

MAPLETON ELEMENTARY SCHOOL



MOUNTIES

2018-2019 Student Handbook

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School Calendar for 2018 - 2019

August 17 & 20	Teacher Work Days
August 21	First Day for Students
September 3	Labor Day – No School
September 20	Teacher In-Service
September 21	Fair Day - No School
October 26	End of 1 st Grading Period
November 6	Parent-Teacher Conferences 2:30 – 6:30 Early Release @ 1:50
November 8	Parent-Teacher Conferences 2:30 – 6 Early Release @ 1:50
November 9	Teacher In-Service - No School
November 21	Conference Release Day - No School
November 22-26	Thanksgiving Break - No School
November 27	School Resumes
December 20	Last Day Prior to Winter Break
December 21–Jan. 2	Winter Break - No School
January 3	School Resumes
January 18	End of the 2 nd Grading Period
January 21	Martin Luther King, Jr. Day - No School
February 8	Teacher In-Service - No School
February 18	Presidents' Day - No School
March 22	End of 3 rd Grading Period
March 25 – March 29	Spring Break - No School
April 1	School Resumes
April 19 – 22	Easter Break – No School
May 27	Memorial Day – No School
May 31	Students Last Day & End of 4 th Grading Period
June 2	Graduation
June 3	Teacher's Last Day
Make-Up Days—	
	First—February 18
	Second and Beyond – April 22, June 3-7



Say “NO” to

Drugs, Alcohol, & Tobacco

MAPLETON ALMA MATER

Mapleton High School, to thee we sing,
All of our loyalty to thee we bring.
Mapleton High School, we will be true to you
Dear Alma Mater, we are steadfast true.

As we go onward through coming years,
We will remember joys, hopes and fears.
Mapleton High School we'll always miss you,
Dear Alma Mater, we are steadfast true.

MOUNTIE FIGHT SONG

Go Royal Mounties, fight for MHS.
With our colors flying we'll cheer the
Team that's best. Rah! Rah! Rah!

Go Royal Mounties, fight for victory
Spread far the fame of our fair name
Go you Mounties win that game!!

Elementary Regular Bell Schedule

Teacher Workday:7:35-3:05

Student Day:8:15-2:50

Elementary Delayed Start Schedule

Student Day10:15-2:50

- Breakfast is not served

Elementary One Hour Early Release Schedule

Student Day.....8:15-1:50

INTRODUCTORY STATEMENT

Welcome to Mapleton Elementary School. The staff and I are pleased to have you as a student and we will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, we publish this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

In the interest of saving space, portions of this Handbook are shortened versions of the official policies adopted by the Board of Education. Adoption of this Handbook by the Board is not intended to amend those policies already adopted by the Board.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal.

PHILOSOPHY OF EDUCATION

The mission of the Mapleton Local School District is to provide an appropriate educational program and learning environment, which will effectively meet the educational needs of its students. Mapleton Local Schools, in partnership with students, families, and community, will provide students with the opportunity to acquire the knowledge and skills to achieve their goals in an ever changing world.

NONDISCRIMINATION STATEMENT

The Mapleton Local School District prohibits discrimination and harassment on the basis of sex, race, color, national origin, age, religion, economic status, and disability in its curricular, co-curricular, extracurricular, and support programs and services. This policy of nondiscrimination extends to students, staff, the general public, and individuals with which it does business.

The following person has been designated to handle complaints and aid compliance with the District's nondiscrimination policies:

Scott Smith, Superintendent
635 County Road 801
Ashland, OH 44805
(419) 945-2188

Any individual who believes s/he has a valid basis for a complaint that s/he has been subjected to discrimination or harassment should contact the Compliance Officer.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

THE STUDENT RIGHTS & RESPONSIBILITIES

Student Rights

1. I have the right to be safe at school.
2. I have the right to expect my property to be safe at school.
3. I have the right to be happy and to be treated with respect.
4. I have the right to speak and listen to others without interruption.
5. I have the right to have help in my educational process.

Student Responsibilities

1. I have the responsibility to respect other's feelings and opinions.
2. I have the responsibility to make my school a safe place.
3. I have the responsibility to be courteous when others are talking.
4. I have the responsibility to control myself.
5. I have the responsibility to respect others.

POSSESSION OF STUDENT HANDBOOK

4th & 5th grade students must bring their student handbook/assignment book to every class every day. These books will be used for assignments, student handbook issues, and for recording hallway and restroom use. Failure to possess this book in class may result in forfeiture of classroom points, hallway and restroom privileges, and other consequences deemed by the individual classroom teacher. Students are not to destroy, tear out pages, or alter the appearance of the book. As a result of destroying, etc. the book, the student will be required to purchase a replacement book. A replacement book may be purchased in the office for \$5.00. The teacher will set their individual rules on the number of passes a student will receive for handbook passes.

CODE OF ACADEMIC INTEGRITY

It is the goal of the Mapleton Local School District to maintain high standards for academic excellence. This goal will be achieved through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals.

Each student at Mapleton Elementary School is responsible for his or her own academic achievement. Each student is

expected to be honest and to avoid any violation of academic trust such as:

1. Giving or receiving aid during an examination, test, quiz, or similar type of evaluation.
2. Using unauthorized learning aids, study materials, cheat sheets, etc. during a test. Proper test taking procedures dictate that students must put all study materials, learning aids, textbooks, etc. out of sight and reach prior to the beginning of testing. A violation of academic integrity may occur if any items such as those described above are found to be in close proximity to the student during testing, to the extent that the test proctor may be led to believe that cheating may have occurred.
3. Obtaining, circulating or using an examination, test, quiz, answer key, etc. without permission.
4. Plagiarizing- "To use the ideas or writings of another as your own, or to appropriate passages or ideas from another and use them as your own" is plagiarism and dishonest.
5. Submitting work prepared by another; copying work prepared by another.
6. Defacing books or other instructional materials.
7. Removing library and department resource materials without authorization.
8. Any other action which would not be representative of a student's own academic effort.

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. A student's status and reputation may be seriously damaged by violations of this nature.

Individual teacher expectations must be explained by the classroom teacher. Since study habits, "paper trail" requirements and procedures, documentation procedures, the kind of collaborative work, etc, may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity.

In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS

Violation of the Code of Academic Integrity must be reported to the principal who will record this information in the student's discipline record. The teacher is expected to notify the student's parents of the violation and academic consequences.

In cases where a suspected violation of the Code of Academic Integrity occurs, a consultation meeting with the faculty member and the principal will take place. Decisions regarding disciplinary measures will be made after the meeting with the principal, the teacher, and the student. Possible consequences for Code of Academic Integrity violations may include lunch detention, after school detention, in-school suspension, or suspension.

When it has been judged that plagiarism has occurred, the offending student, in the case of a first offense, may be assigned to a after school detention. A second offense of plagiarism may result in suspension. Students involved with plagiarism will also be expected to properly complete the plagiarized class work.

Failure to complete this work will result in course failure for the quarter. Even though the assigned work will be completed, the assignment grade will be a failing grade. Repeated violations could result in lengthened periods of suspension.

Since academic integrity is viewed as an essential student quality, a student's discipline record, while held in confidence by the administration, will be considered when determining eligibility for special honors and recognition.

GRADING SCALE

%	Letter
90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
0-59.9	F

Student Retention Process

1. Recommendation from teacher or parent to principal by end of third grading period.
2. A Response to Intervention Team (Rtl) is formed and a meeting is scheduled to put together a plan of intervention.
3. The Rtl process is continued into the third and fourth grading period.
4. Parent recommendations, final grades, progress monitoring, local and state test scores, Rtl recommendations, and other tests will be used by the team in determining student retention.
5. Parents to be informed of the principal decision in writing.

* All students who have unexcused absences for more than 10% of the required school attendance days and who are failing 2 or more core classes will be under review for retention.

Chain of Command

We take the education of your child very seriously. If your child has a problem during the school day, he or she needs to talk with the teacher that is involved. If you, the parent become involved, you may seek a meeting or phone conference with the teacher. Often times problems can be solved by discussing them with the teacher first. If after meeting/discussing the issue with the teacher, you are not satisfied, you are encouraged to call the building administrator.

Music Programs

Music programs are considered part of the music curriculum and standards. All students enrolled in vocal or instrumental music classes are expected to participate and attend the music programs. If a student does not attend, he/she can expect his/her music grade to be lowered. In cases of emergencies, parents must notify the music teacher, in writing, for an absence to be excused.

Physical Education Requirements

Should it become necessary for a student to be excused from participation in physical education or going outside for recess, the school will need a note from a physician to not participate due to medical reasons.

Dress for physical education should consist of jeans or shorts, t-shirts or blouse, and gym shoes. Students without proper footwear will not be permitted to participate in physical education activities.

GUIDANCE DEPARTMENT

The Guidance Office provides information and counseling services for the students at Mapleton Elementary School. Services include: testing information; grade requests; career and psychological counseling; scheduling; and financial aid services. Students who wish to utilize these services should see the guidance counselor during lunch, free time, before school, or by appointment.

PARENT & STUDENT PROGRESS BOOK ACCOUNTS

Each student and parent will be able to track student progress throughout the grading period via the web-based software called Progress Book. Mapleton Elementary School will provide usernames and passwords to both the student and the parent in order to access the software. If a new username or password is needed, simply call the guidance office and make that request. To access Progress Book, go to the Mapleton home page, www.mapleton.k12.oh.us, and click on the Progress Book link on the right hand side of the page.

OPEN ENROLLMENT

A student from any other Ohio school district may be enrolled as permitted by Board policy.

Online Schooling / Classes

Online programs and classes will be available to students for the following conditions/reason during the academic calendar year. Students who are seeking courses not offered at Mapleton in the course of study, students with extreme circumstances (such as medical issues). The online program is not a substitute for courses offered at Mapleton. The administrative team will have all final decisions concerning online registration and approval.

Home Schooling

Parents interested in home schooling their children should contact the superintendent of schools to complete the proper procedures. Parents who want their children to return to Mapleton after being home schooled should pick up a copy of the entry procedure from the office.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside

assignments. Homework is also part of the student's preparation for the achievement tests, diagnostic tests, and future grade level rigor.

TEXTBOOKS

Textbooks are loaned to students for their use. They are very expensive and must be cared for properly. The fine for a lost book will be the replacement cost of that book. Students will be issued another textbook upon payment of the determined replacement cost. Damage to a book will also result in a monetary fine equal to the amount needed to repair the book. This fine will be set by school officials.

Make-Up Work and Assignments

It is the student's responsibility to make arrangements for make-up work and/or tests and quizzes missed upon return to school. No more than one day's make-up time may be permitted for each day of excused absence. Students with unexcused absences must complete all missing assignments. Full, partial, or no credit may be given for these assignments at the teacher's discretion. Parents are encouraged to call the office and request assignments for students when they are unable to attend school. Assignments may be picked up at the end of the school day.

INTERIM REPORTS AND GRADE CARDS

Interim reports will be sent home at the mid-point of each grading period. Grade cards will be sent at the end of each grading period.

STUDENT RECORDS & DIRECTORY INFORMATION

The Mapleton Local School district maintains student records in compliance with its obligations under the Family Educational Rights and Privacy Act (FERPA) and the Ohio Student Records Privacy Act. Except for information that is designated as directory information by the student or student's parents, or as authorized by law, student records and personally identifiable information contained within shall not be disclosed without prior permission from a student who is 18 years or older or the student's parents.

Mapleton High School classifies the following information as "directory" information, and as such, the information will be disclosed without prior consent:

- A. Name
- B. Address
- C. Date/place of birth
- D. Dates of attendance and graduation
- E. Telephone number
- F. Photograph
- G. Participation in extracurricular activities
- H. Height/Weight if a member of athletics
- I. Awards and honors received
- J. Major field of study

Parents or students who are 18 years or older who want to prohibit or prevent the release of directory information, including the release of information to military recruiters, may opt out of

such disclosure by providing written notice to the District. Please contact the Guidance Office for more information.

ARRIVAL AT SCHOOL

Students should not arrive before **7:45 a.m.** Busses arrive at the school at 8:00am. The 8:10 a.m. bell will ring to dismiss students to their homeroom class. Students will be considered tardy to school if they are not in the building at **8:15 a.m.** on regular school days. When students report to class, they should have their books and study materials that they will need for their class. Any arrival to school after 9:01 a.m. will be considered a half day absence and will require a note from the parents to be excusable.

ATTENDANCE

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. The board of education is aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, the board is concerned with each student's total participation which is reflected in the attendance procedures which follow:

Definition of the School Day

8:15-9:00	Tardy to School
9:01-12:00	½ Day Absence

****ANY ARRIVAL AFTER 12:01PM WILL BE CONSIDERED A FULL DAY ABSENCE.**

Excused and Unexcused Absences

The building principal will be the final arbiter of whether an absence is to be considered excused or unexcused. According to Ohio law and Board policy absences will be excused for the following reasons:

1. Personal Illness
2. Medical, dental or legal appointments
3. Quarantine of the home (including head lice)
4. Death of a relative
5. Observance of Religious Holiday
6. Approved college visits
7. Emergency of circumstances which constitute a good and sufficient reason for missing school
8. Approved Pre-Planned absence
9. Acts of God.
10. Authorized school-sponsored activities, including out-of-state travel as approved by the Board.
11. Approved visits with a parent or legal guardian who is an active duty member of the military in connection with deployment or leave.

Absence from school for any reason not permitted as listed above, or any absence not confirmed or previously arranged by parent or guardian with the building principal will be considered unexcused. **All absences must be confirmed by a parent's note or Doctor's note to excuse the absence within 48 hours of the absence.** Full, partial, or no credit may be given for missed assignments or tests at the teacher's discretion. Schoolwork or tests missed due to an in school or out of school suspension will be assessed on a case by case determination. The suspension paper will detail that information.

Students utilizing an On-Line learning program through Mapleton Local Schools are required to complete one unit for each subject areas assigned per-school day. Failure to do so will result in an unexcused absence and considered truant. Furthermore, students are to be in the school building at the assigned times and dates provided by the administration. Failure to do so will result in an unexcused absence and considered truant.

HB 410 Requirements

HB 410 requirements require notification of student absence to parent/guardian, development and implementation of an absence intervention plan, which may include supportive services for students and families, counseling, parent education and parenting programs, mediation, intervention programs available through juvenile authorities and referral for truancy.

Regular school attendance is important for a students' academic success. Excessive absences interfere with students' progress in gaining necessary skills and knowledge to graduate from high school prepared for higher education or the workforce.

Excessive absences are identified as a) absent 38 or more hours in one school month with or without a legitimate excuse or b) absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual truancy is defined by a) absent 30 or more consecutive hours without a legitimate excuse, b) absent 42 or more hours in one school month without a legitimate excuse or c) absent 72 or more hours in one school year without a legitimate excuse.

The following applies to students who have excessive absences:

Excessive absence letters will be sent after 38 or more hours in one school month with or without a legitimate excuse or absent 65 or more hours in one school year with or without a legitimate excuse. Please contact the building administrator to discuss your child's attendance.

If students become truant, based on the provided definition, parents will be required to participate in an absence intervention planning meeting. Parents will be contacted to set up a meeting time.

Note: Out of school suspension will not count against a student's number of excessive unexcused absences.

Notification of Absence

The responsibility lies with the parent or guardian to notify the school office by 8:45 AM when their child is absent and state the reason for the absence. (**Note:** A parent or Doctor's note must also accompany the student upon return to the school.) The attendance coordinator begins calling parents who have not contacted the school at 8:25 AM.

If the student fails to provide written verification from the parent or guardian upon return to school, he or she will be given one additional day to provide the note. After the second day back, the absence will be considered unexcused if written notification is not received.

Fair Days/Athletics/School Days

Any school related activity which includes, but not limited to FFA, Athletic Activities, Academic Activities, Fair Days, etc. will not be counted absent with **Prior Procedural Notification**.

Pre-Planned Absences

Pre-planned absences are absences that students are aware of in advance of the absence. Examples are: family vacation with parent/guardian, court appearances, college visitation days, etc.

Students must submit a note from the parent or guardian two (2) days before the absence to the building principal. All assignments must be completed according to the Make-Up Work and Assignments policy. If these procedures are followed, the absence will be excused. **Please plan accordingly.** These absences count in the total hours missed and are reflected in the excessive absence definition.

Tardiness to School

Students who are tardy to school should report to the office and check in with the attendance secretary. Students will be considered tardy to school if they arrive to class between 8:15 a.m. through 9:00 a.m. Students who report to school after 9:01 a.m. will be considered absent. All tardies count against your child's attendance hours. We understand that sometimes circumstances occur that are out of your control (car issues, over sleeping and etc.), but efforts need to be made to have your child to school on time each day.

Participation in Extracurricular Activities

In order for a student to be eligible to participate in any extra-curricular activities outside of the school day, he/she must be in attendance by **11:30 a.m.** of the day of the event. Students who leave school at any time during the day are not permitted to participate in any activities on that day unless they have prior permission by the principal.

Students who have field trips and pre-planned absences approved by the building principal or his designee will be permitted to participate in extra-curricular activities.

CAFETERIA PROCEDURES

A closed lunch period will be observed with all students eating in the cafeteria whether their lunch is purchased or brought from

home. Students are not permitted to go home for lunch. Students packing may purchase milk daily. It is the student's and parent's responsibility to see that the student has a lunch or lunch money before he/she leaves for school. Students are not allowed to charge more than \$15. Any time the amount owed goes over this amount, a milk and cheese sandwich will be given to the student. Please make every effort to put lunch money into your child's account on a weekly basis. Notices are sent home weekly with students that owe money.

Students are to remain in the cafeteria during their lunch period. While eating in the cafeteria, students will dispose of trash in the proper containers.

Free and Reduced Price Lunch Applications

This application is sent home with each student at the beginning of each school year. If you need an application form at any time during the school year, please contact the office.

Food and Drinks

Food and drinks will be consumed in the cafeteria area only during assigned lunch unless permitted by a doctor's note or by the administration. Drinking water in a clear bottle is permitted in classrooms and study hall. No outside food or beverages will be permitted in the cafeteria.

Playground Rules

Students will go outside when the temperature and/or wind chill is above 20 degrees. Please dress for the weather.

VISITORS

Parents and other visitors must first report to the office and sign in upon entering the building. Volunteers need to be acknowledged by the office staff before leaving the office. This is required by Board policy and is for every student's protection. All visitors will wear a visitor's ID while in the building. Parents are welcome to visit their child's class or lunch at any time so long as they have made arrangements with the school at least 24 hours in advance. Visiting in the classroom is at the teacher's discretion. They have the final say if a visit to the classroom is feasible. We ask that you do not bring other children along when you visit the class. Student visitors from other schools cannot always be accommodated, and permission must be received from the building principal.

Pursuant to Ohio Revised Code Section 2923.122 no persons shall knowingly possess or have under the person's control, convey or attempt to convey, a deadly weapon or dangerous ordnance onto the premises.

VOLUNTEERS

One of the goals of our school is to utilize parents and the community to support our curriculum. Sharing travel experiences, hobbies, special talents, experiences, and information about a vacation makes our total curriculum become a more meaningful learning experience. Please contact your child's teacher if you are willing to be a resource. Welcomed areas of volunteer support include: reading with students, chaperones for field trips, helping with class parties or activities. All volunteer experiences are to be arranged with the teacher and are at the teacher's discretion. Volunteers that are not supervising an overnight trip must complete a BCI check. **New** volunteers can make an appointment with the board office to be fingerprinted. Current volunteers that haven't left the state of Ohio have to have the FBI check done every 5 years.

FEES AND FINES

A fee schedule for each class will be provided to Mapleton students at the beginning of each school year. These fees apply towards the cost of consumable materials such as workbooks, Weekly Readers, folders, science lab consumables, etc. Student fees may be paid at the beginning of the year. If financial constraints prohibit paying fees in full, please contact the office to work out a payment schedule. Students are not required to purchase school owned textbooks.

If a student damages school property/equipment, he or she will be required to pay for repair or replacement. If library books/materials are lost or damaged, the student is responsible for the cost of repair or replacement.

EXTRACURRICULARS

All social activities sponsored by a school organization are intended for the enjoyment of students. Extracurricular activities are considered privileges and not a right of the student. School rules apply to all school-sponsored activities at school, and other locations.

CHANGE OF ADDRESS

If your living situation changes at any time throughout the school year, **you must notify the office**. It is imperative that we have a current address and phone number on file at all times. If this change involves you not living in the Mapleton district anymore, as you are required to attend the district that you relocated to, you must enroll at the school district where you reside. You may seek to complete an open enrollment application if it is your desire to remain in the Mapleton district. Open enrollment forms are available on-line or by calling the office. The application is reviewed and approved or denied by the building administrator.

PARENT/TEACHER CONFERENCES

Each year two days are set aside for parent/teacher conferences. Parents are highly encouraged to meet with their student's teachers on these days. However, should you wish to meet with a teacher at any time, simply call the school to arrange a mutually convenient appointment?

SCHOOL SPONSORED PUBLICATIONS

Student publications or dramatic productions can be valuable educational experiences within the District's curriculum. Student publications or productions that are sponsored must be generally suitable for all students. Adherence to copyright restrictions is required in all school sponsored publications.

Materials that violate or may violate the rights of others may not be published, including, but not limited to, those which:

1. Discriminate or harass an individual or group of individuals on the basis of race, sex, age, ethnicity, national origin, disability, or other protected group under Board policy;
2. Are false or libelous;
3. Seek to establish the supremacy of a particular religious denomination, sect or point of view over another;
4. Advocate the use or advertise the availability of drugs, alcohol, or any other substance that may pose a danger to students;
5. Contain material that may be deemed to be harmful to impressionable students who may receive them;
6. Incite violence or urge the violation of law or school regulations;
7. Threaten a material and substantial disruption of the educational program of the school;
8. Are obscene, indecent, vulgar, or constitute insulting or fighting words;
9. Advertise goods or services for the benefit of profit-making organizations;
10. Fail to identify the student or organization responsible for the distributions;
11. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
12. Associate the District with any position other than neutrality on a matter of political or social controversy; or
13. Fail to meet generally accepted standards of style, grammar, format, and suitability of materials.

School-sponsored publications may be distributed according to guidelines established by the faculty advisor. The faculty advisor shall advise on matters of style, grammar, format and suitability of materials. The final decision as to the suitability of material shall rest with the building administrator after consultation with the student editor and faculty advisor, if there is one, subject to appeal to the superintendent.

NON-SCHOOL SPONSORED PUBLICATIONS

Students/Parents who wish to distribute non-school sponsored handwritten, printed, or duplicated matter at school must secure permission in advance from the building principal for distribution according to reasonable time, place and manner restrictions. A publication will not be approved for distribution if it contains expression which:

1. Is obscene to minors;
2. Is false and/or libelous;
3. Is pervasively indecent or vulgar;

4. Advertises any product or service not permitted to minors by law;
5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ethnic origin, or other protected group);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act; or
7. Is otherwise prohibited by state or federal law.

Distribution or display of written matter in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

8. Invitations for parties or events may not be passed out at school unless the entire homeroom class is being invited.

SALES

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

Any student who participates in a school-sponsored fundraiser is responsible for any material used for that fundraiser. Failure to follow regulations is the fault of the participant, who may be denied participation in the activity and will be held financially responsible for any and all material used for the fundraiser.

UNLAWFUL HARASSMENT

Harassment on the basis of race, color, national origin, religion, sex, disability, age, or economic status is prohibited. No student shall be involved in the use of insulting, degrading, or ridiculing language, signs, or symbols that are intended to harass or intimidate another person on school property or at school functions. Such slurs may come through the use of written word, verbal statements, aggressive actions, symbols or other forms of communication. Students who witness or believe they are the victim of an intimidating or harassing act should report it to school personnel or the District's Compliance Officer.

FIRE DRILL/EXIT PROCEDURES

Fire exits for each classroom are prominently posted. Students are expected to know the exit routes from each classroom and procedures. Periodic drills will be held. Students are to leave all books and personal effects in the classroom, walk in an orderly fashion—do not run or yell, and stay with your class.

TORNADO DRILL PROCEDURES

Periodic tornado alerts and drills will be held. Each room has posted its designated safe spot and procedures to be followed. Students are to familiarize themselves with the safe spot for each of their classrooms and the appropriate safety precautions.

LOCKDOWN PROCEDURES

Periodic lockdown drills will be held. The building administrators and teachers will communicate all procedures to the students that are to be followed.

INSURANCE

A student accident insurance plan selected by the Board of Education is made available on an optional basis to all students.

At the beginning of the school year the school will distribute printed information about the student accident insurance plan selected. The information will contain an application form which, when completed, must be sent directly to the company.

SEARCHES

A student's person or personal property may be searched at any time there is reasonable cause to believe that a search will result in obtaining evidence that the student may have violated the law or school rules or may be a threat to the safety or security of the student or others.

Students shall have no expectation of privacy in any in-school storage and materials, including, but not limited to, desks, computers, books, or lockers, supplied by the Board. The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Items which are found to be a threat to the safety of the student or others may be seized by school officials. Also, illegal items may be seized.

SMOKING/USE/POSSESSION OF TOBACCO

Ohio law and Board policy prohibit students from smoking, using, or possessing any substance containing tobacco in any area under control of the school district or at any activity supervised by any school operated by the Board. This includes the possession of substances containing tobacco, e-cigarettes, and/or vapor cigarettes within lockers, book bags, purses, clothing, etc., and their use or possession at any school sponsored event in any location. Ohio R.C. Section 2151.87.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY

Any acts of vandalism/destruction of school property will result in fines, suspension, or expulsion from school and referral to appropriate law enforcement agencies.

FIELD TRIPS

Field trips are an extension of the classroom; however, field trips are considered a privilege and not a right of the student. Students with attendance problems, behavior problems or poor grades may not be permitted to participate in field trips.

CLOSING/DELAY OF SCHOOL

In the event of inclement weather or emergency, the superintendent of schools, or his designee, will notify the following media organizations and also put an instant alert out to communication devices utilizing the One Call Now System.

1. WNCO FM 101.3
2. WNCO AM 1340
3. WYHT FM 105.3
4. WMAN AM 1400
5. WMFD TV Ch. 68
6. Cleveland TV Stations: 3, 5, 8, 19

One Call Now

Families will receive a phone call from the superintendent or his designee informing them of weather delay starts or closings. Texts and e-mails are also an option of the One Call Now System. Families can sign up for the One Call Now System. It is up to the family members to keep their contact information updated and to set up the One Call Now personal settings.

MEDICAL INFORMATION

Minimum standards of immunization for students entering as a kindergartener or providing proof as a new student are:

VARICELLA - 2

DPT—4

POLIO—3

MMR—2

HEPATITIS B - 3

Children are required to be excluded from school until meeting the immunization requirements. (ORC 3313.671)

Students are required by law (ORC 3313.712) to have an Emergency Medical Authorization Form filled out by the parent/guardian on file in the office. Changes in contact persons or physicians should be reported immediately to the school office.

If a student is injured or becomes ill at school, the parents will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted. **Be sure to keep the school notified of any changes in telephone numbers, addresses, places of work, and emergency contacts.**

Parents are responsible for informing the school of their child's allergies. Parents are responsible for providing the school with the bee sting medication and a doctor's statement regarding administration. Students, who have severe asthma and require an inhaler, may keep the inhaler with them and are responsible for its safekeeping.

By law, school personnel are not permitted to provide medication of any kind, not even aspirin, to students. Further, it is the responsibility of the parents to provide written notification to the principal of any medication being taken at school.

Medication at School

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness. When possible, parents should plan to bring and administer medication. If this is not possible, the dispensing of medication during the school day will be done in accordance with the following procedure.

No drug prescribed for a student shall be administered pursuant to this Policy or federal law, which includes but is not limited to the Individuals with Disabilities Education Act, until the following occur:

A. The nurse receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.

B. The nurse receives a written statement, signed by the prescriber who prescribed the drug, this includes all of the following information:

1. The name and address of the student;
2. The school and class in which the student is enrolled;
3. The name of the drug and the dosage to be administered;
4. The time or intervals at which each dosage of the drug is to be administered;
5. The date the administration of the drug is to begin;
6. The date the administration of the drug is to cease;
7. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
8. Special instructions for administration of the drug, including sterile conditions and storage.

C. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber if any of the information previously provided by the prescriber changes.

D. The nurse must receive a copy of all statements and revisions of any statement(s) required by this Policy.

E. The drug is received by the nurse, building principal or other designated person authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.

F. Any other procedures required by the Board of Education are followed.

The building principal shall establish a location in each school building for the storage of drugs to be administered under this Policy. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

In the case of over the counter drugs, the same procedures as outlined in the above Policy are to be followed with the exception of those procedures referring to the prescriber's permission and procedures. In the case of over the counter drugs, the parent is

responsible for complying with all procedures in lieu of the prescriber and assumes liability for the above.

If written approval from a physician and parent is submitted to the nurse in compliance with Board Policy, a student may bring to school and use an asthma inhaler to alleviate or prevent asthmatic symptoms, or may bring to school and use an epinephrine auto injector to treat severe allergic reactions.

The District retains the discretion to reject requests for administration of medication.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Control of Noncasual-Contact Communicable Diseases

The School District has an obligation to protect staff and students from noncasual-contact, communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

ALCOHOL/CHEMICAL USE/ABUSE POLICY

The distribution, possession, use, concealment, or being under the influence of alcohol or a drug substance is explicitly prohibited and will be dealt with severely. This includes extracurricular events, school events and business on and off school property, and school buses. This policy also applies to caffeine tablets, look-alike substances, and any other item represented to be a drug or any paraphernalia or instruments related to any of the items in this policy.

While student drug education and referral to counseling resources may be made available, such measures should be viewed as instructional or rehabilitative and will not be considered as an alternative to disciplinary measures.

Ohio Revised Code (3321.13) requires the school to report suspensions or expulsions of any student for use or possession of alcohol or drug of abuse to the Division of Motor Vehicles for possible revocation of driving privileges.

ELECTRONIC EQUIPMENT

Cell phones, watch phones (Gizmo or like brand), radios, video games, laser pens-pointers, walkie talkies, tape players, I-Pods, CD players or any other electronic equipment is prohibited at school unless permitted by the classroom teacher for academic purposes or reward party use. If phones are allowed for academic purposes or reward parties, they are not to be used for picture taking or video taping of other students and/or sharing said pictures or videos on social media.

If any device is out or on the student's person during class, without special permission, a teacher or building principal may confiscate the device for the student to pick up at the end of the school day. If there is any further violation, the device may again be confiscated, and the parent or guardian must pick up the device from the principal. **This particular violation of schools rules will be considered an act of Insubordination.**

Cell phone use on the bus is at the discretion of the bus driver. If cell phones are not being used properly, the bus driver may ban the use of them during the ride home. This could include, but not limited to, taking pictures or videos of other students and/or sharing them on social media

DRESS/APPEARANCE

In general, dress styles and grooming should be moderate in nature and should not be such that it causes undue attention to the student, causes a potential safety hazard, and/or disrupts a positive learning environment. Dress code requirements will be observed on all school sponsored trips. In situations where disagreement exists regarding this dress code, **building administrators have the final decision as to the appropriateness of all clothing and attire.** A written record of violators will be kept in the office

1. Girl's skirts and dresses must be of reasonable length.
2. Shorts and capris are permitted April 1 to October 31 or by special permission of the building principal. Shorts cannot be higher than 6 inches above the knee in length
3. Spandex, yoga pants, or any other form fitting material deemed inappropriate by school administration will not be permitted.
4. Bare midriffs, sleeveless shirts less than 3 finger width, and low cut clothing are not permitted.
5. Students will not wear clothing that advertises, promotes, makes reference to, or illustrates alcoholic beverages, drugs, tobacco, sex, violence, death, cults/satanic symbols, inappropriate language or lewd print.
6. Footwear is required at all times. Students should wear footwear appropriate for the class activities scheduled for that day and for weather conditions. No flip-flops are permitted. Sandals must have a strap across the heel. This is necessary for playground safety. Shoes with wheels in the sole are also not permitted.
7. Pants should be worn at the natural waist.
8. No sunglasses will be worn in the building unless directed by an eye doctor.
9. No hats or hoods are to be worn in the building.

10. Safety precautions may dictate certain types of dress for some classes.
11. No excessive piercings.
12. No Fish/turtle hooks, wallet chains, or excessive adornments are permitted.
13. Hair color should be natural. No dyes or sprays are to be used that would cause the hair to be an unnatural color.

Please keep in mind that recesses and gym activities are often held outside and your child is required to take part in these activities

Failure to comply with the Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Following are the procedures for violations of the Dress Code:

1. First Offense: The student will be sent to the Office. Student may be asked to change clothes and/or wash hair. Parents may be contacted to bring clothing if none are available at school or to pick up student if hair color cannot be washed out. Inappropriate accessories may be confiscated.
2. Second Offense: same as 1st offense. In addition, the student may be assigned to a detention.
3. Third Offense: Same as 1st and 2nd offense. In addition, the parents will be asked to bring in clothing for the student prior to the student returning to class.

TRANSPORTATION

Bus

School bus transportation is a service provided by the Mapleton Local School District and should be considered a privilege by students and parents. If a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the principal. It is expected that those who ride the bus will observe classroom conduct at all times. Students and parents are expected to respect and exercise these rules established to ensure the safety of all students. These rules and regulations apply to all school related activities that require bus transportation. For your safety, you may be recorded by a video surveillance system which may also include audio recording.

Students

1. Observe the same conduct as in the classroom.
2. Follow directions from the bus driver the first time they are given.
3. Do not eat or drink on the bus.
4. Keep the buses clean—use a wastebasket.
5. Do not be destructive.
6. Do not stand while the bus is in motion.
7. Remain seated in a forward facing position, off the floor and out of the aisle.
8. Keep out of the aisle and face the front of the bus.
9. Be absolutely quiet when stopped and while crossing railroad tracks or other places of danger as specified by the driver.

Parents

1. Parents are responsible for the safety and discipline of students while going to and from the bus stop.
2. Parents are urged to have students at the bus stop five minutes ahead of time because buses operate on a schedule.
3. Parents will be held responsible for any damages incurred by their child(ren) and will pay monetary damages.
4. Parents will be requested to sign a form to acknowledge receipt of transportation guidelines.
5. Please call the Transportation Supervisor to discuss any bus problems.

Bus Discipline

Proper conduct on a bus is necessary to ensure the safety of the students and drivers. When a student does not display proper conduct on a bus, suspension or expulsion from the bus may be the result. The following types of misbehavior will not be tolerated on the school bus: fighting, eating, improper sitting, obscenities, profanity, vulgarity, immoral acts, possession or use of potentially dangerous or destructive objects, threats and intimidation to the driver or other students, disruptive safety hazards, destruction of property, harmful substances such as alcohol, drugs (narcotics or any form of tobacco, e-cigarettes or vapor cigarettes), insubordination, disrespect, and injuring others.

Discipline Procedure/Suspension Sequence

Violations of any bus rules and regulations will result in a Bus Conduct Report.

- | | |
|---|--|
| 1. 1 st Offense | Warning slip—bus driver must call the parents |
| 2. 2 nd Offense | warning slip and consequence |
| 3. 3 rd Offense | 2 to 3 day bus suspension |
| 4. 4 th Offense | 3 to 5 day bus suspension |
| 5. 5 th Offense | 10 day bus suspension |
| 6. Severe Clause: | A severe incident could result in immediate suspension from bus. |
| 7. Other discipline procedures may involve Friday Detention, | in-school detention, out of school suspension, taking a safety test, and/or viewing the video of students riding the bus at the driver's request and discretion. |
| 8. The principal may hold a conference with the driver, student, and/or parent. | The principal will suspend riding privileges for the designated period of time. |
| 9. A parent/guardian of a student may appeal a bus suspension by contacting the building principal within 24 hours. | |

ZERO TOLERANCE POLICY

The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

The District Code of Conduct and this Handbook contain the rules and regulations to which students are subject while in school or participating in any school-related activity or event. Violations of the Code of Conduct are punishable.

If a student violates this Policy or the Code of Conduct, school personnel, students or parents should report the student to the building principal. The administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

MAPLETON LOCAL SCHOOLS DISTRICT CODE OF CONDUCT

Jurisdiction

This Code is applicable to misconduct by a student that occurs on District property or off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function or event. Additionally, this Code is applicable to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

Weapons

Pursuant to Ohio Revised Code Section 2923.122 no persons shall knowingly possess or have under the person's control, convey or attempt to convey, a deadly weapon or dangerous ordinance onto the premises.

Prohibited Articles at School

The following items are not permitted at school: cigarettes, lighters, matches, any tobacco product/container, water pistols/guns, knives, firearms, look-a-like guns, fireworks, chains, etc. **Students possessing any of these articles will be suspended from school.**

School Safety Zone

The "school safety zone" defined is a school building, school premises, school activity and any school bus. No person shall threaten the orderly operations of schools. Section 2917.11 of the Ohio Revised Code defines such disorderly conduct:

- A. No person shall recklessly cause inconvenience, annoyance, or alarm to another, by doing any of the following:

1. Engaging in fighting, in threatening harm to persons or property, or in violent or turbulent behavior;
2. Making unreasonable noise or an offensively coarse utterance, gesture, or display, or communicating unwarranted and grossly abusive language to any person;
3. Insulting, taunting, or challenging another, under circumstances in which such conduct is likely to provoke a violent response;
4. Hindering or preventing the movement of persons on a public street, road, highway, or right-of-way, or to, from, within, or upon public or private property, so as to interfere with the rights of others, and by any act that serves no lawful and reasonable purpose.

Harassment, Intimidation and Bullying

Mapleton Local School District prohibits acts of harassment, intimidation, or bullying of students. The District has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:

1. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
2. Parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
3. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
4. School administrators shall investigate and document any written or oral reports;
5. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

Harassment, intimidation, or bullying of students or personnel by students, school personnel, or school volunteers is prohibited, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events, or in cyberspace. The Board Policy prohibiting Harassment, Intimidation and Bullying can be obtained from the superintendent's office or from the district web site.

Bullying and Harassment Prevention

All students will follow the four anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are being bullied.
3. We will try to help students who are left out.
4. If we know that somebody is being bullied, we will report it to an adult at school and an adult at home.

Penalties for Violation of Code of Conduct

The penalty for a violation of this code will be determined by the school administration and can result in denial of participation privileges, parental contact, detentions, In-School Intervention (ISI), Out of School Suspension (OSS), removal, expulsion, permanent exclusion, referral to legal authorities, compensatory payment when property is involved, or other corrective actions which the administration may determine to be appropriate after proper review of the violation. Suspension or expulsion will result in loss of extracurricular privileges. Students suspended out of school may or may not have the opportunity to make up work missed. A student may be suspended during the outcome of expulsion proceedings.

Teachers will establish guidelines for their classrooms that provide for effective and fair discipline of students which will be posted in the classroom. Teachers will contact parents if discipline problems persist with a student. If these methods do not result in changed behavior, the student will be referred to the principal for action.

Detention/Study Sessions

Teachers may assign detentions before school or after school which they will individually supervise. Teachers may assign study sessions before school or after school which they will individually supervise. Morning detentions/study session will be served from 7:35-8:05. Afternoon detentions/study session will be served from 3:05-3:35. Study sessions are given to those students who fall behind in their regular class work. Study sessions are used to initiate immediate intervention to students. The student will be given at least 24 hours notice as to the date of the detention/study session. Failure to attend or skipping the assigned detention or study session will result in the student serving a Friday Detention.

The following rules must be followed in detention:

1. No talking or moving from an assigned seat.
2. Students need to bring schoolwork or reading material.
3. No sleeping.
4. Failure to serve assigned detention will result in the student serving a Friday Detention/study session.

In-School Suspension (ISS)

ISS may last from a period of time to 3 days. In ISS, the student will report to the office with appropriate books and work. The student will not have contact with any other student during ISS.

In-School Detention (ISD)

In-School Detention may last from one to ten days and is assigned by the administration. During ISD, the student will report to school and then be placed into a designated area with a certified teacher for the entire school day. School assignments will be brought to them to complete and they will receive academic credit for the assignments. During this time, the student will not have contact with any other students during the day. Students may still participate in after school events and activities while being assigned ISD.

ISD guidelines as Follows:

1. Students serving In-School detention shall be permitted to make up and receive credit for assignments during In-School detention.
2. Students are to bring schoolwork.
3. Parents will be notified of In-School Detention and of the student's rights to appeal.
4. Guidelines for ISD will be issued and discussed upon assignment of the student to this detention.

Out of School Suspension (OSS)

OSS is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school. While on suspension, the student may NOT be on any school property without prior permission. Participation in (or attendance at) any regular or extra-curricular school activity before, during or after school is prohibited.

Prior to the intended suspension:

1. The student shall be informed in writing of the intention to suspend and the reasons for the proposed action.
2. The student shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain the student's actions.
3. An attempt shall be made to notify the student's parent, guardian, or custodian by telephone if a suspension is issued.
4. Within one school day of the suspension, a letter shall be sent to the student's parent, guardian, or custodian and the Treasurer of the Board stating the specific reasons for the suspension and including notice of the student's and/or parent's right to appeal such action, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing be held in executive session.

Suspensions may not be longer than ten (10) school days beginning with the first day of removal from school. Only the assistant principal, principal and/or the superintendent may initiate suspension/intervention proceedings.

While on OSS students may not attend school or any school-sponsored events, in addition, students will be counted as unexcused and will not receive academic credit in any classes on the days missed. No make-up work may be completed upon return to school.

Expulsion

An expulsion is the denial to a student of permission to attend school and to take part in any school function for a period exceeding ten (10) school days but not exceeding eighty (80) school days, or one (1) year in certain circumstances. During the period of expulsion, the student may NOT be on any school property without prior permission. Participation in (or attendance at) any regular or extra-curricular school activity before, during or after school is prohibited.

Prior to the intended expulsion:

1. The student and the student's parent, guardian, or custodian shall be given written notice of the intention to expel the student. The notice shall include the reason(s) for the intended expulsion, the right to appear before the superintendent to challenge the reason(s) or otherwise explain the student's action, and the date, time, and place to appear.
2. The student and the student's parent, guardian, or custodian shall be provided an opportunity to appear in person before the superintendent or the superintendent's designee to challenge the reason(s) for the intended expulsion and/or otherwise explain the student's actions. The date, time, and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the superintendent grants an extension of time.
3. Within one (1) school day of the expulsion, the superintendent must notify in writing the student's parent, guardian, or custodian, and treasurer of the Board of the action to expel the student. The notice must include the reasons for the expulsion, the right of the student, parent, guardian or custodian to appeal to the Board of Education or its designee, and the right to be represented at the appeal and to request the hearing to be held in executive session.
4. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The Treasurer or the Board's designee shall promptly notify the student and the student's parent, guardian or custodian in writing of the decision.

Only the superintendent of schools has the authority to expel a student from school.

Removal of Student

If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from curricular activities or the school premises, or a teacher may remove the student from curricular activities under the teacher's supervision.

If the student is removed from the curricular activity or school premises for more than one (1) school day, a due process hearing must be held within three (3) school days after a removal is ordered.

1. An attempt should be made to notify the student's parents or guardian immediately by telephone of the pending action and reasons.
2. Written notice of the hearing and the reason for the removal must be given to the pupil as soon as practical prior to the hearing.
3. The person who ordered or requested the removal must be at the hearing.
4. The hearing must follow the procedure for a suspension, unless it is probable that the student may be subject to expulsion, in which case the hearing must follow the procedure for an expulsion.

If the student is removed from a curricular activity for less than one school day, due process requirements outlined in this policy do not apply, although the teacher shall submit written reasons for the removal to the principal as soon as practicable.

Permanent Exclusion

A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was sixteen (16) years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

1. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm onto any property owned or controlled by (including a school bus), or to any activity held under the auspices of a board of education;
2. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of a board of education;

3. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of a board of education;
4. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of a board of education;
5. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of a board of education, if the victim at the time of the commission of the act was an employee of that board of education: O.R.C. §2903.01, aggravated murder; O.R.C. §2903.02, murder; O.R.C. §2903.03, voluntary manslaughter; O.R.C. §2903.04, involuntary manslaughter; O.R.C. §2903.11, felonious assault; O.R.C. §2903.12, aggravated assault; O.R.C. §2907.02, rape; O.R.C. §2907.05, gross sexual imposition; O.R.C. §2907.12, felonious sexual penetration.
6. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a board of education.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of Education a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

Acts of Misconduct

Clearly, not all acts of misconduct can be itemized. The following is an enumeration of some of the main areas of conduct which will lead to disciplinary action:

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
2. FALSE ALARMS - including fire and/or bomb threats.
3. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.

4. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
5. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
7. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
8. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
9. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
10. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
11. VIOLATION OF TERMS OF SUSPENSION, OR OTHER FORMS OF DISCIPLINE.
12. DAMAGE, DESTRUCTION, DEFAACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
13. TOBACCO. A student shall not possess, use, transmit, or conceal any tobacco products on school premises, during school activities, or events off school grounds. (No student shall smoke on school property. Holding a lighted or unlighted cigarette is interpreted as smoking.)
14. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
15. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.

16. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
17. REPEATED TARDINESS to class or school.
18. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
19. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
20. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
21. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
22. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
23. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
24. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
25. CHEATING.
26. PLAGIARISM.
27. TRESPASSING OR LOITERING.
28. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
29. POSSESSION OF A FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.
30. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
31. Leaving school property or assigned area prior to specified dismissal time without official permission.
32. Open displays of affection between members of the same or opposite sex.
33. Unauthorized throwing of any object including, but not limited to, snowballs.
34. Commission of an immoral act.
35. Failure to pay tuition or other approved charges.
36. Violation of state student mandates, including, but not limited to, required immunization.
37. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
38. Violation of school policies pertaining to dress and appearance.
39. Misuse of school property.
40. Violation of school policy prohibiting cell phones and other electronic devices.
41. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
42. Violation of policies governing internet usage.
43. Driving in an unsafe manner.

44. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.

prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.

45. Any attempts to engage in conduct prohibited by this policy.

46. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as

PARENTAL STATEMENT SUPPORTING MAPLETON ELEMENTARY SCHOOL POLICIES AND REGULATIONS—ACCEPTANCE AGREEMENT

For and in consideration of the acceptance of the student named below as an enrolled student at Mapleton Elementary School during the 2018-19 school year. We hereby agree to accept and abide by all the rules, regulations, and procedures adopted or implemented by Mapleton Elementary School.

By our signatures below, we also hereby acknowledge that we have been furnished with a copy of the Student Handbook for Mapleton Elementary School for the 2018-2019 school year, that we have read such Handbook, and that this Agreement had been entered into of our own free will and accord.

I understand that I am responsible for the payment of all financial obligations such as class dues, class fees, lost books or damages to books, resulting from by son's/daughter's attendance at Mapleton Elementary School.

Father/Guardian _____

Mother/Guardian _____

Student _____

Date _____

MAPLETON LOCAL SCHOOLS

STUDENT NETWORK AND INTERNET USE AND SAFETY POLICY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by Board Policies 6.45 and 6.49.

The Internet is a global information and communication network that provides students and staff with access to up to date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable,

inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or technology coordinator may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications

B. the dangers inherent with the online disclosure of personally identifiable information

C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and

D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises

and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and technology coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

76 F.R. 56295, 56303

MAPLETON ELEMENTARY SCHOOL

PBIS TEACHING MATRIX

SETTING				
Classroom	Cafeteria	Hallways	Playground	Bus
<p>I am Respectful.</p> <p>I will:</p> <ul style="list-style-type: none"> •raise my hand •wait my turn •use a whisper •keep my hands and feet to myself •walk •keep "4" on the floor •be kind to others 	<ul style="list-style-type: none"> •use appropriate voice level in the cafeteria •use table manners •use kind words •sit appropriately •keep my hands to myself •walk to dump my tray •listen to the adults on duty •take the lunch I selected 	<ul style="list-style-type: none"> •listen for directions •be kind •use good manners •walk quietly •watch where I'm going •walk on the correct side of the hallway •whisper to adults; wave and smile to friends 	<ul style="list-style-type: none"> •use kind words •show good sportsmanship •take turns •keep hands and feet to myself •use equipment appropriately •include others in activities 	<ul style="list-style-type: none"> •whisper •listen to the bus driver •use kind words •sit in my seat •keep the aisle clear •keep hands, feet and materials to myself •go directly to my destination
<p>I am Responsible.</p> <p>I will:</p> <ul style="list-style-type: none"> •use my time wisely •do my best job •be proud of what I have done •be at school 	<ul style="list-style-type: none"> •clean up after myself •raise my hand to ask questions •take my packed lunch to assigned area •touch only my tray/food •eat only my food •keep hands to myself •one trip through the line •line up in appropriate order 	<ul style="list-style-type: none"> •go only where I am supposed to go •do what I am supposed to do in a timely manner •have only the supplies I need •keep hands and feet to myself •be helpful •be in line 	<ul style="list-style-type: none"> •gather up my belongings •follow team rules •ask permission to leave the playground •share equipment •include others in activities •bring in equipment if in the last group 	<ul style="list-style-type: none"> •sit in my assigned seat •follow the bus rules •wait my turn •share my seat
<p>I am Ready To Learn.</p> <p>I will:</p> <ul style="list-style-type: none"> •be in my seat •follow directions and routines •have my materials ready •have an open mind and a positive attitude 	<ul style="list-style-type: none"> •wait for directions •use appropriate voice level entering and exiting the cafeteria 	<ul style="list-style-type: none"> •whisper to adults; wave and smile to friends •face forward •have my hands at my side 	<ul style="list-style-type: none"> •stop and look around at 1 whistle •line up at 3 whistles •stay in the appropriate line •enter the building quietly and walk 	<ul style="list-style-type: none"> •walk on and off the bus •know my bus stop •have my coat and all materials to go home •watch and listen to the bus driver

SETTING				
	Gym Assemblies	Arrival	Dismissal	Restrooms
	<ul style="list-style-type: none"> •keep comments to myself •take care of restroom needs before the program •sit criss-cross applesauce on my pockets 	<ul style="list-style-type: none"> •listen to the adults on duty •be patient •walk at all times 	<ul style="list-style-type: none"> •listen to the adults on duty •use quiet voices and polite words •be patient •walk directly to my waiting area 	<ul style="list-style-type: none"> •make sure toilet flushes •put trash in bins •report problems to adults •respect other's privacy •respect school property •listen to the adults
	<ul style="list-style-type: none"> •listen and watch the speaker •be quiet entering •be quiet exiting 	<ul style="list-style-type: none"> •be on time •carry all of my belongings with me into school •look for traffic 	<ul style="list-style-type: none"> •be on time •walk at all times •have my coat and all materials to go home •look for traffic 	<ul style="list-style-type: none"> •keep my eyes forward •wash my hands •be silent
	<ul style="list-style-type: none"> •keep hands and feet to myself •respect other's space •follow teacher's directions 	<ul style="list-style-type: none"> •follow appropriate traffic procedures •walk directly to my waiting area 	<ul style="list-style-type: none"> •follow appropriate traffic procedures •walk directly to my waiting area 	<ul style="list-style-type: none"> •wait patiently for my turn •walk directly to the restroom •return to class directly
	<ul style="list-style-type: none"> •put all recess belongings away •carry lunch belongings with me into the cafeteria •wash hands with soap and water 	<ul style="list-style-type: none"> •follow appropriate procedures •walk directly to my waiting area 		