

**Maplewood Elementary**

**2021-2022**

**Student Handbook**



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*Maplewood K-6 Elementary School*  
*4174 Greenville Rd.*  
*Cortland, Ohio 44410*  
*330-924-2431*  
**Office Hours: 8:30-3:30**

**Principal: Mrs. Elizabeth Goerig**

**Secretary: Mrs. Erin Rickert**

**Office Hours: 8:30- 3:30**

**School Opens 8:30**

**Tardy Bell 8:50**

**School Dismissal 3:15**



5th/6th Grade Science Technician	Betker	Sharon	sbetker@maplewoodschoo
Psychologist	Bresenhan	Dennis	dbresenhan@maplewoodschoo
4th Grade Language Arts	Brown	Penny	penny.parish@trumbullesc.org
Physical Education	Carlson	Lynn	lcarlson@maplewoodschoo
3rd Grade	Chapman	Richard	rchapman@maplewoodschoo
Kindergarten	Charles	Melissa	mcharles@maplewoodschoo
2nd Grade	Cleer	Kim	kcleer@maplewoodschoo
3rd Grade	Craiger	Theresa	tcraiger@maplewoodschoo
5th Grade Math	Dana	Jeanne	jdana@maplewoodschoo
6th Grade LA	Deeter	Dave	ddeeter@maplewoodschoo
2nd Grade	Durig	Stacey	sdurig@maplewoodschoo
Title I	Economos	Angela	aeconomos@maplewoodschoo
Kindergarten	Eschman	Teresa	teschman@maplewoodschoo
4th Grade	Fagnano	Shana	sfagnano@maplewoodschoo
1st Grade	Ferry	Brooke	bferry@maplewoodschoo
Principal	Giesy	Jamie	jpgiesy@maplewoodschoo
6th Grade Math Teacher	Goerig	Beth	bgoerig@maplewoodschoo
Head Cook	Grayson	Lisa	lgrayson@maplewoodschoo
3rd Grade	Hartman	Tina	thartman@maplewoodschoo
Nurse	Higgins	Abigail	ahiggins@maplewoodschoo
1st Grade	Hitchcock	Janna	jhitchcock@maplewoodschoo
Guidance Counselor	Hnat	Hollie	hhnat@maplewoodschoo
Kindergarten	Johnson	Kristen	kjohnson@maplewoodschoo
2nd Grade	Krieg	Michele	mkrieg@maplewoodschoo
Intervention K-2	Maiorana	Callie	cmaiorana@maplewoodschoo
4th Grade Math	Majirsky	Sarah	smajirsky@maplewoodschoo
Cook Aide	Mancini	Amy	amancini@maplewoodschoo
K-6 Music /Choir	Manes	Denise	dmanes@maplewoodschoo
Custodian	McConaughey	Melissa	mmcconaughey@maplewoodschoo
Educational Aide	Olejnik	Brian	bolejnik@maplewoodschoo
Custodian P.M.	Paris	Linda	lparis@maplewoodschoo
Intervention 3-4	Read	Jason	jread@maplewoodschoo
Secretary	Richmond	Jessica	jrichmond@maplewoodschoo
Intervention 5-6	Rickert	Erin	erickert@maplewoodschoo
5th/6th Grade S.S. Teacher	Smith	Scott	ssmith@maplewoodschoo
1st Grade	Spain	Paula	pspain@maplewoodschoo
5th Grade ELA	Stuart	Jennifer	jstuart@maplewoodschoo
Librarian	Toto	Erin	etoto@maplewoodschoo
Technology Instructor	Trukovich	Karen	ktrukovich@maplewoodschoo
Speech Therapist	Vitko	Laurie	lvitko@maplewoodschoo
Custodian P.M.	Warmbein	Mitch	mitchell.warmbein@trumbullesc.org
Instructional Aide	Wilmoth	Chris	cwilmoth@maplewoodschoo
	Yoder	Jo-May	jyoder@maplewoodschoo

**Maplewood Elementary School  
Calendar  
2021-2022**

<b>Aug. 23</b>	<b>First Day of School for Students</b>
<b>Sept. 6</b>	<b>Labor Day, No School</b>
<b>Oct. 7</b>	<b>Parent/Teacher Conferences</b>
<b>Oct. 8</b>	<b>No School</b>
<b>Oct. 15</b>	<b>2 Hour Early Dismissal</b>
<b>Nov. 24-Nov. 29</b>	<b>Thanksgiving Vacation</b>
<b>Dec. 17</b>	<b>2 hour Early Dismissal</b>
<b>Dec. 20-Dec. 31</b>	<b>Winter Vacation</b>
<b>Jan. 17</b>	<b>No School Martin Luther King Day</b>
<b>Feb. 17</b>	<b>Parent/Teacher Conferences</b>
<b>Feb. 18</b>	<b>No School</b>
<b>Feb. 21</b>	<b>No School Presidents Day</b>
<b>March 11</b>	<b>2 Hour Early Dismissal</b>
<b>April 15-April 18</b>	<b>Spring Vacation</b>
<b>May 26</b>	<b>Last Day for Students</b>



## **Section I: General Information**

### **ABSENCE**

The Missing Children's Act, Senate Bill 321, makes it necessary for every Maplewood student to be accounted for every day. If your child is absent, or is going to be late coming to school, you **MUST** inform us as soon as possible. We have voice messaging technology available from 3:30 p.m. to 8:00 a.m. If for some reason you were unable to leave a message during those times, please call school by 9:00 a.m. If we are unable to contact you at home, we will call your place of employment and then any other person listed on the child's emergency card.

Parents must provide the school with their current home and work telephone numbers, home address, and emergency telephone numbers at all times.

**If a student exceeds a total of 9 days during the semester or 18 days for the school year, the student may be in danger of losing credit for the school year and/or being retained in his/her present grade.**

Medical Excuses: Student absences under medical excuse are not included in the 9/18 days identified above. Medical excuses, in order to be considered by the school administration, must be presented no later than 48 hours after the student's return to school. It must clearly identify the reason for the doctor sanctioning the student's absence from school, and must clearly note what date(s) are being approved by the doctor. The administration reserves the right to request a medical excuse from a student for absence at any time in order to clarify whether an absence is legally excused.

Tardiness to School: Tardiness to school is charged to any student that does not arrive at school by 9:35 a.m. Early dismissal from school is charged to any student that leaves after 2:30 in the afternoon. Early dismissals are counted the same as a tardy. Tardiness to school will be excused or unexcused as per the same Ohio Revised Code guidelines and district interpretation as are daily absences. Students arriving at school after 9:35 or leaving school before 2:30 are charged with one-half day of absence. A student is charged for a full day absence if he/she is absent from school for more than three hours.

Unexcused Absence: Student absences for reasons that are not deemed "legal" under Ohio Revised Code and unexcused under school district policy and procedures are considered unexcused. Students may not make up work missed during an unexcused absence.

### **ATTENDANCE**

Attendance is compulsory in the State of Ohio. Children are expected to attend school daily. Children must be in their classrooms by 8:50 to be counted present. Children may be absent from school for significant illness, family emergency, or for religious reasons only. Please attempt to schedule appointments after the end of the school day.

### **BIRTHDAY TREATS**

Maplewood Elementary parents may provide an individually wrapped, store purchased birthday treat for the class on a student's birthday if they wish. Please check with your child's teacher and make arrangements with them. Invitations for private parties may be distributed at school if the following provisions are met: invitations are provided for all girls, all boys, or the entire class.

### **CAFETERIA**

Maplewood Elementary School offers every student the opportunity to have well-balanced nutritious meals every day. The students have the opportunity to have both breakfast and a hot lunch every day. A daily lunch menu is distributed to students and can also be found online. Milk may be purchased by students that pack a lunch, milk is \$.50. Lunch money can be collected daily or deposited on your child's account. Charging

is not permitted except in an emergency situation. The price of a lunch at Maplewood Elementary is \$2.25 & \$.40 Reduced, Breakfast is \$1.00 and \$.30 Reduced, while the cost of milk is \$.50.

### CALLING OFF STUDENTS

Parents/guardians are asked to call the elementary school office: 330-924-2431, early on each day of the child's absence to report and verify their knowledge of the absence. If the call-off is prior to school hours or the secretary is unavailable an automated service is available to record the message.

### DRESS CODE

The Principal shall have the final jurisdiction interpreting and enforcing the dress code. All apparel must be clean and free of rips, tears, and holes.

1. All grade levels are required to wear face masks
2. All students must wear shirts that do not expose the upper body. No tank tops may be worn. All shirts must have a sleeve and may not be cut off.
3. All footwear must be securely strapped or tied to the foot (No sandals or "flip flops").
4. Clothing/buttons with inappropriate, derogatory, suggestive statements, beer or alcoholic beverage advertisements or with other inappropriate pictures should not be worn.
5. Shorts may be worn, but they must be mid- thigh in length and no cut offs.
6. Extreme hair colors and styles that are deemed to be distracting are prohibited.



### FEES

The Maplewood Board of Education has adopted the following workbook fee schedule:

Kindergarten	\$20.00
First and Second Grade	\$40.00
Third Grade	\$36.00
Fourth Grade	\$32.00
Fifth Grade	\$24.00
Sixth Grade	\$32.00

Those students who qualify for the free and reduced lunch program may apply through the Treasurer's 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. All student obligations must be paid in full prior to the issuing of the final report card.



## HOMWORK POLICY

Homework is an assignment that requires additional time to complete outside the allotted class time. Homework shall consist of specific, clear, and concise assignments for a particular subject.

Homework shall consist of:

1. Special assignment for individual help
2. Reinforcement of a skill
3. Enrichment of a skill
4. Advanced preparation for a lesson

The following guidelines are suggested for each grade level.

Grade 1	15 minutes (with possible adult supervision)
Grade 2	20 minutes (with possible adult supervision)
Grade 3	25 minutes
Grade 4-6	30-60 minutes

The time factors listed above are a reasonable amount of time for the average student for all subject assignments combined. Special requirements in terms of time can be arranged to meet individual differences and/or special needs. Failure to complete homework assignments may result in the loss of certain privileges, recess time, or in habitual cases, a morning detention may be assigned.

## HONOR AND MERIT ROLL

Those students in the fourth-sixth grade who achieve academic success each grading period are honored by being named to the honor or merit roll. Students with a GPA of 3.0-3.499 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.

## INDIVIDUALS WITH DISABILITIES

The Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual shall be discriminated against on the basis of a disability. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

Students in need of special education services are placed through an established evaluation procedure. Parent involvement in this procedure is important and required by Federal (IDEA) and State Law. Inquiries regarding evaluation procedures and programs should be directed to the building principal.

## INSURANCE

In the event of an 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 on the school website.

## PARENT/TEACHER CONFERENCES

Parent conferences are welcomed at any time. We ask that, if at all possible, special conferences with the teachers be scheduled at 3:30 and/or at the teacher's preparation time. Two days have been scheduled for Parents and Teachers to meet and discuss student progress. For the 2021-2022 school year, conferences are scheduled for October 7<sup>th</sup> and February 17<sup>th</sup> from 3:30 p.m. to 9:00 p.m.

## PROMOTION POLICIES

A student is **promoted** to the next grade level when he/she has demonstrated successful completion of the academic standards in the content areas of reading/language arts and mathematics.

A student may be **retained** in their current grade level when he/she has failed to demonstrate proficiency in reading/ language arts and mathematics. A student may also be retained for failure to achieve instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.

### **P.T.O.**

The Maplewood Elementary Parent Teacher Organization is an organization whose goals are to further the welfare of our school, Maplewood School District, the community, and to establish a more thorough understanding between parents, teachers, and friends of the school.

The P.T.O. plans activities throughout the year. These activities are school programs, after school activities, and/or out of school activities.

### **RECESS**

We feel that it is important for children to get physical activity outdoors in the fresh air on a daily basis. Kindergarten through Grade 4 children will go outside, weather permitting. Children will remain indoors on rainy days and when the temperature or the wind chill factor dips below 20°.

### **REPORT CARDS AND STUDENT EVALUATION**

Report cards are issued at Maplewood Schools four times a year or every nine week grading period. Progress reports are issued midway through each grading period. Parent/teacher conferences are held in October and again in February.

Children are evaluated using the following criteria:

1. Participation
2. Completion of assignment with care to accuracy and neatness
3. Completion of assignment on time
4. Attentiveness in class
5. Good use of study time
6. Good attendance
7. Cooperation with all teachers in all areas

Grades issued in academic subjects are A, B, C, D, and F. Subjects that involve a student's talent are graded O, S, and U, and are graded mainly on participation, completion of assignments, and cooperation. We do not penalize a student for lack of talent, thus we do not grade these areas in the same means as the academic. If your child is doing the best he/she can, it is good work for him/her even though in comparison to another student it may be of less quality to one who is not doing his best.

### **CALAMITY DAYS / SCHOOL CLOSURE**

When the weather becomes severe enough that school may be closed, parents will be notified through the **One Call Now** automated phone service. Local radio and television stations will continue to be notified of all cancellations. Announcements, if at all possible, will be made by 7:00 a.m. On occasion, emergency situations have caused our school to close early during the day. It is the parent's responsibility to make alternative arrangements, if no one is home when the bus arrives. If there is absolutely nowhere to go, the bus driver will return them to school. Please discuss emergency procedures with your child(ren).

### **STANDARDIZED TESTING**

The standardized testing program in the Maplewood Local School District is designed to help teachers understand a child's needs and provide assistance to the child. Through various types of ability tests and achievement tests, children reveal their interests, aptitudes, and abilities in such a way that teachers may help them more effectively.

Students will be evaluated yearly in the following areas:

**Kindergarten-** Kindergarten Readiness and Metropolitan Tests

**First Grade-** CogAT-Cognitive Abilities Test

**Second Grade-**Iowa Assessments

**Third Grade-** Ohio Assessments in language arts and mathematics

**Fourth Grade-** Ohio Assessments in language arts and mathematics

**Fifth Grade-** Ohio Assessments in language arts and mathematics, and science.

**Sixth Grade-** Ohio Assessments in language arts and mathematics, CogAT & Iowa Assessments

### **VACATION POLICY**

In recognition of the law concerning attendance, parents and the Maplewood Local Schools have a responsibility to provide a learning experience for children. Students must fulfill their learning responsibility as outlined by the law and district policy.

In the interest of uniformity and fairness, the Maplewood Local School District does recognize that from time to time families must take vacations during the school year, and that a standard procedure is necessary for this occasion.

Therefore, the following procedures shall be implemented:

1. A request for absences, stating the specific number of days and dates, must be submitted by the parents, at least two (2) weeks in advance, to the building principal for approval.
2. Make-up work will be required. Students are to make up all tests, written/reading homework assignments, and/or major projects.
3. Responsibility for assignments shall rest upon the students/parents. The teachers will attempt to prepare work ahead of time whenever possible. Students shall obtain from the teacher(s) those additional assignments upon return to school.

### **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. The Maplewood Local School District cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **Section II: Medical Information**

### **CONTROL OF 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, Covid-19 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 and or the Trumbull County Health Department.

### **DISTRIBUTION OF 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 school employees to administer the prescribed medication in accordance with the Ohio Revised Code 3313.713 and over-the-counter medication as requested by the parent.

Before any medication may be administered to a student during school hours, the Board shall require completion of the appropriate authorization forms (Parental Request for Administration of Medication, Parental Request for Administration of Over-the-Counter Medication, or Authorization for Asthma Medication).

### **ALL PHYSICIANS PRESCRIBED MEDICATION**

All medication must be delivered to the school by the parent or guardian in its original container, labeled with the following information: the date, the name of the student, the name of the medication, the dosage, the frequency and time it is to be 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 revised Medication Authorization form, signed by the physician, in the event of changes in any of the original information. 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, will be disposed of within three school days of its discontinuation.

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.

### **PHYSICIAN PRESCRIBED ASTHMA MEDICATION**

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 supervisor, prior to its use, use the medication in the presence of the supervising adult, and report use of the medication to the school health specialist or 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 authorization form. Parents are responsible for delivery of the medication to the school in its original container, clearly labeled with the student's name and classroom teacher's name.

### **INFORMATION PERTINENT TO ALL MEDICATION**

Medication that is brought to the clinic/office will be registered and properly secured. The school is responsible for providing for the safe and timely administration of medication during school hours and its subsequent documentation. The principal, secretary, and nurse are the only employees authorized to dispense medications to students.

The District, or any of its personnel, shall not be responsible for any side effects of the administration of medication. Moreover, under Ohio law, no person authorized to administer medication shall be held liable for administration, improper administration, or failure to administer medication, unless the person acted in a manner that constitutes gross negligence or wanton reckless conduct.

### **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. Immunizations are 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:

VACCINES	IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria , Tetanus, Pertussis	<p style="text-align: center;"><b><u>K</u></b></p> <p>Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth (5) dose is not required. *</p> <p style="text-align: center;"><b><u>1-12</u></b></p> <p>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 age seven (7) and up.</p> <p style="text-align: center;"><b><u>Grades 7-12</u></b></p> <p>One (1) dose of Tdap vaccine must be administered prior to entry. **</p>
<b>POLIO</b>	<p style="text-align: center;"><b><u>K-7</u></b></p> <p>Three (3) or more doses of IPV. The FINAL dose must be administered on or after 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. ***</p> <p style="text-align: center;"><b><u>Grades 8-12</u></b></p> <p>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 OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<b>MMR</b> Measles , Mumps, Rubella	<p style="text-align: center;"><b><u>K-12</u></b></p> <p>Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<b>HEP B</b> Hepatitis B	<p style="text-align: center;"><b><u>K-12</u></b></p> <p>Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<b>Varicella</b> (Chickenpox)	<p style="text-align: center;"><b><u>K-7</u></b></p> <p>Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.</p> <p style="text-align: center;"><b><u>Grades 8-11</u></b></p> <p>One (1) dose of varicella vaccine must be administered on or after the first birthday.</p>
<b>MCV4</b> Meningococcal	<p style="text-align: center;"><b><u>Grade 7-8</u></b></p> <p>One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.</p> <p style="text-align: center;"><b><u>Grade 12</u></b></p> <p>Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****</p>

### Immunization Summary for School Attendance Ohio

#### NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month

minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

\*\*Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

## **Section III: 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.

### **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 Elementary 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 remains 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 on the school website.

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 its discretion as it deems 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 a particular 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 may 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. Distinct from “fighting”.

## **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not use, possess, handle, transmit or conceal dangerous weapons, firearms, knives, mace, tear gas, explosives, 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.

## **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 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. Distinct from "assault".



## **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 the 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 Middle 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**

The Maplewood Local 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 a physically safe and emotionally secure environment 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 the 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 the 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.

### **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.**

### **Reporting of Criminal Misconduct Obligations**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. Our school district will also investigate for the purpose of determining whether there has been a violation of District Policy or Procedure, even if law enforcement or CPS is also investigating. All School District personnel must cooperate with investigations by outside agencies.

### **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.

For purposes of this policy, *"use of tobacco"* means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

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 rights 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
- possession of electronic devices including pagers, phones, electronic games, disc players
- 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
- theft/destruction of property/ vandalism
- truancy
- 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 in the student’s locker 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 constitute parent/guardian contact and the administration of a Saturday School.

## **Section IV: Transportation**

Maplewood Local Schools provide bus transportation for all students. Buses are scheduled to arrive at the Elementary School by 8:40. Bus arrival at individual homes will vary and depend on road and weather conditions as well as distance from school. Drivers will be as consistent as possible. To make the daily trip as short as possible, students should be ready to board the bus five minutes before the usual pick up time. Students should be waiting at a distance of 20 to 30 feet back from the road until the bus comes to a complete stop.

### **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.

- \*Must wear a mask.
- \*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 for the bus in order to permit the bus to maintain the time schedule.
- \* Sit in the 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.

### **PICKING UP CHILDREN**

The following procedures are for the safety of our students. When picking up or dropping off students, parents should park on the east side of the building. A note is required in the morning indicating that your child will be picked up during the day. The note should state the time to be picked up and who, if other than a parent, will be picking up the child. Parents/designated adults, picking up children during school hours, must report to the office. Children will be called to the office by school personnel. In the case of an emergency occurring during the day, the residential parent must call school to make arrangements to have the child picked up.

Parents picking up their child at the end of the day will stand and wait at the designated doors. Parents must not congregate at dismissal. These doors will be opened at 3:15 pm so parents may enter/exit directly to/from the parking area.

### **Section V: Other Issues**

#### **VIDEO SURVEILLANCE POLICY**

A video security system will be used to maintain the health, welfare, and safety of students, staff, and visitors while on the school district's property. The behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors, and school district property.

The Maplewood Local School District's building and grounds are equipped with video recording cameras which operate 24 hours/7 days per week.

Video recording cameras are not used in areas where there is an expectation of privacy such as bathrooms and locker rooms.

Videotapes will be reviewed by school personnel on a random basis and/or when problems have been brought to the attention of the school district. A video tape will be released only in conformance with Ohio State, Local, or Federal Laws.

#### **MORNING DETENTION**

The child will be given two copies of the detention assignment form to take home and give to the parent. Once copy will be signed and returned.

Detentions will be served on Thursday morning from 8:00 a.m. to 8:30 a.m. Parents are responsible for the transportation of their child to school. Any student arriving for a detention after 8:00 will be considered late and the detention will be rescheduled for the following week. Missed detentions will be rescheduled for the following week (one time only). Missed detentions may result in suspension and/or other disciplinary action.

Detention is intended for the student whose name is on the detention form, therefore siblings **can not** be brought to school before 8:30 a.m. The detention room is room 127 which is on the first floor. Students must enter through the office doors and will be met by a detention supervisor.

