



7075 State Route 88
Ravenna, OH 44266
Phone: (330) 296-2892
Fax: (330) 296-5680

Randy Griffith, Superintendent
Michelle E. Seckman, Treasurer

Welcome Students and Parents!

On behalf of the Maplewood staff and administration, I would like to invite you to attend our **Student/Parent Orientation Night on Tuesday, August 20, at 6:30 p.m.** During orientation an overview of Maplewood's policies and programs will be discussed, students and parents will have the opportunity to meet with program and academic instructors, and visitors will be invited to tour our facilities. Students and families should report directly to the program area upon arrival.

Toolkits:

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

Uniforms:

- Uniforms are included in the toolkit list with vendor information.
- All uniforms must be purchased from Roberts Medical. Included in this packet is ordering information.
- Sizing information is included on the order form. The vendor will not be available to do in person uniform fittings on Orientation Night.
- Please contact the vendor prior to August 26, 2024, to order your uniform.
- The Cosmetology uniform is part of the toolkit.
- Information Technology, Robotics and Computer Technology and Mechanical, Groundskeeping and Construction **do not** have uniforms.

Fees:

A cashier will be available from 5:30 to 9:00 to collect fees. Checks need to be made out to Maplewood Career Center. School fees may be charged to any major credit card. **Fees must be paid in full by the end of the first week of school.**

Please complete and bring with you all enclosed student information forms on orientation night:

- Technology Consent Agreement
- Race, Ethnicity and Military Identification
- Your Choice Drug Testing Program (if applicable)
- Authorization for Administering Prescription Medications and Over-the-Counter Medications (needed to receive medication at school)
- Emergency Medical Authorization Form/Authorized Release (required by Ohio law)
- Nurse Practitioner Authorization Form (needed to be seen by the Nurse Practitioner)
- MILO Permission Form (Criminal Justice Program only)
- Construction Project Insurance Form (Carpentry, Electricity and HVAC Programs only)
- Return to and/or leave Maplewood before/after Home School Events or Testing Acknowledgement Form

THE FIRST DAY OF SCHOOL WILL BE MONDAY, AUGUST 26, AT 8:12 A.M., report directly to your lab upon arrival. Please see the enclosed paperwork for additional school information. We look forward to meeting you during Student/Parent Orientation Night on **August 20.**

Sincerely,

Craig Morgan
Career and Technical Director

Crestwood • Field • James A. Garfield
Mogadore • Ravenna • Rootstown • Southeast
Streetsboro • Waterloo • Windham
"Providing equal opportunity in education,
training, and employment"
www.mwood.cc

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

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

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

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

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

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

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

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

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

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

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

SEXUAL HARASSMENT

A. Verbal:

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

B. Non-Verbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a fellow student, staff member, or other person associated with the district, or by third parties.

C. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity to or by a fellow student, staff member, or other person associated with the district, or by third parties.

RACE, COLOR, NATIONAL ORIGIN, AND DISABILITY HARASSMENT

A. Verbal:

Written or verbal innuendoes, slurs, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, sex/gender, disability, religious beliefs, etc., to or by a fellow student, staff member, or other persons associated with the district, or by third parties.

B. Non-Verbal:

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures to or by a fellow student, staff member, or other person associated with the district, or by third parties.

C. Physical:

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

Any student who believes that he/she is a victim of any of the above actions or has observed such actions taken by another student, staff member, or other persons associated with the district, or by third parties may do one or all of the following:

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

The student or parents/guardians may make contact either by a written report or by telephone or personal visit. During the contact, the reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report received by the district's Title IX Section Coordinator as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as required by law or is in at the contact of a legal administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- protect the confidentiality of the student who files a complaint
- encourage the reporting of any incidents of sexual, racial, or other forms of harassment
- protect the reputation of any party wrongfully charged with harassment

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

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

AGENDA
STUDENT/PARENT ORIENTATION
AUGUST 20, 2024
6:30 P.M.

6:30 – 7:15 Students, parents/guardians, and visitors should report directly to the program areas by 6:30

- Welcome/Tour of Facilities
- Brief Explanation of the Program
- Academic Address by the Academic Instructor
- Discussion of Program Requirements
- Discussion of Teacher/Student Expectations
- Questions
- Release to visit academic staff

7:15 - 9:00 General Visitation

5:30 - 9:00 **Fee Payment:** Uniforms cannot be purchased through the school. Program fees will be dependent upon what tool kit items are purchased through the school. Fee payment may be made from 5:30-9:00 p.m. School fees may be charged to any major credit card. We encourage parents to pay prior to the meeting to avoid long lines at the end of the evening. Please bring this agenda to orientation.



Calendar Information

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

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

Crestwood – August 26, October 25, November 27, January 17, February 14, March 31

Field – August 26, 27, November 4, 5, December 2, January 17, February 13, 14, April 21, May 6

Garfield – October 25, December 2, January 17, March 14, April 14-17, 21, June 2, 3

Mogadore – November 6, 27, February 25, June 2, 3

Ravenna – November 5, December 2, January 10, February 14, April 21, May 30, June 2, 3

Rootstown – August 26, September 27, December 2, February 14, April 21

Southeast – August 26, 27, November 5, 27, January 17, March 14, April 14-17, 21

Streetsboro – October 18, November 27, February 14, June 2, 3

Waterloo – August 26, 27, October 14, November 27, December 2, February 14

Windham – October 25, November 27, December 2, January 17, February 14, March 31, April 21, May 30,
June 2, 3

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



Student/Parent Information Sheet

BUS SERVICE

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

STUDENT DRIVER

Students must show their license plate registration and pay \$1.00 to register their vehicle and secure a driving permit from the High School Office. Permits must be displayed by **September 16**, in order to avoid negative consequences. Cars may be registered throughout the year. More information will be available in your Student Handbook. **All students will park in the north parking lot.**

STUDENT DROP-OFF/PICK-UP

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

REQUIRED ATTENDANCE

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

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

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

LUNCH INFORMATION:

A la carte items will be available for purchase. Parents/Guardians are asked to complete the Free and Reduced Lunch application to determine eligibility for reduced toolkit pricing.

Maplewood Career Center uses computerized Point of Sale (POS) software in the cafeteria for purchases at both breakfast and lunch services. Students will be given account information **on the first day of school** including a password to access that account. Cash is still accepted, however, students are required to enter their password for all purchases whether they are paying with cash or using money from their account.

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

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

STUDENT ACCIDENT INSURANCE:

Students who are interested in Student Accident Insurance through Guarantee Trust Life can visit www.gtlic.com for more information and to purchase the insurance.

PHOTOGRAPHIC/ELECTRONIC IMAGE/VIDEO PHOTO CONSENT NOTICE

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

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

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

RACE, ETHNICITY AND MILITARY IDENTIFICATION

Student Name _____

Home School _____

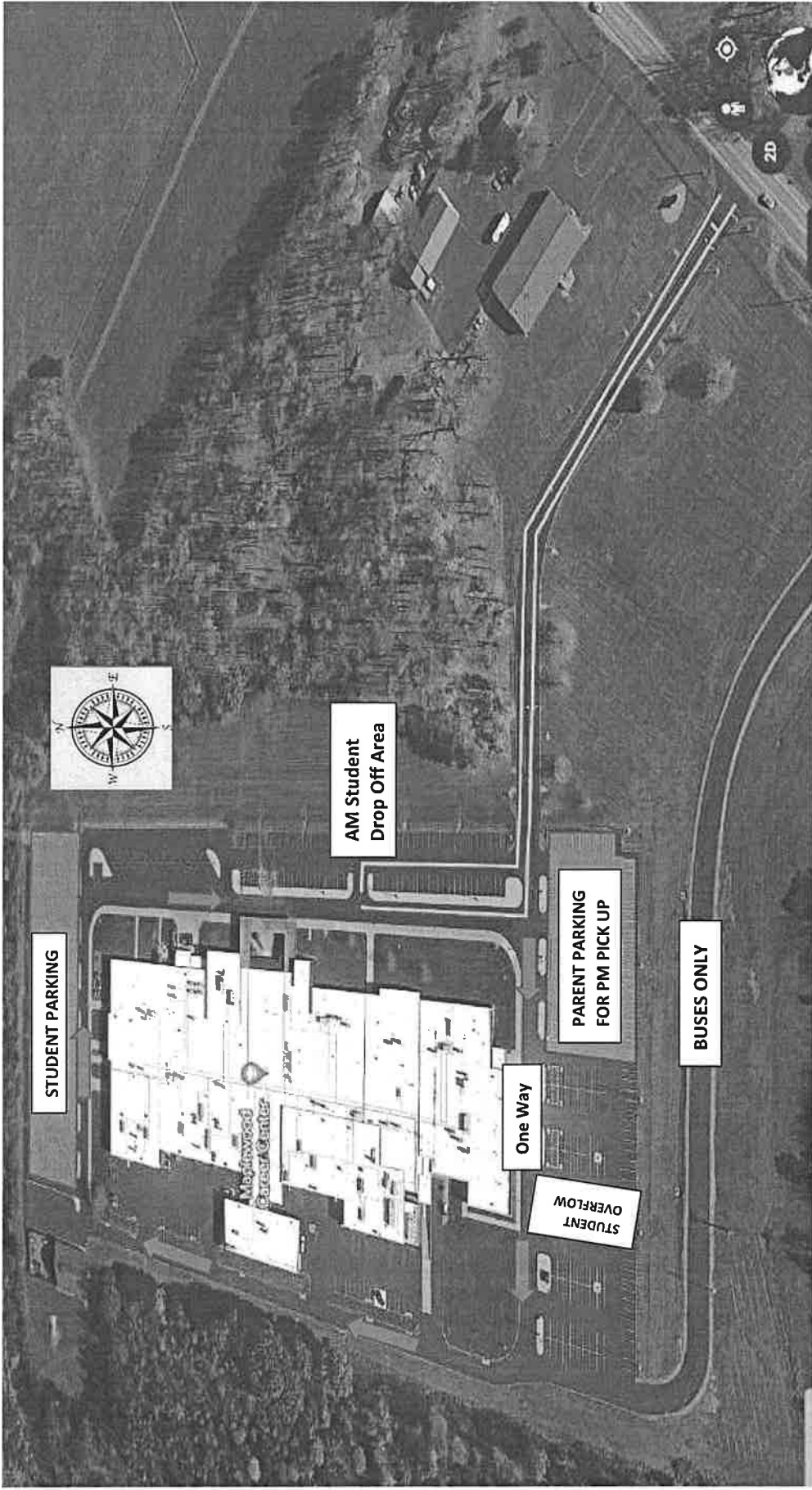
Program _____

According to the recently revised Race and Ethnicity guidelines provided by the United States Department of Education, parents/guardians are required to identify their child's race/ethnicity by answering the following two part question:

1. Is the student Hispanic/Latino? **(Choose only one)**
 - No, not Hispanic/Latino
 - Yes, Hispanic/Latino (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)
2. What is the student's race? **(Choose one or more)**
 - American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.)
 - Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
 - Black or African American (A person having origins in any of the black racial groups of Africa)
 - Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
 - White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

Military Questionnaire: Please check the box that applies.

- Active Duty – Parent/Guardian is a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard)
- Nation Guard – Parent/Guardian is a member of the National Guard (Army National Guard or Air National Guard)
- Parent/Guardian is a member of the Reserves
- This does not apply



Morning Drop Off – Follow the yellow path and drop off students in the lot by the outlet. Do not drop off by the main doors or stop in the drive as this creates a problem for the buses that are dropping off students and exiting.

Afternoon Pick Up – Please park in the South Parking Lot and wait for your child to get in your vehicle before exiting. Students can exit the building at the south end. Follow directions from MCC staff for exiting the parking lot.

Student Parking – Students will park in the North Parking Lot. Students are to circle behind the building, going clockwise to get to the North Parking Lot. Students are expected to back into their parking space. Dismissal in the PM will always begin from the east side of the lot moving toward the west. Follow directions from the MCC staff for exiting the parking lot. The Overflow parking is only used when the North Parking lot is full.