents must be recorded (time, person, etc.).

7. Tardiness to School
    a. Tardiness occurs when a student fails to arrive on time for their first-period class. 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

8. Tardiness to Class
    a. Tardiness to class results when a student fails to report to his/her assigned class on time without a note from the office staff or a teacher.
    b. In addition to the penalties assigned by the office for excessive tardiness to school or class during the quarter, each classroom teacher may assign additional penalties to students who continue to be tardy to their respective classes quarter after quarter. Teacher assigned penalties may include classroom detention with the teacher, or the assignment of extra work. Failure of students to serve teacher detentions or to complete teacher assignments will result in assignment to Friday School.

9. Penalties for Excessive Tardiness to School or Class
    a. During the quarter when a student is tardy to school or class the third (3rd) time, the assistant principal/principal will notify the student and/or parents.
    b. A student who is tardy to school or class four (4) or more times during the quarter will be penalized as follows. Parents will be notified by letter if a student is assigned a Friday School for excessive tardiness to class or school
    c. 4th & 5th Tardy to School or Class - After school detention
    d. 6th & 7th Tardy to School or Class - Friday School
    If necessary, the Assistant Principal/Principal may schedule a conference with parents of tardy students to determine the need to meet with an Attendance Intervention Team, or refer the student to Juvenile Court.

10. 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 or DoorDash

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. **Behavioral Rating Scales Requests:** 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.
   d. 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
e. 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.

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

Section 8: Student Code of Conduct

Mariemont High 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. In accordance with recent changes to Ohio State law, student cell phones must remain out of sight and unused during the school day, from 8:30 AM to 3:25 PM, except during the permitted exceptions listed below
        i. Exceptions:
            1. Students may use their phones during their assigned lunch period.
            2. Students with documented medical exemptions will be accommodated in accordance with their approved health plan.
            3. In the event of an emergency, students may use their phones to communicate when and if necessary.
    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: Athletics

1. Academic Achievement Awards: Varsity athletes with a 3.25 GPA or higher during their sport season receive a CHL Certificate. Junior Varsity athletes with a 3.25 GPA or higher during their sport season receive a Mariemont High School Certificate

2. Admission Prices: Admission costs for athletic events are as follows:
    a. CHL Varsity Contests (or Varsity/JV doubleheaders): $10.00 adults, $5.00 students
    b. Varsity Football: $10.00 adults, $5.00 students
    c. Junior Varsity only, Freshman, or Junior High Events: $7.00 adults, $5.00 students
    d. Senior citizens and pre-school children are admitted free of charge.

3. Athletic Code (Conduct): Students representing Mariemont High School are expected to:
    a. Abide by school rules and club guidelines.
    b. Abstain from alcohol, drugs, and tobacco/electronic smoking devices.
    c. Exhibit courteous conduct.
    d. Present an appearance that gives credit to the student and the school.
    e. The code applies on and off school property, at school events, and while away from school during the defined membership period.
4. Athletic/Extracurricular Activities Release: Parents acknowledge legal residence in the Mariemont City School District, legal custody of their child, warning of possible injury or death to the participant, and releasing their child to participate in athletics in the district.

5. Athletic Medical Insurance: The Mariemont School District does not provide insurance for school athletics. The OHSAA provides a catastrophic policy. Parents are advised to check their own health insurance coverage and consider a rider if needed.

6. Athletic Teams:
    a. Fall: Cross Country (Boys Varsity, Girls Varsity), Football (Varsity, Junior Varsity), Football Cheerleading (Varsity, Junior Varsity), Golf (Boys Varsity, Junior Varsity, Girls Varsity), Soccer (Boys Varsity, Boys Junior Varsity, Girls Varsity, Girls Junior Varsity), Tennis (Girls Varsity, Girls Junior Varsity), Volleyball (Girls Varsity, Girls Junior Varsity)
    b. Winter: Basketball (Boys Varsity, Boys Junior Varsity, Boys Freshman, Girls Varsity, Girls Junior Varsity), Basketball Cheerleading (Varsity, Junior Varsity, Freshman), Bowling (Varsity), Swimming/Diving (Boys Varsity, Girls Varsity)
    c. Spring: Baseball (Varsity, Junior Varsity), Lacrosse (Boys Varsity, Boys Junior Varsity, Girls Varsity, Girls Junior Varsity), Softball (Varsity, Junior Varsity), Tennis (Boys Varsity, Boys Junior Varsity), Track & Field (Boys Varsity, Girls Varsity)

7. Awards:
    a. Varsity:
        i. First Year: 7-inch chenille "M" letter with sport-specific pin
        ii. Second Year: Chenille chevron
        iii. Third Year: Sport-specific plaque
        iv. Fourth Year: Personalized photo plaque
    b. Junior Varsity:
        i. First Year: 5-inch chenille "M" letter with sport-specific pin
        ii. Second Year: Sport pin
    c. Freshman:
        i. 4-inch chenille "M" letter with pin
    d. Academic Achievement - Varsity athletes who maintain a 3.25 GPA or higher during their sport season will be awarded:
        i. Academic Certificate based on their team level (Varsity or sun-varsity)

8. Booster Passes: Home game passes are available for purchase through the Mariemont Athletic Boosters at www.mariemontsports.com/tickets.

9. Communication (Parent/Coach): A process is outlined for parents and athletes to address concerns:
    a. Athlete meets with the coach.
    b. If unresolved, the parent contacts the coach to schedule a meeting. Immediately preceding or following a game is not an appropriate time to discuss your concerns with the coach.
    c. If still unresolved, the parent contacts the Athletic Director.

d. If the Athletic Director is unresponsive, the parent contacts the building principal.
e. Appropriate topics: How to improve skills, coaching feedback, off-the-field issues affecting the athlete.
f. Inappropriate topics: Playing time, playing strategies, other team members.

10. Daily Attendance: Athletes must be in school by 11:00 a.m. to attend practices or games, with exceptions for excused absences (doctor/dentist, funerals, family emergencies).

11. Disciplinary Measures for Violating the Athletic Code of Conduct::
    a. First Infraction: Suspension from the activity (2 weeks if self-reported, 3 weeks if not). Completion of a 2-hour Mariemont Substance Abuse Intervention Program is required during suspension. Re-admission requires an appearance before an Appeals Board.
    b. Second Infraction: Expulsion from all extracurricular activities for the remainder of the year. Requires completion of a professional substance abuse assessment and intervention program (at the student's expense) and an appearance before the Appeals Board for reinstatement.
    c. The Appeals Board consists of the building principal and the athletic director or his assistant coach or advisor.

12. Equipment: All school-issued equipment and uniforms must be returned to the coach after the season and before the awards night.

13. Multiple Sport Athletes: Athletes who participate in two different sports in the same season must declare a primary and secondary sport and coordinate a written schedule with both coaches. When possible, the athlete must complete the first event before leaving for the second.

14. Name, Image, Likeness (NIL): Pursuant to Ohio High School Athletic Association ("OHSAA") Bylaws, students may enter into an agreement or arrangement in which the student capitalizes on their Name, Image, and Likeness/Personal Branding Rights, commonly referred to as a NIL Agreement. However, pursuant to OHSAA Bylaw 4-10-1, a student may not participate in an interscholastic sport unless the student is an amateur. Pay-for-play (receiving payments simply for being a student-athlete), entering an agreement/contract with a professional sports team, and improper recruiting inducements are also prohibited.

15. Ohio Dept. of Health Concussion & Head Injury Information Sheet: Athletes and parents must acknowledge they have read and understand the Ohio Department of Health’s Concussion Information Sheet.

16. Required Forms: Athletes must submit an Ohio High School Athletic Association Preparticipation physical (completed by a physician) and complete all other forms electronically in Final Forms.

17. Season Dates:
    a. Fall Sports: August 1, 2026
    b. Winter Sports: October 23, 2026
    c. Spring Sports: February 15, 2027
    d. The end of the season is the last team award event including awards night.

18. Sports/Extracurricular Activities Release: Parents release the school district from liability related to injuries (including death) sustained during participation in athletics and extracurricular activities.

19. Team Rules/Practice Schedules: Athletes should receive a copy of the team rules and coach's expectations before or during tryouts. Parents should receive a copy of team rules expectations, letter requirements and practice schedules at the parents' meeting before the season.

Section 10: 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.

Section 11: Mariemont High School Student Council Constitution:

1. The name of this organization shall be Mariemont High School Student Council.
2. Purposes of Student Council shall be:
    a. Promote opportunities for student cooperation in the management of school affairs.
    b. Act as an intermediary between the study body and the administration.
    c. Provide for the general welfare of the students through advising the administration in matters concerning curriculum and student privileges.
    d. Provide leadership.
    e. Be self-supporting.
    f. Conduct yearly class officer and student council elections.
    g. To serve as a liaison for class activities.

h. Organize school spirit activities such as homecoming, snowball, and charity drives.

3. Membership of Student Council
    a. The Student Council shall consist of four at-large members from each class and the
    b. four class presidents. If the situation arises where it is impossible to have four at-large members from each class (due to an inadequate number of self-nominations submitted), the faculty advisor will make decisions regarding membership for each class.
    c. There shall be four officers: President, Vice-President, Secretary, and Treasurer.
    d. Class presidents are ineligible to serve as Student Council officer due to a conflict of interest.
    e. Each representative shall serve a one-year term.
    f. Vacancies in the Council will be filled by the candidate with the next highest
    g. number of votes. If there is no candidate to fill the position a re-election will occur.
    h. Council members with 3 unexcused absences from student council events will be subject to removal by a student council majority vote.
4. Elections:
    a. Each candidate for representative shall complete a questionnaire before having his or her name appear on the ballot.
    b. Representatives will be elected by the student body.
    c. If there is a close race, the ballots will be counted twice. The ballots will be kept
    d. for a full year. In case of a two-way both candidates shall serve. In the event of a larger tie, the
    e. candidates in question will appear on a separate ballot for a revote.
    f. separate ballot for re-vote.
    g. Student Council officers shall be elected from within the Council itself. Candidates
    h. may run for one office only. Candidates must be nominated by other representatives.
    i. The office of President may be filled by a junior or senior; Vice-President may be a
    j. junior or senior; secretary and treasurer may be any member.
5. Duties of the Officers
    a. The President of Student Council shall:
        i. Call and preside at all meetings of the Student Council.
        ii. Appoint committees and chairpersons.
        iii. Make Periodic checks on committee progress.
        iv. Is ultimately responsible for all Student Council activities.
    b. The Vice-President of Student Council shall:
        i. Assume all responsibilities of the President in case of his or her absence.
        ii. Become President if the President is removed.
    c. The Secretary of Student Council shall:
        i. Record the official minutes of all meetings, and distribute copies of minutes to all members on the following day.
        ii. Use all available means of communication to inform the study body of the issues before the Student Council.
        iii. Maintain a permanent record of the official minutes and file it with the advisor.
        iv. Keep attendance records of all meetings.
        v. Distribute the Constitution and all other materials to members.
        vi. Respond to all correspondence.
    d. The Treasurer of Student Council shall:
        i. Keep a record of all expenditures and deposits of the Student Council.
        ii. Handle the transactions of all expenditures and deposits.
        iii. Keep the Student Council advised of financial status.
    e. Duties of the Student Council Representatives
        i. Each member shall attend all meetings and activities of the Student Council.

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

f. Duties of Student Council Advisor
i. The advisor shall be any faculty member appointed by the Principal.
ii. The advisor shall attend all meetings and activities of the Student Council.
iii. He/she shall check the financial records of the Council and act as final authority on most matters.

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

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

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

9. **Class Officer Constitution:**
a. Purpose of class officers should be:
i. To promote opportunities for student's cooperation in the management of class affairs.
ii. To act as an intermediate representation between the class and the administration.
iii. To promote the general welfare of the students through advising the administration
iv. in matters concerning student privileges and responsibilities.
v. To provide leadership.
vi. To be self-supporting.
vii. To serve as a liaison for class activities.

b. Requirements:
i. There shall be four officers from each class:
ii. President, Vice-President, Secretary and Treasurer.
iii. Class presidents are ex officio members of Student Council.
iv. Class presidents are ineligible to serve as Student Council officers.
v. Each class officer shall serve a one-year term.
vi. Vacancies of class officers will be filled by the candidate with the next highest number of votes. If there is no candidate to fill the position, a re-election will occur.
vii. The exception to this policy is the office of president. The vice-president will assume the title and responsibilities of the president immediately upon the vacancy occurring.

c. Elections:
i. Elections work under a self-nomination procedure.
ii. Each candidate for a class officer shall complete a questionnaire before having his/her name appear on the ballot.
iii. Each candidate must attend a class officer "briefing session" before the election. The class advisor will explain each class officer's duties/responsibilities at this session. If a candidate does not attend, his/her name will not appear on the ballot.
iv. Class officers will be elected by the students in his/her particular class.

v. If there is a close race, the ballots will be counted twice. The ballots will be kept for a full year. In the case of a tie, the names of the candidates in question will appear on a separate ballot for re-vote.

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

10. Duties:
    a. Each class president shall:
       i. Assist advisor in presiding at all meetings of class officers,
       ii. Appoint committees and chairpersons,
       iii. Make periodic checks on committee progress,
       iv. Be ultimately responsible for all class activities,
       v. Assume the responsibility of chairing the float building project and see that the project is carried out in its entirety.
    b. Each class vice-president shall:
       i. Assume all responsibilities of president in his/her absence,
       ii. Assist the president in the performance of all his/her duties.
    c. Each class secretary shall:
       i. Record the official minutes of all meetings, and distribute copies of all minutes to all officers on the following day
       ii. Use all available means of communication to inform the study body of issues concerning its class,
       iii. Maintain a permanent record of the official minutes and file it with the class advisor,
       iv. Keep attendance records of all meetings,
       v. Distribute the class officer Constitution and all other materials to class officers,
       vi. Respond to all correspondence.
    d. Each class treasurer shall:
       i. Keep a record of all expenditures and deposits of the class,
       ii. Assist the advisor in handling the transactions of all expenditures and deposits,
       iii. Keep the officers and class advised of class financial status.
    e. Meetings:
       i. Class officers may meet during times determined by officers and advisors.
       ii. Meetings shall follow an agenda pre-determined by officers and advisors.
    f. Amendments to the Constitution:
       i. A proposed amendment must be submitted to the Student Council President.
       ii. A proposed amendment shall become effective upon the approval of two-thirds of
       iii. The Student Council and every class advisor.

ACKNOWLEDGEMENT OF RECEIPT OF STUDENT HANDBOOK

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

A parent signature (electronic) (Powerschool) 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
- Extracurricular code of conduct
- Network accepted use policy
- Student personal laptop user agreement
- Parent/Guardian consent to receive text messages
- Applicability of rules for field trips
- Transportation rules
- Athletic/Extracurricular release
- Concussion information sheet
- Directory information
- Bullying information