



Maplewood Career Center

2011/2012

7075 STATE ROUTE 88
RAVENNA, OH 44266
330.296.2892

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MISSION STATEMENT

Maplewood provides individuals with educational experiences that aid in personal growth and the development of career/technical skills leading to graduation, higher education, and/or employment.

PROGRAM OFFERINGS

Auto Collision Technology
 Auto Service Technology
 Business Management
 Building and Property Maintenance
 Career Based Intervention
 Careers In Service Industries
 Careers With Young Children
 Carpentry
 Computer - Aided Engineering
 Computerized Business Technology
 Cosmetology
 Criminal Justice
 Culinary Arts
 Dental Assisting
 Electricity
 Electronics
 Graphic Communications
 Information Technology
 Masonry
 Mechanical, Groundskeeping, and Construction
 Medical Assisting
 Option 4
 Power Equipment Mechanics
 Precision Machining
 Welding

Randy Griffith.....Superintendent, ext. 551001
 Craig Morgan.....Career and Technical Director, ext. 551020
 Doug Daugherty.....Supervisor of Student Discipline, ext. 551021
 Russ McKenzie.....Supervisor of Business Affairs, ext.551003
 Jackie Pritchett.....Supervisor, ext.551022
 Ted Slankard.....Supervisor, ext.551023

Adopted on April 21, 2011, by the Maplewood Career Center Board of Education.

DIRECTOR'S MESSAGE

We are pleased that you decided to attend Maplewood. You will receive the knowledge and background to enter the world of work or move on to post secondary education. We are hopeful that you will take advantage of the opportunities available and will have an exciting year learning, working, and becoming a Career and Technical professional.

USING THIS HANDBOOK

This handbook will provide you with information necessary for a successful year. Please refer to this handbook when a question arises. This is your notice of expectations and consequences for infractions.

PHILOSOPHY

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, and the Maplewood Career Center Board of Education. In the exercise of these rights, students assume basic responsibilities when their conduct disrupts the educational process, deprives others of their basic rights, or violates the rules established by Maplewood.

Each student must take the responsibility for his/her actions. The choice of action solely rests with the individual. The student who chooses to violate any rule or regulation herein is expected to serve the consequences of his/her action.

EQUAL EDUCATION OPPORTUNITY

Maplewood Career Center provides an equal education opportunity for all students. Any student who believes s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the Maplewood Career Center's Compliance Officer, the Supervisor of Business Affairs.

Complaints will be investigated in accordance with the procedure as described on page twenty-four of this handbook. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY SCHEDULE

PERIOD	BEGIN	END
1	8:17	8:57 a.m.
2	8:59	9:39
3	9:41	10:21
First Lunch	10:23	10:53
4A	10:23	11:03
4B	10:54	11:34
Second Lunch	11:04	11:34
5A	11:05	11:45
5B	11:35	12:15 p.m.
Third Lunch	11:45	12:15
6A	11:47	12:27
6B	12:17	12:57
Fourth Lunch	12:27	12:57
7	12:59	1:39
8	1:41	2:21

STUDENT RIGHTS AND RESPONSIBILITIES

Maplewood Career Center's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Students must arrive at school on time, prepared to learn and participate. If for some reason this is not possible, the student should seek help from the Career and Technical Director. Adult students (age eighteen (18) or older) must follow all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. Maplewood Career Center, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

SAFE SCHOOL HELP LINE

Maplewood will provide a safe school help line program for students, parents, and the community to report threats to the safety of students or school personnel. The safe school help line is a toll-free number: 1-888.295-2504. Callers to the help line will be able to inform the school anonymously of threats to the safety of students or school personnel.

Maplewood will provide an annual report to the Ohio Department of Education regarding activity on the safe school help line. The report will contain the number of calls received and the percentage of calls that related to drugs, fights, harassment, theft, threats, weapons, safety, suicide, abuse, and discrimination.

DIRECTORY INFORMATION

Maplewood reserves the right to disclose "student directory" information as is deemed appropriate. Student directory information includes: the student's name; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or other information the District considers would not be harmful or an invasion of privacy, if disclosed. If the student's parent or guardian would like to restrict this, the student must obtain a form from Student Services office. The form must be returned no later than **September 2, 2011**.

Note: In the case of a missing child or child abuse, directory and non-directory information will be given to the appropriate authorities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Maplewood Career Center, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Maplewood Career Center may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Maplewood Career Center to include this type of information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories — names, addresses and telephone listings — unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Maplewood Career Center to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 2, 2011. Maplewood Career Center has designated the following information as directory information: Student's name, photograph, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors, and awards received.

MAPLEWOOD CAREER CENTER NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy ACT (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Career and Technical Director a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the Career and Technical Director, clearly identifying the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning the alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy and Compliance Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

STUDENT RECORDS

Each student’s records will be kept in a confidential file located in the Student Services office. The information in the record file will be available for review only by the parents or legal guardian of a student, adult student (18 years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or an adult student has the following rights:

1. request amendments if the record is inaccurate, misleading, or violates the student’s rights;
2. consent to disclosures of personally-identifiable information in the student’s educational records except to those disclosures allowed by the law;
3. challenge District non-compliance with a parent’s request to amend the records through a hearing;
4. file a complaint with the Department of Education.

GRADING POLICY

Report cards will be issued at the end of each nine-week grading period as the means of giving students and their parents an evaluation of the student’s progress.

All incomplete grades will automatically become an “F” if the work is not completed within two weeks of the end of the grading period, or at a time agreed upon by the student and teacher.

GRADING SCALE

A	=	100 – 90%
B	=	89 – 80
C	=	79 – 70
D	=	69 – 60
F	=	59 – 0

GRADE CALCULATION

Each quarter grade is worth 40% of the semester grade and the semester exam is worth 20% of the semester grade.

SEMESTER GRADE CALCULATION FORMULA:

$$\frac{(\text{QTR 1 GRADE}) \times 2 + (\text{QTR 2 GRADE}) \times 2 + \text{EXAM}}{5}$$

FINAL GRADING FORMULA:

$$\frac{\text{1st Semester Grade} + \text{2nd Semester Grade}}{2}$$

Students who do not receive a passing grade for the SECOND SEMESTER will not receive credit or pass the course for the year. Students who fail their career and technical laboratory during their junior year will not be permitted to repeat the junior year in the same program without written permission from the program supervisor. These students will have the option of choosing another program, entering the Career Based Intervention program, or returning to their home school.

CREDITS

Students earn a maximum 7 credits each year. The specific number of credits for each area will vary depending upon the student’s program and individual schedule. The credit distribution for each is:

Technical Lab.....	3, 4
Technical Class.....	1
Academic Class (year).....	1
Academic Class (semester).....	1/2

CAREER-TECHNICAL EDUCATION CREDIT FLEXIBILITY

Maplewood participates in the state mandated CTE CREDIT Flex (Career Technical Education Credit Flexibility) program. All credit flexibility requests must be submitted to the Maplewood guidance counselors by March 30 of the previous school year.

STUDENT SERVICES OFFICE

The Student Services office is located across from the cafeteria. Students should consult with a counselor whatever the concern may be (credits, interpersonal problems, study techniques, career plans, etc.). Arrangements to see a counselor can be made before or after school, during lunch, or by asking for a pass from the instructor.

Student records shall be available in the Student Services office only to students and their parents, adult students, and designated school officials and personnel who have a legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student’s educational records unless stipulated otherwise by court order. It is the responsibility of the parents to forward the court order to the Student Services office. In the case of adult students (18 and older), parents will be allowed access to the records, providing the student is considered a dependent under Section 152 of the Internal Revenue Code.

The Board authorizes the administration to:

- A. forward education records on request to a school in which a student seeks or intends to enroll;
- B. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. request that each person or party seeking access to a student’s record to abide by the Federal regulation concerning the disclosure of information to a third party.

Maplewood will comply with a legitimate request for access to a student's records within a reasonable period of time. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted. A reproduction fee may be charged.

Maplewood shall maintain a record of those persons to whom student information has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

No information regarding a student shall be released to any person or party, other than the student or his/her parent, without written consent of the parent; or, if the student is 18 years of age or older, the written consent of the student, except to those persons or parties stipulated in the law.

LOST AND FOUND

A lost and found department is maintained in the Student Services office. All articles are to be turned in or claimed there.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students who have an address or telephone number change during the school year must report the change to the Student Services office immediately. Students who move from one district to another must enroll in the new district before Maplewood will recognize their change of school district. Proof of a change of residence will be requested before an address change is made. Proof of residence may include: a driver's license, utility bill, or a notarized letter.

COLLEGE VISITATION

Students may be excused from school for up to 2 days (except during the last 2 weeks of school and during special state testing times) to visit and evaluate colleges or post secondary technical schools.

To be considered an excused absence, a **parent/guardian must accompany the student** and the visitation form (obtained in the Student Services office) must be completed and submitted to the Student Services office 1 day before the visitation. In addition, the student must have the bottom portion of the permission form signed by an official of the college/technical school visited and must return it to the Attendance Secretary the following day. Any student with a current grade of an "F" will not be permitted to go on a college visit until the grade is raised to a passing level.

Deviation from this procedure shall render the absence as an unexcused absence and/or truancy at the discretion of the Career and Technical Director.

TRANSFERRING FROM A PROGRAM

Students may transfer from one program to another if an opening is available and the change occurs during the second week of school. A completed program transfer form must be submitted before a schedule change is effective. Until the change is effective, the student will follow the existing schedule.

WITHDRAWING FROM MAPLEWOOD TO RETURN TO HOME SCHOOL

Students may return to the home school during the second week of school, at the end of the first semester, or at the end of the school year. This is with the approval of the home school administration.

Students starting as full time students will remain full time students. Students starting as half day students may remain half day students or transition to full day students at the end of the first semester or at the end of the school year.

Withdrawals must be preceded by conferences with the supervisor and counselor as the signatures are obtained on the Return to Home School form.

WITHDRAWING FROM SCHOOL

No student under the age of 18 is allowed to withdraw from school without the written consent of his/her parents and compliance with state law. A student who otherwise withdraws from school shall be reported to the student's home school district and to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of 18.

Parents must notify the Director about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parent's notice or request pending payment of all financial obligations.

CONTINUING FROM JUNIOR TO SENIOR PROGRAM

In order for a junior to be eligible to continue to the senior year, a student must successfully complete the junior lab. A student failing lab may repeat the junior program with supervisor approval (subject to availability), may enter another program, or may return to the home school. The student should meet with his/her counselor to discuss options and any requirements. Should a student so desire, he/she may change to a different Career and Technical program (subject to availability) after the junior year. This may be done whether the junior year was successfully completed or not. The student will be placed in a junior lab at the onset of the new school year. The student should discuss this option with his/her guidance counselor.

POST SECONDARY ENROLLMENT OPTION (PSEO)

Maplewood Career Center participates in the state-sponsored Post Secondary Enrollment Program. Students who meet the criteria may attend Maplewood for their lab and related courses while attending a participating college or university for some of their academic/elective courses. Students are not permitted to miss their lab or related classes while participating in this program. The program is free to all students who qualify and students can receive both high school and college credit while enrolled in the program. Please see your Maplewood counselor in the Student Services office for more information. Interested students must complete the Intent to Enroll form by March 30.

ATTENDANCE PHILOSOPHY AND REGULATIONS

Maplewood staff feels strongly that it has an obligation to teach students to assume responsibility for their attendance. Regular attendance and punctuality are necessary to succeed in school and on the job. Chronic absenteeism, truancy, and excessive tardiness are often the cause for academic failure and for loss of employment. Admirable attendance and punctuality habits will enhance success.

Note: MANY HOME SCHOOLS OPERATE UNDER A DIFFERENT SCHOOL CALENDAR. MAPLEWOOD STUDENTS ARE EXPECTED TO BE IN ATTENDANCE ON THE DAYS MAPLEWOOD IS IN SESSION. THE HOME SCHOOL DISTRICTS WILL PROVIDE TRANSPORTATION FROM PICK-UP SITES OR THE HOME SCHOOL. IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE TRANSPORTATION TO AND FROM PICK-UP SITES OR THE HOME SCHOOL. LACK OF TRANSPORTATION WILL NOT CONSTITUTE AN EXCUSED ABSENCE.

EXCUSED ABSENCES

Attendance is governed by the Ohio Compulsory Attendance Laws. Maplewood adheres to these regulations which are specific and leave little option for school authorities to excuse students from school except for:

1. Personal illness/ illness in the family
2. Death in the family
3. Quarantine of the home
4. Court appearance or incarceration
5. Religious holidays
6. School-sanctioned activities (field trips, job interviews, etc.) when arranged by the Career and Technical instructor and related to the Career and Technical field
7. College or military visitations only when forms are properly submitted
8. Necessary work at home due to absence or incapacity of parent/guardian.

When a student is unable to attend school, parents are to call 330-235-0018.

If there is no call, the school will verify the absence by calling the number provided by the parent/guardian. We must make these attempts in accordance with Ohio's Missing Child regulations.

If there is no contact with the parent/guardian, the student must present a parent's note to the Attendance Secretary **WITHIN 48 HOURS AFTER RETURNING TO SCHOOL**. This rule will be strictly enforced. If an absence is to be changed to excused, the student will receive an excused slip. It is the student's responsibility to show each instructor the slip.

Once the student has shown the teacher the excused slip, missed academic work may be made up. Due to the nature of the laboratory operation and the equipment used, most programs are not able to provide meaningful and realistic laboratory assignments to students who are absent from the regular school day; **therefore, students will not receive participation credit for the missed lab experience.**

Once the daily lab assignment is completed, the student may use the remainder of the lab to make up missed lab assignments, if applicable.

NOTE: The student will have one day plus the number of days absent to submit all assignments missed due to an excused absence.

UNEXCUSED ABSENCES

The law does not allow the school to excuse absences due to interviews not made by the instructor, transporting friends or relatives to airports, baby-sitting, shopping trips, drivers' permit tests, transportation problems (including traffic jams, accidents, etc.), over-sleeping, vacations with anyone other than parents, exams not sanctioned by the school, visits to other schools, movies, theater parties, trips to barber or beauty shop, work for pay, holidays other than those excused by law, or any other absence considered not part of a reasonable school program. Personal business should be attended to after school hours.

CREDIT FOR MAKE-UP WORK FOR UNEXCUSED ABSENCES WILL NOT BE GIVEN. The student will receive a "0" for all work given or due on the day of the unexcused absence.

TRUANCY

A student who is absent from school or any portion thereof without school authorization and lawful parental consent is considered truant.

EXCESSIVE ABSENCES: EXCUSED AND/OR UNEXCUSED

The Attendance Secretary will conference with the student and will send a memorandum of that meeting to the parents at the 5th absence, not supported by a medical excuse.

At the 10th absence, not supported by a medical excuse, the student will be placed on an Attendance Contract.

A student will be considered habitually truant if the student is absent without legitimate excuse for five or more consecutive days, for seven or more school days in one month, or twelve or more school days in one school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven or more consecutive days, for ten or more school days in one month, or fifteen or more school days in one school year. **If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of Juvenile Court in compliance with State law.**

EXTENDED ABSENCE POLICY

Due to the nature of the laboratory operation and the equipment used, most programs are not able to provide meaningful and realistic laboratory assignments to students who are absent from the regular school day. To insure that students have received instruction and completed an adequate number of assignments on which to base a grade, the succeeding policy will be followed concerning laboratory grading.

If a student is absent 15 or more consecutive days in any grading period with an approved medical excuse, he/she will be issued an "ME" (medical excuse) grade for lab. This grade will not count in the calculation of semester or final grades. This grade will, likewise, not count toward meeting the requirements for earning credits for passing the lab part of the program.

If further extenuating circumstances exist, the student or his/her guardian/parent has the responsibility of bringing such to the attention of the student's counselor.

For all classes other than lab, the student will be expected to submit work for the issuance of a grade.

TARDINESS

To School:

Students not present in the classroom when the tardy bell rings for first period are considered tardy regardless of the reason (unless conducting school related business with a staff member and the students present a pass from that staff member). Tardy students are to report directly to the Student Services office for a tardy admit slip before reporting to class.

Tardies will not be excused. Detentions and Alternative Learning Center assignments will be issued by the Attendance Secretary. Please refer to the Code of Conduct section for the specific consequences of tardiness to school.

Tardiness due to a student's driving to school may result in a loss of driving privileges.

To Class:

Any student late to class during the school day will be issued consequences by the instructor.

EARLY DISMISSALS

Once students arrive on Maplewood property, they are not permitted to leave Maplewood property unless he/she has received permission to do so and has properly signed out in the Student Services office.

All early dismissals shall comply with the following guidelines:

1. Students will not be permitted to leave without a written note from their parents/guardians explaining the reason for the request and providing a telephone number where they can be reached should questions arise.
2. All requests must be given to the Attendance Secretary by 8:15 a.m. of the day of the desired dismissal.
3. Students granted permission to leave must sign out in the Student Services office before departing, and sign in upon returning (if same day).
4. Medical or dental appointments should not be made during school hours unless it is an emergency. Appropriate telephone numbers and names (i.e., doctors/dentist), must be included on the note. Appointments will be confirmed.
5. Students leaving early due to illness may not be taken home by other students. Students who become ill at school must check with the nurse. If it is determined that the student should be sent home, the nurse (not the student) will notify the parent/guardian.

Students who do not follow these procedures will be considered truant and will be responsible for the consequences.

RETURNING TO HOME SCHOOL ACTIVITIES

Group Dismissals:

Participation at home school activities during the school day will occur as permitted. The home school will contact Maplewood one week prior to the event.

Individual Dismissals:

Only those students directly involved (a performer, a receiver of recognition) in an activity as determined by the home school may be dismissed.

Dismissal will be granted upon the proper completion of the Individual Student Dismissal to Home School form which may be picked up at the home school or Maplewood's Student Services office. This form must be properly completed and returned to the Maplewood Student Services office at least 1 day prior to the date of the event.

VACATION

Students must complete and submit a vacation request form, one week before their absence, to the Attendance Secretary. Vacation forms are located in the Student Services office. Course work must be completed prior to departure. Students who do not receive prior approval will not be considered excused. Students will only be excused for vacations if the student's parent/guardian is also going on the vacation.

MILITARY TESTING / PROCESSING

Students who must have military testing and/or processing done before the end of the school year, may be excused up to 2 days (except the last 2 weeks of school or during special state testing times). *All* requests for military testing must be made through the Student Services office. A military processing form (obtained in the Student Services office) must be completed and submitted **at least 1 day before the anticipated absence**, or the absence will NOT be excused.

TELEPHONE CALLS

Made by students:

Students may use the pay telephones in the lobby. These phones are only to be used before and after school and during the students' assigned lunch periods. Calls should be limited to 4 minutes. Students will not be permitted to leave classes in order to use the telephones.

Students may use lab telephones ONLY if the call is home school or job related and the instructor has given permission.

Incoming for students:

The Student Services office will take messages for students, delivering them at an appropriate time. Only emergency messages will be immediately relayed to students. The office will determine if the message is an emergency.

VISITORS

Maplewood prohibits individual student-visitors from attending classes or visiting during the lunch period. As a courtesy, parents wishing to visit are asked to make arrangements prior to visiting.

All visitors must register and obtain a visitor's pass at the Main Office upon arrival. Individuals who do not report to the office upon entering the building, who do not obtain a visitor's pass, and who do not have appropriate business to conduct with the school may be referred to the Ravenna Police if a determination is made to file trespassing charges.

EDUCATIONAL EMANCIPATION

Students who turn 18 years old are considered adult students. They are obligated to comply with the same rules, guidelines, and regulations as all other students.

Adult students may request to be considered as educationally emancipated (responsible for all of their actions). Forms for emancipation are available in the High School Office.

EARLY PLACEMENT

The Early Placement program is designed to give students an opportunity to broaden their educational experiences through employment while attending school. The program offers an opportunity for a gradual transition from school-oriented work experience to employment.

This program is a privilege which must be earned by the student. It is not mandatory. The instructor has the prerogative to permit students to participate. The privilege may be forfeited if the student's grades drop or if behavioral infractions occur. Early placement forms must be completed and filed properly.

Students must meet the minimum grade and attendance requirements listed below:

	JUNIOR (Final)	SENIOR (1st Semester)
Academic GPA	2.0	2.0
Lab Grade	C	C
Absences	Maximum 12 days*	Maximum 6 days*

*Including excused, unexcused, vacation, medical days, or college visits

- All requirements are minimums and must be met for early placement at the end of the 1st semester.
- A student may be released for early placement by the fifth week of the second semester provided two of the following three requirements are met:
 - Maximum absences: 12 days junior year and 6 days senior year (at this time)
 - Technical lab and class work: C average
 - Academic GPA: 2.0
- All senior students currently passing their Career and Technical labs are eligible during the final nine week grading period.
- Students who are eligible except for the attendance requirements may be placed if their absence was due to hospitalization or extended home care. Documentation must be presented to the supervisor.

Students must have transportation. The vehicle must be registered in the office with the parking sticker displayed.

Financial obligations must be paid, and all detentions must be served. All paperwork must be completed prior to beginning the job, or with supervisor approval, within 3 days after beginning the job. A meeting with the supervisor is required before placement may begin. The supervisor meeting will take place within one week after the paperwork is complete.

APPRENTICESHIP PROGRAM

The Apprenticeship program is designed to give students an opportunity to broaden their educational experiences through employment while attending school. This program is a privilege which must be earned by the student-it is not mandatory. The instructor and/or apprenticeship coordinator have the prerogative to permit students to participate. The privilege may be forfeited if the student's grades drop or if behavioral infractions occur.

The guidelines listed below are the criteria that each student in the Apprenticeship Program must meet in order to qualify for and remain in the program:

- Attendance:** 93% or better (including excused, unexcused, vacation, medical days, or college visits)
- Grade Point Average:** 3.0 GPA or better in technical lab/class and maintain a grade no lower than a C in all classes. In addition, the overall GPA must be a minimum of 2.5.
- Skill Status:** Must meet minimum skill competencies as established by teachers and industry in each subject area.
- Transportation:** Must have reliable transportation and a valid driver's license.
- On schedule for graduation:** Must have no deficiencies or other hindrances that would prevent receiving a high school diploma.
- Parental approval:** Parent or guardian and student must sign an Apprenticeship Agreement.
- Willingness to commit:** To a stated time frame after graduation that may involve 1 to 4 additional years to complete.

Failure to follow the guidelines above may result in removal from the School -to-Apprenticeship Program.

Financial obligations must be paid, and all detentions must be served. All paperwork must be completed prior to beginning the job, or with supervisor approval, within 3 days after beginning the job.

PROGRAM EXPENSES

Expenses incurred for personal items such as uniforms, required tools, safety items, and materials must be paid by the individual student when possible by the third Friday of classes. Class fees, determined and explained by the instructor, are also the student's obligation. All fees and fines must be paid prior to receiving a Career Passport, grades, and certificates. Transcripts will be withheld until all financial obligations have been met.

TEXTBOOKS AND WORKBOOKS

All textbooks are owned by the Maplewood Career Center Board of Education and are lent to students via the instructor. Students will pay for lost or damaged textbooks assigned to them.

THEFT PREVENTION

Students are required to lock materials in a secure location at the end of each lab session. To further protect yourself from theft, safeguard your property.

- Secure your property whenever you are not in the area even if you leave "just for a second."
- Mark your personal property.
- Always lock your locker.
- Do not tell others your locker combination.
- Do not share lockers with anyone.
- Should a theft occur, immediately inform your instructor and complete the theft form.

Please be advised that as a public school, Maplewood cannot legally and does not provide insurance against theft or loss for the student-owned tool kits or personal possessions. Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. Maplewood is not liable for loss or damage to personal valuables. Students and parents should consider contacting their insurance agent to insure tool kits for "off premises coverage."

SAFETY STANDARDS

Maplewood will adhere to the industrial safety standards set up by the Federal Occupational Safety and Health Act and all appropriate laws established by the State of Ohio and local regulations. A student will be removed from lab if he/she does not adhere to the safety standards.

Students will be required to wear the appropriate clothing and protection devices (safety glasses, gloves, hard hats, ear plugs, etc.), and will conduct themselves in a safe and appropriate manner in accordance with lab and equipment specifications. Instructors will give specific information as it relates to the individual Career and Technical program. "Horseplay is prohibited at all times. Safety infractions will be addressed.

NOTE: Prescription safety glasses must meet industrial standards for polycarbonate unbreakable lenses or students must wear protective goggles over prescription glasses. Radios/ walkmans are prohibited due to safety concerns.

EMERGENCIES

In the case of power outages or other emergencies, students will immediately and quietly comply with all instructions.

FIRE AND TORNADO DRILLS

Fire and tornado drills will be held periodically throughout the school year. Directions for exiting the building during fire drills are posted in each room. Students are to walk to the designated exit, proceeding as directed by the instructor.

Directions for tornado drills are posted in each room; students will remain in designated areas during tornado drills.

SCHOOL CLOSINGS

From time to time, the home schools will close due to a disease epidemic, hazardous weather, damage to a building, or utility failures. If due to the above conditions **bus transportation is not provided by the home school**, student attendance at Maplewood is not mandatory. If it becomes necessary to close (when 5 home schools close or if the emergency pertains just to Maplewood), we will announce the closings on local television and radio stations. (Please do **NOT** call the school.)

Caution: Listen carefully to school closings. You may hear "Maplewood High School" which is in Trumbull County.

Note: If Maplewood exceeds the number of calamity days, an appropriate number of days will be made up at the end of the regularly scheduled school calendar.

STUDENT WELL-BEING

Student safety is the responsibility of both the student and the staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the school nurse.

Maplewood has a health clinic staffed by a full-time registered nurse and equipped to provide for emergency treatment of injuries or illnesses. The clinic is located in the center of the building adjacent to the Student Services office.

All injuries must be reported to a teacher or the clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, Maplewood Career Center will attempt to make contact with the student's parents.

Any student who becomes ill during the school day should request permission to go to the clinic. The school nurse or an appropriate adult will determine whether or not the student should remain in school or go home. No student will be released from school without parental permission.

Emergency Medical Authorization:

State law requires that all students have an emergency medical authorization completed and signed by a parent, on file at Maplewood. Students are required to submit a completed emergency medical authorization form by **September 6, 2011**. The forms will be kept by the nurse.

Immunization Records:

Verification of an appropriate immunization must be on file by **October 28, 2011**, or students will be excluded from school. The nurse will notify students of any deficiencies by early **October 2011**.

Medication:

Every effort should be made to schedule the dispensing of medication at a time other than school hours; however, students requiring to take scheduled medication during school hours must report to the clinic upon entering the building and give the nurse the medication (prescribed or over-the-counter) in the original container. An authorization form should also accompany the medication. The nurse will store and dispense it according to the doctor's or parent's directions. Any deviation from this must receive prior permission from the Supervisor of Student Discipline or the student will be in violation of the code of conduct for possession and/or use of an illicit or controlled substance.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

Maplewood Career Center is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result in industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the district's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the board office upon request.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

Maplewood Career Center has an obligation to protect staff and students from noncasual-contact, communicable diseases. When a noncasual-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 persons 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. Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases 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 members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

Maplewood Career Center seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- engaging in activities with other students in the school environment where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- participating in extracurricular activities (i.e. athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material he/she must immediately notify his/her teacher, who will contact the appropriate person to assist the student in completing the requisite documents. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

TRANSPORTING ILL OR INJURED STUDENTS

Non-Emergency Situations:

If a student becomes ill or receives a minor injury at school and needs to be taken home or to a medical facility, the responsibility will be assumed by the parent/guardian. If attempts to locate the parent/guardian have been unsuccessful, the school nurse will contact those individuals designated on the student's Emergency Medical Authorization form.

Only the parent/guardian may give permission for the student to be removed and transported from school for illness or injury by someone other than the individual(s) designated on the Emergency Medical Authorization form. If no contact can be made with the parent/guardian or designated individual(s) and in the nurse's judgment the student's condition warrants medical treatment beyond basic first aid, the nurse or designee will call emergency medical services.

Emergency Situations:

When a student requires an ambulance and/or emergency treatment, emergency medical services will be called. In all cases, the decision to transport will be cooperatively made between the school nurse and the EMS team. The cost for such transportation will be the responsibility of the student's parent/guardian. The school nurse will contact the parent/guardian regarding the situation as soon as possible.

RESOURCE CENTER

The Resource Center serves as a school-wide information/materials area, containing computers, supplementary reference books and pamphlets, and a variety of teaching/learning materials. Students are encouraged to use the facility for self-help activities for Career and Technical programs and academic studies.

STUDENT ACTIVITIES

Students are encouraged to actively participate in:

Ambassador Club:

The Ambassador Club plans and provides school-wide social and leadership activities for the student body. It promotes Maplewood at school and community activities.

National Honor Society:

Maplewood has established its own chapter of National Honor Society. Eligibility is based upon a minimum 3.0 average from the home school and a 3.5 average at Maplewood.

Career and Technical Clubs:

Each Career and Technical area sponsors a club that is designed to develop the interests of students in their chosen vocation.

Agriculture: The National FFA Organization (FFA)

Business and Office: Business Professionals of America (BPA)

Family and Consumer Sciences: Family, Career and Community Leaders of America (FCCLA)

Marketing: Distributive Education Clubs of America (DECA)

Trade and Industry: SkillsUSA

AWARD OF MERIT FOR VOLUNTEERISM

The purpose of this award is to foster a spirit of volunteerism by encouraging student involvement in volunteer activities in the areas of school service, community service, and church or private organization service. Any Maplewood student is eligible to participate and earn recognition by meeting the required number of validated points.

SENIOR AWARDS CEREMONY

At the end of the senior year, seniors will be recognized for successfully completing their Career and Technical program at the Senior Awards Ceremony. Participants will receive a Career Passport containing a resume, writing sample, a list of Career and Technical competencies, and certificates. To be eligible, students must:

- A. pass their Career and Technical lab;
- B. complete 5 academic classes satisfactorily while attending Maplewood. (Seniors completing only one year at Maplewood are required to satisfactorily complete 3 academic classes while attending Maplewood.)

Participation is a privilege. As this is a formal function, the dress code is more restrictive than normal. Further details will be given in May. Career Passports and certificates will be withheld if any obligations are owed.

Students who do not maintain an attendance rate of 90% (including excused, unexcused, vacation, medical days, or college visits) **or above will not be permitted to attend.**

Expulsion days will be counted as absences when calculating the attendance rate.

DRIVING POLICY

Students are encouraged to ride the buses provided by the home schools. However, Maplewood extends to its students the privilege of driving to school. Students driving to school must obey all regulations as set forth by the school.

1. The posted speed limit is 10 mph. Students are responsible for operating their vehicles with control at all times.
2. The student must register his/her vehicle each year and secure a driving permit from the High School Office. Registration is a pledge of both the student and the parent to abide by school regulations. Parking permits will be issued at the time of registration and must be displayed in the vehicle (hung on the rear view mirror, number facing the front windshield) whenever the vehicle is on school property. Students must notify the office of change of vehicle and/or change of license plates. Full fee will be charged for lost permits.
3. Permits must be displayed by **September 19, 2011**, in order to avoid negative consequences.
4. Upon arriving at Maplewood, vehicles must be parked in the assigned areas, and students are to go into the building; there is no loitering in the parking lot. Co-op students are to park in the south parking lot. Vehicles are to be parked vertically, taking only one parking space. Students are not permitted to park in the grass.
5. Students who are tardy to school will be given a consequence. Repeated tardies to school may result in loss of driving privileges. Tardiness or absences due to car trouble, traffic jams, accidents, etc. are not excused.
6. Students are not permitted to go into parking areas during the day unless special permission is obtained from the High School Office. If a student's car is not registered, s/he will not be permitted to go to their car.
7. Students are prohibited from riding in truck beds.
8. Smoking is prohibited on school grounds. This includes smoking in vehicles.
9. Vehicles are NEVER permitted to pass school buses.
10. Maplewood does not accept responsibility for theft or damage to vehicles and/or contents.
11. Vehicles may be inspected should reasonable suspicion dictate its necessity. Maplewood reserves the right to revoke driving privileges for violations of the driving policy.

Emergency Driving:

If a student does not regularly drive to school but it becomes necessary for him/her to drive due to an emergency, the student must call the High School Office prior to 8:00 am., and must register the vehicle in the office upon arrival at Maplewood.

Exiting the Parking Lot:

Students being picked up by others in the appropriate row of the south lot (parallel to doors A and B) will be dismissed followed by the school buses and the students parked in the south parking lot. Students parking in the north lot will not leave until after the buses.

Being Dropped Off/Picked Up Before/After School:

Students who receive a ride to school are to be dropped off at the exit in the teachers' parking lot nearest to the main entrance and entrance J. Students are not to be dropped off at the south entrance of the building, entrance A.

Students who are picked up after school are to meet their rides in the south parking lot only.

WORK PERMITS

All minors between the ages of 14 and 18 must have a work permit. Applications are available in the Student Services office.

COMPUTER TECHNOLOGY AND NETWORK USE

Computer use at Maplewood is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created, stored, or used on school owned computers.

Students must observe the following guidelines. Failure to do so will result in negative consequences and may result in the loss of use of computer technology and network. (See Code of Conduct.)

1. The use of school equipment and access to the Internet is a privilege, not a right. Use of the Internet is restricted to specific class assignments issued by an instructor. There is no guarantee of privacy regarding the use of any school district equipment at any time. Use of the Internet will be controlled based upon curriculum needs.
2. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
3. Password security is the student's responsibility.
4. Students shall not copy (without authorization), (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a virus to any school program.
5. Students shall not use or alter another person's password, files, directories, or text. Students aiding teachers are restricted to using only the program.
6. All non-school software and flash drives must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
7. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet. Students violating the Internet Agreement may forfeit the privilege to access the Internet.
8. No student will establish or attempt to establish computer contact into a school district's restricted computer nets or any other unauthorized databases.

In addition, the following are not permitted:

1. Using email
2. Damaging computers, computer systems, or computer networks
3. Violating copyright laws
4. Using another's password
5. Trespassing in another's folders, work, or files
6. Employing the network for commercial purposes
7. Bypassing network security and filters
8. Downloading games, movies, music, and software without permission
9. Using chat rooms or instant messenger services
10. Printing Internet pages or non-school related items
11. Using the internet to engage in cyberbullying is prohibited. Cyberbullying is defined as the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyberbullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog
2. Sending email or instant messages that are mean or threatening or so numerous as to drive up the victim's cell phone bill
3. Using a camera phone to take and send embarrassing photographs/recordings of students
4. Posting misleading or fake photographs of students on web sites

Students who inadvertently visit an unassigned/unauthorized web site must immediately report the incident to an instructor. Failure to report an unassigned/unauthorized web site visit may be considered a violation of the Internet Agreement.

VIDEO SURVEILLANCE

Maplewood has installed cameras and video equipment to monitor some sections of the building and grounds. The purpose of this equipment is to assist in meeting the curricular needs of Criminal Justice and in providing a safe and secure environment for its students, staff, and general public. Students, parents, and members of the general public will not be permitted to view video surveillance tapes unless Maplewood Career Center is required by law (court order, subpoena) to provide surveillance tape. In order to be both proactive and preventive, the following guidelines are for the implementation and use of the equipment.

General Guidelines:

1. *The monitoring devices are the property and the responsibility of the school.*
2. *Cameras and recording devices will be used on a 24-hour basis throughout the year.*

Use of Tapes/Files:

1. The school reserves the right to use tapes/files in disciplinary occurrences. Tapes/files may be used as part of the disciplinary investigation to show rule violations to hearing officers, police and court authorities. When properly identified, these tapes/files may be stored in the school safe for future reference.
2. Administrators who use tapes as part of the due process hearing procedure will complete a form indicating the use of a specific tape. The information on this form will include date, time, and reason for the use of the tapes.
3. While Criminal Justice students monitor the camera transmission, authorized staff and selected students will observe tapes
4. When school authorities observe any behavior that may be in violation of the law by any person, the school may contact local authorities to determine if the incident is sufficient to warrant criminal charges.
5. Outside agencies may request viewing of a tape file to assist them in their investigative responsibilities

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, book bags, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. District authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of the District's rules or the law, and may be taken and held or turned over to the police. The District reserves the right not to return items that have been confiscated.

SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involves such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials will be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is Board Policy that students, staff members, and District facilities not be used for advertising or promoting the interests of any non school agency or organization, public or private, without the approval of the Board or its designee. Any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

CODE OF CONDUCT

DISCIPLINE DISPOSITION GUIDELINES

Good discipline is fundamental to successful education. The primary purpose of our school is to provide an education for all of our students. Every student has a right to this opportunity. When this educational process is interrupted or interfered with, corrective measures are necessary. These measures will generally begin with teacher or staff attempts to change behavior to minimize minor offenses. For repeated violations of the code, the student may be subject to additional detentions, loss of privileges, referral to counseling, parental notification and conference, assignment to the Alternative Learning Center, referral to Juvenile Court, out-of-school suspension, expulsion, or exclusion. A student with self-discipline and proper attitude toward school will not be involved in this discipline program.

Any acts that detract from the school day, destroy order, lower the morals of the student body, or infringe on the rights of others will be handled accordingly by the Supervisor of Student Discipline, the Career and Technical Director, or a designee. Any misconduct on or off school property that is directly related to and affects the welfare and morale of the school is within the scope of authority of school officials.

This Student Conduct Code will be in effect before, during, and after school hours and at any school sponsored activity involving Maplewood students. Any guests are also expected to abide by this code.

A major component of the educational program at Maplewood Career Center is to prepare students to become responsible citizens and workers by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules, and Maplewood Board of Education policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline students and/or modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

EACH STUDENT SHALL BE EXPECTED TO:

- A. Act courteously to adults and fellow students.
- B. Be prompt to school and attentive in class.
- C. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- D. Complete assigned tasks on time and as directed.
- E. Help maintain a school environment that is safe, friendly, and productive.
- F. Act at all times in a manner that reflects pride in self, family, and in Maplewood Career Center.

DRESS AND GROOMING

Students dress should be appropriate to the educational activities and the environment of the school. Attire and/or appearance that is considered unsafe, unclean, unprofessional, immodest, vulgar, or offensive will not be permitted. In general, dress and grooming should be appropriate and be governed by good sense, good taste, and cleanliness. The following are examples of dress being "unfit" for school wear:

- A. Apparel with drug, alcohol, obscene or suggestive messages, tobacco, cigarettes, gang identifiers, cult identifiers
- B. Shorts, pajama pants, capri pants, spandex/ biker pants, low baggy hip-hugger pants, pants and leggings must be full length
- C. Tank tops, rag tops, sleeveless shirts (shoulders must be covered)
- D. Unbuttoned/Low cut shirts and blouses
- E. Midriff shirts/blouses, see-through clothing
- F. Heavy chains of any length
- G. Sunglasses (prescription sunglasses are permitted when deemed necessary by a physician)
- H. Bandannas, scarves, hats, or other head apparel
- I. Short skirts/dresses (length must be no more than 3 inches above the knee)
- J. Attire with holes (visible undergarments are not permitted)

- K. Long coats
- L. Extreme make-up and/or hair color will not be permitted; make-up and hair color must be of natural color or tone
- M. Spiked collars
- N. Visible body piercing/ornamentation/tongue rings, studs (except earrings)
- O. Coveralls or outerwear (other than a jacket) may not be worn outside of lab
- P. Slippers

All situations not covered in the above list shall rest in the hands of the administration and the faculty. Students failing to comply with the Dress Code will be given a pass to the Alternative Learning Center to complete the instructional packet on proper attire at work. Once completed, a determination of consequences will be made.

LAB UNIFORMS

Students, who fail to wear their lab uniform in programs where uniforms are a requirement, will receive a "0" for the day. In addition, individual program instructors may prescribe a more restrictive dress code in laboratories or for special situations.

HALL CONDUCT

While in the halls students are expected to maintain reasonable conduct: whistling, loud talking, running, and pushing are not permitted. **Food or beverages are prohibited in the halls.** Public display of affection is not appropriate. Students in the halls during class time must have a hall pass. Unacceptable behavior may result in consequences.

LUNCH PERIOD

All students are to eat their lunch in the cafeteria and are to report promptly as scheduled. A free or reduced lunch program is offered to eligible students. Free/Reduced Lunch applications are available in the Student Services office.

Students will remain in the cafeteria during lunch. Permission may be obtained from the monitor to go to the Student Services office, the Resource Center, the restroom, or to use the telephone. While eating or socializing in the cafeteria, students are expected to:

1. observe good dining room standards: sitting at the tables, conversing quietly with others, etc.
2. leave the table and surrounding area clean and orderly, putting trash in the proper containers.

FOOD/BEVERAGE IS PROHIBITED OUTSIDE THE CAFETERIA.

OFF-CAMPUS LUNCH IS PROHIBITED.

NO "FOOD DELIVERY" FOR INDIVIDUAL LUNCHES.

FOOD/BEVERAGE

Food and beverage, unless packed as a lunch, are prohibited in the halls. Prior to entering the building, students are to appropriately dispose of opened beverage containers. Lunches are to be kept in the student's hall locker, not the lab locker. No food or beverage is to be taken into the labs or class rooms, or eaten anywhere other than in the cafeteria.

ZERO TOLERANCE

In accordance with recent legislation, Maplewood does not expect nor will it tolerate truancies from school or disruptive, inappropriate, and violent behavior. Violence in any form is objectionable whether it is evidenced by words, threats, or physical confrontation. While on school property or at a school-sponsored event students are prohibited from planning altercations which might occur after school hours and/or off of school premises. Consequences for violating this Zero Tolerance Policy are delineated in the Code of Conduct under the individual infraction sections. Although prevention and intervention strategies will be utilized by instructional and counseling staff, students bear the responsibility to meet behavioral standards.

BOMB THREATS

Students are prohibited from making bomb threats to the building or to any premises at which a school activity is occurring. Consequences for violating the Bomb Threat policy are delineated in the Code of Conduct under the individual infractions sections.

SUBSTANCE USE

Maplewood recognizes the serious problems that alcohol and/or drug use and dependency causes. We have the dual responsibility to discipline students who use or possess alcohol or drugs, and to offer help in seeking treatment for those who are chemically dependent. In every instance, Maplewood will endeavor to support and provide opportunities for help and follow-up services; yet, there is absolutely no tolerance for illicit substance use or possession on school property.

CHEMICAL INTERVENTION

Maplewood works with other agencies to assist students in their individual intervention program. Concerned students should see a counselor.

CHEMICAL USE/ABUSE INTERVENTION PROCEDURE

In accordance with Federal law, the Maplewood Career Center Board of Education prohibits possession of, use of, or smelling of alcoholic beverages, illegal drugs (marijuana, barbiturates, amphetamines, narcotics, hallucinogens, cocaine, etc.), controlled substances, counterfeit or look-a-like controlled substances, all chemicals which release toxic vapors, inhalants, anabolic steroids, any prescription or patent drug (except those for which permission to use in school has been granted pursuant to the Board policy--see Clinic Section), and/or the possession of drug paraphernalia (syringes, roach clips, etc.), selling, buying, or exchanging or attempting to sell, buy, or exchange the above items is strictly prohibited on school grounds and at school-sanctioned or sponsored events away from school property. Acting as a "lookout" while others might use, sell, exchange, or attempt to do the preceding is prohibited and will result in the same consequences as for those involved in the act. The following will occur whenever there is a violation of the above:

1. A 10-day out-of-school suspension.
2. Automatic recommendation for expulsion.
3. Referral to the appropriate authorities.
4. A urinalysis may be required immediately. (The student assumes financial responsibility.)
5. Students may be expelled for up to 80 school days. These days may begin in one school year and continue into the next, depending upon the date of the infraction.

ELECTRONIC DEVICES

Students are prohibited from possessing musical, personal communication, or other electronic devices.

HARASSMENT, INTIMIDATION, AND/OR BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in Maplewood Career Center is strictly prohibited, and such conduct may result in disciplinary action, including suspension or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, means any act intentionally written, verbal, graphic, or physical including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

IMPORTANT NOTICE

Your possession of these rules and the fact that you have signed an acknowledgment of having had these rules reviewed with you by your teacher constitutes a first warning. No further warnings will be given. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules in this booklet apply to all students, regardless of age, at all school-sponsored activities, whether on school property or not, and when being transported on a board-owned vehicle. Each of the behaviors and/or types of misconduct listed below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension, and/or expulsion from school. Furthermore, any criminal

acts committed at or related to Maplewood Career Center will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Aiding or Abetting Violation of School Rules

A student shall not assist another student in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Arson

A student shall not intentionally or purposely destroy or damage, or attempt to destroy or damage, school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Bomb Threats and Other False Alarms and Reports

A student shall not make bomb threats to the school or to any premises at which a school activity is occurring nor shall a student initiate, issue, or transfer, or cause to be initiated, issued, or transferred to a school employee any false emergency alarm or report. Referrals will be made to the proper agency. Making a bomb threat carries a mandatory recommendation for expulsion for up to one school year.

Burglary

A student shall not enter Maplewood Career Center or any building owned by the Board, without consent, with the intent to commit a crime.

Computer Technology and Network Use

A student shall not violate the guidelines for computer technology and network use. A student shall not access the Internet without permission nor misuse computers, software, or databases. This includes using unauthorized software programs or introducing viruses into any system. Copyright law infractions, altering information, and gaining access to unauthorized Internet sites are strictly prohibited. In addition, inappropriate use of computers could result in a loss of the student's Internet privileges.

Damaging Property/Vandalism

A student shall not vandalize property belonging to Maplewood Career Center, other students, or employees.

Dangerous Weapons and Instruments

A student shall not use, sell, distribute, possess, transmit, or conceal any weapon (or look-a-like weapon), or item capable of, used to inflict or in an attempt to inflict injury. Some examples, not intended to be exhaustive, include: guns, brass knuckles, clubs, firecrackers, explosives, or razor blades. Exceptions: items which are part of a program's tool kit and which remain in the lab (e.g.: X-Acto knives). Violation of this rule carries a mandatory recommendation for expulsion.

Display of Affection/Sexual Activity

A student shall refrain from any form of inappropriate or excessive display of affection while on school property or attending school functions. Sexual activity of any nature is prohibited.

Disobedience (Insubordination)

A student shall comply with directions from teachers, or other authorized school personnel during any period of time when the student is under the authority of school personnel. Violations of any minor rule, directive, or disciplinary procedure shall also constitute insubordination. Flagrantly negative attitude and disrespect also constitutes insubordination.

Disrespect

No student will be disrespectful to any staff person or other student either verbally or non-verbally. (Name-calling will be considered a form of disrespect.)

Disruptive Behavior

No student shall engage in behavior that disrupts the orderly conduct of a school function or substantially disrupts the learning environment.

Electronic Devices

Maplewood Career Center will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property. Examples of prohibited devices include, but are not limited to, computers, radios, headphones, cameras, CD/MP3 players, portable TV or DVD's, electronic games/toys, pagers, laser pointers, and

cellular phones. Unauthorized electronic devices will be confiscated from the student by school personnel and disciplinary action will be taken. Repeated violations may result in a parent/guardian conference in order to retrieve the electronic device.

Falsification

A student shall not issue or transfer or cause to be issued or transferred to a school employee any school related document, form, pass, absence excuse, or early dismissal excuse while having knowledge that any of the following conditions apply to said item:

1. The item was procured by giving false information or by failing to give correct information.
2. The item contains false information and/or false authorization or signature.

A student shall not offer a materially false statement during the course of a suspension or an expulsion hearing with the intent of affecting the outcome of such hearing. A student shall not mislead any school personnel as to his/her identity when asked for such identity. A student shall in no manner cause false or misleading information to influence school operations.

Fighting

A student shall not fight. Fighting is defined as the willful act of hostile bodily contact among two or more persons. Words can constitute provocation. Upon investigation, self-defense shall not be considered an act of fighting. A student shall not encourage or provoke a fight, nor shall any student encourage others to fight. Those fighting may be referred to the Ravenna City Police for disorderly conduct.

Gambling

No student shall gamble or wager.

Harassment and/or Bullying (including Cyberbullying)

No student will harass, intimidate, and/or bully another. School personnel are required to report any harassment or bullying to the Supervisor of Student Discipline.

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

Sexual Harassment:

- A. **Verbal:** The making of written or verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- B. **Non-Verbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- C. **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced activity to or by a fellow student, staff member, or other person associated with the District, or by third parties.

Race, Color, National Origin, and Disability Harassment:

- A. **Verbal:** Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the district, or by third parties.
- B. **Non-Verbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or persons associated with the district, or by third parties.
- C. **Physical:** Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, and bullying to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the District, or by third parties should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, third party, or another person associated with the district, other than the Supervisor of Student Discipline, the affected students or their parents/guardians should, as soon as possible after the incident, contact the Supervisor of Student Discipline.

- B. If the alleged harasser is the Supervisor of Student Discipline, the affected student or his/her parents/guardians should, as soon as possible after the incident, contact the District's Compliance Officer.
- C. The student or parents/guardians may make contact either by a written report, by telephone, or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

OR

The student or parents/guardians may file a complaint with the U.S. Department of Education. Complaints may be sent to: U.S. Department of Education, Team Leader, and Office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.

Each report received by the district's Compliance Officer shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation. The purpose of this provision is to:

- A. protect the confidentiality of the student who files a complaint;
- B. encourage the reporting of any incident of sexual, racial, or other forms of harassment;
- C. protect the reputation of any party wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved (if under 18 years of age, may include parents), and any named or apparent witnesses. All students and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation. Parents and/or guardians of the student who is the victim of harassment will be notified upon the filing of a report.

Maplewood recognizes that determining whether a particular action or incident is harassment, or conversely is a reflection of an action without a discriminatory or intimidating intent or effect, must be based on all of the facts in the matter. Given the nature of harassing behavior, the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against school employees, other students, or third parties.

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm will not be tolerated. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

All incidents of hazing must be reported immediately to any of the following individuals: the building director or other administrator, teacher, student club advisor/supervisor/and/or superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. Discipline for harassment may include a student conference, a parent and student conference, detention, assignment to the Alternative Learning Center, out-of-school suspension, or a recommendation for expulsion.

Igniting Materials

A student shall not ignite or possess matches, lighters, and other devices that produce flames.

Improper Dress

Students shall follow the dress code established in the Code of Conduct.

Inappropriate Writings

A student shall not draw or possess drawings of gang, drug/alcohol, or cult signs/symbols.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons/instruments or threats of violence to the Supervisor of Student Discipline.

Misconduct Against a School Official or Employee or the Property of Such a Person, Regardless of Where it Occurs

Maplewood Career Center prohibits misconduct committed by a student against a school official or employee including, but not limited to, harassment (of any type), vandalism, assault (physical and/or verbal), and destruction of property.

Misconduct Off School Grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

Offensive Language/Obscene Gestures/Symbols

A student shall not use, display, or write any offensive language whether directed towards a specific individual or not. Communicating with any person in a manner that is insulting, taunting, or challenging in such a way as to provoke a violent response is prohibited. This includes obscene gestures, signs, pictures, or publications.

Possession and/or Use of Explosives and/or Fireworks

A student shall not possess or use any compound or mixture with the primary or common purpose is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to, explosives and chemical-reaction objects such as smoke bombs and poppers). Also, a student shall not possess or offer to sell any substance, combination of substances, or articles prepared to produce a visible and/or audible effect by combustion, explosion, deflagration, or denotation.

Possession of Pornography

A student shall not possess sexually explicit material.

Possession or Use of Illicit or Controlled Substances

A student shall not possess, use, distribute, transmit, sell, or conceal paraphernalia used to administer narcotics, inhalants, toxins, or drugs; nor shall a student possess, use, transmit, sell, conceal, smell of, or be under the influence of narcotics, inhalants, toxins, drugs, or alcohol, or any look-a-like or counterfeit drugs, tobacco, or alcohol while under the jurisdiction of the school. A recommendation for expulsion is mandatory. (See Chemical Use/Abuse Intervention section.)

Possession or Use of Tobacco Products

A student shall not use distribute, sell, or be in possession of tobacco or any tobacco product or paraphernalia (matches, lighter, cigarettes, chewing tobacco, look-a-like chewing tobacco, etc.), at school or school property, at any school function.

Parking Violation

A student shall not fail to display a permit and must register his or her vehicle with the High School Office.

Physical Assault of a Staff Member, Student, or Person Associated with the District

A student shall not act with intent to cause fear in another person or immediate bodily harm or death, or intentionally bully, inflict or attempt to inflict harm on another person. Physical assault, regardless of whether it causes injury, will not be tolerated. Any intentionally harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Reckless Driving

A student shall not operate his/her vehicle in a reckless manner. Some examples of recklessness, not intended to be exhaustive, include: speeding, peeling tires, etc. Students shall not sit in nor drive cars at any time during the school day. Students shall register to drive and shall park only in the areas assigned to them. Students driving to school are responsible for displaying a permit at all times. No student shall ride in a truck bed while on school property.

Refusing to Accept Discipline

Students who fail to comply with disciplinary penalties may face enhanced penalties for such action.

Repeated and Multiple Violations of the Code of Conduct

Any student who has had repeated and multiple violations of the rules listed herein may be recommended for expulsion.

Safety

No student shall engage in any activity which leads or has the possibility of leading to injury of self or others or damage of property.

Scholastic Dishonesty

Scholastic dishonesty includes, but is not limited to cheating on an assignment/test/quiz, plagiarism, collusion, copying another student's work, collaborating with another student on school work or a test without permission. In addition, knowingly using, buying, selling, stealing, transporting, soliciting a whole or part of the contents of an administered test, substitution of another student's work for one's own, securing copies of a test or answers in advance of a test. Students displaying scholastic dishonesty will be given a "zero" on the test, quiz, project, assignment, and will be issued additional consequences.

School Equipment

No student shall make unauthorized use of any school safety equipment (including but not limited to: fire extinguishers, showers, fire and burglar alarms, eye rinses, blankets), school telephones, duplicating equipment, or materials and supplies.

Sleeping During the School Day

Students are not permitted to sleep in class/lab, activity period, etc.

Student Records

A student shall not obtain any form of access to any school records, grades, or related information without authorization from a school official. A student wishing to review his/her records should see a guidance counselor.

Tardiness

A student who is not on time to school or class is considered tardy. Tardies accumulate throughout the year; however, consequences for tardiness will be considered by semester. The consequences are listed below:

Tardy #3	1 detention
Tardy #5	2 detentions
Tardy #7	1-day assignment to the Alternative Learning Center and completion of Instructional packet on Tardiness
Tardy #9	2-day assignment to the Alternative Learning Center and a conference with counselor
Tardy #10	3-day assignment to the Alternative Learning Center Parental conference conducted by the counselor and a referral to an assessment agency if deemed appropriate
Tardy #12	Referral to the Supervisor of Student Discipline for further consequences (such as loss of driving privileges, a paper, etc. as assigned)

NOTE: Subsequent tardies will be referred to the Supervisor of Student Discipline for additional consequences.

Terroristic Threat

A student shall not threaten, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Theft

A student shall not attempt to take any property belonging to the school or private property of another student, teacher, employee, visitor, or employer of a work-study or early release program. Theft also applies to the unauthorized possession, access, or use of a data base, copyright laws, computer software,

Truancy

A student who is absent from school or any portion thereof without school authorization and lawful parental consent is considered truant. Consequences are as follows:

Truancy #1	1-day assignment to the Alternative Learning Center and completion of the instructional Truancy Packet
Truancy #2	2-day assignment to the Alternative Learning Center and a parental conference
Truancy #3	3-day assignment to the Alternative Learning Center
Truancy #4	4-day assignment to the Alternative Learning Center
Truancy #5	Referral to Juvenile Court, Bureau of Motor Vehicles (minors), or recommendation for expulsion for non-attendance (18 year olds)

Unauthorized Area

A student shall not be in any hallway, classroom, laboratory, restroom, or other area that he/she is not duly assigned without authorization.

Unauthorized Use of Vehicles

A student shall not occupy or use vehicles during school hours without parental permission and school authorization.

Unexcused Absence

A student who has an unexcused absence from school or any portion thereof will be issued the following consequences:

Unexcused Absence #6	1-day assignment to the Alternative Learning Center
Unexcused Absence #12	2-day assignment to the Alternative Learning Center
Unexcused Absence #15	3-day assignment to the Alternative Learning Center
Unexcused Absence #18	4-day assignment to the Alternative Learning Center
Unexcused Absence #24	10-day assignment to the Alternative Learning Center with recommendation for an Expulsion Hearing

In addition, a minor student and his/her parents/guardians will be referred to juvenile court on the fifth consecutive unexcused absence or with excessive absences. The school may also notify the Bureau of Motor Vehicles for possible suspension of the driver's license. An adult student with excessive absences may be recommended for expulsion.

Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

Verbal and/or Written Threat of a Staff Member, Student, or Person Associated with the District

A student shall not make an oral or written statement or otherwise express an action that a staff member, student, or other person associated with Maplewood Career Center reasonably feels to be a threat. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Violation of Safety Code

No student shall, after being warned by an instructor or an administrator, violate an established departmental or class safety code. All horseplay will be considered a safety code violation.

Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, that would be a criminal offense if committed by an adult and could result in serious physical harm to people.

VIOLATIONS NOT LISTED HEREIN

The administration reserves the right to establish rules and procedures in areas where precedent has not been set.

DISCIPLINE

It is important to remember that Maplewood Career Center's rules apply on school property, at school sponsored events, on school transportation, and on property not owned or controlled by the Board of Education but that is connected to activities or incidents that have occurred on property owned or controlled by the Board of Education. Furthermore, students may be disciplined for conduct that regardless of where or when it occurs is directed at a Board of Education employee or official, or the property of such official or employee.

Maplewood Career Center is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in Maplewood Career Center. Because it is not possible to list all misbehaviors that occur, misbehaviors not listed above will be responded to as necessary by staff. The following types of discipline may be issued to students who violate the Student Code of Conduct.

DETENTIONS

Each detention requires one 40 minute period of study time in the detention room. Detentions will be issued using the following procedures:

1. A copy of the detention report will be given to the student stating the offense, the number of detentions, and a date by which the detention must be served. Should the instructor request, the student will have parents sign the student's copy and return it to the instructor.
2. Detentions must be served within two weeks of the date assigned.
3. Truancy from detentions will result in assignment to the Alternative Learning Center.

ALTERNATIVE LEARNING CENTER

This restriction program will be assigned to those who commit violations in the Student Code of Conduct. Students will be responsible for completing infraction specific packets, as well as obtaining and completing academic classroom assignments. Students will remain in the Alternative Learning Center until 2:21 p.m.

NOTE: CREDIT FOR MAKE-UP LAB WORK WILL NOT BE GIVEN WHEN A STUDENT IS ASSIGNED TO THE ALTERNATIVE LEARNING CENTER. The student will receive a "0" for all lab work given or due on the day of the assignment to the Alternative Learning Center.

SUSPENSION

Suspension for up to ten (10) days may result from violations of the Student Conduct Code, excessive misconduct, repeated minor offenses, unserved detentions, or failure to attend the Alternative Learning Center. A student may be assigned to an out-of-school suspension by the Supervisor of Student Discipline or the Career and Technical Director. A student shall be suspended in the following manner:

1. The student shall receive a written Notice of Intended Suspension from the Supervisor of Student Discipline or the Director listing the reasons for the intended suspension.
2. The student will then have the opportunity to an informal hearing to explain his/her actions.
3. If the Supervisor of Student Discipline determines, as a result of the hearing, that the student shall be suspended, within 1 school day, the parent/guardian shall be notified in writing.
4. The student and parent/guardian may appeal in writing the suspension to the Career and Technical Director within 14 days after notification of suspension.

NOTE: MAKE-UP WORK FOR A SUSPENSION WILL NOT BE GIVEN. The student will receive a "0" for all work given or due on the day of the suspension.

EXPULSION

Expulsion from Maplewood for up to 80 school days may result from serious or repeated violations of the Student Conduct Code, major offenses, and drug or alcohol violations. Student due process of notice, hearing, written notice of expulsion, and right of appeal will be followed according to board policy.

Any credit earned from other educational institutions or from home schooling while a student is under expulsion will not be considered for inclusion on Maplewood's transcripts.

PERMANENT EXPULSION (EXCULSION)

Permanent expulsion (exclusion) may occur for the following acts:

1. conveying, possessing, or concealing weapons or dangerous ordnance onto school property or at a school function;
2. trafficking in drugs on school property or at a school function;
3. murder/aggravated murder or voluntary/involuntary manslaughter on school property or at a school function;
4. assault or aggravated assault on school grounds or at a school function;
5. rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee;
6. complicity in any of the above offenses, regardless of location.

In accordance with the "Gun Free Schools act of 1994," unless a student is permanently excluded pursuant to section [3313.662](#) [3313.66.2] of the Revised Code, the superintendent shall expel a student from school for a period of one year for bringing a firearm onto any property owned or controlled by the board, except that the superintendent may reduce this requirement on a case-by-case basis in accordance with the policy adopted by the board under section [3313.661](#) [3313.66.1] of the Revised Code.

CALENDAR OF EVENTS

August	25.....	Student/Teacher Orientation (PM)
	30.....	Students' First Day
September	05.....	Labor Day - Closed
October	12.....	Parent/Teacher Evening Conferences
	14.....	NEOEA Day – Closed
	17.....	Parent/Teacher Evening Conferences
November	04.....	End of First 9 Weeks Grading Period
	18 & 19.....	Christmas in the Woods
	22 & 23.....	Blood Drive
	24 & 25.....	Thanksgiving Break – Closed
	28.....	Teacher Comp Day – Closed
December	22-30.....	Winter Break – Closed
January	02.....	Winter Break – Closed
	16.....	Martin Luther King Day – Closed
	20.....	End of Second 9 Weeks Grading Period
February	09.....	Sophomore Visitation/Spaghetti Dinner/ Open House/Student Independent Study Offsite
	20.....	Presidents' Day – Closed
	23.....	Spring Parent/Teacher Evening Conferences
March	23.....	End of Third 9 Weeks Grading Period
April	2 – 6.....	Spring Break – Closed
May	28.....	Memorial Day – Closed
June	01.....	End of Fourth 9 Weeks Grading Period
	01.....	Students' Last Day

Note: Excess calamity days will be made up on June 4, 5, 6, etc..

CALENDAR YEARS

2011

January	S M T W T F S	2 3 4 5 6 7 8	February	S M T W T F S	6 7 8 9 10 11 12	March	S M T W T F S	6 7 8 9 10 11 12	April	S M T W T F S	10 11 12 13 14 15 16
	9 10 11 12 13 14 15	13 14 15 16 17 18 19		13 14 15 16 17 18 19	20 21 22 23 24 25 26		20 21 22 23 24 25 26	17 18 19 20 21 22 23		17 18 19 20 21 22 23	
May	S M T W T F S	1 2 3 4 5 6 7	June	S M T W T F S	5 6 7 8 9 10 11	July	S M T W T F S	3 4 5 6 7 8 9	August	S M T W T F S	7 8 9 10 11 12 13
	8 9 10 11 12 13 14	12 13 14 15 16 17 18		10 11 12 13 14 15 16	19 20 21 22 23 24 25		17 18 19 20 21 22 23	14 15 16 17 18 19 20		21 22 23 24 25 26 27	
September	S M T W T F S	4 5 6 7 8 9 10	October	S M T W T F S	2 3 4 5 6 7 8	November	S M T W T F S	6 7 8 9 10 11 12	December	S M T W T F S	4 5 6 7 8 9 10
	11 12 13 14 15 16 17	19 20 21 22 23 24 25		18 19 20 21 22 23 24	26 27 28 29 30		27 28 29 30	18 19 20 21 22 23 24		25 26 27 28 29 30 31	

2012

January	S M T W T F S	1 2 3 4 5 6 7	February	S M T W T F S	5 6 7 8 9 10 11	March	S M T W T F S	4 5 6 7 8 9 10	April	S M T W T F S	1 2 3 4 5 6 7
	8 9 10 11 12 13 14	12 13 14 15 16 17 18		13 14 15 16 17 18 19	20 21 22 23 24 25		11 12 13 14 15 16 17	13 14 15 16 17 18 19		15 16 17 18 19 20 21	22 23 24 25 26 27 28
May	S M T W T F S	6 7 8 9 10 11 12	June	S M T W T F S	3 4 5 6 7 8 9	July	S M T W T F S	1 2 3 4 5 6 7	August	S M T W T F S	5 6 7 8 9 10 11
	13 14 15 16 17 18 19	19 20 21 22 23 24 25		17 18 19 20 21 22 23	24 25 26 27 28 29 30		8 9 10 11 12 13 14	15 16 17 18 19 20 21		22 23 24 25 26 27 28	26 27 28 29 30 31
September	S M T W T F S	2 3 4 5 6 7 8	October	S M T W T F S	7 8 9 10 11 12 13	November	S M T W T F S	4 5 6 7 8 9 10	December	S M T W T F S	2 3 4 5 6 7 8
	9 10 11 12 13 14 15	14 15 16 17 18 19 20		14 15 16 17 18 19 20	21 22 23 24 25 26 27		11 12 13 14 15 16 17	18 19 20 21 22 23 24		25 26 27 28 29 30	9 10 11 12 13 14 15

2013

January	S M T W T F S	1 2 3 4 5	February	S M T W T F S	3 4 5 6 7 8 9	March	S M T W T F S	3 4 5 6 7 8 9	April	S M T W T F S	7 8 9 10 11 12 13
	6 7 8 9 10 11 12	10 11 12 13 14 15 16		10 11 12 13 14 15 16	17 18 19 20 21 22 23		10 11 12 13 14 15 16	17 18 19 20 21 22 23		14 15 16 17 18 19 20	21 22 23 24 25 26 27
May	S M T W T F S	5 6 7 8 9 10 11	June	S M T W T F S	2 3 4 5 6 7 8	July	S M T W T F S	1 2 3 4 5 6	August	S M T W T F S	4 5 6 7 8 9 10
	12 13 14 15 16 17 18	9 10 11 12 13 14 15		14 15 16 17 18 19 20	21 22 23 24 25 26 27		14 15 16 17 18 19 20	21 22 23 24 25 26 27		11 12 13 14 15 16 17	18 19 20 21 22 23 24
September	S M T W T F S	1 2 3 4 5 6 7	October	S M T W T F S	6 7 8 9 10 11 12	November	S M T W T F S	3 4 5 6 7 8 9	December	S M T W T F S	1 2 3 4 5 6 7
	8 9 10 11 12 13 14	13 14 15 16 17 18 19		10 11 12 13 14 15 16	20 21 22 23 24 25 26		17 18 19 20 21 22 23	17 18 19 20 21 22 23		15 16 17 18 19 20 21	22 23 24 25 26 27 28

ENGLISH {capitalization & plurals}

CAPITALIZATION

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF CAPITALIZATION RULES.

All **proper nouns** ⇒ Shannon O'Connor, Orlando, Bill of Rights
 All **proper adjectives** ⇒ Kraft cheese, Bounty paper towels, Phillips screwdriver
 The **first word in every sentence** ⇒ Her dress is stunning.
Races, languages, nationalities ⇒ Asian, French, African-American
Nouns/Pronouns that refer to a supreme being ⇒ God, Allah, Yahweh
Days of the week ⇒ Sunday, Monday, Tuesday
Formal epithets ⇒ Ivan the Terrible
Bodies of water ⇒ Amazon River, Lake Huron, Wea Creek
Cities, towns ⇒ Houston, Lafayette, Dearborn
Counties ⇒ Tippecanoe, Cork
Continents ⇒ Africa, North America
Landforms ⇒ Mojave Desert, the Appalachians
Holidays and holy days ⇒ Veterans Day, Christmas, Yom Kippur
Months ⇒ January, February
Official documents ⇒ Emancipation Proclamation
Official titles ⇒ President Clinton, Mayor Bradley
Periods and events in history ⇒ Middle Ages, Renaissance
Planets, heavenly bodies ⇒ Mars, Pluto, Milky Way
Public areas ⇒ Yellowstone National Park
Sections of a country or continent ⇒ the Northwest, the Middle East
Special events ⇒ Battle of Lexington
Streets, roads, highways ⇒ Rodeo Drive, Route 66, Interstate 65
Trade names ⇒ Honda Accord, Kellogg's Corn Flakes



PLURALS

THE FOLLOWING CHART PROVIDES A QUICK OVERVIEW OF PLURALIZATION RULES.

The **plurals of most nouns are formed by adding s to the singular.**
 ⇒ *Examples:* pie = pies | desk = desks | machine = machines

The **plural forms of nouns ending in sh, ch, x, s and z are made by adding es to the singular.**
 ⇒ *Examples:* dish = dishes | fox = foxes | buzz = buzzes | church = churches

The **plurals of common nouns that end in y preceded by a consonant are formed by changing the y to i and adding es.**
 ⇒ *Examples:* fly = flies | copy = copies

The **plurals of words that end in y preceded by a vowel are formed by adding only s.**
 ⇒ *Examples:* holiday = holidays | monkey = monkeys

The **plurals of words ending in o preceded by a vowel are formed by adding s.**
 ⇒ *Examples:* studio = studios | rodeo = rodeos

The **plurals of words ending in o preceded by a consonant are formed by adding s or es.**
 ⇒ *Examples:* hero = heroes | banjo = banjos | tomato = tomatoes | piano = pianos

The **plurals of nouns ending in f or fe are formed in one of two ways:**
 {1} If the *f* sound is still heard in the plural form, simply add *s*.
 ⇒ *Examples:* roof = roofs | chief = chiefs
 {2} If the final sound in the plural is a *ve* sound, change the *f* to *ve* and add *s*.
 ⇒ *Examples:* wife = wives | knife = knives

Foreign words and some English words form the plural by taking on an irregular spelling.
 ⇒ *Examples:* crisis = crises | criterion = criteria | goose = geese | ox = oxen

The **plurals of symbols, letters and figures are formed by adding an s.**
 ⇒ *Examples:* 5 = 5s

The **plural of nouns that end in ful are formed by adding s at the end of the word.**
 ⇒ *Examples:* handful = handfuls | pailful = pailfuls | tankful = tankfuls

ENGLISH {punctuation}

PERIOD



Use: to end a sentence that makes a statement or that gives a command not used as an exclamation.
 ⇒ *Example:* Go to your room, and do not come out until dinner.

Use: after an initial or an abbreviation.
 ⇒ *Examples:* Mary J. Jones, Mr., Mrs., Ms.

COMMA



Use: to separate words or groups of words in a series.
 ⇒ *Example:* I used worms, minnows, larva, bread balls and bacon for bait.

Note: Some stylebooks and teachers require a comma before “and” in a series.
 ⇒ *Example:* He ran, jumped, and yelled.

Use: to separate an explanatory phrase from the rest of the sentence.
 ⇒ *Example:* Escargots, or snails, are a delicacy that I relish.

Use: to distinguish items in an address and in a date.
 ⇒ *Examples:* John Doe, 290 Main Street, Midtown, IN 48105
 September 20, 1960

Use: to separate a title or an initial that follows a name.
 ⇒ *Example:* Joseph Jones, Ph.D.

QUESTION MARK



Use: at the end of a direct or indirect question.
 ⇒ *Example:* Did your relatives invite you to visit them this summer?

Use: to punctuate a short question within parentheses.
 ⇒ *Example:* I am leaving tomorrow (is that possible?) to visit my cousins in France.

APOSTROPHE



Use: to show that one or more letters or numbers have been left out of a word to form a contraction.
 ⇒ *Examples:* do not = don't | I have = I've

Use: followed by an *s* is the possessive form of singular nouns.
 ⇒ *Example:* I clearly saw this young man's car run that stop sign.

Use: possessive form of plural nouns ending in *s* is usually made by adding just an apostrophe. An apostrophe and *s* must be added to nouns not ending in *s*.
 ⇒ *Example:* bosses = bosses', children's

COLON



Use: after words introducing a list, quotation, question or example.
 ⇒ *Example:* Sarah dropped her book bag and out spilled everything: books, pens, pencils, homework and makeup.

SEMICOLON



Use: to join compound sentences that are not connected with a conjunction.
 ⇒ *Example:* It's elementary, my dear Watson; the butler is clearly responsible.

Use: to separate groups of words.
 ⇒ *Example:* I packed a toothbrush, deodorant and perfume; jeans, a raincoat and sweatshirts; and boots and tennis shoes.

QUOTATION MARKS



Use: to frame direct quotations in a sentence. Only the exact words quoted are placed within the quotation marks.
 ⇒ *Example:* “I don't know,” she said, “if I will be able to afford the vacation.”

Use: to distinguish a word that is being discussed.
 ⇒ *Example:* Mr. Jones suggested I replace the word “always” with “often” in my theme.

Use: to indicate that a word is slang.
 ⇒ *Example:* Julie only bought that outfit to show that she's “with it.”

Use: to punctuate titles of poems, short stories, songs, lectures, course titles, chapters of books and articles found in magazines, newspapers and encyclopedias.
 ⇒ *Examples:* “You Are My Sunshine,” “Violence in Our Society,” “The Road Not Taken”

SINGLE QUOTATION MARK



Use: to punctuate a quotation within a quotation.
 ⇒ *Example:* “My favorite song is ‘I've Been Working on the Railroad,’” answered little Joey.

EXCLAMATION MARK



Use: to express strong feeling.
 ⇒ *Example:* Help! Help!

ENGLISH {MLA style of documentation}

YOUR WORKS-CITED LIST	YOUR WORKS-CITED LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR WORKS-CITED LIST; LIKEWISE, EACH ENTRY IN THE WORKS-CITED LIST MUST BE CITED IN THE TEXT.
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According to the *Modern Language Association Manual and Guide to Scholarly Publishing*:

- {1} Double-space all entries.
- {2} Begin the first line of an entry flush with the left margin, and indent lines that follow by one-half inch.
- {3} List entries in alphabetical order by the author's last name. If you are listing more than one work by the same author, alphabetize the works according to title. Instead of repeating the author's name, type three hyphens followed by a period, and then give the title.
- {4} Italicize the titles of works published independently. Books, plays, long poems, pamphlets, periodicals and films are all published independently.
- {5} If the title of a book you are citing includes the title of another book, italicize the main title but not the other title.
- {6} Use quotation marks to indicate titles of short works included in larger works, song titles and titles of unpublished works.
- {7} Separate the author, title and publication information with a period followed by two spaces.
- {8} Single space after a colon.
- {9} Use lowercase abbreviations to identify parts of a work (for example, vol. for volume), a named translator (trans.), and a named editor (ed.). However, when these designations follow a period, the first letter should be capitalized.
- {10} Use the shortened forms for the publisher's name. When the publisher's name includes the name of a person, cite the last name alone. When the publisher's name includes the name of more than one person, cite only the first of these names.

WEBSITES (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Website title</i> . Publisher, Date of publication. Medium of publication. Date of access.
ARTICLE IN A JOURNAL FROM A WEBSITE	Joyce, Michael. "On the Birthday of the Stranger (in Memory of John Hawkes)." <i>Evergreen Review.com</i> . Evergreen Review, 5 Mar. 1999. Web. 12 May 1999.
ARTICLE IN A PERIODICAL (GENERAL GUIDELINES)	Author's last name, first name. "Article title." <i>Periodical title</i> . Date: inclusive pages. Medium of publication.
BYLINED ARTICLE FROM A DAILY NEWSPAPER	Barringer, Felicity. "Where Many Elderly Live, Signs of the Future." <i>New York Times</i> 7 Mar. 1993, nat. ed., sec. 1: 12. Print.
UNBYLINED ARTICLE FROM A DAILY NEWSPAPER	"Infant Mortality Down; Race Disparity Widens." <i>Washington Post</i> 12 Mar. 1993: A12. Print.
ARTICLE FROM A MONTHLY OR BIMONTHLY MAGAZINE	Willis, Garry. "The Words that Remade America: Lincoln at Gettysburg." <i>Atlantic</i> June 1992: 57-79. Print.
ARTICLE FROM A WEEKLY OR BIWEEKLY MAGAZINE	Hughes, Robert. "Futurisms Farthest Frontier." <i>Time</i> 9 July 1979: 58-59. Print.
EDITORIAL	"A Question of Medical Sight." Editorial. <i>Plain Dealer</i> 11 Mar. 1993: 6B. Print.

ENGLISH {MLA style of documentation}

BOOK (GENERAL GUIDELINES)	Author's last name, first name. <i>Book title</i> . Additional information. City of publication: Publishing company, publication date. Medium of publication.
BOOK BY ONE AUTHOR	Wheelen, Richard. <i>Sherman's March</i> . New York: Crowell, 1978. Print.
TWO OR MORE BOOKS BY THE SAME AUTHOR	Garreau, Joel. <i>Edge City: Life on the New Frontier</i> . New York: Doubleday, 1991. Print. ---. <i>The Nine Nations of North America</i> . Boston: Houghton, 1981. Print.
BOOK BY TWO OR THREE AUTHORS	Purves, Alan C., and Victoria Ripperre. <i>Elements of Writing About a Literary Work</i> . Urbana, Ill.: NCTE, 1968. Print.
BOOK BY FOUR OR MORE AUTHORS	Pratt, Robert A., et al. <i>Masters of British Literature</i> . Boston: Houghton, 1956. Print.
BOOK BY A CORPORATE AUTHOR	The Rockefeller Panel Reports. <i>Prospect for America</i> . New York: Doubleday, 1961. Print.
BOOK BY AN ANONYMOUS AUTHOR	<i>Literary Market Place: The Dictionary of American Book Publishing</i> . 2003 ed. New York: Bowker, 2002. Print.
BOOK WITH AN AUTHOR AND AN EDITOR	Toomer, Jean. <i>Cane</i> . Ed. Darwin T. Turner. New York: Norton, 1988. Print.
A WORK IN AN ANTHOLOGY	Morris, William. "The Haystack in the Floods." <i>Nineteenth Century British Minor Poets</i> . Eds. Richard Wilbur and W. H. Auden. New York: Dell, Laurel Edition, 1965. 35-52. Print.
AN EDITION OTHER THAN THE FIRST	Chaucer, Geoffrey. <i>The Riverside Chaucer</i> . Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987. Print.
SIGNED ARTICLE IN A REFERENCE BOOK	Wallace, Wilson D. "Superstition." <i>World Book Encyclopedia</i> . 1970 ed. Print.
UNSIGNED ARTICLE IN A REFERENCE BOOK	"Tharp, Twyla." <i>Who's Who of American Women</i> . 17th ed. 1991-1992. Print.



YOUR REFERENCE LIST

YOUR REFERENCE LIST SHOULD APPEAR AT THE END OF YOUR ESSAY. IT PROVIDES THE INFORMATION NECESSARY FOR A READER TO LOCATE AND RETRIEVE ANY SOURCE YOU CITE IN THE ESSAY. EACH SOURCE YOU CITE IN THE ESSAY MUST APPEAR IN YOUR REFERENCE LIST. LIKEWISE, EACH ENTRY IN THE REFERENCE LIST MUST BE CITED IN THE TEXT.

BASIC RULES

According to the sixth edition of the *Publication Manual of the American Psychological Association*:

- Indent your reference list one-half inch from the left margin, excluding the first line of each reference, which should remain flush left. This is called a hanging indent.
- Double-space all references.
- Capitalize only the first word of a title or subtitle of a work. Capitalize all major words in journal titles. Italicize titles of books and journals. Note that the italicizing in these entries includes commas and periods.
- Invert authors' names (last name first); give last name and initials for all authors of a particular work, unless the work has more than six authors (in this case, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors). Alphabetize by authors' last names letter by letter. If you have more than one work by a particular author, order them by publication date, oldest to newest (thus a 2008 article would appear before a 2009 article). When an author appears as a sole author and again as the first author of a group, list the one-author entries first. If no author is given for a particular source, alphabetize by the title of the piece in the reference list. Use a shortened version of the title for parenthetical citations within the text.
- Use "&" instead of "and" before the last author's name when listing multiple authors of a single work.

BASIC FORMS FOR SOURCES IN PRINT

An article in a periodical (such as a journal, newspaper or magazine)

- Author, A. A., Author, B. B., & Author, C. C. (Year of publication). Title of article. *Title of Periodical*, volume number (issue number), pages.

You need to list only the volume number if the periodical uses continuous pagination throughout a particular volume. If each issue begins with page 1, then you should list the issue number as well ➤ Title of Periodical, volume number (issue number), pages.

A nonperiodical (such as a book, report, brochure or audiovisual media)

- Author, A. A. (Year of publication). Title of work: Capital letter also for subtitle. Location: Publisher. For "Location," you should always list the city, and you should also include the state if the city is unfamiliar or if the city could be confused with one in another state. Use the two-letter zip-code abbreviation for each state.

Part of a nonperiodical (such as a book chapter or an article in a collection)

- Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher.

When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references.

BASIC FORMS FOR ELECTRONIC SOURCES

A web page

- Author, A. A. (Date of publication or revision). Title of full work. Retrieved from <http://web address>

An online journal or magazine

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. doi:0000000/000000000000

Since online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are unique to their documents and consist of a long alphanumeric code.

An online journal or magazine (no DOI assigned)

- Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from <http://web address>

E-mail

Because e-mail is a personal communication, not easily retrieved by the general public, no entry should appear in your reference list. Instead, parenthetically cite in text the communicator's name, the fact that it was personal communication, and the date of the communication: The novelist has repeated this idea recently (S. Rushdie, personal communication, May 1, 1995).



EXAMPLES

Journal article, one author

- Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles.

Journal of Comparative and Physiological Psychology, 55, 893-896.

Journal article, more than one author

- Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

Work discussed in a secondary source

- Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608. Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in your reference list. In the text, use the following citation: ➤ In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

Magazine article, one author

- Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Book

- Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

An article or chapter of a book

- O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

A government publication

- National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

A book or article with no author or editor named

- *Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.
- New drug appears to cut risk of death from heart failure. (1993, July 15). *The Washington Post*, p. A12. For parenthetical citations of sources in text with no author named, use a shortened version of the title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (Merriam-Webster's, 2005) and ("New Drug," 1993).

A translated work and/or a republished work

- Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

A review of a book, film, television program, etc.

- Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*]. *Contemporary Psychology*, 38, 466-467.

An entry in an encyclopedia

- Bergmann, P. G. (1993). Relativity. In *The new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

An online journal article (no DOI assigned)

- Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <http://www.buddhistethics.org/2/inada1>

A web page

- Daly, B. (1997). *Writing argumentative essays*. Retrieved from <http://www.ltn.lv/~markir/essaywriting/frntpage.htm>

SCIENCE {physics laws & formulas}

Mass Density

$$\text{mass density} = \frac{\text{mass}}{\text{volume}}$$

Speed

$$\text{average speed} = \frac{\text{distance covered}}{\text{elapsed time}}$$

Acceleration

$$a = \frac{\Delta v}{\Delta t} \quad \text{or} \quad \frac{v_F - v_I}{t_F - t_I}$$

(a=average acceleration; v=velocity;
t=time; v_F=final velocity; v_I=initial velocity;
t_F=final time; t_I=initial time)

Law of Universal Gravitation

$$F = \frac{G m_1 m_2}{d^2}$$

(F=force of attraction; m₁ and m₂=the masses of the two bodies; d=distance between the centers of m₁ and m₂; G=gravitational constant)

Work Done by a Force

$$\text{work} = (\text{force})(\text{distance})$$

Power

$$\text{power} = \frac{\text{work}}{\text{time}} \quad (\text{see above formula for work})$$

Kinetic Energy

$$KE = \frac{mv^2}{2}$$

(KE=kinetic energy; m=mass; v=velocity)

Specific Heat

$$Q = cm\Delta t$$

(Q=quantity of heat; c=specific heat;
m=mass; Δt=change in temperature)

Electric Current - Strength

$$I = \frac{Q}{t}$$

(I=the current strength; Q=quantity of charge;
t=time)

Momentum

$$\text{momentum} = (\text{mass})(\text{velocity})$$

Mass-Energy Equivalence

$$E = mc^2$$

(E=the energy [measured in ergs] equivalent to a mass m [measured in grams]; c=speed of light [measured in centimeters per second])

Power Expended in an Electric Appliance

$$P = IV$$

(P=power in watts; I=current; V=voltage)

Newton's Second Law of Motion

$$\text{force} = (\text{mass})(\text{acceleration})$$

Torque

$$T = FR$$

(T=torque; F=force; R=radius)

Boyle's Law when temperature constant:

$$p_1 V_1 = p_2 V_2$$

(p₁=original pressure; p₂=new pressure;
V₁=original volume; V₂=new volume)

Wave Motion

$$V = n\lambda$$

(V=wave velocity; n=wave frequency;
λ=wavelength)

Illumination on a Surface Perpendicular to the Luminous Flux

$$E = \frac{I}{r^2}$$

(E=illumination; I=intensity of the source;
r=distance from source to surface perpendicular to the beam)

Focal Length of Mirrors and Lenses

$$\frac{1}{f} = \frac{1}{d_o} + \frac{1}{d_i}$$

(f=focal length; d_o=object distance;
d_i=image distance)

Images in Mirrors and Lenses

$$\frac{h_i}{h_o} = \frac{d_i}{d_o}$$

(h=image height; h_o=object height;
d_i=image distance; d_o=object distance)

Ohm's Law

$$I = \frac{V}{R}$$

(I=strength of the current flowing in a conductor; V=the potential difference applied to its ends; R=its resistance)



SCIENCE {weights & measures & formulas}



WEIGHTS AND MEASURES

ENGLISH

Area

1 square foot (ft²) ----- 144 square inches (in²)
1 square yard (yd²) ----- 9 square feet
1 acre ----- 43,560 square feet
1 square mile (mi²) ----- 640 acres

Capacity

1 cup (c) ----- 8 fluid ounces (fl oz)
1 pint (pt) ----- 2 cups
1 quart (qt) ----- 2 pints
1 quart ----- 4 cups
1 gallon (gal) ----- 4 quarts

Length

1 foot (ft) ----- 12 inches (in)
1 yard (yd) ----- 36 inches
1 yard ----- 3 feet
1 mile (mi) ----- 5,280 feet
1 mile ----- 1,760 yards

Time

1 minute (min) ----- 60 seconds (s)
1 hour (h) ----- 60 minutes
1 day (d) ----- 24 hours
1 week (wk) ----- 7 days
1 year (yr) ----- 12 months (mo)
1 year ----- 52 weeks
1 year ----- 365 days
1 century (c) ----- 100 years

Weight

1 pound (lb) ----- 16 ounces (oz)
1 short ton (T) ----- 2,000 pounds

FORMULAS

Perimeter of a rectangle ----- $P = 2(l+w)$
Perimeter of a square ----- $P = 4s$
Perimeter of a regular polygon ----- $P = ns$
(n = number of sides)
Area of a rectangle ----- $A = lw$
Area of a square ----- $A = s^2$
Area of a parallelogram ----- $A = bh$
Area of a triangle ----- $A = \frac{1}{2}bh$
Area of a trapezoid ----- $A = \frac{1}{2}h(b_1 + b_2)$
Area of a circle ----- $A = \pi r^2$
Circumference of a circle ----- $C = \pi d$, or $2\pi r$
Volume of a rectangular prism ----- $V = lwh$
Volume of any prism ----- $V = Bh$
Volume of a cylinder ----- $V = \pi r^2 h$
Volume of a pyramid ----- $V = \frac{1}{3}Bh$
Volume of a cone ----- $V = \frac{1}{3}\pi r^2 h$
Surface area of a cylinder ----- $SA = 2\pi r^2 + 2\pi r h$
Pythagorean Theorem ----- $a^2 + b^2 = c^2$
(sides of a right triangle)

Simple interest ----- $I = prt$

Distance ----- $d = rt$

METRIC

Area

1 sq centimeter (cm²) ---- 100 sq millimeters (mm²)
1 sq meter (m²) ----- 10,000 sq centimeters
1 hectare (ha) ----- 10,000 square meters
1 sq kilometer (km²) ----- 1,000,000 sq meters

Capacity

1 milliliter (ml) ----- .001 liter (L)
1 centiliter (cl) ----- .01 liter
1 deciliter (dl) ----- .1 liter
1 dekaliter (dal) ----- 10 liters
1 hectoliter (hl) ----- 100 liters
1 kiloliter (kl) ----- 1,000 liters

Length

1 millimeter (mm) ----- .001 meter (m)
1 centimeter (cm) ----- .01 meter
1 decimeter (dm) ----- .1 meter
1 dekameter (dam) ----- 10 meters
1 hectometer (hm) ----- 100 meters
1 kilometer (km) ----- 1,000 meters

Mass/Weight

1 milligram (mg) ----- .001 gram (g)
1 centigram (cg) ----- .01 gram
1 decigram (dg) ----- .1 gram
1 dekagram (dag) ----- 10 grams
1 hectogram (hg) ----- 100 grams
1 kilogram (kg) ----- 1,000 grams
1 metric ton (t) ----- 1,000 kilograms

FORMULA KEY

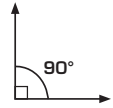
A = area
b = base, length of any side of a plane figure
B = area of base
d = diameter
h = height, perpendicular distance from the furthest point of the figure to the extended base
l = length
P = perimeter
r = radius
s = side
sa = surface area
V = volume
w = width

I = interest, p = principal, r = rate, t = time

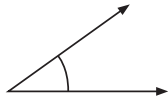
d = distance, r = rate, t = time

MATHEMATICS {geometric angles & congruency cases}

GEOMETRIC ANGLES



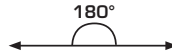
A right angle is exactly 90°



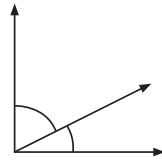
An acute angle is less than 90°



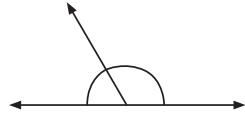
An obtuse angle is greater than 90°



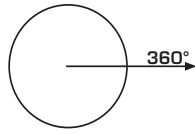
A straight angle is exactly 180°



Complementary angles add up to 90°



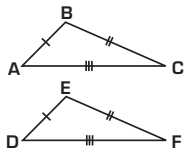
Supplementary angles add up to 180°



One complete angle of rotation = 360°

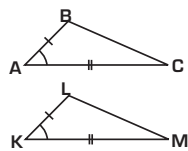
GEOMETRIC CONGRUENCY CASES

S.S.S. POSTULATE



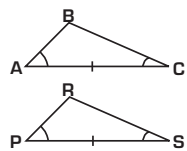
Side-Side-Side
 $\triangle ABC \cong \triangle DEF$

S.A.S. POSTULATE



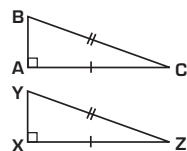
Side-Angle-Side
 $\triangle ABC \cong \triangle KLM$

A.S.A. POSTULATE



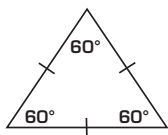
Angle-Side-Angle
 $\triangle ABC \cong \triangle PRS$

H.S. POSTULATE (RIGHT Δ'S ONLY)



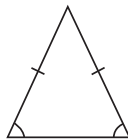
Hypotenuse-side
 $\triangle ABC \cong \triangle XYZ$

EQUILATERAL TRIANGLE



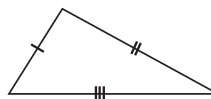
3 Sides of Equal Length
3 Angles of 60° Each

ISOSCELES TRIANGLE



2 Sides of Equal Length
2 Base Angles are Equal

SCALENE TRIANGLE



3 Unequal Sides
3 Unequal Angles

MATHEMATICS {trigonometry}

TRIGONOMETRIC RATIOS

$$\begin{aligned}\sin(A+B) &= \sin A \cos B + \cos A \sin B \\ \sin(A-B) &= \sin A \cos B - \cos A \sin B \\ \cos(A+B) &= \cos A \cos B - \sin A \sin B \\ \cos(A-B) &= \cos A \cos B + \sin A \sin B\end{aligned}$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

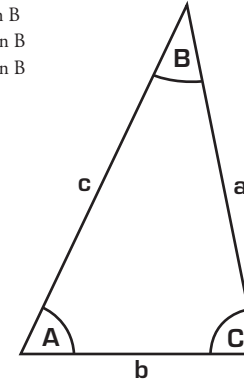
$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\tan^2 \theta + 1 = \sec^2 \theta$$

$$\cot^2 \theta + 1 = \csc^2 \theta$$



TRIGONOMETRIC RATIOS

Law of Sines

$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

Law of Cosines

$$a^2 = b^2 + c^2 - 2bc(\cos A)$$

$$b^2 = a^2 + c^2 - 2ac(\cos B)$$

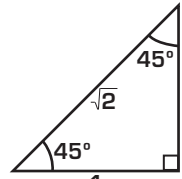
$$c^2 = a^2 + b^2 - 2ab(\cos C)$$

Law of Tangents

$$\frac{a-b}{a+b} = \frac{\tan \frac{1}{2}(A-B)}{\tan \frac{1}{2}(A+B)}$$

$$\frac{b-c}{b+c} = \frac{\tan \frac{1}{2}(B-C)}{\tan \frac{1}{2}(B+C)}$$

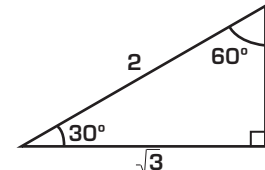
$$\frac{c-a}{c+a} = \frac{\tan \frac{1}{2}(C-A)}{\tan \frac{1}{2}(C+A)}$$



$$\sin 45^\circ = \frac{1}{\sqrt{2}}$$

$$\cos 45^\circ = \frac{1}{\sqrt{2}}$$

$$\tan 45^\circ = 1$$



$$\sin 30^\circ = \frac{1}{2}$$

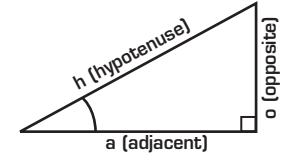
$$\cos 30^\circ = \frac{\sqrt{3}}{2}$$

$$\tan 30^\circ = \frac{1}{\sqrt{3}}$$

$$\sin 60^\circ = \frac{\sqrt{3}}{2}$$

$$\cos 60^\circ = \frac{1}{2}$$

$$\tan 60^\circ = \sqrt{3}$$



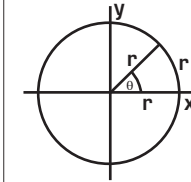
$$\sin \theta = \frac{o \text{ (opposite)}}{h \text{ (hypotenuse)}} = \frac{1}{\csc \theta}$$

$$\cos \theta = \frac{a \text{ (adjacent)}}{h \text{ (hypotenuse)}} = \frac{1}{\sec \theta}$$

$$\tan \theta = \frac{o \text{ (opposite)}}{a \text{ (adjacent)}} = \frac{1}{\cot \theta}$$

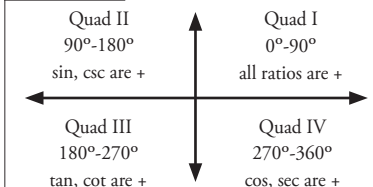
VALUES OF TRIGONOMETRIC RATIOS

θ	0	$\pi/2$	π	$3\pi/2$	2π
$\sin \theta$	0	1	0	-1	0
$\cos \theta$	1	0	-1	0	1
$\tan \theta$ (\sin/\cos)	0	∞	0	$-\infty$	0
$\sec \theta$ ($1/\cos$)	1	∞	-1	∞	0
$\csc \theta$ ($1/\sin$)	∞	1	∞	-1	∞
$\cot \theta$ ($1/\tan$)	∞	0	$-\infty$	0	∞



$\theta = 1$ radian
 π radians = 180°
 2π radians = 360°

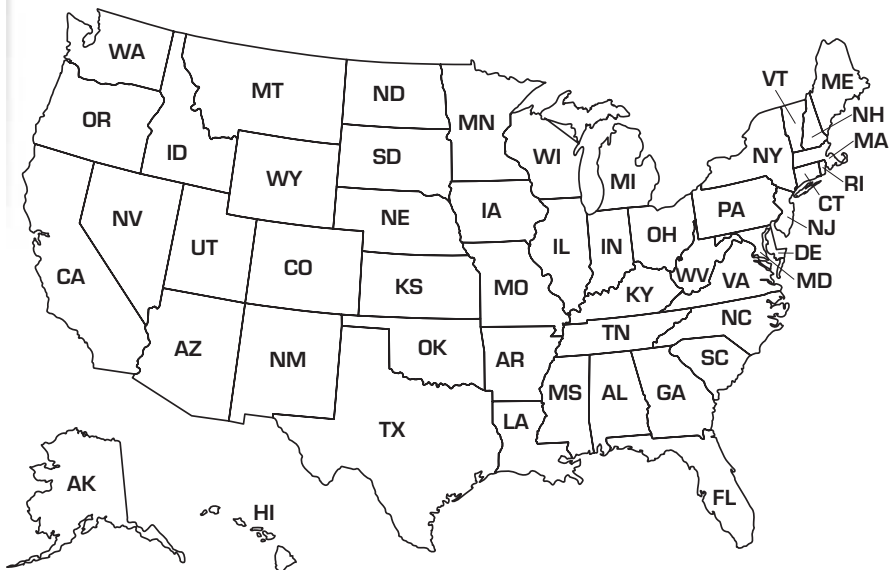
QUADRANTS



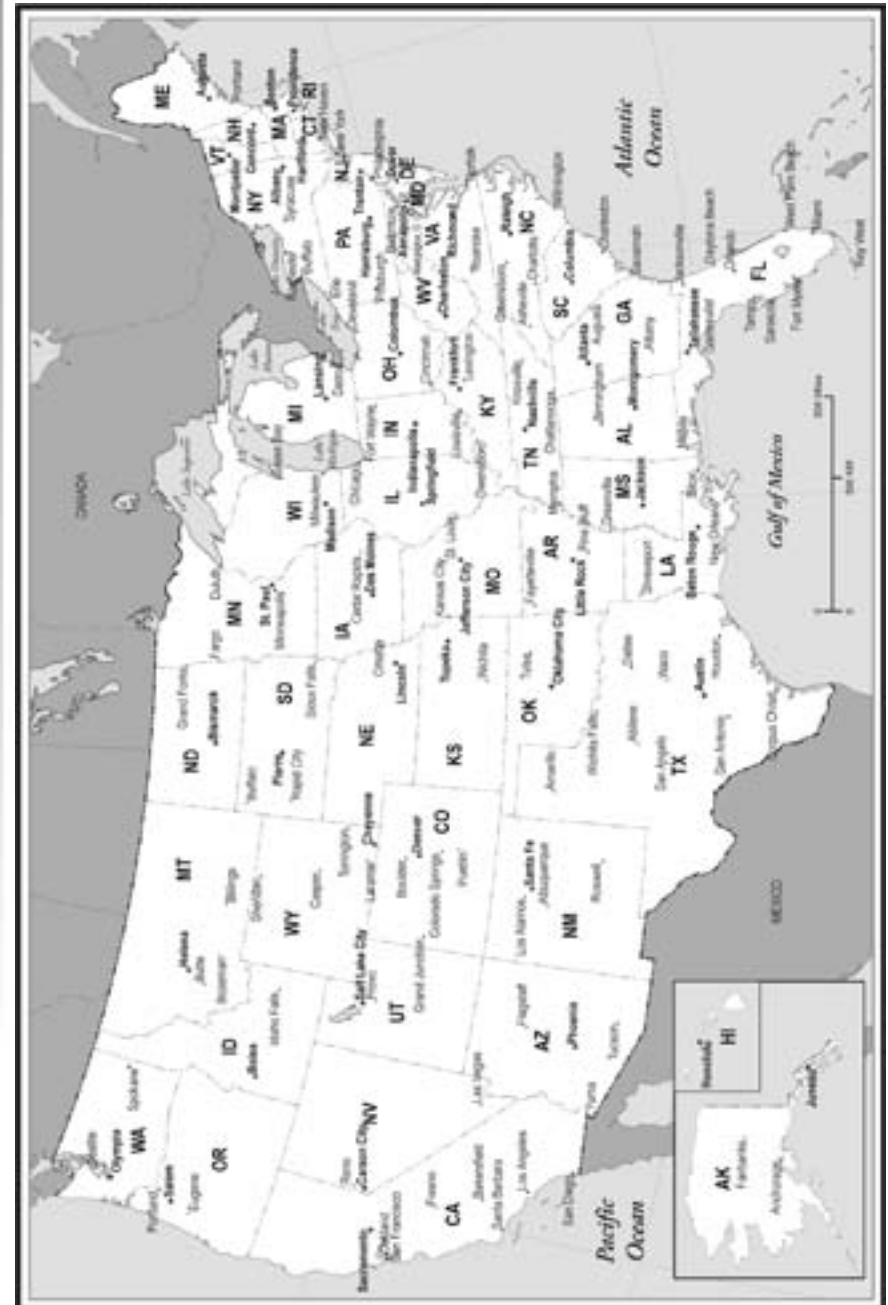
note: ∞ denotes undefined or infinite

GEOGRAPHY {states & state capitals}

{AL}	Alabama-----	Montgomery	{MT}	Montana-----	Helena
{AK}	Alaska-----	Juneau	{NE}	Nebraska-----	Lincoln
{AZ}	Arizona-----	Phoenix	{NV}	Nevada-----	Carson City
{AR}	Arkansas-----	Little Rock	{NH}	New Hampshire-----	Concord
{CA}	California-----	Sacramento	{NJ}	New Jersey-----	Trenton
{CO}	Colorado-----	Denver	{NM}	New Mexico-----	Santa Fe
{CT}	Connecticut-----	Hartford	{NY}	New York-----	Albany
{DE}	Delaware-----	Dover	{NC}	North Carolina-----	Raleigh
{FL}	Florida-----	Tallahassee	{ND}	North Dakota-----	Bismarck
{GA}	Georgia-----	Atlanta	{OH}	Ohio-----	Columbus
{HI}	Hawaii-----	Honolulu	{OK}	Oklahoma-----	Oklahoma City
{ID}	Idaho-----	Boise	{OR}	Oregon-----	Salem
{IL}	Illinois-----	Springfield	{PA}	Pennsylvania-----	Harrisburg
{IN}	Indiana-----	Indianapolis	{RI}	Rhode Island-----	Providence
{IA}	Iowa-----	Des Moines	{SC}	South Carolina-----	Columbia
{KS}	Kansas-----	Topeka	{SD}	South Dakota-----	Pierre
{KY}	Kentucky-----	Frankfort	{TN}	Tennessee-----	Nashville
{LA}	Louisiana-----	Baton Rouge	{TX}	Texas-----	Austin
{ME}	Maine-----	Augusta	{UT}	Utah-----	Salt Lake City
{MD}	Maryland-----	Annapolis	{VT}	Vermont-----	Montpelier
{MA}	Massachusetts-----	Boston	{VA}	Virginia-----	Richmond
{MI}	Michigan-----	Lansing	{WA}	Washington-----	Olympia
{MN}	Minnesota-----	St. Paul	{WV}	West Virginia-----	Charleston
{MS}	Mississippi-----	Jackson	{WI}	Wisconsin-----	Madison
{MO}	Missouri-----	Jefferson City	{WY}	Wyoming-----	Cheyenne



GEOGRAPHY {United States map}



HEALTHY LIVING {dietary guidelines}

DIETARY GUIDELINES	RECOMMENDATIONS FOR DAILY FOOD CHOICES
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A balanced diet of nutrient-rich foods is a key component of overall health. Follow the food group recommendations to help you eat better every day. Each of these food groups provides some, but not all, of the nutrients you need.

A healthy diet is one that emphasizes fruits, vegetables, whole grains and fat-free or low-fat milk products; includes lean meats, poultry, fish, beans, eggs and nuts; and is low in saturated fats, *trans* fats, cholesterol, salt (sodium) and added sugars.

Daily recommendations vary depending on age, weight, calorie intake and exercise patterns. The United States Department of Agriculture (USDA) has developed a website, MyPyramid.gov, to help you figure out the food pyramid that's right for you.

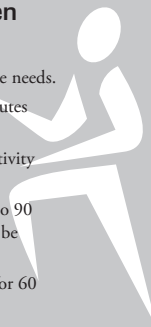
GRAINS	VEGETABLES	FRUITS	MILK	MEAT & BEANS
Make half your grains whole	Vary your veggies	Focus on fruits	Get your calcium-rich foods	Go lean with protein
Eat 3 oz. to 7 oz. of whole-grain cereals, breads, crackers, rice, or pasta every day, depending on age, sex and physical activity.	Eat more dark-green veggies like broccoli, spinach. Eat more orange vegetables like carrots and sweet potatoes. Eat more dry beans and peas like pinto beans, kidney beans and lentils. Limit starchy vegetables.	Eat a variety of fruit. Choose fresh, frozen, canned or dried fruit. Go easy on fruit juices.	Go low-fat or fat-free when you choose milk, yogurt and other milk products. If you don't consume milk, choose lactose-free products or other calcium sources such as fortified foods and beverages.	Choose low-fat or lean meats and poultry. Bake it, broil it or grill it. Vary your protein routine – choose more fish, beans, peas, nuts and seeds.

For a 2,000-calorie diet, you need the amounts below from each food group. To find the amounts that are right for you, go to MyPyramid.gov.

Eat 6 oz. every day	Eat 2½ cups every day	Eat 2 cups every day	Get 3 cups every day	Eat 5½ oz. every day
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Find your balance between food and physical activity

- Be sure to stay within your daily calorie needs.
- Be physically active for at least 30 minutes most days of the week.
- About 60 minutes a day of physical activity may be needed to prevent weight gain.
- For sustaining weight loss, at least 60 to 90 minutes a day of physical activity may be required.
- Teenagers should be physically active for 60 minutes every day, on most days.



Know the limits on fats, sugars and salt (sodium)

- Make most of your fat sources from fish, nuts and vegetable oils.
- Limit solid fats like butter, margarine, shortening and lard, as well as foods that contain these.
- Check the Nutrition Facts label to keep saturated fats, *trans* fats and sodium low.
- Choose food and beverages low in added sugars. Added sugars contribute calories with few, if any, nutrients.

HEALTHY LIVING {calorie & carb counter}

Food Description	Serving Size	Calories	Fat	Carbs	Food Description	Serving Size	Calories	Fat	Carbs
MILK, CREAM AND BUTTER					FISH AND SEAFOOD				
Butter	1 tsp.	35	4	0	Clam Chowder, NE	1 cup	165	7	17
Half and Half	2 Tbsp.	40	4	1	Crabmeat, canned	1 cup	135	3	1
Heavy Cream	2 Tbsp.	100	12	1	Fish Sticks	1 stick	70	3	4
Milk (whole)	1 cup	150	8	11	Flounder or Sole	3 oz	120	6	0
Sour Cream	2 Tbsp.	50	6	1	Halibut	3 ounces	140	6	0
Yogurt (plain)	1 cup	145	4	11	Oysters, raw	1 cup	160	4	8
CHEESE					FRUITS AND VEGETABLES				
American	1 slice	106	9	0	Apple	1 apple	125	1	32
Bleu	2 Tbsp.	100	8	0	Applesauce, sweet	1 cup	195	0	51
Cheddar	2 Tbsp.	115	9	0	Asparagus, cooked	4 spears	15	0	3
Cream Cheese	2 Tbsp.	100	10	1	Avocado	1 avocado	305	30	12
Feta	2 Tbsp.	75	6	1	Baked Beans, sweet	1 cup	385	12	54
Mozzarella	2 Tbsp.	80	6	0	Banana	1 banana	105	1	27
Parmesan	2 Tbsp.	50	4	0	Blueberries	1 cup	80	1	20
Ricotta	¼ cup	108	8	2	Broccoli, cooked	1 cup	45	0	9
Swiss	2 Tbsp.	105	8	0	Broccoli, raw	1 spear	40	1	8
GRAINS, BREAD AND PASTA					FRUITS AND VEGETABLES				
Bagel	1 bagel	200	2	38	Cantaloupe	1/2 melon	95	1	22
Blueberry Muffin	1 muffin	140	5	22	Carrots, cooked	1 cup	70	0	16
Cheerios Cereal	1 ounce	110	2	20	Carrots, raw	1 carrot	30	0	7
Corn Flakes	1 ounce	110	0	24	Celery	1 stalk	5	0	1
Corn Muffin	1 muffin	145	6	22	Corn	1 ear	85	1	19
Crackers	4 crackers	50	1	9	Cucumber	6 slices	5	0	1
Croissant	1 croissant	235	12	27	Grapefruit	1/2 fruit	40	0	10
English Muffin	1 muffin	140	1	27	Grapes	10 grapes	35	0	9
Italian Bread	1 slice	85	0	17	Green Beans, cooked	1 cup	25	0	5
Oatmeal	1 cup	145	2	25	Honeydew Melon	1 slice	45	0	12
Pancake	1 pancake	60	2	8	Kiwifruit	1 kiwi	45	0	11
Pasta	1 cup	190	1	39	Mixed Veggies., frozen	1 cup	105	0	24
Pita Bread	1 pita	165	1	33	Mushrooms	1 cup	145	2	25
Soft Pretzel	1 pretzel	65	1	13	Onion, raw	1 cup	40	0	8
Raisin Bran	1 ounce	90	1	21	Orange	1 orange	60	0	15
Rice, white	1 cup	225	0	50	Peach	1 peach	35	0	10
Roll	1 roll	85	2	14	Pear	1 pear	100	1	25
Tortilla, corn	1 tortilla	65	1	13	Peas, cooked	1 cup	125	0	23
Waffle, homemade	1 waffle	245	13	26	Peppers, sweet, raw	1 pepper	20	0	4
White Bread	1 slice	65	1	12	Pineapple, fresh	1 cup	75	1	19
Whole Grain Bread	1 slice	70	1	13	Potato, baked	1 potato	220	0	51
MEAT AND POULTRY					FRUITS AND VEGETABLES				
Bacon	3 slices	110	9	0	Potato, fries	10 fries	110	4	17
Chicken Breast	3 ounces	140	3	0	Potato, mashed	1 cup	225	9	35
Eggs, whole	1 egg	100	7	0	Raisins	1 cup	435	1	115
Ground Beef, lean	3 ounces	230	16	0	Spinach, raw	1 cup	10	0	2
Ham	2.5 ounces	105	4	0	Strawberries, raw	1 cup	45	1	10
Hamburger Patty	4 ounces	245	11	0	Tomato, canned	1 cup	50	1	10
Pork Chops, lean	2.5 ounces	165	8	0	Tomato, raw	1 tomato	25	0	5
Smoked Sausage	1 link	50	4	0	Watermelon	1 slice	155	2	35
Steak Sirloin, lean	2.5 ounces	150	6	0					
Turkey (deli)	2 slices	45	1	0					

This information intended to be used as a guideline only. Please consult a physician or dietician before altering your eating habits. Fats and carbohydrates listed in grams.

CHARACTER {traits of good character}

INTEGRITY

"If you have integrity, nothing else matters. If you don't have integrity, nothing else matters."

—ALAN SIMPSON



Integrity Is ...

If you have integrity you are:

- Truthful
- Honest
- Virtuous
- Conscientious
- _____
- _____

If you don't have integrity, you:

- Lie
- Cheat
- Steal
- Take advantage
- Pass Blame
- _____
- _____

Looking for Inspiration

A person with integrity is honest, truthful and is considerate of others. People with no integrity will lie, cheat and steal to take advantage of others.

Who do you know with integrity?

1. _____
2. _____
3. _____
4. _____
5. _____

Character In Action

You're alone in a classroom and you see the answers to an upcoming test on the teacher's desk. There is no way you will get caught if you look at them. You could "ace" the test without studying, but you would be cheating. What do you do?

Think carefully, your answer to this question indicates whether or not you have integrity.

If you do the right thing and don't look at the test – you are of high integrity.

If you look at the answers so you can do well on the test, you are of low integrity.

- What does your answer say about your character?
- What would you do if you walked in on another student who was snooping for the answers?
- Is it more important to win the game or ace the test? Or is it more important to play fairly and not cheat?
- What have you done today to show your integrity?