

MAPLETON MIDDLE SCHOOL  
2021-2022 STUDENT HANDBOOK



Mr. Fulton, Principal  
Mrs. Steffen, Middle School Secretary  
Mr. Runkle Athletic Director  
Mrs. Schafer, Guidance Counselor

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## School Calendar for 2020-2021

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

*Make-up days begin June 4 if necessary.*



**Say "NO" to**  
Drugs, Alcohol, & Tobacco

**MAPLETON ALMA MATER**

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

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

**MOUNTIE FIGHT SONG**

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

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

## Bell Schedules

### Regular Daily Schedule

Period 1	8:05-8:53
Period 2	8:53-9:41
Period 3	9:41-10:29
Period 4	10:29-11:17
Period 5	11:17-12:05
Lunch	11:47-12:35
Period 6	12:35-1:23
Period 7	1:23-2:11
Period 8	2:11-3:02

### 2-Hour Delayed Start

Period 1	10:00-10:33
Period 2	10:33-11:06
Period 3	11:06-11:39
Lunch	11:39-12:09
Period 4	12:09-12:42
Period 5	12:42-1:15
Period 6	1:15-1:48
Period 7	1:48-2:23
period 8	2:23-3:02

### 2-Hour Early Release

Period 1	8:05-8:38
Period 2	8:38-9:11
Period 3	9:11-9:44
Period 4	9:44-10:17
Period 5	10:17-10:50
Period 6	10:50-11:23
Lunch	11:23-11:56
Period 7	11:56-12:29
Period 8	12:29-1:02

## **INTRODUCTORY STATEMENT**

Welcome to Mapleton Middle 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.

### **BOARD POLICY / HANDBOOK STATEMENT**

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations.

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

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

### **CHAIN OF COMMAND**

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

### **CODE OF ACADEMIC INTEGRITY**

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

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

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

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action.

Individual teacher expectations must be explained by the classroom teacher. Since study habits, "paper trail" requirements and procedures, documentation procedures, the kind of collaborative work, etc, may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity. In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

## CONSEQUENCES FOR ACADEMIC INTEGRITY VIOLATIONS

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

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

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

1. Students involved with plagiarism will properly complete the plagiarized class work.
2. In the case of a first offense, a Friday detention may be assigned.
3. A second offense of plagiarism may result in suspension.
4. 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.

## STANDARDS-BASED ASSESSMENT

All classes at Mapleton Middle School report student progress using standards-based assessment. This means that, rather than letter grades, points, and percentages, student progress is reported in ProgressBook and on their report card based on a student's mastery toward a standard, known as a performance level. More information regarding standards-based assessment is available on the school's website and will be provided by your teachers.

### STANDARDS-BASED ASSESSMENT PERFORMANCE LEVELS

Level of Mastery	Code Shown In ProgressBook and Report Card
Met the Standard	3
Approaching the Standard	2
Developing Knowledge of the Standard	1
Standard Not Assessed (shows in gray on Report Card)	NA

## MMS CLASS PASSING REQUIREMENTS

During each reporting period (nine weeks), a student is considered to have "passed" the class if he/she reaches a performance level of **Met the Standard** (3) or **Approaching the Standard** (2) in each standard/category as reported on the report card. For classes that do not report specific standards, the student must reach an overall performance level of **Met the Standard** (3) or **Approaching the Standard** (2). A student is considered to have failed a class if he/she has a **Developing Knowledge of the Standard** (1) in any standard/category for that class. A student must pass 2 of 4 reporting periods, including a passing performance level in either the 3rd or 4th reporting period to pass a year-long class.

## SCHOLASTIC RECOGNITION

Mapleton Middle School publishes an honor roll each reporting period. Achievement is recognized with three honor rolls and are based on performance levels as shown on the report card.

Distinguished Scholar Roll	Performance level of <b>Met the Standard</b> in all standards/category
High Honor Roll	Performance level of <b>Met the Standard</b> and not more than two performance levels of <b>Approaching the Standard</b> of in any standard/category
Merit Roll	Performance level of <b>Met the Standard</b> and not more than three performance levels of <b>Approaching the Standard</b> in any standard/category

## PROMOTION/RETENTION POLICY

Ohio Revised Code (ORC) 3313.609 prohibits “the promotion of a student to the next grade level if the student has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student’s principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.”

During each reporting period (nine weeks), a student is considered to have “passed” the class if he/she reaches a performance level of **Met the Standard** (3) or **Approaching the Standard** (2) in each standard/category as reported on the report card. For classes that do not report specific standards, the student must reach an overall performance level of **Met the Standard** (3) or **Approaching the Standard** (2). A student is considered to have failed a class if he/she has a **Developing Knowledge of the Standard** (1) in any standard/category for that class. A student must pass 2 of 4 reporting periods, including a passing performance level in either the 3rd or 4th reporting period to pass a year-long class.

A student is considered “truant” if he/she is absent for more than 10% of the required attendance day in the school year without a legitimate excuse as defined by the Mapleton Middle School student handbook. A student can be removed from truant status upon successful completion of an Attendance Plan.

A student may be retained in the current grade level if he/she meets the following fails 2 or more core courses (ELA, math, science, social studies) for the year. Students who are under consideration to be retained may be promoted to the next grade level upon successful completion of Mapleton Middle School’s summer school program. The student is responsible for any expenses related to the summer school program.

Students may also be promoted in accordance with Mapleton Local Schools’ Board of Education policy 7.04 which states “promotion, placement, or retention of students in kindergarten through grade eight (8) will be based on the student’s academic progress, mental ability, social and emotional growth, chronological age, testing information, and teacher recommendation. These factors will be carefully weighed by the professional staff and parents.”

## MAKE-UP WORK AND ASSIGNMENTS

In keeping with Mapleton Middle School’s philosophy of standards-based assessment, **it is our expectation that ALL students complete ALL work as assigned by the teacher.** It is the student’s responsibility to make arrangements for any work that was missed upon return to school. The length of time provided to make-up work is at teacher discretion but should not be less than the number of school days that the student missed. Parents are encouraged to call the office and request assignments for students when they are unable to attend school. Assignments may be picked up at the end of the school day.

## REPORT CARDS

Parents and students are encouraged to regularly check ProgressBook to monitor a student’s progress in each class. Mapleton Middle School does not issue interim reports. Report cards will be available to view through ProgressBook within one week of the end of each grading period. Report cards will only be mailed home upon request.

## PARENT & STUDENT PROGRESS BOOK ACCOUNTS

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

## **GUIDANCE DEPARTMENT**

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

## **SCHEDULE CHANGES**

It is not the practice of Mapleton Middle School to allow students to change or drop classes. However, it is recognized that changes or drops may be needed due to unforeseen circumstances. In those cases, the final decision to change or drop a class for a student lies solely with the teacher and administration. Depending on the reason for the change or drop, a student may receive the performance level achieved at the time of the change or drop or may receive a WF (withdraw fail) on their report card.

## **OPEN ENROLLMENT**

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

## **ONLINE SCHOOLING / CLASSES**

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

## **HOME SCHOOLING**

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

## **TEXTBOOKS**

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

## **LOCKERS**

Each student will be assigned a school locker. These lockers are school property and are provided to students for the safekeeping of school items and personal items necessary for school. No other items are to be kept in the lockers. Lockers and the contents of the locker are subject to random searches at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Students are urged to keep their locker locked at all times and not give the combination to anyone. The school is not responsible for lost or stolen articles. Students may not decorate their lockers with drug/alcohol advertisements, slogans, inappropriate pictures or anything that is difficult to remove. Fees may be charged for damage to lockers.

## **ARRIVAL AT SCHOOL (BUSSES)**

**The student day begins at 8:00 am (10:00am on 2-hour delays) Students should not arrive before 7:45 a.m. The doors will not be open for admission before this time.** Upon entering the building, middle school students should report to the cafeteria for breakfast or to the middle school gym. The Tardy Bell for middle school students will ring at 8:00 a.m. Students will be considered tardy to school if they are not in the building by 8:00am.

## **ATTENDANCE**

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each

student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. The board of education is aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. However, the board is concerned with each student's total participation which is reflected in the attendance procedures which follow:

### DEFINITION OF THE SCHOOL DAY

The student school day is from 7:55am to 3:02pm, with the exception of early release or delayed start days. Students who arrive after 8:05am will be considered tardy to school. Students who participate in extra-curricular activities must be present for a minimum of 4 full periods of the school day in order to participate in that day's after-school activities.

### EXCUSED AND UNEXCUSED ABSENCES

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

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

Absence from school for any reason not permitted as listed above, or any absence not confirmed or previously arranged by your parent or guardian with the school, will be considered unexcused. **All absences must be confirmed by a parent's note or Doctor's note to excuse the absence within 48 hours of the absence.** The excuse must contain the following:

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

### NOTIFICATION OF ABSENCE

The responsibility lies with the parent or guardian to notify the school office by 8:05 AM when their child is absent and state the reason for the absence. (**Note:** A parent or Doctor's note must also accompany the student upon return to the school.) The building secretary begins calling parents who have not contacted the school at 8:05 AM.

### TRUANCY

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

1. Leaves school without permission of the school office.
2. Is absent without prior permission from parents or guardians.
3. Skips class by staying in the restroom or leaves the building without reporting to the office.

4. Comes to school but does not report to his/her assigned location.

### **HB 410 REQUIREMENTS**

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

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

Excessive absences are identified as

- a) absent 38 or more hours in one school month with or without a legitimate excuse or
- b) absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual truancy is defined by

- a) absent 30 or more consecutive hours without a legitimate excuse,
- b) absent 42 or more hours in one school month without a legitimate excuse or
- c) absent 72 or more hours in one school year without a legitimate excuse.

The following applies to students who have excessive absences:

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

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

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

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

### **EXCUSE VERIFICATION STATUS**

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

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

### **ATTENDANCE PLANS**

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

### **FAIR DAYS / ATHLETICS / SCHOOL DAYS**

Any school related activity which includes, but not limited to FFA, Athletic Activities, Academic Activities, Fair Days, etc. will not be counted towards the HB 410 requirements provided proper notification has been made to the school office.

### **PRE-PLANNED ABSENCES**

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

Students must submit a note from the parent or guardian two (2) days before the absence to the building principal. The student will then be given a form to have each teacher sign. This form must be returned to the office at the end of the school day so that a copy for the attendance coordinator can be made. If these procedures are followed, the absence will be excused. These absences count in the total hours missed and are reflected in the excessive absence definition. Students who are on an Attendance Intervention Plan will not be considered excused under the Pre-Planned Absence policy.

### **TARDINESS**

A student is considered tardy if they are not in class or their assigned area once class has started for that period without permission of a school official. It is the discretion of the teacher to decide when the class period has started. Students who are habitually tardy will be considered truant and receive consequences based on the Mapleton Middle School Discipline Matrix.

### **ELECTRONIC COMMUNICATIONS DEVICES**

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

Students are prohibited from using ECDs during instructional time, whether occurring on or off of Board property, unless otherwise authorized by the student's teacher or an administrator. Use of ECDs during instructional time shall be limited to educational/instructional purposes only. Upon entering an academic class students will place their device into the appropriate location for the period. Students can pick up the electronic device at the end of the period. Students are NOT to have their electronic device on their person during an academic period (unless teacher permission for classroom use).

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

Students are permitted to use ECDs on their school buses or other District-supplied transportation, unless prohibited by the driver, or the teacher, coach, advisor, or other supervisor of the students receiving transportation. No student shall use an ECD to record images, video or audio of another student or staff member without the express permission of the person being recorded. ECDs shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists, such as in locker rooms, bathrooms, shower facilities, or any other place where persons may be found in a state of undress.

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

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

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

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

## **SOCIAL MEDIA**

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

It is important for parents and students to understand that:

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

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

## **DRESS**

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

1. Skirts, dresses, and shorts must be of reasonable length. Reasonable length is defined as mid-thigh or longer.
2. Spandex, yoga pants, or any other form fitting material may be worn as long as a shirt, dress, skirt, or shorts are worn that are of reasonable length.
3. Bare midriffs, sleeveless, strapless, and low cut clothing are not permitted.
4. Students will not wear clothing that advertises, promotes, makes reference to, or illustrates alcoholic beverages, drugs, tobacco, sex, violence, death, cults/satanic symbols, inappropriate language, lewd print, or weapons.
5. Footwear is required at all times. Students should wear footwear appropriate for the class activities scheduled for that day and for weather conditions.
6. Pants should be worn at the natural waist.
7. No sunglasses will be worn in the building unless directed by an eye doctor.
8. No hats or bandanas are to be worn in the building.
9. Students may wear clothing with a hood attached but may not wear the hood over their head.
10. Safety precautions may dictate certain types of dress for some classes.
11. No excessive piercings as determined by the building administrator.
12. **No coats, oversized hooded sweatshirts, purses, or handbags are permitted in the classrooms. Students are permitted to carry a backpack to class that contains their educational materials.**

13. No wallet chains are permitted.

### **CAFETERIA PROCEDURES**

A closed lunch period will be observed with all students eating in the cafeteria whether their lunch is purchased or brought from home. Students are not permitted to go home for lunch. Lunches for the entire week can be purchased from the lunch cashier. Students packing may purchase milk daily. It is the student's and parent's responsibility to see that the student has a lunch or lunch money before he/she leaves for school. Students are not allowed to charge more than \$15. Any time the amount owed goes over this amount, an alternative lunch will be provided. Please make every effort to put lunch money into your child's account on a weekly basis. Notices are sent home weekly with students that owe money.

Students are to remain in the cafeteria during their lunch period unless granted prior permission to leave and must be seated as determined by school administration. While eating in the cafeteria, students will dispose of trash in the proper containers.

### **FREE AND REDUCED PRICE LUNCH APPLICATIONS**

This application is available on the Mapleton Local Schools website at [www.mapleton.k12/oh.us](http://www.mapleton.k12/oh.us).

### **FOOD AND DRINKS**

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

### **PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

In order for a student to be eligible to participate in any extra-curricular activities outside of the school day, he/she must be in attendance for **4 full periods of the school day** of the event. Students who leave school at any time during the day are not permitted to participate in any activities on that day unless they have a doctor's note or prior permission by the principal. Students who have field trips and pre-planned absences approved by the building principal or his designee will be permitted to participate in extra-curricular activities.

### **MMS STUDENT ORGANIZATIONS**

MMS students are invited to participate in the various student groups that meet at Mapleton Middle School. Group advisors have copies of membership policies and constitutions. Student groups can change from to year-to-year. A listing of current student groups can be found in the middle school office.

### **ATHLETIC ELIGIBILITY**

Participation requirements to remain eligible are as follows:

(including cheerleaders and dance team members)

- A. OHSAA mandates that students in grades 7 & 8 must be currently enrolled in a member school and have passing a minimum of four subjects the immediately preceding reporting period. Summer school does not count toward eligibility for athletics.
- B. There will be no weekly or cumulative eligibility. Eligibility will be on a nine-week basis only.
- C. The building principal is ultimately responsible for the athletes and cheerleaders as outlined by the OHSAA and the Mapleton Board of Education. However, the athletic director is responsible for the daily operations of the athletic department and will be involved in all decisions made regarding athletics.
- D. Athletes are subject to all policies as set forth in the Athletic Code of Conduct as well as policies set forth by individual coaches.

### **MMS INTERSCHOLASTIC ATHLETICS**

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

### DANCES AND SOCIAL ACTIVITIES

All social activities sponsored by a school organization are intended for the enjoyment of students. Dances and extracurricular activities are considered privileges and not a right of the student. Students are expected to stay for the entire activity. If students plan to leave the activity early, they will not be readmitted.

1. School rules apply to all school-sponsored activities at Mapleton Middle School, and other locations.
2. Dances and other social activities will end no later than 10:00 PM for MMS students without the permission of the building principal.  
MMS student dances and social activities are for MMS students only. Students from other schools are not permitted. Mapleton Middle School students are not permitted to attend MHS dances, and MHS students are not permitted to Mapleton Middle School student dances.
3. The organization sponsoring the dance is responsible for chaperones and the cleaning of the building after the dance.
4. Approval for dances and social activities must be obtained from the principal and placed on the school calendar.
5. A deputy must be hired by the sponsoring organization.
6. Students are not permitted to return to a dance or social activity after leaving.
7. Students are not permitted to loiter on school property during a dance or social activity.

**Please see specific Dance and Social Activity Guidelines posted on the Mapleton website or in the MMS Office for more specific regulations.**

### CLASS TRIPS

Each year MMS provides students enrolled in 6<sup>th</sup> grade at MMS an opportunity to attend Outdoor Education at Camp Nuhop while 8<sup>th</sup> grade students enrolled at MMS are provided an opportunity to travel to Washington, D.C. We believe these trips enhance the educational experience of our students. We also believe that only those students who have proven to conduct themselves in a manner that demonstrates the best that MMS has to offer should be permitted to participate in these trips. As a result, the following criteria have been set for eligibility for these trips:

***\*For the purpose of the policy, core classes are defined as ELA, math, science, and social studies.***

Outdoor Education (6 <sup>th</sup> Grade)	Washington, D.C. (8 <sup>th</sup> Grade)
These criteria apply to the students 6 <sup>th</sup> grade year:	These criteria apply to the 7 <sup>th</sup> and 8 <sup>th</sup> grade year as noted:
<ol style="list-style-type: none"> <li>1. No more than (1) day of out-of-school suspensions.</li> <li>2. No more than (3) total days of in-school suspension.</li> <li>3. No more than (2) Friday School assignments</li> <li>4. Pass three (3) of four (4) core classes during each of the first three (3) nine weeks.</li> <li>5. Passing 6 of 7 classes for each of the first 3 grading periods of the 6<sup>th</sup> grade year.</li> <li>6. All school fees paid in full.</li> <li>7. Approval of the 6<sup>th</sup> grade team (teachers and principal).</li> </ol>	<p>During the 7<sup>th</sup> grade year (beginning with the class of 2025):</p> <ol style="list-style-type: none"> <li>1. No more than (1) out-of-school suspension (incidents, not days).</li> <li>2. No more than 3 days of in-school suspensions.</li> <li>3. No more than (2) Friday School assignments.</li> <li>4. Pass a minimum of three (3) of four (4) core classes for the year.</li> </ol> <p>During the 8<sup>th</sup> grade year:</p> <ol style="list-style-type: none"> <li>5. No out-of-school suspensions.</li> <li>6. No more than (1) day of in-school.</li> <li>7. No more than (2) Friday School.</li> <li>8. Pass three (3) of four (4) core classes during each of the first three (3) nine weeks.</li> <li>9. All school fees paid in full.</li> <li>10. Approval the 8<sup>th</sup> grade team (teachers and principal).</li> </ol>

	<p>Students who lose their trip privileges during their 7<sup>th</sup> grade year may earn the trip during their 8<sup>th</sup> grade year by meeting the following criteria:</p> <ol style="list-style-type: none"> <li>11. No out-of-school or in-school suspensions.</li> <li>12. No Friday Schools.</li> <li>13. Pass a minimum of three (3) of four (4) core classes for the year.</li> <li>14. All school fees paid in full.</li> <li>15. Approval of the 8<sup>th</sup> grade team.</li> </ol>
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**VISITORS**

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

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

**VOLUNTEERS**

One of the goals of our school is to utilize parents and the community to support our curriculum. Sharing travel experiences, hobbies, special talents, experiences, and information about a vacation makes our total curriculum become a more meaningful learning experience. Please contact your child’s teacher if you are willing to be a resource. Welcomed areas of volunteer support include: reading with students, chaperones for field trips, helping with class parties or activities. Volunteers who are in direct supervision of students must complete a BCI/FBI check. (This service is offered by our treasurer’s office.)

**FEES AND FINES**

A fee schedule for each class will be provided to Mapleton Middle School students at the beginning of each school year. These fees apply towards the cost of consumable materials such as workbooks, Weekly Readers, folders, science lab consumables, etc. Student fees must be paid by the beginning of the second semester of each school year unless prior arrangements have been made with administration. Students who’s fees have not been paid as stated above will be denied participation in field trips and other school-sponsored trips, school dances, PBIS rewards and activities, or other school-sponsored activities as determined by administration.

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

**STUDENT RECORDS & DIRECTORY INFORMATION**

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

Mapleton High/Middle School classifies the following information as “directory” information, and as such, the information will be disclosed without prior consent:

- A. Name
- B. Address
- C. Date/place of birth
- D. Dates of attendance and graduation

- E. Telephone number
- F. Photograph
- G. Participation in extracurricular activities
- H. Height/Weight if a member of athletics
- I. Awards and honors received
- J. Major field of study

Parents or students who are 18 years or older who want to prohibit or prevent the release of directory information, including the release of information to military recruiters, may opt out of such disclosure by providing written notice to the District. Please contact the Guidance Office for more information.

#### **CHANGE OF ADDRESS**

If your living situation changes at any time throughout the school year, **you must notify the office.** It is imperative that we have a current address and phone number on file at all times. If this change involves you not living in the Mapleton district anymore, as you are required to attend the district that you relocated to, you must enroll at the school district where you reside. You may seek to complete an open enrollment application if it is your desire to keep attending Mapleton.

#### **STUDENT EMPLOYMENT**

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first contact the school counselor to discuss any legal requirements and to obtain any required documents.

#### **WITHDRAW / TRANSFER FROM SCHOOL**

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

#### **PARENT/TEACHER CONFERENCES**

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

#### **TELEPHONE**

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

#### **SCHOOL SPONSORED PUBLICATIONS**

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

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

1. Discriminate or harass an individual or group of individuals on the basis of race, sex, age, ethnicity, national origin, disability, or other protected group under Board policy;
2. Are false or libelous;
3. Seek to establish the supremacy of a particular religious denomination, sect or point of view over another;
4. Advocate the use or advertise the availability of drugs, alcohol, or any other substance that may pose a danger to students;
5. Contain material that may be deemed to be harmful to impressionable students who may receive them;
6. Incite violence or urge the violation of law or school regulations;
7. Threaten a material and substantial disruption of the educational program of the school;

8. Are obscene, indecent, vulgar, or constitute insulting or fighting words;
9. Advertise goods or services for the benefit of profit-making organizations;
10. Fail to identify the student or organization responsible for the distributions;
11. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board;
12. Associate the District with any position other than neutrality on a matter of political or social controversy;  
or
13. Fail to meet generally accepted standards of style, grammar, format, and suitability of materials.

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

### **NON-SCHOOL SPONSORED PUBLICATIONS**

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

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

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

### **SALES**

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

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

### **UNLAWFUL HARASSMENT**

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

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

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

### **TORNADO DRILL PROCEDURES**

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

### **LOCKDOWN PROCEDURES**

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

### **INSURANCE**

A student accident insurance plan selected by the Board of Education is made available on an optional basis to all students. At the beginning of the school year the school will distribute printed information about the student accident insurance plan selected. The information will contain an application form which, when completed, must be sent directly to the company.

### **SEARCHES**

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

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

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

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

Ohio law and Board policy prohibit students from smoking, using, or possessing any substance containing tobacco/nictone 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/nictone, e-cigarettes, and/or vapor cigarettes within lockers, book bags, purses, clothing, etc., and their use or possession at any school sponsored event in any location. Ohio R.C. Section 2151.87.

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

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

### **FIELD TRIPS**

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

### **CLOSING/DELAY OF SCHOOL**

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

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

### **MEDICAL INFORMATION**

Minimum standards of immunization for students entering school are:

DPT—4

POLIO—3

MMR—2 (at kindergarten entrance)

TDAP and Meningococcal – 1 (at 7<sup>th</sup> grade entrance)

Meningococcal – 2 (By 12<sup>th</sup> grade entrance)

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

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

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

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

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

### **Medication at School**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **ALCOHOL/CHEMICAL USE/ABUSE POLICY**

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

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

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

#### **TRANSPORTATION**

School bus transportation is a service provided by the Mapleton Local School District and should be considered a privilege by students and parents. If a student's behavior on the bus is such that it puts the safety of others in jeopardy or when a student repeatedly violates bus rules, he/she may be suspended from riding the bus by the principal. It is expected that those who ride the bus will observe classroom conduct at all times. Students and parents are expected to respect and exercise these rules established to ensure the safety of all students. These rules and regulations apply to all school related activities that require bus transportation. For your safety, you may be recorded by a video surveillance system which may also include audio recording. **Due to capacity limits on our buses, students are not allowed to go home with friends before or after school. Other arrangements must be made.**

### **Students**

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

### **Parents**

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

### **BUS DISCIPLINE**

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

### **BUS CONDUCT REPORT(S)**

Violations of any bus rules and regulations will result in:

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

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

### **MAPLETON LOCAL SCHOOLS DISTRICT CODE OF CONDUCT**

#### **Jurisdiction**

This Code is applicable to misconduct by a student that occurs on District property or off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District, and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function or event. Additionally, this Code is applicable to

students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

### **WEAPONS**

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

### **PROHIBITED ARTICLES AT SCHOOL**

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

### **School Safety Zone**

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

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

### **HARRASSMENT, INTIMIDATION, AND BULLYING**

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

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

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

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

### **Bullying and Harassment Prevention**

All students will follow the four anti-bullying rules:

1. We will not bully others.

2. We will try to help students who are being bullied.
3. We will try to help students who are left out.
4. If we know that somebody is being bullied, we will report it to an adult at school and an adult at home.

## STUDENT DISCIPLINE

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

### Definitions

**Suspension** is defined as the denial to a student for a period of at least one (1) but not more than ten (10) school days of permission to attend school and to take part in any school function.

**Expulsion** is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten (10) school days but not exceeding the greater of eighty (80) school days, or one (1) year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to O.R.C. §3313.66(F).

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

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

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

**In-School Suspension** means a suspension served in a supervised learning environment within a school setting in the District.

### Expulsion

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

- a. The reason(s) for the intended expulsion.
- b. Notification of the right of the pupil and the parent, guardian, custodian or representative to appear on request before the Superintendent or designee to challenge the reason(s) for the intended

expulsion or to otherwise explain the pupil's action. This hearing cannot be compelled by the administrator. The Superintendent or designee may utilize the service of counsel if deemed appropriate.

- c. The date, time and place to appear must not be earlier than three (3) nor later than five (5) school days after the notice is given unless the Superintendent grants an extension of time. Whenever a student has attained eighteen (18) years of age, the right accorded to the parent of the student shall thereafter only be required of and accorded to the student. If a student refuses to sign the form for the notice to parents or guardian his/her refusal will be noted in the presence of a witness.
- d. If the proposed expulsion is based on a violation listed in O.R.C. §3313.662(A) and the pupil is sixteen (16) years of age or older, the notice shall include a statement that the Superintendent may seek the permanent exclusion of the student if he/she is convicted or adjudicated a delinquent child for that violation.

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

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

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

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

The Superintendent, at his/her discretion, may require/allow a student to perform community (including the school district) services in conjunction with or in place of an expulsion. This may also be required/allowed to extend beyond the end of the school year in lieu of applying the expulsion into the following school year. This provision does not apply to students expelled for bringing a firearm to a school operated by the Board or onto property owned or controlled by the Board.

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

### **Suspension (Out-of-School)**

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

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

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

- a. The reason(s) for the suspension.
- b. The duration of the suspension.
- c. Notification of the right of the pupil, parent, guardian, or custodian to appeal to the Board of Education or its designee within fourteen (14) days after the suspension notice by sending notice by mail to the Board or its designee. The notice shall indicate that the notice of intent to appeal must be postmarked no later than fourteen (14) days after the date of the notice of suspension.
- d. The right of representation at the appeal.
- e. The right to be granted a hearing before the Board of Education or its designee and request the hearing be held in executive session.

- f. Notification that the Superintendent may seek the pupil's permanent exclusion if the suspension is based on a violation listed in O.R.C. §3313.662(A) that was committed when the child was sixteen (16) years of age or older, if the child is convicted or adjudicated a delinquent child for that violation.

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

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

#### Parameters for Completing and Grading Assignments Missed Due to Suspension

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

### **Emergency Removal**

#### By Teacher

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

#### By Administrator

- a. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal may remove a pupil from the school premises.
- b. If it is intended that the pupil be removed for more than one (1) school day, a due process hearing must be held on the next school days after the removal is ordered.

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

### **Permanent Exclusion**

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

- a. O.R.C. §2923.122 which includes a person knowingly conveying or attempting to convey or possessing any deadly weapon or dangerous ordnance or any object which is indistinguishable from a firearm whether or not the object is capable of being fired and represents the object to be a firearm into a school safety zone;
- b. O.R.C. §2923.12 or of a substantially similar municipal ordinance which makes it unlawful for a person to knowingly carry or have, conceal on his/her person or conceal ready-at-hand, any deadly weapon or dangerous ordnance on property owned or controlled by, or at an activity held under the auspices of a board of education;
- c. O.R.C. §2925.03 which makes it illegal to traffic in drugs if the trafficking was committed on property owned by or controlled by, or at an activity held under the auspices of a board of education;
- d. O.R.C. §2925.11 which makes it illegal to obtain, possess, or use a controlled substance, other than a minor drug possession offense, if on property owned or controlled by, or at an activity held under the auspices of a board of education;
- e. A violation of the following sections if the violation was committed on property owned or controlled by or at an activity held under the auspices of a board of education, if the victim at the time of the commission of the act was an employee of a board of education:
  - i. O.R.C. §2903.01, aggravated murder;
  - ii. O.R.C. §2903.02, murder;
  - iii. O.R.C. §2903.03, voluntary manslaughter;
  - iv. O.R.C. §2903.04, involuntary manslaughter;
  - v. O.R.C. §2903.11, felonious assault;
  - vi. O.R.C. §2903.12, aggravated assault;
  - vii. O.R.C. §2907.02, rape;
  - viii. O.R.C. §2907.05, gross sexual imposition;
  - ix. former O.R.C. §2907.12, felonious sexual penetration.
- f. Complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a board of education.

If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was sixteen (16) years of age or older or was adjudicated a delinquent child for the commission, when he/she was sixteen (16) years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board of

Education a request that the student be permanently excluded from public school attendance in accordance with O.R.C. §3313.662.

### **Disabled Students**

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

### **Corporal Punishment**

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

### **Detention/Study Sessions**

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

The following rules must be followed in detention:

1. No talking or moving from an assigned seat.
2. Students need to bring schoolwork or reading material.
3. No sleeping.
4. Failure to serve assigned detention will result in a referral to the principal.

### **After School Detention**

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

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

### **In-School Detention (ISD)**

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

ISD guidelines as Follows:

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

### **Out of School Suspension (OSS)**

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

**Discipline Matrix**

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

MMS Discipline Matrix	Discipline progression may be accelerated based on severity of offense and administrator discretion.				
Category 1	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<ul style="list-style-type: none"> <li>Electronic Communication Devices (ECD)</li> </ul>	ECD confiscated, student may pick up after school	ECD confiscated, Parent may pick up	ECD confiscated, 1 hour After School Detention, parent may pick up	ECD confiscated, 3 hour After School Detention, parent may pick up	ECD confiscated, 1 day ISS, parent may pick up
<ul style="list-style-type: none"> <li>Dress Code Violation</li> </ul>	Change to appropriate clothing	Parent contact, change to appropriate clothing	1 hour After School Detention, change clothes	3 hours After School Detention, change clothes	1 day ISD, change clothes
<ul style="list-style-type: none"> <li>Acceptable Use Policy Violation - Minor</li> </ul>	Warning	Denial of privileges for 5 days	Denial of privileges for 10 days	Denial of privileges for 30 days	Denial of privileges for remainder of school year
Category 2					
<ul style="list-style-type: none"> <li>Unauthorized Physical Contact – Minor</li> <li>Disruption of School</li> <li>Inappropriate Language or Gestures</li> <li>Cheating</li> <li>Public Displays of Affection</li> <li>Unauthorized throwing of objects</li> <li>Unwanted or unsafe behavior</li> <li>Failure to properly dispose of trash.</li> </ul>	1 Hours After School Detention	3 Hours After School Detention	1-2 days ISD	1 day OSS	3 day OSS
<ul style="list-style-type: none"> <li>Acceptable Use Policy Violation – Major</li> </ul>	Denial of privileges for 5 days	Denial of privileges for 10 days	Denial of privileges for 30 days	Denial of privileges for remainder of school year	

Category 3					
<ul style="list-style-type: none"> <li>• Insubordination or Disrespect of Staff</li> <li>• Truancy/Out of Assigned Area (unauthorized)</li> <li>• Extortion</li> <li>• Gambling</li> <li>• Trespassing/Loitering</li> <li>• Social Media Violations</li> <li>• Failure to Serve Detention</li> </ul>	3 hours After School Detention	1 day ISD	2 days ISD	1 day OSS	3 days OSS
<ul style="list-style-type: none"> <li>• Stealing</li> <li>• Vandalism</li> <li>• <b>Destruction of Property</b></li> </ul>	1-2 days ISD and restitution, Contact police as determined by administrator	3-5 days OSS and restitution, Contact police as determined by administrator	10 days OSS and restitution with expulsion referral, Contact police as determined by administrator		
Category 4					
<ul style="list-style-type: none"> <li>• Unauthorized Physical Contact – Major</li> <li>• Inciting Panic/False Alarms</li> <li>• Making False Reports/Statements</li> <li>• <b>Use/Possession/Distribution of Drugs, Controlled Substances, Alcohol, Tobacco, or Vaping Products. Includes related paraphernalia**</b></li> <li>• <b>Knife (non-weapon)</b></li> <li>• <b>Harassment, bullying, hazing, or intimidation including verbal, physical, or sexual**</b></li> <li>• Violations of terms of discipline</li> </ul> <p><b>**A student may choose counseling in place of school discipline for a 1<sup>st</sup> offense, except when criminal charges are pending. A 2<sup>nd</sup> offense will result in mandatory counseling AND school discipline</b></p>	1-2 days OSS	3-4 days OSS	5 days OSS	10 days OSS with expulsion referral	
Category 5					
<ul style="list-style-type: none"> <li>• Gang-Related Activity</li> <li>• Firearms</li> <li>• Arson</li> <li>• Explosives</li> <li>• Weapons</li> </ul>	10 day OSS, contact police, expulsion referral				

## 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