

INTRODUCTION

Dear Parents and Students of Maplewood High School:

I am looking forward to another successful school year. We will face the challenges and celebrate the successes together throughout the year. The Maplewood High School staff and I are here to ensure that your high school experience meets all of your expectations. This handbook is provided to you to insure a successful year. It is critical that you take the time to review the entire handbook since you will be responsible for its content.

Reflective of the Maplewood Local School District Board of Education bylaws, policies, and guidelines, this document has been approved by the Board of Education.

Creating and maintaining a positive learning environment requires discipline and order in the High School. This handbook is designed to clarify student rights and responsibilities. Parents are asked to review and discuss the contents of this document with their child so that both are familiar with the contents. If there are any questions or concerns, please feel free to contact me at Maplewood High School.

Maplewood High School has a great tradition both academically and socially. Academics are extremely important in today's complex society. I also strongly encourage students to expand their experiences beyond the academics. Maplewood High School has a strong sports program, opportunities in the arts, and numerous clubs and organizations. The staff is willing to assist any student experiencing difficulty and I am available to meet with parents and students at any time that the need arises.

I will work to ensure that the tradition of providing every student with an outstanding educational experience continues at Maplewood High School. Both the faculty and staff will remain committed to provide you a successful High School experience that will ensure your future success.

May each of you have a successful school year.

Sincerely,

Maplewood High School Principal

TABLE OF CONTENTS

INTRODUCTION.....	1
CONTACTING MAPLEWOOD SCHOOLS.....	5
MAPLEWOOD BOARD OF EDUCATION.....	5
PHILOSOPHY AND GOALS.....	5
EQUAL EDUCATION OPPORTUNITY.....	6
VIDEO SURVEILLANCE POLICY.....	6
STUDENT WELL BEING.....	6
INJURY AND ILLNESS.....	6
GENERAL INFORMATION.....	7
BELL SCHEDULE.....	7
BULLETIN BOARDS/SHOWCASES/POSTERS.....	7
CAFETERIA.....	7
EMERGENCY CLOSINGS AND DELAYS.....	8
ENROLLING IN THE SCHOOL.....	8
FEES.....	8
FIRE/TORNADO DRILLS.....	8
HALLWAYS.....	9
IMMUNIZATIONS.....	9
LOCKERS.....	9
LOST AND FOUND.....	9
MAIN OFFICE AND CLINIC.....	10
MEDIA CENTER.....	10
PARENT PICK-UP AREA.....	10
PUBLIC ADDRESS ANNOUNCEMENTS.....	10
STUDENT ACTIVITIES.....	10
STUDENT FINES AND CHARGES.....	11
STUDENT PUBLICATIONS.....	11
STUDENT INSURANCE.....	11
STUDENT RECORDS.....	11
STUDENT VALUABLES.....	11
STUDENTS 18 YEARS OLD OR OVER AND/OR MARRIED.....	11
STUDY HALL.....	11
SUBSTITUTE TEACHERS.....	12
TELEPHONE.....	12
TEXTBOOKS.....	12
TRANSFER OUT OF THE DISTRICT.....	12
VISITORS.....	12
WITHDRAWAL FROM SCHOOL.....	12
WORK PERMITS.....	12
POLICIES AND PROCEDURES.....	13
BUS REGULATIONS.....	13
COMPUTER GUIDELINES (ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE MAPLEWOOD LOCAL SCHOOL DISTRICT)	13
EMERGENCY MEDICAL AUTHORIZATION.....	14
MEDICATION.....	15
ALL PHYSICIAN-PRESCRIBED MEDICATION.....	15
PHYSICIAN PRESCRIBED ASTHMA MEDICATION TO BE POSSESSED AND/OR USED BY THE STUDENT... 15	
OVER THE COUNTER MEDICATION.....	15
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES.....	15
CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES.....	15
INDIVIDUALS WITH DISABILITIES.....	16
STUDENT ASSISTANCE PROGRAM.....	16
STUDENT DRIVING.....	16
ATTENDANCE.....	17
ATTENDANCE POLICY.....	17
EXCUSED ABSENCE.....	17

UNEXCUSED ABSENCE.....	17
MAKE UP WORK.....	18
EXEMPTIONS.....	18
ABSENCES AND EXTRA-CURRICULAR ACTIVITIES.....	18
AGE OF MAJORITY.....	18
ARRIVAL AND DISMISSAL.....	18
TARDY TO SCHOOL.....	18
EARLY DISMISSAL.....	19
COLLEGE VISITATIONS.....	19
CHANGE OF ADDRESS.....	19
CALLING OFF SCHOOL.....	19
FIELD TRIPS.....	19
HOMEROOM.....	19
PROM GUESTS.....	19
RELIGIOUS HOLIDAYS.....	19
VACATIONS DURING THE SCHOOL YEAR.....	20
ACADEMICS.....	20
ACCREDITATION.....	20
COLLEGE REPRESENTATIVES.....	20
CORRESPONDENCE AND TUTORING.....	20
GRADUATION REQUIREMENTS.....	20
SCHOOL COUNSELING SERVICES.....	20
SCHEDULE CHANGES.....	21
SCHEDULING.....	21
STUDENT CLASS LOAD.....	21
PROMOTION REQUIREMENTS.....	21
TESTING PROGRAM.....	21
TRANSCRIPT REQUESTS.....	21
NATIONAL HONOR SOCIETY.....	21
HONOR AND MERIT ROLL.....	22
STATE HONORS DIPLOMA.....	22
COLLEGE CREDIT PLUS.....	22
ACADEMIC HONESTY.....	22
GRADE REPORTING.....	23
GRADING SCALE.....	23
GRADING POLICY.....	23
ADVANCED PLACEMENT CLASSES (AP).....	23
VALEDICTORIAN/SALUTATORIAN.....	23
STUDENT CONDUCT.....	24
BASIC RIGHTS AND RESPONSIBILITIES.....	24
DUE PROCESS.....	24
CODE OF CONDUCT.....	25
ZERO TOLERANCE.....	25
TERMS AND DEFINITIONS.....	25
ASSAULT.....	25
DANGEROUS WEAPONS AND INSTRUMENTS.....	25
CYBER BULLYING.....	26
DISOBEDIENCE.....	26
DISRESPECT.....	26
DISRUPTION OF SCHOOL.....	26
DRUG AND ALCOHOL ABUSE.....	26
FIGHTING.....	26
GANGS.....	26
HARASSMENT.....	26
HAZING.....	27

PUBLIC DISPLAY OF AFFECTION (PDA)	28
SCHOOL ASSEMBLIES.....	28
SEARCH AND SEIZURE.....	28
TOBACCO PRODUCTS/SMOKING.....	28
VANDALISM.....	29
CRITERIA FOR CORRECTIVE ACTION.....	29
CELL PHONES/ELECTRONIC DEVICES.....	30
DRESS CODE.....	30

CONTACTING MAPLEWOOD SCHOOLS

Maplewood Board of Education

Dan Schwartz		330-637-1836
Tom Donaldson		330-637-2105
Dan Denman		330-583-2131
Kevin Blair	Vice-President	330-637-3904
Tami Morrison	President	330-240-2087

District Administration

Perry Nicholas	Superintendent	330-637-7506
Merri Smith	Treasurer	330-637-7506

High School

Gordon Hitchcock	Principal	330-637-8466
Stacey Best	School Counselor	
Dave Deeter	Athletic Director	
Mike Richards	Assistant Athletic Director	
Natalie Phillips	High School Secretary	

Elementary School

Beth Goerig	Principal	330-924-2431
Kristen Johnson	School Counselor	
Erin Rickert	Secretary	

Board of Education meetings are scheduled for the second Wednesday of each month, at Maplewood High School in the library.

MAPLEWOOD BOARD OF EDUCATION - PHILOSOPHY AND GOALS

The Maplewood Board of Education believes it is the duty of the local community to provide the best possible education to all students within the district, without discrimination on the basis of color, national origin, race, sex and/or ability. In order to ensure this belief, the Maplewood Board of Education shall create a philosophy of education which shall provide the basis for the daily operation of the school system as determined by the administration, faculty, community and students. The philosophy shall reflect pupil interests and the needs of the local community in determining the direction of the educational program. Educational goals shall be established on the basis of this philosophical statement. The Maplewood Board of Education believes that the public schools are a source of strength whose purpose is to guide and direct the growth of the child so that the democratic way of life is protected, perpetuate and extended. The school has the primary responsibility to provide the best possible educational opportunities for all children. This responsibility is shared with the home, church and community.

We believe:

- ☐ That the growth and development of the whole child must be the primary objective of our schools;
- ☐ That education should be available to all children regardless of individual differences;
- ☐ That every child should have the opportunity to gain a knowledge of fundamental skills and a background of information, attitudes and ideals necessary to live with understanding and wisdom in our social system;
- ☐ That every child should have the opportunity to develop a sense of aesthetic values that will enrich life;
- ☐ That every child should have the opportunity to develop moral, spiritual and patriotic values and attitudes which will permit him to live peacefully and honorably with his fellow man.

We believe further that the Maplewood Board of Education should provide a safe, comfortable and drug free environment for all students.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer. The complaint will be investigated in a timely manner and a response, in writing, will be given to the concerned person. The compliance officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

VIDEO SURVEILLANCE POLICY

The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

Placement:

1. Maplewood Local School district buildings and grounds may be equipped with overt or covert video cameras.
2. Overt or covert video surveillance may occur in Maplewood Local School district buildings or on any Maplewood Local School District property at any time.
3. Video surveillance will not be used in bathrooms, locker rooms, or any other areas where an expectation of privacy is afforded.

Use of Videotape

1. Videotapes will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A videotape will be released only in conformance with Ohio local, state, or federal laws.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a person of authority immediately. State law requires that all students have an emergency medical authorization completed, signed by a parent/guardian, and on file in the school office. Students with specific health care needs should deliver written notice about such needs along with physician documentation to the school office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

GENERAL INFORMATION

BELL SCHEDULE

	Period Begins		Period Ends	
	7/8 grade	9-12 grade	7/8 grade	9-12 grade
School Building Opens	7:20	7:25		
Period 1	7:35	7:35	8:25	8:31
Period 2	8:25	8:34	9:11	9:23
Period 3	9:11	9:26	9:57	10:15
Period 4	9:57	10:18	10:43	11:07
Lunch	10:43	11:37	11:13	12:37
Period 5	11:13	11:07	11:59	12:37
Period 6	11:59	12:40	12:45	1:29
Period 7	12:45	1:32	1:31	2:20
Period 8	1:31		2:17	

BULLETIN BOARDS/SHOWCASES/POSTERS

The bulletin boards throughout the building are utilized for displays of student work or for special presentations by various school clubs and organizations. The bulletin boards in the cafeteria are used to display information of interest to the student body. Students wishing to put up posters or signs of any type must first have them approved through the Principal's office. (As a general rule any poster concerning school or community activities will be permitted.) Posters or signs are not to be attached to plastered or painted walls; bulletin boards in approved areas must be used for display. The principal reserves the right to edit or delete words not appropriate or in good taste. A time limit will be placed on the display of all posters or signs; at the end of this time period the student is responsible for their removal. Any poster or sign placed in the building or on the school grounds without approval will be removed and discarded. The showcases located near the library and in the front entrance hall are for the purpose of displaying library materials, student work or special awards earned by the student body.

CAFETERIA

The school operates a state approved food service program. Students may purchase lunches from the cafeteria or bring one from home. The cafeteria serves both a Class A hot lunch as well as an ala carte lunch. Some students may choose to bring a lunch from home and supplement it with items from the cafeteria. Students who are unable to afford the Class A lunch may apply for free or reduced lunches provided through a federal aid program. Applications for this program are available at the beginning of the school year and may be picked up in the main office or from the cafeteria supervisor throughout the year. Maplewood operates on a closed lunch period. All students are required to eat in the cafeteria whether they purchase their lunch or carry it. Guidelines:

- *All trays and utensils are to be returned to the appropriate return window.
- *All paper and refuse is to be thrown away in the proper receptacles prior to the end of the lunch period. Tables and the surrounding area should be clean and litter free.
- *Food may not be taken from the cafeteria to other areas of the building.
- *Students are not permitted to "order out" and have food delivered to the school.
- *Students must be in the cafeteria prior to the tardy bell.
- *There is to be no loitering in the hallway or restrooms.
- *No student may leave the cafeteria without permission of the lunchroom supervisor.
- *Students are to use the restrooms by the cafeteria with permission of the lunchroom supervisor.
- *Loud, discourteous or rowdy behavior is inappropriate and prohibited and may result in the cafeteria supervisors assigning seats and/or other disciplinary action including referral to the office for disciplinary action.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed due to inclement weather or other conditions, the school will notify local radio and television stations. Parents will also be notified using the “One Call Now” system. Therefore it is very important to have an updated phone number on file in the office. Parents and students are responsible for knowing about emergency closings and delays.

ENROLLING IN THE SCHOOL

Ohio law stipulates that students are expected to enroll in the district in which they live. Students who are new to the Maplewood School District are required to enroll with their parent or legal guardian. When enrolling, the parents or legal guardian need to bring:

1. A birth certificate or similar document.
2. Court papers allocating parental rights and responsibilities, including assignment of custody for purposes of school attendance.
3. Three (3) proofs of residency.
4. Proof of immunization.
5. Social Security Number.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from the school. If not presented at the time of enrollment, the Guidance office will assist in obtaining the transcript. Adult students (18 years of age or older) may enroll themselves, providing they can prove residency and that they are self-sufficient. If residing with their parent or guardian, adult students are strongly encouraged to involve them in the process.

FEES

The Maplewood Board of Education has adopted the following fee schedule. The fees quoted are for basic participation – additional materials will be charged separately. Those students who qualify for the free and reduced lunch program may apply through the office for exemption. Students who enter or leave during the school year will have these fees prorated based on participation for any part of a quarter.

7 th & 8 th Grade Science	12.00 per yr.
7 th & 8 th Grade Social Studies	12.00 per yr.
Honors/Biology I	10.00 per yr.
Anatomy & Physiology	30.00 per yr.
Chemistry	20.00 per yr.
Physics	16.00 per yr.
Physical Science	12.00 per yr.
Industrial Arts	36.00 per yr.
High School Band	8.00 per yr.
High School Choir	8.00 per yr.
Art	24.00 per yr.
Outdoor Appreciation	20.00 per yr.
Student Parking Permit	20.00 per yr.

Report cards will be held if half of student fee obligations are not paid by the end of first semester and if remaining balance is not paid by end of the third nine weeks.

All student obligations must be paid in full prior to the issuing of the final report card each year and before a diploma will be issued and transcripts mailed out.

FIRE/TORNADO DRILLS

Fire and tornado drills are practices for student safety in the event of a real emergency. When the fire alarm sounds students should leave the room and proceed in an orderly fashion to the exit assigned to the room they are leaving, clearing the building in a manner that ensures access for safety vehicles. Doors and windows should be closed and lights turned off. When a tornado drill is announced students should travel in an orderly fashion to the assigned area. Once at their assigned area, students should place their backs against the wall, get in a crouched position and cover the back of the head with their hands. During both fire and tornado drills it is imperative that there be no talking or noise so that emergency announcements or instructions can be heard if necessary. Fire and tornado regulations are posted in each area of the building. Students should be certain they are familiar with these regulations for each area they occupy during the school day.

HALLWAYS

Students are not permitted in the hallways during class, study hall or lunch periods. This is to keep noise to a minimum and to create a positive environment for instruction. Students can use the restroom facilities and visit lockers during the class change times. It is the responsibility of students to be prepared upon entering the classroom. Hall passes are for emergency use of the restroom (teacher discretion), teacher initiated passes to the office, media center or teacher errand. No student is permitted to leave a classroom or study hall during the class without a proper pass. The pass must identify the student by name, give the time and date, the destination, and bear the signature of the teacher issuing the pass. Possession of blank or forged passes is subject to disciplinary action.

IMMUNIZATIONS

Each student is required to have on file in the school office proof that they have had the immunizations required by law or have an authorized waiver. If the student does not provide such proof or waiver the principal may prohibit the student from school until such time as the appropriate documentation is provided. This is for the health and safety of all students in accordance with state law. Any questions concerning immunizations or waiver should be directed to the school nurse. Unless given a waiver, students must meet the following requirements:

DTaP – Grade 1-12: Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children ages seven (7) and up.

Grades 7-12: One (1) dose of Tdap vaccine must be administered prior to entry

MMR – Grades K-12: Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday

Polio – Grade K-7: Three (3) or more doses of IPV. The final dose must be administered on or before the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. **Grades 8-12:** Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth(4) dose is required; If a combination of IPV and OPV was received, Four (4) doses of either vaccine are required.

HEP B- Grade K-12: Three (3) doses of Hepatitis B

Varicella- Grades K-7: Two (2) doses of varicella must be administered prior to entry. **Grades 8-12:** One (1) dose of varicella vaccine must be administered on or after the first birthday.

MCV4- Grade 7-8: One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. **Grade 12:** Two (2) doses of the meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

LOCKERS

On the first day of school each student is assigned a locker. Lockers are provided as a convenience for students to store coats, books and school supplies. Lockers should be kept clean and in order at all times.

*Nothing is to be placed on the outside of the locker.

*No permanent markings, stickers or alterations are to be placed on the inside of the locker.

*The student is responsible for removing any decorations or objects at the close of the school year.

*No offensive material is permitted.

Money or other valuables (rings, watches, CD's, etc.) should not be left in any locker. Individuals may provide locks at their discretion; doing so is recommended. Do not give your combination to other students. A key or the combination must be given to your homeroom teacher. Changing or sharing lockers without permission of the principal is prohibited. Lockers are the property of the Board of Education and are subject to random searches at any time without regard to any reasonable suspicion. Maplewood Local Schools are not responsible for theft or damage to a locker or its contents.

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be discarded or given to a charitable cause at the close of each nine weeks of school. Students should not wear expensive jewelry, bring items of significant value to school or carry large sums of cash on their person. If lost or stolen, the chance of recovery is low.

MAIN OFFICE AND CLINIC

Except in an emergency, before reporting to the main office or clinic, every student must have written permission from his/her classroom teacher.

MEDIA CENTER

The media center is open to all students and is comprised of several areas that can be used by individual students or classes. Both print and electronic resources are available for use for both research and pleasure. The stacks and computer resource lab contained in the media center are available to students during, and for a period of time, after school hours. Any student wishing to utilize the computers for research, word processing or projects must present a card certifying that he/she and their parent has on file with the principal a signed copy of the Internet Access Agreement. Students may have copies made in the media center at a cost of 10 cents per copy, subject to approval. Many of the materials can be checked out of the media center for varying lengths of time depending on the resource. The library/media specialist can inform you of the specifics for each item. Students are charged for overdue books at a rate of 5 cents per day per item. Students who wish to utilize the library during the course of the school day should obtain a research pass from their classroom teacher. This pass will provide the library/ media specialist with information on the area of work to be done and the teacher's name and course. Specific questions and/or detailed information concerning the media center and its operation should be addressed to the library/media specialist or aide.

PARENT PICK-UP AREA

Any student who is to be picked up by his/her parent or guardian during the day is to wait in the main office. Parents are required to come into the office to sign the student out. Students who drive to school and who must leave during the course of the day for appointments or who become ill must report to the office. Those students who have provided a note from the parent/guardian requesting the dismissal must sign out in the office at the time indicated on the request. Those students who become ill will be permitted to sign out after the office has contacted the parent/guardian and received the necessary permission. Under no circumstances are students permitted to leave the building without reporting to the office for permission and signing out. Any student leaving the building without office approval is considered truant and is in violation of the attendance procedure.

PUBLIC ADDRESS ANNOUNCEMENTS

The following procedures must be used for announcements on the public address system.

- *All announcements must be written on the form provided in the office.
- *All announcements must be signed by a faculty advisor and approved by the principal.
- *All announcements must be brief.
- *Emergency announcements must be approved by the principal.
- *No announcements will be made during the school day except in emergencies.

STUDENT ACTIVITIES

Maplewood believes that participation in extracurricular, co-curricular and/or interscholastic athletics provides a variety of benefits to the student. Participation in these activities has innumerable benefits. Among them it encourages the development of leadership qualities, the pursuit of special interests, the opportunity to learn lifetime hobbies or sports, a chance to interact with people on a less formal basis than in the standard school setting and to simply have fun. (Co-curricular activities are tied to courses that require time outside the regular school day.) We strongly encourage every student to select from the activities available and participate in those of interest. Involvement in activities is a means of increasing the enjoyment of your years spent in high school and of rounding out your education. Activities take time; learning to manage your time so that you maintain your academic performance is important. Some possible activities include:

Extra-Curricular

Class Officer
Drama Club
Student Council
Future Teachers of America
Spanish Club
Pep Club
Library Club
National Honor Society
Pep Band

Interscholastic Athletics

Baseball (boys)
Basketball (boys, girls)
Cheerleading
Cross Country (boys, girls)
Golf (boys)
Soccer (boys, girls)
Track & Field (boys, girls)
Volleyball (girls)
Softball

Bowling
Co-Curricular
Band
Choir
Yearbook

STUDENT FINES AND CHARGES

Maplewood Local School's charges are determined by the cost of repair and/or replacement for the loss or damage of school property. The school and staff do not make a profit. Students using school property and equipment can be fined for excessive wear and abuse of property and equipment. Failure to pay fines or charges, as with any obligation, will result in the withholding of grades, a diploma and transcripts.

STUDENT PUBLICATIONS

Participation in activities such as the yearbook or literary magazine is encouraged as co-curricular or extracurricular activities. Student creativity and expression is encouraged in these and other publications. However, student publications cannot be libelous or defamatory. The administration reserves the right to edit or prohibit the publication of materials that violate this tenant.

STUDENT INSURANCE

In the event of accident or injury the Maplewood Local School District carries no student accident insurance. Maplewood does, however, provide information for those wishing to purchase student accident insurance. This information is available in the main office.

STUDENT RECORDS

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act and Ohio Law. This information can only be released with written consent of the parents or legal guardian or by a student once they have achieved the age of majority. The only exception to this is to comply with State and Federal laws that may require release without consent.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, large sums of money, expensive clothing, electronic equipment and similar items are tempting targets for theft and extortion. The Maplewood Local School District cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

STUDENTS 18 YEARS OLD OR OVER AND/OR MARRIED

Adult and/or married students enrolled in Maplewood Local Schools are subject to the same rules and policies of the school as all other students including regulations relating to absenteeism, tardiness, discipline and other matters of school concern. Adult and/or married students with excessive absences, as determined by the administration, may be dismissed from school or have unruly charges filed against them in Juvenile Court. (If married and under the age of 18).

STUDY HALL

- *Students are to be in study hall and seated prior to the tardy bell.
- *Students are to come with books and materials prepared to study.
- *Students are to sit in assigned seats and to work silently unless permission is granted by the study hall supervisor to work with another student.
- *Students are to remain in study hall unless permission is granted by the supervisor to leave.
- *Sleeping is not permitted.
- *If students are to report to somewhere other than study hall, they must have a pass from a teacher when they report to study hall. Students will not be excused from study hall to obtain a pass.
- *Card playing, radios, disc players, hand-held electronic games, food and drink are prohibited.

SUBSTITUTE TEACHERS

Maplewood is fortunate to have capable people to help us when our regular staff members are ill or attending a conference. A substitute teacher is an important visitor to our school whose impressions of our school and student body will be carried into the community and other school districts. It is expected that you will be polite, helpful and considerate toward these visitors. While in our building substitute teachers have the same responsibilities and authority as your regular teacher.

TELEPHONE

Students will not be called to answer the telephone except in urgent cases. Messages will only be taken and delivered to students in emergencies. Office phones are for school business only; as such, they are not to be used for personal calls except as approved by Maplewood staff. During school business hours students are not permitted to use any phone other than those in the main office. Students are to request telephone use during lunchtime; they should not leave class to make calls.

TEXTBOOKS

The Maplewood Board of Education furnishes textbooks without cost to pupils. Each book has a serial number. A record of each book issued is kept by the classroom teacher that properly identifies the book and its condition. At the close of the course, all books are to be returned to the teacher who issued them. Reasonable care by the student must be evident upon returning the books at the end of the course. As available, book covers may be found without cost in the school office and are required on all school owned textbooks. In the event a book is lost, destroyed or shows more than ordinary wear, the student to whom the book was issued must make proper restitution. Final yearly report cards, the diploma and transcripts will be withheld until this restitution is made. MHS does not loan out textbooks over the summer due to the great expense incurred by textbook overuse and replacement.

TRANSFER OUT OF THE DISTRICT

In the event a student is moving out of the Maplewood Local School District or is transferring to another school, the parent/guardian must notify the school office completing the applicable forms providing for such move and for the transfer of records. Records will be processed and sent in accordance with the law. Parents are asked to contact the Guidance office or building secretary for specific details.

VISITORS

Visitors, particularly parents, are welcome to visit our school. However, in order to properly provide for the safety of students and staff, all visitors must report to the school office immediately upon entering the building to sign in and to obtain a visitor's pass. In order to prevent any inconvenience, a person wishing to confer with a staff member should call for an appointment before coming to the school. Students may not bring visitors to school, nor will anyone other than the parent be permitted to meet with any student during the school day.

WITHDRAWAL FROM SCHOOL

Students under the age of 18 may only withdraw from school under very specific legal situations and only with the approval of the District Superintendent. Ohio law stipulates that any student under the age of 18 who withdraws from school (drops out) may be reported to the Ohio Bureau of Motor Vehicles for suspension of his/her driver's license. Denials or revocation of driver's licenses can also occur in cases of habitually truant students or students who are suspended or expelled for the possession or use of alcohol or drugs.

WORK PERMITS

Students between the ages of 14 and 18 are required by Ohio Child Labor Law to obtain a work permit. To obtain a work permit:

- *Get the necessary forms from the high school office.
- *Form III is completed by the employer and given back to the student.
- *Form V is completed by the student's physician and returned to the student.
- *The student brings both completed Form III and Form V to the high school office. The secretary will issue the work permit.
- *The employer holds the work permit as long as the student works for them. When the employment is ended, the employer must return the work permit to the high school office.

POLICIES AND PROCEDURES

BUS REGULATIONS

The Maplewood School District provides transportation to students within the district free of charge. Riding the school bus is a privilege and a convenience. The following regulations are intended to ensure the safety and welfare of the students, the driver and others on the road, and to ensure the safety and proper maintenance of school buses. The failure to follow these regulations may result in the suspension or revocation of the privilege of transportation by school bus.

- *Be careful in approaching bus stops – walk on the left, toward traffic; be sure the road is clear both ways before crossing the highway.
 - *Be on time at the bus stop in order to permit the bus to maintain the time schedule.
 - * Sit in assigned seat. The bus driver has a duty to assign a student a seat in the bus and to expect reasonable conduct in a manner similar to that of a classroom teacher.
 - *Reach assigned seat in the bus without crowding or disturbing other students.
 - *Remain seated while the bus is moving.
 - *Obey the driver promptly and cheerfully; realize that the driver has an important responsibility and it is everyone's duty to help.
 - *Keep the bus clean and sanitary. No gum chewing, candy, pop or any other food item may be eaten on the bus at any time.
 - *Do not engage in loud behavior.
 - *Keep hands, arms and head inside the bus at all times.
 - *No throwing of items or horseplay of any kind is permitted.
 - *Be courteous to fellow students and the driver.
 - *Treat bus equipment appropriately. Damage to seats and other parts is unnecessary and costly.
 - * Remain seated until the bus stops to unload; wait for the signal from the bus driver and then cross the road in front of the bus.
 - *All disciplinary regulations of the school are in effect while on a school bus.
- Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus and/or stop may be granted by the principal if presented a request for such change in writing by the parent.

COMPUTER GUIDELINES (Acceptable use and internet safety policy for the computer network of the Maplewood Local School District)

The Maplewood Local School District (District) is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. In order for the District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the District's faculty and staff will make reasonable efforts to supervise student use of the network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. What follows below outlines the Acceptable Use and Internet Safety Policy (Policy) of the District and the Data Acquisition Site (NEOMIN) that provides Internet access to the District. At the beginning of each year students may obtain a copy of the complete Policy from the office. Upon reviewing, signing and returning this Policy to the building principal the student will be issued a card certifying that this Policy is on file in the school office and grants them access to the computer system of the District. Please note that no student may use any school computer for any purpose without this documentation. If a student is under 18 years of age he/she must have his parent/guardian read and sign the Policy. The District can not and will not provide access to any student, who if 18 or older fails to sign and submit the Policy as directed or, if under 18, does not return the Policy as directed with the signatures of both the student and parent/guardian. If you have any questions concerning the following provisions of this Policy you may contact the building principal. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary and/or legal action.

I. PERSONAL RESPONSIBILITY

You must agree to follow all the rules of the policy and not misuse the network in any fashion.

II. TERM OF THE PERMITTED USE

The student, and/or parent must sign a new policy each year before being given access.

III. ACCEPTABLE USES

The access is granted for educational purposes only.

UNACCEPTABLE USES

These include uses that violate or encourage violation of the law; uses that cause harm to others or their property; uses that jeopardize the security of student access; uses that are commercial transactions.

NET ETIQUETTE

Observe all accepted rules of etiquette –i.e. language, offensive statements, use of attachments etc.

IV. INTERNET SAFETY

You are reminded that internet access includes the potential for access to materials inappropriate for school-age children; it is the individual's responsibility to avoid these sites.

- Do not reveal personal information.
- Hacking and other illegal activities are strictly prohibited.
- Personally identifiable information may not be disclosed without permission of the parent/guardian.
- The District, often in cooperation with the Data Acquisition Site, will utilize filtering software or other technologies for the purpose of preventing student access to obscene or pornographic sites. The District will also monitor student access through observation.

V. PRIVACY

The District reserves the right to monitor, inspect, review, etc. at any time and without any prior notice all usage and access.

VI. FAILURE TO FOLLOW POLICY

The use of the computer network is a privilege, not a right. Violation of the policy will result in suspension or revocation of use.

VII. WARRANTIES/INDEMNIFICATION

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet under this policy. The District shall not be responsible for any claims, losses, damages or costs of any kind (including attorney's fees) suffered, directly or indirectly, by any user or his/her parents/guardians arising out of the user's use of its computer networks or the internet under this policy.

VIII. UPDATES

Users and/or parents or guardians may be on occasion asked to provide new or additional information to the District to reflect changes in policy or circumstance.

EMERGENCY MEDICAL AUTHORIZATION

Emergency Medical forms must be completed, signed by the parent/guardian, and turned in by the end of the first week of school. Students may be denied attendance or issued other discipline if this information is not on file. Parents are encouraged to cite any health issues or medications that the school or responding medical personnel should be aware of in the event of an accident or illness. Further, parents are urged to provide as many home and work numbers for themselves and other designated responders as possible so that the school can be reasonably certain to have contact with a family member or trusted friend.

MEDICATION

The Maplewood Board of Education encourages that, to the extent possible, the parents administer medication to students outside of school hours. However, when this is not possible, the Maplewood Board of Education authorizes its employees to administer the prescribed medication in accordance with Ohio Revised Code 3313.713. The Board of Education will also allow students to carry and use emergency medication as prescribed by a particular health condition. Before any medication may be administered to a student during school hours, the Board shall require completion of the appropriate Authorization Form. (Parental Request for the Administration of Medication, Authorization for Asthma Medication)

ALL PHYSICIAN-PRESCRIBED MEDICATION

All medication must be delivered to the school by the parent or guardian in its original container, labeled with: the date if a prescription, the name of the student, the name of the medication, the exact dosage to be given, the route of administration, the frequency and time it is to be given/taken, the physician's name, any special handling/storage instructions, possible side effects, and the pharmacy name and telephone number. The information on the container label must match the information on the Medication Authorization form exactly. The parent shall submit a completed revised Medical Authorization form, signed by the physician, in the event any of the original information provided changes. All requests shall be honored until the termination date on the form or until the end of the school year. A new form must be submitted at the beginning of each school year. Parents are responsible for maintaining adequate amounts of the child's medication and replacing it prior to its expiration date. Any unused medication unclaimed by the parent within three school days of its discontinuation will be destroyed by the Board authorized employee at that time. The parent is responsible to instruct the student to report to the designated area to take the medication at the appropriate time. It is the student's responsibility to report to the designated area at the time the medication is to be administered and to take the medication. Students may not carry medication with them at school. If a student is found with medication, disciplinary measures may be imposed.

PHYSICIAN PRESCRIBED ASTHMA MEDICATION TO BE POSSESSED AND/OR USED BY THE STUDENT

In addition to the aforementioned "All Physician-Prescribed Medication", the student is required to report the need of the emergency medication to the nearest adult in supervision prior to its use, use the medication in the presence of the supervising adult, and report use of the medication to the school's nurse or Board authorized employee after its use.

OVER THE COUNTER MEDICATION

Parents may request that over the counter medication be administered to the student after completing the appropriate written authorization. Parents are responsible for the delivery of the medication in its original container, clearly labeled with the student's name and grade. Maplewood High School will not provide any over the counter medication unless these conditions are met.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the District's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. No-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other disease that may be specified by the State Board of Health. As required by Federal Law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff are exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Contact the Guidance office to inquire about evaluation procedures and programs.

STUDENT ASSISTANCE PROGRAM

The philosophy of the Maplewood Student Assistance Program is to systematically aid students with their educational, career, civic, personal and social concerns including the harmful effects of drugs, alcohol and tobacco. Guidance and/or outside agencies and programs shall provide opportunities for all students to maximize their abilities and to make positive choices and resultant positive contributions to society regardless of their race, sex, or nationality. Through developmental activities and services the student assistance coordinators, teachers, administrators, and counseling staff will assist in meeting the identified needs of all students.

STUDENT DRIVING

Driving to school is a privilege given to students by the Maplewood Board of Education. Violations of the student code of conduct or the driving and parking lot policies will result in the loss of driving privileges.

- *All vehicles must display a valid Maplewood High School Parking permit

- *Parking permits can be purchased at school office for \$20.00

- *Parking permits are non-transferable.

- *Students must present a valid driver's license, and proof of insurance when applying for a parking permit.

- *Students must be passing all classes or will relinquish their parking privileges.

- *Students must observe all speed and traffic regulations while on school property and while entering and exiting the property (within the designated school zone).

- *Students are to enter and exit the school parking lot by the designated driveways.

- *Speed limit is 10 miles per hour on school property.

- *No spinning of wheels, gunning motors, horns, loud music, racing, etc.

- *Reckless operation of motor vehicles is prohibited. Examples include, but are not limited to:

 - # passing of vehicles waiting to exit the parking lot

 - # swerving or weaving through parking lot traffic

 - # carelessly pulling out in front of moving vehicles

 - # riding in the bed of pick-up trucks

 - # any action that could result in personal injury or property damage

- *All vehicles must comply with state and local safety regulations and ordinances.

- *All vehicles on school property may be searched if there is reasonable suspicion that the student is in violation of law or school rules.

- *All vehicles must be parked properly in the assigned parking area.

- *Students are not to remain in their vehicle.

- *Students are not permitted to go to their vehicle during the school day unless special permission has been granted by the administration.

- *Maplewood Local Schools are not responsible for theft or damage to vehicles and/or their contents.

Violations of driving and parking regulations will be treated as discipline cases and may result in the following:

- *Loss of driving privileges (temporary or permanent).

 - *After school detentions/Saturday School/ Suspension.

 - *Vehicle may be towed at owner's expense:

 - ◆ If the student drives to school while under driving suspension.

 - ◆ If the student does not obtain a valid parking permit.

 - ◆ If the student does not park in the designated area.

Driving privileges may also be revoked for chronic tardiness or absence or for violation of school discipline policy.

ATTENDANCE

ATTENDANCE POLICY

Attendance at school until the age of 18 is mandatory under Ohio law. Additionally, there is a strong correlation between regular attendance and school performance. Students who do not maintain good attendance may fail, lose certain privileges (including driving, participation in extracurricular, co-curricular or athletic activities), and/or have their parents taken to court. By Ohio law parents face penalties if a student misses enough school to be considered a chronic or habitual truant. "Chronic truancy" is defined by law as when a student misses seven days in a row, ten days in a month or fifteen days in a school year. "Habitual truancy" is when a student misses five days in a row, seven days in a month or twelve days in a school year. Parents could be fined up to \$500.00 if a child habitually skips school and Juvenile Court judges can order parents to perform up to 70 hours of community service. The Maplewood Local School District has an attendance policy that is designed to help avoid these negative consequences. This policy reads in part:

The maximum allowable absences from any class, in any subject, shall be nine (9) days for a semester course and eighteen (18) days for a year course. Upon the principal's request, persons making available a physician's statement, documentation for legal responsibilities, funerals, and religious holidays will have these days excluded from the nine (9)/eighteen (18) days. This documentation will be presented to the school within two (2) school days after the students return to school. School mandated absence for an individual shall be excluded from the nine (9)/eighteen (18) days. At the high school level students missing from class more than the permissible nine (9) days in a semester course or eighteen (18) days in a year course may receive a failing grade for such a subject and will be denied credit for the course. Please call the school office (330) 637-8466 if your child will be absent. Students must present a parent note or other written documentation within 2 days of returning to school following an absence.

EXCUSED ABSENCE

The Ohio State Board of Education policy on excused absences identifies the following reasons for excused absence from school:

1. Personal illness.
2. Illness in the family.
3. Quarantine of the home.
4. Death of a relative.
5. Work at home due to the absence of the parents or guardians.
6. Observance of religious holidays.
7. Emergency or other circumstances deemed to be of sufficient cause for absence from school by the approving authority.

To be considered an excused absence the student must bring a note written by the parent or guardian stating the definite date or dates and the reason for the absence. This note is to be presented to the attendance office prior to the beginning of the school day on the day the student returns to school, but no later than the second day he/she returns. Beyond the two days the absence will be considered unexcused. The high school administration reserves the right to make the final determination as to the status of any absence from school. An excused absence permits a student to make up any work missed during the absence.

* It is important to note that while a parent note serves as an excused absence, these days count toward the 9/18 limit for class credit.

UNEXCUSED ABSENCE

Student absences for reasons not listed by the State or excused by Board Policy and/or procedures are considered unexcused. Students may not make up work missed during an unexcused absence and will receive a failing grade for all work missed during the absence. Additionally, disciplinary measure may be taken. Unexcused absences, which in effect are considered truancy, will be addressed through the school discipline policy and/or through the Juvenile Court. Examples of unexcused absence include, but are not limited to: oversleeping, car trouble, hunting or fishing, senior pictures, errands, job interview, baby-sitting, etc.

MAKE UP WORK

Students with excused absences are expected to make up work in a timely fashion. Students must make up all work in a time equal to the number of consecutive days of excused absence plus one day. If a student knew about a test or assignment prior to the absence, the teacher may require the student to complete the work immediately upon return to school. Teachers are expected to provide students with the opportunity and assistance to make up work when possible and at a time as convenient as possible for both. However, it is recognized that many classroom activities and projects are not possible to recreate or make up. When a student is truant or suspended out of school, he/she will be permitted to make up classroom assignments or tests and shall receive a grade no higher than 63% for each completed assignment or test missed.

EXEMPTIONS

Occasionally major emergencies, extended or chronic illnesses, accidents, etc. will deprive students of the ability to attend school. In some situations home instruction may be necessary; in others, special schooling programs may be appropriate. In these serious instances the parent/guardian should contact the school and request alternative educational options. With the approval of the principal or designee an exemption to the attendance policy may be granted and an alternative program arranged. Failure to do so may result in failing grades and denial of credit for all courses in which the student misses more than the allowable days in a semester (9) or full year (18) course. Application for exemption must be submitted to the principal. All necessary legal documentation that suggests that long term or chronic illness was present, a major emergency occurred, or legal requirements were being met must be included when the request is submitted. This documentation may include such things as doctor's statements, court orders and police reports and should be provided for inclusion in the student's attendance file. Exemptions to the attendance policy are evaluated on an individual case by case basis.

ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

Students who are absent from school for a full day will not be permitted to attend or participate in extracurricular activities on the day of the absence. Students must be present at school a minimum of ½ day on the day of the event to be eligible to attend or participate in these activities. Exceptions must be approved by the principal.

AGE OF MAJORITY

The age of majority in the State of Ohio is 18. According to school law, rules that apply to students apply to all students regardless of age. School District Policy still is the governing rule in the school, on the school grounds, and at school events.

ARRIVAL AND DISMISSAL

Students are expected to be in school, on time, on a daily basis and to remain in school for the entire day. The school day runs from 7:40 am until 2:13 pm. The building opens to students at 7:20 am. Students are expected to enter the school building when they arrive. Students are expected to leave the building immediately at the conclusion of the school day unless permission is obtained from school officials, or unless you are taking part in a school function. Once a student arrives in the school building, he/she is not permitted to leave the building. Students who leave the school building without permission are subject to discipline from the school. For attendance purposes the following timelines are in effect:

Arrive before 8:15	Tardy
Arrive after 8:15 and before 10:40	½ day absence
Arrive after 10:40	1 day absence
Leave before 10:40	1 day absence
Leave between 10:40 and 1:25	½ day pm absence
Leave after 1:25	Early dismissal

TARDY TO SCHOOL

If a student is late to school (after 7:35 a.m. Jr. High 7:40 am HS), he/she must report directly to the main office upon arrival at school to receive an admit slip to class.

Tardies per semester:

1 to 3 late arrivals	no penalty
4 to 6 late arrivals	detention
7 or more late arrivals	Saturday School or suspension

Classroom attendance is kept by the classroom teacher. The absence limit of 9 days in a semester and 18 days in a year course apply to each scheduled classroom period. Tardiness to individual classes is handled by the individual teacher. If a student is tardy as a result of being detained by another staff member it is the responsibility of the student to request a pass from the detaining staff member to explain the tardiness. Chronic tardiness will be referred to the office for disciplinary action.

*If a student misses ½ of the class period (22 minutes), it will be reported as an absence to the class.

EARLY DISMISSAL

Early dismissal will be given for reasonable and necessary appointments (medical, dental, funeral, etc.) with written permission of the parent or guardian or if the parent or guardian stops in the office to pick up the student. In the case of a written request for early dismissal the student is to present the request to the office prior to first period on the day of the dismissal. The request should include the purpose of the request and the time for the dismissal. The student must report to the office and sign out prior to leaving the building. There are no phone dismissals except in emergency situations or sudden illness.

COLLEGE VISITATIONS

Seniors are permitted two college visitations during the course of their senior year. These college visitation days may be taken with prior approval of the school counselor. A student wishing to take a college visitation day must bring in a written request signed by the parent or guardian stating the date of the requested visitation and the college to be visited. The student is responsible for all classroom work missed on the day of the visit. Upon returning to school the student must provide documentation from the college or university that was visited. The two college visitation days will not be counted toward the attendance policy.

CHANGE OF ADDRESS

If at any point during the year a family/student relocates to another residence the parent/guardian must notify the school office immediately and provide information concerning the change of all applicable information.

CALLING OFF SCHOOL

Parents/guardians are asked to call the high school office (330-637-8466) early on each day of the child's absence to report and verify their knowledge of the absence. On the day the student returns to school he/she is to present a written note signed by the parent/guardian to the attendance office to receive an admit slip to school. If the call-off is prior to school hours or the secretary is unavailable, an automated service is available to record the message.

FIELD TRIPS

Field trips are considered an integral part of the school experience and are invaluable as a part of the defined curriculum of many courses, as well as being an enjoyable diversion to the daily routine. Permission slips must be signed by the parent/guardian and returned to the sponsoring staff member in order for the student to attend any field trip. As a part of the curriculum, field trip days are considered a day of attendance.

HOMEROOM

Every student is assigned a homeroom period during first period classes for administrative purposes. Homerooms are assembled on an irregular basis in order to perform important administrative functions.

PROM (GUEST)

Guests of a Maplewood Junior/Senior must meet the following guidelines. Students must complete and submit a Guest Approval form by the established deadline. Guest cannot be older than 19 years of age unless special permission is given by the principal. Guests 21 years or older will not be permitted. Guests from another school must be of a junior or senior status. Guests from Maplewood will be permitted if they are of sophomore status.

RELIGIOUS HOLIDAYS

Students whose religious heritage calls for holy days at times other than those included in the school calendar are entitled to celebrate those events without fear of academic penalty in any form.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations, though the school recognizes that this may not always be possible. When a family vacation must be scheduled during the school year the parent should discuss the matter with the principal prior to the dates of the vacation to make necessary arrangements for school work. It may be possible for the student to receive certain assignments prior to the vacation that may be completed during the trip. Students must be accompanied by parents or members of the immediate family on the vacation. With prior approval of the principal the days of absence will be considered excused, but will count toward the attendance policy. (A student may not miss more than 9 days in a semester class and 18 days in a full year class.)

*If a student has poor attendance, a vacation request may be denied if it may result in student failure.

ACADEMICS

ACCREDITATION

Maplewood Local High School is fully accredited by the State Department of Education. Our graduates are accepted by all colleges and universities if the student meets their standards.

COLLEGE REPRESENTATIVES

Throughout the school year representatives of various colleges and universities visit our building to speak with interested members of the junior and senior class. These visits last approximately ½ hour. Juniors and seniors may attend these meetings by signing up in advance in the guidance office.

CORRESPONDENCE AND TUTORING

No credit will be granted for correspondence courses or tutoring unless prior approval has been granted by the High School Guidance Department. In addition, such credit cannot be granted unless all state minimum standards are met. A total of only one (1) credit may be earned in this manner except in extreme cases as approved by the Guidance Department on an individual basis. Additional credits will not be granted simply to “make-up” for failed courses.

GRADUATION REQUIREMENTS

The minimum number of units of credit required for graduation in the State of Ohio is 20. Additionally, no student may graduate unless he/she has successfully met 1 of the 3 pathways established by the state of Ohio. Maplewood does not permit any student to participate in commencement exercises unless he/she has completed all requirements for receiving a diploma as established by the State of Ohio and the Maplewood Local School District. In addition to the state mandated, testing the requirements at Maplewood are as follows:

2023 and Beyond (Ohio Core) Requirements

English	4 units
Mathematics	4 units Alg. II or equivalent
Science	3 units
Social Studies	3 units
Health	0.5 units
P.E.	0.5 units
Electives	5 units
Arts	1 unit

Details concerning these requirements may be obtained from the School counselor.

SCHOOL COUNSELING SERVICES

Guidance and counseling services are available to all students in grades 7 – 12. Through individual and group counseling, the counselor will assist students in developing a better understanding of themselves, their abilities, attitudes and interests as well as in the selection of courses and in the processes of applying for scholarships and colleges. The counselor is available to discuss concerns of a personal, social, educational or vocational nature. The counselor is available to both students and parents to assist whenever possible or to provide guidance in seeking additional services beyond the scope of the school. Students may see the counselor during study halls, homeroom, and lunch time or as needed provided they are sent to the Guidance office by a staff member.

SCHEDULE CHANGES

Student schedules will only be changed at the beginning of each semester on a schedule determined by the School counselor. Changes will only be made for just cause as determined by the School counselor. Students may drop classes only during the first ten (10) days of school. Any course dropped after this time requires the written consent of the parent/guardian and the student will be “withdrawn failing”; the student’s permanent record will reflect such and be counted as a failed class in determining grade point average and class rank.

SCHEDULING

The School counselor will begin scheduling students in grades 7 through 11 early in the second semester for the following school year. Parents are asked to review, sign and return their child’s schedule requests for the ensuing year. It is suggested that students select their courses carefully in conjunction with their parent and the School counselor and that they be both realistic in their selection as well as challenging themselves academically.

STUDENT CLASS LOAD

Each student is required to carry a minimum of five (5) units of credit toward graduation each school year. Students may have no more than one study hall daily.

PROMOTION REQUIREMENTS

In grades 9 – 12 students are not promoted or retained as in earlier grades. Assignment as a member of a particular class (i.e. sophomore, junior, senior) is done based on the units of credit earned to date by the student. The requirements are as follows:

7	Completion of 6 th grade
8	Completion of 7 th grade
9	Completion of 8 th grade
10	at least 5 credits
11	at least 10 credits
12	at least 15 credits

TESTING PROGRAM

Maplewood Local Schools provides for all regularly scheduled testing as required by law, including both diagnostic and achievement. These tests serve as a means of evaluating a student’s academic progress and serve, to a degree, in identifying those students who could benefit from intervention. The district also provides information and assistance in registering for the nationally accepted standardized tests used by colleges and universities in their admission practices. These include the PSAT, SAT and ACT. The guidance counselor provides preparatory materials for students interested in improving their skills as they approach these important measures of achievement. Every student must take and pass all parts of the Ohio State End of Course Exams as a requirement for graduation. The class of 2023 and beyond must obtain passing scores and earn two required seals to meet graduation requirements.

TRANSCRIPT REQUESTS

Official transcripts and records are routinely issued free of charge to any student transferring from our school district to another. Upon graduating Maplewood prepares and mails an official transcript to one college or university as directed by the student free of charge. Additional transcripts will be prepared and mailed to a place of the student’s choice at a nominal cost of \$1.00 each. Following graduation former students may request transcripts in writing; these will be prepared and mailed for the nominal \$1.00 fee.

NATIONAL HONOR SOCIETY

National Honor Society membership is one of the highest honors that can be awarded to a high school student. To be eligible for National Honor Society, a student must be a junior or senior, have a minimum 3.2 grade point average, and demonstrate high standards of leadership, service and character. After gathering information from eligible students and their teachers, a five-member Faculty Council makes the final selection of candidates. Induction of new members takes place once a year, in the first semester. Questions regarding this policy should be directed to the high school.

HONOR AND MERIT ROLL

Those students who achieve academic success each grading period are honored by being named to the honor or merit roll. Students with a GPA of 3.0-3.49 for a grading period are named to the Merit Roll; those with a GPA for the grading period of 3.5-4.0 are named to the Honor Roll. Students cannot be named to either roll if the student receives a "D" or "F" in any subject.

STATE HONORS DIPLOMA

In order to receive this award a student must complete the college preparatory curriculum in high school and meet at least seven (7) of the following eight (8) criteria:

- 1 Earn 4 units of English
- 2 Earn 4 units of mathematics including at least the competencies obtained in Algebra I, Algebra II, Geometry, and another higher level course.
- 3 Earn 4 units of science including 2 years of advanced science.
- 4 Earn 4 units of Social Studies
- 5 Earn 3 units of one foreign language or 2 units of two foreign languages
- 6 Earn 1 unit of fine arts
- 7 Maintain an overall high school grade point average of at least 3.5 at the end of the seventh semester of the senior year
- 8 Obtain a composite score of 27 on the ACT or 1130 on the SAT or 1210 on the Sat I

COLLEGE CREDIT PLUS

Any student in grades 7-12 with a qualifying ACT score may enroll in College credit Plus program providing he/she meets the requirements established by law, by the district and by the cooperating college or university. Application for the following school year begins in late winter each school year. Any interested student should contact the Guidance Office for the necessary information.

ACADEMIC HONESTY

Academic integrity is expected of every student. Students are expected to earn grades solely through their own effort. This includes assignments completed both in and out of school. Academic dishonesty includes:

- *Plagiarizing information in any form.
- *Using someone else's words or ideas without acknowledging the source in the form of citations.
- *Submitting a paper written by another person or published by someone else, including Internet sources.
- *Submitting a paper completed for a previous course without approval of each instructor.
- *Failing to submit all sources upon request of the faculty member.
- *Submitting an academic project that has been completed in part or totally by another person.
- *Utilizing, providing or acquiring unauthorized materials for and/or during a quiz, test, exam or assignment.
- *Forging or improperly altering any school documents.

Faculty members (at his/her discretion) may select one or more of the following actions in resolving cases of academic dishonesty:

- *Issue a warning
 - *Provide an opportunity to redo the work (with or without an adjusted grade)
 - *Record an "F" grade or an equivalent percentage for the work
 - *Record a "0%" grade for the work
- Disciplinary action may be taken.

GRADE REPORTING

The Maplewood School District believes it is crucial to a student's academic progress to keep parents informed of their child's progress on a regular basis. To do so Maplewood provides up-to-date evaluations of the student's academic performance in each course twice each grade period. Approximately halfway through each grade period an "Interim Progress Report" is sent home. This report is specifically structured to inform the home of the student's performance at the time of the Interim and where applicable make suggestions to rectify deficiencies; it is not a guarantee of a certain grade on the report card and the parents must bear in mind that much can change over the next several weeks of the grade period. The second report is the official grade card issued at the conclusion of each grading period. It is these grades, along with those of the semester and final examinations, which comprise the final grade for the course. Additionally, Maplewood schedules two parent/teacher conference days each school year. These are designed to maintain and enhance communication between the home and the school to the benefit of the student. Information on the specific date and time of these conferences is published annually.

GRADING SCALE

Maplewood operates on a four (4.0) point grade scale. In this scale:

F = 0	62% and below
D = 1	63% - 72%
C = 2	73% - 82%
B = 3	83% - 92%
A = 4	93% - 100%

GRADING POLICY

Final grades in a course are based on the weighted compilation of the grades received in each of the grading periods and the semester and/or final examinations. Students will have a semester and/or final examination in every course. In a semester course the final grade will be determined by multiplying each of the two grade periods by two, adding the semester exam grade and dividing by 5. To determine the final grade in a full year course, the semester one average and the semester two average will be added together and divided by two. In a semester course any student who fails any two of the three grades (two grade periods and exam) will receive an "F" in the course. In a full year course any student who fails any two of the last three grades (third and fourth grade period and final exam) shall receive an "F" for the course.

ADVANCED PLACEMENT CLASSES (AP)

In addition to its standard curriculum, Maplewood offers three Advanced Placement (AP) courses: English III, American History and Calculus. Maplewood recognizes that these courses are designed to be more demanding and rigorous both in terms of work load and academic expectations than the normal academic course. The curriculum of AP classes is in fact designed to be that of a quality college level course. In appreciation of this fact students enrolled in an AP course will receive no lower than a "C" if they complete the mandatory assignments (failure to do so will result in failure just as in any course). An AP student will earn a "B" or an "A" as the quality of the work produced increases. Instructors of AP courses are permitted discretion in grading so as not to penalize a student for selecting the most demanding courses available.

VALEDICTORIAN/SALUTATORIAN

Valedictorian/Salutatorian Requirements for 2016 and beyond:

In order to reward academic excellence, a class valedictorian and salutatorian will be chosen. The following guidelines will be used to determine the valedictorian and salutatorian of the graduating class.

Definition of Valedictorian: The graduating senior having the highest grade point average, based upon a 4.00 scale at the end of the seventh semester.

Definition of Salutatorian: The graduating senior having the second highest grade point average, based upon a 4.00 grading scale at the end of the seventh semester.

In case of equal G.P.A.'s, co-valedictorian and/or co-salutatorians would be named.

Qualifications:

- A. To be considered as valedictorian/salutatorian, a student must be enrolled as a student at Maplewood High School by the first school day of his or her junior year.
- B. Students must take the following 19 (nineteen) credits:

1. Honors English/AP English-3 years (Honors/AP English must be taken in the junior and senior year)
2. Math-4 credits (must include 4 of the following-Algebra I, Geometry, Algebra II, Trigonometry or AP Calculus)
3. Foreign Language-3 credits of one foreign language or 2 credits of 2 foreign languages.
4. Science-4 credits (Must include 4 of the following: Physical Science, Biology, Chemistry, Biology II, Physics, Chemistry II)
5. Social Studies-4 credits (World History, American History, Government, Civil War, History Today, or AP American History)
6. Fine or Performing Arts-1 credit
7. Students must take 2 of the 3AP courses offered at Maplewood (AP English/AP History/ AP Calculus) their junior/senior year.

Courses taken College Credit Plus at approved institutions will count toward valedictorian/salutatorian selection if they have met the following criteria.

1. Must have declared intent to count a CCP course for Valedictorian/Salutatorian selection by filing a CCP valedictorian form with the guidance counselor prior to taking the CCP course.
2. Courses must match the content of the course offered at Maplewood High School. Ex. CCP science course content must match the Chemistry II content of a Maplewood Chemistry II class or its equivalent course.
3. Must have prior approval from a committee consisting of the principal, guidance and a classroom teacher.

Students must also take 2 of the 3 AP courses offered at Maplewood (AP English/AP History/AP Calculus) their junior/senior year.

Courses taken in Summer School, Night School, or Correspondence School will not be counted/added to GPA for Valedictorian/Salutatorian status.

STUDENT CONDUCT

BASIC RIGHTS AND RESPONSIBILITIES

The right to an education and the associated privileges are guaranteed to all students irrespective of race, religion, creed, sex or national origin. The Ohio General Assembly and the courts have made it very clear that each student has the responsibility to act in such a way as not to interfere with the rights of others to this educational opportunity, and that a student may forfeit his/her rights when his/her conduct is such that it disrupts the educational process and deprives others of their rights. Section 3313.20 of the Ohio Revised Code authorizes Boards of Education to make rules and regulations that are necessary for maintaining order in its school. This Code of Conduct details reasonable, just and necessary regulations for maintaining order in our schools, and the processes of enforcement available to school administrators. Every member of the school community, including students and school staff, have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student. As such, no student shall interrupt the process of education within the school.

DUE PROCESS

Students have the right to due process procedures in matters of suspension and expulsion. Due process provides:

- *Written notice to the student of the intention to suspend and the reason(s) for suspension.
- *An opportunity to appear at an informal hearing and challenge the suspension before a school administrator.
- *Within one day after the suspension, the student's parents, the treasurer of the board and the superintendent will be notified of the suspension. This notice will contain the reason(s) for the suspension and inform the parents of their right to appeal to the Board, and their right to be represented at the hearing.

CODE OF CONDUCT

ZERO TOLERANCE

The Maplewood Local School District has adopted a policy of “zero tolerance”. No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated. What follows is information concerning the student code of conduct. This information is designed to provide students and parents/guardians with an overview of the regulations and procedures governing disciplinary action at Maplewood High School. In some instances (generally where confusion or misunderstanding is most likely) specificity and/or definitions have been provided. Much of the information is more general in nature or cites behaviors without explanation. It would be impractical, if not impossible, to list every conceivable action that may result in school discipline. Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the Student Code of Conduct. A complete copy of the Maplewood Board of Education Policies may be found in the main office of each school building in the district for more complete definitions or explanations of some of the items cited in this Code of Conduct. The administration reserves the right to use its discretion in enforcing the rules and consequences. Due to a broad range of behaviors, mitigating circumstances, and a sincere desire to modify misbehavior rather than simply punishing by assigning predetermined consequences, the administration will use discretion as deemed appropriate. It is our desire to provide discipline (positive and corrective) rather than punishment (negative and punitive). Extracurricular, co-curricular and athletic activities have rules and regulations in addition to those listed here. Violation of school rules or of those rules particular to an activity may result in loss of participation as well as school discipline. There is an important distinction to be made in matters of discipline in regard to the terms “equal” and “fair”. As a rule, we will endeavor to provide “fair”, firm and appropriate discipline rather than the “same” discipline for every student in every situation. Among others, factors such as the circumstances surrounding the incident or infraction, whether the rule(s) violated are considered major or minor, the frequency of violations and the cooperation and attitude of the student will be considered. We will make every reasonable effort to keep the parent/guardian informed whenever possible of serious or repeated infractions. Violation of the more serious rules, repeated violations of the items included in the Code of Conduct or flagrant disregard of school rules will result in suspension. Individuals who violate the most serious rules, who habitually violate the policies or show flagrant disregard of school policies are subject to expulsion. In some situations criminal charges may be filed. Both suspension and expulsion may carry from one school term or school year to the next.

Suspension from school means that a student has been removed from all school related activities – curricular, extracurricular, co-curricular and athletic for a period of 1 – 10 school days. During the length of the suspension the student may not be on any school premises unless brought in by the parent/guardian for counseling or conference. Suspensions are issued by the building administration or district superintendent.

Expulsion is assigned by the superintendent for a period of up to 80 days; the 80 days may be in addition to a maximum of 10 days of suspension. In the most serious case (i.e. weapons) state law mandates an expulsion of one (1) calendar year.

Students may be disciplined for misconduct engaged in away from school property if the misconduct is related to activities occurring on school property or related to school activities. The Code of Conduct is in full effect on all field trips, while on school transportation, and at any athletic, extracurricular or co-curricular activity or event. Students are subject to school discipline for misconduct directed at school employees or their property, regardless of where the misconduct occurs.

TERMS AND DEFINITIONS

ASSAULT

A student shall not cause physical injury or behave in such a way or threaten to cause fear of physical injury to any student, teacher, staff member, or visitor to the school system.

DANGEROUS WEAPONS AND INSTRUMENTS

A student shall not use, possess, handle, transmit or conceal dangerous weapons, firearms, knives, mace, tear gas, explosives, fireworks, or other devices or objects that can cause harm, or the facsimile of any of these items or devices on school property or at any school sponsored event. Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity,

competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. A firearm is described as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated; or anything presented or brandished as a firearm. A weapon is any device which may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, BB guns, knives (defined as any cutting instrument) or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. Any item that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, chains, pens, pencils, laser pointers and jewelry.

“CYBER BULLYING”

Abusive behavior, including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercing by one more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices.

DISOBEDIENCE

A student should follow the reasonable requests or directives of a teacher or authorized school personnel. Repeated or major violations of rules or directives shall constitute insubordination.

DISRESPECT

No student shall show disrespect to faculty, staff, or visitors through words or actions. Repeated or major violations shall constitute insubordination.

DISRUPTION OF SCHOOL

Students, who by words, acts or deeds, directly incite others or themselves to commit violence or disrupt the atmosphere of order and discipline, shall be subject to strong disciplinary action. This includes, but is not limited to: bomb threats, false fire alarms, use of incendiaries, strikes, walkouts, stink or smoke bombs, and/or impeding the free flow of traffic to or within the school.

DRUG AND ALCOHOL ABUSE

Possession, use, purchase, sale, intent to buy or sell, transmission, having the odor of alcoholic beverages and/or drugs, controlled substance, or any drug or counterfeit (look alike) drug, and/or simulating any of the above during a school day or at a school sponsored activity regardless of day, time or location is prohibited. Students shall not possess, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs or abuse. The use of drugs authorized by a medical prescription from a licensed physician and used in accordance with applicable Board policy shall not be considered in violation of this rule.

FIGHTING

Students shall not provoke or engage in physical contact for the express purpose of inflicting harm on another person. Words can constitute provocation.

GANGS

Gang/hate group activity, clothing and paraphernalia are prohibited. Gangs and hate groups which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or staff are prohibited. Any student wearing, carrying or displaying gang/hate group paraphernalia or exhibiting behavior or gestures which symbolize gang/hate group membership or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to school discipline.

HARASSMENT

Every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of the staff, or any other individuals is prohibited. This includes any speech or action that creates a hostile, intimidating, or offensive environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal – the making of written or oral sexual innuendos, suggestive comments, sexual propositions or threats etc.

Nonverbal – the placing of sexually suggestive objects, pictures etc. or making sexually suggestive, sounds, leering, etc.

Physical - threatening or causing unwanted touching, contacts or attempts at same, including patting, pinching, snapping of straps, pushing the body, coerced sexual intercourse, etc.

Gender/Ethnic/Religious/Disability Harassment

Verbal – written or oral innuendos, comments, jokes, insults threats or disparaging remarks concerning a person's gender, national origin, etc.

Nonverbal – placing of objects or graphic commentaries or making insulting or threatening gestures.

Physical – any intimidating or disparaging action such as hitting, spitting, etc.

Any student who believes that he/she is the victim of harassment in any of its forms should contact the High School Compliance Officer (Guidance Counselor) to report the situation. The Compliance Officer will provide the complainant with detailed procedures.

HAZING

Hazing by any school group, club or team is prohibited. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING- As Per Ohio Legislative House Bill 276, the Ohio State Board of Education ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING Model Policy, and this School District's Board of Education Policy.

This school district's Board of Education and the Ohio State Board of Education have adopted anti-harassment and anti-bullying policies to make absolutely sure that our schools provide physically safe and emotionally secure environments for all students and all school personnel. Our school district Board, administrators and teachers will do everything possible to enhance/create positive learning and teaching environments that emphasize and recognize positive behaviors and to evoke nonviolence, cooperation, teamwork, understanding and acceptance toward all students and staff in our schools and at school activities and events. It is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden. A school district employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation or bullying promptly in good faith and in compliance with the procedures specified in the policy. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school.

CONDUCT THAT IS NOT ACCEPTABLE: Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel.

Examples of conduct that could constitute prohibited behaviors include:

- ♣ Physical violence and/or attacks;
- ♣ Threats, taunts and intimidation through words and/or gestures;
- ♣ Extortion, damage or stealing of money and/or possessions;
- ♣ Exclusion from the peer group or spreading rumors; and,
- ♣ Covert acts to intimidate, harass or embarrass
- ♣ Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - ♣ Posting slurs on Websites where students congregate or on Web logs (personal online journals or diaries);
 - ♣ Sending abusive or threatening instant messages;
 - ♣ Using camera phones to take embarrassing photographs of students and posting them online; and,
 - ♣ Using Web sites to circulate gossip and rumors to other students;
 - ♣ Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Formal Complaints:

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness.

A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Remedial Actions/Disciplinary 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 ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Such prohibited behaviors whether and to what extent to impose disciplinary action (detention, out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

PUBLIC DISPLAY OF AFFECTION (PDA)

The public display of affection (i.e. hugging, kissing or touching of a romantic nature) is considered inappropriate conduct and shall not be exhibited in school buildings, on school grounds or at school sponsored events.

SCHOOL ASSEMBLIES

Behavior that is rude, disruptive or disrespectful to any speaker or performer is prohibited. Talking, horseplay or any activity that distracts from the assembly is strictly prohibited. Any student violating this rule will be removed from the assembly and will be prohibited from attending all assemblies and extracurricular events for the remainder of the school year.

SEARCH AND SEIZURE

The search of a student and his/her possessions, including but not limited to, vehicles, book bags, and purses may be conducted at any time the student is under the jurisdiction of the Maplewood Board of Education if there is reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without the student's consent. A witness will be present except in an emergency as determined by the school official. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Lockers, desks and similar equipment are the property of the school and subject to search. Locks are for the prevention of theft, not to prevent a search.

TOBACCO PRODUCTS/SMOKING

It is illegal in the State of Ohio for individuals under the age of 18 to possess tobacco products. The use or possession of tobacco products in any form by students on or near school property, including school buses, and at school sponsored events, regardless of location, is prohibited. The possession of tobacco or smoke

residue and odor will be considered sufficient evidence of its use. Possession of any tobacco or smoking paraphernalia including, but not limited to, matches, lighters and papers will be in violation of the smoking policy. Smokeless tobacco will be treated in the same manner as a smoking violation.

VANDALISM

Any willful act or malicious abuse, destruction, defacing or theft of school property will not be tolerated. Perpetrators of vandalism will be subject to suspension, full restitution and possible legal action.

Students involved in vandalism will not be permitted to participate or attend any extracurricular activities for one calendar year from the date of the infraction.

CRITERIA FOR CORRECTIVE ACTION

The exercise of self-control and self-discipline are essential elements in the establishment and maintenance of a safe and positive school environment conducive to learning. Students are expected to take responsibility for his/her personal behavior and to respect the right of others. In accordance with Ohio Revised Code 3313.20 Maplewood has adopted a position of “zero tolerance” in regard to student discipline. To help ensure the desired atmosphere the offenses listed below may lead to probable corrective action which may include, but is not limited to, teacher detentions, administrative detentions, loss of privileges, removal from class, emergency removal, Saturday School, suspension or expulsion.

- arson
- assembly disturbance
- assault or battery of a student or school employee
- bus misconduct
- cafeteria disturbance
- cheating/plagiarism
- chronic violations of school rules
- disobedience
- disrespect
- distribution of unauthorized materials
- disturbance of a classroom – regular or substitute teacher
- disturbance of detention room
- disruption of school – false fire alarms, incendiaries etc.
- endangering the safety of others
- extortion
- failure to serve detention or Saturday School failure to show reasonable care of school equipment or textbooks
- fighting
- flagrant disregard of school rules
- foul or inappropriate language or obscene gestures
- forgery
- gambling, card playing, games etc.
- gang/hate group activities
- giving false information to employees
- gross misconduct
- harassment/intimidation/hazing
- improper use of a hall pass
- inattentiveness or being unprepared for class
- insubordination
- leaving class/school without permission
- loitering
- use of electronic devices including pagers, phones, electronic games, disc players during the school day
- possession or use of drugs, drug paraphernalia or alcohol
- possession or use of any tobacco product or paraphernalia
- possession or use of weapons
- profanity

- provoking a fight or disturbance by actions or comments
- public display of affection
- sexual harassment
- skipping class
- student disruptions
- student in unauthorized area
- refusal to accept teacher discipline
- tardy to class or school
- truancy
- theft/destruction of property/ vandalism
- use of racial, ethnic, religious degrading or sexual slurs
- violation of attendance policy
- violation of computer and technology policy
- violation of dress code
- violation of lunchroom policy
- violation of student driving policy
- violation of Saturday School /out of school suspension rules

CELL PHONES/ELECTRONIC DEVICES

All buildings in the district have advanced security/communication systems in place in the event of an emergency and coaches/advisors carry cell phones during extra-curricular activities. Due to the fact that many cell phones contain cameras and other technology that may interfere with the privacy of other students and staff, student policy is in place to impede such privacy issues. The Board of Education has an established “No Cell Phone” policy on school property, and compliance is expected; however, there may be an occasion/situation when the use of a cell phone by a student after school hours is necessary – in this case, cell phones must be kept “off” and out of site at all times during the school day until needed for the after school activity. If there is a concern of theft, a combination lock may be brought in by the student. The combination must be given to the homeroom teacher/principal in the event access becomes necessary. If a student is found to have a cell phone or electronic device on school property, which may in certain situations include the bus, and it is not being used in accordance with the above policy, the device will be confiscated and the parent, guardian will be contacted to pick the device up. A second offense will result in confiscation with return to occur at the end of the school year.

DRESS CODE

We believe that children should dress properly for school. Clothing should be neat, clean, and appropriately modest and in good taste. Clothing and hairstyles should not detract from the learning environment nor interfere with student safety. The individual should be granted the greatest possible amount of freedom in selecting his/her manner and mode of dress and hairstyle. Student appearance is a basic responsibility of parents. It is incumbent upon the school and the parents to encourage the students in their charge to dress and groom themselves according to the dictates of good taste. However, the school reserves the right to regulate dress and hairstyle when the health, safety or propriety of students is threatened. All buildings in the district shall maintain the same standard. However, we recognize that available styles and appropriateness of these styles may certainly differ at varying age groups. Therefore, the principal shall have the final jurisdiction in individual cases in interpreting and enforcing the dress code. Hairstyles may be regulated when student health or safety is endangered.

Examples include:

- *when working with or near machinery, working in a laboratory, or working in food preparation.
- *when the hair in question is dirty and/or malodorous
- *when the sponsors of voluntary extracurricular activities request it
- *when it impairs vision

Dress may be regulated when said attire is bizarre, disruptive and/or distracting to the educational process. The following would be examples of attire that are inappropriate for school wear. These items are specifically addressed but this list is not all-inclusive. Other items not foreseen may certainly arise and may well be appropriately prohibited at the discretion of the principal.

- *sleepwear or beach wear (including flannel shorts and pants)
- *unbuttoned shirts or blouses or any garment considered to be too revealing
- *blouses, shirts or tee shirts that expose the midriff
- *cutoff or sleeveless blouses, shirts or tops
- *tank tops, halter tops, strapless, or garments with spaghetti straps
- *sleeveless tops, shirts or blouses
- *see-through clothing
- *the length of skirts, dresses and shorts should be appropriate for school (approximately mid thigh is a good guideline)
- *Spandex and or leggings can only be worn under school appropriate attire.
- *visible undergarments
- *clothing, buttons, badges, etc. that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote or reference alcohol, tobacco or drug use, violence, or death
- *gang/hate group clothing/paraphernalia (i.e. swastikas, confederate flag, KKK)
- *sunglasses, unless prescribed by a physician
- *the wearing of hats, caps, bandanas or other headgear
- *outdoor coats and jackets
- *“flip-flops”/barefoot/athletic sandals/crocs
- *sagging or baggy pants: pants that when fastened, sag or fit below the waist; all pants must fit around the waist and be properly fastened
- *headsets and other electronic devices, including pagers and portable phones
- *the wearing or possession of any object which may cause harm or injury to self or others; examples include: mace, heavy chains, choker chains, “dog” collars, wallet chains, or any other heavy or sharp object
- *visible body piercing on any body part other than the ear
- *hair color that is extreme or out of the natural range of human hair color
- *shorts are prohibited during the months of October through April. Shorts may be worn beginning May 1st.
- *book bags must remain in the student locker during the school day
- *any clothing (including jeans) with holes in them

Students are expected to dress appropriately for school. Violation of the dress code may result in disciplinary action.