

OUR CORE BELIEFS

BE SAFE

BE KIND

BE RESPONSIBLE

FOREWORD

Welcome to the 2021-2022 School Year!

We are looking forward to the opportunity to watch your child reach their fullest potential as a “fighting owl”! This parent-student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year. If you need further clarification on anything stated in this handbook, please refer to Mt. Healthy School Board Policies and Guidelines at: www.mthcs.org. (Click on **Board**, and then click on **Bylaws and Policies**.)

The handbook contains information about student rights and responsibilities. Each student is responsible for knowing and understanding its contents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. If you have any questions that are not addressed in this handbook, contact your Principal or Guidance Counselor whom you will find listed in the Staff Directory section of the handbook.

NOTE: This book is intended to be a helpful guide to students at Mt. Healthy Junior/Senior High School. It is not all-inclusive, and the administration reserves the right to make changes and make decisions based on what’s best for that situation.

MISSION STATEMENT

OUR MISSION IS TO PROVIDE AN EQUITABLE EDUCATION AND A SAFE HAVEN WHERE EVERYONE IS VALUED AND RESPECTED. OUR GOAL, IN PARTNERSHIP WITH FAMILIES AND THE COMMUNITY, AND NOT LIMITED TO JUST THE CLASSROOM, IS TO PREPARE ALL STUDENTS TO BECOME LIFELONG LEARNERS AND RESPONSIBLE CITIZENS READY TO MEET THE CHALLENGES OF THE FUTURE.

OPERATIONAL STAFF

CENTRAL OFFICE ADMINISTRATION

Dr. Valerie Hawkins 728-4960	vhawkins@mthcs.org	Superintendent
Mr. Charles Ogdan 728-4970	cogdan@mthcs.org	Executive Direction of Human Resources Civil Rights Compliance Officer Harassment Complaint Officer
Ms. Jana Wolfe 728-4968	jwolfe@mthcs.org	Executive Director of Teaching and Learning
Dr. Sarah Wilson 619-8313	swilson@mthcs.org	Director of Special Education

BUILDING ADMINISTRATORS

Mr. Matt Morris	mmorris@mthcs.org	Junior High Principal
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619-8458

Ms. Kianna Marks kmarks@mthcs.org Junior High Assistant Principal
728-7656

Mr. David Grathwohl dgrathwohl@mthcs.org Junior High Assistant Principal
728-4999

Ms. Arnez Gray agray@mthcs.org High School Principal
728-7655

Mr. Tyler Meyer tmeyer@mthcs.org High School Assistant Principal
619-8260

Ms. Amy Criswell acriswell@mthcs.org High School Assistant Principal
619-8450

Mr. William Amburgey wamburgey@mthcs.org High School Assistant Principal

Mr. Michael Lindsey mlindsey@mthcs.org High School Assistant Principal
619-8403

Mrs. Diana Riemenschneider driemenschneider@mthcs.org Athletic Director
728-7650

Mr. Arvie Crouch acrouch@mthcs.org Athletic Dean of Students
619-8263

SCHOOL COUNSELORS

Mr. Larry Shellenberg lshellenberg@mthcs.org 8th Grade Students
728-7642

Ms. Sara Dadabo sdadabo@mthcs.org 7th Grade Students
728-7642

Mrs. Nikeshia Brooks nbrooks@mthcs.org 11th/12th Last Name A-M
619-8497

Ms. Micaela Pohlabel mpohlabel@mthcs.org 11th/12th Last Name N-Z
728-7659

Mrs. Demetria Brown dbrown@mthcs.org 9th Grade
742-6002

Mr. Michael O'Toole mo'toole@mthcs.org 10th Grade
728-7646

BUILDING SUPPORT STAFF

Mrs. Angela Cross across@mthcs.org Athletic Office Secretary
728-7648

Ms. Andrea Roth aroth@mthcs.org Attendance Secretary
728-7652

Mrs. June Herlinger jherlinger@mthcs.org Student Service Secretary
619-8294

Mrs. Jeanette Moore
742-6001

jmoore@mthcs.org

Clinic Aide

Ms. Robin Simpson
728-7657

rsimpson@mthcs.org

Bookkeeper

Ms. Lexi Eddy
619-8295

aeddy@mthcs.org

Guidance Secretary

Ms. Yvonne Watson
728-7640

ywatson@mthcs.org

Student Service Secretary

Ms. Susan Alaimo

SAlaimo@mthcs.org

District Nurse

728-7637

Mr. Gary Doggett

Lead Custodian

TIERS OF BEHAVIOR AND CONSEQUENCES

Tier 1 Behaviors	
Disrespect	Inappropriate language
Disruption	Off task/inattentive
Cell Phone Violation	Inappropriate eating/drinking
Out of assigned area	

Tier 1 Consequences	
<u>1st offense</u>	Warning/Call home
<u>2nd offense</u>	Lunch Detention or other alternative consequence
<u>3rd offense</u>	After School Detention
<u>4th offense (+)</u>	Submit Referral (Will be treated as Tier 2 1st Offense)

Tier 2 Behaviors	
Cheating/lying/deceit	Out of assigned area- Repeated (2 or more)

Defiance	Physical Aggression - other (Horseplay)
Harassment	Refusal to surrender Cell Phone

Tier 2 Consequences	
<u>1st offense</u>	After School Detention/ Thursday School
<u>2nd offense</u>	1 day ISS
<u>3rd offense</u>	1 day ISS
<u>4th offense</u>	Alternate to Suspension (5 or 10 days)
<u>5th offense (+)</u>	OSS and Parent Intervention Meeting Plan (probation)

Tier 3 Behaviors	
Arson	Physical Aggression - fighting
Bomb threat	Property damage
Bullying	Use/Possession of alcohol, tobacco, drugs, combustibles, or weapons
False Fire Alarm	Vandalism
Gambling	Threatening or Profane confrontational behavior

Tier 3 Consequences

<u>Any offense</u>	10 Day suspension with a recommendation for expulsion (Can be adjusted with permission of building principal as cases arise)
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NON-DISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITIES (REF. POLICY 2260)

The Mt. Healthy City Schools Board of Education or its employees will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of religion, race, color, national origin, sex, disability, military status, ancestry or age or genetic information in its programs, activities or employment. Additionally, it will not discriminate in its employment policies and practices.

The Mt. Healthy City Schools Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Grievance procedures for non-discrimination can be found in Mt. Healthy City Schools Administrative Guideline 2260B. The following person has been designated to handle inquiries regarding the non-discrimination policies of the District and to address any complaint of discrimination: Director of Human Resources, 7615 Harrison Ave, Cincinnati, OH 45231, (513) 729-0077. A link to the Administrative Guidelines can be found on the district website at www.mthcs.org. Click on Board. Then click on Bylaws and Policies.

The "Anti-Harassment Complaint Coordinator" for the School district is the Superintendent, 7615 Harrison Avenue, Cincinnati, Ohio 45231; (513) 729-0077. The District's Section 504/ADA Compliance Officer can be reached at 7615 Harrison Avenue, Cincinnati, OH 45231, (513) 729-0077 or (513) 728-2814

GENERAL INFORMATION

EXTRA-CURRICULAR ACTIVITIES

In order to participate, all extracurricular participants must maintain a minimum 1.2 GPA in the previous grading period and meet all organizational guidelines. Semester, final, and summer school grades are not considered when determining eligibility. The sponsor/coach of an extracurricular group may require more than the minimum GPA for club or activity participation. Please be sure to review all requirements with the club sponsor or coach before enrolling. If these requirements are not met, the student will not be able to participate (Policy 5610.05),

Mt. Healthy Junior/Senior High School offers students a number of extra-curricular activities. Some organizations have special membership criteria, but others are open to any student. Listen to the daily bulletin and P.A. announcements for information about meeting times or try-outs.

Academic Team	Art Club	Class of 2022
Athletics	Key Club	Class of 2023
Band	M2SE	Class of 2024

Beta Club	Multicultural Workshop (MCW)	Class of 2025
Choir	National Honor Society	Drama Club

BEFORE SCHOOL, BETWEEN CLASSES, AND AFTER SCHOOL

- When students arrive at school in the morning at 7:15 A.M. they have the option to eat breakfast which is served in the classroom.
- Between classes, students are to report directly to their next class.
- Loitering in the halls will be considered a code of conduct violation. Students should not report to the clinic, counseling office, or student office without a pass.
- Dismissal- All students are to leave the campus by 2:13 P.M. unless supervised by an adult or staying for Evening School.

EVENING SCHOOL

- Beyond is a new initiative at Mt. Healthy High School. It's an after school program academic achievement and youth development: caring and enthusiastic mentors who will invest in the lives of students and empower them with the confidence to create a productive life after high school.

PRIVATE TRANSPORTATION AND EARLY DISMISSALS

- Students being picked up by someone other than the parent/guardian must notify the school before 1:15 p.m. by email that is tied to the contact page in DASL.
- Any person picking up a student must be on that student's "Missing Child Act" form or Emergency Medical Authorization form or the student will not be released to them.
- Students must be signed out by an adult before leaving school. When signing out a student you will be required to show a photo I.D.
- Students will be notified when their parent/guardian arrives in the office to pick them up.

HALL PASSES

Hall passes are NOT permitted during the first or last 10 minutes of a class. Each teacher will use the hall passes provided to them and fill in the appropriate information on them. Only one hall pass will be allowed out of the room at a time and used by only one student at a time.

PARENTS CONTACTING STUDENTS

Please do not call students on cell phones during the school day. We will deliver a message to your students by calling (513) 729-0130.

BUS REGULATIONS

Mt. Healthy City School district provides bus transportation for Jr. High and High School.

Buses are equipped with digital video monitoring systems. The purpose is to record everything (video and audio). Video will

not be retained if there is no evidence of problems on the bus that day. Our ultimate goal is to safely transport students to and from school. With your continued support, we will be able to accomplish this goal.

Expectations

- Be on time at your designated school bus stop and wait until the bus comes to a complete stop before attempting to enter.
- Keep hands and head inside the bus at all times.
- Loud talking, noise making, and horseplay are distracting to the driver and thus, a safety hazard and cannot be tolerated.
- Smoking, eating and drinking are not permitted.
- No animals, firearms, ammunition, explosives, or other dangerous materials or objects may be carried on the bus.
- No unauthorized passengers shall be permitted on the bus. You are an authorized passenger only on your assigned by at your assigned time. You must have your bus pass to ride.

Other Information

- Drivers deserve the same respect as any other staff member. They are responsible for order on the bus and may assign seats. They are expected to report anyone not following bus regulations.
- School authorities may refuse transportation service to any student who does not comply with bus regulations (Policy 5610.04).
- If you need to ride a different bus you must bring in a written note from your parent/guardian stating the need for the change. The appropriate administrator will then approve the note that must be given to the bus driver before you can be admitted on the bus.
- The new School Bus Stop Code No. 3301-83 C & D states that: Students are to exit the bus quickly and safely, walk ten steps clear of the danger zone, and wait at the designated place of safety on the residence side. The driver must count the students as they exit the bus and see them to their designated place of safety on the residence side where they must remain until the bus leaves the stop. Only after counting the students may the driver begin to leave the bus stop. After the bus leaves the stop location, the students may proceed to their residence.

STUDENT USE OF DISTRICT NETWORK (ADMINISTRATIVE GUIDELINES SECTION 7540.03 – 1/11/10)

Use of the Network to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. The following material is prohibited:

- Material that appeals to a prurient interest in nudity, sex, and excretion
- Material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors
- An actual or simulated sexual act or sexual contact
- Actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Material that lacks serious literary, artistic, political or scientific value as to minors

If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building principal. This will protect the user against an allegation that s/he intentionally violated this provision:

- Downloading of information onto the Board's hard drives is prohibited. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

- Students are prohibited from accessing social media or participating in online “chat rooms” or other forms of direct electronic communication (e.g., instant messaging), other than e-mail, without prior approval from a teacher or the principal.
- All such authorized communications must comply with these guidelines. Improper use of school computers, netbooks, etc. will result in a suspension or revocation of privileges and disciplinary action taken against them.
- Users granted access to the Internet through the Board’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by Board Policy 7540.03 and its accompanying guidelines.

COMPUTER TECHNOLOGY AND NETWORKS

The Superintendent is responsible for managing the Board of Education’s technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the District.

- S/He also is responsible for implementing the guidelines established for program development (AG 2210A through AG 2252), the selection of materials and equipment (AG 2520A), and verifying that the District’s purchasing guidelines (AG 6320A) are followed.
- In addition, the Superintendent shall verify that each staff member and student who will have access to Board technology and any networks completes the appropriate agreement Form 7540.04 F1 or Form 7540.03 F1.
- All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

Students will be provided the following information concerning the use of the Internet:

- Use of the Internet is to be related to one or more courses of study and is not to be used by students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- Because of the vast amount of information that can be retrieved from the Internet, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between web-sites that are “attractive but superficial or irrelevant” from those that are “attractive, substantive, and relevant.”
- The Student Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, that students must sign prohibits the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children.
 - If a question of interpretation arises concerning the definition of these terms, the Superintendent and building principal shall have the authority to determine whether the web site is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with the principal.
- As students complete projects that reflect unusual and creative applications of technology, the projects should be shared with the Superintendent so that proper publicity can be created as appropriate to the project.
 - It is essential that the Student Network and Internet Acceptable Use and Safety Agreements, Form 7540.03 F1 and Form 7540.04 F1, address the issue of the proprietary rights related to web-site design concerning web-sites and/or pages hosted on the Board’s servers and/or created during work time as part of an employee’s job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used. Revised 10/99, Revised 10/06, Revised 1/11/10

MEDIA CENTER INFORMATION

Students may use the library for research, computer word processing, independent study, and pleasure reading. Students can independently come to the library from a class with a pass from the classroom teacher stating the reason for the visit.

Student passes will be collected in the library. It is preferred that students stay the entire bell. Teachers should indicate on the pass if the student needs to return prior to the end of the bell. A new pass must be issued for each visit to the library.

In an effort to provide a study atmosphere in the library as well as provide a place for student-based learning, students violating library or computer lab rules will lose library privileges.

LOCKERS (JH ONLY)***

Only the person assigned to the locker is allowed to use it or have access to it.

Do not keep your possessions in another person's locker. Do not share lockers. Disciplinary consequences may result from sharing lockers.

Please do not bring valuable items such as electronics, jewelry, cell phones, etc. to school. We are not responsible if they are lost or stolen.

Lockers are property of Mt. Healthy City Schools and may be searched at any time.

***HS Students will not be using lockers for the 2021-2022 school year.

LOST AND FOUND

Any articles that are found should be turned in to the Student Office.

Any articles that are lost or stolen should be reported to the Student Office and the proper forms completed at the time of the report.

HIGH SCHOOL DANCES AND OTHER SCHOOL ACTIVITIES

- School dances and talent shows are provided for your enjoyment and social growth. Proper behavior of students and guests is expected. The Code of Student Conduct applies to all school events. Dress depends on the type of event being held, but in most circumstances school dress code will be enforced.
- Only students enrolled in grades 9-12 are automatically invited to high school dances; everyone else attending must be a guest of a Mt. Healthy High School Student. Any guest must fill out the proper paperwork to attend **and** bring a photo ID to the dance.
- All tickets, including those for guests, will be sold on a pre-sale basis only. Tickets will not be sold at the door unless otherwise specified.
- The school will close 30 minutes after the end of any evening event. Please make arrangements to be picked up by this time.

PROM

Only juniors and seniors are eligible to buy prom tickets. Please note that grade levels are set at the beginning of each school year. Any student or person that owes previous fees may not purchase a ticket.

JR. HIGH SCHOOL DANCES AND OTHER SCHOOL ACTIVITIES

School dances and talent shows are provided for your enjoyment and social growth. Proper behavior of students is expected. The Code of Student Conduct applies to all school events. Dress depends on the type of event being held, but in most circumstances school dress code will be enforced.

- Only Mt. Healthy Jr. High students enrolled in grades 7 & 8 may participate.
- All tickets will be sold on a presale basis only. Tickets will not be sold at the door. Students must attend all athletic events with their parent or guardian.
- The school will be closed thirty (30) minutes after the end of any evening event. This includes dances, talent shows, and athletic events.

STUDENT OFFICES

Daily Office hours are 7:00 A.M. to 2:45 P.M.

Evening School Office hours TBD.

Students must have a pass when coming to the Student Office for any reason during class time or in between bells. Students may ask an administrator to place a call from the Student Office.

TEXTBOOKS

- Textbooks are the property of the Mt. Healthy Board of Education and are loaned to the student for use during the school year.
- Each student will be held responsible for the textbook issued. If the book is damaged, lost, or stolen, the student will be responsible for paying for the replacement cost of the book.

PARENT INVOLVEMENT

Parents are encouraged to be active participants in their child's educational experience. The Parental Advisory Committee (PAC) meets monthly to discuss issues and problem solve ways to support our students. All parents are welcome to join.

VISITOR POLICY

Student visitors are not permitted in classes except as part of an administratively approved school exchange program.

All visitors must check in the main office, obtain a visitor's pass, and have approval by the Principal.

Mt. Healthy Junior/Senior High School students are not permitted to be in the buildings or on the grounds of other schools unless authorized. Violations may result in disciplinary action.(Policy 9150)

Lunchroom Procedures

- At the beginning of the lunch period, students are expected to report directly to the cafeteria in a timely manner.
- Food and drinks may not be removed from the cafeteria. Students are responsible for cleaning their eating areas including table, floor and chairs before leaving. Chairs should be pushed up to the table.
- Students may not leave school during lunch. No outside food will be allowed for drop off during lunch.
- Students must have permission to leave the lunchroom for any reason.
- Students who purchase a plate lunch must take three of the five items offered.

- No student may sell their food to another student.

MONEY MAKING PROJECTS

All money making projects for school organizations must be approved by the principal two (2) weeks in advance.

Forms can be obtained from the school bookkeeper.

- No private sales will be allowed for outside groups or individuals.
- Students are encouraged to become actively involved in extracurricular programs. There are a variety of clubs, organizations, and sports that regularly meet after school to accomplish specific goals. In reaching these goals, clubs frequently hold fund raising projects.
- Before students may participate in any fund raising projects, the student and parent must sign an agreement form.
- At the conclusion of the fund raising project, the student must return all items and monies to the sponsor. Students will be held accountable for unreturned items and outstanding monies.

SAFETY PROCEDURES

In the event of an emergency situation during the school day or school-sponsored activity, students are instructed to closely follow faculty instructions.

The use of electronic devices (cell phone, radio, etc.) is strictly prohibited during emergency procedures. Use of such an item is a safety violation and puts people at risk for injury. Disciplinary action may be taken if a violation involving an electronic device occurs.

- Safety procedures are practiced periodically throughout the year in accordance with state law. Evacuation procedures/fire drills are practiced monthly. Shelter-in-place procedures/tornado drills are practiced in March, April and May. Occasionally, lockdown procedures are practiced as well.
- Evacuation procedures require all staff and students to leave the building and remain clear of the building until given an “all clear” signal indicating re-entry into the building is safe.
- Shelter-in-place procedures require all staff and students to report to pre-designated “safe” spots throughout the building. Again, it is imperative that students follow staff instructions and remain in the assigned area until an “all clear” signal is given indicating the school day can continue in a normal manner.
- Lockdown procedures require all staff and students to remain quietly, behind locked doors until an “all clear” signal is given indicating it is safe to unlock/open the door and continue with the school day.

The school may respond to a variety of emergency situations by implementing one of the three above-mentioned procedures or a combination of the three procedures. Students must remain calm and cooperative during safety drills and procedures, adhering to the instructions of the faculty.

In the event of an unanticipated safety drill or evacuation, the Superintendent or designee will notify parents in a timely fashion through the most efficient means (i.e. robocall) (Policy 8400, 8420)

TORNADO DRILLS	FIRE DRILLS

<ul style="list-style-type: none"> • Upon instruction, teachers will move classes to designated areas within the building. Obey their direction promptly. • Room evacuation plans will be posted in a conspicuous place in your classroom. Periodic drills will be held during the school year to familiarize you with tornado evacuation, 	<ul style="list-style-type: none"> • Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. • It is important that students keep clear of the building during emergency evacuation. This is necessary to facilitate movement of emergency vehicles and equipment. • Students and staff are not to re-enter the building unless directed to do so by one of the administrators. Under no circumstances do students remain in the building during an emergency evacuation. • Any student found pulling a false alarm will be recommended for expulsion from school and will be prosecuted to the full extent of the law.
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CLINIC/HEALTH POLICY AND PROCEDURES

IMMUNIZATIONS

All **required immunizations and immunization records** must be completed and turned into the clinic no later than 14 days after the first day of school attendance per Ohio state law.

- Students who do not have the required immunizations and immunization records will be excluded from school.
- Students who have a religious, philosophical or medical immunization waiver on file or whose immunizations are incomplete but in process, may remain at school. The Ohio Department of Health would like this waiver to be completed by the parent/guardian yearly.

The following documents will be accepted as evidence of a student's immunization history, provided they comply with State requirements and contain the date when each immunization was administered:

- *An official school record from any school*
- *A record from any public health department*
- *A certificate signed by a licensed prescriber.*

EMERGENCY MEDICAL AUTHORIZATION FORMS:

All students are required, by Ohio law, to have an **Emergency Medical Authorization** form on file at school. Students may be excluded from school if this form is not turned in within 14 days of the first day of school. It is **imperative that the contact information on these forms be kept current** so that the school may contact you or other designated persons in the event of an emergency. **Please provide the school with new telephone numbers as needed.**

TB SCREENING REQUIREMENTS AND DOCUMENTATION:

All newly enrolled, foreign born students who have been in the USA for 5 years or less must provide documented evidence of having a negative TB test within 90 days of the first day of school enrollment. Students in the process of completing the TB

testing may attend school for no more than 30 days as long as they DO NOT have symptoms of TB as verified by a licensed physician or nurse. If the TB test is positive, the student may remain in school, but must provide proof of a normal chest x-ray or written verification from a physician of the absence of communicable TB.

TB screening requirements and documentation: Any student who travels AT ANY TIME to a high-risk country, as defined by the World Health Organization Global TB Control, IN A NON-TOURIST CAPACITY, must provide documented evidence of having a negative TB test between the 60th – 90th day of return from travel. Failure to complete this testing within the designated time frames will result in removal from school until complete.

CONTROL OF COMMUNICABLE DISEASES:

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to controlling communicable disease spread through the normal interaction in the school setting. **The school is to be notified immediately regarding any communicable disease contracted by a student.**

HEALTH CONDITIONS:

If your student has a health/medical condition that the school should be aware of, please write the condition on the Emergency Medical Authorization form. Significant health/medical conditions requiring specific accommodations, medications, and/or treatments at school should be documented on the Emergency Medical form **and** the parent/guardian should call the clinic to discuss the condition and the student's needs with the registered nurse.

PEANUT OR OTHER FOOD ALLERGIES:

The district has a policy on the care of students with peanut or food allergies. Food allergy information is shared with food service staff with your permission. What students eat in Jr. and Sr. High school is the responsibility of the student unless the parent/guardian makes different arrangements with clinic staff.

Food service is under no legal obligation to provide special foods or drinks to a student with a **food allergy who receives free or reduced meals unless the parent/ guardian provides the school with a written medical order to avoid certain foods and to have those foods replaced with something different.** Food brought to school to share with others must be in the original packaging with the food nutritional label attached. **No homemade foods are allowed.**

CLINIC USE

The clinic is to serve students who become ill or need first aid at school and students who require medication and/or treatments be administered at school.

- If a student is injured or becomes ill over the weekend or at a sporting event, the parent/ guardian should seek medical care by a private doctor, Urgent Care or Emergency Room.
- Students must have a pass to come to the clinic. Illness and first aid care will be administered.
- Students should not use a cell phone to call or text a parent/guardian to come get them due to illness or injury.
- Should come to the clinic, be evaluated by the clinic staff person, and the clinic staff person will contact the parent/guardian to discuss whether or not the student should go home.
- Any student who has a fever over 100.0, is vomiting or has diarrhea will be sent home.

It is very important for parents/guardians to have someone who can come to school or some way to get to school to

bring sick children home.

- Keeping students who are ill at school or having them travel home on the school bus is not good for the student and puts other students at risk of getting sick.
- Students will only be allowed to leave school with contacts listed on the Emergency Medical Authorization form or with verbal or written permission from the legal guardian.
- A student will not be allowed to drive or walk home without parent permission. Students should not leave school for illness or injury without being seen in the clinic, the clinic staff person speaking with someone listed on the Emergency Medical form and being signed out of school.
- **Students 18 years of age may sign themselves out of school for illness.**

HEALTH CARE CONNECTION

Information will be forthcoming.

MEDICATIONS

By Ohio law and district policy, **NO medications (prescription, over the counter and herbal) are to be administered by school personnel without proper authorization. Proper authorization includes a written doctor, Physician's Assistant, or Nurse Practitioner's order.**

- Students are encouraged to not take any medication(s) at school unless absolutely necessary. If a student needs to take medicine at school during the school day, the parent/guardian should contact the clinic to obtain the "Administration of medication" form.
- Students are legally only allowed to self-carry asthma inhalers and Epi pens with the proper documentation. All other medications must remain in the clinic. ***A new medication order must be submitted every school year.***
- Parent/guardian and medical prescriber's signature is required before medication will be administered to a student. The medication must be in its original container and the dose on the prescription label must match the licensed prescriber's order. Medications will not be administered at school if there are any unanswered questions or incomplete documentation.

Students may only bring emergency medications (asthma inhaler, insulin, epi pen, and diastat) to school. ALL OTHER MEDICATIONS MUST BE BROUGHT TO SCHOOL BY AN ADULT.

- Unauthorized medications brought to school by a student will be confiscated and will need to be picked up by an adult.
- Students who are 18 years of age or older may bring their own medications to school and may sign permission to receive the medications at school with a legal licensed prescriber order.

Any student carrying medication in school other than a legally prescribed asthma inhaler or Epi pen will have the medication confiscated. The parent/guardian will be contacted and the student may be subject to disciplinary action.

MEDICAL TREATMENTS

If a student has any health/medical condition that requires special school/classroom accommodations or medical treatment,

the parent/guardian shall provide the clinic with the doctor or other appropriate health care provider's written treatment order or note.

- The treatment order must include what accommodation and/or procedure is necessary, the frequency and duration of the accommodation/treatment, the medical condition or rationale why the student needs the accommodation/treatment and any other special instructions.
- The doctor or health care provider's name and contact information must be on the order/note.

The parent/guardian is responsible for providing all necessary supplies for the procedure/treatment. If the student does not have the necessary supplies available at school, it may be necessary for someone to bring the supplies to school or for the student to be sent home.

STUDENT USE OF THE ELEVATOR:

Use of the elevator is considered a school accommodation for a health/medical condition.

- Only students who have a physical health condition that prohibits them from using the stairs, needs to use crutches or is wheelchair dependent should be using the elevator. A health care provider's written order/note for elevator use and duration of use is required.
- Permission for short term elevator use may be granted by Administration or clinic staff for health/medical reasons.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS:

- **Chicken Pox:** Your child should remain home until the blisters have scabbed over, usually 5-7 days after the first crop of blisters appear.
- **Common Cold:** Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn, i.e. uncontrollable coughing, significant nasal drainage.
- **Fever:** If your child's temperature is 100 degrees F or greater (1-2 degrees above the child's normal temperature), the child should remain home until fever free for 24 hours **without** medication to decrease the fever.
- **Strep Throat and Scarlet Fever:** Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and without fever or vomiting for 24 hours.
- **Pinkeye:** Your child should remain home from school until receiving 24 hours of antibiotic therapy and the eye drainage has stopped.

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other disease while his/her resistance is lowered.

The following guidelines represent the more common childhood illnesses and usual recommendations:

- **Flu:** Your child should remain home until symptoms are gone and the child is without a fever for 24 hours.
- **Impetigo:** Your child should remain home until receiving 48 hours of antibiotic therapy and sores are no longer draining.
- **Vomiting and Diarrhea:** Your child should remain home without vomiting or diarrhea for a full 24 hours.

BLOOD-BORNE PATHOGENS (8453.01 F5)

Due to the very serious nature of contracting a disease through contaminated bodily fluids, the District is committed to taking the necessary precautions to protect both students and staff.

- Part of the Federally-mandated procedures include a requirement that the District request the person who is bleeding to consent to testing of hepatitis B virus and human immunodeficiency virus.
- The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that permission.

Although we expect that incidents of exposure will be few, these are serious diseases and hope that through proper precautions and cooperation we can prevent contamination.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (2416)

The board of education respects the privacy rights of parents and their children. No student shall be required, as part of the school program or the District's curriculum, without prior written consent of the student and/or parent dependent upon the age and legal status of the student, to submit or to participate in any survey, analysis, or evaluation of specific personal information.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students in grades 9-12 may carry their cell phones during the school day as long as they are silenced and out of sight (pocket, purse, backpack, locker, etc.) Students may use cellphones in class only with permission of the teacher. Students may use their phones before and after school, between classes and during lunch. Cell phones must be put away and silenced when entering a classroom.

Students in grades 7-8 may also carry cell phones during the school day, however phones should be silenced and out of sight during the entire instructional day. Students are not permitted to use them during transition or during lunch unless given permission by administration.

- We are aware of the need for parents to be able to reach students in cases of emergency. The office staff and administrators are prepared to deliver messages or (in cases of emergency) have a student use a school provided phone. There is a process in place for students who arrive late to school or need to leave early.

PROHIBITION AGAINST HARASSMENT, INTIMIDATION, AND BULLYING (POLICY 5517.01)

Harassment, intimidation, or bullying behavior by any student in the Mt. Healthy City School district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

"Harassment, intimidation, or bullying: in accordance with O.R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.
-

RETALIATION/FALSE CHARGES

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

REMEDIAL ACTIONS

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease. Interventions may be non-disciplinary, disciplinary or a combination of both.

SEXUAL AND OTHER FORMS OF HARASSMENT (POLICY 1662, 3362, 4362, 5517)

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, age, sexual orientation and/or disability.

The harassment by a student of a staff member or fellow student of this District is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (POLICY 5517.01)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating,

menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g. emotional abuse), through attacks on the property of another, or a combination of any of these.

Some examples of bullying are:

- Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- Cyberbullying – Use of the Network to engage in cyberbullying is prohibited. “Cyberbullying” is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites) to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others.”

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a website or on weblog.
2. Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim’s cell phone bill.
3. Using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students on websites.
4. Posting misleading or fake photographs of students on websites.

5. Using websites to circulate gossip and rumors to other students.

Harassment includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, gender, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

Intimidation includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, gender, religion, national origin or sexual orientation.

Menacing includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Harassment, intimidation, or bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

CONFIDENTIALITY CONCERNING COMPLAINTS

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

DRUG PREVENTION (5530 F2)

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTIFICATION

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Anti-Harassment Complaint Coordinators – The following individuals shall serve as "Anti-Harassment Complaint Coordinator" for the School District, hereinafter referred to as the "Complaint Coordinator". Assistant Superintendent, 7615 Harrison Avenue, Cincinnati, Ohio 45231, 513-729-0077. To view these policies in its entirety please refer to the Mt. Healthy City School District Bylaws & Policies, Section 5517.

IN-SCHOOL SUPPORT (ISS)

A student violating school rules may incur an in-school support assignment. A student serving an ISS shall remain in a room within the school building separated from the regular classes and school activities. The student shall complete all class assignments provided by his/her teacher.

RULES:

1. If a student is tardy to ISS, he or she will be required to make up any missed time.
2. Students must report directly to the ISS room after breakfast with their supplies and chromebooks. Students will not be permitted to leave the room during the duration of their consequence except for supervised restroom visits.
3. If a student is absent on the day he or she is assigned to ISS that student is to report to the ISS room the day of their return. Absent days will not reduce the number of assigned days. Parents are asked to call the school absence line if their students are absent.
4. Students in ISS are required to complete the tasks assigned to them while in ISS. This may be in the form of classroom assignments, writing exercises, or proficiency practice work. Students will be given credit for classroom work completed while in ISS.
5. Students may bring a lunch from home or purchase a school lunch, which will be furnished to them from the cafeteria. Students will not be permitted however, in the cafeteria on the day of an ISS assignment.
6. Students will not be allowed to leave the room for restroom visits except at the designated times. There will be one break in the morning as well as one in the afternoon .
7. The following infractions may result in additional days in ISS or removal from ISS and from school for a time to be determined by an administrator: talking, sleeping, and leaving assigned seat, tardy to ISS, non-completion of assigned class work. Three removals from ISS may preclude the use of ISS as an option for discipline in the future.

ALTERNATIVE TO SUSPENSION PROGRAM

Information regarding our Alternative to Suspension Program will be forthcoming.

EMERGENCY REMOVAL

Whenever a students' presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process within the classroom or elsewhere on the school premises, school personnel may take the action of removing the student from school immediately. If this occurs, parent contact will be made immediately. Students will be expected to make up any work they miss.

SEARCH AND SEIZURE POLICY

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student,

with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND/OR SECLUSION

In the state of Ohio, school districts are required to develop, publish, and implement written policies to govern the use of emergency safety interventions (physical restraint and seclusion) in all of its schools. It is the policy of Mount Healthy City School District to only use restraint or seclusion when there is an immediate risk of physical harm to the student or others. Every use of restraint and/or seclusion shall be documented and reported in accordance with Board Policy 5630.01.

Mt. Healthy CSD is committed to the use of Positive Behavior Intervention and Supports ("PBIS") with students. Our 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.

District personnel may use reasonable physical force/restraint upon a student necessary to maintain a safe learning environment. They may also use reasonable physical force/restraint upon a student necessary to protect:

- A staff member's personal safety.
- The safety of another staff member or visitor.
- The safety of the student or other students.
- School property from damage or destruction.
- Themselves and others from danger arising from a dangerous weapon or object which is in the possession of or control of a student.

MT. HEALTHY CITY SCHOOL DISTRICT

APPROVED SCHOOL DRESS CODE

2021-2022

PHILOSOPHY

The Mt. Healthy City Schools Board of Education believes that a neat and orderly appearance is a positive factor for school safety and success. In keeping with that belief, all students enrolled in Mt. Healthy City Schools shall adhere to the following approved dress code.

PERMITTED ATTIRE:

1. Pants - black or khaki - buttons in the front (traditional). No holes
2. Shorts- black or khaki - buttons in the front (traditional), shorts should be equal or longer than the fingertips when students stand with arms at their sides. No holes
3. Skirts or Skorts- black or khaki, must be equal or longer than the fingertips when students stand with arms at their sides.
4. Shirts- solid collared-shirt, must be school colors red, white, black, or grey. T-shirts cannot be worn (unless Mt. Healthy spirit wear).
5. Spirit Wear Shirts- Students may wear any Mt. Healthy spirit wear t-shirt, jacket, crewneck or hooded sweatshirt.
6. Sweaters- Solid red, black, grey, or white sweaters (cardigan, crewneck, or hooded).
7. Shoes- must be closed toe and heel, flat shoes with a hard sole (No house shoes, slides, or flip flops. Crocs permitted in "sports mode."
8. Purses- smaller than 8 ½ x 11 piece of paper.
9. Jewelry- jewelry that doesn't include obscene, violent, gang, tobacco, drug/alcohol related- writing or characteristics.
10. Headgear- -students may not wear anything on their head with the exception of a hair tie being worn to keep hair out of a student's face.

any inappropriate clothing will be handled on a case by case basis with administrator

ADDITIONAL GUIDELINES

- Blue jeans are not permitted.
- Hoods must always remain down.
- Any button, jewelry, hair accessory, or other accessory, which displays vulgar, lewd, obscene, or plainly offensive language that may lead to substantial interference of school activities, is prohibited. This includes any accessory that advocates the use of alcohol or drugs and any accessory that makes reference to or identifies a gang. No bandanas
- Winter coats cannot be worn during the school day.
- The building administrator may allow modifications to the dress code on specific days (e.g. spirit day, holiday, or other school wide event.
- Failure to adhere to the Mt. Healthy uniform dress code will result in a consequence for insubordination as determined by the principal.

ATTENDANCE

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least

five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such an excuse cause a student to be absent from school for a period of more than ten (10) consecutive days. At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

EXCESSIVE ABSENCES

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's

parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Please see School Board Policy 5200 for additional information

COUNSELING SERVICES

Students are assigned to a School Counselor based on their grade level. The School Counselor assists students with developing a career plan, coping with academic and personal problems, and making College and Career & Technical school selections.

STUDENT RECORDS

Parents and students who are eighteen (18) years of age or attending an institution of post-secondary education are permitted to inspect and review the education records of the student by contacting the appropriate building principal.

Parents or eligible students are permitted to seek the correction of inaccurate records through a request to amend the records or a hearing. They are also permitted to place a statement in the educational record of the student as a result of such a hearing if they wish to comment upon the information.

Under the "Family Education and Privacy Act of 1974", 18 year old students have the right to review their school records. The following guidelines apply to record review:

1. Individuals must make the request in writing to their guidance counselor. The request will become part of the records.
2. A school official must be present at the review of the records.
3. A copy of any records can be made. (A fee will be charged.)
4. Individuals have the right to ask for correction or deletion of any information in the records.
5. Individuals must give written permission for the school to release information to outside individuals or institutions.

The school district follows the guidelines of the Family Educational rights and Privacy Act(FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

COLLEGE/SCHOLARSHIP APPLICATION AND PROCESSING

The Counseling Office assists students with college admission applications, scholarship applications, and counselor recommendations. Generally colleges and scholarship organizations require that supplemental documentation such as official transcripts, ACT/SAT test scores, and recommendation letters/forms, be mailed directly from the high school, rather than students mailing the documentation themselves. To ensure timely processing, document and service requests must be submitted to the Guidance Office five school days prior to the college or scholarship deadline or postmark date. Students should also note and adhere to Guidance Office deadline dates regarding the individual scholarship offerings posted in the Guidance Office Scholarship bulletins. Requests will be processed in the order they are received.

TESTING PROGRAMS FOR COLLEGE BOUND STUDENTS

Packets of information for each test are available in the Counseling Office. The packet of material contains a description of

the test, an application form, registration deadline, test dates, location sites, and student costs. The packet of information should answer all questions regarding the test and how to apply, however, if you need additional information contact a guidance counselor.

Preliminary Scholastic Aptitude Test: The PSAT is administered at the high school.

Preliminary ACT: The PLAN is administered at the high school.

American College Testing Program: The ACT will be given to all Juniors during their 11th grade year. The ACT is also administered at various area locations during the months of October, December, February, April and June to students in grades 11 and 12.

Scholastic Aptitude Test: The SAT is administered at various area locations during the months of November, December, January, March, May and June to students.

SCHEDULING POLICIES

1. Each sophomore and junior must register for a full schedule of 7 credits. Each senior must register for at least 5 classes each semester. Each student athlete must carry at least 5 full-credit classes.
2. All schedule change requests must be submitted in writing by the parent/guardian. The final decision for schedule changes rest with administration. The following are policies for changing a student's schedule, listed in priority order:
 - a. Counselors will revise schedules at their discretion to include graduation requirements.
 - b. Counselors will revise schedules at their discretion if prerequisite or co-requisite requirements have not been met.
 - c. Counselors will enter course requests at their discretion for students who do not submit registration sheets.
 - d. A parent may request a schedule change if the student's initial requests were not scheduled.
 - e. A parent may request a schedule change if a course on the student's schedule has been successfully completed through summer school, electronic high school, correspondence school, etc.
 - f. A parent may request a teacher change only if the student has failed the same course with the same teacher in a prior semester.
 - g. A parent may request a level change after consultation with the current teacher. Level changes can occur throughout the semester and are not subject to the time frame specified in sections "h" and "i" below.
 - h. A parent may request to add a course to the student's schedule during the first 5 days of the semester.
 - i. A parent may request to drop a course from the student's schedule without penalty during the first 10 days of the semester. After day 5, the student will be assigned to study hall in place of the dropped class.

ACADEMICS

Academic Course Pathway - Graduation Requirements

Course	Credits	Additional Information
English Language Arts	4	

Mathematics	4	Must include one unit of Algebra II or an equivalent
Science	3	Must include one unit of a Physical Science, one unit of Biology, and one unit of an Advanced Science
Social Studies	3	Must include World History, American History, and American Government
Health	0.5	
Physical Education	0.5	Students participating in interscholastic athletics, marching band, or cheerleading for two full seasons may waive the physical education requirement
Electives	5	Must include one or any combination of world language, fine arts, business, career-technical education, work and family life, technology, or English language arts, mathematics, science or social studies courses not otherwise required
Total	20	
Fine / Performing Arts		Two semesters of fine arts taken any time during grades 7-12. Students following a career-technical pathway are exempt from the fine arts requirement.
Financial Literacy		Students must receive instruction in financial literacy throughout their high school education. These content and skills are embedded into the Social Studies courses, and a Financial Literacy course is also available as an elective credit.

State of Ohio - Graduation Pathways - Class of 2022

Ohio's State Tests	Students earn 18 points across 7 tests ELA I and ELA II: minimum of 4 points Algebra I and Geometry: minimum of 4 points Biology, American History, and American Government: minimum of 6 points
Industry credential and workforce readiness	Student earns a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential, or group of credentials in a single career field and earn the required score on WorkKeys.
College and Career Readiness	Student earns remediation-free scores in mathematics and English language arts on either the ACT or SAT.

OR

Demonstrating competency	Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment
Demonstrating readiness	Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills

***Students in the class of 2022 may also use graduation pathways for the classes of 2023 and beyond - see below for more information.**

OHIO STATE TESTS

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

7 REQUIRED END-OF-COURSE EXAMS (GRADUATING CLASSES OF 2022)

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

2 REQUIRED END-OF COURSE EXAMS (GRADUATING CLASSES OF 2023 AND BEYOND)

English II

Algebra I

INDUSTRIAL CREDENTIAL AND WORKFORCE READINESS

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

COLLEGE ADMISSION TEST

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.

GRADING AND REPORTING

The purpose of a grading and reporting system is to make you and your parents aware periodically of your academic progress. If you have doubts about whether or not you are progressing satisfactorily at any point in a course, consult with your teacher. Progress Book is available to enable students and parents to monitor student progress.

A .6 is always the point value elevator required to earn the next higher letter grade.

In a semester course a student must pass at least one quarter to be eligible to obtain credit in the class.

Exams will make up 20% of a student’s final grade in the course.

WEIGHTED GRADE AVERAGE

Grades in honors courses receive an additional one point value. In courses with a college prep designation, the following point system will be used in computing grade point averages for class rank and Honor Roll:

A = 5.0 B=4.0 C = 3.0 D=1.0

All other course grades will be computed on the following system.

A = 4.0 B=3.0 C = 2.0 D=1.0

PROGRESS REPORTS

At the midpoint of each quarter, Progress Reports will be issued to each student for all classes. It is the student’s responsibility to see that the completed Progress Report is taken home to the parent.

REPORT CARDS

Report cards will be issued four (4) times a year and will include the following information: grades earned in each class; attendance in each class; a conduct comment for each class; and attendance in homeroom.

The following grading code is used on report cards:

- A – 90-100
- B – 80-89
- C – 70-79
- D – 60-69
- F – Below 60
- E – Excused
- I – Incomplete**
- P – Passed

W – Withdrawn

** A student must complete work on any incomplete (I) grade within ten (10) school days following the end of the quarter in which the “I” was issued. Failure to complete work within this time will mean that the “I” becomes an “F”, unless the “I” was issued as a permanent incomplete.

If there is an error on your report card, please consult with your class teacher first, then your counselor. All errors on report cards must be reported within two weeks from the date of issue.

Report cards and/or transcripts will be withheld if a fee/fine is owed. See Bookkeeper in the Front Office to pay all fees/fines.

ASSIGNMENT OF A PERMANENT INCOMPLETE

Teachers have the option of giving a student an “I” on the report card for not completing important assignments during the final quarter of the semester or year. It can remain on a student’s cumulative record and transcript. Normally, all incomplete grades are changed to an “F” and are averaged with the rest of the grades.

DIPLOMA WITH HONORS

Depending on whether a student is completing a college preparatory or career-technical education curriculum, honors diploma requirements differ slightly. The student must meet the requirements for the regular diploma plus criteria for honors listed below. The student who completes the college preparatory curriculum in high school must meet any six of the seven criteria.

1. four units of Math, including Algebra II or the equivalent
2. four units of Science, including physics and chemistry.
3. four units of social studies.
4. either three units of one foreign language or two units each of two foreign languages.
7. one unit of fine arts.
8. maintain an overall high school grade point average of at least 3.5 on a four-point (unweighted) scale up to the last grading period of the senior year.
9. obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1280 on the Scholastic Achievement Test (SAT) .

TYPES OF HONORS DIPLOMAS

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma (includes dance, drama/theatre, music, and visual/art)
6. Social Science & Civil Engagement Honors Diploma

*****Please refer to the Program Planning Guide for further details of a Diploma with Honors or seek guidance assistance*****

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

The selections of valedictorian and salutatorian will be based upon the eighth semester rank completed in February of the senior year. At least five of these semesters must have been completed at Mt. Healthy High School.

ACADEMIC BOARD

An Academic Board consisting of the high school principal, an assistant principal, a member of the teaching staff (a senior class advisor), and a member of the guidance staff will be convened for the purpose of ruling on any cases not specifically covered by aforementioned selection policy..

TRANSFER GUIDELINES FOR CAREER & TECHNICAL STUDENTS

Career Tech students returning to the high school campus during the course of the school year, after the two-week grace period but before the end of the school year, will only receive classes at the high school equivalent to the academic classes. Vocational lab classes will not be continued for credit. Students returning after the end of the year can receive credit for their academic classes and an elective credit will be given for the lab classes.

ATHLETICS

The Athletic Director, or Athletic Secretary, will be happy to answer any questions you may have about participation in our sports program.

INTERSCHOLASTIC RULES FOR JUNIOR HIGH ATHLETICS

1. **Academic Eligibility:** Students entering the 7th grade are automatically declared eligible until after first quarter grades are posted. Seventh graders' eligibility thereafter will be determined the same as eighth graders. Eighth graders eligibility is determined by preceding quarter grades (fourth quarter grades determine eligibility for the fall of the following school year.) Students must pass five classes and have a 1.2 grade point average.
2. **Age Limitations:** A student who turns 15 years old prior to August 1st of the school year is not eligible to participate in sports at the Jr. High level; however, they can play at the high school level.
3. **Residence:** Students are eligible to compete in the school district where the parent(s)/legal guardian(s) reside. A transfer of schools, by a student where the parent(s)/legal guardian(s) have not moved after the first fifteen (15) days of the school year will result in that student being declared ineligible for the remainder of the school year. Contact the Athletic Office for possible exceptions to the transfer rule.
4. All athletes must submit a physical signed by a physician and their(s) parent(s)/legal guardian(s) prior to participation in athletics. These physicals are valid for one (1) year from the date they are taken.
5. Student athletes must provide proof of medical insurance coverage. Insurance cards must be signed by the parent/guardian and contain the contract or policy number. Insurance coverage for athletic participation is available through the school, if needed.
6. Students athletes under a penalty of out of school (suspension, etc.) are not eligible while that penalty is in effect.
7. All student-athletes at Mt. Healthy is governed by the **Athletic Program Code**. The student body is expected to abide by the **Student Code of Conduct** at all athletic contests, both home and away. This includes appropriate cheers and the wearing of apparel with inappropriate messages or pictures. Violations of the **Student Code of Conduct** will subject a student to disciplinary action by school administrators.
8. Student athletes cannot play the same sport during the same season on both school and independent teams.
9. To participate in extracurricular activities, students must be in attendance for at least half the school day on the day of the activity.

INTERSCHOLASTIC RULES FOR HIGH SCHOOL ATHLETICS

These rules apply to Varsity, Reserve and Freshmen interscholastic competition and cannot be waived.

1. **Academic Eligibility:** A student must be currently enrolled at Mt. Healthy High School and received passing grades in a minimum of (5) one credit courses and equal 1.2 GPA in the immediately preceding grading period. Note: Eligibility is determined by grades received during the preceding quarter. Semester, final, or summer school grades are not considered when determining eligibility. Physical education grades do not count towards eligibility.
2. **Age Limitations:** Students who become nineteen (19) years of age prior to August 1 of the school year are not eligible. Once a student attains the age of 20, the student will no longer be eligible for interscholastic competition.
3. **Residence:** Students are eligible to compete in the school district where the parent(s)/legal guardian(s) reside. A transfer

of schools, by a student where the parent(s)/legal guardian(s) have not moved after the first fifteen (15) days of the school year will result in that student being declared ineligible for the remainder of the school year. Contact the Athletic Office for possible exceptions to the transfer rule.

4. **Enrollment:** Students who enroll in Grade 9 for the first time have eight (8) semesters of eligibility taken in order of attendance regardless of whether the student participates in athletics.
5. All athletes must submit a physical signed by a physician and their(s) parent(s)/legal guardian(s) prior to participation in athletics. These physicals are valid for one (1) year from the date they are taken.
6. Athletes must provide proof of medical insurance coverage. Insurance cards must be signed by the parent/guardian and contain the contract or policy number. Insurance coverage for athletic participation is available through the school, if needed.
7. Student athletes under a penalty of out of school (suspension, etc.) are not eligible while that penalty is in effect.
8. All student athletes at Mt. Healthy is governed by the **Athletic Program Code**. The student body is expected to abide by the **Student Code of Conduct** at all athletic contests, both home and away. This includes appropriate cheers and the wearing of apparel with inappropriate messages or pictures. Violations of the **Student Code of Conduct** will subject a student to disciplinary action by school administrators.
9. Student athletes cannot play the same sport during the same season on both school and independent teams.
10. To participate in extracurricular activities, students must be in attendance for at least half the school day on the day of the activity.

DISCIPLINE POLICY FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

Pursuant to 3313.664 of the Ohio Revised Code, students may be suspended by the Superintendent or his/her designee from participating in extracurricular activities for a period of time not to exceed the end of the school year for any violation of the Student Code of Conduct or violations of posted rules and regulations established by individual coaches and sponsors.

Before a suspension is imposed pursuant to this policy, the Superintendent or designee shall provide notice to the student of his/her intent to suspend the student from participation in extracurricular activities, which notice shall include the reason for the intended suspension. The student shall be given the opportunity to appear before the Superintendent or designee to present any reasons the student may wish to offer as to why he/she should not be suspended. After the meeting, the Superintendent or designee shall provide the student and his/her parent or legal guardian with written notification of the suspension, the reason (s) for the suspension, and the length of the suspension.

The policy shall be posted in a central location in each school building. In addition, copies of this policy shall be provided to students and parents in the same manner as the Student Code of Conduct.

SPORTSMANSHIP POLICY

The Ohio High School Athletic Association has adopted a strict policy regarding sportsmanship at athletic contests. Any athlete ejected from an interscholastic contest for unsportsmanlike conduct or a flagrant foul will be suspended from competition for the next two regular season/tournament contests (one contest in football). A student who is ejected a second time will be suspended and thus ineligible to compete for the remainder of the season in that sport.

Sports Schedules - All sports schedules can be found on mthfightingowls.com.

NCAA INITIAL ELIGIBILITY INFORMATION

All prospective student-athletes first entering a collegiate institution and who desire to be eligible for Financial Aid, practice or intercollegiate competition during their first year must meet the following eligibility requirements. To be considered at a Division I institution you must:

1. Graduate from high school.

2. Present a minimum combined test score on the SAT verbal and math sections or a minimum composite score on the ACT as indicated on the scale below:

CORE GPA	SAT	ACT
2.500 & above	820	68
2.375	870	72
2.250	920	77
2.125	960	81
2.00	1010 & above	86 & above

3. Present a minimum grade point average in at least 16 core courses in the following areas:

- English – 4 years
- Mathematics – 3 years (Algebra I or higher)
- Natural or physical science –2 years,
- Additional courses in English, mathematics or natural or physical science
- Social science – 2 years
- Four additional years of English, math, natural/physical science, social science, foreign language, comparative religion or philosophy.

NOTE: Requirements for those wishing to enroll in a Division II differ slightly from the above. Contact the Athletic Office for more information.

You need to be certified by the NCAA Eligibility Center to compete at an NCAA Division I or II school. Forms and registration materials are available in the Guidance Office. This certificate process should begin early in the student's senior year. Additional information about NCAA eligibility can be found at mthfightingowls.com.

GIRLS ATHLETIC OFFERINGS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball*	Softball
Cheer*	Bowling	Track and Field*
Golf	Cheer*	
Soccer	Wrestlelettes	
Tennis		
Volleyball*		

BOYS ATHLETIC OFFERINGS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball*	Baseball
Football*	Bowling	Track and Field*
Golf	Wrestling*	
Soccer		

*Indicates sports offered at the junior high and high school level.

#All sports programs are offered provided there are enough students to field a team.

ALMA MATER

Mt. Healthy we love thee;

We hold our banner high.

We pledge to thee our loyalty

Until the day we die.

Our alma mater

Forever, we'll be true

Our hearts, our hands

Our thoughts, our deeds

We Pledge to you.

SCHOOL COLORS:

Red, Black & White

SCHOOL MASCOT:

Fighting Owl

MT. HEALTHY FIGHT SONG

Fight on Mt. Healthy Owls fight on

We're here to win this ga a ame.

Show them our thunder,

Snow them right under,

Onward to glory and fa a ame.

Push them right back

You red and black

We'll win it easily

Fight on Mt. Healthy Owls fight on
Fight onward to VIC TOR YEE EE EE