



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 18, 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 24, 2026, to order your uniform.
- The Cosmetology uniform is part of the toolkit.
- 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
- Chronic Absenteeism warning letter

**THE FIRST DAY OF SCHOOL WILL BE MONDAY, AUGUST 24, 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 18.**

Sincerely,

Craig Morgan  
Career and Technical Director

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Mogadore • Ravenna • Rootstown • Southeast  
Streetsboro • Waterloo • Windham  
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**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.



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August 1, 2026

Maplewood Career Center School District  
**GENERAL NOTICE OF MONITORING OR ACCESSING STUDENT ACTIVITY ON SCHOOL-ISSUED DEVICES**  
*Ohio Revised Code 3319.327*

This notice is provided to meet requirements implemented through Ohio Senate Bill 29 (“SB29”) that was passed by the Ohio General Assembly, effective on October 24, 2024.

While students have no right or expectation of privacy when using District technology resources, the Maplewood Career Center District (also referred to as the “District”) and certain third-party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity. School-issued devices are defined as any hardware, software, devices, or accounts that a school district provides to an individual student for that student’s personal use.

The Maplewood Career Center School District is required to annually provide parents and guardians with this general notice that informs you, the District, and its technology providers of the plans to electronically access or monitor your student’s school-issued devices for the following permissible reasons:

1. Activity that is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees or staff contracted by the District. Teachers may monitor students as they work on assignments during class to ensure they are staying on task.
2. Pursuant to a judicial warrant. The District is required to comply with a lawfully issued warrant that directs the District, technology providers, or law enforcement to conduct a search of data.
3. Notification or awareness that the student-issued District device is lost or stolen. This might occur if the District becomes aware that a student’s device is lost or stolen, in which case the District or technology provider might access and monitor data to discover when and where the device last interacted with the District’s systems.

4. Activity is necessary to respond to a threat to life or safety. The access is limited to this purpose alone. For instance, the District may receive alerts about possible self-harm indicators on student devices that prompt an investigation which involves accessing or monitoring student data. The District implements other protocols such as contacting parents/guardians and/or first responders.
5. Compliance with Federal and/or State laws. The District may be required to comply with a law that places an obligation on the District to access or monitor devices.
6. Required as part of a Federal or State funding program. For example, to comply with the requirements of the Federal E-Rate funding programs, the District filters all student Internet access pursuant to the Children's Internet Protection Act. This includes filtering materials that are obscene, objectionable, inappropriate, and/or harmful to minors.

This electronic monitoring can only occur when advance notice is provided. No further notice is required for the District to monitor under reason #1. In the event that one of the circumstances listed in reasons #2 - #6 occurs, the District will provide you with a seventy-two (72) hour notice of what features of the device were accessed, a written description of the circumstance, and description of the threat, if any. If the notice itself could pose a threat to life or safety, the seventy-two (72) hour notice will be provided within seventy-two (72) hours after the threat has ended.

**AGENDA**  
**STUDENT/PARENT ORIENTATION**  
**AUGUST 18, 2026**  
**6:30 P.M.**

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**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 24-28, October 23, November 25, February 12, March 12, 29, May 28

**Field** – August 24-28, September 1, November 2, 3, 25, January 15, February 11, 12, May 4

**Garfield** – August 24-28, January 15

**Mogadore** – August 24, September 4, October 12, November 3, 25, February 12, March 29-31, April 1-2

**Ravenna** – August 28, October 23, January 15, March 29-31, April 1-2, May 28

**Rootstown** – August 24-28, 31, October 30, January 15, March 29

**Southeast** – August 24-28, 31, September 1, 25, November 3, 25, January 25, March 5, 29-31, April 1-2

**Streetsboro** – October 12, November 23-25, January 4, February 12, March 29, April 30, May 27-28

**Waterloo** – August 24-28, 31, September 1, October 12, November 6, 25, January 25, March 29

**Windham** – August 24-28, November 13, 25, January 15, March 29-31, April 1-2

- 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 14**, 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.

**EMERGENCY SITUATIONS** – Maplewood utilizes an all-call system to notify parents in the event of any emergencies or school cancelations.

## **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. Vince Barholt, Cafeteria Supervisor, at 330.296.2892 ext. 551503.

## **STUDENT ACCIDENT INSURANCE:**

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

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

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

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

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

## 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

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measures which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teachers and building directors are responsible for determining what is unauthorized or inappropriate use. The director may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

3/06



**Maplewood Clinic  
Authorization for Treatment 2026-2027**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date of Birth

Maplewood Clinic has contracted with Summa Health System to provide a Nurse Practitioner at the Clinic during the 2026-2027 school year. I authorize the Nurse Practitioner to provide a general health screening, history and physical, evaluation for minor injury and first aid care, or problem-based care to the above-named student during the 2026-2027 school year.

If indicated, I authorize the Nurse Practitioner or other appropriate staff to perform:

- Urine dip stick to test for urinary tract infection
- Throat culture for Strep

I will notify the school or Maplewood Clinic immediately if there is any change in this authorization.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Cell phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



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August 1, 2026

Dear Maplewood Parent/Guardian,

Throughout the year, students may need to return to their home district for various events or leave Maplewood for certification testing, apprenticeship meetings, etc. Students are expected to be at Maplewood prior to these events if the meetings/testing begins after 9:00 and they are expected to return at the conclusion of the event. The following is a sample list of events and is not all inclusive:

- Apprenticeship meetings with the union (Paperwork must be completed prior to the visit)
- Certification Testing when Maplewood is not transporting the class (Paperwork must be completed prior to the visit)
- College placement testing/College visit (Paperwork must be completed prior to the visit)
- Military processing (Paperwork must be completed prior to the visit)
- End of Course testing at your home district

Students who do not follow the guidelines above, will be marked as truant for that portion of the day they missed and will receive disciplinary consequences for the truancy.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

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August 24, 2026

Dear Parent/Guardian,

At Maplewood Career Center, regular attendance is about more than just meeting state requirements. It is about preparing our students for the workforce. When students are in the classroom, they are actively practicing the skills that will prepare them for life beyond graduation. Additionally, employers value employees who arrive to work on time and have a high attendance rate. Students who display this characteristic in school typically show the same characteristic in the workforce.

The goal of recent legislation, specifically House Bill 96 (HB 96), is to partner with families to identify barriers to school attendance early. We want to work with you to ensure your child is in school and learning every day. Important Attendance Thresholds include:

- **Early Warning (5% of Year):** This is approximately 52 hours of all excused, unexcused, medically excused, vacation days, tardies, etc. Since this threshold can be reached quickly, please consider this letter as a proactive early warning.
- **Chronic Absenteeism (10% of Year):** This is approximately 104 hours of all excused, unexcused, medically excused, vacation days, tardies, etc. Hitting Chronic Absenteeism triggers a collaborative Absence Intervention Team (AIT) meeting with Maplewood staff, the student and parent/guardian.
- **Habitual Truancy (Unexcused Hours):** When unexcused absences reach specific hourly limits (30 consecutive, 42 in a month, or 72 in a year), the state requires more formal intervention and the student will be referred to the Juvenile Court when a threshold is met.

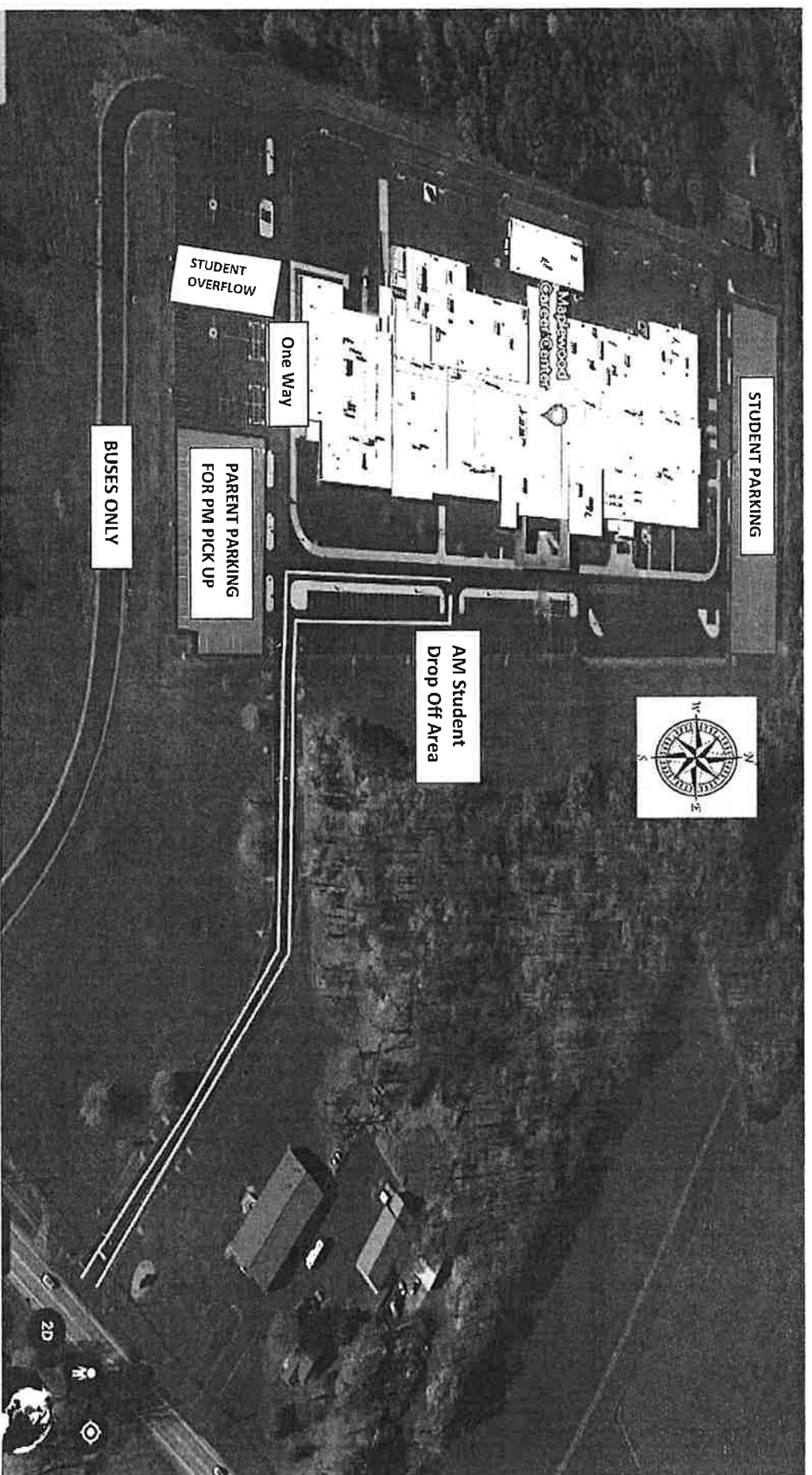
We are asking for your assistance in getting your child to school on a regular basis. If you have concerns regarding your child's attendance, please contact Mr. Morgan.

Sincerely,

Craig Morgan

Career and Technical Director

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**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.**