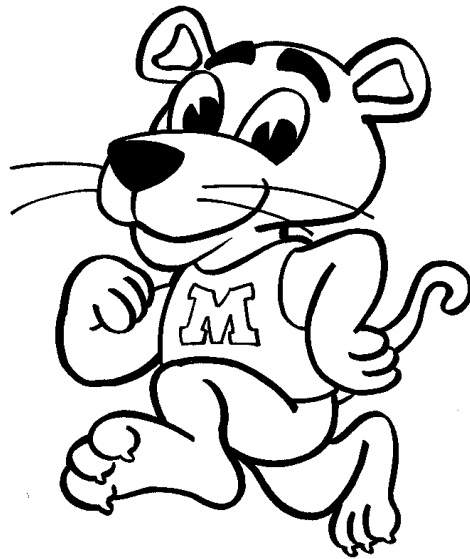


Maplewood Elementary School



Parent/Student Handbook 2018 -2019

MAPLEWOOD ELEMENTARY SCHOOL

Mr. John Duwve, Principal

6769 Maplewood Ave.

Sylvania, OH 43560

(419) 824-8613

FAX(419) 824-8649

Snow and Delay Hotline: 419-824-8696

Introduction to Parents/Guardians

The staff of Maplewood would like to welcome you to another exciting school year! The elementary school years are the most exciting and enjoyable for students and parents. We have learned that cooperation and communication between the home and the school can greatly minimize the risk of problems interfering with the success of your child's elementary years. We look forward to working with you and your child to enhance academic, social, and emotional growth as well as create positive memories for them that will last a lifetime.

The purpose of this handbook is to make you aware of the policies and procedures of Maplewood Elementary School and to better enable you to be an active participant in your son or daughter's school program. We encourage you to visit the school, attend meetings and conferences with your child's teachers, attend programs and become INVOLVED.

We, the administration and staff of Maplewood, appreciate your interest in our efforts to work with your son/daughter and will work diligently to earn your continued support of our efforts. Please do not hesitate to ask questions, make suggestions or share your concerns.

The Maplewood Staff

Welcome to Students

You are a member of one of the finest elementary schools in Ohio. Your parents/guardians and other residents of the Sylvania school district have provided you with excellent school facilities. However, no school can be better than the students who attend it. Therefore, if we are to maintain our tradition of excellence it will require everyone's cooperation.

While no school can be all things to all students, there is something special here for each of you if you search for it . . . and strive for it. Maplewood is great because of its students, parents/guardians and staff. We hope that during your years here you will work hard to contribute to our quest for excellence in education.

Please take the time to read this handbook carefully to learn the policies and procedures of your school. Be sure to ask questions if there is anything you do not understand.

The Maplewood Staff

TELEPHONE NUMBERS FOR TEACHER'S ROOMS
School Number – 419-824-8613

The telephones in our classrooms allow you to contact your child's teacher during specific times of the day. Before 8:45 and after 3:30, the telephones will ring through to the teacher. Between 8:45 and 3:30, the phone line automatically goes to the teacher's message mailbox. For your convenience, the staff telephone numbers are listed below:

Mr. Duwve		2402
Mrs. Borer		2400
Miss Lawson		2462
Mrs. McKown		2464
Mrs. Snyder		2463
Mrs. Hawley		2461
Miss Shnider		2415
Mrs. Schommer		2416
Mrs. Breen		2408
Mrs. Fields		2424
Mrs. Wood		2423
Mrs. Fletcher		2433
Mrs. Mack		2432
Mrs. Hunt		2431
Mrs. Peterson	2445	
Ms. McCarthy		2442
Mrs. McCowan		2447
Mrs. Lievens		2440
Mrs. Miller		2456
Mrs. Gentry		2459
Mrs. Grafitti		2458
Mrs. Tonegato		2454
Mrs. Fox		2483
Mrs. Anderson		2486
Mrs. Rathge		2480
Miss Grivanos		2483
Mrs. Kennedy		2484
Mrs. Rasey		2473
Miss Wagner		2475
Mrs. Baker		2477
Mrs. Grabarczyk		2482
School Psychologist		2407
Mrs. Delancy, Mrs. Conrad		2448
Mrs. Burke		2481

GENERAL INFORMATION

Maplewood Security

Currently, all doors including the front doors to Maplewood will be locked during the day. Parents will need to use the Maplewood Street entrance to enter the building. An electronic system is used to allow entry to our building. **Please remember that Sylvania School Policy requires all parents and visitors to sign in and receive a visitor's pass in the office.**

Safety/Visiting Procedures

While our mission is to provide our students with the best education possible, our top priority is to provide that education in a safe, friendly atmosphere. Please help us to accomplish this by reading through and following the procedures outlined whenever you are visiting Maplewood.

- 1) When dropping your child off at school in the morning, please say goodbye to them at the door. Staff will be out and about to welcome our students as they enter the building. The only exception to this would be if you need to assist them in delivering a project that they are unable to carry safely by themselves. Also, when picking your child up at the end of the day, please wait for them at a prearranged exit door.
- 2) Whenever you are visiting the school, always come to the office first. All visitors are required to sign in and wear a Visitors' Pass, which is obtainable in the office. Visitors without a pass will be directed to the office. It is also important to sign out before leaving.
- 3) If you are picking up your child for an appointment, or bringing him/her back from one, check in at the office. If you are picking up your child, he/she will report to the office to meet you. If you are returning your child to school after an appointment, visit the office to inform us. In addition, if you have items that need to get to your child (forgotten lunches, glasses, birthday treats) please make sure they are clearly marked with your child's name and grade and we will make sure the items get delivered to them.
- 4) **Visitors are not to enter the academic areas of the school unless they have a prearranged appointment with a teacher and have already signed in at the office. Appointments with teachers can be requested by sending a note in with your child or calling your child's teacher at school.**

Your cooperation and understanding in these matters are greatly appreciated. Our intention is NOT to keep parents away from the school, as we know that your assistance and presence is an important part of student success. Rather, we want to keep instructional distractions/interruptions minimized and everyone to continue to feel comfortable and secure while your children are in our care.

Volunteers and Visitors

We encourage all parents to become involved at Maplewood. One form of involvement is through volunteer work. Periodically, we will need volunteers to assist with once-a-year activities such as vision testing, etc. Please contact us if you are interested in volunteering some of your time. The following Volunteer Policy Guidelines are, herein, offered for all volunteers:

1. Volunteers will check into the office. Before leaving the building, please sign out. This will help us account for the total number of volunteer hours spent in our building. State law requires anyone entering a public school building first check-in at the school office.
2. Volunteer badges are available in our school building. **All volunteers should ask for a badge as they sign into the office.**
3. Volunteers should become aware of school procedures, such as fire drills and emergency procedures.
4. Volunteers will be expected to maintain the professional confidentiality of the building and what happens within.
5. No volunteers are to grade papers or tests for a staff member.
6. Volunteers may not assume the responsibility of disciplining the students. The professional staff should be notified of any concerns with the students.

Daily Schedule

8:50 am	Earliest time for student arrival. Due to liability, students will not be allowed to enter the building until the bell rings. Students should not be left off at school prior to the 8:50 arrival time.
9:05 am	Late Bell
3:35 pm	Dismissal of students

Delay Days/Late Start Days

Please refer to the district calendar for dates of scheduled Late Starts. Emergency Delays due to weather, etc. are two hours. School will begin at 11:05 AM on those days and students should arrive between 10:50 and 11:05 AM. No breakfast will be served on Delay or Late Start days.

After School (Student)

Any student staying after school should have the permission of his/her parent. Arrangements for transportation should be made prior to that day. A teacher or principal will keep no student after school unless the parent of the child is notified before the closing of the school day.

Announcements

Announcements will be made each morning shortly after the start of the school day and at the close of the school day, when necessary.

Attendance

Regular attendance at school is a necessity. It not only helps each child in the learning process, but it also develops good habits that will help your child later in his/her education and in the world of work.

The **compulsory attendance laws** of the State of Ohio are clear. Under the law, parents are responsible for their children attending school on a regular basis. The only legal excuses for absences are: a) personal illness, b) illness in the family, c) quarantine of the home, d) death of a relative, e) work at home in parents absence, f) observance of religious holidays and, g) emergency or set of circumstances.

It is important that children attend school regularly; therefore, parents will be notified by letter once a student's absences have reached 10 days and again after fifteen days. Excessive unexcused absences may lead to legal action against the parents under the State of Ohio Truancy Laws. In addition, once a student reaches 7 tardies, a letter is sent home. Under the Sylvania Open Enrollment policy, the school principal has the authority to request that the open enrollment privileges of a student be revoked if the student has fifteen (15) tardies and/or absences within a school year.

Personal Convenience Absence: Absence for personal convenience of either the child or parent cannot be legally excused. A personal convenience absence (PCA) shall be defined as one which has the approval of a child's parent or guardian but which is not legally excusable under laws of the State of Ohio. PCA forms will **not** be issued for absences during scheduled district-wide testing, including exams, October count week as well as the first two and the last two weeks of the school year. Please consult the district calendar for specific dates. All Personal Convenience Absence forms must be completed and on file 3 days **before** the date(s) of the absence. Teachers are **not required to prepare assignments in advance** for students who are anticipating days of absence. The policy of Sylvania Schools shall be to discourage absences for personal convenience. The PCA absence will be considered unexcused and must be taken in compliance with the provisions listed on the PCA form. (Sylvania Schools Attendance Policy 5200) The PCA forms will **not** be issued for absences during district wide testing, including exams, October count week as well as the first two and last two weeks of the school year.

Absentee Calling

The Missing Children's Act became law in Ohio in April, 1985. One aspect of this legislation is the necessity of parents and the school to communicate when a student is absent from school. To assist us with this communication process, please notify us by telephone before **9:05 a.m. each day of your child's absence** (you can even call the evening before and leave a message). You could also send a note with one of your other children or a neighbor's child. If we do not hear from you, we will be calling you to inquire about your child's absence. You will also get an automated call from the principal that gives you information about calling us and then getting us a note the next day.

Absences due to illness or other legally excused absences from time to time cannot be avoided. If your child is absent from school and he/she desires schoolwork to do while at home, please call the school **before 8:50 a.m.** to arrange to pick up your child's assignments. Understand that it may not be possible for the teacher to accumulate all of your child's assignments on the same day that the request is made. Every effort, however, will be made to get the assignments home to your child as soon as possible. Our staff has been directed to send all assignments to the office where parents may pick them up. **Parents are not to go to the rooms looking for these assignments.**

Written Excuse: Upon returning to school from an absence, each child is required to present a written excuse, signed by either the parent or guardian, to the classroom teacher.

Early Dismissal: A student who must be dismissed before the close of the school day is required to present a written request signed by the parent or guardian to the classroom teacher indicating the time that the student needs to be dismissed. **Parents must come into the school office to sign out the student at the time of dismissal.**

Make-up Work Due to Absence: If your child is not in school due to illness for only one day, we suggest that you allow your child to return to school rested and make up the one-day of homework the next school day. In case of prolonged absences (two or more days) notify the office in the **morning** of your homework request and we will have it for you within twenty-four hours. This gives your child's teacher adequate time to prepare assignments without interrupting instructional time. Students are expected to ask the teacher for make-up assignments the day of return to their class. Students are responsible for making up work in a timely manner. Assignments not completed will be reflected in the grade.

Bicycles

Students riding bicycles should place them in the bicycle racks provided at the school when arriving at school. Please do not ride your bicycle on the playground or the parking area before or after school. It is strongly recommended that students lock the bicycle to the rack. All students are to stay away from the bicycles that are placed in the bike rack. Although the school is not responsible for damaged, lost or stolen equipment, please contact the office if your child's bicycle is missing. We will try to help you recover the bicycle.

Birthday Parties and Special Invitations

Maplewood tries to be very sensitive to the feelings of all of our students. As a result of this effort, we ask that no party invitations be distributed to the children during school hours unless every child in that class is getting an invitation. Many children get their feelings hurt if only a select few are invited and others are left out of a party. Also, please note that balloons and flowers will not be accepted or delivered for students. These items interfere with safety on the bus and walking home and can become a distraction in the classroom.

Bus Transportation and Safety

For questions relating to transportation, please contact the Office of Transportation at 419-824-8686. Rules of conduct for student bus passengers are basic and are necessary for safe operation. Students are asked to be on time to their bus stops. It is the responsibility of parents to supervise students at the bus stops. Students should wait until the bus comes to a full stop before crossing, and if on the opposite side of the road, wait until a signal from the driver is given, indicating that it is safe to cross.

Once having boarded the bus, the student should always remain seated while the bus is in motion. The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any of the other classroom techniques of maintaining order and discipline on the bus.

STUDENTS ARE TO FOLLOW BUS SAFETY RULES; Referrals may be given for the following reasons:

1. Be on time at bus stop. The driver has been instructed not to wait.
 2. Crossing in front of the bus as it approaches the loading stop.
 3. Improper unloading procedures. Once off the bus move away from it rapidly.
 4. Wait for the signal from the driver before crossing the road in front of the bus when loading or unloading
 5. Stay in seat upon entering the bus. Moving from seat-to-seat is forbidden.
 6. Fighting on bus.
 7. Obscene language or signs.
 8. *Smoking on bus or lighting matches/lighters.
 9. No electronic devices permitted on the bus.
 10. Eating on bus.
 11. Damaging personal property.
 12. Gambling.
 13. Personal disrespect to bus driver.
 14. Throwing litter on the floor or out of the window.
 15. Head and/or arms outside the window.
 16. Tampering with emergency equipment.
 17. Destroying school property.
 18. Disobeying driver instructions.
 19. Shouting on bus.
 20. Noise at railroad crossing.
- * This offense, by Board of Education policy, levies an automatic five (5) school days suspension from school for the first occurrence.

Penalties for bus misconduct:

FIRST REFERRAL: Principal notification, signed referral by parents and student.

SECOND REFERRAL: Three to Ten days denial of bus privileges. Conference if deemed necessary.

THIRD REFERRAL: Denial of bus privileges for remainder of current semester, minimum of 30 days.

Note: If the offense is deemed serious enough by school officials, any of the preceding steps may be superseded and the next step enforced, with possible permanent loss of bus privileges being the result.

Bus Information: If a student misses his/her bus or boards the wrong bus, please follow these instructions:

1. If your child misses the bus, the office will immediately contact you by telephone.
2. If your child does not arrive home at the correct time, please call the school.
3. All kindergarten and first grade pupils will be issued a bus tag with their bus number listed. Make sure they wear it daily until notified otherwise, generally about one week after the start of school.
4. Please instruct your child to find any teacher or go to the school office if he or she should miss the bus.

Assignment Change: Any student wishing to ride a different bus to and from school must bring a parent note to the school office stating such a need. This note **must include the student's name, the number of the bus the student wishes to ride, reason, and parent signature and emergency phone number.** After turning this note in to the office, the student will receive a bus pass from the office and the student must give the pass to the driver of the bus the student wishes to ride. A parent note must be given to the classroom teacher before a student may walk home or to any location after school.

Bus Students Wishing To Walk Home: Bus students are not permitted to walk (ride bikes, roller blade, etc.) without written permission from a parent. A **written note** must be presented to the classroom teacher the morning of the change in transportation. We do not encourage bus students to walk due to safety concerns.

Field Trips: Our transportation department has instructed us that no younger children are to accompany older siblings on the bus for a field trip. Parents may drive their cars with their own children as long as it has been arranged with the teacher.

Cafeteria

It is the responsibility of the parent to see that his/her child has a packed lunch or has the money to purchase a lunch. In the event that a child forgets his/her lunch money, a call home will be made and parents may bring it to school. If the parent cannot get to school or is not home, the child will be given an alternate lunch with a milk. **Sylvania school policy states that no child will be permitted to charge a lunch.**

Hot lunches are available for all elementary students for a cost of \$2.75. Students who wish to carry packed lunches from home may purchase milk for \$.50 (This cost is subject to change). Lunches may be prepaid if you desire to do so. Breakfast is also served daily at Maplewood. Students can enter the building at 8:45 for breakfast. The breakfast cost is \$1.75. Checks should be sent to the office and we will in turn give them to the cafeteria director.

Lunch and recess schedule:

Kindergarten	11:30-12:15
Second	11:40 – 12:25
Fifth	11:55 – 12:40
First	12:10 - 12:55
Fourth	12:20 – 1:05
Third	12:35 – 1:20

Students are expected to exhibit good manners and self-discipline while in the cafeteria. Failure to cooperate will result in a specific seat assignment or possibly the loss of lunchroom privileges for a period of time. Referral slips will be sent to the parent should their child show inappropriate behavior in our cafeteria.

Cafeteria Rules

1. Show respect to all adults, to other students, and to yourself.
2. Stay in your seat during cafeteria time and wait to be excused.
3. Use an inside voice and appropriate language.
4. Eat your own food. Keep your hands away from other's food.
5. Use good manners and clean up after yourself.

Care of the Facility

Who owns Maplewood Elementary School? You do! Parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to our building, equipment, buses, books, etc., must be paid for by the responsible party. We encourage all parents to discuss with their children the need to keep our building facilities in excellent condition. We have a very nice school and with your help we can keep it that way.

Computer Technology and Network

Maplewood is committed to the effective use of technology to enhance the quality of student learning. Students are to make appropriate and ethical use of the computers and other electronic equipment, accompanying software, as well as any networking. Disciplinary action will be taken against students if equipment technology and/or networking are abused in any way or used in an illegal, unethical manner.

Discipline

Good discipline is not only important in establishing and maintaining a positive learning environment, but also is a vital aspect of your child's social maturity development. All students are expected to cooperate with the teachers in developing good discipline. Teachers will work with each child in the area of social development and will report to you regarding your child's progress in this area. If necessary, the principal may be asked to assist with a particular problem. It is at this time when it may be advisable to ask you, as parents, to come to the school for a conference. Jointly, we can strive to develop a plan to bring about a positive change in the child's behavior.

5600 - STUDENT DISCIPLINE CODE

The rules and standards set forth in this student discipline code apply to conduct on school premises, on or off school buses, or involving school property, to misconduct by a pupil that occurs 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 District official or employee, or the property of such official or employee. Any conduct which causes or creates a likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or Board of Education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all items of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, Saturday school, placement in the In-School Reassignment Program, out of school suspension, to the maximum of ten (10) days, recommendation for expulsion from school and/or referral to juvenile authorities.

- A. **Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption or obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.
- B. **Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property which is on school premises. Parents are responsible for such damages and it is the policy of the School District to seek financial redress to the limits of the law.
- C. **Stealing.** A student shall not steal, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set, or attempt to set, any fire on school property, including the use of fire or fireworks. Making false fire alarms or tampering with a fire alarm is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school-related reason or purpose shall not be on school property or at school-sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.
- F. **Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.
- G. **Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.

- H. **Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.
- I. **Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including, cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.
- J. **Aggressive Behavior.** Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling or other aggressive behavior towards another student, staff member or school guest is prohibited.
- K. **Disrespect.** A student shall not use profane, indecent or obscene language either verbally or in writing toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
- L. **Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, bb gun, air gun, knife, blade, razor blade, box cutter, or other implement for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another.
- M. **Knowledge of dangerous weapons or threats of violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.
- N. **Gambling.** A student shall not be involved in the act of gambling while on school premises or at school-sponsored activities.
- O. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. Included in this prohibition is the possession of any drug-related paraphernalia.
- P. **Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like products on school property or at any school activity, during school hours, (which includes the hours going to and from school) in any school building or on campus, is not permitted.
- Q. **Falsification and Misrepresentation.** A student shall not falsify, orally or in writing, the name of another person or falsify signatures, times, dates, grades, addresses, or any other data on school forms or correspondence directed to the school. A student shall not use the name or identity of another person.
- R. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of the educational process.
- S. **Truancy.** A student shall not be truant from class, Commons, study halls, or school. Excessive tardiness is cause for disciplinary action.
- T. **Cheating.** A student shall not work with another person or persons in the execution of a test, report, or paper without authorization to do so. A student shall not use, or assist another student in using, unauthorized material to cheat on a test or other assignment.
- U. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.
- V. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student teachers, school aides, bus drivers, principals, or other authorized school personnel.
- W. **Hazing.** Hazing activities of any type shall be prohibited at all times. No employee of the School District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.
- X. **Excessive show of affection.** Any public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.

- Y. **Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.
- Z. **Electronic Devices.** A student shall not violate Policy [5136](#) Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smart watches and any other items or electronic devices which disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.
- AA. **Unlawful Harassment/Discrimination.** A student shall not violate Policy [5517](#) Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- BB. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
- CC. **Inappropriate material.** A student shall not possess, distribute or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.
- DD. **Copyright infringement.** A student shall not violate Federal copyright law.
- EE. **Video and photography.** A student shall not capture, record or transmit the voice (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.
- FF. **Libel/slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- GG. **Harassment, intimidation and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
- HH. **Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.
- II. **Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).
- JJ. **Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

Cell Phones

Cell phones are becoming common place in our world. They can be quite a problem in our educational setting. We would prefer that cell phones be left at home. We do understand that some students need a cell phone to check in with their parents after school. Phones that are brought to school are to be turned off and kept in the student's book bag in their locker. The school will not accept any responsibility for the loss of a phone, nor will we spend time searching for a missing phone. Students who have their phones on their person (ringing, texting, out in plain sight) will have it taken and turned into the school office. In addition, disciplinary consequences may be assigned.

1st occurrence – phone returned at end of the day

2nd occurrence – phone picked up by parent

3rd occurrence – phone picked up by parent, loss of privilege of bringing phone to school

Please keep in mind that a phone is always available in the school office and in the classrooms in an emergency situation.

Maplewood School's Discipline Plan- General School wide Rules

1. Respect yourself and others
2. Respect school property and the property of others
3. Act in an appropriate, safe, and healthy manner
4. Respect teachers and others in authority

Hazing/Harassing/Bullying

Hazing Activities of any type shall be prohibited at all times. No employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another to do any act that may create and/or cause mental and/or physical harm to another. Permission, consent or assumption of risk by an individual subject to hazing does not lessen the prohibition contained in this policy. (Board policies 5516 and 5517).

House Bill 276 (March 2007) defines bullying as “an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.”

Harassment of student(s) by other student(s) or any member of the staff is a violation of Federal law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. **It should be noted that whether or not an act or situation is actually regarded as sexual harassment, is, ultimately, determined by the recipient of the act or receiver of the message.**

When unwelcome activities described above of a milder nature occur, the best thing is to say that you are uncomfortable with the behavior and ask that it cease. If you are subjected to behavior which you consider to be sexual harassment or bullying, promptly notify the school counselor or administrator. You will be asked to put your complaint in writing and an investigation will be made into the matter.

The Sylvania School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Policy 5611 – Due Process/Appeal Hearing Guidelines

Policy 5611 prescribes the due process procedures that are followed by Sylvania Administration when students are suspended out of school or an expulsion is recommended by the building principal.

When an incident occurs that may lead to the implementation of disciplinary action to students, the school administration must follow this protocol:

- A. Informal Hearing with student
- B. Written Notice of Intent to Suspend
- C. Decision
- D. Action per Discipline Code #5600
- E. Notification to Parent/Guardian
 - Specific reasons per Policy #5600
 - Number of school days suspended
 - Possible parent conference with school administration
 - Right to appeal the decision to the Hearing Officer (Director of Student Services)
 - Appeals must be submitted in writing to Student Services Department within forty-eight (48) hours after notification of parents.
- F. Appeal Hearing (see procedural outline)

Appeal Procedures

Before an appeal hearing will be scheduled by the Director of Student Services, the following procedures must be completed:

- Conference between the school administrator(s) and parent/guardian.
- Parent/Guardian must submit in writing their intent to appeal within two (2) days after notification from school administration – DO NOT expect to schedule an appeal hearing the next day after receipt of the written appeal.

- Parent/Guardian's written appeal will be submitted to Student Services – Hearing Officer will schedule hearing per contact with parent/guardian.
- Hearing Officer may reject appeal if due process has been followed by school administration and no rationale supports the appeal per documentation.
- All expulsion recommendations will have an appeal hearing scheduled automatically by the Hearing Officer within the ten (10) day suspension.

Student Services will not schedule an appeal hearing unless these procedures are followed. Contact Student Services at 419-824-8581 regarding an appeal.

Dress Code

The appearance of any elementary student is primarily the responsibility of the individual and his/her parent/guardian. However, it is true that the manner in which one dresses can have a positive (or negative) effect on one's behavior and performance. Consequently, we expect students to maintain an appearance which is conducive to good school behavior and performance, contributes to a positive school atmosphere, and is not distracting to other students or school staff.

Students who dye their hair in bright colors or display their hair in a drastic fashion cause quite a commotion in the classroom. Please consider the difficulty of teaching a class with this type of distraction. We urge you save the hair dye and special hair fashions for the summer.

A student who is inappropriately dressed may be sent home to change clothes or may be detained in the office until a parent/guardian arrives with appropriate attire.

These specific guidelines should be followed:

1. Hats are not permitted to be worn in the building.
2. Outdoor clothing should not be worn in the building. It should be kept in lockers during the school day.
3. Shoes must be worn at all times and shoes with wheels are not permitted.
4. Clothing which exposes the midriff, or miniskirts deemed inappropriate are not permitted.
5. Clothing which contains offensive slogans is not permitted.
6. Clothing which contains references to alcohol and other drugs and/or tobacco is not permitted.
7. Pins, badges and emblems that make reference to and/or are symbols for alcohol and other drugs and/or tobacco is not permitted.
8. Shorts that pass the fingertip test (when the child's arms are hanging at their side, and the shorts pant legs are beyond the finger tips) are permitted; other types of shorts are not allowed. Parents should keep the temperature in mind. In the fall and spring the weather can change dramatically during the day. Students wearing shorts will still be required to go outside for recess if it should turn cold.
9. Clothing which has holes or tears in it to expose skin and/or under garments is not permitted.

How do you judge if shorts are too short, or if a top is not appropriate? If you have a question about the clothing, chances are your child should not wear the item to school. If what they wear is disruptive, unsafe or obscene, the parent will be notified.

Maplewood Student Drop-off and Pick-up Policy

The front of the school can get a bit hectic, especially in the mornings when dropping off students and when picking them up at the end of the day. Safety is always a priority for our students so please be very careful when dropping-off and picking-up.

Parents should always drop-off and pick-up in our circular drive by the main entrance. It is important that cars stay completely away from the bus loading area on the east side of the building (Judy Young Drive). Be sure to pull as far forward as possible when waiting to pick up your child in the afternoon. If you need to get out of your car, please park in the designated spaces in the center of the lot. This helps to keep traffic moving and children safe. Also, please keep in mind that mobile devices are a distraction and can create dangerous situations. We ask that all parents comply with the requests of the school personnel to ensure that everyone is safe and please know that we appreciate your support in helping keep the parking lot safe for our kids. Here is the policy in further detail:

1. **Do not leave your vehicle unattended in the drop off zone** (yellow zones located at the sidewalk curb directly in front of the school). Doing so causes disruption to the drop-off and pick-up routine and is a safety hazard. Again, during Drop-off and Pick-Up, vehicles should never be parked and left unattended in any portion of the circular drive. Any parking can be done in the inner lot.
2. Do not get out of your vehicle to assist unloading students. On most days, we have parent and teacher volunteers to assist with unloading students if necessary.
3. When possible, pull all the way to the end of the loading zone to unload your children. This allows for the consistent flow of traffic during drop off times.

4. **Do not use the parking spaces or the bus lane on Judy Young Drive.** This area is only for buses and for school staff.
5. All students should exit their vehicle at the curb side/passenger side **not** the parking lot side. This will prevent any unforeseen accidents with cars pulling out in the parking lot.
6. **After school Pick-Up can be very busy. Please wait patiently in your car. Once you have pulled forward past the last gazebo, we will look to load your car with your child. Do not load before getting to that gazebo.**
7. Please be cautious with the crosswalk areas. **ALL parents and students MUST use the crosswalk when coming to or leaving school.** We do not want to teach poor habits to children by not obeying the crosswalk laws. Remember, pedestrians always have the right of way when in a crosswalk.
8. Vehicles who continue to violate the drop off and pick up rules will have license plate numbers reported to the Sylvania Police department for intervention.

When arriving to school please be aware that **no one** should report directly to the classroom door before school or after school. Teachers are not available to meet with families prior to the start of the school day unless prearranged appointments have been made directly with the teacher. In that instance, the parent will report to the office for their meeting.

All students should wait outside the main doors while they wait for the morning bell to sound. When the bell sounds, safety patrol members will open the doors and students may WALK into the building. For safety reasons, only students are permitted to enter the building. Adults should say their goodbyes' and drop off students at the front door.

If you are meeting your child after school to walk them home, **parents are required to wait outside until dismissal.** We do not allow anyone to sit inside the building, specifically outside of the school office, as it causes a disruption to the school environment. Having visitors standing in the hallways and entryways also prevents the school personnel of ensuring an "intruder free" environment.

The school truly appreciates everyone's help in keeping children safe and obeying the drop off and pick up policy. Thank you and have a great school year!

Simplified Drop off and Pick up Procedures at School

1. All students are to be dropped off and picked up at the 2nd Gazebo in our large circular driveway.
2. Parents are to remain in their cars, in the curb lane, before and after school. Do not escort your child into or out of the building. Simply, keep pulling forward until you get to the unloading/loading area and then have your child get in/or out on the curb side of the vehicle.
3. Once your child is dropped off / loaded, you can proceed to the inner lane to exit the property. Never pick up or drop off from the inner lane.

Student Information Verification (SIV) Electronic Form (Emergency Card)

Each student must have a Sylvania Schools SIV Form filed in the school office. These electronic forms are to be completed prior to the first day of school. If there are any changes in your family status during the school year (i.e., place of employment, telephone numbers, doctors, legal agreements, etc.) please go online to the SIV website through Powerschool <https://sylvania.esvportal.com/> and notify the school office so we can keep your information up-to-date. These changes should also include medical updates and custody agreements. Finally, it is very important that you keep a valid up-to-date email address on file as that will be the main way of communication for the district.

Emergency Drills

Fire, tornado and safety drills are held periodically throughout the school year to familiarize the students with the procedures to follow in case of an emergency. Students are expected to take all drills seriously.

Illness at School

If a student becomes ill at school, the home will be called to make arrangements for picking up the student. If no one is reached at home or work, we will call the emergency name and number you have listed on the emergency card. Make sure you let your "emergency numbers" know who they are.

Inclement Weather

During the winter months, the schools may be either delayed or closed due to weather conditions. Information concerning these delays or closings is always broadcast on the radio, television, and social media. Sylvania Schools also has a school information line, which you may call about closings and delays. **That telephone number is 419-824-8696.**

Items to be Left at Home

From time to time students bring an item from home that is not appropriate for our school environment. Many of the items are not necessarily dangerous yet it could be disruptive to the educational process. Please talk with your children about items that are appropriate for school. If at any time you are not sure if your child should bring an item, please call the school or

keep it at home. The following list includes items that should not be brought to school. This list is not all-inclusive but includes items that occasionally end up at school.

Electronic Games and Equipment, Fidget Spinners, Yo-yos, Skateboards, Cameras, Baseballs, golf balls, Baseball Bats, Trading Cards of any kind, Collectibles, Toys of any kind, Knives of any kind, Toy Guns, Lighters, Squirt Guns, White Out in any form, Rubber Cement, Medication, glass bottles, fireworks, caps, blanks, tools, roller blades, in line skates, shoe skates, anything that could be considered a weapon, etc.

Late Arrivals and Weather Delays

Each day school is in session is important in the education of your child. All students will begin their school day according to the delay. A two-hour delay or late arrival will have classes beginning at 11:05 am. Sylvania Schools will continue to broadcast late arrival, delays or closing information on the district hotline as well as on all major television and radio stations and via the internet.

Library/Resource Center

Maplewood School is fortunate to have a fine library and resource center. We encourage each child to use the facilities; however, we expect the students to respect the materials and use them carefully.

Lost and Found

A “lost and found” box is located outside of the gym. Please feel free to stop and look for any lost articles. Parents can help reduce lost articles, especially clothing and boots, by labeling them with the child’s name. Parents should check the “lost and found” box from time to time. All unclaimed items will be given to a charitable organization on a periodic basis. Students are discouraged from bringing valuable items; i.e., radios, large sums of money, expensive calculators, etc. to school. Sylvan is not responsible for these items if lost, stolen or damaged.

Medication

If your child is on medication that must be taken during school hours, the Board requires you to notify the school in writing, stating the name of the medicine and its intended use. This notification should be addressed to the principal and should be turned in to the office as soon as you are aware that your child will be taking medication at school. A medication form must be completed and signed by a physician. Over-the-counter drugs may be given, but parents must fill out a “non-prescription medication form” in the school office. This form will indicate the name of the drug as well as the dosage. No student is allowed to provide or sell any type of medicine to another student. Violation of this rule will be considered violations of policy 5530-Drug Prevention and of the student code of conduct.

Parents’ Club

The Maplewood Parent Club is an active, productive group. All parents are invited to participate. You can receive a list of the officers for this year in the school office. The Parent Club meets regularly once a month during the school year. They hold a yearly fundraiser called *Panther Prowl!* This is our main fundraiser for our building and is held in the fall. Students get pledges for running on a track at school. It is a day of fun for the students and we use a lot of parent volunteers. You will receive information throughout the school year concerning activities. We welcome your participation!

Progress Reports

Progress reports are sent home four times a year, usually the Friday following the last day of the quarter. Maplewood School would be more than happy to send reports to a parent with a different address. To enable us to do this effectively, we would ask that the non-custodial parent send in a supply of self-addressed, stamped envelopes. We will then mail out all needed information.

Interim Reports

Some families will receive interim reports that are a communication sent home from a teacher notifying a parent that work at that point in time is less than satisfactory in a particular area. While these are generally sent midway through the grading period, they may be sent at any time progress becomes unsatisfactory. These reports must be signed and returned to the teacher. They are meant to give notification to the family prior to grade cards in order to provide time to correct the situation. Parents are encouraged to consult with their child’s teacher at any time during the year.

Recess

Part of the regular school program (weather permitting) includes an outside noon recess for all grades and a short morning and afternoon recess for grades 1-3. If a parent does not want his/her child to go outside for recess because of a recent illness, **the parent is required to send a note to the teacher.** A child will not be permitted to stay inside without such a note. Students do remain inside for recess if the wind chill or actual temperature drops below 20 degrees or if other inclement

conditions appear hazardous. Playground rules are listed at the end of this booklet. Please review them with your child/children.

Teacher Request for the Upcoming Year

Our teachers spend a tremendous amount of time working as a grade level team in looking at the formation of classrooms for the next school year. We look closely at creating heterogeneous rooms of students. In accomplishing this task, we look closely at learning groups, academic abilities, special learning considerations and a similar number of boys and girls in each classroom. This task is a very complex one and one that we choose to spend a great deal of time on to help insure an appropriate placement for your child.

What about parental requests? If there is a specific concern that is directly related to a sincere educational issue, you may put the issue in writing and direct it to the Principal by April 1st each year. Considerations for these requests will be given to only those that reflect a significant educational concern. Parents will be reminded of this policy in the school newsletter and will be provided ample time to provide, in writing, their requests.

Telephone Calls

All classrooms have been equipped with telephones. You can access the system by calling our main number 824-8613 and following the prompts (teacher extensions are printed in this handbook). You will not be able to call into a classroom during the school day. Any attempt to do so will move your call to the voice mail system. If you need to talk to a staff member due to an emergency, please direct your call to the office by pressing "1" when the recorded voice begins.

The most convenient time for calling a teacher is during the half-hour before school and the fifteen minutes after school. Student calls to home for forgotten items are also discouraged, but dealt with on an individual basis.

We encourage all parents not to call the teachers at home unless the situation is an emergency. Teachers regularly return calls at the end of the day or early in the morning.

Testing

Students in grades 3, 4 and 5 will participate in district and state testing near the end of the school year. Reading and Math Achievement tests will be administered to all 3rd, 4th, and 5th graders. Additionally, 5th Graders will take a Science Achievement test. Our 2nd grade and 5th grade students will take the CogAT mid-year. Please check with the school office before scheduling a vacation during testing.

Transfers and Withdrawals

Parents shall notify the school of their intention to withdraw their child if he/she is being transferred to another school. This notification will help in the sending of school records to the new school.

On the day of student withdrawal, the parent must pick up a transfer slip from the school office and sign a permission of record release.

The student's records cannot be sent to the new school until the receiving school requests them. Don't forget to turn in all school owned supplies (class books, library books).

Video Surveillance and Electronic Monitoring

Students, parents and visitors should be aware that the school premises are under video camera surveillance. Contact the main office for further information.

Vision-Hearing Screening

Students in grades Kindergarten, 1st, 3rd, and 5th, as well as any new students to Maplewood, receive vision and hearing screening tests. All screenings are done under the guidance of the county nurse. If there is a concern as a result of the screenings, you will be notified by the nurse.

Workbook Fees

Workbook fees are set by the Board of Education yearly. Billing and payments will be handled through the Treasurer's Office.

Fines

Any pupil who, through neglect or carelessness, loses or damages any book or piece of equipment belonging to the board of education or school library shall be fined the purchase price or replacement cost of the book or item which was lost or destroyed. Grades and records may be withheld until fines are paid and or obligations are met.

Playground Safety

All students are required to go outside during recess unless the temperature and/or wind chill is below 20 degrees. Students wishing to play in the snow at recess need to wear boots. Safety is courtesy, respect for rights and property of others, common sense, as well as self-respect. Safety rules in the school are not established to deprive students of fun and relaxation but to insure the well-being of all the students. Thus, safety is the responsibility of all of the students. Each of us can only be free from accidents as each does his part to include courtesy, respect for others and common sense in his/her own behavior.

Our Playground Rules Include:

1. Students will stay on the playground area.
2. There shall be no fights, pushing, or shoving while on the playground.
3. Children will share the playground equipment.
4. There shall be no sliding on the snow or ice.
5. Students may not pick up snow, ice or any other item on the playground to throw.
6. Students will stay on the blacktop on rainy days.
7. All students should line up quietly at the door and wait until a teacher arrives.
8. All students should be aware and practice safe use of playground equipment.
9. Tackling games of any kind are not permitted.
10. Students are not to pull on the clothing of other children that might cause an embarrassing situation.

Maplewood has three playground aides on duty at all times when the children are at lunch recess. The aides carry a walkie-talkie in case of an emergency and are trained to know what to do should an emergency occur. In severe emergencies, EMS personnel will be contacted for assistance. Safety is of utmost importance to everyone at Maplewood. Please do not park your car near the playground and watch the kids play. You must report to the office and receive a visitor's pass if you plan on visiting during recess. Please note that on days when recess is inside, visitors are not permitted to join students in the classrooms.

MAKING HOMES CONDUCTIVE TO READING

One of the best ways you can help the school and your children is to make your home that promotes reading. Several things parents can do to make their home a place of learning would include:

A Learning Home

- * An inviting area or corner for reading
- * A wide variety of books and magazines for all
- * A regular time for reading
- * A collection of "How to" books
- * Shelves, crates or boxes for storing books
- * Places for writing messages
- * Places to display notes, writings and drawings
- * Different kinds of paper for writing
- * Crayons, markers, pencils and pens
- * Comfortable chairs for reading
- * A library card for checking out books

There are many ways parents can help their children read at home. All homes are filled with reading materials, and not just books. We all rely on reading. Parents may not be aware of the literacy-rich environment their homes already are. The following ideas are some examples of real reading at home:

REAL READING AT HOME

Create original stories
Write family diaries
Write messages to each other
Cook together; read recipes
Read bulletins from school
Collect grocery coupons
Create photo album captions
Read video game instructions
Sing together
Design cards & invitations
Write & file addresses
Write letters to relatives
Write a family history
Videotape family events
Make shopping lists
Read TV guide and discuss
Read menus
Make a pictorial biography
Read bus schedules
Read & discuss news articles
Write thank you notes
Write a family vacation journal
Create a family bulletin board
Prepare a calendar of activities
Tape record stories

Tips for Learning

1. Talk with your child about daily events and time to listen to what your child wants to tell you.
2. Read aloud to your child - every day - and let your child read to you. The more children read, both in school and at home, the more they will improve their reading abilities. Read with children of all ages.
3. Encourage children to draw and scribble at home. This will increase confidence at school.
4. Take your child to new and different places such as museums, historical sites, and nature centers. Talk about what you've seen.
5. Supervise television viewing. Choose good programs and set some time limits. Talk to your child about what you have watched.
6. Establish a regular time and place for doing homework, encourage your child's efforts, and offer praise when assignments are completed.
7. Be generous in showing affection and express interest in your child's every day activities and accomplishments.
8. Instill self-confidence by encouraging your child to believe in his or her self-worth and abilities.
9. Encourage good health practices by making sure your child has three nutritious meals a day, gets plenty of sleep and exercise, and has regular dental and medical checkups.
10. Monitor how your child spends his or her time out of school. Limit video games and television viewing and encourage reading, hobbies, scouts, and other activities that provide learning and social opportunities.
11. Make sure your child attends school regularly. Show an interest in what is being learned at school, and communicate that school is important. Belief in the value of hard work, personal responsibility, and the importance of education all contribute to greater success at school.
12. Be a role model for your child. Children will imitate what they see their parents doing. If you read, your child will want to read.

Helping Children Develop Healthy Self-esteem

Seek out opportunities to praise & encourage your child.
Recognize the things your child does well.
Treat your child with love, respect and courtesy.
Nurture a positive attitude in all situations.
Give your child opportunities to assume responsibility.
Encourage your child to participate in activities that will be successful.
Listen attentively to our child's ideas, fears, feelings & concerns.
Reward good behavior and accomplishments.
Encourage decision making whenever possible.
Spend time together and share favorite activities.

Motivating your Child to Succeed at School

- Show interest in your child's learning. Ask about what is happening in school. Ask to see papers and projects.
- Work with your child on setting daily goals that are attainable. Write the goals and post them in a prominent place.
- Help your child envision and formulate long-term goals.
- Instill in your child the idea that achievements are usually the result of persistence and hard work, not luck or ability.
- Show caring and love if your child makes a mistake or fails, and help him or her see mistakes as opportunities to learn and grow.
- Demonstrate through your words and actions faith in your child's ability to learn and achieve.
- Look for successes in your child's efforts and acknowledge them.
- Recognize, praise, and celebrate your child's successful completion of a goal.
- Model for your child language that conveys positive expectations, such as "I can, I will, I want to, I understand, my goal is" and so on.
- Frequently stress to your child the importance of learning and education.

Homework Tips for Parents

- Set aside a daily quiet family time when each family member is engaged in quiet activities while your child does homework. Starting quiet time when children are young establishes the expectation for doing homework and gets them into the routine of studying.
- Establish a time and place where homework is to be done. Make sure the table or desk is in a well-lighted area and that needed materials such as paper, pencils and crayons are available.
- Make sure your child understands all assignments. If needed, work through the first question or problem together. If your child does not understand an assignment and you are unable to help, have his or her call a friend or a homework hot line, if available, for help.
- For elementary children, check over the completed assignment. You may need to sign and date it.
- Each day ask whether there is any homework. Even when there isn't any, the simple act of asking conveys that you consider homework to be an important responsibility. If no specific homework is due, this is a golden opportunity to read together, write a story, take a walk, or just talk together.
- Don't forget to praise your child for homework efforts.