VISION STATEMENT

“EDUCATING OUR STUDENTS, THROUGH EXPECTATIONS OF EXCELLENCE, TO PREPARE THEM FOR A LIFETIME OF SUCCESS”

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 entire Mustang family, I would like to welcome you to the 2017 – 2018 school year. I am extremely excited to continue my tenure as Building Principal here at Maple Heights High School. My number one priority is to ensure that each and every student receives a safe and successful educational experience. We continue to strive in providing a safe and productive environment that is conducive to learning for all of our students. A new school year brings new opportunities! It is our hope that the students of Maple Heights High School will capitalize on these opportunities and use them in preparation for a lifetime of success.

We offer a comprehensive academic program that includes honors and Advanced Placement courses, career tech offerings, college credit plus program, and career pathways. All of these programs are designed to maximize student learning while encouraging intellectual and personal growth. In addition to rigorous curriculum, academic and behavioral expectations, we offer a wide variety of co-curricular and extra-curricular opportunities. Students can become involved in athletics, student council, band, cheer, dance team, and many other clubs/programs that are unique to Maple Heights High School. We encourage all students to become involved in an activity outside of the classroom and contribute in a positive way, to help build MUSTANG PRIDE.

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 and to familiarize yourself with its contents to help with your MUSTANG experience. If you have any questions or concerns, please contact your assistant principal. Good luck to all our students! Work hard, stay focused, be active, participate, meet your goals, take advantage of opportunities, make friends, have fun, and let’s make the 2017-2018 school year the BEST ONE EVER!

Sincerely,

Shay Price
Shay Price, Principal
All incoming Maple Heights freshmen become members of the Freshman Academy Stang Station. During your freshman year, you will have the opportunity to gain important foundational skills that you will use throughout your high school career. In addition to gaining these valuable skills, you will have the opportunity to take a foreign language, art, or participate in band. One of the important tasks of freshman year will be to explore your future possible career and choose a Stang Station to start you on your path.

STATIONS AND ACADEMIC POSSIBILITIES

⇒ Arts, Business, and Communications
⇒ Human and Public Service
⇒ STEM
⇒ Career Technology Programs
⇒ Advanced Placement
⇒ College Credit Plus

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IS THIS PATHWAY FOR YOU?

Are you mechanically inclined? Are you interested in computers? Are you interested in the medical field? Are you interested in analyzing, designing, and implementing solutions to problems in science? Does the idea of working in a lab and making exciting discoveries energize you? Do you enjoy robotics or architecture? STEM careers are some of the fastest growing and interesting fields in today's job market. STEM Stang Station may be right for you.

CAREER CATEGORIES

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HUMAN & PUBLIC SERVICES

IS THIS PATHWAY FOR YOU?

Are you passionate about helping others? Do you desire a rewarding career in which every day is different? Are you interested in being a leader and helping others reach their potential? Do you see yourself caring for children or protecting the public? Then the Human and Public Service Stang Station is for you.

CAREER CATEGORIES

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<td>Electives</td>
<td>Career Research - Sociology - Foundations in Law - Crime in America - Forensics</td>
<td>Child Development - Nutritional Science - Psychology - Intro to Public Safety</td>
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Are you interested in managing a company, or even running your own business? Do you have a creative mind and desire to use it to draw, paint, or sculpt? Do you want the skills to work in a variety of settings, such as an advertising firm or even an art gallery? The Arts, Business, and Communications Stang Station offers diverse courses to provide you with the knowledge and skills to help you pursue your passion!

**CAREER CATEGORIES**

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<tr>
<th>Career Category</th>
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<th>Advertising</th>
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**CAREER PATHWAYS**

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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. Be Respectful
2. Be Responsible
3. Be Ready to Learn

GENERAL INFORMATION

ABSENCES (See also Tardies, Truancy)
Regular and punctual attendance is necessary for student success. It is also an indication of a student’s sense of responsibility and their ability to discipline themselves.

1. When a high school student is absent:
   a. The student’s parent(s)/guardian(s) is to call the attendance hotline; 216-438-6400, ext. 1624 or 216-438-6413.

   -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 cafeteria.

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 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 school property 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. 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.

9. 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.

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.

8. 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.

9. 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. A Principal may require the certificate of a physician if he/she deems it is advisable.

ILLNESS IN THE FAMILY. An absence under this condition shall not apply to a 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 a building or community 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 may 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/television system each morning. Students responsible for putting announcements on the P.A./television must have their notices approved by the advisor and handed into the main office the day proceeding 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 onto 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 electronic 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 mental or 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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 or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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 Principal/designee and appropriate discipline is administered.
The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District’s website, to the extent permitted by law.

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 3:00 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, and band auxiliary (dance, flag) 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 spaces are 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 in good behavioral standing
7. Students with good attendance
8. Extreme or persistent negative behavior may result in the revocation of your parking permit.

Students are not permitted to go to their cars parked on school grounds 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. **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 throughout the building. 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 students by providing a nutritious meal at no cost to them. 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.
3. Throwing of anything in the cafeteria is strictly prohibited and may result in suspension.
4. No food or drink is to be consumed outside the cafeteria without administrative approval.

The restrooms closest to the cafeteria are the only restrooms 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, including lunch and advisory.

CLINIC
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 the nurse or a community office. Failure to follow clinic procedures will result in the student being considered unexcused for any classes missed. It is important to note that the clinic exists to address student medical issues, not as a forum for socializing or relaxation. 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. All students must enter the high school building through the main entrance. Students who are going to the Auto Tech building should enter and exit through designated doors that lead 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 explore post-secondary educational opportunities and participate in programs that will enhance their career awareness and exploration. Students are encouraged to visit schools during the summer between their junior and senior years. This will prepare students 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 if these visits do not exceed the limitation of the new state attendance requirements (House Bill 410). A student failing to follow this procedure will be considered truant from school and will be subject to disciplinary consequences. After March 30, 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

Providing students and staff with a 21st-Century digital learning environment is part of the new district technology plan. With the explosion of personal electronic devices over the past few years the District feels that allowing students to use these devices in school would be a benefit to their education. Therefore, the district will allow middle school and high school students to bring their own technology devices (such as laptops, e-readers, I-pads, etc.) to use at specified times during the school day. Cell phones and “smart” phones are a separate category addressed below.

Cell phones and other electronic devices 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. Refusing to hand over an electronic device in violation of this policy will result in suspension.

*The school is not responsible for lost, stolen or damaged electronic devices.

CONFERENCE DAY

The high school will hold one parent/teacher day. The conference date is Tuesday November 7, 2017 from 12:00-7:45 p.m. Students do not have school on this day.

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:

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.

*Students not meeting minimal behavior expectations or have been assigned Out of School suspensions, will forfeit their right to attend dances and other extra-curricular activities, even if the student is in school.

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 587-6100.
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 - WWW.MAPLESCHOOLS.COM

The primary purpose of the district web site is to provide a medium for increased communication, more accessible information, and for interaction that supports 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.

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.
   a. No “belly shirts” or exposed midriffs
   b. Leggings must be worn with a long shirt/long shirts must be worn with leggings
   c. No ripped or torn jeans that expose bare skin are permitted.
   d. Sheer tops are not allowed unless they are worn with appropriate undergarments.
   e. Shorts and skirts must come to the students’ mid-thigh.
   f. Tank tops are not permitted.
   g. No head coverings are to be worn in the building (this applies to males and females) – head coverings include, but are not limited to hoods
   h. Extremely tight clothing may not be worn.
   i. Pajama tops and bottoms may not be worn
   j. No sagging pants or shorts
   k. Hair curlers, combs and picks are not to be worn

When students’ dress is judged to be inappropriate, the school will attempt to 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.
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. **Unauthorized use of electronic communicative devices.** Unauthorized use of electronic communicative devices is a suspendable offense (Refer to “Misconduct”, Section L) and are not to be in use, without permission from a teacher or administrator.

**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 or her 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 the district 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

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL FEE</strong></td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>ART</strong></td>
<td></td>
</tr>
<tr>
<td>Fine Arts 1, 2</td>
<td>$15.00</td>
</tr>
<tr>
<td>Fine Arts 3, 4</td>
<td>$17.00</td>
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<td><strong>BAND AND CHOIR</strong></td>
<td></td>
</tr>
<tr>
<td>Uniform Cleaning</td>
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</tr>
<tr>
<td>Choir Robe Cleaning</td>
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</tr>
<tr>
<td>Uniform Maintenance</td>
<td>$15.00</td>
</tr>
<tr>
<td><strong>SCIENCE</strong></td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
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</tr>
<tr>
<td>Biology</td>
<td>$17.50</td>
</tr>
<tr>
<td>Chemistry</td>
<td>$17.50</td>
</tr>
<tr>
<td>Physical Science</td>
<td>$5.00</td>
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<tr>
<td>Physics</td>
<td>$17.50</td>
</tr>
<tr>
<td>AP Biology</td>
<td>$30.00</td>
</tr>
<tr>
<td>AP Chemistry</td>
<td>$30.00</td>
</tr>
</tbody>
</table>
SUPPLIES
Apron (Replacement) ................................................................................... $2.75
Glasses ............................................................................................................. $2.50
Graphing Calculator (if lost) ........................................................................... $90.00

CAREER TECHNOLOGY FEES

BUSINESS
Business Technology I and II ............................................................................. $90.00
Administrative Office Technology (AOT) ............................................................ $90.00
Marketing II ....................................................................................................... $20.00

*NOTE: In addition to any fee listed above, Business Technology I & II, AOT, and Media Arts I & II have BPA dues and Marketing I & II courses have DECA dues

Dues*
AOT...................................................................................................................... $30.00
BPA I & II ............................................................................................................. $45.00
DECA I & II ........................................................................................................ $30.00
Media Arts I & II (Dues) .................................................................................. $30.00

COSMETOLOGY
Cosmetology I (Kit) .......................................................................................... $335.00
Cosmetology I State Testing ................................................................................ $31.50
Cosmetology (Dues) .......................................................................................... $10.00

TEACHER ACADEMY
Teacher Academy 11 and 12 ............................................................................ $30.00
OFEA and PDK Membership Dues ................................................................... $20.00

TRADE & TECHNOLOGY
Automotive Technology I and II ....................................................................... $40.00
Automotive Technology I and II Dues ............................................................... $15.00
Health Services I & II ....................................................................................... $20.00
Property and Building Maintenance I and II .................................................... $30.00
Property and Building Maintenance I and II 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, including 20-day credit recovery courses. 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.

EMERGENCY DRILL – CODE RED, FIRE & SEVERE WEATHER DRILLS
Code Red, 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 Code Red drills, students are to follow staff instructions to move to a non-visible area of the room and remain quiet and out of sight, until the all clear signal is giving. 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.

GIFTS
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 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 in the main office, or in the student’s community office until the student picks them up.

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 senior weighted course (advanced placement) grades. NOTE: Freshman and sophomore honors 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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>Semester Exam</th>
<th>Semester Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>D(2)</td>
<td>D(2)</td>
<td>D(1)</td>
<td>5/5=1.0=D</td>
</tr>
<tr>
<td>F(0)</td>
<td>C(4)</td>
<td>D(1)</td>
<td>5/5=1.0=D</td>
</tr>
</tbody>
</table>

Year Long Course

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>Sem Exam</th>
<th>3</th>
<th>4</th>
<th>Final Exam</th>
<th>Sem Average</th>
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</thead>
<tbody>
<tr>
<td>D(2)</td>
<td>D(2)</td>
<td>D(1)</td>
<td>F(0)</td>
<td>D(2)</td>
<td>D(1)</td>
<td>8/10=.80=D</td>
</tr>
<tr>
<td>B(6)</td>
<td>C(4)</td>
<td>C(2)</td>
<td>B(6)</td>
<td>B(3)</td>
<td>B(3)</td>
<td>27/10=2.7=B</td>
</tr>
</tbody>
</table>

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 4 Composition AP
- English 4 Literature AP
- French 4 Honors
- Biology AP
- US Government AP
- Comparative Political Systems AP
- Computer Science AP
- Calculus AP
- Pre-Calculus
- US History AP
- Spanish 4 Honors
- Physics
- Chemistry AP

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>20 - 18</td>
</tr>
<tr>
<td>B</td>
<td>17 - 13</td>
</tr>
<tr>
<td>C</td>
<td>12 - 8</td>
</tr>
<tr>
<td>D</td>
<td>7 - 3</td>
</tr>
<tr>
<td>F</td>
<td>2 - 0</td>
</tr>
</tbody>
</table>

(*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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>40 - 35</td>
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<tr>
<td>B</td>
<td>34 - 25</td>
</tr>
<tr>
<td>C</td>
<td>24 - 15</td>
</tr>
<tr>
<td>D</td>
<td>14 - 5</td>
</tr>
<tr>
<td>F</td>
<td>4 - 0</td>
</tr>
</tbody>
</table>

(*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

Students Graduating in 2018 and Beyond
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.

AND

MEET ONE OF THE FOLLOWING THREE:

1. **Ohio’s State Tests**
   Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.
   
   **End-of-course exams are:**
   - Algebra I and geometry or integrated math I and II
   - Biology
   - American history and American government
   - English I and English II
   Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. **Industry credential and workforce readiness**
   Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. **College admission test**
   Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.

More information

1. **Mathematics** units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics, and b) A family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.

2. **Science** units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.
3 Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.

4 Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

5 Other state requirements - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Fine arts is not a requirement for students following a career-technical pathway.

6 The State Board of Education may decide to include an algebra II end-of-course examination in place of the algebra I end-of-course exam beginning for students entering ninth grade on or after July 1, 2016. Additionally, students must complete Senior Capstone Project, including their project and presentation.

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).

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.

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>MINIMUMS CREDITS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>10th grade</td>
<td>5.25</td>
</tr>
<tr>
<td>11th grade</td>
<td>10.50</td>
</tr>
<tr>
<td>12th grade</td>
<td>15.75</td>
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<tr>
<td>Graduation</td>
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SUGGESTED COURSE OF STUDY

MANDATORY PREPARATORY PROGRAM

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.00</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.00</td>
</tr>
<tr>
<td>Science</td>
<td>3.00</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.00</td>
</tr>
<tr>
<td>Health and PE</td>
<td>1.00</td>
</tr>
<tr>
<td>Fine Arts</td>
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</tr>
<tr>
<td>Elective Credits</td>
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<td><strong>TOTAL</strong></td>
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</table>

COLLEGE PREPARATORY PROGRAM

<table>
<thead>
<tr>
<th>Subject</th>
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</tr>
</thead>
<tbody>
<tr>
<td>English</td>
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</tr>
<tr>
<td>Mathematics</td>
<td>4.00</td>
</tr>
<tr>
<td>Science</td>
<td>4.00</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4.00</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3.00</td>
</tr>
<tr>
<td>Fine Art</td>
<td>1.00</td>
</tr>
<tr>
<td>Health and PE</td>
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</tr>
<tr>
<td>Electives</td>
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<tr>
<td><strong>TOTAL</strong></td>
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HONORS PREPARATORY PROGRAM

<table>
<thead>
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<tbody>
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</tr>
<tr>
<td>Mathematics (H)</td>
<td>4.0</td>
</tr>
<tr>
<td>Science (H)</td>
<td>4.0</td>
</tr>
<tr>
<td>Social Studies (H)</td>
<td>4.0</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3.0</td>
</tr>
<tr>
<td>Health and PE</td>
<td>1.0</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.0</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>21-25.00</strong></td>
</tr>
</tbody>
</table>

Suggested Electives in honors programs are advised (21 credits 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.

HALL REGULATIONS
Students in the halls during the regular class time must have a hall pass from the classroom teacher. Students without a valid 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. Additionally, when out of class on a restroom pass, students are required to use the lavatory nearest to and on the same floor as their classroom.

HONOR AND MERIT ROLL
HONOR ROLL is achieved by earning a grade point average between 3.50 and 4.0. Includes all subjects taken.
MERIT ROLL is achieved by earning a grade point average between 3.00 and 3.49. Includes all subjects taken.

INCOMPLETE GRADES
A teacher may issue an incomplete grade only with the Principal’s or Assistant Principal’s approval. The only reason for an “INCOMPLETE” grade is for failure to complete the course or class requirements due to excused absences. 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 consulting with the principal or assistant 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 should not share lockers, locker combinations, or store property in anyone else’s locker.

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 complete work in adherence with their teacher’s make-up policy.

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 pass written by a staff member.

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
Students graduating in 2017 (or who’s fourth year of high school is completed in 2017), 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 and participate in Commencement. 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.

**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 collectively agreed to change.
3. Courses dropped after two weeks will be assigned an “F” and will count toward that student’s GPA.

**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, as well as posted on the 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.

**STUDENT ACTIVITIES**

<table>
<thead>
<tr>
<th>Academic Decathlon</th>
<th>Choir</th>
<th>Marching Band</th>
<th>Student Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Club</td>
<td>Cross Country</td>
<td>Mock Trial</td>
<td>Track</td>
</tr>
<tr>
<td>Baseball</td>
<td>Drama Club</td>
<td>National Honor Society</td>
<td>Yearbook</td>
</tr>
<tr>
<td>Basketball</td>
<td>Dance/Flag Auxiliary</td>
<td>Newspaper</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Football</td>
<td>Softball</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Youth Clubs</td>
<td>International/Foreign Language Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT LEADERSHIP ORGANIZATIONS**
Organizations such as Student Council, Student Ambassadors, Class Officers, etc. are open to any student with a 2.0 grade point average. Student Council elections will be held in the spring of each year by the use of petition method of selecting candidates. The goals of such organizations are to provide peer leadership and support through a variety of activities including school and community based events.

**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.

**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).

**TARDY POLICY**
**STUDENTS ARE TARDY TO SCHOOL AFTER 7:45 A.M.**
The tardy bell rings at 7:45 a.m. After the tardy bell rings late students will enter the cafeteria, they will not be allowed into the academic wing. Students will be issued a tardy passed and released to class in 15 minute intervals starting at 8:00 a.m. and ending at 8:45 a.m. depending on their arrival time.

All students arriving after 8:45 a.m. must check in at the main office. They will receive a tardy pass and will be released to class. Any student arriving after 11:00 a.m. MUST come in with a parent/guardian or a valid excuse (doctor, dentist, court). If a student does not have a valid excuse, parents have to bring them into the main office to excuse them. Excessive amounts of tardies can and will lead to absences. Please be mindful of the time your child is arriving to school.
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 (ext. 1026).

TRUANCY AND ATTENDANCE
"Habitual" and "Chronic" Truancy
HB 410 changes the manner in which a child of compulsory school age who is absent from school without legitimate excuse may be prosecuted under the juvenile justice system. Under continuing law, a child is "of compulsory school age" if the child is between 6 and 18 years old or if the child is formally enrolled in kindergarten.

First, the HB 410 eliminates the law's distinction between "habitual truants" and "chronic truants" and, accordingly, revises the way that a child may be adjudicated a delinquent child for habitual truancy. Under the act, a child who has been adjudicated a "habitual truant" and who violates a court order regarding that adjudication may further be adjudicated a delinquent child. The concept of "chronic truant" is eliminated.

HB 410 also revises the statutory definition of "habitual truant," using hours instead of days. Under the act, a child is an "habitual truant" when absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. Formerly, an "habitual truant" was one who was absent for five or more consecutive school days, seven or more school days in one month, or 12 or more school days in a school year. Under former law, a "chronic truant" was a child who was absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or 15 or more school days in a school year. Such a child could be adjudicated a delinquent child.

SCHOOL POLICIES ON ABSENCES
New or Amended Policy Required
The act requires each school district, educational service center, community school, and STEM school, beginning with the 2017-2018 school year, to adopt a new or amended policy to guide employees in addressing and ameliorating student absences.

That policy must include as an intervention strategy all of the statutorily prescribed actions "if applicable." Under former law, the list of interventions was permissive.

While the substance of the statutorily prescribed interventions is largely retained, the act does require the policy to provide a truancy intervention plan for any student who is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. Prior law permitted a policy to provide a truancy intervention program for a habitual truant.
The act also removes a requirement that each school district incorporate into the policy as an intervention strategy the assignment of a habitual truant to an alternative school if an alternative school has been established.

**Notice of Excessive Absences**
The act requires that the attendance officer of a public school notify a child's parent, guardian, or custodian if the child is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. That notice must be made, in writing, within seven days after the date of the absence that triggered the notice requirement.

**Absence Intervention Team**
Within ten days after the absences of a student surpass the threshold for a habitual truant, the act requires a school principal or the district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences. As part of the absence intervention plan, the district or school may, in its discretion, contact the appropriate juvenile court and ask to have the student informally enrolled in the court's alternative to adjudication. If a district or school chooses to have students informally enrolled in the alternative to adjudication, the district or school must develop a written policy regarding the use of, and selection process for, that program to ensure fairness.

The act permits a school principal or district superintendent to establish an absence intervention team or series of teams, and requires a district superintendent, or the superintendent's designee, to establish an absence intervention team to be used by district schools that do not establish their own teams. Membership of each team may vary based on the needs of each individual student, but must include: (1) a representative from the child's school district or school, (2) another representative from the child's school district or school who knows the child, and (3) the child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

Each intervention plan must vary based on the individual needs of the student. But each plan must state that the attendance officer must file a complaint in the juvenile court not later than 61 days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication. Furthermore, within seven days after the plan's development, the district or school must make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

The State Board of Education must develop a format for parental permission to ensure compliance with the federal Family Educational Rights and Privacy Act, related federal regulations, and state law on student privacy for use of each absence intervention team.

The act also expressly permits school districts and schools to consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences, even outside the operation of an absence intervention team.

**Parental Engagement**
The act requires the district superintendent or school principal or chief administrator to select the members of an absence intervention team within seven school days of the triggering absence and requires at least three meaningful, good faith attempts to secure participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian within that time.

The district must inform the parent of the parent's right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.

If the parent, guardian, or custodian fails to respond, the school district must: (1) investigate whether the failure to respond triggers mandatory reporting to the county public child services agency, and (2) instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian. All absences must be excused according to Board of Education policy.

Truant, unverified, unexcused absences affect the student's education and increase the chances for failure. **It is the parent/guardian's responsibility to notify the school office when his or her child is absent from school.** Parents/guardians may be notified by the principal/school personnel after any unexcused absences. Continued unexcused absences will result in educational neglect/truancy filings with Children & Family Services and/or Juvenile Court, possible denial of student driving privileges, and possible withdrawal from school.

**OUR GOAL IS TO EDUCATE YOUR CHILD. WE CANNOT BE SUCCESSFUL IF YOUR CHILD IS NOT IN SCHOOL.**
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. 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.

VISITORS
- All visitors MUST enter the building through the Main office/entrance.
- All visitors must present a photo ID upon entering the building.
- The only people authorized to remove or contact a student are those who are listed in our computer system as legal parent/guardian or an emergency contact.
- All visitors receive a pass to their destination after presenting their photo identification and signing in.
- Visitors MUST be escorted and accompanied by a staff member at all times if they need to report to an area of the building other than the main office.

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.
MAPLE HEIGHTS HIGH SCHOOL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>1st Block</td>
<td>7:45 – 9:20</td>
<td>Class 1</td>
</tr>
<tr>
<td>2nd Block</td>
<td>9:24 – 10:59</td>
<td>Class 2</td>
</tr>
<tr>
<td>3A</td>
<td>11:03 – 11:33</td>
<td>Class 3/Lunch</td>
</tr>
<tr>
<td>3C</td>
<td>11:50 – 12:20</td>
<td>Class 3/Lunch</td>
</tr>
<tr>
<td>3E</td>
<td>12:42 – 1:12</td>
<td>Class 3/Lunch</td>
</tr>
<tr>
<td>4th Block</td>
<td>1:18 – 2:52</td>
<td>Class 4</td>
</tr>
</tbody>
</table>

CONTACT NUMBERS & INFORMATION

MAPLE HEIGHTS HIGH SCHOOL
216-438-6400
1 Mustang Way, Maple Heights, Ohio 44137
Principal: Shay Price, ext. 1001
Secretary: Karla Hopkins

FRESHMAN ACADEMY
The Freshman Academy (FA) provides an intimate atmosphere where teachers and staff are well acquainted with the individual needs of all 9th-grade students. The Freshman Academy utilizes a team approach that is commonly found in progressive schools today. Students will be exposed to a variety of career and post-secondary opportunities and activities.

Principal: Matt Bennett, ext.1340
Jon.moorehead@mapleschools.com
Counselor: Amber Rahas, ext.1341
amber.rahas@mapleschools.com
Secretary: Tracey Madden, ext.1624
tracey.madden@mapleschools.com

ABC/STEM
Community 2 is in the process of developing programs to improve their students’ ability to succeed after their high school graduation. During their weekly advisory period students will learn about a variety of post-secondary options, including careers, and college and the requirements for each. Seniors will be required to complete a service learning project and presentation that directly relates to their post-secondary career goals.

Principal: Chris Sutton, ext. 1320
christopher.sutton@mapleschools.com
Counselor: Vincent Sztul, ext. 1321
vincent.sztul@mapleschools.com
Secretary: Caroline Lanzara, ext.1026
caroline.lanzara@mapleschools.com

HUMAN SERVICES/STEM
Community 3 is in the process of developing programs to improve their students’ ability to succeed after their graduation. During their weekly advisory period students will learn about a variety of post-secondary options, including careers, and college and the requirements for each. Seniors will be required to complete a service learning project and presentation that directly relates to their post-secondary career goals.

Principal: Deanne Miklovic, ext. 1330
deanne.miklovic@mapleschools.com
Counselor: Gretchen Tucker-See, ext.1331
gretchen.tucker-see@mapleschools.com
Secretary: Lynda Keene, ext. 1332
Lynda.keene@mapleschools.com

MAPLESCHOOLS.COM
STUDENT CONDUCT

There shall be a student code of conduct. The Maple Heights Board of Education hereby delegates to the Superintendent, the responsibility and authority to promote and publish a student code of conduct for each school year. The student code of conduct shall become effective each year when presented to the Board at any regular or special meeting or as updates are needed.

The Board further delegates to school officials the authority to enforce district policies, regulations, procedures, and school rules governing student conduct. The student code of conduct shall define acts of behavior for which a student may be suspended and/or expelled from school or other forms of disciplinary action.

Students and/or parents/guardians or custodial parents, annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The Board directs the administration to make all students aware of the student code of conduct.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Maple Heights City Schools celebrate and reward safe, respectful and responsible behavior in its schools. We believe that when students are aware of what is expected of them and the consequences of misbehavior are made clear, the great majority of our students will choose to make wise choices.

However, when a student fails to meet expected standards of behavior, the student will be held accountable for his or her behavior. The Maple Heights City Schools’ Code of Student Conduct enables students, families and staff to learn expectations for positive behavior and disciplinary actions that may be taken as a result of misbehavior.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violence, disruptive, or inappropriate behavior by its students.

The examples of the offenses listed in The Maple Heights City School's Code of Student Conduct are not intended to be a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order and safety of students and the school environment will be considered for disciplinary action.

The items in this Code are applicable to all students when under the authority of school personnel, during a school activity, function, or event whether on property owned, rented, or maintained by the Maple Heights City School District Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited conduct takes place while on property immediately adjacent to school property, within the line of sight of school property, on school transportation, or off of property owned or controlled by the district, and misconduct that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or that affects the operation of the schools.

The student Code of Conduct is made available to students and parents and is posted in a central location within each building, as well as on our district website (www.mapleschools.com).
WHEN THE STUDENT CODE OF CONDUCT APPLIES

1. On school grounds before, during and after school hours
2. At any other time when the school is being used by a school group
3. Off school grounds at a school activity, function, or event, including athletics
4. Whenever a Maple Heights City School’s student represents his or her school
5. On a school bus, a school-sponsored vehicle, or at a Maple Heights City School’s bus stop and as it relates to all school/district property and vehicles
6. At all times whenever a student’s conduct is related to school or school activities

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but are not limited to, detention, deprivation of privileges, parental contact, referral to legal authorities, suspension of driving privileges, Saturday school, alternative school, emergency removal, disciplinary removal, in-school suspension, out-of-school suspension, expulsion (or in lieu of expulsion agreement), and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

Expected Behaviors:  Students are expected to:
1. act courteously to adults and fellow students;  
2. be prompt to school and attentive in class;  
3. work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background;  
4. complete assigned tasks on time and as directed;  
5. help maintain a school environment that is safe, friendly, and productive;  
6. act, at all times, in a manner that reflects pride in self, family, and in the School.

Progressive Discipline: Maple Heights City Schools employs a progressive discipline plan. Students are expected to mature, learn from their mistakes, and improve their behavior over time. Students with chronic behavioral problems who do not improve during the course of the year will have increasingly more severe consequences. Students involved in the same incident may, therefore, receive different consequences depending on the individual’s discipline history. In addition, in the case of a severe misconduct the progressive discipline plan may not be followed.

ADMINISTRATIVE REMOVAL FROM SCHOOL
Administrative action which results in officially removing a student from school is herein after referred to as a suspension or expulsion.  This authority is a legal one based on the Ohio Revised Code (ORC 3313.66)

Although due process procedures will be employed in both categories of administrative removal, suspension authority is vested in the Superintendent and the building principal or designee, and may be invoked for a maximum of ten (10) school days for each infraction.  Expulsion authority is vested with the Superintendent and may extend up to eighty (80) school days.  However, when dangerous weapons are possessed, the Superintendent may expel a student for one calendar year or exclude the student permanently.

SUSPENSION
Suspension may be imposed when a student:
   a. Has substantially disrupted or interfered with the educational process
   b. Endangers the health or safety of the student or others
   c. Causes damage to property

SUSPENSION PROCEDURES
The Superintendent or designee or the building principal or designee may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct.  A student cannot be suspended from school solely because of unexcused absences. No period of suspension will be for more than ten (10) school days. If at any time a suspension is imposed and fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following school year.

The Superintendent or designee may instead require a student to perform community service or another alternative consequence for the number of hours remaining on the student’s suspension. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

The following guidelines will be followed for all suspensions, including those of in-school suspension:
1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. Within one school day, a letter will be sent to the parent(s)/guardian(s)/custodial parent(s) stating the specific reasons for the suspension and including notice of their right to appeal such action.
4. Notice of this suspension will be sent to the:
   a. Superintendent or his/her designee  
   b. Student’s school record
5. The student will remain suspended for the duration of the suspension until action is taken on the appeal.
6. Student is not allowed on school property or to participate in school-sponsored activities.
7. Students who are suspended will be given the opportunity to make up class work.

**EXPULSION**

The Superintendent may expel a student for a period not to exceed eighty (80) school days, unless dangerous weapons are possessed. The Superintendent may expel a student for one (1) 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.

**EXPULSION PROCEDURE**

The Superintendent may expel a student from school for disciplinary reasons outlined in the Student Code of Conduct. Only the Superintendent may expel a student. A student cannot be expelled from school solely because of unexcused absences. Expulsion is the removal of a student for more than ten (10) school days, but not more than an eighty (80) school days duration, unless dangerous weapons are possessed. The Superintendent may expel a student for one calendar year or exclude the student permanently. An expulsion can extend beyond the end of the school year and be applied to the following school year.

The guidelines listed below will be followed for all expulsions:

1. The student and parent(s), guardian(s) or custodial parent(s) will be informed in writing of the potential expulsion and the reasons for the proposed action.
2. The student and parent(s), guardian(s) or custodial parent(s), and/or representative have the opportunity to appear on request before the Superintendent or his designee to challenge the action or otherwise explain the student’s actions.
3. This notice will state the time and place to appear which must not be less than three (3) school days nor later than five (5) school days after the notice is given.
4. Within one (1) school day of the expulsion hearing, the Superintendent will notify the parent(s), guardian(s) or custodial parent(s) and the Treasurer of the Board.
5. The notice will include the reason for the expulsion and the right of the student, parent(s), guardian(s) or custodial parent(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.
6. The student will remain expelled for the duration of the expulsion until action is taken on the appeal.
7. The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held the hearings or made the decision to expel the student.

**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 including candy and/or other food items on school property.

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 health, safety, or welfare or that of other students, causes disruption of or directly interferes with the educational process, attracts undue attention, or conceals student identification.

D. **Failure to Serve School Discipline.** Refusing to serve an in-school suspension, Saturday school, or any other form of discipline, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal’s or assistant 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/Mobile Device. Students shall not use a computer/mobile device to obtain access to lewd, obscene, inappropriate, scandalous, or other unauthorized information or otherwise misuse a computer or a computer program. Misuse of a computer/mobile device includes, "sending or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers/mobile devices, computer systems or computer networks; violating copyright laws; using another's password; trespassing in another’s folder, work or files; intentionally wasting limited resources; 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 and gambling related items, mobile devices, laser pointers, and other electronic communication devices.

H. Punctuality and Tardiness. All students are expected to be on time for each class, unless illness or a delayed school bus prevents timely attendance at school. Student attendance/tardiness will be closely documented and monitored.

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. Cell Phone Usage. Cellular phones shall not be visible, heard, or used at any time on school property. This includes the use of a cell phone to call, text, or email parents/guardians. Students may go to the main office if there is an emergency and a need to contact their parent/guardian. Cell phones must be stored and out of view during the school day, except for authorized educational purposes.

L. 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.

M. 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.

N. 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.

O. 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.

P. Gambling. A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes; or possess items that may be used for gambling such as dice.

Q. 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.

R. 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:
   i. Disobedience or disrespect toward any staff member
   ii. Not serving assigned detentions
   iii. Not following school rules or proper procedures
   iv. Not following assigned schedule/being in unauthorized area
   v. Chronically tardy to class
   vi. Repeated misbehavior after warning
   vii. Sexually suggestive actions

S. 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.

T. 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.

U. 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:
   i. Sexual flirtation, touching, advances, or propositions
   ii. Oral or physical abuse of a sexual nature
iii. Graphic or suggestive comments about an individual's dress or body
iv. The use of sexually degrading words to describe an individual
v. Displaying sexually aggressive objects or photographs
vi. Sexually explicit or obscene jokes

V. 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.

W. Tobacco. A student shall not possess, smoke, smell of, or otherwise make use of tobacco in any form (including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, alternative nicotine products, electronic cigarettes, and any other forms of tobacco) in the school building, on school buses, at school sponsored activities, or on school property at any time.

X. Display of Affection. Students shall not engage in public displays of affection on school property. A student 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.

Y. Disrespect of Faculty & Staff. A student shall not show disrespect to faculty and staff members. A student shall not behave or act in such manner that the faculty or staff member interprets it as disrespect. This includes verbal and non-verbal actions.

Z. Loitering and/or Littering. A student shall not loiter, litter or cause a disturbance during the school day, before or after school, or during school activities.

AA. Arson/Attempted Arson. A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

BB. Assault/Assault & Battery. A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing may be considered assault as well.

CC. 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.

DD. 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.

EE. Hazing. A student shall not participate in hazing or other degrading or disgraceful acts.

FF. Misuse of Vehicles on School Property. A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

GG. Narcotics, Alcoholic Beverages, Drugs, and/or 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.

HH. 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.

II. Strong Arm/Extortion. A student shall not force another person to give him/her money or articles of value.

JJ. Vandalism. A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

KK. 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, incendiary devices, knives and objects made, constructed, or altered so that to a reasonable person, the object appears to be a firearm.

LL. Physical Abuse Directed Towards Staff. A student shall not cause or attempt to cause physical injury to a school/district employee or school visitor.

MM. Theft. A student shall not take or attempt to take the property of others without their consent.

NN. 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.

OO. 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 twenty (20) school days because 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 Appeal Procedures**

Should a student who is 18 years of age or older or a student who has declared independent status by Board Policy or a student’s parent(s), guardian(s) or custodial parent(s) choose to appeal the suspension, he/she must do so, in writing to the Superintendent, within three (3) days of the notice of intent to suspend. If the Superintendent or his designee affirms the suspension, the pupil or his/her parent(s), guardian(s) or custodial parent(s) may appeal the suspension to the Board of Education, or its designee, in writing to the Treasurer’s office, within three (3) days of affirming the suspension.

**Expulsion Appeal Procedure**

A student who is 18 years of age or a student’s parent(s), guardian(s) or custodial parent(s) may appeal the expulsion by the Superintendent to the Board of Education or its designee in writing to the Treasurer’s Office within 14 days of receiving the Superintendent’s Expulsion Notice. They 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 at the request of the student, parent(s), guardian(s) or custodial parent(s).

**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.

**Assault on A School Employee**

A student who assaults a school employee will be immediately dealt with by the administration and the Maple Heights Police Department. This is in compliance with the City of Maple Heights Assault Ordinance. The employee who states that they have been assaulted will file a written report with the Maple Heights Police Department for the Prosecutor to review. Parents may be ultimately responsible for their child’s behavior which could result in a court appearance. Employees are required by the Board of Education and the City to report all incidents of assault to the appropriate officials. The student will be suspended for ten (10) school days with the recommendation to the Superintendent for expulsion. Parents and students will be required to meet with the Superintendent or his designee for an expulsion hearing. The Superintendent will consider the maximum punishment for such offenses.

**Restraint**

Restraint, which is considered the act of physically controlling the actions of pupils when such action may inflict harm to themselves or others, is not considered physical punishment. Teachers, administrators, or other supervisory personnel must use whatever reasonable means are appropriate if it is necessary to prevent pupils from harming themselves or others.

**Permanent Exclusion**

The Board of Education may seek permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee;
3. In addition, complicity in any of the above acts may be the basis for permanent exclusion.

**Emergency Removal of Student**

In the case of “normal disciplinary procedures” in which a student is removed from curricular or extracurricular activity for a period of less than 24 hour 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 student’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 school premises or off the premises while representing the district:

1. The Superintendent, principal, assistant principal or personnel employed to direct, supervise, or coach a student activity program may remove the student from curricular or extracurricular activities or from the school premises.
2. A teacher or personnel employed to direct, supervise or coach a student activity program may initiate an emergency
removal of a student from curricular or extracurricular activities to the principal’s office. As soon as practicable after making such a removal, the teacher will submit in writing to the principal the reasons for such a removal.

3. If it is probable that the student may be subject to suspension or expulsion, the hearing will be held in accordance with procedures established for suspension or expulsion.

**INTERROGATIONS AND SEARCHES**

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student’s rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogation.

The right of inspection of students’ school locker or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted school boards. All searches are conducted sparingly and only when such search is reasonable and likely to produce tangible results to preserve discipline and good order or promote the safety and security of persons and their property within the areas of the school’s responsibility. The Board permits building administrators to search any unattended bag for safety and identification purposes.

Student lockers are the property of the District, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. Such notice will be posted in every building.

**SEARCHES OF SCHOOL PROPERTY ASSIGNED TO A STUDENT**

The following rules apply to the search of school property assigned to a student (locker, desk, automobile, etc.) and the seizure of items in the student’s possession.

1. General housekeeping inspection of school property may be conducted with reasonable notice.
2. A search of a desk or other storage space may be conducted where there exists reasonable cause for school authorities to believe that the area being searched contains evidence of a crime or violation of school rules.
3. Except as provided in number 5 below, search of other areas assigned to a student should be for a specifically identified item and should be conducted in the presence of the student and with the student’s knowledge.
4. Items, the possession of which constitutes a crime or violation of school rules, or any other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Random searches of automobiles on school premises may be conducted where, pursuant to policies FLA and FLB concerning student parking permits. The District has secured, as part of the parking application permit a waiver of the 4th amendment rights to unreasonable searches.

**SEARCHES OF A STUDENT’S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL**

Building administrators are permitted to search the person and personal property (purse, cellular phone, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student’s violation of either the law or school rules. The following results apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence which indicates the student’s violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Search will be conducted in the presence of another administrator or staff member (conducted privately and away from other students).
4. Parents(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search, as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student may have violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required prior to conducting such a search. In cases in which school officials believe a strip search is necessary, law enforcement officials should be called to conduct the search.

**SEARCHES OF UNATTENDED BAGS BY SCHOOL PERSONNEL**

Building administrators are permitted to search any unattended bag found on District property for safety and identification purposes. Once the administrator has determined the identity of the owner and that no safety or security issue exist, any subsequent searches of the item are based upon reasonable suspicion.
The Board directs the Superintendent to authorize the use of dogs trained in detecting the presence of drugs. The dogs may be used to patrol the school facilities and grounds, including the lockers and parking areas. Use of dogs may be unannounced and random. If a trained canine alerts to a particular vehicle, locker, or other container, it shall create reasonable suspicion to search the vehicle, locker, or container in accordance with this policy.

**DANGEROUS WEAPONS IN THE SCHOOL**

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapons; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reason beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined, but not limited to metal knuckles, straight razors, explosive, noxious irritants or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Students may be expelled for up to one year for firearm-related or knife-related incidents occurring off school property while at an interscholastic competition, extracurricular event or other school-sponsored activity.

The Board prohibits students from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus if both of the following apply:

1. The object is indistinguishable for a firearm, whether or not the object is capable of being fired.
2. The person indicates that the person possesses the object and that it is a firearm, or the person knowingly displays or brandishes the object and indicates that it is a firearm.

As defined by Ohio law and or purposes of this policy an “object that is indistinguishable from a firearm” means an object made, constructed or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm.

Students found in violation of numbers 1 and 2 above, may be reported to the local police authority and may be prosecuted under state criminal statutes, as well as disciplined in accordance with the provisions of the District’s Student Code of conduct and Ohio law.

**DISCIPLINE OF HANDICAPPED STUDENTS**

**SUSPENSION**

Upon the tenth (10th) day of suspension, and any suspension thereafter of a student identified as handicapped (learning disabled, severe behaviorally disabled, developmentally handicapped and students on Section 504 Plan), the following action will be initiated by the administrator processing the suspension of the student.

A placement team meeting shall be called by the administrator to review and make recommendations, if needed, as follows:

1. Determine whether there is a casual relationship between the misconduct and the student’s identified handicap;
2. Determine that the handicapped student is being served appropriately, i.e., that his educational placement is appropriate to his/her needs; and

3. Develop strategies to improve the student’s behavior and to avoid further school disciplinary action.

Suspension in excess of ten (10) consecutive school day is regarded as a change in placement and disrupts the education of the handicapped student. In the case of recommendation of suspension in excess of ten school days, the Evaluation Placement Team must immediately convene to review the placement and offer recommendation for alternatives. Instruction in the areas outlined on the student Individualized Education Plan must be maintained.

If a student has a Section 504 Plan, the placement team must convene to determine whether or not the behavior is a manifestation of the student’s impairment. If the behavior is not, then the student may be suspended in excess of ten school days without providing instruction. If the behavior is determined to be a manifestation of the student’s impairment, then the student must be returned to the classroom.

**Expulsion**

Expulsion is also regarded as a change in placement and disrupts the education of a handicapped student. If expulsion is used the Evaluation Placement Team must immediately convene to review the placement and offer recommendations for alternatives. Instruction, as outlined on the Individualized Education Plan, must be maintained. Instruction, as outlined on the Section 504 Plan, must be maintained ONLY if the behavior is a manifestation of the student’s impairment.

**GENERAL INFORMATION**

**ABSENCES**

Regular and punctual attendance is necessary for good work and student learning. It is also an indication of a student’s sense of responsibility and the ability of students to discipline themselves to be where they are supposed to be on time. A parent/guardian must notify their child’s school’s each day your child is absent. Each school has an attendance line which has voicemail that is available 24-hours a day.

The procedure for reporting absences can be found in the Parent-Student Handbook for elementary and secondary students. In addition to that procedure, the following should be noted:

1. Upon arrival at the school building, no student may leave for any reason unless they have approval from the office. Absences must be reported and documented as indicated in the Parent-Student Handbook for each building.

2. Students must be present at least one-half day in the afternoon to participate in any after-school extracurricular activities on that date, unless the absence has been approved by the principal prior to the event.

3. Any student who has exceeded 38 or more hours in one school month, or 65 or more hours in a school year absent, may not receive credit for any semester-long course during that semester without administrative approval by the building principal or per the building-level code of conduct. Any student who has exceeded 72 or more hours of absence in one school year, may not receive credit for the year’s work or be promoted without administrative approval by the building principal or per the building-level code of conduct. Acceptable reasons for administrative approval include:
   - Proof of hospitalization
   - Religious reasons
   - Proof of court appearance
   - Notes from doctors indicating that the student was under doctor’s orders not to attend due to illness
   - Funeral attendance information

4. Students with unexcused absences may not be given the opportunity to make up work or gain credit for the school time missed. Unexcused absences include, but are not limited to the following:
   - Expulsion
   - Failure to bring absence notes to school within 3 days, and/or failure to have medical appointments documented

   **Proper documentation from a doctor for extended or excessive absences should be provided within two (2) weeks of the unexcused absence.** After two (2) weeks from the date of unexcused absence or the last date in a series of consecutive unexcused absences, the absence may be permanently recorded as “unexcused”.

5. Unexplained absences/truancy cases will be investigated by school personnel. (See “Truancy and Attendance”)

6. Students assigned to an in-school suspension are expected to complete and hand in all work assigned on a daily basis; however, this effort to make up work is totally the student’s responsibility.

7. Students returning from expulsion may not be given the opportunity to gain credit for work missed.
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 unable to comply with the aforementioned statement may be retained at school in “in-school detention”.

1. Immodest, and/or Indecent Dress. Immodest, and/or indecent dress will not be permitted. When a student’s 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. Bare midriffs, halters, underwear type “T” shirts or that which gives the appearance of an undergarment, 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 will be allowed throughout the year. Extremely tight fitting garments or short-shorts are not to be worn. Trousers/shorts must be accompanied by a belt and may not be worn low on the hips (sagging).

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 (outdoor type), scarves, hair curlers, combs and picks are not to be worn.

4. 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. Cellular telephones, radios, headphones, or other electronic devices are not permitted.

5. Coats and Jackets. Coats, jackets and outerwear are not to be worn in the classroom, study halls, or the cafeteria unless room temperatures warrant extra apparel. The principal will determine if outerwear is appropriate for the temperature of the classroom.

6. Possession and/or use of electronic communicative devices. Possession and/or use of electronic communicative devices is a suspendable offense (Refer to "Misconduct", Section K) and are not to be worn in use or not in use.

TARDINESS
Regular and punctual attendance is necessary for good work and student learning. It is also an indication of a student’s sense of responsibility and the ability of students to discipline themselves to be where they are supposed to be on time.

Refer to the Parent-Student Handbook in each elementary or secondary building for specific information related to the procedure which addresses tardiness.

TRUANCY AND ATTENDANCE (“Habitual” and “Chronic” Truancy)
HB 410 changes the manner in which a child of compulsory school age who is absent from school without legitimate excuse may be prosecuted under the juvenile justice system. Under continuing law, a child is "of compulsory school age" if the child is between 6 and 18 years old or if the child is formally enrolled in kindergarten.

First, the HB 410 eliminates the law’s distinction between "habitual truants" and "chronic truants" and, accordingly, revises the way that a child may be adjudicated a delinquent child for habitual truancy. Under the act, a child who has been adjudicated a "habitual truant" and who violates a court order regarding that adjudication may further be adjudicated a delinquent child. The concept of "chronic truant" is eliminated.

HB 410 also revises the statutory definition of "habitual truant," using hours instead of days. Under the act, a child is an "habitual truant" when absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year. Formerly, an "habitual truant" was one who was absent for five or more consecutive school days, seven or more school days in one month, or 12 or more school days in a school year. Under former law, a "chronic truant" was a child who was absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or 15 or more school days in a school year. Such a child could be adjudicated a delinquent child.
SCHOOL POLICIES ON ABSENCES (New/Amended Required Policy)

The act requires each school district, educational service center, community school, and STEM school, beginning with the 2017-2018 school year, to adopt a new or amended policy to guide employees in addressing and ameliorating student absences. That policy must include as an intervention strategy all of the statutorily prescribed actions "if applicable." Under former law, the list of interventions was permissive.

While the substance of the statutorily prescribed interventions is largely retained, the act does require the policy to provide a truancy intervention plan for any student who is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. Prior law permitted a policy to provide a truancy intervention program for a habitual truant.

The act also removes a requirement that each school district incorporate into the policy as an intervention strategy the assignment of a habitual truant to an alternative school if an alternative school has been established.

Notice of Excessive Absences

The act requires that the attendance officer of a public school notify a child's parent, guardian, or custodian if the child is absent with or without legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in a school year. That notice must be made, in writing, within seven days after the date of the absence that triggered the notice requirement.

Absence Intervention Team

Within 10 days after the absences of a student surpass the threshold for a habitual truant, the act requires a school principal or district superintendent to assign the student to an absence intervention team. Within 14 school days after the assignment, the team must develop an intervention plan for that student in an effort to reduce or eliminate further absences. As part of the absence intervention plan, the district or school may, in its discretion, contact the appropriate juvenile court and ask to have the student informally enrolled in the court's alternative to adjudication. If a district or school chooses to have students informally enrolled in the alternative to adjudication, the district or school must develop a written policy regarding the use of, and selection process for, that program to ensure fairness.

The act permits a school principal or district superintendent to establish an absence intervention team or series of teams, and requires a district superintendent, or the superintendent's designee, to establish an absence intervention team to be used by district schools that do not establish their own teams. Membership of each team may vary based on the needs of each individual student, but must include: (1) a representative from the child's school district or school, (2) another representative from the child's school district or school who knows the child, and (3) the child's parent (or parent's designee), or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, or social worker, or a representative of a public or nonprofit agency designed to assist students and families in reducing absences.

Each intervention plan must vary based on the individual needs of the student. But each plan must state that the attendance officer must file a complaint in the juvenile court not later than 61 days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication. Furthermore, within seven days after the plan's development, the district or school must make reasonable efforts to provide the student's parent, guardian, custodian, guardian ad litem, or temporary custodian with written notice of the plan.

The State Board of Education must develop a format for parental permission to ensure compliance with the federal Family Educational Rights and Privacy Act, related federal regulations, and state law on student privacy for use of each absence intervention team.

The act also expressly permits school districts and schools to consult or partner with public and nonprofit agencies to provide assistance as appropriate to students and their families in reducing absences, even outside the operation of an absence intervention team.

Parental Engagement

The act requires the district superintendent or school principal or chief administrator to select the members of an absence intervention team within seven school days of the triggering absence and requires at least three meaningful, good faith attempts to secure participation of the student's parent, guardian, custodian, guardian ad litem, or temporary custodian within that time.

The district must inform the parent of the parent's right to appear by designee if the parent responds to the attempts to secure participation but is unable to participate for any reason.

If the parent, guardian, or custodian fails to respond, the school district must: (1) investigate whether the failure to respond triggers mandatory reporting to the county public child services agency, and (2) instruct the absence intervention team to develop a plan for the child without the child's parent, guardian, or custodian.
Summary of Duties
The following summarizes the responsibilities of a school district or school at each stage of the truancy intervention process:

<table>
<thead>
<tr>
<th>Triggering Instance</th>
<th>Steps to be Taken</th>
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| Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year. | • District or school’s new policy must include developing a truancy intervention plan for any student who meets this absence trigger.  
• District or school must provide written notice to the parent, within seven days of the triggering absence.  
• District or school may utilize any other intervention strategies contained in the new policy. |
| Student is absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year. | • District or school must assign the student to an absence intervention team within seven days of the triggering absence.  
• District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.  
• Within 14 days of assignment of a team, the team must develop an absence intervention plan. Within seven days of the plan’s development, the district or school must provide written notice of that plan to the parent.  
• District or school may contact the court about informal enrollment of the child in an alternative to adjudication. |
| Student refuses to participate or fails to make satisfactory progress on absence intervention plan. | • Enrollment Office must file a complaint in the juvenile court not later than 61 days after plan implementation. |

Truant, unverified, unexcused absences affect the student’s education and increase the chances for failure. **It is the parent/guardian’s responsibility to notify the school office when his or her child is absent from school.** Parents/guardians may be notified by the principal/school personnel after any unexcused absences. Continued unexcused absences will result in educational neglect/truancy filings with Children & Family Services and/or Juvenile Court, possible denial of student driving privileges, and possible withdrawal from school.

**Our goal is to educate your child. We cannot be successful if your child is not in school.**

**VACATIONS**
Students who have been approved by the Superintendent for a family vacation must request assignments that will be missed during the time of absence. This request must be made in writing before the student leaves for vacation. Completed assignments must be returned to the classroom teacher within two days of the student’s return to class to assure credit. If these assignments are not completed and turned in, then the excused leave may be revoked.

**[STUDENT] VEHICLE RIDER RULES & REGULATIONS**
Standards of Conduct for Students Transported by School Bus
Due to the school district’s continuing efforts to provide safe transportation for all students, whether for a field trip, athletic function, or to and from home, students are expected to abide by the following standards of school bus behavior, in addition to Ohio’s State Law.

1. Students need to arrive at their bus stop 5 minutes before the bus is scheduled to arrive.
2. Students need to wait quietly in a location clear of traffic and a safe distance from the bus stop in their “designated place of safety”, assigned by the driver.
3. Students at the bus stop must not threaten life, limb or property of any individual.
4. When boarding the school bus, students are to go directly to their assigned seat.
5. Students need to remain seated during the bus ride, keeping the aisle and exits clear.
6. **Students are not to cross the street until the driver motions them across.**
7. Students need to observe classroom conduct while riding the bus.
8. Students must not use profane language.
9. Students must refrain from eating and drinking on the bus.
10. Students must not use tobacco or electronic cigarettes on the bus.
11. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
12. Students must not throw or pass objects on, from or into the bus.
13. Students may carry on the bus only objects that can be held in their laps, ex: musical instruments.
14. Students must not put head or arms out of the bus windows.
15. Students must be quiet at railroad crossings until the bus entirely clears the crossing.
16. Students must leave or board the bus at locations ONLY to which they have been assigned, if student(s) miss the bus, parents are responsible for their transportation to school. Please do not chase the bus.
17. Students must follow the school’s student code of conduct while on the bus. All expectations of proper behavior and restrictions against misconduct apply while on the bus.

Video cameras have been installed on the school buses. The tapes may be utilized to determine violations of Ohio State Law and/or Code of Student Conduct. Violations of these rules, or any action or behavior that may be harmful to the drivers, monitors or students may be the basis for suspension from the bus/school and or expulsion from bus riding privileges.

The vehicle driver is in complete charge of the vehicle AT ALL TIMES and will report all violations and violators of the above rules to the building principal.

Chronic offenders may be suspended and/or expelled from the vehicle, and privileges discontinued.

ANNUAL 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. Meghan Shelby, Special Pupil Services Director has been designated to handle inquiries regarding the non-discrimination policies. Dr. Shelby can be contacted as follows: Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3600.

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. Frank Major, Personnel Director, has been designated as the district’s Title IX Compliance Coordinator. Inquires regarding compliance with Title IX may be directed to Mr. Major as follows: Maple Heights City Schools, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3500.

AMERICANS WITH DISABILITIES ACT (A.D.A.)
The Maple Heights Board of Education welcomes and encourages any and all comments from individuals interested in the Americans With Disabilities Act (A.D.A.) The A.D.A. contains Title I-Employment, Title II-Public Services, and Title III-Public Accommodations. Please contact Dr. Meghan Shelby, Special Pupil Services Director, 5740 Lawn Avenue, Maple Heights, 44137 or at 216-587-6100, ext. 3600.

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.

NOTIFICATION OF RIGHTS UNDER FERPA
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the Director of Pupil Services clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to District officials with legitimate educational interests. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another District official in performing his or her tasks.

A District official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code. Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by Board policy and administrative guidelines and/or those specified in the law.

Each year the District provides public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." This information will be sent home at the beginning of each school year or when your child is enrolled in our district.

For information about parent and student rights to inspect, review and request amendments to educational records, or if parents/students believe their rights under Federal law have been violated, please contact Dr. Meghan Shelby, Special Pupil Services Director, 5740 Lawn Ave., Maple Heights, 44137 or at 216-587-6100.

NOTICE OF NON-DISCRIMINATION
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, applicants for employment, or in its educational programs and activities; and provides equal access to the Boy Scouts and other designated youth groups.

PROVISION OF AIDS & SERVICES TO HEARING IMPAIRED INDIVIDUALS
The Maple Heights City Schools shall provide reasonable aids or services to allow individuals with hearing impairments to attend, participate in, and/or benefit from school-sponsored programs and activities. Any individuals needing such an aid or service shall notify Dr. Meghan Shelby, Special Pupil Services Director of such need in writing, at 5740 Lawn Avenue, Maple Heights, 44137, at least seven (7) days prior to the date of the program/activity at which the aid/service is needed. Request should include the type of aid/service needed, and the reason for needing the aid/service.

ANTI-HARASSMENT/INTIMIDATION/BULLYING
Per Ohio Law, HB 276 requires all school district to develop and adopt an anti-harassment/ intimidation/bullying policy. In addition to the adoption and implementation of this policy, district administrators are required to provide semiannual summary reports of reported acts of harassment, intimidation and/or bullying. The district’s most recent report can be viewed at mapleschools.com, under “annual notices”.

Our district hotline to report acts of harassment, intimidation and/or bullying is 216.438.6420.
Hazing means doing any act or coercing another, including the victim, to do any act of initiation onto 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 electronic 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 mental or 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, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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 or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

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 principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District’s website, to the extent permitted by law.

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.

Rev. 2017
DISTRICT CONTACT NUMBERS & INFORMATION

ADMINISTRATION/CENTRAL OFFICE
5740 Lawn Avenue
216-587-6100

Superintendent’s Office Ext. 3001/3002
Assistant Superintendent Ext. 3700
Buildings & Grounds 216-510-6413
Business Office and Food Services Ext. 3222 or Ext. 3301
Career Tech Education Ext. 3700
Curriculum & Instruction Ext. 3402/3401
Enrollment Office Ext. 3701
Gifted Education Ext. 3402/3401
Technology Department Ext. 1038
Personnel Department Ext. 3500/3501
Special Pupil Services Ext. 3600/3601
Transportation Dept. 216-510-6412
Treasurer’s Office Ext. 3100
   Assistant Treasurer Ext. 3101
   Accounts Payable Ext. 3103
   Benefits Ext. 3102
   Payroll Ext. 3300

Virtual Learning/Online Schooling (VLA & MHVA) Ext. 3700

SCHOOLS

Abraham Lincoln School
Pre-K through Grade 1
9:10 a.m. – 4:00 p.m.
6009 Dunham Road
216-438-6030
Attendance Line: 216-438-6039

John F. Kennedy School
Grades 2 and 3
9:10 a.m. – 4:00 p.m.
5933 Dunham Road
216-438-6010
Attendance Line: 216-438-6019

Barack Obama School
Grades 4 and 5
8:21 a.m. – 3:15 p.m.
5800 Glenwood Avenue
216-438-6020
Attendance Line: 216-438-6029

Milkovich Middle School
Grades 6 through 8
7:35 a.m. – 2:41 p.m.
19800 Stafford Avenue
216-438-6000
Attendance Line: 216-438-6009

Maple Heights High School
Grades 9 through 12
7:45 a.m. – 2:55 p.m.
1 Mustang Way
216-438-6400
   Main Office: Ext. 1018
   Freshman Academy: Ext. 1340/1624
   Community S2C: Ext. 1320/1026
   Community A3: Ext. 1330/1332
Athletics Department: Ext. 1090

Report Absences/Attendance Line:
   Freshman Academy: Ext. 1324 or 438-6413
   Community 2: Ext. 1026 or 438-6411
   Community 3: Ext. 1332 or 438-6412

WWW.MAPLESCHOOLS.COM

BOARD OF EDUCATION
5740 Lawn Avenue
216-587-6100

Pamela D. Crews, President
Dale Walter, Vice President
Robert F. Dober, Member
Rosalind Moore, Member
Michael A. White, Member