Maple Heights High School

STUDENT/PARENT HANDBOOK
2019 - 2020
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 2019 – 2020 school year. This year we’re seeing in 2020 vision! I am extremely excited to start my 4th year as Building Principal here at Maple Heights High School. My number one priority is to ensure that each 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 2019-2020 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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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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Electives

IS THIS PATHWAY FOR YOU?

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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<th>Graphic Design</th>
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<td>Sports &amp; Literature</td>
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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. Students arriving after 11:00 a.m. will not be allowed to enter the building without an excused note from an appointment or parent escort into the building.

4. 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.

5. Students who become ill while at school are to request a pass from the class teacher and report to the clinic.

6. 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.

7. Upon arrival to the school building, students may not leave school property for any reason, unless they have received an exit pass.

8. 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.

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/exit passes documented.

9. Upon the first day of a student’s absence and if the parent(s), guardian(s), or custodial parent(s) have not contacted the community office, the school may upon its discretion, investigate the cause of the absence.

10. Students assigned to in-school suspensions are expected to complete and hand in all work assigned on a daily basis; however, this effort to make up work is totally the responsibility of the student.

EXIT PASSES

Exit passes are allowed from the parent/guardian of record. Advance notice is required to fulfill the request in a timely manner. This can be done by a written note with a current phone number (a call will be made to confirm exit pass) or by phone. Parent/guardian must call to inform school of an alternate person before the exit pass will be honored. (if person is to continually be allowed to pick up student, school must have in writing from parent/guardian and/or added to the emergency medical form).
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 AND LATE ARRIVALS / EARLY RELEASE**
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. LATE ARRIVALS students are allowed to enter 10 minutes prior to their start time if continually arriving earlier they will be assigned a 1st block class. EARLY RELEASE students are allowed to stay in the building no more than 10 minutes after their release time if continually staying later the student will be assigned a 4th block class.

**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. At the beginning of 2nd quarter, students will be required to have a minimum of a 2.0 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. No outside food allowed in the cafeteria, unless brought in as a sack lunch. Students are **not allowed** to receive food from parents, door dash, etc. throughout the school day
2. 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.
3. Students must be seated during lunch unless in a lunch line.
4. Throwing of anything in the cafeteria is strictly prohibited and may result in suspension.
5. 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. Students may only enter and exit the building at the designated doors.

NO OUTSIDE FOOD ALLOWED IN BUILDING WITHOUT PRE APPROVAL FROM ADMINISTRATION FOR A SUPERVISED ACTIVITY.

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. Headphones and ear buds are not to be worn in the building. Student may use in class with the teachers permission and in the cafeteria only.*

PARENT TEACHER CONFERENCES
The high school will hold 2 parent teacher conference days this school year. They are September 19th and February 13th from 4:15 – 7:30. Students do not have school on either 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 -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.
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, caps, bandanas and scarves.
   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>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>General Fee</td>
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<td><strong>ART</strong></td>
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<tr>
<td>Fine Arts 1, 2</td>
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<td>Fine Arts 3, 4</td>
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<td>$17.00</td>
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<td><strong>BAND AND CHOIR</strong></td>
<td>Uniform Cleaning</td>
<td>$18.00</td>
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<td></td>
<td>Choir Robe Cleaning</td>
<td>$10.00</td>
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<tr>
<td></td>
<td>Uniform Maintenance</td>
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<td></td>
<td>Graphing Calculator (if lost)</td>
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<td><strong>CAREER TECHNOLOGY FEES</strong></td>
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<td><strong>BUSINESS</strong></td>
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<td>Business Technology I and II</td>
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<td>Administrative Office Technology (AOT)</td>
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<td>Marketing II</td>
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<td><strong>Dues</strong></td>
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<tr>
<td>AOT</td>
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<td>BPA I &amp; II</td>
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<td>DECA I &amp; II</td>
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<td>Media Arts I &amp; II (Dues)</td>
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<td>Junior Dues</td>
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<tr>
<td>Senior Dues</td>
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<td><strong>COSMETOLOGY</strong></td>
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<td>Cosmetology I (Kit)</td>
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<td>Cosmetology I State Testing</td>
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</table>

*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*

*Senior Dues* $150.00
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, 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>
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<tr>
<td>F(0)</td>
<td>C(4)</td>
<td>D(1)</td>
<td>5/5=1.0=D</td>
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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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<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 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
- US Government AP
- Calculus AP
- Spanish 4 Honors
- English 4 Literature AP
- Comparative Political Systems AP
- Pre-Calculus
- Physics
- French 4 Honors
- Computer Science AP
- US History AP
- Chemistry AP
- Biology AP

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

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

CALCULATING FOR YEAR LONG CLASSES:
Locate the total on the following scale
A 40 - 35  B 34 - 25  C 24 - 15  D 14 - 5  F 4 - 0
(*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 2019 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 between 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**
   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**
   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 2019 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>
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<tbody>
<tr>
<td>10th grade</td>
<td>5.25</td>
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<tr>
<td>11th grade</td>
<td>10.50</td>
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<tr>
<td>12th grade</td>
<td>15.75</td>
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<tr>
<td>Graduation</td>
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</table>

SUGGESTED COURSE OF STUDY

MANDATORY PREPARATORY PROGRAM
- English: 4.00 Credits
- Mathematics: 4.00 Credits
- Science: 3.00 Credits
- Social Studies: 3.00 Credits
- Health and PE: 1.00 Credit (.5 credits in health and .5 in PE)
- Fine Arts: 1.00 Credit
- Elective Credits: 6.00 Credits
- TOTAL: 21.00 Credits

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

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

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>Maroonettes</td>
<td>Newspaper</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Football</td>
<td>Softball</td>
<td>Wrestling</td>
</tr>
<tr>
<td>Students of Promise</td>
<td>International/Foreign Language Club</td>
<td>Special Olympics</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 at predetermined intervals starting at 7:55 a.m. and ending at 8:15 a.m. depending on their arrival time.

All students arriving after 8:15 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 count towards absence totals. 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 textbook 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 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 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

*ONLY ON WEDNESDAY AND FRIDAY*

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Activity</th>
<th>Period</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>7:45 – 9:18</td>
<td>Class 1</td>
<td>1st Block</td>
<td>7:45 – 9:03</td>
<td>Class 1</td>
</tr>
<tr>
<td></td>
<td>9:22 – 9:26</td>
<td><em>Announcements</em></td>
<td>ADVISORY</td>
<td>9:07 – 9:47</td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td>9:26- 10:59</td>
<td>Class 2</td>
<td>2nd Block</td>
<td>9:51 – 9:55</td>
<td>*Announcement</td>
</tr>
<tr>
<td>3C</td>
<td>12:11 – 12:41</td>
<td>Class 3/Lunch</td>
<td>3C</td>
<td>12:25- 12:55</td>
<td>Class3/Lunch</td>
</tr>
<tr>
<td>3D</td>
<td>12:45 -  1:15</td>
<td>Class 3/Lunch</td>
<td>3D</td>
<td>12:59 - 1:29</td>
<td>Class3/Lunch</td>
</tr>
<tr>
<td>4th</td>
<td>1:19 –  2:52</td>
<td>Class 4</td>
<td>4th Block</td>
<td>1:34-  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: Shanika Early, 1018

### 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: Dakota Berg, ext.1340  
Dakota.Berg@mapleschools.com  
Counselor: Amber Rahas,ext.1341  
amber.rahas@mapleschools.com  
Secretary: Tracey Madden, ext.1624  
tracey.madden@mapleschools.com

### COMMUNITY 2

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

### COMMUNITY 3

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

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