

# Maplewood Career Center

## 2023-2024

**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

Animal Science  
Applied Engineering and Machining  
Auto Collision Technology  
Auto Service Technology  
Carpentry  
Cosmetology  
Criminal Justice  
Culinary Arts  
Dental Assisting  
Early Childhood Education  
Electricity  
Graphic Communications  
HVAC  
Hospitality Service Careers  
Information Technology  
Mechanical, Groundskeeping, and Construction  
Medical Assisting  
Option 4  
Power Equipment Mechanics  
Robotics and Computer Technology  
Welding

Randy Griffith.....Superintendent, ext. 551001  
Craig Morgan..... Career and Technical Director, ext. 551020  
..... Supervisor of Student Discipline, ext. 551021  
Michael Lenzo..... Supervisor of Business Affairs, ext.551003  
Rachel Camuso ..... Supervisor, ext.551022  
Ted Slankard..... Supervisor, ext.551023

Adopted on April 20, 2023, by the Maplewood Career Center Board of Education

### **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 she/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 one of the Maplewood Career Center's Compliance Officers:

Supervisor of Business Affairs  
Michael Lenzo  
330-296-2892  
7075 State Route 88  
Ravenna, OH 44266  
lenzomi@mwood.cc

Treasurer  
Michelle E. Seckman  
330-296-2892  
7075 State Route 88  
Ravenna, OH 44266  
seckmanmi@mwood.cc

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	8:12	8:54
2	8:57	9:37
3	9:40	10:20
First Lunch	10:20	10:50
4A	10:23	11:03
4B	10:53	11:33
Second Lunch	11:03	11:33
5A	11:06	11:46
5B	11:36	12:16
Third Lunch	11:46	12:16
6	12:19	12:59
7	1:02	1:42
8	1:45	2:26

### 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.

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, email, or hand delivery when appropriate. At the end of the third week of school, parents/guardians will be mailed a user name and password for Maplewood's online grade book (ProgressBook). Parents/Guardians 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 HELPLINE

Maplewood will provide a safe school helpline program for students, parents, and the community to report threats to the safety of students or school personnel. The safe school helpline is a toll-free number: 1-888-295-2504. Callers to the helpline 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 helpline. The report will contain the number of calls received and the percentage of calls that are related to drugs, fights, harassment, theft, threats, weapons, safety, suicide, abuse, and discrimination.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE**

In order to provide appropriate educational services and programming, the Board of Education, must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under Section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel) a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a 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/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the

student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health and safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. report a crime committed by a child to appropriate authorities, and, **with respect to reporting a crime committed by a student with a disability**, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. release de-identified records and information in accordance with Federal regulations;
- E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.

**This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement**

requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

F. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities. The disclosed records must be used to audit or evaluate a federal or state supported education program, or to enforce or comply with federal requirements related to those education programs. A written agreement between the parties is required under this exception.

**The District will verify that the authorized representative complies with FERPA regulations.**

G. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

#### **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name, address, and telephone number; date and place of birth; 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; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

#### **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building director at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the director receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as

the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school-related or education-related activities
- F. student recognition programs

The Superintendent is directed to prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violate the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be disclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board 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 work must be completed within two weeks of the end of the grading period or at a time agreed upon by the student, teacher, and supervisor. Any incomplete work that is not made up will be counted as a zero and the grade calculated accordingly.

### GRADING SCALE

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

### GRADE CALCULATION

Each quarter grade is worth 50% of the semester grade. Midterm and final exams will be calculated into the second and fourth quarter grades respectively.

#### SEMESTER GRADE CALCULATION FORMULA:

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

#### 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 or returning to their associate 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

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.

**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 with parent signatures and submitted to the Student Services office 2 days 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 ASSOCIATE SCHOOL**

Students may return to the associate school during the second week of school or at the end of the school year. This is with the approval of the associate 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 Associate 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 associate 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 may enter another program, or may return to the associate 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.

### **COLLEGE CREDIT PLUS (CCP)**

College Credit Plus is an opportunity for students to earn college credit while still in high school. Qualifying students can earn up to 30 credits in one school year. Maplewood Career Center students who participate in the College Credit Plus program will need to arrange their CCP schedule around their lab and related academic classes.

Students who are interested in participating in the CCP program must complete and submit the intent form to their Maplewood Career Center counselor prior to April 1, annually. The intent forms are available in the Maplewood Career Center Student Services office.

### **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 ASSOCIATE SCHOOLS OPERATE UNDER A DIFFERENT SCHOOL CALENDAR. MAPLEWOOD STUDENTS ARE EXPECTED TO BE IN ATTENDANCE ON THE DAYS MAPLEWOOD IS IN SESSION. THE ASSOCIATE SCHOOL DISTRICTS WILL PROVIDE TRANSPORTATION FROM PICK-UP SITES OR THE ASSOCIATE SCHOOL. IT IS THE STUDENT'S RESPONSIBILITY TO ARRANGE TRANSPORTATION TO AND FROM PICK-UP SITES OR THE ASSOCIATE 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 unable to provide meaningful and realistic laboratory assignments to students who are absent during 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.

**NOTE:** Students will be permitted to make up all work, including tests, for no more than 60% of the assignment, test, assessment, etc.

### **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 ensure 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.

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 unless a doctor's note or court note is provided within 48 hours of return. 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. Early dismissals will only be excused if the student provides a doctor's note or court note within 48 hours of return.

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 8:10 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 ASSOCIATE SCHOOL ACTIVITIES**

#### **Group Dismissals:**

Participation at associate school activities during the school day will occur as permitted. The associate 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 associate school may be dismissed.

Dismissal will be granted upon the proper completion of the Individual Student Dismissal to Associate School form which may be picked up at the associate 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 lab telephones ONLY if the call is 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 will be asked to leave.

### 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. The guidelines below are the criteria that each student in the Early Placement Program must meet and maintain in order to qualify for and remain in the program.

#### Minimum eligibility requirements that must be met for participation at the end of the first semester:

Attendance:	92% Maplewood attendance rate including excused, unexcused, vacation, and medical leave absences
MCC academic GPA:	2.0 Junior Year – 2.0 Senior Year
Lab GPA:	2.0

#### Additional requirements:

Obligations:	All financial obligations must be paid and disciplinary consequences served prior to release.
Work hours:	Students are expected to work a minimum of 15 hours per week.
Transportation:	Students must have a valid driver's license, reliable transportation, a vehicle registered in the High School Office, and a parking pass displayed on the registered vehicle daily.
Parental approval:	Parent or guardian and student must sign the Early Placement paperwork.
Paperwork:	All paperwork must be completed prior to beginning the job.
Release:	A meeting with the supervisor is required before placement may

begin.

Two (2) of the three (3) minimum eligibility requirements must be met for a student to be released on Early Placement beginning the sixth week of the second semester.

All senior students passing their Career and Technical labs are eligible during the final nine week grading period.

**Failure to comply with the following may result in removal from Early Placement:** maintaining appropriate grades, conducting oneself appropriately at school and work, maintain appropriate attendance at school and work, maintaining employment where placed, abiding by the Early Placement Agreement, etc.

Students who are off track for graduation will not be permitted to participate in the Early Placement program.

### **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. 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 and maintain in order to qualify for and remain in the program:

#### **Minimum eligibility requirements that must be met for participating in the Apprenticeship Program:**

Attendance:	93% Maplewood attendance rate including excused, unexcused, vacation, and medical leave absences
MCC academic GPA:	2.5
Lab GPA:	3.0

#### **Additional requirements:**

Obligations:	All financial obligations must be paid and disciplinary consequences served prior to release.
Work hours:	Students are expected to work a minimum of 18 hours.
Student status:	Must be on track to receive a high school diploma. (No deficiencies)
Transportation:	Students must have a valid driver's license, reliable transportation, a vehicle registered in the High School Office, and a parking pass displayed on the registered vehicle daily.
Parental approval:	Parent or guardian and student must sign the Apprenticeship Agreement.
Paperwork:	All paperwork must be completed prior to beginning the job.
Release:	A meeting with the supervisor is required before placement may begin.
Commitment:	Willingness to commit to a stated time frame after graduation that may involve 1 to 4 additional years to complete the apprenticeship.

**Failure to comply with the following may result removal the Apprenticeship Program:** maintaining appropriate grades, conducting oneself appropriately at school and work, maintain appropriate attendance at school and work, maintaining employment where placed, abiding by the Apprenticeship Program.

Students who are off track for graduation will not be permitted to participate in the Apprenticeship program.

### **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**

Maplewood is not responsible for lost or stolen items. Students are required to lock materials in a secure location at the end of each lab session.

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

Please be advised that as a public school, Maplewood cannot legally 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.

### **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.

### **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 fire and tornado drills are posted in each room. Students are to walk to the designated area as directed by the instructor.

### **SCHOOL CLOSINGS**

From time to time, the associate schools will close due to a disease epidemic, hazardous weather, damage to a building, or utility failures. If such conditions prevent **bus transportation by the associate school**, student attendance at Maplewood is not mandatory. If it becomes necessary to close when 5 associate schools close or if the emergency pertains just to Maplewood, we will announce the closings on local television, radio stations, and by Leader Alert, our home calling service. (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, and will guide students during drills and actual emergency events. If a student is aware of any dangerous situation or accident, she/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 08, 2023**. The forms will be kept by the nurse.

### Immunization Records:

Verification of an appropriate immunization must be on file by **October 31, 2023**, or students will be excluded from school. The nurse will notify students of any deficiencies by early **October 2023**.

### 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.** Students will receive disciplinary consequences for failing to take medication immediately to the clinic. Students must have an authorization form on file with the school nurse for all medications. Students are not permitted to carry medication on their person at any time. 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:

- A. 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.
- B. working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. 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:

#### **National Honor Society:**

Maplewood has established its own chapter of National Honor Society. Eligibility is based upon a minimum 3.0 average from the associate 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)

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

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.

### **DRIVING POLICY**

Students are encouraged to ride the buses provided by the associate schools. However, Maplewood extends 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. Students must register their vehicles in 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. The full fee will be charged for lost permits.
3. Permits must be displayed by **September 15, 2023**, in order to avoid negative consequences.
  4. Upon arriving at Maplewood, vehicles must be parked in the assigned areas, and students are to **immediately** 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. Students are not permitted to park in the student parking lot prior to 7:00 A.M.
  5. Once students arrive on school property, they are not permitted to leave without an early dismissal pass or school dismissal.
  6. 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.
  7. Students are not permitted to go to the parking lots during the day unless special permission is obtained from the High School Office and their cars are registered.
  8. Students are prohibited from riding in truck beds.
  9. Tobacco use/vaping is prohibited on school grounds. This also includes tobacco use/vaping in vehicles while on school grounds.
  10. Vehicles are NEVER permitted to pass school buses.
  11. Maplewood does not accept responsibility for theft or damage to vehicles and/or contents.
  12. Vehicles may be searched should reasonable suspicion dictate its necessity.
  13. Maplewood reserves the right to revoke driving privileges for violation of the driving policy.
  14. A student who owns a parking permit is responsible for any violations associated with that pass.
  15. Students are not permitted to allow another student to use their parking pass.
  16. Students are not allowed to let anyone drive a vehicle under their permit.

**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 a.m., 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. 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 High School 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 which may include denial of technology access and/or loss of access to school technology.

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, 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.
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 attempt unauthorized access to the school's networks 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 cyber bullying is prohibited. Cyber bullying is defined as the use of information and communication technologies such as social networks, e-mail, cell phone text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Cyber bullying includes, but is not limited to the following:

1. Posting slurs or rumors or other disparaging remarks about a student on a website 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 websites  
Students who inadvertently visit an unassigned/unauthorized website must immediately report the incident to an instructor. Failure to report an unassigned/unauthorized website 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. 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 and classrooms. 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 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. 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 modify the student's behavior when 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 WILL 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 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. 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 (length must be no more than 3 inches above the knee)  
pajama pants, spandex/ biker pants, low baggy hip-hugger pants
- 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. Short skirts/dresses (length must be no more than 3 inches above the knee)
- I. Attire with holes (visible undergarments are not permitted)
- J. Extreme make-up
- K. Spiked collars
- L. Three visible body piercings with the exception of earrings and a tongue stud
- M. Coveralls or outerwear (other than a jacket) may not be worn outside of lab
- N. Slippers
- O. Blankets
- P. Hooded sweatshirts with the hoods up

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 and may be removed to the Alternative Learning Center at the discretion of the instructor. 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. Public displays of affection are inappropriate. 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, or the restroom. 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 AND BEVERAGES ARE PROHIBITED OUTSIDE THE CAFETERIA.**

**OFF-CAMPUS LUNCH IS PROHIBITED.**

**NO "FOOD DELIVERY" FOR INDIVIDUAL LUNCHES.**

### **FOOD AND BEVERAGES**

Food and beverages, 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.

Exception: Students are permitted to have water. The water must be in a clear plastic container in

which the water was purchased. Sports bottles, tumblers, Yeti's, etc. are not permitted.

### **ZERO TOLERANCE**

In accordance with 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. 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 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 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-alike 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**

In order to protect the integrity of the teaching and learning process all electronic devices are strictly regulated during the school day. The following regulations must be followed

by students possessing an electronic device while on school property:

**Cell Phones/music devices:**

- Cell phones, music playing devices, and headphones are permitted in the building and students may carry them
- Cell phones, music playing devices, and headphones are to be turned **OFF** while in the building
- Student carried cell phones, music playing devices, and headphones should not vibrate, be heard, or be seen in the halls, restrooms, locker rooms, common areas, labs, classrooms, etc.
- Students are NOT allowed to use cell phones in the hallways

Exception: Students will be permitted to use their cell phone and music playing devices during their 30 minute individually assigned lunch period held in the Maplewood dining area (Cafeteria) and in the Cafeteria before 8:12 a.m. Music playing devices will only be permitted in conjunction with headphone use. Wi-Fi Internet service access will be open for student use in the Maplewood dining area during school lunch periods. Students may take out their cell phones, music playing devices, or headphones and turn them on once they are **IN** the Maplewood dining area. Cell phones must be turned **OFF** and no longer visible **BEFORE** students exit the Maplewood dining area. Students are permitted to text on Smart watches during their lunch periods only.

Students are only permitted to charge electronic devices in the Resource Center prior to 8:12 a.m. and during their lunch period on the school charging equipment.

**Devices which are NOT permitted include but are not limited to the following:**

- Laptops, iPads, Tablets, Nooks, Kindles, and similar devices
- Laser Pointers, cameras, radios, DVD's, TV's, recording devices, etc.
- Handheld, portable, and/or other types of gaming devices

Maplewood Career Center provides the technology and equipment students need to succeed in their academic and lab settings. Consequently, the need for individual electronic devices at school does not exist.

Failure to abide by the rules for possession and use of charg and music playing devices or possession of devices which are not permitted in the building will result in disciplinary consequences.

**BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Members of the School District community, which includes students, or third parties who believe they have been subject to harassment, intimidation, or bullying based on race, color, or national origin should utilize the Board's complaint process under Bylaws & Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity). Bylaws & Policies 2260 can be found on the School District's web site.

The Board designates the following individuals to serve as the District's "Compliance Officers" with respect to Bylaws & Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity).

Supervisor of Business Affairs  
Michael Lenzo  
330-296-2892  
7075 State Route 88  
Ravenna, OH 44266  
lenzomi@mwood.cc

Treasurer  
Michelle E. Seckman  
330-296-2892  
7075 State Route 88  
Ravenna, OH 44266  
seckmanmi@mwood.cc

The names, titles, and contact information of these individuals will be published annually in the parent/student and staff handbooks and on the School District's web site.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, **on a school bus**, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

**"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.**

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or

pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the building director or assistant director, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building director should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building director or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

During an investigation regarding issues of harassment, intimidation, or bullying based on race, color, or national origin that will be handled under Bylaws & Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), if the Building Compliance Officer determines that it is necessary to separate parties or witnesses during the investigation, the Compliance Officer(s) or designee will use a neutral location, other than the Alternative Learning Center, and will explain to the student(s) that the separation is not punitive or disciplinary.

**The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.** The Compliance Officer shall minimize the burden on the Complainant when taking any steps to separate the Complainant and the alleged perpetrator (i.e., Compliance Officer shall not, as a matter of course, remove Complainants from classes or workstations while allowing perpetrators to remain).

In those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. The Board will also follow-up with the victim of any unlawful harassment regarding the outcome of the investigation and will offer to provide counseling if necessary. If appropriate, the Board may institute other remedies, such as providing the Complainant with an escort between classes and activities or offering academic support services (e.g., tutoring). The Board may also determine to create a committee of students and school officials to identify strategies to ensure a harassment-free environment, or institute climate checks, training of staff and students, communicate the availability of school resources to victims of harassment, and/or revise Board policies as necessary.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by

State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building director or appropriate administrator shall notify the **custodial** parent/ guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building director or appropriate administrator shall notify in writing the **custodial** parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

### **Complaints**

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

Students, parents/guardians, and school personnel may make informal **or anonymous** complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal **or anonymous** complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building director for review, investigation, and appropriate action.

Individuals who receive the complaint Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**



At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/ guardian handbooks. **At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.**

**The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.**

**State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.**

#### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

**Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.**

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the

materials within a reasonable period of time.

District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

**In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.**

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

### **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:** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**Burglary:** A student shall not enter Maplewood Career Center or any building owned by the Board 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):** Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

**Display of Affection/Sexual Activity:** A student shall refrain from any display of affection while on school property or attending school functions, with the exception of hand holding. 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 directive or disciplinary procedure shall constitute 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 disrupts the learning environment.

#### **Electronic Devices:**

##### **Cell Phones/music devices:**

- Cell phones, music playing devices, and headphones are permitted in the building and students may carry them
- Cell phones, music playing devices, and headphones are to be turned **OFF** while in the building
- Student carried cell phones, music playing devices, and headphones should not vibrate, be heard, or be seen in the halls, restrooms, locker rooms, common areas, labs, classrooms, etc.
- Students are NOT allowed to use cell phones in the hallways

**Exception:** Students will be permitted to use their cell phone and music playing devices during their 30 minute individually assigned lunch period held in the Maplewood dining area (Cafeteria) and in the Cafeteria before 8:12 a.m. Music playing devices will only be permitted in conjunction with headphone use. Wi-Fi Internet service access will be open for student use in the Maplewood dining area during school lunch periods. Students may take out their cell phones, music playing devices, or headphones and turn them on once they are **IN** the Maplewood dining area. Cell phones must be turned **OFF** and no longer visible **BEFORE** students exit the Maplewood dining area. Students are permitted to text on Smart watches during their lunch periods only.

Students are only permitted to charge electronic devices in the Resource Center prior to 8:12 a.m. and during their lunch period on the school charging equipment.

##### **Devices which are NOT permitted include but are not limited to the following:**

- Laptops, iPads, Tablets, Nooks, Kindles, and similar devices
- Laser Pointers, cameras, radios, DVD's, TV's, recording devices, etc.
- Handheld, portable, and/or other types of gaming devices

Failure to comply with ANY of these stipulations set forth under Electronic Devices will

result in confiscation of the device, progressive disciplinary consequences, and/or loss of the privilege to carry permitted electronic devices. **NOTE:** Carrying a permitted electronic device is a privilege that will be revoked if a student is unwilling to follow related school rules.

**Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**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. 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 Aggressive Behavior (Including Bullying/Cyber bullying):** The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. All issues of harassment, intimidation, or bullying based on race, color, or national origin will be handled under Bylaws & Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity). (For more information, please refer to the Bullying and Other Forms of Aggressive Behavior section and Bylaws & Policies 2260, which can be found on the School District's website)

**Hazing:** 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. Permission, consent, or assumption and of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

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.

**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. All issues of harassment, intimidation, or bullying based on race, color, or national origin will be handled under Bylaws & Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity)

**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 or alcohol while under the jurisdiction of the school. A recommendation for expulsion is mandatory. (See Chemical Use/Abuse 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, e-cigarettes, vaping paraphernalia of any sort, etc.), at school or any school function. Smoking of electronic cigarettes, "vapor devices", and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.

**Parking Violation:** A student must register his/her vehicle with the High School office and display the parking pass at all times.

**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 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 to School:** A student who is not on time to school is considered tardy. Tardies will reset every grading period. The consequences are listed below:

Tardy #3	1 detention
Tardy #4	1 detention
Tardy #5	1 detention

Tardy #6	2 detentions
Tardy #7	1 day ALC and completion of instructional packet on Tardiness
Tardy #8	1 day ALC and conference with counselor
Tardy #9	2 days of ALC
Tardy #10	2 days of ALC (Parental conference conducted by the counselor and a referral to an assessment agency if deemed appropriate.)
Tardy #11	Referral to the Supervisor of Student Discipline for further consequences (such as loss of driving privileges, a paper, etc. as assigned)

**Tardiness to Class:** A student who is not on time to class is considered tardy. The consequences are listed below:

Tardy #1	Verbal Warning
Tardy #2	1 detention
Tardy #3	3 detentions
Tardy #4	Discipline referral 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, business, 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, computer hardware, school information, or unauthorized academic information.

**Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the director.

**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.

**Use and/or Possession of a Weapon:** A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

**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 to 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 2:26 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.**

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **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:** Students will be permitted to make up all work, including tests, for no more than 60% of the assignment, test, assessment, etc.

### **EXPULSION FROM SCHOOL**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within

one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Post-Secondary Enrollment Option at the time the expulsion is imposed.

### **PERMANENT EXCLUSION**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at school functions;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition, or felonious sexual penetration on school grounds or at a school function when the victim is a school employee;
- I. complicity in any of the above offenses regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

## CALENDAR OF EVENTS

August	22 .....	Student/Teacher Orientation (PM)
	28 .....	Students' First Day
September	04 .....	Labor Day - School Closed
October	04 .....	Parent/Teacher Conferences (PM)
	13 .....	NEOEA Day - School Closed
	31 .....	End of First Nine Weeks Grading Period
November	03 & 04 .....	Christmas in the Woods
	07 & 08 .....	Sophomore Visit & Showcase Day Student Independent Study Offsite
	16 .....	Career Night & Spaghetti Dinner
	21 & 22 .....	Blood Drive
	23 & 24 .....	Thanksgiving Break - School Closed
	27 .....	Teacher Comp Day - School Closed
December	21-29 .....	Winter Break - School Closed
January	1-2 .....	Winter Break - School Closed
	15 .....	Martin Luther King Jr. Day - School Closed
	18 .....	End of Second Nine Weeks Grading Period
February	07 .....	Parent/Teacher Conferences (PM)
	19 .....	Presidents' Day - School Closed
March	21 .....	End of Third Nine Weeks Grading Period
	25-29 .....	Spring Break - School Closed
April	10 .....	Cupcake with Teachers
May	27 .....	Memorial Day - School Closed
	31 .....	Students' Last Day

Note: When calamity days must be made up, Offsite Learning Packets will be used for the first three days. Following the use of Offsite Learning Packets, Maplewood Career Center will begin making up school days beginning on June 3, 2024.