



7075 State Route 88  
Ravenna, OH 44266  
Phone: (330) 296-2892  
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Randy Griffith, Superintendent  
Michelle E. Seckman, Treasurer

Welcome Back Seniors!

As your summer comes to an end, we are sure you are beginning to think about school and the start of your senior year. We enjoyed working with you last year and look forward to a very successful 2022-2023 school year. We know that your senior year at Maplewood will continue to be meaningful, productive, and fun. The instructors are excited to begin the year and look forward to greeting you soon.

- The first day of school will be Monday, August 29, at 8:12 a.m., and concluding at 2:26 p.m.
- Seniors will report to their lab first period on August 29, to pick up their schedule.
- Students need to use the same password as last year to purchase breakfast or lunch.
- Your 2021-2022 parking permits are still valid for the 2022-2023 school year. If your vehicle or plates have changed, please see Mrs. Finch in the High School Office.

**Please complete the enclosed forms and turn them in to your program instructor on the first day of school.**

Forms can also be completed and submitted at [maplewoodcc-oh.finalforms.com](http://maplewoodcc-oh.finalforms.com)

Instructions and more information about submitting forms online can be found on our website:  
[www.mwood.cc](http://www.mwood.cc)

- Student Electronic/Internet Survey
- Authorization for Administering Prescription Medications, and Over-the-Counter Medications, (if 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)

We are all looking forward to a great year for everyone at Maplewood. Good things will happen to those who work hard and commit themselves to their education. We will see you on August 30!

With great expectations,

Mr. Craig Morgan  
Career and Technical  
Director

Crestwood • Field • James A. Garfield  
Mogadore • Ravenna • Rootstown • Southeast  
Streetsboro • Waterloo • Windham  
"Providing equal opportunity in education,  
training, and employment"  
[www.mwood.cc](http://www.mwood.cc)

**TO:** Parents/Guardians  
**FROM:** Maplewood Career Center  
**SUBJECT:** Sexual/RACIAL Harassment of Students by School Employees, Other Students,  
or Third Parties

The Maplewood Career Center Board of Education recognizes that a student has the right to learn in an environment untainted by sexual, racial, or other forms of discrimination or harassment. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment which disrupts the education process, and impedes the legitimate teaching concerns of the district is applicable to all students regardless to race, color, national origin, sex, disability, age or (local and/or any other characteristics), e.g., religion, socioeconomic status, sexual orientation, etc.

Sexual, racial, or other forms of discrimination/harassment by school employees, other students, and third parties are strictly forbidden and will not be tolerated by the Maplewood Career Center School district.

Therefore, if you feel your child is an alleged victim of an act of discrimination and /or harassment by a school employee, other student, or third party of the school district, you should call the district's title IX and Section 504 Compliance Coordinator, (alleged discrimination on the basis of disability.)

Title IX and Section 504 Coordinator: Mike Lenzo  
Location: Maplewood Career Center  
7075 State Route 88  
Ravenna, OH 44266  
330.296.2892 ext. 551003

Your child's incident will be handled with a sense of urgency. However, all students are expected to act responsibly, honestly, and with the utmost sincerity whenever they present charges of harassment and/or discrimination allegations against school employees, other students, and third parties, as false accusations can have serious effects on innocent individuals.

It is recommended that you attempt to solve the matter informally with the Supervisor/Director before filing a formal complaint with the Maplewood's compliance coordinator.

**MAPLEWOOD CAREER CENTER  
BOARD OF EDUCATION  
STUDENT NOTICE**

**SEXUAL/RACIAL AND ALL FORMS OF HARASSMENT BY SCHOOL  
EMPLOYEES, OTHER STUDENTS, OR THIRD PARTIES**

(Regardless of race, color, national origin, sex, age, and disability)

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 sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student, staff member, or other person 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 person 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 sexual 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 other person associated with the district, or by third parties.

**C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, cussing, spitting, hazing, or bullying, on or by fellow students, staff members, or other persons associated with the district, or by third parties.

Any student who believes that he/she is a 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 may do one or all of the following:

- A. If the alleged harasser is a student, staff member, third parties, or other persons associated with the particular school in the district other than the Vocational Director, the affected students or their parents/guardians should, as soon as possible after the incident, contact the Vocational Director. The Vocational Director must immediately send the Title IX Coordinator a copy of the alleged harassment complaint.
- B. If the alleged harasser is the Vocational Director, the affected student or their parents/guardians should, as soon as possible after the incident, contact the district's Title IX and Section 504 Coordinator, Mike Lenzo, Director of Business at 330. 296-2892, Ext. 551003. Mr. Lenzo's office is located at the school's administrative board office.
- C. **It is not necessary for a person to go through the district's grievance procedure before filing a complaint with the U.S. Department of Education. Complaints may be sent to U.S. Department of Education, Team Leader, office for Civil Rights, 600 Superior Avenue East, Suite 750 Bank One Center, Cleveland, Ohio 44104-2611.**

The student or parents/guardians may make contact either by a written report or 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).

Each report received by the district's Title IX Section Coordinator as provided above, 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 at 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:

- protect the confidentiality of the student who files a complaint;
- encourage the reporting of any incidents of sexual, racial, or other forms of harassment;
- 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.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective 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.



## 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. Permits must be displayed by September 16, 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.**

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

Please see the attached sheet for specific locations for student drop-off and pick-up.

### **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 \$3.25, breakfast costs \$2.00. 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. 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 their account.

Parents/guardians may deposit money into the student's account by sending a check or cash 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.

### **STUDENT ACCIDENT INSURANCE:**

Students who are interested in Student Accident Insurance through Guarantee Trust Life can visit [www.gtlic.com](http://www.gtlic.com) for more information and to purchase the insurance.



## 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** – October 28, November 23, January 2, 20, February 17, April 3, 4, 5, 6, 10

**Field** – August 29, 30, November 7, 8, January 2-6, 20, February 16, 17, April 10-14, May 2

**Garfield** – October 7, January 2, 3, 20, February 17, March 31, April 3-6, May 26, June 1, 2, 5

**Mogadore** – November 23, January 2, February 28, April 3-6, 10, June 5, 6

**Ravenna** – November 8, January 2, 3, 13, February 17, April 3-6, 10, May 26, 30, 31, June 1, 2, 5, 6

**Rootstown** – August 29, September 23, January 2, February 17, April 3-6, June 5, 6

**Southeast** – August 29, 30, September 16, November 23, January 2, March 10, April 3-6

**Streetsboro** – October 17, November 23, January 2, February 17, April 10, May 30, 31, June 1, 2, 5, 6

**Waterloo** – August 29, 30, October 17, November 23, February 17, March 27-31

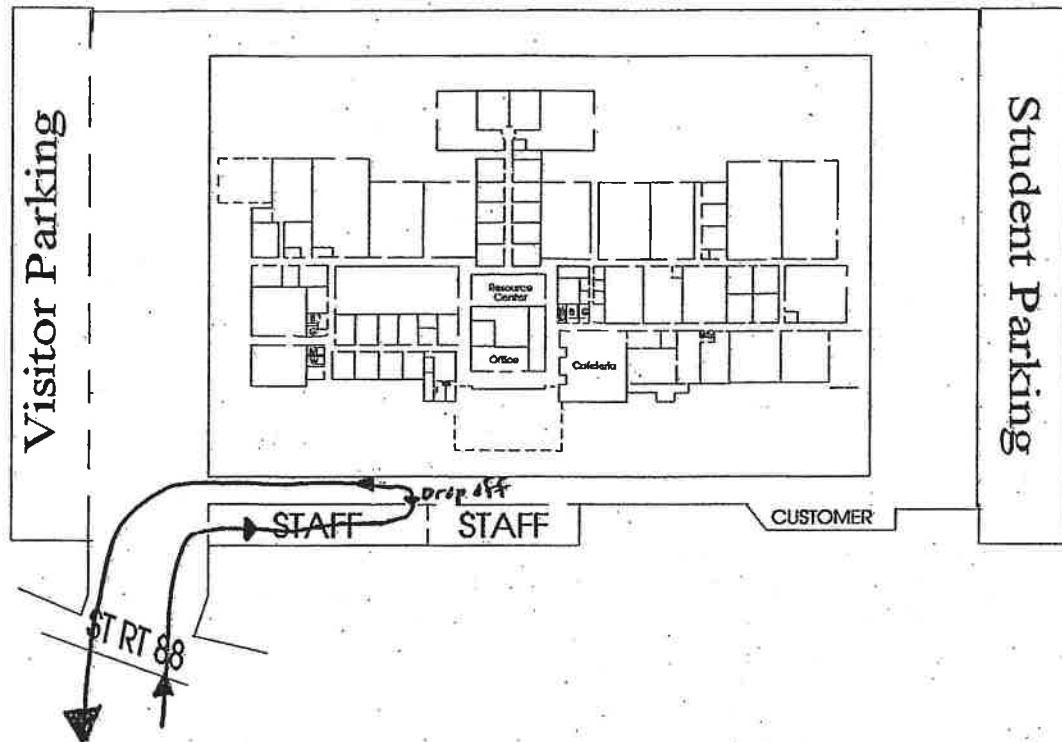
**Windham** – November 8, January 2, February 17, April 3-6, May 9, 31, June 1, 2, 5, 6

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

# 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. 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. 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

