

August 1, 2020

Maplewood Parents/Students:

As I stated in a letter earlier this summer, there are many safety precautions in place for the start of the year to deter the transmission of communicable illnesses. For more details please refer to the Maplewood Career Center website at [www.mwood.cc](http://www.mwood.cc). For access to this information, click on the High School link on the front page, proceed to the gold bar at the top titled "school opening" and click. **There is a change to the document referenced. Students and staff will wear masks throughout the day in accordance with Governor DeWine's statewide mask mandate.**

There are three sections to this cover letter, a section for ALL STUDENTS, INCOMING JUNIORS, and SENIOR STUDENTS. Please read the appropriate sections for pertinent information.

#### **ALL STUDENTS:**

##### **School year start**

- ✓ Schedules for incoming and returning students are contained in this packet.
- ✓ Students may receive an updated schedule on the first day because lunch schedules may need adjusted.
- ✓ The first day of school is August 31, 2020.
- ✓ Students will enter the building through the Main Entrance, Southeast Entrance, or Northeast Entrance.
- ✓ All visitors, staff, and students will have their temperature taken upon entering the building. There will be a machine at each entrance that can take the temperature of 30 people at one time. Direct contact will not be necessary for this precaution.
- ✓ Adults with a temperature above the "normal" range will be asked to leave, students with a temperature above the "normal" range will be sent to the Nurse. Students sent to the Nurse will be sent home if they drive, and parents of students who ride the bus will be called to pick up their child.
- ✓ Students are not to congregate in the halls, and are expected to social distance as much as possible.
- ✓ Staff members will be in the halls throughout class changes to help students get to their assigned area/classroom/lab.

##### **School lunches – during COVID-19**

- ✓ Students will be assigned by program to eat in Conference Room A, Conference Room B, or the Cafeteria in order to social distance.
- ✓ Students who buy a school lunch will not have the food choices they have had in the past due to the need to eliminate food lines and mass gatherings.

- ✓ Students who choose to purchase a school lunch will receive a bagged lunch that is the same for every student unless they have a food allergy. In such cases, the student should alert Joe Hinton, Cafeteria Supervisor, of their medical issue, vegan preference, vegetarian preference, etc. Mr. Hinton will accommodate such students to the best of his ability.
- ✓ We may start the school year serving cold lunches while trying to determine how we may be able to incorporate hot lunches under the current circumstances.
- ✓ Students may bring a packed lunch as always.

#### **Access to water**

- ✓ Water fountains will NOT be accessible during the pandemic.
- ✓ Maplewood is in the process of obtaining touchless water refill stations in the halls.
- ✓ Students will need to bring water to school to start the year.
- ✓ Once refill stations are operational, students will be able to fill water bottles throughout the school day.
- ✓ Please be aware that plastic bottles, in which water is distributed to consumers, will be the only containers students will be able to use in the building. Tumblers, coffee mugs, thermoses, etc. will not be permitted.

#### **INCOMING JUNIORS:**

On behalf of the Maplewood staff and administration, I would like to welcome you to Maplewood Career Center. Typically, Maplewood Career Center hosts an orientation prior to the beginning of the school year. Due to the COVID-19 pandemic, we have chosen to forgo the Junior Orientation for the 2020-2021 school year. Rather than hold a mass gathering, items typically addressed during the orientation will be handled as follows:

#### **Toolkits:**

- ✓ Toolkits must be purchased prior to the start of the school year.
- ✓ Included in this packet is a list of tools needed for each Maplewood program.
- ✓ Cosmetology, Graphic Communications, Dental Assisting, Medical Assisting, and Robotics and Computer Technology will purchase toolkits through Maplewood Career Center.
- ✓ Programs not mentioned above will purchase tools from the vendor of their choice. However, the complete toolkit, for each program, is necessary for students to work independently and develop skills in each competency area.
- ✓ Enclosed, you will find a list of recommended vendors you may consider.

#### **Uniforms:**

- ✓ Uniforms are included on the toolkit list with vendor information.
- ✓ All uniforms must be purchased from the vendor listed on the toolkit list.
- ✓ Sizing information is included on the order form. Due to the pandemic, the vendors will not be available to do in person uniform fittings.
- ✓ Please contact the vendor prior to August 31, 2020, to order your uniform.
- ✓ The Cosmetology uniform is part of the toolkit.
- ✓ Information Technology, Robotics and Computer Technology and Mechanical, Groundskeeping and Construction **do not** have uniforms.

### Student Forms:

- ✓ The enclosed forms are as follows:
  - Technology Consent Agreement
  - Race and Ethnicity Identification
  - Authorization for Administering Prescription Medications and Over-the-Counter Medications (needed to receive medication at school)
  - Free and Reduced Price School Meals Application, if applicable (**not available for online submission**)
  - Emergency Medical Authorization Form/Authorized Release (required by Ohio law)
  
- ✓ **Forms are to be submitted via one of the following methods:**
  - Students may turn in all the student forms to their PROGRAM INSTRUCTOR on August 31, 2020.
  - **Parents/Students may complete and submit the above forms online at <https://maplewoodcc-oh.finalforms.com/> prior to August 31, 2020.** Instructions and more information about submitting forms online can be found on our website: [www.mwood.cc](http://www.mwood.cc). Directions to online form submissions are as follows: Go to the Maplewood website, click on the “High School” link, click on the “Parents” link, and click on the “Online Forms Submission” link.

### Fees:

- ✓ Fees paid to Maplewood Career Center may include the following: Toolkit, program dues, safety glasses, and parking permits (\$1.00).
- ✓ Maplewood will not accept payment in person due to the pandemic.
- ✓ Fees must be paid in full by the end of the first week of school.
- ✓ Fees may be paid via EZpay or by mailing a check to Maplewood.
- ✓ **If you are mailing in a check for student fees, please address your mailing as follows: Attention: Anita Binegar at 7075 St. Rt. 88, Ravenna, Ohio 44266. Also, please provide the following with your mailing: STUDENT NAME, NOTE INDICATING THE FEES BEING PAID, AND A CHECK/MONEY ORDER.**
- ✓ Enclosed, you will find a letter regarding EZpay. The letter will provide the Student Name, Student ID, and pin number for sign in purposes.
- ✓ Parents can access the EZpay login by going to our website ([www.mwood.cc](http://www.mwood.cc)) click on “High School” link, click on the “Parents” link, click on the “Parent Resources” link.
- ✓ Parents wishing to pay for their child’s Maplewood School fees using EZpay will see a \$2.00 reduction in the cost for the fees to cover the \$2.00 EZpay convenience charge.

### SENIOR STUDENTS:

Welcome back to school! We are looking forward to a challenging and exciting year. The teaching staff and administration plan to do our best to make your senior year rewarding and memorable.

### Student Forms:

- ✓ The enclosed forms are as follows:
  - Authorization for Administering Prescription Medications and Over-the-Counter Medications (needed to receive medication at school)
  - Free and Reduced Price School Meals Application, if applicable (**not available for online submission**)
  - Emergency Medical Authorization Form/Authorized Release (required by Ohio law)

- ✓ **Forms are to be submitted via one of the following methods:**
  - Students may turn in all the student forms to their PROGRAM INSTRUCTOR on August 31, 2020.
  - **Parents/Students may complete and submit the above forms online at <https://maplewoodcc-oh.finalforms.com/> prior to August 31, 2020.** Instructions and more information about submitting forms online can be found on our website: [www.mwood.cc](http://www.mwood.cc). Directions to online form submissions are as follows: Go to the Maplewood website, click on the “High School” link, click on the “Parents” link, and click on the “Online Forms Submission” link.

#### Fees:

- ✓ Fees paid to Maplewood Career Center may include the following: Program dues, fees remaining from students/parents for toolkits purchased via a payment plan.
- ✓ Maplewood will not accept payment in person due to the pandemic.
- ✓ Fees may be paid via EZpay or by mailing a check to Maplewood.
- ✓ **If you are mailing in a check for student fees, please address your mailing as follows: Attention: Anita Binegar at 7075 St. Rt. 88, Ravenna, Ohio 44266. Also, please provide the following with your mailing: STUDENT NAME, NOTE INDICATING THE FEES BEING PAID, AND A CHECK/MONEY ORDER.**
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- ✓ Parents can access the EZpay login by going to our website ([www.mwood.cc](http://www.mwood.cc)) click on “High School” link, click on the “Parents” link, click on the “Parent Resources” link.
- ✓ Parents wishing to pay for their child’s Maplewood School fees using EZpay will see a \$2.00 reduction in the cost for the fees to cover the \$2.00 EZpay convenience charge.

#### Uniforms:

- ✓ Seniors who need additional uniforms or lost their uniform may purchase new uniforms via the vendor information enclosed.
- ✓ Sizing information is included on the order form. Due to the pandemic, the vendors will not be available to do in person uniform fittings.
- ✓ Please contact the vendor prior to August 31, 2020, to order your uniform.
- ❖ **Students who wear SCRUBS in lab, please inform the vendor that you are a senior (different color) so that you will not get the same color as junior students.**

Maplewood Career Center’s goal is to keep employees, families, and students as safe as possible during the COVID-19 pandemic. As I stated in a previous letter regarding the school year opening, the District has enacted a multitude of safety precautions that will be administered during the 2020-2021 school year. We have enacted these measures because we believe students need to be in school for their academics and the trade-skill training. However, the safety precautions we have enacted will not keep Maplewood open without cooperation from staff, families, and students. Families, staff, and students need to work together with the common goal of keeping students at school and learning. To that end, I have included a handout titled, “How to Protect Yourself & Others,” published by the CDC. We ask all Maplewood Career Center staff members, families, and students follow the guidelines published by the CDC to keep our school community safe!

Attached, you will find several documents related to the start of the school year. Please review the documents, and call Maplewood Career Center with any questions you may have. Have a wonderful end to the summer. We look forward to seeing students soon!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Randy Griffith', with a long horizontal flourish extending to the right.

Randy Griffith  
Superintendent  
Maplewood Career Center



## Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to **spread mainly from person-to-person**.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone Should



### Wash your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- It's especially important to wash:
  - Before eating or preparing food
  - Before touching your face
  - After using the restroom
  - After leaving a public place
  - After blowing your nose, coughing, or sneezing
  - After handling your cloth face covering
  - After changing a diaper
  - After caring for someone sick
  - After touching animals or pets
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.



### Avoid close contact

- **Inside your home:** Avoid close contact with people who are sick.
  - If possible, maintain 6 feet between the person who is sick and other household members.
- **Outside your home:** Put 6 feet of distance between yourself and people who don't live in your household.
  - Remember that some people without symptoms may be able to spread virus.
  - **Stay at least 6 feet (about 2 arms' length) from other people.**
  - Keeping distance from others is especially important for **people who are at higher risk of getting very sick**.



### Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.

- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a [cloth face cover](#) in public settings and when around people who don't live in your household, especially when other [social distancing](#) measures are difficult to maintain.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.




## Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



## Clean and disinfect

- **Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- **If surfaces are dirty, clean them.** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** Most common [EPA-registered household disinfectants](#)  will work.



## Monitor Your Health Daily

- **Be alert for symptoms.** Watch for fever, cough, shortness of breath, or [other symptoms of COVID-19](#).
  - Especially important if you are [running essential errands](#), going into the office or workplace, and in settings where it may be difficult to keep a [physical distance of 6 feet](#).
- **Take your temperature** if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop.



## Calendar Information

While attending Maplewood, you will follow the Maplewood school calendar and **not** the calendar of your associate school. Contact your high school to obtain a copy of the school calendar to determine dates that Maplewood is in session and your associate school is not. Your associate school will provide transportation to and from Maplewood on those dates, but they will NOT run the normal routes to pick up/drop off students at their homes.

On the following dates Maplewood is in session but the associate school is not:

**Crestwood** – August 31, September 1-4, October 30, November 25, January 22, February 12, March 29, 30, 31, April 1

**Field** – August 31, September 1-4, 7-11, November 2, 3, January 29, February 11, 12, March 19, April 1, 5, May 4

**Garfield** – August 31, October 2, December 18, January 25, March 12, 29 - 31 April 1, May 28

**Mogadore** – November 2, 25, December 21, 22, March 29 – 31, April 1, 2, 5

**Ravenna** – November 3, December 21, 22, January 15, February 12, March 29 - 31, April 1, 2, May 28

**Rootstown** – August 31, September 25, February 12, March 29 – 31, April 1

**Southeast** – August 31, September 1 November 3, 25, February 12, March 31, April 1, 5, May 28

**Streetsboro** – October 12, November 25, December 21, 22 January 4, February 12, April 5, May 28, 31 June 1-4

**Waterloo** – August 31, October 12, November 25, December 21, 22, February 14, March 29-31, April 1

**Windham** – November 3, 25, December 1, February 12, April 1, 15, May 4, 28, 31, June 1-4

**\*The above dates are subject to change due to the current pandemic.**

- Students are to follow the Maplewood Career Center school calendar.
- Contact your associate school to verify the dates of conflict.
- Students are expected to be in attendance at Maplewood Career Center.
- Students will not be excused for lack of transportation.





## Student/Parent Information Sheet

### **BUS SERVICE**

Bus service to and from Maplewood is provided by each of the home schools. **If you have any questions concerning transportation, contact your home school bus garage.**

### **STUDENT DRIVER**

Students must show their license plate registration and pay \$1.00 to register their vehicle and secure a driving permit from the High School Office. Students who pay for their driving permit with their student fees, will only need to bring their registration to the High School Office. Permits must be displayed by September 18, in order to avoid negative consequences. Cars may be registered throughout the year. More information will be available in your Student Handbook. **All students will park in the north parking lot. To get to the North Parking Lot, you will enter the main drive, drive past the south end of the building, turn right to go behind the building, travel behind the building until you reach the North Parking Lot. Please back your vehicle into a single parking space.**

### **STUDENT DROP-OFF/PICK-UP**

Please see the attached sheet for specific locations for student drop-off and pick-up. Please do not drop off students at the Cosmetology doors, the main doors, or stop in drive lanes to drop off students.

### **REQUIRED ATTENDANCE**

**If you are scheduled to attend Maplewood at the beginning of this school year, you are required to attend Maplewood for the first 6 days of school by agreement with each of the associate school superintendents.** If you do not attend classes at Maplewood during that period, you will be considered truant.

**CREDIT FLEXIBILITY** – Maplewood participates in the state required credit flexibility program.

**COLLEGE PLUS CREDIT** – Maplewood students are permitted to participate in the College Credit Plus program.

### **LUNCH INFORMATION:**

A Type-A student lunch will cost \$3.00, breakfast costs \$1.75. Applications for the free and reduced lunch program are contained in this mailing and can also be obtained in the Student Services/Guidance Office.

Maplewood Career Center uses computerized Point of Sale (POS) software in the cafeteria for purchases at both breakfast and lunch services. Student account information is on the EZpay instructions in this packet. Cash is still accepted, however students are required to enter their password for all purchases whether they are paying with cash or using money from the account. Students who are on the free/reduced lunch program also use the system and are charged accordingly.

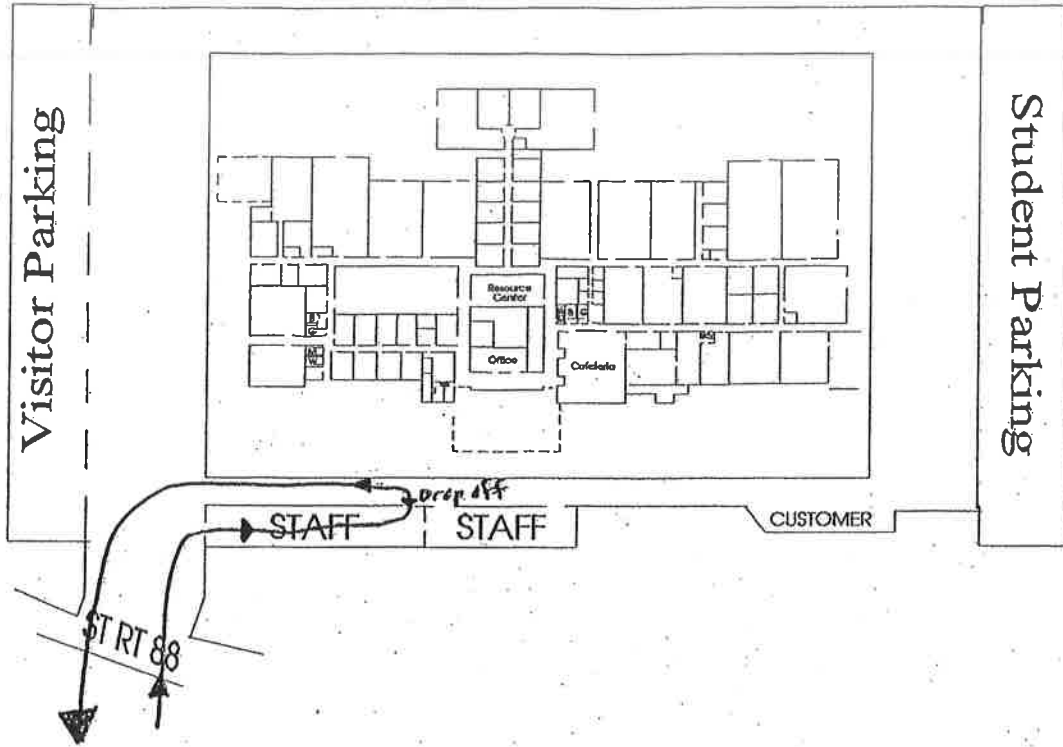
Parents/guardians may deposit money into the student's account by sending a check or money order to the main office. Please include the student's name and account number with all deposits. Students will not be permitted to charge items to their account unless there are sufficient funds in the account.

If you have any questions please contact Mr. Joe Hinton, Cafeteria Supervisor, at 330.296.2892 ext. 551503.

# Maplewood Career Center

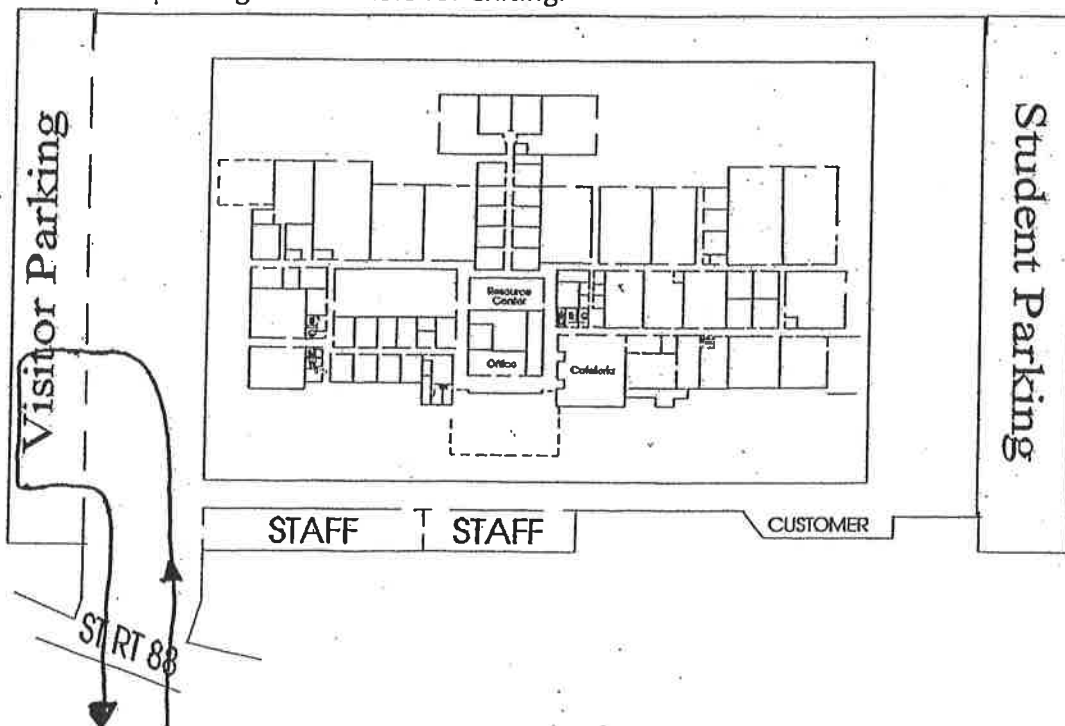
## Morning student drop off procedure

Students are to be dropped off in the morning by the corner of the staff parking lot and students will enter through the main doors under the canopy. Do not drop students off in the main drive in front of the main doors due to conflicts with bus arrival and departure. Due to the fact that our student drivers must circle the building, do not drop off students at the south end of the building. See map below.



## Afternoon student pick up procedure

Students who are being picked up at the conclusion of the school day are to be picked up in the south parking (Visitor Parking) lot. Students being picked up should go directly to the south lot upon dismissal. Parents, relatives, and friends are not permitted to park in the staff lot or the main drive and pick up students at the main doors. Parents, relatives, and friends must wait in their vehicle for the student to arrive in the lot. After the student is picked up, follow the instructions of the parking lot monitors for exiting.



## **PHOTOGRAPHIC/ELECTRONIC IMAGE/VIDEO PHOTO CONSENT NOTICE**

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Maplewood Career Center uses student photographs/electronic images/videos to promote the school and its programs without expectations, now and in the future, for payment or liability.

You are hereby notified that as a parent/guardian you grant consent to Maplewood Career Center to use your student(s) photograph/electronic image/video for any promotional events without further notice.

You may opt out of this agreement by completing the Request to Prohibit the Release of Photographic or Electronic Images/Videos, located in the High School Office, by September 30.