

**Maple  
Heights  
High  
School**



**STUDENT/PARENT  
HANDBOOK  
2011 - 2012**

# Maple Heights High School

2011 - 2012



## VISION STATEMENT

**“RAISING STUDENT ACHIEVEMENT THROUGH BUILDING STRONG RELATIONSHIPS  
AND FOCUSING ON ENGAGING WORK”**

Maple Heights High School will provide students with a challenging academic atmosphere offering them the necessary skills to succeed. The school will be characterized by outstanding student achievement and excellence in teachers, administrators and support staff, working in a clean, well-maintained, culturally equitable environment. Pride and respect will be fostered within the school and the community.

## BELIEFS FOR MAPLE HEIGHTS HIGH SCHOOL

At Maple Heights High School, we believe:

- Everyone has dignity and worth;
- All students can learn;
- All students can produce quality work;
- Teachers are leaders and creators of engaging work; and
- Every member of a community has the right and obligation to build and maintain that community

Dear Maple Heights High School Families,

On behalf of the faculty, staff, and administration I would like to welcome you to Maple Heights High School for the 2011 – 2012 school year. We offer a comprehensive academic program as well as extra-curricular activities in which the students are able to participate. We encourage all students to become involved in our school community and contribute in a positive way. We strive to provide a safe, positive, and stimulating environment for our students in an effort to support all of their academic goals. Our curriculum is consistent with that established by the Ohio Department of Education, which governs the education of our students. This handbook has been prepared to explain and clarify the procedures, policies, and regulations of Maple Heights High School. I encourage you to read this document thoroughly and have it available for reference when needed. If you have any questions or concerns I urge you to contact your community principal. We want to wish our students the best of luck this year and encourage you to maintain high expectations, set reasonable goals, study diligently, become involved at school, and take responsibility for your actions. We look forward to an outstanding year!

Sincerely,

*Mariel Sallee*

Mariel Sallee, Principal

## WHAT DO WE EXPECT OF STUDENTS?

Each student represents Maple Heights High School. Students are expected to maintain standards of behavior that are consistent with the character of Maple Heights High School and the community.

### ALL STUDENTS SHOW RESPONSIBILITY BY:

1. Coming to class on time prepared for learning.
2. Following directions when given.
3. Speaking and writing in appropriate language.
4. Displaying respect to others, oneself, and all property.

## MAPLE HEIGHTS HIGH SCHOOL CODE OF CONDUCT

### AREAS IN WHICH DISCIPLINARY CONTROL OF STUDENTS IS TO BE EXERCISED ARE AS FOLLOWS:

1. While on school premises, including classrooms, corridors, and other parts of the school buildings and grounds.
2. While on school-owned and -operated school buses, at yellow school bus stops, and on school chartered field trip buses.
3. While walking to and from home and school in the morning and afternoon.
4. While attending a school-related activity (on or off school property).
5. Conduct of students away from the school grounds is subject to school discipline if it directly affects the good order, efficiency, management and welfare of the school, or a staff member and/or their property.

### MISCONDUCT FOR WHICH SUSPENSION OR EXPULSION MAY BE IMPOSED INCLUDES, BUT IS NOT LIMITED TO:

- A. Academic Dishonesty. A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.
- B. Distribution or sale of unauthorized materials. A student shall not distribute or sell unauthorized materials on school property (e.g., candy/gum and clothing).
- C. Dress or Appearance. A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration, is inappropriate because it either interferes with the student's or other students' health, safety, or welfare, causes disruption of or directly interferes with the educational process, or attracts undue attention.
- D. Failure to Serve School Discipline. Refusing to serve an in-school suspension, or any other form of discipline or misbehavior while serving school discipline, failure to report for an assigned detention on time, and walking out of the principal's or community principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further discipline action.
- E. Misuse of Computer. Students shall not use a computer to obtain access to lewd, obscene, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer includes, "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another's folder, work or files; employing the network for commercial purposes; and using network and internet access to engage in "hacking" or other unlawful activities." Students and parent/guardian must sign the Maple Heights City School District Student Network and Internet Form before a student can use a district computer.
- F. Participation in Extra-curricular Activities. A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

- G. Prohibited Articles. Any object that, in the judgment of the administration, disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to, gambling-related items, gang paraphernalia, laser pointers, and other prohibited items.
- H. Punctuality and Tardiness. All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored. Students who fail to maintain consistent attendance will receive consequences.
- I. School Buses. A student shall not violate the prescribed rules and regulations for student conduct on school buses.
- J. Throwing of Objects. A student shall not throw any object without authorization, including, but not limited to snowballs.
- K. Truancy/Unexcused Absence. A student shall not be absent from school without parental and school approval.
- L. Cell Phone/Electronic Device Usage. Cellular phones and other electronic equipment shall not be visible, heard, or used at any time during the school day. This includes the use of a cell phone to call, text, or email parents/guardians. Students may go to their community office or the main office if there is an emergency and/or a need to contact their parent/guardian. This includes, but is not limited to, smart phones, iPods/MP3 players, handheld gaming systems (e.g., PSP and Nintendo DS), and Bluetooth devices.
- M. Complicity. A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.
- N. Damage to Property. A student shall not cause or attempt to cause damage, destruction, or defacement to either school property or private property, through improper use or otherwise.
- O. Disruption of School/Disorderly Conduct. A student shall not cause any disruption of any classroom activity or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff. This shall also include the incitement of others toward acts of disruption.
- P. False Reports/Forgery. Students shall not make false accusations or give false information on any school forms or correspondence or other communications directed to the school or school personnel. This includes forging names to passes, excuses, or notes.
- Q. Gambling. A student shall not engage in any gambling activities, including playing or gambling for money or other stakes.
- R. Illegal Possession of Building Keys and/or Unauthorized Entry. A student shall not possess, use, transmit or conceal any building keys without proper authorization or enter any building outside of school hours without permission.
- S. Insubordination/Defiance. A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators, volunteers, or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
- Disobedience or disrespect toward any staff member
  - Not serving assigned school discipline
  - Not following school rules or proper procedures
  - Not following assigned schedule/being in unauthorized area
  - Chronically tardy to school or class
  - Repeated misbehavior after warning
- T. Intimidation/Harassment/Menacing. A student shall not intimidate, insult, or in any manner abuse or harass, verbally or in writing, any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability.
- U. Profane, Obscene or Vulgar Language/Gestures. A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.
- V. Sexual Harassment. A student shall not sexually harass another student, staff member, or any

other person. Sexual harassment may include, but is not limited to:

- Sexual flirtation, touching, advances, or propositions
- Verbal or physical abuse of a sexual nature
- Graphic or suggestive comments about an individual's dress or body
- The use of sexually degrading words to describe an individual
- Displaying sexually aggressive objects or photographs
- Sexually explicit or obscene jokes

- W. Trespassing/Leaving School Property. A student shall not trespass on district property or leave school property or assigned area prior to specified dismissal time without official permission.
- X. Tobacco. A student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time.
- Y. Display of Affection. Students shall not engage in public displays of affection on school property. Students shall not demonstrate consensual affection or display affection in public. This includes touching or any other contact that may be considered sexual or inappropriate in nature.
- Z. Disrespect of Faculty & Staff. A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such a manner that the faculty or staff member interprets it as disrespect. This includes verbal and non-verbal actions.
- AA. Loitering and/or Littering. A student shall not loiter, causing a disturbance, or litter during the school day, before or after school, or during school activities.
- BB. Arson/Attempted Arson. A student shall not attempt to act or act in the burning or attempted burning of any item on school property.
- CC. Assault/Assault & Battery. A student shall not engage in any act or threatening act of physical violence or force causing, attempting to cause, or threatening to cause physical harm, including to teachers, school personnel or other students. Acts of harassment and hazing may be considered assault as well.
- DD. False Alarms/Bomb Threats. A student shall not give false alarm of fire, bomb, or other hazard, or misuse the school's fire alarm system in any manner. Any infractions may result in a Maple Heights Police report.
- EE. Fighting. A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
- FF. Hazing. A student shall not participate in hazing or other degrading or disgraceful acts.
- GG. Misuse of Vehicles on School Property. A student shall not violate the prescribed rules and regulations for use of vehicles on school property.
- HH. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia. A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, or narcotics on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
- II. Prescription or Non-prescription Drugs. A student shall not sell or distribute, buy, or possess prescriptions or non-prescription/over the counter drugs. A student must follow the procedure for use of such medication at school.
- JJ. Strong Arm/Extortion. A student shall not force another person to give him/her money or articles of value.
- KK. Vandalism. A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property.
- LL. Weapons/Look-alike Weapons and Dangerous Instruments. A student shall not bring to school, possess, handle, transmit, threaten to use, or conceal any object capable of injuring himself or others. This includes but is not limited to, fireworks, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including firearms, knives and objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.
- MM. Physical Abuse Directed Towards Staff. A student shall not cause physical injury to a school/district employee or school visitor.

- NN. Theft. A student shall not take or attempt to take the property of others without their consent.
- OO. Personal Misbehavior. A student shall not engage in any form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- PP. Repeat Offenses/Chronic Misconduct. A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. A student shall not repeatedly violate school rules nor flagrantly disregard school policies or acceptable standards of school behavior. This would include all areas of suspendable offenses where suspension was used as a remedy but had not proven successful in changing student behavior.

Any student who has repeated offenses totaling nine (9) days of out-of-school suspension, in any one school year, will have formal warning of expulsion consideration for any future suspendable school rule violation. Upon the next suspension (In- or out-of-school), in any one school year, a recommendation for expulsion due to chronic misconduct may be forwarded to the Superintendent.

## **SUSPENSION AND EXPULSION**

The Superintendent, Principal, and Assistant/Community Principal(s) of the building may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days. Suspension may extend beyond the current school year; if at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent may apply any or all of the period of suspension to the following year. The Superintendent may expel a student for a period not to exceed eighty (80) school days, unless dangerous weapons are used. The Superintendent may expel a student for one calendar year or exclude the student permanently. Expulsion is considered whenever it is determined that such conduct:

- A. Has substantially disrupted or interfered with the educational process or endangered the health or safety of the student or others or damaged property.
- B. Tends to substantially disrupt or interfere with the educational process or endanger the health or safety of the student or others. Examples of misconduct for which a student may be expelled from school, as well as suspended, are listed in the Student Code of Conduct.

During an out-of-school suspension or expulsion a student is not to be on Maple Heights Board of Education property. Student's suspended out of school will not be permitted to participate in any school related activities, including away or off-campus, until the suspension has been served in full.

## **EMERGENCY REMOVAL OF STUDENT**

In the case of "normal disciplinary procedures" in which a pupil is removed from a curricular or extracurricular activity for a period of less than 24 hours and is not subject to suspension or expulsion, the due process requirements do not apply. The required notice, hearing and right to appeal is required only when suspension or expulsion is contemplated.

If a pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises or off the premises while representing the district:

- A. The Superintendent, principal, or community principal may remove the student from curricular or extracurricular activities or from the school premises.
- B. A teacher may initiate an emergency removal of a pupil from curricular or extracurricular activities to the Principal's office. (Only the Superintendent, principal, or community principal can remove a students from school premises.)

As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.

When probable that the pupil may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

## **APPEAL PROCESS FOR ADMINISTRATIVE DECISIONS**

1. Any administrative decision affecting a student's grades, credits, promotion, graduation, or school attendance may be appealed directly to the principal within 48 hours of the action. The appeal must be in writing, stating the reason for the appeal, and signed by the student and parent or guardian.
2. An appeal of the principal's decision must be made within 24 hours of the principal's decision {within three (3) days of the Notice of Intent to Suspend} and must be made in writing to the Superintendent.
3. An appeal of the Superintendent or his designee's decision may be made to the Board of Education, or its designee as follows.
  - a. **SUSPENSIONS.** An appeal to the Board of Education, or its designee, must be made in writing and submitted to the Treasurer's office within three (3) days of the Superintendent or designee affirming the suspension.
  - b. **EXPULSIONS.** An appeal to the Board of Education or its designee must be made in writing to the Treasurer's Office within fourteen (14) days of receiving the Superintendent's Expulsion Notice. Parents/Guardians/Students may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session, if so requested.

## **APPEAL TO THE COURT**

Under Ohio Law, the decision of the Board of Education or its designee may be made to the Court of Common Pleas.

## **EXPLANATION OF CONSEQUENCES**

**IN-SCHOOL SUSPENSION (ISS).** Students may be placed in ISS for violations of the Student Code of Conduct in accordance with the Maple Heights Board of Education's policies.

1. The day of the student's ISS, he/she should report by 7:40 a.m. The student must have his/her list of assignments and all books and materials needed for the day. Students who are tardy or who do not report to the In-School Learning Alternative Room on the assigned date(s) may receive an additional time (for each date) in ISS.
2. The student will turn in completed assignments to the ISS teacher at the end of the day.
3. The student will follow all of the rules posted in the ISS room, and as prescribed by the staff member in charge. Any student who violates ISS rules is subject to additional consequences including Out-of-School suspension.

**OUT-OF-SCHOOL SUSPENSION.** Students may be given an Out-of-School Suspension for violation of the Student Code of Conduct in accordance with the Maple Heights Board of Education's policies. During an Out-of-School Suspension, students **MAY NOT** attend or participate in any school activity. Students **MAY NOT** be on any Board of Education property. Students must remain in their homes from 7:45 a.m. until 2:55 p.m.

***During an Out-of-School Suspension students are considered excused. The student WILL be permitted to receive credit for any work he/she missed and completed during the period. Students who violate Out-of-School Suspension rules are subject to further consequences.***

**EXPULSION.** Student may be recommended for expulsion per the guidelines set forth by the Maple Heights Board of Education policies.

**An expelled student MAY NOT attend or participate in any school activity, including away or off-campus activities. Students MAY NOT be on any Board of Education property.**

A student expelled during the first semester may still pass any year long courses by passing both grading periods in the second semester and also earning enough points to pass based on the year long scale. A student expelled during the third or fourth grading period will be withdrawn from his/her year and second semester courses, and will receive an "F" grade for all year and second semester courses. **Any credit earned during the first semester will count toward the students total accumulated credits needed for graduation.**

# GENERAL INFORMATION

## **ABSENCES**

Regular and punctual attendance is necessary for good work. It is also an indication of a student's sense of responsibility and the ability of students to discipline themselves to be on time.

1. When a high school student is absent:
  - a. The student's parent(s)/guardian(s) is to call the student's Community Office.
- OR-
- b. Upon a student's return to school, the student is to bring a note of absence excuse to the community office. **If a note is not received within three (3) school days of the student's return to school, the absence is considered unexcused.**
2. High school students who are tardy to school must report to the welcome or tardy desk.
3. If a student must be released from school for any reason, a written request or phone call by the parent(s)/guardian(s) must be presented to the community office before the absence occurs. A daytime phone number must be included. Students excused for two or more blocks will be marked absent for one-half day. Parents are required to show proper identification when picking up students.
4. Students who become ill while at school are to request a pass from the class teacher and report to the clinic.
5. Students must be present at least one-half day in the afternoon to participate in any after school extra-curricular activities on that date unless the absence has been approved by the principal prior to the event.
6. Upon arrival to the school building, students may not leave for any reason, unless they have received an exit pass.
7. Seniors are permitted three (3) college visits during their senior year. Juniors are permitted one (1) visit during the second semester. College visits are considered excused absences as long as the student complies with the attendance policy as outlined in this handbook.
8. Students with unexcused absences may not be given the opportunity to receive credit for school work missed.

### ***Unexcused absences include, but are not limited to:***

- truancy from school;
  - failure to bring absence notes to school within three school days; and/or
  - failure to have medical appointments documented.
9. Upon the first day of a student's absence and if the parent(s), guardian(s), or custodial parent(s) have not contacted the community office, the school may upon its discretion, investigate the cause of the absence.
  10. Students assigned to in-school suspensions are expected to complete and hand in all work assigned on a daily basis; however, this effort to make up work is totally the responsibility of the student.

**CLASS ABSENCES: UNEXCUSED.** An unexcused absence to an individual class is defined as:

- Individual class cuts

If a student has an unexcused absence from a specific class, he/she may not be permitted to make up the work for credit.

**EXCUSES ACCEPTABLE FOR SCHOOL ABSENCES.** Ohio State Law requires that the following list include the only acceptable and legal excuses for school absences. Altered doctor's notes are unacceptable.

**PERSONAL ILLNESS.** The Principal may require the certificate of a physician if he/she deems it is advisable.

**ILLNESS IN THE FAMILY.** The absence under this condition shall not apply to the student under fourteen years of age.

**QUARANTINE OF THE HOME.** The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

**DEATH OF A RELATIVE.** The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.

**MEDICAL APPOINTMENTS.** Must be verified by a doctor's note or appointment card.

**SCHOOL ACTIVITIES.** Field trips, athletic events, or other school related activities.

**OBSERVATION OF RELIGIOUS HOLIDAYS.** Any child of any religious faith shall be excused if his or her absence was for the purpose of observing a religious holiday consistent with his or her creed or belief.

**EMERGENCY SET OF CIRCUMSTANCES.** To be approved by the principal.

**MAKE UP WORK FROM EXCUSED ABSENCES.** Obtaining make up work is each student's responsibility. Students are to be given one day to make up work for every day of school missed. This may be extended upon arrangement and agreement with the classroom teacher. If the student fails to make up school work within the proper time period, the student will receive no credit for the assignments and tests that were missed. If a student receives an "INCOMPLETE" on the report card, the student will have two weeks to complete the missing assignments. If the assignments are not made up within the two week period, the student will receive an "F" grade for the missing assignments, or possibly for the grading period.

## **ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information of the day and specific instructions are announced over the P.A. system each morning. Students responsible for putting announcements on the P.A. must have their notices approved by the advisor and handed into the main office the day preceding the expected announcement day.

## **ANTI-HAZING - BOARD POLICY FCJ - HAZING & BULLYING** ***(Harassment, Intimidation and Dating Violence)***

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both 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. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities

immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

### **ARRIVALS / DEPARTURES**

The building officially opens for operation at 7:30 a.m. Any students arriving prior to 7:30 a.m. are only permitted in the cafeteria. The cafeteria entrance is the only entrance to be used. Students are expected to leave school promptly, at the end of the day, unless they are staying for a supervised activity. After 3:30 p.m., only students who are at a supervised activity are permitted in the building.

### **ASSEMBLIES**

Attendance is required at all assemblies by all students unless other arrangements are announced. All students will sit in the area assigned by their classroom teachers. ***The following assembly rules apply:***

1. Walk quietly to and from assemblies.
2. All students are to be quiet when directed.
3. Heckling, whistling, or ridicule is prohibited.
4. Keep your feet on the floor, hands to yourself, and no turning around or bothering the person in front or in back of you.

### **ATHLETIC ELIGIBILITY**

Student athletes, cheerleaders, majorettes, and Flag Corps qualifications for Maple Heights High School are approved by the Board of Education and are in conjunction with the Ohio High School Athletic Association. To be eligible for participation in sports a student must meet the following standards:

1. A student athlete must be currently enrolled in a member school and have received passing grades in a minimum of **five one credit courses, or the equivalent**, in the immediately preceding grading period.
2. A student athlete must maintain a 1.0 GPA from the immediately preceding grading period.

### **AUTOMOBILES: REGULATIONS & PROCEDURES**

Student parking space is limited, the Security Director will assign students parking during the first two weeks of the school year. The assignment of student parking is done in the following priority:

1. Physically-challenged students;
2. Seniors in a school sponsored work/study program requiring early dismissal from school;
3. Juniors in a school sponsored work/study program requiring early dismissal from school; and
4. Seniors with a documented need for transportation to school by car.
5. Students in good academic standing
6. Students with good attendance
7. Suspensions may result in the revocation of your parking permit.

Students are not permitted to go to their cars for any reason during the school day without the permission of an administrator. All cars parked on school lot must display the proper parking tag or the car may be towed away at the owner's expense. If a student needs to drive to school on one particular day and does not have a parking decal, arrangements must be made with the community principal at least one day in advance of the day a parking space is needed. All school parking spaces are reserved and assigned. ***Proof that each student driver is fully insured must accompany any application for a student parking permit. All vehicles displaying a student parking permit are subject to random search.***

## **BULLETIN BOARDS**

Special notices are posted on the bulletin boards outside of the Main Office, in the Media Center, or posted in the school as poster signs. All signs and posters must be approved by the school administration and that approval must be marked on that sign or poster before it can be displayed in the school. Nothing is to be attached to painted wall surfaces.

## **CAFETERIA RULES**

The school cafeteria offers a service to the student by providing a nutritious meal at a reasonable price. Students are expected to exhibit good and proper manners during lunch periods in the cafeteria. Students who fail to follow cafeteria rules are subject to disciplinary action.

1. Students must clean their tables and the area around their chairs before leaving. All students seated at a table are responsible for cleaning that table.
2. Students must be seated during lunch unless in a lunch line. All students must be seated during the last four minutes of the lunch period.
3. Throwing of anything in the cafeteria is strictly prohibited.
4. No food or drink is to be consumed outside the cafeteria without administrative approval.

The first floor lavatories in the auditorium lobby are the only lavatories to be used during the lunch periods. Students are to remain in the cafeteria area during lunch and are not permitted anywhere in the building unless given permission by the staff or administration.

## **CLASS ATTENDANCE**

A four minute change of class periods is set in the daily schedule. Students are expected to get from one room to another in the time allowed. Students are required to attend all scheduled classes and lunch.

## **CLINIC**

The Clinic is located in the Teacher's work room. Any student going to the Clinic must have a pass from the teacher whose class the student will miss. The student will not stay in the Clinic, but will be sent home or back to class according to the wishes of the parent. If sent home, the student must get an exit pass from a community office. Failure to follow clinic procedures will result in the student being considered unexcused for any classes missed.

If it becomes necessary for a student to take any form of medication at school, **A SIGNED NOTE FROM A PARENT AND PHYSICIAN MUST BE PRESENTED TO THE NURSE.** All medication will be kept in and dispensed through the main office or clinic.

The rules and regulations for the clinic are posted at the clinic by the nurse. This includes procedures for accidents, illness, medications and the nurse's hours. ***It is mandatory that each student have a current emergency medical form on file.***

## **CLOSED CAMPUS**

Students are expected to remain on campus from the time they arrive at school until the close of their academic day. Students are not permitted to use outside entrances to the Athletic Complex during the school day and should enter the AC through the tunnels. Students who are going to the TECH building should exit through Exit H that leads directly to that area. No food may be brought in from outside sources without prior approval for the activity. Students who leave the building will not be allowed to return without a parent/guardian.

## **COLLEGE REPRESENTATIVES**

Upperclassmen will be notified of the schedule of college/technical school and military representatives visiting the Guidance area during the school year and may schedule time to visit with representatives through the Community Office. Students will not be permitted to attend an information session without teacher(s) approval.

## **CAREER TECHNICAL PROGRAM VISITATION**

Students and their parents are encouraged to visit post-secondary educational opportunities they are interested in pursuing after graduation, or to participate in programs that will enhance their career awareness and exploration. For the most part, students are encouraged to visit schools during the summer between their junior and senior years so that they can be ready to file formal applications in the fall of their senior year, or during special weekend visitation programs designed to acquaint the prospective student with the school. Beginning the second semester of a student's junior year and prior to March 30th of their senior year, a student will be permitted three (3) visitation days to participate in career exploration opportunities and/or college/technical school visits. **These days will be excused only when a student submits a college/career visitation request form to his or her school counselor five (5) days prior to the planned visitation and submits to their community office verification of the visit on the letterhead stationery of the college or career program they visited.** A student failing to do so will be considered **TRUANT FROM SCHOOL** and will be subject to disciplinary consequences. After March 30th, college visitations will be approved only for the purpose of completing fall registration at the college the student is attending. A College/Career Visitation form must be completed.

## **COMMUNICATION DEVICES & PERSONAL ELECTRONIC EQUIPMENT**

While Maple Heights High School recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular hours of school operation can pose a serious disruption to the educational process. Therefore, items such as MP3, I-Pods, PSP's, cell phones and electronic games are not to be allowed to be in the possession of any student during the regular hours of school. Cell phones should be secured from sight and only used with authorization from staff. Please note electronic devices may be subject to search and seizure for violation of school rules.

## **CONFERENCE DAYS**

The high school will be holding two parent/teacher conferences. The conference dates are Thursday, October 27, 2010 (4:00 - 8:00 p.m.) and Thursday, March 8, 2011 (4:00 - 7:45 p.m.)

## **DANCES**

During the course of the school year, various organizations will sponsor school dances for the enjoyment of the student body. Maple Heights High School Code of Conduct will be enforced at these dances and at all other events. The following rules will be in effect:

1. Only Maple Heights High School students will be admitted to dances. However, one guest per student will be allowed at the Homecoming, Winterfest and Senior Prom dances. Guests will be required to complete a school verification form.

## **DIFFERENTIATED REFERRAL SYSTEM**

The individuals with Disabilities Education Act mandates that every school district in the country develop a system to identify children with disabilities, birth through age 21, who live in their district. The law requires each district to conduct a "vigorous" search for children with disabilities. The rules adopted by the Ohio Board of Education, direct that, in addition to a three year intensive search, school districts must conduct an annual in-school effort to identify and provide services to children with disabilities.

Every year in September, the district continues its efforts to identify in school children with disabilities. Since 1984, and every third year thereafter, the Maple Heights City Schools has conducted and will continue to conduct an intensive awareness campaign throughout the community to locate, identify, and evaluate children with disabilities under the age of 22. Any child you suspect as having a disability should be referred to the child's building principal who will provide additional information about the differentiated referral system.

Few legislative mandates of the federal government have such far-reaching implications for local school districts. The district is committed to working with the community in providing services that meet the individual needs of each child. We request your cooperation and assistance in meeting this challenge.

***What is a differentiated referral system?***

The differentiated referral system is a process for determining or differentiating the type, extensiveness, and priority of services of interventions necessary to address identified concerns.

***For whom should assistance be requested?***

Any child having difficulties which may require a team approach to address.

***Who may request assistance?***

Anyone who has direct knowledge of the child.

How is a request made?

1. The process is initiated at the building level. Contact the school office to set up a meeting to discuss your concerns.
- OR -
2. If the child is not enrolled in the district schools, contact Special Pupil Services at 587-3200 ext. 1022.

***What happens next?***

1. A meeting of qualified professionals and the parent(s) the Intervention Assistance Team (IAT) or an equivalent grade-level team, will be scheduled. The purpose of the meeting is to problem solve and develop an intervention plan. The intervention plan is designed to assist the student in the primary area(s) of need such as academic, emotional/behavioral, social, and/or self-help skills. Activities incorporated into the intervention plan may include the following:
  - Collection of additional information
  - Consultation
  - Intervention
  - Counseling
  - Referral to other sources
  - Determine if there is a suspected disability
  - Professional development suspected disability
  - Assessment (e.g., curriculum-based, screening, or other appropriated measure to determine intervention)
  - Observation
  - Interviews
2. The team continues to review the plan and make changes as necessary (e.g. evaluate progress made, determine needed modifications to the plan, add or subtract goals and interventions, etc.)
3. After reviewing the plan, if the team determines there is a suspected disability, parent permission is sought to complete a multifactor evaluation.

***Note:*** *In the event that the student has a disability, the Individualized Educational Program (IEP) meeting shall be held not more than 90 calendar days after parental consent for multifactor evaluation has been received or within 120 calendar days after the date that a student is referred as a child with a suspected disability, unless a longer time span is mutually agreed upon in writing by the parent and the school district.*

**DISTRICT WEBSITE**

The primary purpose of the district web site is to provide a medium for increased communication, more accessible information, and for interaction that aids the district's vision and mission. Any student publications shall be consistent with the mission, goals, policies, programs, and activities of the District. All publications shall meet established District requirements related to student print publications and in accordance with state and federal law related to student expression. No publication on the website shall occur unless approved by the Superintendent or his/her designee. Any student who fails to receive prior approval as set in this policy shall be subject to discipline up to and including referral for expulsion.

***www.MapleSchools.com***

## **DRESS CODE**

These specific rules were developed to assist students and/or parent(s), guardian(s) or custodial parent(s) in their primary responsibility of setting standards which are appropriate for school. **Students who violate the dress code will be asked to change or a parent/guardian will be called to bring appropriate clothes to the school.** Students who are unwilling to comply with the aforementioned statement will be retained at school in in-school suspension.

1. **Immodest, and/or Indecent Dress.** Immodest, and/or indecent dress will not be permitted. When students' dress is judged to be inappropriate, the school will call the parents to discuss the nature of the problem and how it may be solved. It may be necessary to temporarily remove a student from class until the situation is resolved. Clothing must not allow under garments to be exposed. Bare midriffs, halter tops, tank tops/beaters, spaghetti straps, cut-out garments (e.g., jeans and tops), split skirts and/or extremely short skirts are not to be worn. Sheer blouses, dresses or shirts are not to be worn unless a proper undergarment is worn. Hair curlers, combs and picks are not to be worn. Shorts and skirts must be at least mid-thigh. Extremely tight fitting garments are not to be worn. Mid-thigh shirts or sweaters, shorts, or skirts must be worn over leggings/tights. Trousers/shorts must be accompanied by a belt and may not be worn low on the hips (sagging). Pajama tops or bottoms are not to be worn.
2. **Health and Safety.** No style of clothing or hair will be permitted which may present a danger to the health or safety of the individual or to those with whom he/she associates. No item of clothing will be permitted which might damage school property. The hands, hair, face, and body must be clean and neat. Clothes and shoes must be clean and in good repair. Stocking feet, slippers or bare feet are not permitted. Clothing and grooming may be more strictly regulated for health or safety reasons, such as: when working on machinery; in a laboratory; preparing food in a class or lunchroom; or when taking part in certain sports.
3. **Prevention of Disruption to Learning Environment.** In addition to the preservation of common decency and health and safety, the school must also maintain a suitable learning environment. For this reason, extremely distracting types of dress or hair styles, which may disrupt the educational process, will be prohibited. Head coverings, including but not limited to, baseball caps, skull caps, scarves, bandanas, shower caps, head bands, are not to be worn.  
Students have the right to wear buttons, patches, insignias, pins, armbands, etc., as long as they are not defamatory or obscene, or hold any other persons or groups up for ridicule. Decorations must not defame the flag. No garment or patch or insignia is to be worn that has any reference to sex, drugs, alcohol, tobacco, or gang involvement. Sunglasses are inappropriate for school. Cell-phones, headphones, or other electronic devices are not permitted. The school/district will not be responsible for damaged, lost, or stolen electronic devices.
4. **Coats and Jackets.** Coats, jackets and outerwear are not to be worn in the classroom, or the cafeteria unless room temperatures warrant extra apparel. The principal will determine if outerwear is appropriate for the temperature of the classroom.
5. **Possession and/or use of electronic communicative devices.** Possession and/or use of electronic communicative devices is a suspendable offense (Refer to "Misconduct", Section L) and are not to be worn in use or not in use.

## **EIGHTEEN YEAR OLD STUDENT**

A student reaching 18 years of age or older, is considered to be an adult who has chosen to attend Maple Heights High School. Consequently, he or she is likewise subject to all the rules and regulations applicable to other students. Therefore, if a student is 18 years old or older and resides with his parents, adult relatives or friends, it is still mandatory that the above adult parent, relative or friend be contacted in order for the student to be released for early dismissal, illness, etc. Also, absent notes are required from the parents or adult relatives or friends with whom the student is residing. The only exception to the above is when the student has been granted independent status. Registration with and approval by the Maple Heights City School's enrollment officer must occur before any student 18 years of age or older can obtain independent status.

## **EMERGENCY MEDICAL FORM**

Every student attending Maple Heights Schools must have an emergency medical form on file before enrollment for the school year is considered to be complete. This form must be resubmitted to the school annually.

## **FEES**

Board Policy ECA prohibits payment by personal check. All fees must be paid by one of the following methods: •United States Currency •Money Order •Cashiers Check •Certified Bank Check

**GENERAL FEE** .....\$20.00

### **ART**

Fine Arts 1, 2 .....\$15.00

Fine Arts 3, 4 .....\$17.00

### **BAND**

Uniform Cleaning (Paid to Band Parents) ..... \$18.00

Choir Robe Cleaning .....\$10.00

Uniform Usage (one-time, in-coming students only) .....\$10.00

Shirt (one-time, in-coming students only) ..... \$5.50

Uniform Maintenance .....\$15.00

### **SCIENCE**

Anatomy and Physiology .....\$17.50

Biology .....\$17.50

Chemistry.....\$17.50

Earth Space Science .....\$5.00

Physical Science .....\$5.00

Physics.....\$17.50

### **SUPPLIES**

Agenda (replacement).....\$5.00

Apron .....\$2.75

Glasses.....\$2.50

Graphing Calculator (if lost) .....\$90.00

Lock (if lost).....\$5.00

French or Spanish Dictionary .....5.00

### **BUSINESS**

\*Business Technology I and II.....\$90.00

\*Administrative Office Technology.....\$90.00

C.B.I.....\$10.00

\*Marketing II .....\$20.00

BPA Dues.....\$30.00

DECA Dues.....\$30.00

*\*C.B.E, Business Technology I and II have B.P.A dues      \*Marketing I and II have DECA dues*

### **FAMILY & CONSUMER SCIENCES**

Career Search I and II.....\$10.00

Healthy and Safe Foods .....\$25.00

Financial Management I and II.....\$20.00

Manage Personal Transitions.....\$10.00

Healthy Living.....\$25.00

### **TEACHER ACADEMY**

Class Fee plus.....\$30.00

OFEA and PDK membership dues.....\$20.00

### **TRADE & TECHNOLOGY**

Automotive Technology I and II.....\$40.00

Cosmetology I.....\$335.00

Cosmetology II.....\$20.00

Property and Building Maintenance I and II.....\$30.00

Youth Club Dues.....\$15.00

### **FIELD TRIPS**

Various outside school activities are planned to support classroom education. All field trips require parental/guardian permission in writing as well as an updated emergency medical form on file. Often these trips require additional expense and lunches to be provided by the student.

The administration may prohibit any student from attending any field trip for appropriate reasons.

### **FINAL EXAMS**

Final exams will be administered in all classes the last two days of each semester. Exam schedules and procedures will be issued to all students well in advance. All students must take final exams. **PLEASE NOTE:** Students not taking any exams due to an unexcused absence may fail the exam.

### **FIRE & SEVERE WEATHER DRILLS**

Fire and severe weather drills are performed periodically as a safety precaution. Each student is expected to follow safety instructions as directed by the teacher in charge. Failure to comply with instructions during a drill may result in disciplinary action. During fire drills, students are to quietly leave the room and proceed to the appropriate exit as posted over each classroom door. Students are not to block driveways or doorways as they move from the building onto the school sidewalks. During severe weather alerts or drills, each student will quietly leave the room and sit in the assigned hallway as directed by the teacher in charge. If directed, the student will face the wall while sitting and covering the back of the neck and spine with their hands for protection from possible injury.

### **FOOD & BEVERAGE POLICY**

All food and drink is to be consumed in the cafeteria only.

1. Food and drink are not to be removed from the cafeteria for consumption in the halls or during a regular class period.
2. The only exception is for special projects and activities that have been scheduled by the instructor and approved by the administration.

### **GANGS & GANG ACTIVITY**

It is the philosophy of the Maple Heights City Schools that all schools in the system are declared “gang free zones” or “gang neutral.” Accordingly, students involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined, suspended, and/or excluded.

1. **DEFINITION.** A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and when their behavior, either individually or collectively is disruptive, anti-social, or criminal.
2. **GRAFFITI.** Creation and/or application of graffiti to any school owned structure or property is strictly prohibited. Students who are found to be responsible for the application of graffiti to school property will be subject to the Student Code of Conduct as well as full payment of any cost related to removing said graffiti.
3. **LITERATURE/HAND SIGNALS.** Students are prohibited from engaging in the distribution, possession, or circulation of gang related literature, alphabets, codes, etc., including on personal property. Similarly prohibited is student use of hand signals that have been determined as gang related, as a means of communication.

### **GRADING SCALE (GPA)**

A student’s GPA will be determined by giving each grade earned a point value: A=4.0, B=3.0, C=2.0, D=1.0, F=0.0. Add one (1) point value to junior and senior weighted course (honors/advanced placement) grades. **NOTE: Freshman and sophomore honors/advanced placement courses are not weighted.** Each semester or year long course grading period point value should be doubled, i.e., A=4 pts. x 2=8 pts., but exam grades are not doubled. The point values will be totaled and divided by five for a semester grade and ten for a full year course (half block/skinny). Use the scale below to determine the GPA.

## **EXAMPLES:**

### **Semester Class**

<u>1</u>	<u>2</u>	<u>Semester Exam</u>	<u>Semester Average</u>
D(2)	D(2)	D(1)	5/5=1.0=D
F(0)	C(4)	D(1)	5/5=1.0=D

### **Year Long Course**

<u>1</u>	<u>2</u>	<u>Sem Exam</u>	<u>3</u>	<u>4 Final Exam</u>	<u>Sem Average</u>
D(2)	D(2)	D(1)	F(0)	D(2)	D(1) 8/10=.80=D
B(6)	C(4)	C(2)	B(6)	B(3)	B(3) 27/10=2.7=B

In order for a student to receive credit for a year long course, a student must pass at least two marking periods one of which must be during the second semester. Exam grades do not count as a marking period grade.

The following courses will be weighted:

English 2 Honors	Chemistry Honors	World History Honors	French 4 Honors
English 3 Honors	Physics	US Government AP	Spanish 4 Honors
English 4 Composition AP	Precalculus	Comparative Political Systems AP	
English 4 Literature AP	Calculus AP		

*\*Class of 2014 and beyond will only receive weighted credit for AP courses.*

The grading key will also include ME for Medical Excuse and WD or Withdrawn.

**GRADES (CALCULATING SEMESTER/FINAL GRADES).** For each of the following grading scales (semester or year long classes grading period grades should be doubled (i.e. A=4 pts. X 2 = 8 pts.), but exam grades are not doubled (i.e. A=4 pts.) In order for a student to receive credit for a year long course, a student must pass at least two marking periods of which one must be during the second semester. Exam grades don't count as a marking period grade. **All students must take a final exam in every course.**

### CALCULATING SEMESTER AVERAGES:

Locate the total on the following scale

A 20 - 18	B 17 - 13	C 12 - 8	D 7 - 3	F 2 - 0
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*(\*A total of 14, 10, 6 or 2 on this scale will require the teacher to determine the semester average by totaling all points for the semester and converting to a percentage grade.)*

### CALCULATING FOR YEAR LONG CLASSES:

Locate the total on the following scale

A 40 - 35	B 34 - 25	C 24 - 15	D 14 - 5	F 4 - 0
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*(\*A total of 35, 25, 15 or 5 on this scale will require the teacher to determine the year long average by totaling all points for the year and converting to a percentage grade.)*

## **GRADUATION REQUIREMENTS**

Twenty-one (21) units of credit are required for graduation from Maple Heights High School. These units include two majors of three or more units each and two minors of two units each in separate fields. These units of credit are earned through courses taken in grades nine through twelve. **Additionally, students must pass all required parts of the Ohio Graduation Tests, complete Senior Service Learning requirements/project, and complete a Career Passport.**

A full unit of credit is earned for a year course (exceptions: Yearbook carries .50 unit) and half unit of credit is earned for a semester course (exception: Physical Education carries .25 unit).

Vocational courses grant 2-4 credits per year depending on specific area. Credit is not granted for completing the first semester of a year course; the entire course must be completed for the unit(s) of credit to be granted.

High School Band may be elected up to 4 times, but no more than 2 credits will be counted toward credits required for graduation. Newspaper/Journalism may be elected up to 3 times, but only 1 credit will be counted toward credits required for graduation. For the student enrolled in vocational blocks, the requirement is .50 unit of Physical Education.

***See course selection guide for additional information.***

**CLASS STANDING.** Class standing is based on credits earned.

MINIMUMS	
GRADE LEVEL	CREDITS EARNED
10th grade	5.25
11th grade	10.50
12th grade	15.75
Graduation	21.00

### **SUGGESTED COURSE OF STUDY**

#### **MANDATORY PREPARATORY PROGRAM**

English	4.00 Credits	
Mathematics	3.00 Credits	
Science	3.00 Credits	
Social Studies	4.00 Credits	
Health and PE	1.00 Credit	(.5 credits in health and .5 in PE)
Fine Arts	1.00 Credit	
Elective Credits	<u>5.00 Credits</u>	
TOTAL	21.00 Credits	

#### **COLLEGE PREPARATORY PROGRAM**

English	4.00 Credits	
Mathematics	4.00 Credits	
Science	4.00 Credits	
Social Studies	4.00 Credits	
Foreign Language	3.00 Credits	(Must be 3 credits in the same language or 2 credits in each of 2 languages)
Fine Art	1.00 Credit	
Health and PE	1.00 Credit	(.5 credits of health and .5 in PE)
Electives	<u>0.00 Credit</u>	
TOTAL	21.00 Credits	(23 Credits are recommended)

#### **HONORS PREPARATORY PROGRAM**

English (H)	4.0 Credits	
Mathematics (H)	4.0 Credits	
Science (H)	4.0 Credits	
Social Studies (H)	4.0 Credits	
Foreign Language	3.0 Credits	(Must be 3 credits in the same language or 2 credits in each of 2 languages)
Health and PE	1.0 Credit	(.5 credits in health and .5 in PE)
Fine Arts	1.0 Credit	
Electives	_ Suggested Electives in honors programs are advised	
TOTAL	21-25.00 Credits	(21 are required)

### **GUIDANCE COUNSELORS**

The high school guidance counselors are available to counsel with students about personal or academic problems, careers, college or armed service opportunities, the vocational school, scheduling, etc. If a student wishes to see a counselor, it is suggested that he or she make an appointment through the community secretary. If a student has a problem that requires immediate help, the student may visit the counselor only after obtaining a pass from the teacher whose class the student will be missing during the time of the visit. Students are not to miss class time to see the counselor unless specifically called from class by the counselor.

### **GUEST / SUBSTITUTE TEACHERS**

Our school employs substitute teachers whenever regular classroom teacher are not available. A substitute teacher is an important visitor whose impressions of our school will be carried into other communities, as well as our own. Each student must make certain that these impressions are good ones by being as polite, helpful, and considerate as the student would be to the regular classroom teacher.

## **HALL REGULATIONS**

Students in the halls during the regular class time must have a hall pass from the classroom teacher. Students without a pass may be assigned to in-school suspension, before- or after-school detention, and/or other consequences. Students must not loiter in the halls. Loud noises, littering, and public demonstrations of affection will not be allowed in the halls at any time.

## **HOMEWORK POLICY**

Homework assignments will vary to reflect the different purposes they serve. The timely completion of homework is an important means of extending or reinforcing the concepts and ideas taught in the classroom. Homework helps students to develop independent thinking skills. Homework can be issued by teachers Monday through Friday. Each teacher will set forth homework requirements for their courses in his/her classroom grading policy. Assignments requiring significantly more time such as research papers or projects will be scheduled in advance, taking into consideration the amount of time required to complete the assignments and that weekends may be used to complete such work.

## **HONOR AND MERIT ROLL**

**HONOR ROLL** is achieved by earning a grade point average between 3.50 and 4.0. This includes all subjects taken.

**MERIT ROLL** is achieved by earning a grade point average between 3.00 and 3.49. This includes all subjects taken.

## **INCOMPLETE GRADES**

A teacher may issue an incomplete grade only with the Principal's approval. The only reason for an "INCOMPLETE" grade is for failure to complete the course or class requirements due to excused absence. Failure to complete these requirements within two weeks will cause the incomplete grade to be changed to an 'F' for the course. If such an incomplete does occur and turns into an 'F' grade, the teacher will place a note in the student's file indicating the reason for the grade. The 'F' grade due to incomplete can only be issued after being approved by the principal.

## **INTERIM REPORTS**

Interim reports provide an opportunity for parents/guardians to review the academic progress of their child. Any questions or concerns should first be directed to the teacher or guidance counselor. Interim reports will be mailed home quarterly.

## **LOCKERS**

Each student will be assigned a locker by his or her Advisory teacher. School lockers are School Board property loaned to students for their convenience. The Board of Education extends the use of lockers to students only for legitimate purposes such as storage of books, coats, lunches, study materials and the like. The school maintains no responsibility for lost or stolen property. An administrator may search any locker without prior warning, without your knowledge, presence or permission, in seeking contraband. These searches may occur on a regular or a random basis for the purpose of assuring that the school is a safe place to work and study. **Students are responsible for any items stored or found in their assigned locker. Students cannot share lockers, locker combinations, or store property in anyone else's locker.** A combination lock will be provided by the Maple Heights School District for your use. The lock must remain on the student's locker at all times and not be used for any other purpose. The loss of the lock will result in a \$5.00 charge.

## **LOST & FOUND**

Lost items may be located in the main office, a community office, or cafeteria. Books may be given to subject teacher(s).

## **MAKEUP WORK**

Following an absence students must contact his/her teachers and arrange a mutually satisfactory time for makeup work.

## **MEDIA CENTER**

The rules and regulations of the Media Center are posted in the Media Center and copies are available from the media specialist. A student entering the Media Center for any reason will be required to have a hall pass written by a staff member.

## **MESSAGES & GIFTS**

Only **EMERGENCY** messages will be delivered. An emergency is an accident, illness or serious family problem. If information about transportation, doctor appointments, house keys, etc. is not available before your child leaves for school, please instruct them to check with you during the day for an update.

We cannot accept deliveries for students. Items such as flowers, balloons, stuffed animals, etc. should be sent to the student's house, not the school. The Main Office staff will not sign for or accept these items. If such items are brought to school they will be confiscated and kept in the main office or students' community office until dismissal. Forgotten items delivered by parents will be kept at the welcome desk, main office, or in the student's community office until the student picks them up.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization which honors those students who are outstanding in scholarship, service, leadership, and character. All juniors and seniors who have a 3.3 grade point average, and are involved in at least three school and/or community activities, are eligible for consideration as a candidate for National Honor Society. The final selection is made by a faculty board of review after all the faculty have had the opportunity to provide input into the student's qualifications.

## **OHIO GRADUATION TEST**

All students in the State of Ohio must pass all parts of the Ohio Graduation Test (OGT) and meet district graduation requirements to receive a High School Diploma. Seniors passing all but one part of the Ohio Graduation Tests will still be permitted to participate in graduation provided all other graduation requirements as set forth by Board of Education policy. The student will not be presented a diploma until all parts of the OGT are passed.

## **PARENT CONFERENCES**

Parents/Guardians who wish to discuss the progress of their children with teachers are encouraged to do so. Please call the teacher to arrange a meeting. Appointments should be scheduled during teacher planning time, after school, or before school.

## **PRACTICE ROOMS**

Practice rooms are available and open only to students enrolled in music classes at Maple Heights High School. The rooms may be open for music practice whenever the music director is in the building and considers it necessary for the rooms to be open. There will be no food, beverage, or horseplay in the practice rooms.

## **PROCEDURES FOR COURSE CHANGES**

Students will not be permitted to change a course or class after schedules are finalized, unless one of the following apply:

1. A change is needed due to a summer school class that was taken.
2. A student is in a class that the student, parent, teacher and administrator have agreed upon the change.

## **SCHOOL AND CHARTER BUS RULES**

Keep hands and head inside of the bus at all times. Loud talking, noises, boisterous conduct, and smoking are not permitted on the buses. Nothing is to be thrown outside the windows or on the bus and the aisles are to be kept clear at all times. Bus riders are not permitted to leave their seats while the bus is in motion. "Horseplay" is not permitted on or around the school bus. Damage to seats or equipment must be paid for by the offender. In the case of a breakdown, students are to remain on the bus unless instructed by the driver to do otherwise. All rules of the school and of the Maple Heights Board of Education are in effect on school buses and field trips at all times.

## **SCHOOL CLOSING**

When school is closed due to weather conditions or some other emergency situation, it will be announced over Cleveland area radio and TV stations (channels 3,5,8,19,43), as well as posted on the school district's website (MapleSchools.com). In addition, student households will receive a phone call from the district's automated calling system indicating that school is closed. ***Please do not call the school.***

## **SUMMER SCHOOL CREDIT**

If a student would like to take classes not previously attempted or for previously attempted course they may take classes through our computer program or other locations of their choice. Parent/Guardians are responsible for any costs. The course(s) must coincide with our course(s).

## **STUDENT ACTIVITIES**

Academic Decathlon	Drama Club	Special Olympics
Art Club	Flag Corps	Student Council
Baseball	Football	Swimming
Basketball	International/Foreign Language Club	Track
Cheerleading	Marching Band	Yearbook
Choir	National Honor Society	Youth Clubs
Cross Country	Newspaper	Volleyball
Diving	Softball	Wrestling

## **STUDENT COUNCIL**

Student Council is open to any student with a 2.0 grade point average. Elections will be held in the spring of each year by the use of the petition method of selecting candidates. The goal of Student Council is to help the school operate smoothly and to sponsor activities that promote school spirit or provide recreation for the student body.

## **STUDENT IDENTIFICATION CARDS**

Every student at Maple Heights High School will be issued an ID card.

## **TARDY POLICY**

- Students who are tardy to school or class will receive a 30-minute detention that MUST be served either that afternoon (3:00-3:30 p.m.) or the following morning (7:00-7:30 a.m.).
- Any student who chooses not to attend the assigned detention will receive an Out-of-School Suspension the following day for failure to serve a school discipline. (Section D – Maple Heights Student Code of Conduct)
- Parents will be informed via the community office of the student's tardiness to class, the opportunity to serve detention, and the consequence for failing to do so.
- Upon receiving a 2<sup>nd</sup> tardy in the same day, the student may be assigned to ISS for the remainder of the school day and will also be required to serve a detention. Students who are repeatedly tardy to school or class may also be put on a Return with Parent Notice.
- Students who don't attend detention but come to school the following day will not be permitted to enter the building.

Per the Maple Heights Code of Conduct, the following reasons will excuse a student's tardiness to school:

1. Illness or hospitalization
2. Court appearance
3. Funeral attendance
4. Religious reasons

When a Maple Heights High School student is tardy:

- The student's parent(s)/guardian(s) is to call the Community Office and provide one of the four reasons above why the student's tardy should be excused. **-OR-**
- Upon a student's arrival to school, the student is to take a note of tardy excuse to the community office. Please note that any note of tardy excuse must be for reasons 1-4 stated above.
- Students arriving to school after 11:00 am without a call or note from the student's parent or guardian will not be permitted in the building. All notes or calls must state one of the four above excuses.

## **TEXTBOOKS & BOOKS**

When given a textbook or when using books from the Media Center, the student is responsible for its care. If books are lost, stolen, or damaged, the student is responsible for the cost of its replacement or repair. A student will not be issued a second textbook until the first book is paid for. Money is to be collected by the main office as textbook money. Students may be allowed to use or borrow a text book in class if the lost textbook has not been paid for yet.

## **TRANSFER PROCEDURES**

In order to withdraw from Maple Heights High School and enroll in another school:

1. The parent or legal guardian must come to the community office to complete a withdrawal form.
2. All books and equipment must be returned, and all fees and fines must be paid in full prior to the release of any records.
3. You must indicate the reason for withdrawing and include a new school before a withdrawal can become official.

**PLEASE NOTE:** Failure to follow the above procedures will only delay the transfer of records and the withdrawal process.

Students who are expelled from school will be withdrawn from school and must re-enroll upon the end of the term of expulsion. The student is responsible for all books and other school property as well as appropriate fees and fines. The student needs to make an appointment with the community principal to return any and all books and equipment. Students who withdraw after being recommended for expulsion or who are expelled will be issued a withdrawal form that indicates this information.

## **TRANSCRIPTS & RECORDS**

A transcript release form must be signed by a parent/guardian or student (if over 18). Each senior will receive a free copy upon graduation. The first year after graduation transcripts will cost the student \$2.00. Thereafter, each transcript will have a \$5.00 fee. Official transcripts will not be sent to students or parents, but only to institutions or organizations designated by the student. Requests must be made in writing and submitted to the Service to Citizens (S2C) Community office.

## **TRUANCY**

All students are expected to attend school regularly in accordance with state law. Students who are truant from school are subject to school disciplinary action and/or referral to the Juvenile Court System. In accordance to SB181, habitual truants and chronic truants will be referred to as delinquent children.

**Note:** Five or more consecutive unexcused absences may result in automatic withdrawal.

## **VACATIONS**

Parents are encouraged to schedule their vacations when school is not in session. If this is not possible, parents must request permission from the principal for the student to be excused from school. The number of vacation days must not exceed the number of absences allowed the student for the semester. This request must occur at least one week prior to the start of the vacation. After the principal grants permission to receive an excusal for the time period of the vacation, the student must make arrangements with the teacher prior to leaving to make up the work that will be missed during the period of absence due to vacation. Anyone who goes on vacation without prior permission from the principal will be considered as unexcused for the classes that were missed.

## **VENDING MACHINES**

Students are to notify the cafeteria staff if a vending machine is not working properly. Vandals will be held responsible for the costs of their damage. Food and beverage machines are to be used only before and after school or during a student's scheduled lunch period.

## **VISITORS**

All visitors must enter the building through the designated visitors' entrance and sign in with the security officer at the door. Visitors must state the purpose of their visit and, if approved, will be issued and must wear a visitor's ID. Visitors who deviate from the stated purpose of their visit, violate school policies, or break the law will be directed to leave the building. Failure to comply may result in security or police involvement. Visitors may observe their child's class(es) or other areas only upon approval by the

principal. Visitors are expected to comply with school rules and may not discuss their child's progress with staff during the school day without an appointment. Persons failing to comply with the above procedures will be considered trespassers.

### **WITHDRAWAL FROM SCHOOL**

Any student desiring to leave school before graduation or prior to his or her eighteenth birthday may do so only after all of the following prerequisites have been satisfied:

1. The student must have parental permission.
2. The student must have full-time employment.
3. The student must complete all information on the work permit forms and submit the completed forms to their community office.
4. The student must pay all outstanding fees and return all Board of Education property.

### **WORK PERMITS**

Ohio State Law requires that any student 17 years of age or younger holding a job must have a work permit on file with the school. ***These forms are available from and must be returned to your community office.***

## **NOTICES**

### **INDIVIDUALS WITH DISABILITIES**

The Individuals with Disabilities Education Act mandates that every school district in the country develop a system to identify children with disabilities, birth through age 21, who live in their district. Additionally, the Rules for the Education of Handicapped Children, adopted by the Ohio Board of Education, direct that school districts conduct an annual in-school effort to identify and provide services to children with disabilities. Any child who you suspect has a disability should be referred to the child's building principal. The principal will provide additional information about the differentiated referral system.

### **THE DISTRICT'S 504 COMPLIANCE OFFICER/ADA COMPLIANCE OFFICER**

The Board of Education of the Maple Heights City School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Cindy Caudill, Director of Special Pupil Services has been designated to handle inquiries regarding the non-discrimination policies. Ms. Caudill can be contacted as follows: Maple Heights Schools, Special Pupil Services, 5500 Clement Drive, Maple Heights, 44137 or at 216-587-3200 ext.1020.

### **THE DISTRICT'S TITLE IX COORDINATOR**

The Board of Education of the Maple Heights City School District does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Bruce Willingham, Assistant Superintendent, has been designated as the district's Title IX Compliance Coordinator. Inquires regarding compliance with Title IX may be directed to Mr. Willingham as follows: Maple Heights Board of Education, 14605 Granger Road, Maple Heights, 44137 or at 216-587-6100, ext. 3500.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

All students of the District have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, sex, national origin, citizenship status, religion, gender, economic status, marital status, pregnancy, age, disability or military status in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspects of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity

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***The Maple Heights City School District does not discriminate on the basis of race, color, national origin, religion, age, gender, economic status, disability, or military status in its dealings with employees, students, the general public, individuals with whom it does business, application for employment, or educational programs and activities.***



# District Contact Numbers & Information

WWW.MAPLESCHOOLS.COM

## BOARD OF EDUCATION

14605 Granger Road  
216-587-6100  
President: Michael A. White  
Vice President: Pamela D. Crews  
Member: Lori Chick  
Member: Robert F. Dober  
Member: Nicholas R. Dorsey

## ADMINISTRATION

### **Superintendent's Office**

587-6100, ext. 3001

### **Athletics Department**

587-3200, ext. 1070

### **Buildings & Grounds**

587-3200, ext. 1062

### **Business Office & Food Services**

587-6100, ext. 3222

### **Curriculum & Instructional Tech.**

587-6100, ext. 3400

### **Instruction & Gifted Education**

587-6100, ext. 3402

### **Personnel Department**

587-6100, ext. 3500

### **Security Services**

587-3200, ext. 1035

### **Special Pupil Services**

587-3200, ext. 1020

### **Transportation**

587-3200, ext. 1061

### **Treasurer's Office**

587-6100, ext. 3100

### **VLA & Career Tech Education**

587-6100, ext. 3600

## MAPLE HEIGHTS HIGH SCHOOL

5500 Clement Drive  
Maple Heights, Ohio 44137  
(216) 587-3200

**Principal: Mariel Sallee**  
ext. 1001

**Secretary: Sue Stephens**  
ext. 1004

## FRESHMAN ACADEMY (FA)

*The Freshman Academy is a place where everybody knows your name, in order to address student needs. The Freshman Academy utilizes the team approach that is commonly found in progressive schools today. Students will be exposed to many service learning experiences. Students will have experiences with local area businesses, government, education, senior citizens, and youth in the Maple Heights community.*

Principal: Aaron Newman, x1040  
[aaron.newman@mapleschools.com](mailto:aaron.newman@mapleschools.com)

Counselor: Amber Rahas, x1042  
[amber.rahas@mapleschools.com](mailto:amber.rahas@mapleschools.com)

Secretary: Christine Lapka, x1041  
[christine.lapka@mapleschools.com](mailto:christine.lapka@mapleschools.com)

## SERVICE TO CITIZENS (S2C)

*The Service Learning Focus (S2C) small learning community is service to citizens. This includes the environment, neighborhoods, and senior citizens. The expectations for our community include respect, responsibility, and trust. Some of our initiatives have included paper recycling, formation of a debate team, a courtyard cleanup project, and our student leadership committee. We are committed toward educating the 21<sup>st</sup> Century learner by promoting collaboration, creativity, and real world problem solving in the classroom.*

Principal: Muata Niamke, ext. 1007  
[muata.niamke@mapleschools.com](mailto:muata.niamke@mapleschools.com)

Counselor: Vincent Sztul, x1054  
[vincent.sztul@mapleschools.com](mailto:vincent.sztul@mapleschools.com)

Secretary: Caroline Lanzara, x1050  
[caroline.lanzara@mapleschools.com](mailto:caroline.lanzara@mapleschools.com)

## ACADEMY OF ACADEMIC ACHIEVEMENT (A<sup>3</sup>)

*The Community of Academic Achievement (A<sup>3</sup>) as it is commonly known is a learning community made up of dedicated teachers, an administrators and support staff. Our community focus is Students Supporting Students. Throughout the school year, students with the support of their advisor will work to create and carry out service learning projects with that emphasis.*

Principal: Deanne Miklovic, x1056  
[deanne.miklovic@mapleschools.com](mailto:deanne.miklovic@mapleschools.com)

Counselor: Gretchen Tucker-See, x1052  
[gretchen.tucker-see@mapleschools.com](mailto:gretchen.tucker-see@mapleschools.com)

Secretary: Shannon Omahen, x1008  
[shannon.omahen@mapleschools.com](mailto:shannon.omahen@mapleschools.com)

## MAPLE HEIGHTS HIGH SCHOOL 2011-2012 Bell Schedule

<u>Period</u>	<u>Time</u>	<u>Activity</u>
1A	7:45 – 8:30	Class 1
1B	8:30 – 9:15	Class 1
2A	9:19 – 10:04	Class 2
2B	10:04 – 10:49	Class 2
3A	10:54 – 11:37	Class 3/Lunch
3B	11:42 – 12:25	Class 3/Lunch
3C	12:30 – 1:13	Class 3/Lunch
4A	1:18 – 2:03	Class 4
4B	2:07 – 2:52	Class 4