

**MOUNT NOTRE DAME
HIGH SCHOOL
2021 – 2022**



**STUDENT / PARENT
ATHLETIC
HANDBOOK**

Where Championships are Won, Champions Play
And Character is Built

STATE CHAMPIONS

BASKETBALL '04, '06, '07, '08, '09, '17, '19, '21

GOLF '02 '03

VOLLEYBALL '95, '98, '99, '00, '06, '11, '13, '14, '15, '20

DIVING

LORI RIZZUTO '86, '87, '88

TEAGAN MORAVEK '18

SARAH KRUSINSKI '21

SWIMMING

TIFFANY CLAY – 100 BREASTSTROKE '01

TENNIS

SANDY NIEHAUS – SINGLES '10

We are extremely proud of MND State Champions and we are also proud of the number of our athletes who earn athletic scholarships to college. Beyond championships and scholarships there is an equally important goal that all MND teams, coaches, athletes and parents strive for, and that is a program that builds strong and positive character, consistent with Catholic values. We have an expectation that we deliver on this every day – in every practice and every game. We expect really hard work and dedication, but we also expect that everyone connected with the team will show respect to each other and that winning comes with outstanding character. This should always be MND's legacy – **Champions with Character**

WELCOME TO MND SPORTS!

You have decided to participate in Mount Notre Dame Athletics as part of your total high school educational experience. Congratulations on your decision! The entire MND community – students, graduates, teachers, and parents – is standing behind you and counting on you to carry on MND's tradition of excellence in athletics and the development of character that goes along with that.

Mount Notre Dame hopes that your experience in interscholastic athletics will teach you values of teamwork and sportsmanship, strengthen your school spirit and pride, sharpen your athletic skills, and bring you enduring friendships. At MND, all of this is done with a strong foundation of Catholic values.

We have prepared this handbook for you and your parents so that you know what to expect (as well as what is expected of you) as a result of your decision.

MND ATHLETICS

MND's interscholastic athletic program includes:

Fall Sports

Cross Country	Varsity Field Hockey	Varsity Golf
	Junior Varsity Field Hockey	Junior Varsity Golf
Varsity Volleyball		
Junior Varsity Volleyball	Varsity Tennis	Varsity Soccer
Freshman Volleyball	Junior Varsity Tennis	Junior Varsity Soccer
		Freshman Soccer

Winter Sports

Varsity Basketball	Swimming & Diving	Varsity Bowling
Junior Varsity Basketball	Indoor Track	Junior Varsity Bowling
Freshman Basketball		

Spring Sports

Varsity Softball	Varsity Track & Field	Varsity Lacrosse
JV Softball	Junior Varsity Track & Field	Junior Varsity Lacrosse

Students at all grade levels are eligible for Junior Varsity and varsity teams. Only freshmen are eligible for freshman teams. Freshman and Junior Varsity teams will only be formed if there are enough players to field a team. Other factors are taken into consideration before adding teams. The coaches of that sport and the athletic department will make the decision.

Team selection is based on performance during tryouts. No athlete may try out for two sports – in which cuts are made – in the same sports season (fall, winter, spring). A decision should be made before tryouts begin.

Information concerning open gyms, conditioning, tryouts, and first practices is communicated through announcements at school, on the web site, and/or on the Athletic BAND page. It is the responsibility of interested students to watch and listen for this information.

Following is some important information for those interested in athletics for 2021 - 2022. Please be aware that the dates stated here are sometimes preceded by open gym and conditioning opportunities that are announced at school or on the website.

Fall Sports

Tryouts Begin August 1st

CROSS COUNTRY: Coaches

Coach Jeff Johnson (H)
 Coach Mark Holly (A)
 Coach Lisa Wilber (A)
 Coach Allison Rogiers (A)

GOLF: Coaches

Varsity Maria Yost (H)
 JV Jenny Koerner (A)

TENNIS: Coaches

Varsity Judy Dennis (H)
 Varsity Patty Fox (A)
 JV Sandra Christ (H)
 JV Val Arosarena (A)

SOCCER: Coaches

Varsity Kiersten Johnson (H)
 Varsity Fallon Lane (A)
 JV Kayla Byrnside (H)
 JV Cody Olson (A)
 Freshman Courtney Naber (H)
 Freshman Jamie Bryant (A)

FIELD HOCKEY: Coaches

Varsity Sarah Pisciotta (H)
 Varsity Beth Brandner (A)
 Varsity Don Johnson (A)
 Varsity Jen Vonderbrink (A)
 JV Jenny Reilly (H)
 JV Caroline Gallo (A)
 JV Lauren DiNardo (A)

VOLLEYBALL: Coaches

Varsity Michael Crofton (H)
 Varsity Suzy Lippert (A)
 Varsity Dani Szczepanski (A)
 JV Bill Eckhoff (H)
 JV Robyn Kerley (A)
 Freshman TBA (H)
 Freshman TBA (A)

Winter Sports

BASKETBALL: Tryouts begin October 22nd

Coaches

Varsity Dr. Scott Rogers (H)
 Varsity Sonny Tudor (A)
 JV & Varsity Michelle Jones (H)
 JV & Varsity Katelyn Haralamos (A)
 Freshman & Varsity Grayson FitzHugh (H)
 Freshman Tom Harsch (A)
 Freshman Maria Redwine (A)

SWIMMING & DIVING: Tryouts begin October 29th

Coaches

Varsity Pete Wagner (H)
 Varsity Madeline Rapp (A)
 Varsity Elizabeth Guye (A)
 Diving Brandon Unthank (H)

BOWLING: Tryouts begin November 5th

Varsity Emily Rouster (H)
 JV Katie Minning (H)

Spring Sports

Tryouts Begin February 21st

Lacrosse: Coaches

Varsity Sara Kuhlman (H)
 Varsity Gregg Eifert (A)
 Varsity Lindsey Zeltwanger (A)
 JV Mark Vonderbrink (H)
 JV Jen Vonderbrink (A)

TRACK & FIELD: Coaches

Varsity Jeff Johnson (H)
 Varsity Fallon Lane (A)
 Varsity Linda Harris-Weeden (A)
 Varsity Mark Holly (A)
 Varsity Michael Young (A)
 Varsity Chris Walter (A)
 Varsity Allison Rogiers (A)
 Varsity Tom Briskin (A)
 Varsity Lisa Wilbur (A)

SOFTBALL: Coaches

Varsity Julie Joseforsky (H)
 Varsity Brian Zielinski (A)
 Varsity Kevin King (A)
 Varsity Lisa Miller (A)

Girls Greater Catholic League (GGCL)

Mount Notre Dame belongs to the Girls Greater Catholic League along with Mercy McAuley, Seton, St. Ursula and Ursuline.

The league honors a Player of the Year and Coach of the Year in each Varsity sport, decided upon by a vote of the coaches near the end of the season. The league also awards a trophy to the Varsity team champion in each sport. The school with the most total points accumulated by league standings in each sport will be honored as the all-sports champion for the year.

The People of MND Athletics

At the heart of the athletic program are, of course, the athletes and their coaches, but many other people work behind the scenes to make MND sports a reality.

Athletic Director, Mr. Mark Schenkel: directs and coordinates the athletic program and assists the coaches, athletes, and parents; office is located on the upper level of the gym.

Assistant Athletic Director, Mr. Keith Schenkel: assists the Athletic Director with the daily operations of the athletic program.

Athletic Administrator, Mrs. Colleen Holthaus: manages the Spirit Wear shop, orders any team apparel desired by individual sports, and performs numerous administrative functions for the athletic department.

Team Physician, Dr. Timothy Kremchek with Beacon Orthopedics will be our team physician. Beacon will also provide our trainer services for this school year. MND Athletic Trainer, **Rebecca Lemmel**, will be at MND after school (check training room for schedule) and will cover all home contests.

GAA Moderators, Lindsey Stamer, Katie Hoendorf, and Keith Schenkel: Advises GAA, works on program development, and assists the AD and the Boosters.

Girls' Athletic Association (GAA): gives mutual support to all MND athletes and teams and helps Boosters with fundraising efforts. All MND athletes are invited to attend general meetings.

Purpose of the Boosters' Fundraising: Projected cost for the 2021-2022 athletic programs is nearly \$900 per athlete. The cost includes coaches' stipends, officials' fees, equipment, uniform replacement, tournament fees, and a host of other needed items. An athletic fee per sport is required of each athlete's family, providing approximately 21% of the total needed.

The remainder must be provided through parent and athlete support of fundraising efforts.

These include:

- Gate & Concession Sales at home contests
- Grade School Track Meet
- GCCYS Games
- Kroger Rewards Program
- Golf Outing
- Lunchtime candy counter
- Spirit wear Sales
- Gym/Field Sponsorships
- Any new opportunities that come up during the year

Parental Obligations

Parents support their athlete daughters by:

1. Paying the participation fee: \$250 for the first sport, \$100 for the second sport, and \$75 for the third sport with a \$500 maximum per family. (Subject to change)

2. Booster Membership: Please see "Sponsorship Schedule" for explanation and options located on page 7.

PLUS

3. *Volunteering a minimum of 8 hours (per academic year, not per sport) toward Booster's fundraisers. The obligation to volunteer 8 hours toward Booster's fundraisers is waived for those who choose to pay an additional \$200 fee.*

If one of these options is not taken, a statement for \$200 will be sent at the end of the school year.

Parents who are unable to meet the entire athletic fee may discuss service alternatives with the athletic director on a confidential basis.

MND Athletic Boosters

Sponsorship Schedule

Basic Membership: \$45

Associated benefits:

- Receive 5 Golf Outing Ball Drop raffle tickets
- MND Car Decal

White Membership: \$100

Associated benefits:

- All benefits of previous level(s)
- MND Booster T-shirt
- Name on the athletic page of the MND website

Blue Membership: \$200

Associated benefits:

- All benefits of previous level(s)
- One (1) 30-admission MND Athletic Pass (\$180 value)

Cougar Cub Membership: \$400

Associated benefits:

- All benefits of previous level(s)
- Hole Sponsorship Sign at MND Golf Outing (\$200 value)
- Waive requirement for adult service hours

Cougar Membership: \$750

Associated benefits:

- All benefits of previous level(s)
- Waive 1 student/sport participation fee (\$250 value)
- Waive requirement for student service hours

Platinum Membership: \$1000

Associated benefits:

- All benefits of previous level(s)
- Waive participation fee for all sports for all students in family (\$500 value)
- Up to 3 Athletic Banquet tickets per season (non-transferable)

Student / Athletic Rules and Obligations

Support for MND Sports

Each athlete must volunteer 8 hours at Booster's fundraisers. A fee will be charged if hours are not completed.

Observance of Ohio High School Athletic Association Rules

An athlete must provide the school with an OHSAA medical form (good for 13 months) completed by her physician and parents before she is allowed to participate in tryouts, practices, or contests **(This is a different form than the regular school physical form)**. She must maintain athletic eligibility according to the rules of the OHSAA. The coach for each sport will explain these rules. Because of OHSAA eligibility rules, MND ATHLETES ARE NOT PERMITTED TO PLAY ON ANY ORGANIZED SPORTS TEAM (summer, community, all-star, charity, recreational, etc.) unless they have the permission of their MND coach. **Fall Athletes must turn in Physical by 7/23/21.**

Academic Eligibility

- Any MND athlete **failing 2 subjects** at the end of the 2nd semester of **this school year** (2020-2021) will be ineligible to participate in any sports during the first semester of the 2021-2022 school year.
- In the 2021 - 2022 school year, if an athlete is failing 2 subjects at the end of the first semester, she will be ineligible to participate in any sports during the second semester.

MND is committed to supporting the academic success of our student athletes. Student athletes' grades are monitored by our Administration, the Athletic Department and the Advisor for Academic Compliance for Athletes. When a grade falls below a 76, the coaches are notified and the athlete is assigned to after-school study tables until the grade reaches 76 or above. The athlete will receive a violation if they do not attend an assigned study table. Two or more violations results in the student-athlete sitting out a contest for every additional violation received. Excessive violations may result in the athlete losing their athletic eligibility for the following school year. This "team" approach is designed to help our student athletes experience success in the classroom and to retain eligibility to participate in the sports they enjoy. Please contact the Athletic Department with any questions concerning eligibility. A full outline of MND's academic compliance policy can be found on the last 3 pages of the handbook.

*Please note that MND's policy pertaining to the period of ineligibility for the first semester is in compliance with OHSAA's bylaw 4-4-3 which states that "the eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period".

Attendance

The athlete must be at all practices, contests, team meetings, meet-the-team-night and awards night. **COACHES ARE NOT PERMITTED TO EXCUSE PLAYERS FROM ATTENDANCE BECAUSE OF**

EMPLOYMENT. The student must be present for meet-the-team night and awards night in order to receive special or participation awards.

In order to participate in practices or games, the athlete must be in school by 10:30 a.m. An athlete leaving school before 12:00 must return to school before the end of the school day in order to participate in practices or games that day. Exceptions are up to the discretion of the coach and AD (i.e., funerals, weather).

It is highly recommended that spring athletes remain in town during Spring Break. Games are played during this time, including league games. Missing during this time could affect playing time upon returning.

Sportsmanship

The MND athlete is expected to perform to the best of her ability at all times while also extending courtesy to coaches, officials, opponents, fans, and school employees during contests and outside of them. Athletes may not use offensive language or gestures before, during, or after athletic events in which they are participants. Taunting opposing teams is prohibited. Remember that you are representing Mount Notre Dame at all times. Any violation of sportsmanship is subject to disciplinary action including possible suspension from athletics. An athlete who engages in unsportsmanlike conduct or who behaves in a manner that is detrimental to the school community may receive disciplinary action from the school itself, in addition to consequences that apply to athletics.

Hazing / Bullying

“Hazing” of team members will not be tolerated. Studies show that hazing does not create team unity; to the contrary it is detrimental to team building. Team members who are involved in hazing will be subject to dismissal from the team. Any type of bullying, whether physical or emotional, is harmful and will not be tolerated.

Off Season Open Play / Conditioning

Any athlete that is currently playing a sport for MND that is in season is prohibited to participate in any open play/conditioning for a MND sport that is out of season. The only exception is if an in season coach agrees to it or if the sport season ends. During tryouts, no coach may judge an athlete for not participating in open play/conditioning if that athlete was participating in another sport for MND.

Club Coaches

MND athletes are not permitted to be instructed/advised by a club coach at any MND contest or practice unless the MND coaching staff approves.

Care for Uniforms / Equipment

Please follow care directions in the labels of uniforms and warm ups. There is a \$5.00 per day penalty for late uniform turn ins. To preserve the life of the uniforms, students are permitted to wear uniforms, jackets or warm-ups ONLY IN CONNECTION WITH MND CONTESTS. Students who wear uniform parts outside of contests will receive a detention. Students must pay the replacement cost of any lost or ruined uniforms or equipment.

Uniform Requirements

Any head bands, socks, warm-up tops, team shoes, etc. worn by an MND athlete in a contest must be of school colors. Tie dye, fluorescent or neon color will not be acceptable.

Team Shirts / Sweatshirts / Pants etc...

Any team t-shirts, sweatshirts, pants etc... must be ordered through Mrs. Holthaus (spirit wear coordinator) in the spirit wear shop. **The athletic department or the principal must approve all designs.** No team purchased attire should be worn to replace school issued uniforms or warm-ups. **Money must be paid before orders will be placed.**

❖ **The Mount Notre Dame name and Logo are copyrighted and may only be used with permission of the school.**

Respect for Facilities

Students must leave MND and other schools' facilities clean and free of damage, including no play in the foyer or other areas not designed for sports use, no cleats in the building, no food or drink in the gym, keeping the van, weight room, locker rooms, and foyer free of wrappers, cups, pieces of food, items of clothing, etc. Book bags and gym bags are not permitted in the Athletic foyer on days of home volleyball and basketball games. Book bags and gym bags will be removed from the foyer, and MND will not be responsible for any lost items. Athletes are not permitted in the Trainer's Room, except to conduct business with the trainer or a member of the athletic staff. When participating at away contests, players must clean up around the team bench and in the locker room leaving no trash in the area.

Coach/Player Disagreements

The Athletic Department welcomes any calls about a complaint, concern, or situation as long as the coach and athlete have tried to work things out between themselves first. When a difference of opinion between a coach and player and/or parent about cuts, playing time, attitude, discipline, position, or any other issue cannot be settled satisfactorily among those parties, any party may request a conference that includes the coach, the player, the player's parent, and the athletic director. If such a difference of opinion exists between the AD and a player and/or parent, any party may request a conference that includes the player, the player's parent, the AD, and the Principal.

Following Good Safety Practices

- Athletes are encouraged to travel together with the team to and from contests not at MND.
- They may not leave from an away contest with anyone else except their parents, and then, only with the prior permission of the coach.
- Parents, coaches, and MND staff members who are certified are encouraged to drive team members to and from away contests; Students are encouraged not to drive to and from away contest.
- Athletes must immediately report any injury or illness to the coach.
- Athletes may not use any athletic facilities unless coaches are present.
- Athletes may not participate in any school-related athletic activity for three full school days (ideally, one full week) after completing an athletic season.
- Before an athlete may return to athletic activity after any injury that requires a physician's attention, she must present the signed approval of her physician and parents to the athletic director, coach or trainer.

School Suspension

An athlete who has an in school or out of school suspension during the season will be suspended for the same number of contests of days suspended.

Ejection from a Contest

Any player ejected for unsportsmanlike conduct shall be ineligible for contests for the remainder of that day as well as for all contests until two regular season/tournament contests are played at the same level as the ejection. A student who is ejected a second time shall be suspended for the remainder of the season.

Penalties

Mount Notre Dame athletes who fail to observe obligations regarding attendance, sportsmanship, respect for facilities, support for the sports program, or safety may be suspended temporarily or permanently from the athletic program at the discretion of the athletic director in consultation with the Principal and coach. First time minor infractions normally result in reduced playing time.

General Information

Spirit wear Shop is open school days from 10:00 a.m. – 1:00 p.m. and 10:00am to 1:00pm Wednesday day during the summer. Open additional hours throughout the year as well.

Sports announcements are made every day around 9:20 a.m. Captains of all sports are responsible for getting scores of games or any other announcement to the Main Office.

All athletes are required to call coaches by Mr., Mrs., Ms., or Coach and their last name.

General Administrative Policy

The administration of Mount Notre Dame High School reserves the rights to amend, adapt, or suspend any policy in this handbook if it is deemed necessary to do so in the best interest of a student or of the entire school community.

The Rewards of MND Athletics

Track and Field Recognition Board: School individual records are posted outside the gym and updated annually.

Athletic College Signings: MND athletes continuing athletics in college are honored at athletic signing events. These events are open to any athlete signing with a college to play a sport in which the student tried out for her senior year at MND.

MND Sports Awards Ceremonies: The dates of the awards banquets are November 18th, March 17th, and May 18th. All athletes are expected to dress appropriately. Students must be present at the Awards Ceremony in order to receive participation and special awards. Mount Notre Dame's Awards are:

VARSITY PARTICIPATION AWARDS: A large chenille letter and a pin are awarded to each athlete the first time she participates in a varsity sport. Only one letter is awarded to a girl, regardless of the number of years or different sports she plays. A pin recognizes additional varsity experience.

JUNIOR VARSITY PARTICIPATION AWARDS: A small chenille letter and a pin are awarded to an athlete the first time she participates in a sport at the Junior Varsity level. Additional pins recognize additional Junior Varsity experience for each year of participation.

FRESHMAN PARTICIPATION AWARDS: Members of freshman teams receive an attractive medallion recognizing their participation.

SPECIAL VARSITY AWARDS: Each sport recognizes its Most Valuable Player (trophy), Most Improved Player (plaque), Captains Award (plaque), and awards one player the Coach's Award (plaque). Track has two MVP's: one for running and one for field events. Volleyball, soccer, field hockey, basketball, lacrosse and softball coaches may also recognize Excellence in Defense and Excellence in Offense (plaques).

Senior Award: Presented to any senior athlete who participates in a certain sport for 3 or 4 years.

Three Sport Award: Presented to any athlete that participates in three sports for MND in one school year.

All-Around Athlete Award: This recognition is given to an outstanding Senior athlete based on sports involvement, athletic performance, and coachability over her four-year high school career. Experience outside MND may be considered.

Archie Griffin Sportsmanship Award: This OHSAA distinction is given to two Senior athletes for their team spirit, coachability, and respect for officials, opponents, fans, and teammates.

GGCL Awards:

SCHOLAR – ATHLETE and GGCL SCHOLAR-ATHLETE: The GGCL selects one senior athlete from each member school as that school's scholar-athlete based on the sports participation and performance, cumulative grades, and ACT/SAT scores.

GGCL ALL-STARS: The GGCL coaches choose an all-star team from among players in league schools for each sport. One all-star is then designated GGCL Player of the Year for that sport.

Other Award / Recognition:

Each OHSAA district's coaches association chooses an all-star team from among varsity athletes in that district for several sports. An all-state roster is then named from among the district all-stars.

The Cincinnati Enquirer designates All-City teams and players-of-the-year in several sports.

Athletic Scholarships and Grants-in-Aid

While great strides have been made in the past few years in women's intercollegiate sports, athletes who hope to get scholarships need to do some planning and work. If you want to get an athletic scholarship, keep these pointers in mind:

1. Choose as challenging of an academic course as MND recommends for you and keep up your grades. Not only does the NCAA have minimum academic standards, but many colleges also have their own requirements that far exceed the NCAA minimum.
2. Participate in other school activities. A college that wants you to play may not be able to give you an athletic award but might find that you qualify for a service or leadership award.
3. Show balance by participating in more than one sport if you can. College recruiters are sometimes interested in seeing how an athlete performs in a sport for which she is not being recruited, and smaller colleges often want athletes willing and able to play two sports.
4. Get involved at Mt. Notre Dame! Understand the value of being a team player and showing good sportsmanship. College coaches are not interested in dealing with attitude problems.
5. Athletic scholarship services are available, but MND does not endorse any particular service. Our coaches will, however, gladly communicate directly with a college or other scholarship sources.
6. Be aware of NCAA and NAIA eligibility recruitment procedures. A complete outline of this is available from MND's athletic director or the school counselors.

Note: Begin working with your coach, the athletic director, and your counselor to start the process of marketing yourself to colleges in which you are interested. Have your counselor assess your grades in NCAA terms, and take the ACT/SAT as early as possible. You must complete your online registration with the NCAA Eligibility Center at www.eligibilitycenter.org. A college coach should never approach you without the knowledge and consent of your coach.

MND Academics Compliance for Athletes

Rational

The goals of the program are:

- To assist MND student-athletes to meet academic eligibility requirements of Mount Notre Dame High School and OHSAA,
 - To prepare MND student-athletes to be successful as student-athletes at the post-secondary level, and
 - To prepare MND student-athletes to meet academic eligibility requirements of the NCAA.
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Process

Each student-athlete's current grades will be checked on a weekly basis once team rosters are completed:

- Any student with one current semester grade below 76 will be required to attend one study table session each week until all grades are 76 or higher.
- Any student with more than one current semester grade below 76 will be required to attend two study table sessions each week until all grades are 76 or higher.
- Any student who ends the semester with two or more failing semester grades (with the exam grade included) will be ineligible for the entire next semester.
- Study table requirement will be met by one of the following:
 - attending Study Zone for a minimum of 45 minutes,
 - working with a teacher on academic work before/after school for a minimum of 45 minutes.

(Note: Students who work with the Interventionists may only use 45 minutes each week of their work in the intervention rooms for study tables.)

- If a student does not comply with the study table requirement:
 - Student receives a warning for first violation.
 - Student will be suspended for one contest for second violation.
 - Student will be suspended for two contests for third violation and any subsequent violations.
 - Coaches and athletic department will be informed of all violations.
- Students will be informed of study tables requirements by Monday (or the first school day of the week) morning and will need to email the Athletic Compliance for Athletes Coordinator by 3:00

PM on Monday (or the first school day of the week) to schedule the day or days which they will attend.

- At the beginning of each grading period (semester), grade checking will begin after the second week of school unless end of previous grading period grades indicate the student needs to begin study tables immediately.

Grades are checked throughout the entire school year, regardless of the athlete being “in-season.” If an athlete is certain she will no longer be playing a sport, she may speak with the Athletic Director to be removed from the official rosters. If a student returns to a sport after asking to be removed from the athletic roster she may be suspended for the first two contests of the season. The athlete will be required to sign a form stating that she requests removal from the roster and understands the consequences of returning to her team after signing the form.

- Any student who accumulates six violation will be contacted by the Athletic Director. Her parents will be informed, via email, of her violations and the consequences of these and any additional violations.
- Any student who accumulates an excessive number of violations may be suspended from participating in MND athletics for the following school year.
- Any student who is required to meet with the athletic department or the academic compliance coordinator but chooses not to attend the meeting will be considered in violation of the academic compliance guidelines and will have the same consequences as not attending study tables.

When Attending Study Tables

If you are required to attend study tables:

- You will receive an email no later than Monday (or the first school day of the week) morning stating the course or courses in which you have low grades and the number of times you are required to attend study tables.
- If the grade has improved since it was checked, you may submit a grade update by either sending a screen clip of your current semester grade (including your name and the grade) or having your course teacher email the Academic Compliance coordinator – this must be sent by the end of the school day on Monday (or the first school day) of the week you are required to attend study tables. **It is the responsibility of the student to submit grade updates. No grade updates will be accepted after the end of the school day on Monday (or the first school day of the week).**
- Check your schedule to determine the best option for you to attend. Communicate with your coaches if necessary.

- Email the Academic Compliance coordinator by the end of the school day on Monday (or the first school day of the week) with the session or sessions you will attend.
- Sign in with the proctor when you arrive and sign out when you leave.
- You must be present **and working on academic assignments or studying** for at least 45 minutes. If the proctor notes that you were not working on schoolwork, your attendance will not be counted for that session.
- You may meet with a teacher after school, instead of attending Study Zone, to work on academic assignments or to make up a test or quiz. If you do this, you must have the teacher email the academic compliance coordinator stating the amount of time you spent working together. This email must be sent to the academic compliance coordinator by 4:00 PM on Friday. It is the student's responsibility to ensure the email is sent.
- Meeting with a private tutor is not acceptable for completing study tables.
- Meeting with a peer MND tutor is only acceptable for completing study tables if an MND faculty member is present for the entire time.

Revised 7/15/2021