

MAPLETON HIGH SCHOOL
2022-2023 STUDENT HANDBOOK



MOUNTIES

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School Calendar for 2022-2023 – Will need updated after final calendar and PD days approved

August 16-17	Teacher Workdays
August 18	First Day for Students
September 6	Labor Day – No School
September 23	Teacher In-Service – No School
September 24	Fair Day - No School
October 15	Teacher In-Service - No School
October 22	End of 1 st Grading Period
October 26	Remote Learning Day*
November 4	Parent-Teacher Conferences (8:00am-7:00pm) <i>No School Students</i>
November 5	Teacher In-Service - No School
November 24	Conference Release Day - No School
November 25 – 29	Thanksgiving Break - No School
November 30	School Resumes
December 20 – Jan. 2	Winter Break - No School
January 3	School Resumes
January 14	End of the 2 nd Grading Period
January 17	Martin Luther King, Jr. Day - No School
February 3	2-Hour Early Release – Parent-Teacher Conferences (2:00pm-7:00pm)
February 4	Teacher In-Service - No School
February 21	President's Day – No School
March 25	End of 3 rd Grading Period
March 28 – April 1	Spring Break - No School
April 4	School Resumes
April 15 & 18	No School
May 29	Graduation
May 30	Memorial Day – No School
June 2	End of 4 th Grading Period / Last Day for Students (2-hour early release)
June 3	Teacher Workday



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!!

Bell Schedules

Regular Daily Schedule

Period 1	8:05-8:53
Period 2	8:53-9:41
Period 3	9:41-10:29
Period 4	10:29-11:17
Lunch	11:17-11:47
Lunch	11:47-12:35
Period 6	12:35-1:23
Period 7	1:23-2:11
Period 8	2:11-3:02

2-Hour Delayed Start

Period 1	10:00-10:38
Period 2	10:38-11:11
HS Lunch	11:11-11:44 MS Period 3
Period 3	11:44-12:14 MS Lunch Period
Period 4	12:14-12:47
Period 5	12:47-1:20
Period 6	1:20-1:53
Period 7	1:53-2:26
period 8	2:26-3:02

2-Hour Early Release

Period 1	8:05-8:38
Period 2	8:38-9:11
Period 3	9:11-9:44
Period 4	9:44-10:17
Period 5	10:17-10:50
Period 6	10:50-11:23 (MS Lunch)
Period 7	11:23-11:56
HS Lunch	11:56-12:29
Period 8	12:29-1:00

INTRODUCTORY STATEMENT

Welcome to Mapleton High 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.

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.

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 Junior/Senior High 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? 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 may 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 detention, Friday Detention, in-school detention, or suspension.

When it has been judged that plagiarism has occurred, the offending student may be subject to the following consequences:

1. In the case of a first offense, a Friday detention may be assigned.
2. 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.
3. 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.

MHS GRADUATION REQUIREMENTS

Students at MHS must earn 21 credits to graduate. Specific requirements for subject areas are outlined in the MHS Course Catalog. The Valedictorian and Salutatorian are named at the end of each year and must have been in attendance for at least two years at MHS. Students who graduate early are not eligible for Valedictorian and Salutatorian.

Students must complete all academic requirements to be permitted to participate in commencement exercises. This includes all requirements set forth by the Ohio Department of Education. These can be found at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>.

Commencement exercises are considered a privilege and not a right. Any student may lose the privilege of participating in commencement for violations of school policy, failure to pay fees, or other behavior as determined by the building principal.

MHS DIPLOMAS

The Ohio Department of Education has designated two types of diplomas—Standard Diploma or Honors Diploma—that will be awarded to high school graduates. Please refer to the Mapleton High School Course Catalog for specific criteria and requirements. Questions should be asked of the school counselor.

EARLY GRADUATION

Sophomores who wish to graduate early must follow the Mapleton Board policy and submit the application to the guidance counselor before June 1, 2022.

GRADE POINT AVERAGE/CLASS RANK

An accumulative grade point average for each student is maintained in the guidance office. All courses for which grades are given are used in the figuring of the GPA. The cumulative GPA will be used to determine class rank. Cumulative GPA is figured at the conclusion of each school year.

MHS CLASS PASSING REQUIREMENTS

Earn a minimum of a 0.67 cumulative final grade average (D-) for full year or semester courses, including semester and final exams scores. In addition, all students must pass 2 of the final 3 grading requirements (in the 2nd semester) to receive credit for a course. This would include 3rd nine-week, 4th nine-week, and final exam grades. A student who has accumulated 72 hours or more of absence in a single semester can be denied credit for lack of attendance/seat hours in the student's courses. (Course minimums are 60 hours per semester)

MHS COURSES - GRADING SCALE

%	Letter	GPA
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
00-59	F	0.00

MHS CCP DUAL CREDIT COURSES - GRADING SCALE

%	Letter	GPA
93-100	A	5.00
90-92	A-	4.67
87-89	B+	4.33
83-86	B	4.00
80-82	B-	3.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
00-59	F	0.00

SCHOLASTIC RECOGNITION

Mapleton Junior/Senior High School publishes an honor roll each grading period. Achievement is recognized with three honor rolls.

- Distinguished Scholar Roll.....3.750—4.000
- High Honor Roll.....3.500—3.749
- Merit Roll.....3.000—3.499

MHS Academic Honors Recognition (2021-2022)

MHS students are invited to a banquet sponsored by the building principal. Students invited must meet the following criteria:

1. Maintain a quarterly **GPA of at least a 3.5** in each of the first three quarters.
2. Students must be enrolled in at least 5 courses all year to include 4 core classes each semester (English, math, science, social studies, this also includes CCP courses). Mapleton On-Line Academy courses will not count towards academic honors recognition unless approved by the administration.

- 1. 1st year award Academic Letter
- 2. 2nd year award Pin—Honor
- 3. 3rd year award Pin—Commitment
 to Excellence
- 4. 4th year award Plaque

MHS National Honor Society

Selection for membership in the NHS is a privilege and not a right. Only those students who are superior in the areas of scholarship, character, leadership, and service will be selected. Students must maintain a 3.5 GPA to gain membership and maintain a 3.333 to retain membership. Membership is decided by a faculty council appointed by the building principal. Senior members of NHS will receive a light blue honor cord to distinguish them at the graduation ceremony.

MAGNA CUM LAUDE

Seniors who earn a 3.75 GPA or above during their high school career will graduate magna cum laude and receive two gold honor cords to distinguish them at the graduation ceremony.

CUM LAUDE

Seniors who earn a 3.30—3.74 GPA during their high school career will graduate cum laude and receive one gold honor cords to distinguish them at the graduation ceremony.

MHS CLASS RANK

Class Rank is figured by computer which is carried out 3+ decimal places which will determine the senior valedictorian and salutatorian.

OHIO GRADUATION REQUIREMENTS

Complete either the 2022 or 2023 and beyond graduation pathways outlined by the Ohio Department of Education.

Specific information can be found at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

OPEN ENROLLMENT

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

GUIDANCE DEPARTMENT

The Guidance Office provides information and counseling services for the students at Mapleton High/Middle School. Services include: college entrance and testing information; transcript and grade requests; career and psychological counseling; scheduling; and financial aid services. Students who wish to utilize these services should see the school counselor during lunch, study hall, or by appointment.

SCHEDULE CHANGES

Schedule changes will only occur if one or more of following reasons exist. Any schedules that take place other than these reasons will result in a withdraw failing (WF) from that course.

1. The only acceptable reasons for schedule changes are:
 - a. Computer error
 - b. Did not pass a prerequisite class
 - c. Placement in the wrong level (teacher initiated)
 - d. Accepted into work program
 - e. Completing of summer course
 - f. Accepted into CCP program, Ag Co-op or Internship program

All changes will take place only with parental and principal permission. There will be a **FIVE DAY LIMIT** beginning with the first day of class on any schedule changes initiated by the **student**. Dropping a course after **FIVE** days will result in a WF from that course. A withdraw failing mark is figured into the student's cumulative GPA as if that student had failed the class for the semester or year.

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 High/Middle 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.

ONLINE SCHOOLING / CLASSES

Online programs and classes will be available to students of Mapleton Local Schools for the various conditions and reasons that will be evaluated on a case by case basis. For policy, conditions, deadlines and enrollment, or fees associated with online learning, please refer to the Mapleton Virtual Academy Handbook.

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.

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.

LOCKERS

Each student will be assigned a school locker. These lockers are school property and are provided to students for the safekeeping of school items and personal items necessary for school. No other items are to be kept in the lockers. Lockers and the contents of the locker are subject to random searches 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. Students are urged to keep their locker locked at all times and not give the combination to anyone. The school is not responsible for lost or stolen articles. Students may not decorate the inside of their lockers with drug/alcohol advertisements, slogans, inappropriate pictures or anything that is difficult to remove. Fees may be charged for damage to lockers.

MAKE-UP WORK AND ASSIGNMENTS (Due to absence)

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. Credit may be given for these assignments following the building adopted procedure for late and missing work. 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 are available on progress book at the mid-point of each grading period. Grade cards will be sent home with students at the end of each 9-week 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/Middle 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 (BUSSES)

Students should not arrive before 7:45 a.m. The doors will not be open for admission before this time.

Buses will arrive at the school at 7:50 a.m. to release students. No students should be released before 7:50 a.m. The 8:00 a.m. bell will ring to dismiss students to their 1st Period class. The Tardy Bell for High Students will ring at 8:05 a.m. Students will be considered tardy to school if they are not in their 1st Period Class at **8:05 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 first and second period class. Any arrival to school after 9:00 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

The student school day is from 8:05am to 3:02pm, with the exception of early release or delayed start days. Students who arrive after 8:05am will be considered tardy to school. Students who participate in extra-curricular activities must be attendance for a minimum of 4 full periods of the school day in order to participate in that day's after-school activities.

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. Serious illness or death of a family member
3. Funeral
4. Medical or dental appointments that cannot be arranged during non-school hours
5. Unusual or emergency situation at home
6. Religious holidays and activities
7. Authorized school sponsored activities
8. Approved college visits
9. Acts of God
10. Quarantine
11. Out-of-state travel, not to exceed twenty-four (24) hours per school year that the student's school is open for instruction, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study.
12. At the superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

Absence from school for any reason not permitted as listed above, or any absence not confirmed or previously arranged by your parent or guardian with the school 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.** The excuse must contain the following:

1. Students first and last name.
2. The date of the absence.
3. The specific reason for the absence.
4. Signature of parent or guardian.

If a student is absent, make-up work for excused absences will be arranged between the student and the teacher. The student must request the make-up work from the teacher and will have (1) school day for each consecutive day's absence to make-up the work. If the student will be missing multiple days, homework may be requested and picked up the following day in the middle school office.

NOTIFICATION OF ABSENCE

The responsibility lies with the parent or guardian to notify the school office by 8:05 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 8:05 AM.

TRUANCY

A student who is absent without the consent of his/her parents or guardians is considered truant. Truancy is cause for disciplinary action. A student is considered truant if he/she:

1. Leaves school without permission of the school office.
2. Is absent without prior permission from parents or guardians.
3. Skip class and stays in the restroom or leaves the building without reporting to the office.
4. Comes to school but does not report to his/her assigned location.

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 moving forward.

With multiple unexcused absences the student may be subject to intervention strategies for habitual or chronic truants as set forth below.

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

If a student would become truant based on the provided definition, parents will be required to participate in an absence intervention planning meeting.

EXCUSE VERIFICATION STATUS

Students who are absent for 65 hours during the school year or 38 hours during a month, excused or unexcused, will be put on Excuse Verification Status. Students on Excuse Verification Status will only be excused from school with a doctor's or hospital excuse, court excuse, death in the immediate family, or with the approval of the High school principal. The excuse must be received in the high school office within 48 hours of the student's return to school.

After 65 hours during a school year or 38 hours during a month, those absences not covered by a doctor's or hospital excuse, court excuse, death in the immediate family, or approved by the high school principal will be considered unexcused.

ATTENDANCE PLANS

When a student fails to meet the attendance requirement of MHS, the Board of Education, or HB 410, he/she may be put on an Attendance Intervention Plan (AIP). The AIP involves the creation of an Attendance Intervention Team that may include, but is not limited to, the student, the student's parents or guardians, school administration, teachers, and counselors. The details of the AIP will be created with the academic and social-emotional needs of each student in mind. As a result, each AIP is unique to each student. Attendance interventions may include, but are not limited to, the following:

- Specific school attendance requirements
- Specific academic requirements
- Denial of privileges (ex: extra-curricular participation, field trips, assemblies, school dances, etc.)

Failure to successfully complete the provisions of the AIP may result in filing a complaint with juvenile court, denial of awarded credit, or denial of participation in commencement ceremony.

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 towards the HB 410 requirements provided proper notification has been made to the school office.

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. The student will then be given a form to have each teacher sign. This form must be returned to the office at the end of the school day so that a copy for the attendance coordinator can be made. If these procedures are followed, the absence will be excused. These absences count in the total hours missed and are reflected in the excessive absence definition. Students who are on an Attendance Intervention Plan will not be considered excused under the Pre-Planned Absence policy.

TARDINESS

A student is considered tardy if they are not in class or their assigned area when the tardy bell rings for that period without permission of a school official. Disciplinary action for tardiness will be issued as follows:

1st-3rd per semester	Warning
4th-6th per semester	1 hour Friday School (each)
7th-9th per semester	3 hour Friday School (each)
10 or more per semester	Denial of School Privileges as determined by the principal and 3 hour Friday School (each)

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 for **4 full periods of the school 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 a doctor's note or prior permission by the principal. This would include pre-approval of all college visits through the high school office. Upon return students must verify the visit with the high school secretary.

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. Lunches for the entire week can be purchased from the lunch cashier. 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 and must be seated as determined by school administration. While eating in the cafeteria, students will dispose of trash in the proper containers. Any lunch that is being purchased or brought to a student after the start of the school day will need to inform the office before the beginning of the lunch period.

FREE AND REDUCED PRICE LUNCH APPLICATIONS

This application is available on the Mapleton Local Schools website at www.mapleton.k12.oh.us.

FOOD AND DRINKS

Students are encouraged to consume all food and drinks in the cafeteria during breakfast and lunch. Students, at the discretion of teachers and administration, are permitted small, individual snacks or water while in certain classrooms. Prohibited classrooms and areas include: Auditorium, Band/Music room, art room, career tech labs, makerspace, computer labs, and the robotics lab. Students are required to discard all trash and clean up any spills. Open food and drink containers should not be kept in lockers at any time.

VISITORS

Parents and other visitors must first report to the office and sign in upon entering the building. This is required by Board policy and is for every student's protection. All visitors will be required to 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. 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.

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. Volunteers who are in direct supervision of students must complete a BCI/FBI check. (This service is offered by our treasurer's office.)

FEES AND FINES

A fee schedule for each class will be provided to Mapleton High School 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 must be paid by the beginning of each school year unless prior arrangements have been made with administrative offices. Students who's fees have not been paid as stated above will be denied participation in field trips and other school sponsored trips, school dances, PBIS activities, or other school sponsored activities as determined by school administration.

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.

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 keep attending Mapleton.

DANCES AND EXTRACURRICULARS

All social activities sponsored by a school organization are intended for the enjoyment of students. Dances and extracurricular activities are considered privileges and not a right of the student. **All student fees must be paid in order to participate in school sponsored dances and extracurricular (Homecoming, Prom, Etc..)** Students are expected to stay for the entire activity. If students plan to leave the activity early, they will not be readmitted.

1. School rules apply to all school-sponsored activities at Mapleton High/Middle School, and other locations.
2. Dances will end no later than 11:00pm for MHS without the permission of the building principal. MHS dances are open to MHS students and their guests. If a guest is not a MHS student, special permission must be obtained by the building principal after the completion of a form that is located in the MHS office. 7th-8th grade students are not permitted to attend MHS dances, and MHS students are not permitted to attend 7th-8th grade student dances.
3. The organization sponsoring the dance is responsible for chaperones and the cleaning of the building after the dance.
4. Approval for dances must be obtained from the principal and placed on the school calendar.
5. A deputy must be hired by the sponsoring organization.
6. Students are not permitted to return to a dance after leaving.
7. Students are not permitted to loiter on school property during a dance.

Please see specific Dance Guidelines posted on the Mapleton website or in the MHS Office for more specific regulations.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first contact the school counselor to discuss any legal requirements and to obtain any required documents. **At no time will a student be considered excused to leave school to go to work, unless pre-arranged through the work release program or CBI.**

WITHDRAW / TRANSFER FROM SCHOOL

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen.

PARENT/TEACHER CONFERENCES

Each year specific 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.

TELEPHONE

The office and classroom telephones are for school business only and are not to be used by the students. Students that need to use a telephone should report to the office secretaries and request permission from them.

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.

SALES

Only school/sports 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/NICOTINE

Ohio law and Board policy prohibit students from smoking, using, or possessing any substance containing tobacco/nicotine 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/nicotine, 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, poor grades, or any outstanding fees 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

MEDICAL INFORMATION

Minimum standards of immunization for students entering school are:

DPT—4

POLIO—3

MMR—2 (at kindergarten entrance)

TDAP and Meningococcal – 1 (at 7th grade entrance)

Meningococcal – 2 (By 12th grade entrance)

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 dispensation 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 building principal 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 building principal 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 building principal must receive a copy of all statements and revisions of any statement(s) required by this Policy.
- E. The drug is received by the 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 building principal 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 NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact, communicable diseases. When a non-casual-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.

MHS STUDENT ORGANIZATIONS

MHS students are invited to participate in the various student groups that meet at Mapleton High School. Group advisors have copies of membership policies and constitutions. A listing of these groups can change from year to year. A listing of current student groups can be found in the High School Office.

ATHLETICS

Athletic Eligibility

Participation requirements to remain eligible are as follows:

(to include cheerleaders and dance team members)

- A. The Ohio High School Athletic Association (OHSAA) mandates that high school students must be passing a minimum of five (one credit) courses or the equivalent each grading period. There is no probationary period permitted for this standard. Changes in athletic eligibility will become effective as soon as the quarterly grades are finalized.
- B. Mapleton Local School Board Policy mandates that students participating in athletics maintain a grade point average of 1.6 or better each grading period. Students not meeting this standard will become ineligible as soon as the quarterly grades are finalized.
- C. There will be no weekly or cumulative eligibility. Eligibility will be on a nine-week basis only.
- D. If a student receives a WF (withdraw failing) or an I (Incomplete) it will be figured into the GPA as an F.
- E. The building principal is ultimately responsible for the athletes and cheerleaders as outlined by the OHSAA and the Mapleton Board of Education. However, the Athletic Director is responsible for the daily operations of the athletic department and will be involved in all decisions made regarding athletics.
- F. Athletes are subject to all policies as set forth in the Athletic Code of Conduct as well as policies set forth by individual coaches.

MHS INTERSCHOLASTIC ATHLETICS

If participation numbers justify, the intention is to offer the following sports: Cheerleading, Cross Country, Football, Golf, Volleyball, Girls Soccer, Basketball, Wrestling, Baseball, Softball, and Track.

ELECTRONIC COMMUNICATIONS DEVICES

For purposes of this policy, electronic communication devices ("ECDs") means any device that is powered by batteries or electricity and that is capable of receiving or transmitting communications from or to another ECD or person. A student has no expectation of privacy in the use of an ECD on District property.

Students are prohibited from using ECDs during instructional time, whether occurring on or off of Board property, unless otherwise authorized by the student's teacher or an administrator. **Upon entering an academic class students will place their device into the appropriate location for the period. Students can pick up the electronic device at the end of the period. Students are NOT to have their electronic device on their person during an academic period.**

Students are permitted to use ECDs outside of instructional time, such as before school, after school, during lunch break, during after-school activities if permitted by the supervisor, and between classes. A student's use of ECDs may be restricted during any of the aforementioned times if requested by a teacher or administrator. Use of ECDs must comply with state and federal law, Board Policy, and the Student Code of Conduct.

Students are permitted to use ECDs on their school buses or other District-supplied transportation, unless prohibited by the driver, or the teacher, coach, advisor, or other supervisor of the students receiving transportation. No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or

audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

Students are prohibited from using ECDs to facilitate academic dishonesty by way of recording and/or transmitting test materials or information.

If, in the judgment of the student's building administrator, a violation of this policy potentially constitutes an illegal act, the ECD may be provided to law enforcement.

Violations of this policy will result in the ECD being confiscated. **A confiscated ECD will only be returned to the student's parent or guardian at the end of the school day.** A student who violates this policy may also be subject to discipline, including suspension and/or expulsion, and/or may have the privilege of using an ECD suspended or revoked.

As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs. As bringing an ECD device to school is a choice, Mapleton High School is not responsible for loss or damage to student EDC property.

DRESS

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 is in place to provide a positive and professional environment while focused on learning. This is a professional environment of learning and should be treated as such.**

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. Skirts dresses and shorts must be of reasonable length. Reasonable length is defined as mid-thigh or longer.
2. Spandex, yoga pants, or any other form fitting material may be worn as long as a shirt, dress, skirt, or shorts are worn that are of reasonable length.
3. Bare midriffs, sleeveless, strapless, and low cut clothing are not permitted.
4. 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, lewd print, or weapons.
5. Footwear is required at all times. Students should wear footwear appropriate for the class activities scheduled for that day and for weather conditions.
6. Pants should be worn at the natural waist.
7. No sunglasses will be worn in the building unless directed by an eye doctor.
8. **No hats or bandanas are to be worn in the building during the academic day.**
9. Students may wear clothing with a hood attached, but should not wear the hood over their head during the school day.
10. Safety precautions may dictate certain types of dress for some classes.
11. No excessive piercings (as determined by the administrator)
12. **No coats, oversized hooded sweatshirts, purses, or handbags, are permitted in the classrooms. Backpacks should be stored in the student locker and are not permitted to be in classrooms.**
13. No wallet chains are permitted.

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 high/middle school Dress Code:

1. First Offense: The student will be sent to the Main Office. Student may be asked to change clothes or may be sent home to change his/her clothes. Inappropriate accessories may be confiscated. Student may be placed in ISI until appropriate clothing can be obtained.
2. Second Offense: same as 1st offense. In addition, the student may be assigned to a Friday School.
3. Third Offense: Same as 1st and 2nd offense. In addition, the student may be assigned to 1 ISD.
4. Further Offenses: May result in **OSS and loss of privileges.**

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. **Due to capacity limits on our buses, students are not allowed to go home with friends before or after school. Other arrangements must be made.**

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. Keep out of the aisle and face the front of the bus.
8. 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.

BUS CONDUCT REPORTS / DISCIPLINE

Violations of any bus rules and regulations will result in:

1. Driver will issue bus conduct reports for minor offenses. Driver will follow up with a phone call to parent/guardian. These conduct reports are to be signed by parent/guardian and returned to the driver.
2. Office referrals will be issued for repeated minor offenses or any major offenses. Office Referrals will be handled by the appropriate building principal and consequences may include any of the following:
 - a. Friday School

- b. In-School Suspension
- c. Out of School Suspension
- d. Bus suspension or permanent exclusion from transportation services.

Severe Clause: A severe incident could result in immediate suspension from school and/or the bus.

A parent/guardian of a student may appeal a bus suspension by contacting the building principal within 24 hours.

STUDENT DRIVING / PARKING

Licensed student drivers who elect to drive to school must secure a parking permit in the High School office. The parking permit will cost \$5.00 per year and must be renewed at the beginning of each school year. Lost parking passes can be replaced in the office for \$5.00. Parking in front of the school is not permitted. These spaces are reserved for staff and guests. Students will occupy only one parking space (no angle parking). Students may not go to the parking lot during the school day without the permission of the principal or his designee.

Having an automobile or motorcycle on school property is considered consent by the student to a search of his or her vehicle by school or law enforcement officials if there is reasonable suspicion to believe that the automobile contains items that may be a threat to the safety or security of the student, others, or property.

The school is not responsible for damage, theft, or vandalism to vehicles parked in the lot. Students parked anywhere but their designated spot/area, and students who do not drive properly may be subject to detentions, Friday Detentions, or revoked driving privileges.

Students who choose to drive to school and students attending MHS on open enrollment have accepted the responsibility to arrive at school on time. Car/motorcycle trouble, traffic, etc. are not considered excuses for absences or tardiness. Driving to school is a privilege and not a right of the student.

Students who drive to school must be registered by the end of the first week of September and are subject to the Drug Testing Policy. (See Policy for details / driving to school is considered implied consent for this policy).

Student vehicles that remain unregistered after the first week of September could be subject to loss of driving privileges, tickets related to violations and fees, and/or towing at the owner's expense.

BOARD POLICY / HANDBOOK STATEMENT

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 ordnance 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 complaints of harassment.
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

STUDENT DISCIPLINE

(Expulsion, Suspension, Emergency Removal, Permanent Exclusion, and Alternate Discipline) During the time of suspension, expulsion, or removal, the student (if he/she is eighteen (18) years of age or older) and/or the parents, guardians, or custodian are responsible for the conduct of the individual. While suspended, expelled, or removed from school, students are not permitted to attend or participate in curricular or extracurricular activities, or be on school property for any reason unless a prior appointment has been made with school officials. If a student is removed only from a particular class or activity, the student may not attend the class or participate in the activity for the duration of the removal. A suspension or expulsion shall result in the student's total removal from the education program. Credit will be given for students who receive in-school or out-of-school suspension provided they complete all work missed as directed by the classroom teacher. Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others. Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. A student who is suspended or expelled from the Joint Vocational School District may be temporarily denied admission for the remaining period of the suspension or expulsion after being offered the opportunity for a hearing. The District may deny credit for post-secondary courses, any portion of which were taken during the period of an expulsion imposed by the Superintendent or Board.

Definitions

Suspension 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 function.

Expulsion is defined as 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 the greater of eighty (80) school days, or one (1) year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

Emergency Removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises.

Disciplinary Removal is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or participate in an extracurricular activity in which he/she has been involved, for a period of less than one (1) school day.

Permanent Exclusion means the prohibition of a pupil forever from attending any public school in this state that is operated by a city, local, exempted village, or joint vocational school district.

In-School Detention/Suspension means a suspension served in a supervised learning environment within a school setting in the district and denial of any school functions, events, or extra-curricular activities for the date of ISD/ISS.

Expulsion

The Superintendent is the only school administrator who may expel a pupil. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing. The Superintendent shall give the pupil and his/her parent, guardian, or custodian written notice of the intention to expel the pupil and provide the pupil and his/her parent, guardian, custodian, or representative an opportunity to appear before the Superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain his/her actions. The notice must include:

- a. The reason(s) for the intended expulsion.
- b. Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended expulsion or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

- c. 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. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.
- d. If the proposed expulsion is based on a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

The Superintendent or designee may grant an extension of time if requested on behalf of the student. If granted, the Superintendent must notify all parties of the new date, time, and place of the hearing. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both parties to give their side of the story. The student may waive his/her right to a hearing. This waiver is to be in writing and signed by both student and parents. Additionally, the student can waive the hearing by not appearing or by his/her representative not appearing at the scheduled hearing.

If the Superintendent decides to expel, within one (1) school day of the decision to expel, the Superintendent must notify the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education of the action to expel in writing. If at the time an expulsion is imposed there are fewer school days remaining in the school year in which the incident that gives rise to the expulsion takes place than the number of days the student is to be expelled, the Superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The notice of expulsion must include:

- e. The reason(s) for the expulsion.
- f. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the date of the expulsion notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of expulsion.
- g. The right of representation at the appeal.
- h. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- i. Notification that the expulsion may be subject to extension pursuant to O.R.C. §3313.66(F) if the student is sixteen (16) years of age or older.
- j. Notification that the Superintendent may seek the pupil's permanent exclusion if the expulsion is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.
- k. If the Superintendent expels a student for more than twenty (20) school days or for any period of time if the expulsion will extend into the following semester or school year, the notice of expulsion shall also include the names, addresses, and phone numbers of any public or private agencies that may offer services or programs that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion.

An appeal of the expulsion must be made within fourteen (14) days of receipt of the notice of expulsion a pupil or his/her parent, guardian, or custodian may appeal the expulsion to the Board of Education or its designee. The pupil or the parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee, which may be in executive session upon the request of the pupil, parent, guardian, custodian or representative. A verbatim record shall be made of the hearing. The Board of Education or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the expulsion. The action of the Board or its designee on the expulsion must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board of Education or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This

provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

The Superintendent shall initiate expulsion proceedings with respect to any student who has committed an act warranting expulsion under the Code of Student Conduct even if the student withdraws from the Schools for any reason after the incident that gave rise to the hearing but prior to the hearing or decision to expel. If, following the hearing, the student would have been expelled had he/she still been enrolled in the school, the Superintendent shall impose the expulsion for the same length of time as a student who has not withdrawn from school.

Suspension (Out-of-School)

The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a pupil. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense. Prior to suspension or a hearing, the Superintendent or principal must give the pupil written notice of the intention to suspend. This notice must include the reason(s) for the intended suspension, and if the proposed suspension is based on a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice may include a statement that the Superintendent may seek to permanently exclude the pupil if he/she is convicted or adjudicated a delinquent child for the violation.

- a. The pupil shall be provided an opportunity to appear at an informal hearing before the Superintendent, principal, assistant principal, or Superintendent's designee to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. This hearing may take place immediately upon notification of the intention to suspend.
- b. Whenever a student has attained eighteen (18) years of age the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian, the refusal will be noted in the presence of a witness.
- c. The principal is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.

If the administrator decides to suspend, within one school day of the decision to suspend, the Superintendent, principal, assistant principal, or Superintendent's designee must notify the parent, guardian, or custodian of the student of the action to suspend in writing. If at the time an out of school suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent shall not apply any remaining part or all of the period of the suspension to the following school year. The Superintendent may instead require the student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin the student's community service or alternative consequence during the first full week day of summer break. The District, in its discretion, may develop an appropriate list of alternative consequences. In the event that a student fails to complete community service or the assigned alternative consequence, the District may determine the next course of action, which shall not include requiring the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year. A notice of suspension must include:

- a. The reason(s) for the suspension.
- b. The duration of the suspension.
- c. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
- d. The right of representation at the appeal.
- e. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
- f. Notification that the Superintendent may seek the pupil's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

A verbatim record of the appeal hearing shall be made. The Board or its designee can act only after a hearing, if requested, has been held. The Board or its designee may affirm, reverse, vacate, or modify the suspension. The action of the Board or its designee on the suspension must be in a public meeting. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.

The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of a suspension. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the suspension into the following school year.

Parameters for Completing and Grading Assignments Missed Due to Suspension

- a. A student who has been suspended from school shall have the opportunity to do both of the following:
 - i. Complete any classroom assignments missed because of the suspension;
 - ii. Receive at least partial credit for a completed assignment.
- b. A student's grade may be reduced on account of the student's suspension. However, a student shall not receive a failing grade on a completed assignment solely on account of the student's suspension.

Emergency Removal

By Teacher

- a. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, a teacher may remove a pupil from curricular activities under his/her supervision, but not from the premises.
- b. During school hours the pupil must be sent to the office.
- c. If a teacher makes an emergency removal, the reasons(s) for the removal must be submitted to the principal or assistant principal in writing as soon after the removal as practicable.
- d. If the emergency removal exceeds one (1) school day then a due process hearing must be held on the next school days after removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.
 - iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- e. If the Superintendent or principal reinstates a student prior to the hearing, the teacher, upon request, will receive written reasons for the action. The teacher cannot refuse to reinstate a student even though reasons are not given.
- f. In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

By Administrator

- a. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.
- b. If it is intended that the pupil be removed for more than one (1) school day, a due process hearing must be held on the next school days after the removal is ordered.
 - i. Written notice of the hearing and of the reason(s) for the removal shall be given to the pupil as soon as practicable prior to the hearing.
 - ii. The individual who ordered, caused, or requested the removal to be made shall be present at the hearing.

- iii. The hearing and notice requirements shall be conducted in accordance with suspension procedures if it is probable that the student may be subject to suspension. If it is probable that the student may be subject to expulsion, the hearing and notice requirements will be in accordance with expulsion procedures.
- c. In an emergency removal a pupil can be kept from class or off school premises until the matter of the student's misconduct is disposed of either by reinstatement, suspension, or expulsion.
- d. Less than One (1) School Day Removal In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity or school premises for less than one (1) school day and is not subject to suspension or expulsion, the due process requirements of this policy do not apply.

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:

- a. 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 into a school safety zone;
- b. 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;
- c. 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;
- d. 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;
- e. 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 a board of education:
 - i. O.R.C. §2903.01, aggravated murder;
 - ii. O.R.C. §2903.02, murder;
 - iii. O.R.C. §2903.03, voluntary manslaughter;
 - iv. O.R.C. §2903.04, involuntary manslaughter;
 - v. O.R.C. §2903.11, felonious assault;
 - vi. O.R.C. §2903.12, aggravated assault;
 - vii. O.R.C. §2907.02, rape;
 - viii. O.R.C. §2907.05, gross sexual imposition;
 - ix. former O.R.C. §2907.12, felonious sexual penetration.
- f. 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.

Disabled Students

It shall be the policy of this Board of Education that a child with a disability shall be disciplined only in accordance with state and federal law.

Corporal Punishment

The use of corporal punishment as a means of discipline is prohibited in the School District. This policy shall not prohibit the use of force or restraint in accordance with O.R.C. §3319.41(C).

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 a referral to the principal.

After School Detention

After School Detention is assigned at the discretion of the building principal or his designee. Proper behavior is required of those who are assigned ASD. It is an afternoon of quiet study—all students are expected to have ample schoolwork to do. Students will be limited to the number ASD they can accumulate. Students who accumulate too many ASD may be assigned an in-school detention as an alternative (as determined by administrator and severity of offenses). ASD will begin at 3:05 PM and will end by 6:05 PM. Absence from an assigned ASD, without prior approval from an administrator, may result in either in-school detention (ISD) or out-of-school suspension (OSS).

Students who have an excused absence from school on the day of their assigned ASD will serve on the next day during which they are in school and ASD is held. All other students are expected to serve the ASD. Work, concerts, athletic practices or competitions, etc., are not considered excused absences. Students who fail to attend ASD will not be permitted to participate in or attend any school events until the ASD is served.

After School guidelines follow:

1. Students are to sign in upon arrival.
2. Students are to bring schoolwork or proper reading material. No other kinds of activity will be permitted.
3. Talking is not permitted.
4. Appropriate breaks will be determined by the monitor.
5. No sleeping will be permitted.
6. **Students will receive a copy of the After School notice and are expected to have parents or guardians sign and return the notice to the middle school office. Failure to do so prior to serving the assigned After School may result in additional discipline as assigned by the middle school principal.**

In-School Detention/Suspension (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 staff member / 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 **NOT** participate in after school events and activities for the date of the ISD assignment. Upon completion of the ISD school day, the student will be picked up or transported home directly after dismissal. The ISD student is not to be on campus after dismissal until the following day after the ISD has been served.

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 Suspension.
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. OSS procedures and the student's right to appeal can be found in Board of Education policy and in the student handbook.

Discipline Matrix

It is recognized that this discipline matrix will not cover all possible events that occur during a school year and that unique situations occur. Disciplinary action for violations of school policies and procedures, policies of the Mapleton Board of Education, and/or violations of state or federal law not specifically listed in the matrix will be assigned at the discretion of administration. Administration also reserves the right to alter any disciplinary action listed below based on extenuating circumstances.

MHS Discipline Matrix	Discipline progression may be accelerated based on severity of offense and administrator discretion.				
Category 1 –	1st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
<ul style="list-style-type: none"> • Electronic Communication Devices 	Phone confiscated, student may pick up after school	Phone confiscated, Parent may pick up	Phone confiscated, 1 hour After School Detention, parent may pick up	Phone confiscated, 3 hour After School Detention parent may pick up	Phone confiscated, 1 day ISD, parent may pick up
<ul style="list-style-type: none"> • Dress Code Violation 	Change to appropriate clothing	Parent contact, change to appropriate clothing	Parent contact, 1 hour After School Detention Change clothes	Parent contact, 3 hour After School Detention Change clothes	Parent contact, 1 day ISD Change clothes
<ul style="list-style-type: none"> • Acceptable Use Policy Violation - Minor 	Warning	Denial of privileges for 5 days	Denial of privileges for 10 days	Denial of privileges for 30 days	Denial of privileges for remainder of school year
Category 2 –					
<ul style="list-style-type: none"> • Unauthorized Physical Contact – Minor • Disruption of School • Inappropriate Language or Gestures • Cheating • Public Displays of Affection 	3 hour After School Detention	1-Day ISD	2-Day day ISD	1 days OSS	3 day OSS

<ul style="list-style-type: none"> Unauthorized throwing of objects Truancy/Out of Assigned Area (unauthorized) Trespassing/Loitering Social Media Violation Failure to serve detention 					
<ul style="list-style-type: none"> Acceptable Use Policy Violation – Major 	Denial of privileges for 5 days	Denial of privileges for 10 days	Denial of privileges for 30 days	Denial of privileges for remainder of school year	
Category 3 –					
<ul style="list-style-type: none"> Stealing Vandalism Destruction of Property Unwanted / Unsafe behavior 	1-2 day ISD and restitution, Contact police as determined by administrator	3-5 days OSS and restitution, Contact police as determined by administrator	10 days OSS and restitution with expulsion referral, Contact police as determined by administrator		
Category 4 –					
<ul style="list-style-type: none"> Unauthorized Physical Contact – Major (ex: fighting, assault) Inciting Panic/False Alarms or Reports Knife (non-weapon) Harassment, bullying, hazing, or intimidation including verbal, physical, or sexual** Violation of terms of discipline Use/Possession/Distribution of Controlled Substances, Alcohol, Tobacco, or Vaping Products. Includes related paraphernalia** Extortion Gambling <p>**A student may choose counseling in place of school discipline for a 1st offense, except when criminal charges are pending. A 2nd offense will result in mandatory counseling AND school discipline</p>	1-2 day OSS	3-4 days OSS	5 days OSS	10 days OSS with expulsion referral	
Category 5 –					
<ul style="list-style-type: none"> Gang-Related Activity Firearms Arson Explosives 	10 day OSS, contact police, expulsion referral				

<ul style="list-style-type: none"> • Weapons • Illegal Substances, Drugs, or related paraphernalia 	<p>5 day OSS Certified Drug abuse/educational program</p>	<p>10 days OSS with expulsion referral</p>			
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**DRUG TESTING POLICY
MAPLETON HIGH SCHOOL**

The Mapleton Board of Education Drug Testing Policy was formed because of a concern that alcohol and illicit drugs may be used by Mapleton High School students. The Mapleton Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Mapleton Board of Education and the community's strong commitment to establish a truly drug and alcohol free school program. Because of the pervasive nature of drug use in our local schools, Mapleton has selected student athletes, students who participate in extra-curricular activities, student drivers, and students who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all athletes, volunteers, drivers and extracurricular activities from grades 9-12.

PURPOSE OF THIS POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
 - a. Students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To provide solutions for the student who does use drugs and alcohol.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.

The program does not affect the current policies, practices, or rights of the District regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive.

Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extra-

curricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record.

Any student is grades nine (9) through twelve (12) and his/her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

- A. drive a motorized vehicle to school
- B. driver education
- C. athletics
- D. extra-curricular activities other than athletics
- E. curriculum related activities

DEFINITIONS

1. STUDENT ATHLETE

Any person participating in the MAPLETON High School athletic program and/or contests under the control and jurisdiction of the MAPLETON Schools and/or the Ohio High School Athletic Association (OHSAA). This policy also includes cheerleaders and members of the Wrestling Spirit Club.

2. EXTRACURRICULAR

Any activity of a competitive nature that does not involve a grade.

3. ATHLETIC SEASON

In-season start dates will begin as published by the Ohio High School Athletic Association or sanctioning organization and continue until the completion of awards program for that sport for the MAPLETON Schools. There are three athletic seasons: Fall, Winter, Spring. Once entered, the student will participate in the drug testing program for 1 year from date of signing consent.

4. RANDOM SELECTION

A system of selecting athletes for drug and alcohol testing in which each athlete shall have a fair and equitable chance of being selected each time selections are required.

5. ILLEGAL/ILLICIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

6. **ALCOHOL**

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance, such as "near beer" which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

TYPES OF TESTING

1. SEASON TESTING

At the beginning of each season (Fall, Winter, Spring), 25% of all eligible students will be randomly selected to submit a urine or saliva drug and alcohol testing sample. This testing will be completed within the first two weeks of each season on a specified date and time. The collection process will take place on school property or at a Board of Education approved testing facility. The Head Coach is responsible for ensuring that all student athletes and their parent/guardian/custodian properly sign the INFORMED CONSENT AGREEMENT prior to testing. Any student moving into the District shall be tested prior to the time he/she joins the team.

2. RANDOM TESTING

In-session random testing shall be done throughout the season. Each in-session test will pull up to 10-20% of the eligible students tested per random selection. A student may be tested more than once per season. In the event of a positive result, the specimen will be sent to a laboratory for confirmation of results and a certified Medical Review Officer will determine the results.

a. Random selection of student athletes:

The Athletic Director, under the Principal's supervision, will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible student athletes.

b. Scheduling of random testing:

Random testing will be unannounced. The day and date will be selected by the Athletic Director and confirmed with the building administrator. Random testing may be done at any time during the year.

3. DRUGS FOR WHICH ATHLETES MAY BE TESTED:

LSD, Alcohol, Marijuana, Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

4. COLLECTION PROCESS (Urine Screens) Other testing types may apply.

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

All students must have a picture ID or be identified by the Athletic Director or Principal. No exceptions will be allowed.

Drug testing area must be secured during the testing.

Only lab technicians, designated school administrator and students will be witness to the test.

Privacy must be kept for all students.

The Athletic Director is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student. No student is to enter the collection site until forms, money and proper ID are completed.

When students arrive and cannot give a sample, they will need to start drinking water, pop or juice. After 36 oz. the human body will need to urinate.

No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the

collection site. Only pants and t-shirts or dresses may be worn in the collection area. Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered the same as a test refusal or 1st time infraction. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.)

Adulterations: We will treat adulterations and diluted samples as first time offenses. They are not called positives but have the same consequences. Any suspicion of tampering with the sample will be brought to the tester's attention. The sample will be screened or sent to the lab for immediate confirmation of tampering.

The sample must be taken in one attempt and be at least 30 ml in size. The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.

With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid and the student will have to give another sample.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

Any student that tests positive will have to be tested in each of the subsequent testing dates. Testing will be done by Great Lakes Biomedical only so long as this is the company the school selects.

5. RESULTS OF A POSITIVE TEST

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

6. IF A POSITIVE TEST OCCURS:

If a positive test occurs the student athlete will follow the appropriate guidelines as outlined in the Mapleton Athletic Drug (Schedule 1 and/or Schedule 2) Policy:

MAPLETON ATHLETIC DEPARTMENT ALCOHOL/TOBACCO POLICY

(Schedule 1 violation of alcohol and tobacco)

MAPLETON ATHLETIC DEPARTMENT ILLEGAL DRUG POLICY

(Schedule 2 – Illegal drugs / banned substances)

7. SELF REFERRALS

An athlete will have a one-time Self-referral during grades 9-10 & one-time Self-referral grades 11-12 for their high school careers. Any student moving into the district in 10th grade will follow the regular schedule of Self-referrals, any student moving into the district in 11th or 12th grade will only have one (1) Self-referral. Counseling and additional testing are required and no other punitive action is taken. A self-referral must take place prior to the generation of the random selection list for the current drug testing session. A student athlete may not self-refer once this list has been generated.

SOCIAL MEDIA

Social Media has many benefits but when social media postings violate the law, school or district policies, and/or create a disruption to the educational school community and/or specific individuals, MHS may have an obligation to respond and take appropriate action, including but not limited to investigation and discipline.

It is important for parents and students to understand that:

1. There can be no expectation of privacy in online and digital media forums.
2. All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person's knowledge or consent.
3. Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging, or bullying comments, videos, or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
4. All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.

MHS may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours. Additionally, MHS will not be able to protect or assist individuals who incur legal action from a secondary party in response to student behavior in a social networking, file sharing site, or online activity.

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.

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