

# MAPLETON ELEMENTARY SCHOOL



MOUNTIES

2022-2023 Student Handbook

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## **Say “NO” to**

Drugs, Alcohol, & Tobacco

### **MAPLETON ALMA MATER**

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

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

### **MOUNTIE FIGHT SONG**

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

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

**Elementary Regular Bell Schedule**

Teacher Workday: .....7:35-3:05  
Student Day:.....8:15-2:55

**Elementary Delayed Start Schedule**

Student Day .....10:15-2:55  
- Breakfast is not served

**Elementary Two Hour Early Release Schedule**

Student Day ..... 8:15-12:55

**INTRODUCTORY STATEMENT**

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

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

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

**PHILOSOPHY OF EDUCATION**

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

**NONDISCRIMINATION STATEMENT**

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

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

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

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

**INDIVIDUALS WITH DISABILITIES**

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

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

## THE STUDENT RIGHTS & RESPONSIBILITIES

### Student Rights

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

### Student Responsibilities

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

## POSSESSION OF STUDENT ASSIGNMENT BOOK

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

## CODE OF ACADEMIC INTEGRITY

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

Each student at Mapleton Elementary School is responsible for his or her own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust such as:

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

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

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

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

## **CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS**

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

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

When it has been judged that plagiarism has occurred, the offending student, in the case of a first offense, may be assigned to a after school detention. A second offense of plagiarism may result in suspension. Students involved with plagiarism will also be expected to properly complete the plagiarized class work. Failure to complete this work will result in course failure for the quarter. Even though the assigned work will be completed, the assignment grade will be a failing grade. Repeated violations could result in lengthened periods of suspension.

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

## **GRADING SCALE**

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

## **Student Retention Process**

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

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

## **Chain of Command**

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

## **Music Programs**

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

## **Physical Education Requirements**

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

Dress for physical education should consist of jeans or shorts, t-shirts or blouse, and gym shoes. Students without proper footwear will have limited opportunities to participate in physical education activities, due to safety concerns. Efforts will be made to secure proper shoes.

## **GUIDANCE DEPARTMENT**

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

## **PARENT & STUDENT PROGRESS BOOK ACCOUNTS**

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

## **OPEN ENROLLMENT**

A student from any other Ohio school district may be enrolled as permitted by Board policy. Applications and policies are available March 1 – June 15, on-line at the school district website.

## **Online Schooling / Classes**

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

## **Home Schooling**

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

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the achievement tests, diagnostic tests, future grade level rigor.

## **TEXTBOOKS**

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

## **INTERIM REPORTS AND GRADE CARDS**

Interim reports may be accessed in Progress Book at the mid-point of each nine weeks. If you need information on accessing Progress Book, please contact the office. Grade cards will be sent at the end of each grading period.

## **STUDENT RECORDS & DIRECTORY INFORMATION**

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

Mapleton Elementary 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

Parents 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.

### ATTENDANCE

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

#### Definition of the School Day

8:15-2:55	Regular School Day
8:15-9:00	Tardy to School
Arriving after 9:01	Partial Day Absence

### Morning Arrival

Students should not arrive before 7:45 a.m. which includes students who are transported in other means than a school bus. Buses arrive at the school at 7:50 a.m. **Students are encouraged to be at school by 8:00 a.m.** Breakfast is served from 7:45 a.m. to 8:10 a.m. Students will be considered tardy to school if they enter the building between 8:15 a.m. and 9:00 a.m. on regular school days. When students report to class, they should have their books and study materials that they will need for their class.

### Morning Drop Off Procedure

- Drop off begins at 7:50 a.m. in the parking lot in front of the school.
- Please drop off in one of the large "X" areas only, not before and not after.
- All students should exit the vehicle on the side closest to the school.
- Please encourage your child to be ready to exit the vehicle when you pull up and stop.
- Do not go around another vehicle that is dropping off, at any time. Please be patient.
- If you choose to not go through the drop off line, but park instead, please park away from the large "X" area and escort your child across to the cross-walk area.

Please share this information with any family member that might also drop your child off. Thank you for your help in keeping all of our students safe.

### End of Day Car Rider Dismissal

We understand that not all of our students ride a bus home. We also know that many parents like to arrive at school early to wait for their child. **Parents/guardians may not arrive before 2:30 p.m. to form a pick up line out back.** The arrival of cars is distracting to our students when school is still in session. Students will be dismissed to waiting parents after 2:55. Please refrain from using your phone during this time, so that your undivided attention is on picking your child up in a safe and orderly manner. There will be no picking up of students in the school office as a means of regular dismissal. Students may be picked up in the office if it is an emergency or a medical appointment is scheduled, and the school has been notified in advance.

### Notification of Absence

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

**contact the family of an absent student within the first two hours of a school day.**

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

### **Tardiness to School**

**Parents/guardian/caregiver should escort their child(ren) into school when they arrive after 8:15. Please do not drop your child off at the curb. Students need to be signed into the office by the adult dropping them off. A secretary will also check your child in at this point (i.e. lunch choice, class location).** Students will be considered tardy to school if they arrive to class between 8:15 a.m. through 9:00 a.m. Students who report to school after 9:01 a.m. will be considered absent. All minutes of tardiness count against your child's attendance hours. We understand that sometimes circumstances occur that are out of your control (car issues, over sleeping and etc.), but efforts need to be made to have your child to school on time each day.

### **Excused and Unexcused Absences**

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

1. Personal Illness
2. Medical, dental or legal appointments
3. Quarantine of the home (including head lice)
4. Death of a relative
5. Observance of Religious Holiday
6. Emergency of circumstances which constitute a good and sufficient reason for missing school
7. Approved Pre-Planned absence
8. Acts of God
9. Authorized school-sponsored activities
10. Approved visits with a parent or legal guardian who is an active duty member of the military in connection with deployment or leave.
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 parent or guardian with the building principal will be considered unexcused. **All absences must be confirmed by a parent's note or Doctor's note to excuse the absence within 3 school days of the absence.** The doctor's note must include Students first and last name.

1. The date of the absence.
2. The specific reason for the absence.
3. Signature of parent or guardian.

Full, partial, or no credit may be given for missed assignments or tests at the teacher's discretion if the absence is considered unexcused. Schoolwork or tests missed due to an in school or out of school suspension will be assessed on a case by case determination.

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

### **Make-Up Work and Assignments**

It is the student's responsibility to make arrangements for make-up work and/or tests and quizzes missed upon return to school. No more than one day's make-up time may be permitted for each day of excused absence. Students with unexcused absences must complete all missing assignments. Full, partial, or no credit may be given for these assignments at the teacher's discretion. Parents are required to call the office at the beginning of the day when their child is going to be absent. During this

call, you are encouraged to request assignments for students who are unable to attend school or if the absence is for several days. The request will be communicated to the teacher. Assignments may be picked up at the end of the school day in the office, if prior notice was given in the morning, or arrangements can be made to send materials home with a sibling.

### **HB 410 Requirements**

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

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

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

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

The following applies to students who have excessive absences:

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

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

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

### **Attendance Plans**

When a student fails to meet the attendance requirement of MES, 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.

### **Pre-Planned Absences**

Pre-planned absences are absences that families are aware of in advance of the absence. Examples are: family vacation with parent/guardian, court appearances, etc. Students must submit a **Prior Procedural Notification** from the parent or guardian two (2) or more days before the absence to the building principal. All assignments must be completed according to the Make-Up Work and Assignments policy. If these procedures are followed, the absence will be excused. **Please plan accordingly.** These absences count in the total hours missed and are reflected in the excessive absence definition.

### **Fair Days/Athletics/School Days**

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

### **Participation in Extracurricular Activities**

All social activities sponsored by a school organization are intended for the enjoyment of students. Extracurricular activities are considered privileges and not a right of the student. School rules apply to all school-sponsored activities at school, and other locations. In order for a student to be eligible to participate in any extra-curricular activities outside of the school day, he/she must be in attendance by **11:30 a.m.** of the day of the event. Students who leave school due to illness at any time during the day are not permitted to participate in any activities on that day unless they have prior permission by the principal.

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

### **CAFETERIA PROCEDURES**

A closed lunch period will be observed with all students eating in the cafeteria whether their lunch is purchased or brought from home. Students are not permitted to go home for lunch. Students packing may purchase milk daily. It is the student's and parent's responsibility to see that the student has a lunch or lunch money before he/she leaves for school. Students are not allowed to charge more than \$15. Any time the amount owed goes over this amount, a milk and cheese sandwich will be given to the student. Please make every effort to put lunch money into your child's account on a weekly basis. Notices are sent home weekly with students that owe money. You may add money to your child's lunch account by using PaySchool.com. Students are to remain in the cafeteria during their lunch period. While eating in the cafeteria, students will dispose of trash in the proper containers.

### **Free and Reduced-Price Lunch Applications**

This application is sent home with each student at the beginning of each school year. If your circumstances change and you need an application form at any time during the school year, please contact the office. You can also visit the school webpage <http://www.mapleton.k12.oh.us/> and locate the school lunch page. There is information provided for completing an online Free and Reduced Application. Applications must be completed each school year to qualify.

### **Food and Drinks**

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

### **Playground Temperature**

Students will go outside when the temperature is above 20 degrees and/or the wind chill is above 15 degrees. Please dress for the weather.

### **VISITORS**

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

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

### **VOLUNTEERS**

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

### **FEES AND FINES**

A fee schedule will be provided to Mapleton students at the beginning of each school year. These fees apply towards the cost of consumable materials such as Weekly Readers, folders, science lab consumables, etc. Student fees may be paid at the beginning of the year. If financial constraints prohibit paying fees in full, please contact the office to work out a payment schedule. Students are not required to purchase school owned textbooks. If a student damages school property/equipment, he or she will be required to pay for repair or replacement. If library books/materials are lost or damaged, the student is responsible for the cost of repair or replacement. School fees must be paid in order for students to attend field trips. School fees that are not taken care of each year are carried over on each student's account.

### CHANGE OF PHONE NUMBER & ADDRESS

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

### PARENT/TEACHER CONFERENCES

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

### SCHOOL SPONSORED PUBLICATIONS

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

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

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

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

### NON-SCHOOL SPONSORED PUBLICATIONS

Students/Parents who wish to distribute non-school sponsored handwritten, printed, or duplicated matter at school must secure permission in advance from the building principal for distribution according to reasonable time, place and manner restrictions.

A publication will not be approved for distribution if it contains expression which:

1. Is obscene to minors;
2. Is false and/or libelous;
3. Is pervasively indecent or vulgar;
4. Advertises any product or service not permitted to minors by law;
5. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, ethnic origin, or other protected group);
6. Presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act; or
7. Is otherwise prohibited by state or federal law. Distribution or display of written matter in any of the above categories is prohibited on school premises, on any property owned or controlled by the Board, or at any school-related event.

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

### **SALES**

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

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

### **UNLAWFUL HARASSMENT**

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

### **FIRE DRILL/EXIT PROCEDURES**

Fire exits for each classroom are prominently posted. Teachers are to familiarize students with 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. Teachers are to familiarize students with the safe spot for each of their classrooms and the appropriate safety precautions.

### **LOCKDOWN PROCEDURES**

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

### **INSURANCE**

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

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

### **SEARCHES**

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

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

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

### **SMOKING/USE/POSSESSION OF TOBACCO**

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

## **VANDALISM/DESTRUCTION OF SCHOOL PROPERTY**

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

## **FIELD TRIPS**

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

## **CLOSING/DELAY OF SCHOOL**

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

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

## **One View Message System**

Families will receive a phone call from the superintendent or his designee informing them of delayed starts, school closings, important school information or reminders. The information to contact you is gathered from the online registration One View Portal. Please keep this information updated.

## **MEDICAL INFORMATION**

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

DTap – 4

Polio – 3

MMR – 2

HEPATITIS B –3

Varicella – 1 (2 doses before 6<sup>th</sup> grade)

One TB survey paper (TB skin test, including date of test, type, and result if answered yes to any questions on survey)

Tdap and MCV4 immunizations will be required before 7<sup>th</sup> and 12<sup>th</sup> grades.

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 by updating at Mapleton One View Portal.**

We understand that there are times when your child may not be able to come to school, especially when they are sick. Please keep them home if they have a fever (a temperature over 100.4), your child is vomiting or has diarrhea. They need to be symptom free (without the help of a fever reducer) for 24 hours before returning to school. If your child has an unknown rash, please keep them home until the rash is clear or is identified by a physician. Please notify the school about the rash as soon as possible.

Parents are responsible for informing the school of their child's allergies, medical diagnosis, and/or medications pertinent to their school day and education. Students are not permitted to carry medications. Rescue inhalers and Epipens may qualify for self-carry with physician's order. By law, school personnel is not permitted to provide medication of any kind, including Tylenol or Ibuprofen, without written authorization. All medications require the following stated procedures.

### **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. When possible, parents should administer medication at home. If this is not possible, the dispensing of medication during the school day will be done in accordance with the following procedure.

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

- A. The nurse receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
- B. The nurse receives a written statement, signed by the prescriber who prescribed the drug, this includes all of the following information:
  - 1. The name and address of the student;
  - 2. The school and class in which the student is enrolled;
  - 3. The name of the drug and the dosage to be administered;
  - 4. The time or intervals at which each dosage of the drug is to be administered;
  - 5. The date the administration of the drug is to begin;
  - 6. The date the administration of the drug is to cease;
  - 7. Any severe adverse reactions that should be reported to the prescriber and one or more telephone numbers at which the prescriber can be reached in an emergency;
  - 8. Special instructions for administration of the drug, including sterile conditions and storage.
- C. The parent, guardian, or other person having care or charge of the student agrees to submit a revised statement signed by the prescriber if any of the information previously provided by the prescriber changes.
- D. The nurse must receive a copy of all statements and revisions of any statement(s) required by this Policy.
- E. The drug is received by the nurse, building principal or other designated person authorized to administer the drug to the student for which the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist. The parent is required to bring all medication to school.
- F. Any other procedures required by the Board of Education are followed.

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

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

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

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

### **Control of Casual-Contact Communicable Diseases**

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

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.

### **ELECTRONIC EQUIPMENT**

We realize that many of our students do have cell phones and bring them to school for various family reasons. If your child brings a cell phone to school, it must be turned off upon entering the school and put in the student's book bag during the school day. Watch phones (Gizmo/Apple) may be worn if they don't interfere with the school day. If it becomes a distraction, the parent will be contacted. Radios, video games, laser pens-pointers, walkie talkies, I-Pods, CD players or any other electronic equipment is prohibited at school unless permitted by the classroom teacher for academic purposes or reward party use. If phones are allowed for academic purposes or reward parties, they are not to be used for picture taking or video taping of other students and/or sharing said pictures or videos on social media.

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

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

**As with any other item of personal property, students are solely responsible for the safety and security of their own ECDs.**

### **DRESS/APPEARANCE**

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

1. Girl's skirts and dresses must be at fingertip length. Shorts should be worn underneath dresses for participating in activities such as recess and P.E. class.
2. Shorts and capris are permitted when the predicted daily high temperature is 60 degrees or above, or by special permission of the building principal. Shorts cannot be higher than fingertip length.
3. Spandex, yoga pants, or any other form fitting material deemed inappropriate by school administration will not be permitted.
4. Shirts may not show a bare midriff and/or be sleeveless with less than a 3 adult finger width on the shoulder. This includes dresses with key holes on the sleeves. Low cut clothing is not permitted, either.
5. Students will not wear clothing that advertises, promotes, makes reference to, or illustrates alcoholic beverages, drugs, tobacco, sex, violence, death, cults/satanic symbols, inappropriate language, is disrespectful or has lewd print.
6. Footwear is required at all times. Students should wear footwear appropriate for the class activities scheduled for that day and for weather conditions. No flip-flops are permitted. Sandals or shoes must have a strap across the heel. This is necessary for playground safety. Shoes with wheels in the sole are also not permitted. Barn boots or rubber boots should be clean and fit the foot.
7. Pants should be worn at the natural waist. Holes in pants must be below finger tip length.
8. No sunglasses will be worn in the building unless directed by an eye doctor.
9. No hats or hoods are to be worn in the building.
10. Safety precautions may dictate certain types of dress for some classes.
11. No excessive piercings.

12. No Fish/turtle hooks, wallet chains, or excessive adornments are permitted.

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

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

1. First Offense: The student will be sent to the Office. Student may be asked to change clothes. Parents may be contacted to bring clothing if none are available at school. Inappropriate accessories may be confiscated.
2. Second Offense: same as 1<sup>st</sup> offense. In addition, the student may be assigned to a lunch detention or after school detention.
3. Third Offense: Same as 1<sup>st</sup> and 2<sup>nd</sup> offense. In addition, the parents will be asked to bring in clothing for the student prior to the student returning to class.

## **TRANSPORTATION**

### **Bus**

School bus transportation is a service provided by the Mapleton Local School District and should be considered a privilege by students and parents. If a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the principal. It is expected that those who ride the bus will observe classroom conduct at all times. Students and parents are expected to respect and exercise these rules established to ensure the safety of all students. These rules and regulations apply to all school related activities that require bus transportation. For your safety, you may be recorded by a video surveillance system which may also include audio recording. Due to crowding 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. Remain seated in a forward-facing position, off the floor and out of the aisle.
8. Keep out of the aisle and face the front of the bus.
9. Be absolutely quiet when stopped and while crossing railroad tracks or other places of danger as specified by the driver.

### **Parents**

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

### **Bus Discipline**

Proper conduct on a bus is necessary to ensure the safety of the students and drivers. When a student does not display proper conduct on a bus, suspension or expulsion from the bus may be the result. The following types of misbehavior will not be tolerated on the school bus: **fighting, eating, improper sitting, failure to stay in seat, 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 Report(s)**

Violations of any bus rules or regulations will result in:

- 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.
- 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:

- Lunch Detention
- Friday School
- In school suspension
- Out of school suspension
- Bus suspension or permanent exclusion from transportation services.

Severe Clause: A severe incident could result in immediate suspension from bus.

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

### **Detention/Study Sessions**

Teachers may assign detentions and/or study sessions after school which they will individually supervise. Afternoon detentions/study session will be served from 3:05-4:00. Study sessions are given to those students who fall behind in their regular class work and need assistance. Study sessions are used to initiate immediate intervention to students. Parents will be contacted by the teacher to discuss concerns before a detention or study session is issued. The parent and student will be given at least 24 hours notice as to the date of the detention/study session. Failure to attend or skipping the assigned detention or study session will result in the student serving a Friday Detention.

The following rules must be followed in detention:

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

following conditions will be met in a study session:

1. Students and teachers will work together to make up work and/or homework.

### **ZERO TOLERANCE POLICY**

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board policy is subject to approved student discipline regulations. Students and parents shall annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The Board will not tolerate violent, disruptive, or inappropriate behavior. The superintendent or designee shall develop strategies ranging from prevention to intervention to address such misbehavior. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. The student code of conduct is made available to students and parents and is posted in a central location within each building.

### **Code of Student Conduct**

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and 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 pupil that, regardless of where it occurs, is directed at a school 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 whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited 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.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, and referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. ASSAULT, ASSAULT AND BATTERY or threat thereof to any school personnel, other student, or visitor.
2. FALSE ALARMS - including fire and/or bomb threats.
3. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.
4. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student.
5. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
6. ARSON OR ATTEMPTED ARSON, AND RELATED OFFENSES.
7. POSSESSION, USE OR THREATENED USE OF FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
8. POSSESSION, USE, OR THREATENED USE OF WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.
9. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
10. VIOLATION OF FEDERAL OR STATE STATUTES on school premises or involving school activities.
11. VIOLATION OF TERMS OF SUSPENSION, EXPULSION, OR OTHER FORMS OF DISCIPLINE.
12. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
13. TOBACCO. A student shall not possess, use, transmit, or conceal any tobacco products on school premises, during school activities, or events off school grounds. (No student shall smoke on school property. Holding a lighted or unlighted cigarette is interpreted as smoking.)
14. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
15. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
16. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
17. REPEATED TARDINESS to class or school.
18. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school-sponsored activities.
19. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.
20. FIGHTING among two or more students on school property; (including buses) or at any school-sponsored activity. This shall include inciting and/or encouraging others to fight.
21. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
22. GAMBLING for money or valuables on school property (including buses) or at any school-sponsored activity.
23. THE ACT OF FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
24. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
25. CHEATING.
26. PLAGIARISM.
27. TRESPASSING OR LOITERING.
28. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.

29. POSSESSION OF A FIREARM:

Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

30. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.

- 31. Leaving school property or assigned area prior to specified dismissal time without official permission.
- 32. Open displays of affection between members of the same or opposite sex.
- 33. Unauthorized throwing of any object including, but not limited to, snowballs.
- 34. Commission of an immoral act.
- 35. Failure to pay tuition or other approved charges.
- 36. Violation of state student mandates, including, but not limited to, required immunization.
- 37. Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- 38. Violation of school policies pertaining to dress and appearance.
- 39. Misuse of school property.

- 40. Violation of school policy prohibiting cell phones and other electronic devices.
- 41. Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- 42. Violation of policies governing internet usage.
- 43. Driving in an unsafe manner.
- 44. Collusion, complicity, or aiding and abetting anyone in the commission of conduct prohibited by Board policy, or state or federal law.
- 45. Any attempts to engage in conduct prohibited by this policy.
- 46. Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
- 47. Gang membership and/or gang activity. For purposes of this policy, a gang is an organization, association, or group of three
- 48. (3) or more people, using a common name or one or more common identifying signs, symbols, or colors, whose members individually or collectively engage in criminal activity

## **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 may be given for work missed due to out-of-school suspension. For an in-school suspension, credit will be given for all classroom assignments that can be completed during the in school suspension, or as homework if the student collects the assignments.

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.

### **A. Definitions**

1. 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.
2. 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).
3. 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.
4. 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.
5. 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.
6. In-School Suspension means a suspension served in a supervised learning environment within a school setting in the District and denial of any school functions or extra-curricular activities for the date of ISS.

### **B. Expulsion**

1. The Superintendent is the only school administrator who may expel a pupil.
2. Whenever an incident occurs that may lead to an expulsion, the principal may suspend a student prior to the expulsion hearing.
3. 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.
4. 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.
5. The Superintendent or designee shall conduct the hearing at the appointed time and place. The purpose of the hearing is for both sides to give their side of the story.
6. 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.
7. 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:
- a. The reason(s) for the expulsion.
  - b. 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.
  - c. The right of representation at the appeal.
  - d. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.
  - e. 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.
  - f. 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.
  - g. 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.
8. An appeal of the expulsion must be made within fourteen (14) days of receipt of the notice of expulsion.
9. 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.
10. A verbatim record shall be made of the hearing.

11. 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.

12. The action of the Board or its designee on the expulsion must be in a public meeting.

13. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.

14. 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.

15.

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.

16. 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.

### C. Suspension

1. The Superintendent, principal, assistant principal, or Superintendent's designee are the only school administrators who may suspend a pupil.

2. Whenever an incident occurs that may lead to a suspension, an administrator shall investigate the nature of the alleged offense.

3. 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.

4. 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.
5. A verbatim record of the appeal hearing shall be made.
6. 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.
7. The action of the Board or its designee on the suspension must be in a public meeting.
8. The Treasurer or the Board's designee shall promptly notify the pupil, parent, guardian, custodian, or representative in writing of the decision.
9. The decision of the Board or its designee may be further appealed to the Court of Common Pleas under O.R.C. Chapter 2506.
10. 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.
11. 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; and 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.

#### D. In-School Suspension

1. In-School Suspension may last from one to ten days and is assigned by the administration. During ISS, the student will report to school and then be placed into a designated area with a staff member / teacher for partial or 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 ISS assignment. Upon completion of the ISS school day, the student will be picked up or transported home directly after dismissal.
2. ISS guidelines as follows:
  - a. Students serving In-School suspension shall be permitted to make up and receive credit for assignments during In-School suspension.
  - b. Parents will be notified of In-School Suspension.
  - c. Guidelines for ISS will be issued and discussed with parent/guardian and student upon assignment of the student to this suspension.

#### E. Emergency Removal

##### 1. 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.

## 2. 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.

## F. Students in Grades Pre-Kindergarten Through Three

### 1. Emergency Removal

a. A student in any of grades pre-kindergarten through three may be removed only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day in which the student was removed. If returned to curricular and extracurricular activities the following school day, a hearing regarding the removal need not occur.

b. A suspension or expulsion proceeding shall not be initiated against a student in any of grades pre-kindergarten through three who was removed from a curricular or extracurricular activity, unless the student has committed an act described in O.R.C. §3313.668(B)(1)(a) or (b).

2. Out-of-School Suspension and Expulsion -The District shall not implement an out-of-school suspension or expulsion of a student in any of grades pre-kindergarten through three, except in accordance with the following:

a. The District may issue an out-of-school suspension or expulsion to a student who has engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5).

b. The District may issue an out-of-school suspension not to exceed ten days or an expulsion to a student who has not engaged in any of the behaviors described in O.R.C. §3313.66(B)(2) to (5) only as necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, or other school employees.

c. Whenever possible, the principal shall consult with a mental health professional under contract with the District prior to suspending or expelling a student in any of grades pre-kindergarten through three. If the events leading up to suspension or expulsion indicate a need for additional mental health services, the student's principal or the District's mental health professional shall, in any manner that does not result in a financial burden to the District, assist the student's parent or

guardian with locating providers or obtaining those services, including referral to an independent mental health professional.

d. A student who is suspended or expelled shall be afforded the same notice and hearing, procedural, and educational opportunities as prescribed for a suspension or expulsion of District students in grades four through twelve.

e. Students in grades pre-kindergarten through three may be issued in-school suspensions, provided the in-school suspension is served in a supervised learning environment.

#### G. Permanent Exclusion

1. 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:

1) O.R.C. §2903.01, aggravated murder;

2) O.R.C. §2903.02, murder;

3) O.R.C. §2903.03, voluntary manslaughter;

4) O.R.C. §2903.04, involuntary manslaughter;

5) O.R.C. §2903.11, felonious assault;

6) O.R.C. §2903.12, aggravated assault;

7) O.R.C. §2907.02, rape;

8) O.R.C. §2907.05, gross sexual imposition; or

9) 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.

2. 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.

H. 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.

I. 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).

J. Posting a copy of this Policy together with the Code of Student Conduct shall be posted in a central location in each school in the District and made available to pupils upon request.

K. Student Handbooks Disciplinary procedures and codes of conduct may be developed by building administrators, appear in their respective handbooks, and be approved by the Board of Education.

L. Student Seeking Admission From another Ohio District After a hearing, the Superintendent may temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or suspended from another Ohio District and the period of the expulsion or suspension has not expired. A student who is temporarily denied admission shall be admitted once the period of the suspension or expulsion has expired.

M. Student Seeking Admission From an out-of-state School District After a hearing, the Superintendent may also temporarily deny admittance to a student seeking to enroll in the District if the student has been expelled or otherwise removed for disciplinary reasons from a public school in another state and the period of the expulsion or removal has not expired. A student who is temporarily denied admission shall be admitted upon either:

1. The expiration of the expulsion or removal period imposed by the out of state District; or
2. The expiration of a period of time established by the Superintendent that begins with the date of expulsion or removal from the out-of-state school, but that is no greater than the period of the expulsion that the student would have received had the student committed the offense while the student was enrolled in this School District.

N. Community Service in Conjunction With or in Place of a Suspension or Expulsion The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion imposed pursuant to this Board Policy and O.R.C. §3313.66, except for an expulsion imposed pursuant to O.R.C. §3313.66(B)(2) for bringing a firearm to school or any other property owned or controlled by the Board. The community service requirement may be imposed by the Superintendent under the following guidelines: 1. The organization operating the community service program must be approved by the Board for student participation. 2. The community service requirement may be imposed beyond the end of the school year in lieu of applying an expulsion into the following school year.

O. In-School Suspension If a student is issued an in-school suspension, the student shall be permitted to complete any classroom assignments missed because of the in-school suspension. Furthermore, the Superintendent or principal shall ensure the student is serving the in-school suspension in a supervised learning environment.

### **School Safety Zone**

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

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

### **Harassment, Intimidation and Bullying**

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

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

1. Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;
2. Parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
3. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
4. School administrators shall investigate and document any written or oral reports;
5. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or

bullying and the parents or guardians of students against whom such acts were committed, and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

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

### **Bullying and Harassment Prevention**

All students will follow the four anti-bullying rules:

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

### **Student Discipline Behavior Matrix**

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board policy is subject to approved student discipline regulations.

Students and parents shall annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

The Board will not tolerate violent, disruptive, or inappropriate behavior. The superintendent or designee shall develop strategies ranging from prevention to intervention to address such misbehavior.

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

The student code of conduct is made available to students and parents and is posted in a central location within each building.

It is the goal of the Mapleton staff and administration that discipline should be a tool for building positive character in our students. Our goal is for students to be self-disciplined individuals who function successfully in society.

The developing of this self-discipline is a shared responsibility of parents and school personnel. A cooperative working relationship with positive communication must be established between school personnel and parents to develop an attitude of mutual respect. This team effort will help each student grow academically, socially, emotionally, physically and morally. Students need to learn what is considered to be good behavior through positive teacher reinforcement and influence.

Teachers will post and communicate to the students proper student conduct in the classroom and other school settings in a firm, but positive way through the use of the schoolwide PBIS expectations. School staff should be consistent and fair in their expectations of the students. The school administration needs to be supportive of the staff, yet fair with the student in handling discipline problems. It is very important that disciplinary action is appropriate and consistent in dealing with all violations.

Listed below are levels of behavior and the possible disciplinary actions that may be used in conjunction with violations of the Student Code of Conduct. It should also be noted that the principal or his/her designee has the right to modify the disciplinary action a student receives.

### **Level 1: Behavior that impedes orderly operations of the classroom or school.**

(The fourth level 1 and beyond offense will automatically place a student at 2-F – Insubordination)

Behavior	Definitions	First Offense	Second Offense	Third Offense
1-A Inappropriate or disrespectful language	Inappropriate comments, name calling	Apology *written or verbal Time out Loss of Dojo point	Loss of Privilege Loss of Dojo point Think Sheet Written & verbal apology Parent contact Lunch Detention	Lunch Detentions (K-4) Detention Slip (5) Office Referral Face to Face Parent Mtg
1-B Physical Contact	Slapping, pushing, horseplay, poking/pinching (not causing harm to another student, but inappropriate for school)	Apology *written or verbal Time out Loss of dojo point	Loss of Privilege Loss of Dojo point Think Sheet Written & verbal apology Parent contact Lunch Detention	Lunch Detentions (K-4) Detention Slip (5) Office Referral In school suspension Face to Face Parent Mtg
1-C Disruptive Behavior	Talking out, gum chewing, throwing objects, excessive talking, horseplay, etc.	Apology * written or verbal Time out Loss of dojo point Preferred seating	Loss of Privilege Loss of Dojo point Think Sheet Written & verbal apology Parent contact Lunch Detention	Lunch Detentions (K-4) Detention Slip (5) Office Referral In school suspension Face to Face Parent Mtg
1-D Unacceptable Behavior	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to, food (including candy and gum) or drink in the halls/class, littering, throwing objects, horseplay, talking, unacceptable hallway behavior, cafeteria, classroom. Any combination of the above behavior or throwing food in the cafeteria will automatically move student to the 2nd offense.	Apology * written or verbal Time out Loss of dojo point Preferred seating	Loss of Privilege Loss of Dojo point Think Sheet Written & verbal apology Parent contact Lunch Detention	Lunch Detentions (K-4) Detention Slip (5) Office Referral In school suspension Face to Face Parent Mtg
1-E Dress Code	See handbook section on Dress Code	The student will be sent to the Office. Student may be asked to change clothes. Parents may be contacted to bring clothing if none are available at school. Inappropriate accessories may be confiscated.	Same as 1 <sup>st</sup> offense. In addition, the parents will be asked to bring in clothing for the student prior to the student returning to class.	Same as 1 <sup>st</sup> and 2 <sup>nd</sup> offense. In addition, the student may be assigned a lunch detention.
1-F Failure to Serve Detention	Failure to serve an assigned detention	Detention is doubled	Additional detentions added	Additional detentions added Loss of privileges

<b>1-G Dishonesty/Cheating/ Forgery</b>	Lying, giving false information, copying or turning in another's work, forging parent/guardian signature	Loss of Credit Parent contact Redo assignment	Loss of Credit Loss of privileges Think sheet Parent Contact Redo assignment Lunch Detention	Loss of Credit Loss of privileges Think Sheet Office Referral Parent Contact In school suspension <del>Restitutions</del>
<b>1 - H Theft</b>	Taking someone's property (low monetary value)	Apology * written or verbal Restitution Time out Loss of dojo point Parent Contact	Loss of dojo point Think Sheet Restitution Loss of privileges Parent contact Lunch Detention	Lunch Detentions (K-4) Detention Slip (5) Office Referral In school suspension Face to Face Parent Mtg
<b>1 - I Property Misuse</b>	Misuse of school property (classroom, restrooms, cafeteria, playground, bus, hallways) More severe actions may result in greater penalties.	Apology * written or verbal Restitution Time out Loss of dojo point Parent Contact	Loss of dojo point Loss of privilege Think Sheet Service Work Parent contact	Lunch Detentions (K-4) Detention Slip (5) Office Referral In school suspension Service work Parent Meeting

## Level 2: Behavior that is illegal and/or serious misconduct.

Behavior	Definitions	First Offense	Second Offense	Third Offense
<b>2-A Abusive Language</b>	Obscene/Inappropriate Language - Written, verbal, gestures, signs, or slurs, threats	Apology * written or verbal Loss of Privilege Loss of dojo point Think Sheet Parent contact Guidance Referral	Lunch Detention (K-4) Detention Slip (5) Office Referral Loss of privilege Parent Contact Continued Guidance	Office Referral Lunch Detentions Loss of privileges In school suspension
<b>2-B Harassments/Threats</b>	Bullying, Purposeful embarrassment of another person, Verbal or Non-verbal threat	Apology * written or verbal Loss of Privilege Loss of dojo point Think Sheet Parent contact Guidance Referral Completion of bullying form Preferred seating	Lunch Detention (K-4) Detention Slip (5) Office Referral Loss of privileges Parent Contact Continued Guidance Completion of BullyingForm In school suspension	In school suspension Loss of privileges Parent meeting

2-C Inappropriate Display of Affection	Kissing, holding hands, inappropriate touching	Guidance Referral Parent Contact Preferred seating	Lunch Detention (K-4) Detention Slip (5) Office Referral Parent Meeting Continued Guidance	Office Referral Lunch detentions Loss of privileges
2-D Theft	Taking someone's property	Office Referral Written & verbal apology Lunch detention	Office Referral Lunch detentions Loss of privileges	In school suspension Loss of privileges
2-E Peer Conflict/ Physical Conflict	Unauthorized touching, biting, pinching, hitting another, threats or challenges between students	Written & verbal apology Lunch detention Office Referral Parent contact	Office Referral Written & verbal apology Loss of privileges Parent contact Lunch detentions	In school suspension Out of school suspension
2-F Insubordination/ Willful Disobedience/ Disrespect	Refusal to comply with reasonable school instructions of any staff or invited guest. Failure to accept level 1 discipline and/or 4th offense.	Office referral Parent meeting Service work Lunch detentions	Office referral Parent meeting Service work In school suspension	Office referral Parent meeting Service work In school suspension Out of school suspension
<b>2-G</b> School/Class Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.	Office referral Parent meeting Class apology Service work Lunch detentions	Office referral Parent meeting Class apology Service work In school suspension	Office referral Parent meeting Class apology Service work In school suspension Out of school suspension
<b>2 - H</b> Trespassing/Truancy/ Unauthorized Area	Being in a school building in unauthorized areas or on school grounds without permission/or failure to sign in; refusing to comply with a request to leave; in building after school hours without staff supervision. Leaving school grounds without proper authorization.	Office referral Parent meeting Lunch detentions	Office referral Parent meeting In school suspension	Office referral Parent meeting In school suspension Out of school suspension

**Level 3: Behavior that is illegal and/or serious, that may be subject to removal from the school immediately.**

Behavior	Definitions	First Offense	Second Offense	Third Offense
3-A Extortion/Coercion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation(threat)	In school suspension	In school suspension Involvement of SRO	Out of school suspension Involvement of SRO



3-B Fighting	Physical contact between students, words/actions that provoke a fight or attempt to fight.	In school suspension	In school suspension Involvement of SRO	Out of school suspension Involvement of SRO
3-C Harassment/Hazing/Menacing/Threatening safety of self and/others/Repeat Bullying/Cyberbullying	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing (initiations, having another take part in an embarrassing or harmful situation).	In school suspension School counselor involvement Completion of bullying report	In school suspension School counselor involvement Completion of bullying report Involvement of SRO	Out of school suspension Completion of bullying report Involvement of SRO
3-D Tobacco Products	Using or possessing any tobacco product, vape materials, lighter, matches, or other related materials.	In school suspension Parent meeting	In school suspension Parent meeting Involvement of SRO	Out of school suspension Involvement of SRO
3-E Vandalism	Destruction or defacing of public or private property of the school, its staff or other student's property or equipment.	In school suspension Restitution Service work	In school suspension Restitution Service work Involvement of SRO	Out of school suspension Restitution Service work Involvement of SRO
3-F Multiple Suspensions/Repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations.	In school suspension Parent meeting Service work	Out of school suspension Involvement of SRO	Out of school suspension with expulsion referral

**Level 4: Behavior that is illegal and/or serious, will be subject to removal from the school immediately and proper authorities contacted.**

Behavior	Definitions	Consequence
4-A Illegal Activities	Arson, Bomb Threats, False Alarms, Drugs, Sexual Harassment, Possession of Weapons, Threatening Life of Another, Volatile Acts, Incendiary devices, Other illegal, criminal, or inappropriate acts	Emergency removal Out of school suspension Involvement of SRO School counselor referral Recommendation for expulsion

\*Addendums can be added to this handbook if necessary per the Superintendent, Ohio Department of Education, Ashland County Health Department and/or Centers for Disease Control and Preventions.

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

For and in consideration of the acceptance of the student named below as an enrolled student at Mapleton Elementary School during the 2022-23 school year. We hereby agree to accept and abide by all the rules, regulations, and procedures adopted or implemented by Mapleton Elementary School.

By our signatures below, we also hereby acknowledge that we have been furnished with a copy of the Student Handbook for Mapleton Elementary School for the 2022-23 school year, that we have read such Handbook, and that this Agreement had been entered into of our own free will and accord.

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

Father/Guardian \_\_\_\_\_

Mother/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Date \_\_\_\_\_

## MAPLETON LOCAL SCHOOLS

### STUDENT NETWORK AND INTERNET USE AND SAFETY POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

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

76 F.R. 56295, 56303

# MAPLETON ELEMENTARY SCHOOL

## PBIS TEACHING MATRIX

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

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

## Elementary Covid Addendum

### Student and Staff Health and Wellbeing

Mapleton Elementary School and Mapleton Local Schools are committed to the health, safety, and well-being of all of our students and staff. This includes physical, social, and emotional well-being. This addendum to the Mapleton Elementary Student Handbook addresses those concerns. All policies and procedures found in this addendum, will be in effect during the Covid-19 pandemic and will supersede all policies and procedures found elsewhere in the Mapleton Elementary School Student Handbook. Additionally, Mapleton Elementary School and Mapleton Local Schools will adhere to all local, state, and federal requirements related to the Covid-19 pandemic.

### Student and Staff Safety

- **Transportation -**
  - Drivers must wear facial coverings.
  - Students will sit in assigned seats to assist with contact tracing if needed.
  - Whenever possible, students will board in such a way to minimize passing each other. I.E. loading back to front on a.m. route and exiting front to back on p.m. route.
  - Two students per seat. District will attempt to seat siblings together.
  - Students will wear a facial covering when riding the bus.
  - There will be a daily sanitizing protocol for each bus in our fleet.
- **Face Coverings -** Face coverings for K-12 are required for all students. Face coverings must completely cover the mouth and nose. Accommodations will be made for students who have a documented medical reason why they cannot wear a face covering. Students are required to wear a face covering at all times. Breaks from wearing a face covering will be provided whenever possible and only when social distancing is being observed.
- **Parent/Guardian Pick-Up of Students-** Students that need to leave before the school day is over, **need to be picked up before 2:30 p.m.** Parents/Guardians will be required to wear a face mask when they come into the office. Parents should send a note at the beginning of the school day to make the teacher and office aware that a change at the end of the day is occurring. Hand sanitizer will be provided for parents to use upon entering the office before signing out a student. Parents/guardians will be required to wait outside or return to their vehicle to wait on the student.

- **Hand Washing and Hand Sanitizer Availability -**
  - Students and staff will use hand sanitizer when they enter a new area (classroom, makerspace, lunch room, gym, office, etc) and before exiting the area. Students and staff will wash their hands prior to and after eating lunch, when using the restroom and having recess. **Hand sanitizer will be provided at school. Students should not bring their own hand sanitizer.** The hand sanitizer that is available at school meets all of the guidelines that are set forth for the school.
- **Student Health Screenings and Emergency Medical Contact Information -**
  - All students will have a temperature screening by staff members as they come into the school building, each day. Students with a recorded temperature of 100.0 degrees or higher will be required to report to the Isolation Room for further evaluation. Students whose temperature remains at 100.0 degrees or above after further evaluation by the school nurse will be required to remain in the Isolation Room until a parent/guardian can pick the student up to go home. It is **imperative** that parents/guardians maintain and keep the contact phone numbers updated for each student in the One View registration program.
- **Isolation Rooms -**
  - Students that have a temperature of 100.0 degrees or higher or exhibit any Covid-19 related symptoms during the school day will be sent to a supervised isolation room. Parents/Guardians will immediately be notified to come and pick up their student.
- **Absence Notification and Notes From Home -**
  - We require that families let us know when their child is absent from school, per the handbook. Families are required to call the office by 8:45 a.m. to let us know that their child is going to be absent. **You may, instead, email Mrs. Lane this information if your child is going to be absent on a given day.** Please include the reason for the absence in the correspondence. This email can also be used as proof of absence and another note would not need to be sent in. If your child is going to a doctor during an absence, please send that note into the school for it to count as a medically excused absence, as you normally would. **You can email Mrs. Lane at [mapl\\_wlane@tccsa.net](mailto:mapl_wlane@tccsa.net).** This will cut down on the sending paper back and forth.
- **Shared Objects -**
  - Students will have their own school supplies to use each day.
- **Personal Water Bottle -**



- Students should bring their own water bottle with an easy open/flip top lid. The hallway water fountains will be unavailable for student use.
- **Field Trips -**
  - There will be no school field trips during the 2020-2021 school year.
- **Visitors/Volunteers -**
  - Visitors and volunteers will not be permitted in the building without a prior appointment and permission from administration. Exceptions will be made for parents who need to sign-out their child early from school (See Parent/Guardian Pick-Up Of Students) or in an emergency situation. All visitors/volunteers with a prior appointment will be required to self-monitor for Covid symptoms and must have their temperature checked upon arrival. All visitors/volunteers to the building must wear facial coverings at all times.

### **Academic Planning & Programming**

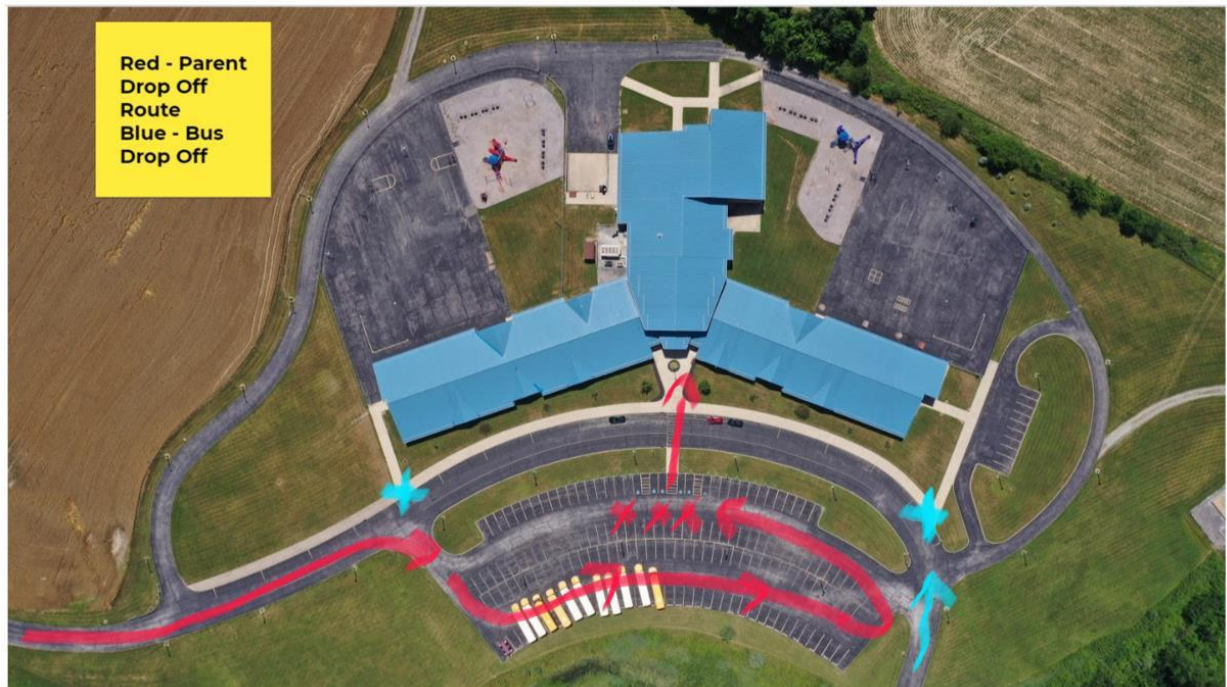
- Revised School Calendar
- Mapleton Elementary School
  - **In-Person Learning** - The elementary will continue to provide high quality instruction in all content areas. Lessons will be created and presented by our highly qualified staff. This will be done in the safest manner possible. We will maintain social distancing requirements and increase cleaning and disinfecting protocols in the classroom.
  - **Blended Learning** - Our teachers will create high quality lessons that will be taught both at school and at home. The teachers will create learning opportunities and assignments that will be posted to Google Classroom for home completion.
  - **Remote Learning** - All teaching and learning will be delivered and accessed in Google Classroom. Teachers will create lessons that students can access and complete online. Teachers will establish office hours of availability to meet the needs of their students. Teachers will monitor the online learning and communicate with students and parents via Google Meet, Class Dojo and/or student and parent email.

### **Student Logistics - Elementary**

- **Student Attendance -**

- Student attendance procedures will remain the same under Option 1 (In-Person Schooling) with consideration given as needed for Covid-related issues.
- If Option 2 (Hybrid Schooling) is utilized, attendance will only be taken on days when students are scheduled to be on campus.
- If Option 3 (Online School for All Students) is utilized, students will be required to check-in with each teacher at least once per week. A student check-in includes, but is not limited to, participation in a virtual meeting, email communication, phone call, or text-type message. (*Subject to Change*)
- **Arrival**

## Elementary Arrival



- **Times** - Personal Transportation Drop Off - 7:45 a.m.  
**\*\*Recommend dropping elementary student off first, exiting to CR 620 and then drop m.s./h.s. students off. Remember 20 mph school speed limit zone.**  
 Bus Drop Off - starts at 7:50 a.m.  
 Breakfast - 7:45 a.m. - 8:10 a.m.  
 School Starts - 8:15 a.m.

- **Protocol -**
  - **Student Drop-Off (personal transportation) Out Front -**
    - All parents/guardians will follow the parking lot arrows to form an orderly drop off line.
    - Three vehicles at a time will allow students to exit the vehicles on the side by the school.
    - Parents will not be allowed to escort their child into the building, due to visitor restrictions.
    - All Drop Off students will use the front entrance.
  - **Bus Transportation** - All students will be dropped off at assigned spots at the building.
  - **Late Arrivals** - Please do not drop your child off at the curb. If your child is coming in late, after 8:15, please park and plan to accompany your child into the building. The person accompanying the child will need a face covering and will sign the student in for the day.
- **Hallways -**
  - Students will be required to wear a mask while walking in the hallway.
  - Teachers and students will maintain adequate social distancing.
- **Student Health Screenings**
  - All students will have their temperature taken upon entering the building using a non-contact thermometer. Students with a temperature of 100.0 degrees, or who are displaying symptoms related to Covid-19 at any time during the school day, will be quarantined in the Isolation Room and evaluated by the school nurse. The school nurse will make the final decision if a student can return to the classroom or if the student should be sent home.
- **Classroom Considerations**
  - Student desks will be spaced using social distancing guidelines. All students and staff will wear face coverings with breaks allowed when social distancing guidelines can be maintained.
  - **Students should bring a fliptop water bottle with them each day.** The hallway water fountains will be unavailable for student use.
  - Snacks - For classrooms that have a planned snack time, **the students must bring their own daily snack.** The desk area must be sanitized before and after

eating the snack. Students must also wash hands before and after. Under no circumstances should food or drink be shared by students or staff.

- Birthday treats will not be allowed at this time. This will be reassessed as we get further into the year.
- All classrooms will have assigned seating for students.
- If a student leaves the classroom at any point during the class period, the student must sign out with a time and destination and must sign in when returning.
- **Restrooms** - The teachers will determine a schedule of restroom usage. A limited number of students will be allowed in the restroom at one time. The restrooms will be cleaned and sanitized regularly.
- **Cubbies** - Students will have assigned cubbies and assigned times to go to their cubbies, to reduce the number of students in one area, at one time. Students should limit the number of personal items they bring to school each day and must take all personal items home with them every day.
- **Lunch** - Students will eat lunch in the cafeteria, with acceptable social distancing in place. Students must wear masks/face coverings when not sitting at a table and eating. Students are welcome to bring their lunch and/or purchase a school provided lunch option. Students will dispose of their own trash.
- **Playground** - Students will have the opportunity to use the playground at designated times.

- Dismissal

## Elementary Dismissal



- Times -

- **Bus** - 2:50 p.m. - K & 1 will exit Nankin exterior doors, 3& 5 will exit Polk exterior doors, 2& 4 will exit the front doors.
- **Student Pick-Up (personal transportation) Out Back** - 2:55 p.m. - *Parents may not line up out-back before 2:30.* This is for safety reasons. Students will be released to cars at 2:55. The pick-up cars may not proceed from the back loop until all buses have left and cleared the front of the elementary school.  
**\*\* If you have a middle school/high school student that you pick up, they will be dismissed at 2:50. Plan to pick them up first and then use CR 620 to go to the elementary school and get in the pick up line.**

**Doctor Appointments** - There will be no student pick up in the office **after 2:30 p.m.** If students have doctors appointments at the end of the school day and need to be picked up early, this needs to be done before 2:30 p.m. A note needs to accompany the student at the beginning of the day so that the teacher and office are aware of the end of day change.