

TEACHER HANDBOOK

2023-2024



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To the Teaching Staff of Maplewood Career Center:

The Teacher Handbook contains information that will be helpful to staff members during the upcoming year. Should you have questions about the school or any of the operational procedures, please do not hesitate to ask. The administrative staff is eager and willing to help.

Maplewood Career Center offers excellent training programs and learning experiences. The teachers at Maplewood have earned the reputation of being highly skilled, caring professionals. Your efforts at Maplewood will provide our students with academic and career and technical skills that will enable our graduates to be successful, employable adults with a promising future.

On behalf of the Board of Education and the administrative staff, I want to take this opportunity to welcome you and encourage you to have a successful school year.

Randy Griffith
Superintendent

**MISSION STATEMENT
MAPLEWOOD CAREER CENTER**

VISION

Maplewood Career Center shall prepare learners to be productive, responsible, and successful members of society. Through progressive curriculum and dynamic hands-on learning, Maplewood Career Center challenges each student to develop lifelong skills that relate to the leadership and teamwork necessary in their future careers and community roles. Maplewood Career Center will establish a relationship with staff, students, parents, and community businesses that allows all learners to reach their full potential.

MISSION

Maplewood provides individuals with educational experiences that aid in personal growth and the development of career/technical skills leading to graduation, higher education, and/or employment.

The adult education program shall assist individuals and companies in the efforts to develop leadership, build new skills, upgrade skills, keep abreast of technological developments, and to develop competencies in areas of need and workforce development and personal interest.

STATEMENT OF PHILOSOPHY

The prime responsibility of career/technical education is to adequately prepare youthful citizens, as well as adults, to find a productive place in society in skilled occupations. Career/technical educators must monitor the new methods and techniques used in the world of work and be ready to restructure existing curricula to meet these developments. A diversity of programs must include occupations in such areas as agriculture, business, home economics, health, marketing, and trade and industrial fields.

Furthermore, in addition to providing technical knowledge and work skills, career/technical education must develop abilities, attitudes, work habits and values, ideas, and appreciations which contribute to a satisfying and productive life in a changing society. Youth need to develop not only salable skills but also personal growth in self-expression, dignity, protection of the rights and freedoms of all individuals, and a fair sense of equality. Life skills, therefore, must be a part of a well-rounded program of studies aimed at developing qualified, efficient workers. However, an opportunity should be provided not only for each student to succeed, but also to accept circumstances which are sometimes inevitable and to cope with failure.

An effective program of career/technical education is part of the comprehensive Career Education in Ohio, reaching from preschool through adulthood and designed to help all students develop the attitudes and knowledge necessary to selecting a rewarding career.

It is the policy of Maplewood Career Center School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap, or age.

ASBESTOS CONTAINING BUILDING MATERIALS

Maplewood Career Center has asbestos containing building materials present in the building.

Maplewood Career Center has been privately inspected and found to contain only non-friable asbestos which is all in good condition and of no immediate threat to the health of occupants of the building.

An asbestos management plan is in place and will be made available upon request in writing to the office of the Director of Business Affairs. Upon receipt of a request an appointment will be made for review of the plan within five working days.

Periodic surveillance, re-inspection, and adherence to the management plan will be followed.

TITLE IX GRIEVANCE

It is the policy of the Board of Education to develop and practice reasonable and effective means of resolving difficulties which may arise among employees, to reduce potential areas of grievances, and to establish and maintain recognized two-way channels of communication between professional members not otherwise covered by the terms of a negotiated agreement.

The Department of Health, Education, and Welfare has published an implementing regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in federally assisted education programs:

"No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. . ."

Any student or staff member who feels s/he has been discriminated against according to Title IX should refer to the following procedure:

Complaint Procedure to Title IX

The Director of Business Affairs of the Maplewood Career Center is the Compliance Officer.

Step One

Any student or employee who has a complaint of sex discrimination prohibited by Federal law contained in Title IX of the Educational Amendments of 1972 shall attempt promptly to resolve the complaint by discussing with his/her director, in the case of a student, or his/her supervisor, in the case of an employee. The complaint should be in writing and described in as much detail as possible the facts of the situation. The director or supervisor shall keep a written record of the discussion and provide a copy to the student or employee involved.

Step Two

If the complaint is not resolved in Step One, the complainant may file the complaint in writing with the Superintendent of Schools by certified mail, return receipt requested, and mail a copy to the director or supervisor involved.

The superintendent shall arrange a meeting to discuss the complaint within 15 calendar days after the superintendent receives the written complaint and subsequent meetings may be scheduled as agreed by both parties. The superintendent shall give a written answer to the complainant by certified mail, return receipt requested, within 15 calendar days after the final meeting regarding the complaint.

Step Three

If the complaint is not resolved in Step Two, the complainant may file the complaint in writing by certified mail, return receipt requested, to the Treasurer within 15 calendar days after receipt of the superintendent's answer. The Board shall consider the complaint at the soonest appropriate meeting at which time the complainant shall have the right to present his/her position to the Board. The Board shall within 30 calendar days after the meeting advise the complainant in writing by certified mail, return receipt requested, of the action taken with regard to the complaint.

Title VI

Maplewood Career Center School District shall agree to comply with Title VI of the Civil Rights Act of 1965 (P.L. 88-352) and all requirements imposed by or pursuant to the regulations of the Department of Health and Welfare issued pursuant to that title (promise of non-discrimination).

Alleged violations of specific provisions of the negotiated agreement shall be handled in accordance with the grievance procedure of said agreement.

(3340)

HARASSMENT/ BULLYING (Including Cyber Bullying) REPORTING SEXUAL AND OTHER FORMS

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal:

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual proposition, threats, or propositions toward a fellow staff member, student, or other person associated with the District.

Non-Verbal:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the District.

Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the District.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment/Bullying

Verbal:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious belief, etc. that are offensive to a fellow staff member, student or other person associated with the District.

Non-Verbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the District.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a supervisor, co-worker, student, or other person associated with the District such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

1. If the alleged harasser is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the superintendent.
2. If the alleged harasser is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
3. If the harasser is a student of the District, the supervisor of student discipline should immediately be informed of the alleged harassment.

The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) who s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the superintendent.

Each report received by the supervisor or superintendent as provided above, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The **purpose of this provision** is to:

1. Protect the confidentiality of the staff member who files a complaint
2. Encourage the reporting of any incidents of harassment
3. Protect the reputation of any party wrongfully charged with harassment

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Any form of sexual harassment is considered a form of child abuse and the abuser must be reported immediately in accordance with AG 8462.

The District recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they represent harassment allegations or charges against fellow staff members, students, or others associated with the District.

LENGTH OF SCHOOL YEAR

The length of school year for first year teachers shall be 188 days.

Length of school year for all teachers beyond their first year shall be 184 days.

WORK DAY

The length of the school day for teaching staff will be 7.5 hours. The starting and ending time will be set annually by the administration. The starting time will be 7:45 a.m., and the ending time will be 3:15 p.m.

COPYRIGHTED MATERIAL

Copyright laws stipulate what may and may not be copied for use in schools and classrooms. For specific interpretations review section 2531 of the Maplewood Administrative Guideline book which is located in the Resource Center.

CONTROVERSIAL ISSUES

There may be instances where an instructor may need/wish to discuss/teach an issue which is of a controversial nature.

Prior to presenting or discussing the material the instructor should review the lesson with his or her supervisor and gain approval. If approval is granted, the instructor must send a communiqué to the parents/guardians of each student outlining the lesson to be taught or discussed. Also included would be an alternative education option should the parent/guardian wish the student not be involved in the particular activity. A parental consent form will be included which must be signed and returned before the student is eligible to participate in the proposed activity. Without the consent form, the student will be assigned the alternative lesson.

STAFF MEETINGS

Staff meetings will typically be held once a month on Wednesdays. Staff meeting attendance is required. Comp time use and job site visits are not permitted on staff meeting afternoons. However, at the conclusion of the staff meeting, staff members may use comp time or visit job sites.

GUIDANCE PROGRAM

The prime purpose of the guidance program is to provide services to our students, parents, and staff members. The services provided are as follows:

Orientation-to provide an orientation program for students coming to Maplewood

Placement-placement in career and technical programs or for further education, is an essential counselor service

Information-to provide the most relevant available occupational, educational and personal-social information

Student Record-maintain an up-to-date student record on all students attending Maplewood. Note: All requests to examine student records must have prior counselor or administrative approval.

Group Guidance-group work will be organized to meet the needs of specific groups. Staff members and counselor will work together in planning and conducting these groups.

Conferences-conferences with students, parents and staff members are an integral part of a successful guidance program. Arrangements can be made by contacting the Student Services Office.

Testing-achievement, aptitude, and interest testing will be done on an individual basis as deemed necessary by the counselors. State mandated testes will also be administered.

Referrals-community services have been identified and placed in a directory by enrollees of Portage County Youth Employment. Referrals to these agencies can be made at any time.

Scheduling-all scheduling or program changes are to be approved and finalized in the Student Services Office

- Request for Change of Program
- Schedule Worksheet

POLITICAL ACTIVITIES

Staff members shall be free to engage in political activities unless it can be shown that his/her behavior is negatively affecting his/her professional performance.

Professional staff members shall not, however, engage in political activity on district premises during school hours.

ADVISORY COMMITTEES

Advisory committees are an integral part of any successful career and technical program. These committees provide valuable information to the programs in regard to the purchase of new equipment, training aspects needed on the job, job placement, and many other valuable components.

Each career and technical program, academic department, and selected other areas will have an advisory committee. This committee should be composed of between 4 to 8 individuals interested in the program and who can provide sound information and input. Some examples of committee members are: former students; parents; employers; and individuals who are knowledgeable of the program/field. The committee should have a variety of representation. Advisory meetings are not permitted during the student school day without prior permission from the Director.

All advisory committees, with the exception of academics, will meet at least two times during the year. Academic advisory committees will meet once a year. A list of committee members will be submitted to the director. A sign-in sheet, a copy of the minutes and agenda of all meetings will be completed by a member of the committee on the proper forms and forwarded to the director within one week of the meeting. Due dates will be determined at the beginning of each year. All advisory committee meetings will be held at Maplewood Career Center and will be conducted outside the student school day. Any exceptions must be approved by the Career and Technical Director prior to the meeting date.

All text books must be advisory committee approved prior to requesting board approval. The following are suggested items for discussion:

Curriculum: Provide information you are currently teaching and secure input for recommended changes, i.e., technical, academic, employability, social skills etc. needed for employment.

Equipment: Show equipment currently available to students and secure input for recommended current and future needs.

Placement: Discuss placement information and secure recommendations for improvement, i.e., satisfaction of current employers with student work habits, prior training, etc., status of graduates regarding post-secondary education, military, area of employment, etc.

Enrollment: Discuss past and current enrollment. Develop marketing ideas for your program and the school.

Miscellaneous: Discuss current situations/activities unique to your program, i.e., house project, apprenticeship, remediation efforts, program/student certification, academic needs/requirements, Performance Measures, and secure recommendations for improvement.

If you have additional questions regarding advisory committees see your supervisor.

PARENT CONFERENCES

Parent/Teacher Conferences can play a significant role in the student's success: providing teachers with information about the student and helping the parent understand more clearly what the school and teacher are trying to accomplish with the student.

Staff is encouraged to contact parents/guardians whenever a situation warrants. Early intervention will aid in securing positive gains.

School-wide parent/teacher conferences will be held during the first and second semester each year. Staff members will be expected to make contacts with parents of their students. Preparation should be done so that the instructor can communicate to the parents the strengths of the student's performance and the areas in which she/he may need to improve upon.

BLOOD AND BODY FLUIDS

All staff should be alerted to the dangers of infections from body fluids and should be particularly alert to the proper techniques in handling and disposing of materials. For specific procedures, contact the school nurse or review your notes from her in-service.

BUILDING USE

Daytime Use of Conference Rooms A & B/Cafeteria

Scheduling of the conference rooms or the cafeteria for special class functions is done by submission of a Room Use form. Please schedule as far in advance as possible.

Teacher Use-After School

Any teacher working in the school after 3:30 should contact the Adult Education Office. Weekend use of the building must have prior approval by submitting the Staff Request to Use Facility & Equipment form.

Student Use-After School

Students working in the school labs after school hours or on weekends is not encouraged. If the instructor sees fit, however, to allow students to work after hours, that instructor must arrange to be present for his/her own protection as well as the protection and safety of the student.

School Group Use-After School

Any school group desiring to use the building after school hours must have the approval of the director and superintendent. All requests must be submitted on the proper form one week in advance of the scheduled meeting. Facilities used after school hours are to be put back into the same condition they were found.

PERSONAL USE OF EQUIPMENT

Staff members may request personal use of some of Maplewood's equipment off school premises by completing both an Equipment Request and a Loan Agreement form. The forms should be submitted to the instructor's supervisor to begin the approval process. A minimum of 72 hours should be allotted for approval. If an emergency request is necessary, the instructor will need to hand carry the forms through the necessary steps. For insurance reasons, Maplewood is not permitted to loan any vehicles or trailers.

Personal use of the copy machines are 54 per page, and faxes are 254 per page. All payments should be made to the receptionist in the front office.

PERSONAL USE OF THE FACILITY/EQUIPMENT

Staff members may request to use the facility and its equipment by completing a Staff Request to Use Facility & Equipment form. This must be submitted to the instructor's supervisor at least 72 hours prior to use by the instructor. If the instructor wished to use the facility on the weekend, the form must be submitted by Wednesday morning at 8:00 prior to use.

If an emergency situation occurs requiring the instructor to be in the building with less than 72 hours' notice, the instructor should hand carry the forms through the necessary steps. All instructors coming into the building on the weekend are required to enter the building through the maintenance area by the greenhouse. The telephone on the wall can be used to page the on-duty custodian to gain admittance.

ABSENCE - STAFF

All certified employees are to call off to **AESOP by 6:00 A.M.**; however AESOP will remain open until 7:00 a.m. for any late call-offs on the day of the absence. If you know ahead of time of an absence, i.e., doctors' appointments, family illness, etc., create the absence in AESOP and notify the Supervisor's Secretary in the High School office at 551025. If you have to leave during the day or arrive late to school due to personal illness/medical appointments, family illnesses, etc., notify the Supervisor's Secretary and your supervisor. You must create an absence in AESOP for all partial day absences. You will have 48 hours after the absence to create the partial absence in AESOP. If you are arriving late due to personal illness/medical appointments, family illnesses, etc., you must create the absence after you arrive in order to enter an accurate arrival time. The Supervisor's Secretary will get coverage for you, if needed, and notify your supervisor. **YOU MUST SIGN IN/OUT IN THE HIGH SCHOOL OFFICE.** Note: A doctor's note will be required for absences of three consecutive days or more.

Staff Members Late/Tardy

- **Verbal warning for the first tardy**
- Letter for second, third and fourth tardies
- Fifth tardy; letter, meet with supervisor and do a counseling statement
- Sixth tardy; letter of reprimand and required to clock in/out until further notice
- Additional tardies will result in payroll deduction and referral to the Superintendent
- If the tardy will result in failure to supervise students as assigned, the staff member must call the High School Office (ext. 551025)
- The Superintendent, upon staff request, may approve emergency personal time in accordance with the negotiated agreement
- Staff members will be docked pay for each tardy that exceeds 15 minutes

SIGN OUT PROCEDURES

Prior supervisor permission is required for all early releases. Instructors are permitted to sign out at 2:30 p.m. for job site visits. All other early release requests are at the discretion of the supervisor. Staff members will be permitted to leave at 2:45 for an early release. Earlier release times must be pre-approved by the Director. Staff members leaving early must sign out in the High School Office. For Comp Time use see Activities Beyond the Workday/Comp Time.

DRESS CODE - STAFF

Board of Education believes that teachers set an example in dress and grooming for their students to follow. All staff members shall, when assigned to district duty, be physically clean, neat and well groomed, dress in a manner reflecting their professional assignment and be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard. If a teacher feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request shall be made to the director.

GAME PLANS

All teachers shall submit a weekly game plan for the following week no later than noon Friday to the High School office. The game plan shall include all visitations to business or industry, meetings, parent visitation, request for accumulations and use of compensatory time, and other teacher activities beyond the time when students are present. Instructors should notify their supervisor of any change or addition to the game plan.

LESSON PLANS

1. Weekly:
 - a. Teachers will submit weekly lesson plans to the High School office by 12:00 p.m. on Friday for the following week. Staff members who are absent on the day lesson plans are due are expected to submit their plans by 7:55 a.m. on the day they return.
 - b. Lesson plans will detail the instructional objectives/tasks, methods of instruction, materials/teaching aids, activities/assignments, and method of assessment.
 - c. Lesson plans must be specific enough for a substitute instructor to provide meaningful instruction in the teacher's absence.
 - d. During their first semester of employment, new teachers will be permitted to submit their lesson plans by 7:55 a.m. on Monday for the following week.
2. Substitute folders:
 - a. All instructors must submit a substitute folder to the High School office by the end of the second week of the school year, which includes the following information:
 - Three days' worth of lesson plans for each class
 - Handouts for every student and an answer key
 - Current seating charts
 - Current student roster
 - Copy of classroom/lab rules and consequences
 - Copy of master schedule with your teaching and duty assignments highlighted
 - b. Subfolders must be updated after every use.
 - c. Seating charts must be kept current.
 - d. Student rosters must be updated as changes occur.
3. Alternative Learning Center(ALC):
 - a. Instructors are to submit three days of academic/program related assignments to the ALC tutor by the end of the first week of school (these assignments will be used when students do not obtain their regular assignments or they complete the regular assignments).
 - b. Only one copy of each assignment is needed.
 - c. When requested by the ALC tutor, instructors will replenish their ALC assignments or supply additional assignments.
 - d. Instructors must check with the ALC tutor at the conclusion of each nine-week to ensure that students who frequent the Alternative Learning Center will have appropriate assignments.

PERSONNEL FILES

Certain information concerning District employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasions of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State law.

All information concerning employees' health status, including mental or physical examinations and treatments are to be kept in a confidential file.

Employees who wish to review their own personnel file shall:

1. request access in writing;
2. review the record in the presence of the administrator designated to maintain said records or designee;
3. make no alterations or additions to the record nor remove any material there from, and
4. sign and date a log attached to the file.

Employees who wish copies of material in their personnel file shall request copies in writing and receive such copies free of charge.

Employees wishing to appeal material in their record shall make a request in writing to the superintendent and specify therein:

1. name and date,
2. materials to be appealed, and
3. reason for appeal.

The superintendent shall hear the appeal and make a determination within 90 days of the appeal in accordance with law.

The superintendent shall maintain a written record of any persons other than the employee who have had access to each employee's file.

Although most information in personnel files is a matter of public record, only verification of employment should be provided by telephone request. Any other information about an employee should be requested in writing or in person, and addressed to the superintendent.

In accordance with State law, disciplinary action will be taken against any member of the staff who initiates or otherwise contributes to any disciplinary or other punitive action taken against any individual who brings to the attention of appropriate authorities, the press, or any member of the public, evidence of unauthorized use of information contained in the District's personal information system.

ACTIVITIES BEYOND THE WORKDAY/COMPENSATORY TIME

Compensatory time and/or mileage may be allowed for staff participating in activities outside of the regular school day:

Career technical club conventions

Student-related activities and contests

Parent conferences outside the school day

Advisory committee meetings

Working the Maplewood display at the Portage County Fair

Working the Maplewood display at the Balloon-A-Fair

Promotional activities at home school orientations and open houses

Christmas in the Woods activities at the school

National Honor Society Induction Ceremony – two (2) hours maximum, no mileage, excludes advisors

Attendance at the Senior Awards Ceremony – two (2) hours maximum, no mileage

Compensatory time may be allowed for other activities with prior agreement by the immediate supervisor and Career Technical Director.

Approval:

It is necessary that staff members, who desire approval for compensatory time and/or mileage for activities, submit those activities in writing or in person for approval in advance of the activity. In cases where it was not possible to submit the activity on the game plan prior to the activity, the Director will have discretionary authority to approve the activity for compensatory time. **In order to be counted, weekly record/compensatory time charts must be turned in to the High School office no later than the week following the activity.** Requests turned in later will not be eligible for compensatory time.

Use:

Staff members must notify their immediate supervisor in writing or in person in advance of the use of compensatory time. **Staff members must sign out in the High School Office or on the computer when leaving, and record the use on the Weekly Record/Compensatory Time form.** Compensatory time may be used with supervisor notification at the end of any school day (2:30 p.m.) **unless it conflicts with student contact or a school related activity that is scheduled by the administration at least 48 hours in advance.** Staff meetings will normally be scheduled by the administration on Wednesday afternoons.

Staff must inform their supervisor of comp time use by one of the following methods:

- Game plan
- Email
- Note in supervisor's mailbox
- Phone call/voicemail
- Face-to-face

Staff must sign-out by one of the following methods:

- Electronically
- High School Office, Comp Time Sign-Out Binder

Staff must submit a green comp time form with your weekly game/lesson plan:

- Dates and times listed on the comp time form must correspond with the dates and times on the sign-out sheets

First offense: A written warning will be issued for failing to follow any one of the following:

- Not informing your supervisor
- Not signing out properly
- Not submitting a weekly comp time form
- Not completing a weekly comp time form correctly (i.e. dates and times do not correspond with the sign-out sheets)

Second offense: Pay will be docked, in fifteen minute increments, for the amount of comp time used.

This procedure will start over each school year.

A maximum of 25 hours of compensatory time may be carried over from one school year to the next.

EXTRA DUTY PAY

Instructors entitled to receive extra duty pay must complete an Extra Duty form and submit it to their supervisor. Activities are outlined in the negotiated agreement.

PERSONAL LEAVE

Instructors who have taught at Maplewood at least 1 year are entitled to 3 personal days per year as outlined in the negotiated agreement.

New instructors are entitled to 1 personal day as outlined in the negotiated agreement.

Instructors are requested to enter personal leave in AESOP as far in advance as possible to insure that substitutes can be arranged.

PROFESSIONAL LEAVE

The Board of Education, recognizing that the professional staff should participate in educational meetings, encourages staff attendance at such meetings.

These meetings tend to promote professional improvement by providing leadership opportunities for staff members, by enabling staff members to learn of recent professional developments and trends, and by affording opportunities for appraisal of certain practices which may be adapted to this school. Attendance at educational meetings shall be controlled by the superintendent under the direction of the Board.

Educational meetings are intended to include professional conventions, conferences, workshops, etc. which are conducted for the purpose of disseminating information, making inquiries into the nature of an educational problem, etc.

The superintendent shall be authorized to grant to members of the professional staff permission to attend educational meetings without loss of pay or deduction from personal sick leave or personal leave, but subject to the following regulations:

1. Staff members requesting attendance at educational meetings must show cause why attendance is necessary and what benefit the school may receive from their attendance (3243 AF, this form must be accompanied with a requisition for expenses).
2. Staff members attending such meetings will make a report to the superintendent of the meetings attended and indicate therein ways in which the school could benefit from these meetings.
3. Reimbursement for travel, rooms (single rate), meals and other meeting expense shall be made on the basis of itemized expense accounts, but cannot exceed the following amounts: (3243BF, you must turn in receipts to receive reimbursement).
 - A. Registration fees exclusive of personal dues or additional registration fees for non-members.
 - B. The maximum reimbursement for meals is \$25.00 per day, unless a meal at a higher cost is included as a part of the visit/meeting agenda. Voluntary tips and alcoholic beverages are not allowed. Meals included in the registration fee will be deducted.
 - C. A mileage allowance or cost of round trip ticket by public carrier. (If staff members attend meetings as a group from this school or from other schools, allowance will be made accordingly). Number of drivers shall be approved by the superintendent.
 - D. Staff members should request leave for attendance at educational meetings well in advance, at least two weeks, of the meeting to allow for prior approval.
 - E. Treasurer may be able to arrange to pay in advance the room costs, public carrier and conference registration by check or purchase order provided the staff member initiates the professional meeting request well in advance. The employee is expected to pay other costs and apply for reimbursement on the approved form. Payment will be made within 10 school days of properly completed receipts or documentation.
 - F. In the event of the participant's cancellation, the employee must reimburse the school or have the hotel/organization return the check.
 - G. Lodging expense, paid by the Board, shall be for single occupancy of the room.
4. Staff members will be limited to one meeting during school days and one meeting during summer or evenings/weekends.

SECRETARIAL ASSISTANCE

Secretarial assistance is available to all instructors to type tests, courses of study and other classroom related forms and materials. Depending upon the nature and complexity of the work to be done, it is requested that instructors give at least 48 hour notice. The instructors' secretary is located in the Main Office. Copy machines for instructor use are located in the 200 computer lab.

MAILBOXES

Each instructor has a mailbox located in the main office. Inter-staff communications and school announcements will be placed there for distribution. Instructors should check their mailboxes each day before and after the school day.

Phone messages will be placed in the mailboxes or forwarded to voicemail. In addition, many communications take place through email. Email should be checked before and after school.

The association may use the staff mailboxes to communicate dates and times of association meetings, being held at Maplewood, for the purpose of administration and enforcement of the collective bargaining agreement (this right does not grant the association permission to use the staff mailboxes to distribute flyers, advertisements, social event notification, solicitation, political statements, surveys, personal communications, or any other communication unrelated to setting a time and date for a meeting).

The association will be permitted to distribute the official NEA/OEA Uniserv Council Newsletter and NEOEA News Views publication through the staff mailboxes.

DUTY

To insure the smooth daily operation of the school, instructor assistance is needed at various times during, before and immediately after the close of school. At the beginning of each school year, the director will prepare a duty schedule outlining the assignments for each semester and distribute it to the instructional staff. These assignments will be within the guidelines of the negotiated agreement, and every attempt will be made to equitably assign the various duties. Duty assignments may change during the school year based on need.

ANNOUNCEMENTS

General announcements will be made each morning at 8:12 a.m. Announcements should be given to the director's secretary by 2:30 p.m. of the preceding day.

Request for announcements should be submitted with the instructor's signature.

Home school announcements and information will be posted on the appropriate bulletin board in the cafeteria and will not necessarily be broadcast over the PA system.

CUSTOMER SERVICE

The purpose of Customer Service is to provide students with educational experiences that cannot be provided otherwise. It is to benefit the student not the customer. Customer Service should be directly related to the course outline for the individual career and technical program.

Customer Service for students in the junior program may be permitted when deemed necessary by the instructors and approved by the immediate supervisor. Any exceptions may be granted by the Director of Career and Technical Education upon written request.

Priorities for Customer Service shall be as follows:

1. Maplewood Career Center staff
2. Advisory committee, school board members
3. Participating school districts' staff

4. Public service organizations
5. VEPD residents

Customer Service provided by any class for persons or groups not listed above must be submitted in writing and have the approval of the Director of Career and Technical Education. All Customer Service work shall be of high quality and shall be inspected by the teacher when completed. An inspected release form shall be signed by the teacher upon completion of each service. The customer must sign a release form before any work is completed.

The teacher shall have the responsibility of ascertaining that students who drive Customer Service vehicles are properly licensed or certified.

LOCK-DOWN PROCEDURES

Maplewood Career Center utilizes the A.L.I.C.E model for lock downs. Lock-downs will begin with an announcement from an administrator

- Doors should remain locked
- The door should not be opened, from the inside, for anyone
- Students should be kept out of sight and away from the doors and windows
- Students should be kept quiet - noise will attract the intruders
- Lights and computer monitors should be turned off
- Staff members may be directed, via the PA, to exit the building
- Regular operations will not proceed until an administrator makes a public address announcement

EMERGENCY PROCEDURES - Fire Drill Procedure

On the top of the card:

List any students who were present in your room when the emergency bell rang, but are no longer with you. Do not list students who were sent out of your room with a pass during the class period.

On the middle of the card:

List all students who you sent out of your classroom (pass to restroom, guidance, HSO, etc.) before the emergency bell rang and have not returned. List the location the student was sent next to their name.

On the bottom of the card:

List any additional students who are with you, but are not supposed to be with you. While outside, you must keep your students in a group by themselves. Do not let your students mingle with other classes. If you have any students with you outside who are not a member of your class or were not in your room when the emergency bell rang, list them as an extra student on the bottom of your card.

For all emergency procedures please see the Safety Ready Reference Guide flip chart.

KEYS

All keys required for the school year will be issued and signed for at the beginning of the school year. If at any time you need to borrow an additional key or need a replacement for an issued key, turn in a key request form (B20) to your supervisor. The key will be issued by the Director of Business Affairs.

FIELD TRIP GUIDELINES

NOTE: Field trips will not be permitted the last week of 1st semester, during EOC testing weeks, or during the month of May. Only one academic instructor will be permitted on an academic/club field trip unless assigned by the Director. In order to simplify the scheduling of drivers for field trips, they are limited to Mondays, Thursdays, and Fridays.

Ordinary Field Trips

1. Classes may take one field trip per semester.
2. Field trips scheduled during the school day must be program specific. Cultural and social trips will be scheduled after school.
3. All requests shall be submitted on the Field Trip Request form to the administration by the first Monday in October for 1st semester and the second Monday in February for 2nd semester with the names of all chaperons.
4. Staff members must submit an alphabetized list of all students going on the trip to the attendance office and your immediate supervisor, **at least one week prior to the departure date**. In addition, an accurate list of the students who actually boarded must be submitted to the attendance office before the bus departs. For trips that leave at the beginning of first period, students must report to their first period class for attendance.
5. Field trips will be back by 2:00 p.m. unless special written permission has been granted by the supervisor.
6. Parental Consent Forms must be returned no later than **one week** before the trip. No student will be allowed to go on the field trip unless this form is returned with the parent's signature.
7. Before the trip, students are required to have signed medical forms on file in the nurse's office.
8. For trips requiring money, teacher must see the administration prior to collection.
9. Field trips may be denied for any one of the following reasons:
 - a. Failure to satisfactorily comply with section above
 - b. Excessive cost
 - c. Youth activity skill competition shall take priority
 - d. Sophomore visitation day
 - e. After date specified on yearly calendar
10. Problems with the field trip should be brought to the attention of the immediate supervisor immediately upon return.
11. Only teachers and approved adult chaperons may accompany field trips.
12. Arrangements must be made with the supervisor prior to the field trip for any students remaining at Maplewood.
13. Staff members are required to carry and administer all student medications during field trips.

Overnight Field Trips - Instructor Preparation:

A specific set of guidelines for each overnight trip must be submitted by the Superintendent to the Board at the meeting in the month prior to the trip. An agenda, costs, and chaperon names shall be included in the guidelines. Instructors are required to develop guidelines and submit them to their immediate supervisor for approval.

Guidelines regarding student conduct, curfew, clothing, and expectations must be completed and submitted to the supervisor prior to meeting with the students.

Field Trip - Emergency Medical Authorization Cards for each student must be on file in the nurse's office.

For those students not attending, a schedule for the day must be provided by the instructor and given to their immediate supervisor.

Student Preparation:

A mandatory meeting will be held to inform students of expectations regarding behavior, professionalism, dress, itinerary, and the purpose of the event. Students should be informed of special clothing, etc., that is needed. These guidelines will also be distributed to the students in writing at the meeting.

Guidelines will include a curfew of no later than 11:00 p.m., explaining that students will remain in their assigned rooms until morning.

If a student is found outside of their room after curfew or it is determined that they have left their room after curfew, the advisor will call the student's parent or guardian and instructions will be given to pick up his/her child. If a parent or guardian is unable to comply with such a request, the instructor will contact their immediate supervisor for instructions.

Students are to be informed that school regulations are in effect at any school related event. Students face disciplinary action on all violations as if they occurred in the school or on the school bus.

Instructor Responsibilities:

Instructors must enforce school rules at all times during the trip. Instructors will insure the transportation, safety, and welfare of students under their supervision. Student Field Trip - Emergency Medical Authorization Cards must be carried by the instructor at all times. Staff members are required to carry and administer all student medications during field trips.

A room check will be done at 11:00 p.m. Instructors will check to make sure that all students are in their assigned room with no unassigned students present.

Note: Students who have a history of disciplinary problems during the school year may not be allowed to participate in this trip. Each case will be evaluated by the Supervisor and Director. At least one teacher is to remain at the school after the return trip until all students have been picked up. **Chaperons may be used with prior approval of the Director.**

SECURITY/LAB & EQUIPMENT

Staff members are responsible for school-owned equipment, tools, materials, etc. in the classroom and lab and must take precautions to secure the items. Checks should be made at the beginning and end of the lab or class period to ensure that all material is accounted for and is secured.

SECURITY / BUILDING

Staff must report the theft of school or student owned property IMMEDIATELY to the supervisor or supervisor of discipline. If a search or investigation has not resulted in the retrieval of the lost items after 2 school days, it will be the responsibility of the instructor to complete and submit to the Director of Business Affairs a theft report for school-owned property.

PHONE USE

Phones are available to staff members to contact parents, advisory committee members, employers, and shop customers. Staff phone messages will be placed in the mailboxes. **Students are not permitted to use the in-house phones unless under the specific direction of the instructor.** Staff members are not permitted to carry personal cell phones during the school day. If an instructor feels an exception should be made, a request must be made to the Director.

DAMAGE

Staff must report any student-caused damages to property or facilities IMMEDIATELY to the High School Office. The staff member will be responsible for completing the facility repair request form and submitting it to his/her supervisor.

MAINTENANCE PROCEDURES

Instructors should always be observant of the condition of the furniture, equipment, and the room they use. Requests for maintenance service should be made by completing an Equipment Request Forms available in the central office. For emergency maintenance situations, instructors should call the Director of Business Affairs.

PARKING

All students, faculty, and staff members who drive to Maplewood Career Center must display a parking permit and park in their assigned areas. These permits will be issued through the Director's Office. There will be no charge to the staff members.

MILEAGE

Staff members who drive their vehicles on approved school activities will be reimbursed for their actual mileage at the negotiated rate per mile. To receive reimbursement, the teacher must complete and submit to the Director a mileage report form on or before the fifth day of the following month the trip(s) took place.

If an activity requires 100 miles or more round trip, a Visitation/Professional Meeting request form must be completed with a requisition for mileage attached.

CLINIC / NURSE

Maplewood Career Center has a health clinic staffed by a full-time registered nurse and is equipped to provide for emergency treatment of injury or illness. The clinic is located in the center of the building adjacent to the Student Services. **Instructors are to inform the nurse by phone that they are sending a student or that a student has requested to go to the clinic.** At times it may be appropriate to send another student along to assist an ill or injured student.

MEDICATION

Students requiring medication during school hours must report to the school nurse. Medication can be dispensed **only by** the nurse.

Any student desiring to use the clinic should ask for permission from his/her instructor who will issue a hall pass.

At no time should a student stay in the restroom because of illness. This type of behavior will be regarded as truancy from class.

ILLNESS / STUDENT

1. Students who become ill must check with the instructor before reporting to the clinic.
2. The student is not to call home to be excused; the school nurse will make the call.
3. No student who is ill will be sent home unless a parent or guardian is notified and gives approval. For the student who drives to school, the parent or guardian is still notified. Students 18 years old are treated in the same manner.
4. The nurse will notify the student's instructor if s/he has been sent home.
5. The student must sign out in the Student Services before s/he is legally excused and must have a pink dismissal slip from the Student Services.
6. Students 18 years of age and older still may not sign out without a permission slip; if they do so, they will be considered truant.

TRANSPORTING ILL OR INJURED STUDENTS

Due to liability issues and for safety purposes, staff members are not permitted to transport ill or injured students to a medical facility or to the student's home.

SUICIDE INTERVENTION PROCESS

See Safety Ready-Reference Guide

GUEST / RESOURCE SPEAKERS

Instructors are encouraged to invite guest speakers to discuss a particular subject with their students under the following conditions:

1. The subject is of educational relevance and value to the students in that class and to the course of study.
2. The subject is presented in an unbiased or unprejudiced manner. (Speakers representing several sides of an issue may be used.)
3. The speaker(s) will not tend to disrupt the educational program.
4. The information to be discussed is appropriate for the age and maturity of the students.

5. The speaker is to be asked to grant permission to be videotaped for use of his/her presentation with other students.
6. The instructor is to remain in the classroom during the entire presentation to ensure proper follow-up with the students.

All guest speakers must be pre-approved by the instructor's supervisor at least one week prior to the presentation.

ANIMALS

For the safety of students and staff and for the well-being of the animals, no animals will be permitted on school property with the exception of those animals which are part of the Animal Science curriculum.

VISITORS

In order to protect the educational program of the schools from undue disturbance, the Director shall establish rules and procedures for visitors which shall include the following:

1. Persons wishing to visit the school are to make arrangements in advance through the High School Office.
2. Every visitor must obtain a visitor's ID pass through the visitor kiosk. Visitors must use their driver's license or state ID at the kiosk to obtain their visitor ID pass to gain entry. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the office. Any person who does not have an ID tag is on school property illegally and should be asked to report to the main office or to leave the grounds. If the visitor refuses to leave the grounds or creates any disturbance, the Director should request aid from the Ravenna Police Department.
3. No visitor may see a student at the school unless it is with the specific approval of the Director or designee. If an emergency situation requires that a student be called to the office to meet with a visitor, a member of the administrative staff must be present during the conference. A student is never to be permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.
4. Students may not bring guests to the school.
5. Maplewood graduates and other guests wishing to meet with staff members should arrange to do so after 2:30. Should any of these visitors come to a staff member's lab or classroom during the school day s/he should be asked to leave immediately and may return after 2:30.

REQUISITIONS

To order the various supplies and other equipment and materials that all programs need, a requisition form must be completed with current numbers and prices and sent to the supervisor for approval. This requisition will then be forwarded for final approval. After all approval has been granted, a purchase order will be processed to purchase the necessary item.

Under NO CIRCUMSTANCES is an instructor to place an order for any item without an approved purchase order form/number. Any unauthorized purchase will mean that the instructor is financially liable for the item.

At the beginning of each school year, instructors/program areas will receive a budget amount for the purchase of supplies. All staff members are expected to remain within that budget and keep a running record of remaining balances. Instructors are also to code all requisitions with

their appropriate code numbers prior to submission.

RESOURCE CENTER

The Resource Center offers a variety of supplemental materials, copy machines, lamination services, film rentals, computer resources, AV equipment, and other services. Instructors can also access the catalogue system and additional reference materials can be obtained through the Northern Ohio Library Association (NOLA). Requests for information and reference materials can be made to the Resource Center media specialist. Food and drink are not permitted in the Resource Center

Guidelines for student use of the Resource Center in the morning

- Students will be permitted to use the Resource Center from 7:45 a.m. to 8:12 a.m.
- Students must sign in and sign out – failure to follow these procedures impact the student’s Resource Center use during the morning session.
- The number of students permitted to use the Resource Center at this time is limited to 25.
- Students will be able to charge their phones on the school charging equipment prior to 8:12 and during their scheduled lunch period.
- Students will not be permitted to use tablets, I-pads, laptops, game devices, or speakers.

Guidelines for teacher use of the Resource Center

- Classes who use the Resource Center will be supervised by their instructors; the Resource Center Specialist is not responsible for class supervision.
- Instructors must make arrangements with the Resource Center Specialist prior to bringing their class to the Resource Center.
- When an instructor is utilizing the Resource Center space, the instructor will determine when and how their students will be permitted to use the study room and/or work together.
- Students are not permitted to listen to music in the Resource Center (CD, IPOD, Internet Radio etc.)
- Computers are to be used for educational purposes only.
- Accessing email is prohibited.

Guidelines for students attending the Resource Center from Activity Period

- When being released from an Activity Period, students must present a pass to their Activity Period instructor from their Academic/Career and Technical instructor and have an assigned project that requires the use of the Resource Center supplies/equipment.
- Students, **who have all their assignments completed**, may be given a pass to the Resource Center by their Activity Period instructor. Activity Period instructors providing a student with a pass to the Resource Center must ensure that student has all their work completed.
- The Resource Center Specialist will determine when and how student visitors will be permitted to use the study rooms/work together.

Guidelines for students completing tests in the Resource Center

- The Academic/Career and Technical instructor will contact the Resource Center Specialist to verify the availability of the Resource Center.
- Students will be given a pass and their test by their Academic/Career and Technical instructor.
- Students will complete the test and return to class.
- The Resource Center Specialist will collect the test and return it to the teacher's mailbox.

Guidelines for students attending the Resource Center from a lab/academic class

- The instructor will contact the Resource Center Specialist to verify the availability of the Resource Center.
- Students will be given a pass from their Academic/Career and Technical instructor and have an assigned project that requires the use of the Resource Center supplies/equipment.

Guidelines for students attending the Resource Center from Lunch

- When being released from lunch, students will receive a pass from a cafeteria supervisor to go to the Resource Center to check out a book or use the Resource Center supplies/equipment.
- No more than 25 students will be permitted to go in the Resource Center at one time.
- Students are not permitted to loiter in the Resource Center.
- Students will not be able to charge their phones on the school charging equipment during their scheduled lunch period.

COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and increase the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The following software has been determined to be a threat to Maplewood network integrity, and is not permitted on the Maplewood LAN: a) AOL (America on Line) b) MIRC and c) ICQ.

Any type of chat software or software that would compromise normal security of the network will not be permitted.

Licensed software can only be installed on Maplewood computers with written consent from the Superintendent or technology coordinator. This includes the installation of utility, free or shareware programs.

Only licensed software may be used on Maplewood premises.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology and/or networks are abused in any way or used in an illegal or unethical manner.

COMPUTER LAB GUIDELINES

Instructors utilizing the lab must close and lock the lab door during and after use.

- Students are not permitted to be in the computer lab without adult supervision.
- The classroom instructor is responsible for ensuring proper use and care for the computers and classroom.
- Food is not permitted outside of the cafeteria. Therefore, wrappers and cans should not appear in the computer labs.
- Computer labs cannot be booked for more than 2 weeks at a time by a single instructor during a single period. During the subsequent two weeks, the instructor may use the computer labs, for the same period, if the labs are available. The instructor must check with the media specialist daily for computer lab availability.
- If you have the lab booked and do not intend to utilize the facility, inform the Resource Center instructor as soon as possible.

SCHOOL CLOSING

When five or more of the member schools are closed due to a calamity day and the remaining schools can be notified prior to the time their bus departs for Maplewood, Maplewood will also be closed for a calamity day. When Maplewood is closed under a calamity day situation, teachers will not be required to report to work. Information regarding the closing of Maplewood will be done through notification of the local radio stations and via an electronic notification system.

TOBACCO USE

Tobacco products are prohibited on school property and at all school activities.

LIABILITY OF STAFF FOR STUDENT WELFARE

Teachers are responsible for the safety of students on the campus, within the building, and at school sponsored activities. Each teacher must be with his/her class on the campus as scheduled and in the classroom and lab at all times in case of emergency or make sure that some other teacher is in charge. The following guidelines are, therefore, provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relations to students:

1. Each teacher must maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.

- A. Never leave class unattended while students are in room.
- B. Never leave class with an unqualified person in charge.
- C. Accompany your class wherever it is assigned and remain with it until supervision is assumed by another responsible person.
2. A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibility as in 1A (above).
 - A. Do not permit students to use equipment in the classroom which has not been approved by the Board of Education. (Some teachers or students bring their personal equipment which may be of a dangerous nature.)
 - B. Do not use machinery except for the instructional purpose it was intended.
3. A teacher must provide proper instruction in the safety matters presented in his/her assigned curriculum guides. Instruction must be documented in lesson plans and safety tests must be on file.
4. Each teacher must enforce the rules established by the superintendent for the regulations of student activity in high risk areas.
 - A. Do not permit students to work in a shop, kitchen, or laboratory other than at the regularly scheduled period, and then, only under qualified supervision and in accordance with the prescribed safety procedures.
 - B. Do not permit students or other persons not enrolled in Maplewood in shop classes or laboratory classes.
 - C. Never permit equipment to be operated in an unsafe manner.
 - D. Do not permit the use of dangerous equipment or tools.
 - E. Do not allow students who are especially prone to accidents to use dangerous equipment. (Some physical or mental conditions may make a student ineligible to use dangerous equipment or materials.)
 - F. Organize classroom materials and equipment to minimize danger.
 - G. Exercise good judgment when assigning student tasks in order to prevent bodily harm and damage to property.
 - H. The teacher shall require the use of eye protection and all other safety devices prescribed by law.
 - I. If a teacher feels that a student cannot safely operate the lab's equipment due to impaired coordination (Drowsiness, illness, medication side-effects, substance use/abuse, etc.), the student should not be permitted to operate any of the equipment and should be given a pass to see the nurse for an evaluative conference.
5. Pursuant to the Federal laws each teacher must report child abuse to Human Services (see also Abuse section).
6. Teachers are not permitted to authorize students to leave school for any reason.
7. Teachers are not permitted to transport students in their own car.
8. Teachers who remove a student from class/lab as an Emergency Removal must follow the specific guidelines as listed in the Emergency Removal sections of this handbook.
9. In the event of an accident:
 - A. Contact the nurse (if unable to do so, contact the High School Office) and state if a) the accident is minor and the student will be sent to the clinic or b) the accident is such that the nurse's presence is needed in the lab/classroom.
 - B. Teachers will complete the Accident Form and submit it to the nurse as soon as possible, but no later than the end of the teacher's work day on the day of the accident.
10. Teachers should report all safety hazards to the Director of Business Affairs. Any safety hazard which might cause immediate harm to staff, students, or guests should be reported

immediately to the Director of Business Affairs. Any other repair work should be addressed via the Equipment Request Form.

11. Hazing is not permitted. Teachers must immediately report all cases of hazing (or any case of possible or potential hazing) to the supervisor of discipline.

The responsibility of the teacher concerning liability for student accidents or misbehavior applies also to school activities conducted after regular class hours.

CHILD ABUSE

A mandatory obligation is imposed by law for staff members to report cases of suspected child abuse and/or neglect. Staff members, having reason to believe, that any child less than 18 years of age with any condition that reasonably indicates abuse and/or neglect of that child must be immediately reported. The staff member who suspects the abuse must make the initial phone call to Child Protective Services (330-296-2273).

Staff members at Maplewood Career Center are to report suspected child abuse and/or neglect cases immediately to the Portage County Children Services Board, Division of the Portage County Department of Human Services. After reporting, the instructor will notify the supervisor of discipline so that documentation may be obtained from Human Services.

The statute provides that any person or agency who participates in making a report of child abuse and/or neglect is immune from any civil or criminal liability that might be incurred as a result of the report. **Failure to report suspected abuse is a criminal offense.**

ATTENDANCE PROCEDURES STUDENT

Attendance must be taken in ProgressBook by 8:20 a.m. each morning. In the event there are late busses, there will be an announcement to hold attendance until the busses arrive.

All first period tardies are unexcused unless there is a late bus or school business. Students tardy to school must report to the Student Services Office to obtain a tardy pass. Do not admit first period tardy students without a pass.

Teachers are to take attendance at the beginning of each class period. Absences or tardies during the day should be recorded in your gradebook. If a student is absent from your class during the day, check the attendance list. If the student's name is not on the attendance list, submit a purple Attendance Inquiry form to Student Services. If the student is in attendance, but his/her name appears on the attendance list, submit a purple Attendance Inquiry form. Students, who arrive tardy to class, but have been in attendance at school, are to be admitted to class and issued consequences in accordance with your classroom rules and expectations.

CORPORAL PUNISHMENT

Corporal punishment shall not be permitted. If any employee threatens to inflict, inflicts, or causes to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a student, he or she may be subject to discipline by the Board and possibly charges of child abuse as well.

HOMEWORK

The following guidelines should be used when assigning homework:

1. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
2. Homework assignments should be appropriate to the grade level and the abilities of the students involved.
3. Punishment assignments should never be given.
4. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
5. The time limits for the completion of homework should:
 - A. be reasonable and consistent with the nature of the assignments given
 - B. provide for interim appraisal of progress where assignments involved blocks of time
 - C. include a reasonable time for make-up of missed homework assignments and/or improvements based on instructor comments.

GRADING PROCEDURES

Grades should reflect achievement in the total class situation, i.e., they must involve not only test data but also participation in class, ability to follow directions, quality of work, and many other similar items. Report cards will be issued at the end of each nine-week grading period as the means of giving students and their parents an evaluation of the student's progress. Interim reports will be mailed home each nine weeks for every student.

When a student is doing unsatisfactory work, it is imperative that this be made known to parents, supervisor, and counselor. Teachers should document the contacts with parents. A personal contact with the parent either by phone or conference at school is the most effective way to solicit help from the parents and to notify them of problems. All instructors **MUST** complete and mail an Interim Report for any student who is in danger of failing. Submit copies of the notice to Student Services and your supervisor.

The following grading scale has been adopted by the Board of Education:

Grading Scale	
A=	100%-90%
B=	89%-80%
C=	79%-70%
D=	69%-60%
F=	59%-50%

SEMESTER GRADING FORMULA:

$$\frac{(\text{Grading Pd 1\%}) + (\text{Grading Pd 2\%})}{2}$$

FINAL GRADING FORMULA:

$$\frac{1^{\text{ST}} \text{ Semester \% Grade} + 2^{\text{nd}} \text{ Semester \% Grade}}{2}$$

Students who do not receive a passing grade for the SECOND SEMESTER will not receive credit or pass the course for the year. Students who fail their career and technical laboratory during their junior year will not be permitted to repeat the junior year in the same program without written permission from the program supervisor. These students will have the option of choosing another program or returning to their home school.

All incomplete grades need to be changed to the appropriate grade if the work is not completed within two weeks of the end of the grading period, or at a time agreed upon by the student and teacher. The teacher must inform the Student Services Office of the grade change and also make the grade change in the electronic grade book.

PROGRESSBOOK ASSESSMENT CODES

Formal Assessment Codes:

TEST – paper and pencil test – 100 points

PROJ – a class project that will be included in the three test requirement – 100 points

QUIZ – paper and pencil quiz – 20 to 50 points

PERF – speech, poem, lab project, etc. – 50 to 100 points

Informal Assessment Codes:

HW – homework – 5 to 25 points (HW is any work that is not completed entirely in class)

CW – classwork – 5 to 25 points (CW is work that is completed entirely in class)

PART – participation – 5 to 25 points

Assessments entered in ProgressBook will not exceed 100 points or 100%. All ProgressBook entries will be labeled with one of the above mentioned codes. When an assessment is entered in ProgressBook, the individual assessment will always begin with one of the capitalized codes above regardless of where it is entered.

GRADES & PROGRESSBOOK REQUIREMENTS

The grading procedures defined below delineate the minimum requirements.

General:

- 40-50% of the nine-week grade is comprised of formal assessments
- 50-60% of the nine-week grade is comprised of informal assessments (HW is not to exceed 20% of the informal assessments. For example, if there are 300 points of informal assessments, HW cannot exceed 60 points)

Specific:

- Academic courses – a minimum of three TEST entries **OR** two TEST entries and one PROJ entry in ProgressBook per nine-week period
- Programs – a minimum of two TEST entries and one 100 point PERF entry in ProgressBook per nine-week period

Students will continue to take comprehensive semester and final exams; however, they will be inserted in the second and fourth nine-week grades and will NOT have any bearing on the balance of formal and informal assessments.

GRADEBOOK REQUIREMENTS

- No class should be more than one week behind with grades including yellow past due blanks
- There should be at least one assignments per week not counting participation assignments
- Students are not to be exempt from participation points unless they are at a school sponsored event or on a home school calamity day. Examples of school sponsored events could be, but are not limited to, field trips, IEP meetings, or meetings at Maplewood. Please contact the Director if you need clarification for an event.
- Students are not to be exempt from assignments with the exception of Apprenticeship and Early Placement assignments in lab
- Students who have an unexcused absence, including out of school suspension, can make up any missed work for 60% credit until the end of the nine weeks grading term.
- Marks must be posted to the web

SEMESTER/FINAL EXAMS

- Semester exams will be comprehensive tests that cover the content taught during the first two nine-week periods.
- Final exams will be comprehensive tests that cover the content taught throughout the entire school year.

The following are two examples of an acceptable informal and formal grade balances for nine-week periods:

1st and 3rd nine weeks
2 TESTS – pt. total – 200 pts.
1 PROJ – pt. total – 100 pts.
CW – pt. total – 240 pts.
HW – pt. total – 60 pts.

2nd and 4th nine weeks
2 TESTS – pt. total – 200 pts.
1 PROJ – pt. total – 100 pts.
CW – pt. total – 240 pts.
HW – pt. total – 60 pts.

SEMESTER or FINAL inserted but have NO bearing on formal versus informal grade balance

Academic Exams

- Academic exams will be a written test or project
- The test will be administered during the final week of the first semester and on

the scheduled exam days of second semester

- Projects will be due during the final week of the first semester and on the scheduled exam day of second semester

Lab Exams

- Lab exams will contain a written component worth at least 20% of the exam grade- the written component will cover the major objectives/tasks during the semester
- Lab exams may also contain a performance component that is worth no more than 80% of the exam grade
- The lab exam may be a project that combines both the written and the performance tests in one task - the written portion must still be at least 20% of the overall exam grade and the project must cover the major objectives/tasks that were taught during the semester
- First semester exams must be given during the final week of the semester
- The written section of the final exams must be given on the scheduled day

Please submit a copy of your exam and the answer key to your supervisor during exam week. Also include the total points possible on the exam.

COURSE CREDITS

In order to receive credit for a course, students must have passed the course as outlined under grading procedures and in addition, must have completed the final exam at the end of the year. Students will not be permitted to take any final exam prior to the scheduled examination period. Students may earn a maximum of 7 credits each year while attending Maplewood. The specific number of credits for each area will vary depending upon the student's program and individual schedule. The credit distribution for each is listed below.

Technical Lab: 3
Academic class (year): 1
Academic Class (semester): ½

STUDENT RECORDS

Students' permanent files are maintained in the Student Services. Staff members who have an educational need to review a student's file must see a counselor or an administrative team member for access.

DISCIPLINE

The goal of student discipline is to develop and maintain a positive educational environment that is conducive to learning and personal growth. Consequences shall be distributed after all other behavior modification measures have been unsuccessful.

When warranted, consequences for classroom rule or discipline code violations shall be distributed fairly and consistently. The following examples represent a progression of consequences:

1. Verbal warning
2. Referral to Guidance
3. Parental Contact
4. Parent/Teacher conference
5. Detention
6. Referral to the Supervisor of Discipline

Detentions/Supervisor of Discipline Referrals:

Detentions should be distributed progressively with the **limit of 3 detentions for a particular offense**. Should an instructor feel that more than 3 detentions are warranted, the student should be referred to the Supervisor of Discipline with a detailed summary of the incident leading to the referral.

Referrals should include a detailed summary of the offense and a citation of the rule violation as defined in the student handbook. This requirement will limit communication problems leading to inappropriate consequences while promoting consistent school-wide discipline.

Detentions will be served within 10 school days of the date issued regardless of the number assigned. When detentions are assigned, instructors shall issue disciplinary referrals with the due dates section completed.

Parental Contact:

Parental contact is encouraged at all times. **However, emergency removals or referrals to the Supervisor of Discipline, by a program or classroom instructor, require parental contact.**

Emergency Removals:

Emergency removal of a student requires the completion of a student discipline form detailing the incident leading to removal and a citation of the rule violation as defined in the student handbook. Instructors must submit this form to the Alternative Learning Center tutor at/by the end of the period in which the student was removed. On the day of removal, students will not return to the classroom or lab from which they were removed.

Within 24 hours of the removal, the instructor shall call the student's parents/guardians to discuss the incident causing removal.

Instructors will submit an Emergency Removal Parent Contact Form to the Supervisor of Discipline within 24 hours of the emergency removal.

Discipline should be handled within the classroom when possible. Handling discipline within the classroom assists in defining the instructor's behavioral expectations and reserves referral to the Supervisor of Discipline for serious disciplinary issues that require ALC assignment or out-of-school suspensions.

STUDENTS – TO THE HIGH SCHOOL OFFICE

Instructors are to send students to the office at the time designated on the green slip. If a student requests to go to the office and has no green sheet, the instructor is to call the office to request an available time.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or unlawful in any function, disruptive to the mission or process of the school, or any item described as unauthorized in school rules. A student's failure to permit searches and seizures as provided in this policy will be considered as insubordination and as grounds for disciplinary action.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Searches will be performed by an Administrator. Instructors may be asked to witness the search process.

In addition, staff desks, cabinets, computers, computer files, etc., are the property of Maplewood Career Center and may be searched by the administration as needed.

SAFETY GLASSES

Every student and teacher at Maplewood shall wear industrial quality eye protective devices at all times while participating in or observing any of the following activities or materials:

1. Hot molten metals or other molten materials
2. Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
3. Heat treatment, tempering, or kiln firing of any metal or other materials
4. Gas or electric arc welding or other forms of welding processes
5. Repair or servicing of any vehicle
6. Caustic or explosive materials

Safety glasses shall be furnished for all visitors to shops and laboratories.

STUDENT DRESS

Guidelines for unacceptable student dress are listed in the student handbook. Instructors should check their students' dress as they arrive to class. Students who fail to comply with the dress code or whose dress is questionable should be given a pass and sent to ALC.

YOUTH CLUBS

It is the policy of the Board of Education to maintain a co-curricular activities program sufficiently varied to meet the wide range of career and technical, recreational, social, and cultural needs and interest of the students. All students will be enrolled in the appropriate youth activity.

1. **Joining an Existing Club or Activity**

All students will be provided with information at the start of the school year on existing clubs and co-curricular activities.

2. **Student Participation**

Students who are planning to participate in school functions on school days are required to be in school that day. Any exception to this ruling must be secured from the faculty sponsor or instructor. Students may not be excused from classes to assist in preparation for social functions without the permission of the supervisor.

3. **List of approved clubs:**

Family, Career, and Community Leaders of America (FCCLA)

FCCLA is a national organization which helps students to prepare for careers in Family and Consumer Science related areas. FCCLA is an activity which trains young adults in leadership in occupational, school and community activities. To be eligible for membership in FCCLA, a student must be enrolled in a family and consumer science program.

FFA

FFA is a national organization for students in Agriculture programs. The purpose of FFA is to aid in developing the abilities needed to exercise effective leadership in fulfilling occupational, social and civic responsibilities. Members participate in skill contests on local, state and national levels.

SkillsUSA

SkillsUSA is a national organization for students in the Trade and Industrial or Health Occupations programs. Members of the club have the opportunity to develop leadership, self-esteem, community spirit, and expertise in their career choices through contests and social activities. To be eligible for membership in SkillsUSA VICA, a student must be enrolled in a Trade and Industrial or Health Occupations program.

STATE AND NATIONAL CONTEST

Maplewood Career Center will pay the expenses (room, registration, travel) for any student participating in state, or national youth club (SkillsUSA, FFA, DECA, FCCLA,) competition.

Expense reimbursement for any student who is elected to regional, state, or national office will be determined by the administrative team. This will include meetings and training sessions required by the office. Other costs (food, activities) will be the responsibility of the individual or the club.

All expenses for competitions below the state level and other activities will be the responsibility of the student/class/club. Expenses for instructors serving as approved chaperons/advisors to all competitions will be reimbursed as per the negotiated agreement. Instructors should follow the procedure for Visitation/Professional Meeting requests.

FUND-RAISERS

The Board of Education recognizes the need for various student organizations to generate and expend funds for the purpose of promoting youth activities. Since the Ohio Revised Code and procedure of the Ohio Auditor's Office require careful accounting of the receipt and expenditures of such funds, all fiscal operations of groups and activities are to be in compliance with the following requirements:

1. Each club will be required to submit a budget to the treasurer by October 1, of each school year. Budgets must contain all plans for both fund-raising and activities for the year. No fund-raisers or activity will be approved unless it is included in the club's budget.
2. Each club will be permitted two fund-raisers per year with the stipulation that only one fund-raiser will use an outside vendor and the other may be service oriented (bake sale, car wash, plant sale, hair-a-thon, etc.)
3. BEFORE THE START of any fund-raiser you must fill out the Projection of Income form (from treasurer's office) and receive all the required signatures. The duration of a sale should not exceed 30 days in length.
4. If your club is going to purchase any merchandise or materials for your fund-raiser you must send through and receive an approved purchase order BEFORE the order is placed (use a Student Activity Pay-out Form).
5. If selling merchandise you must have all the students sign for the merchandise they receive using the Student Sales Agreement and Receipt form (from treasurer's office). These forms are to be turned in with your summary of sale. Teachers must oversee all management of the sale.
6. Any money received must be turned in daily to the main office. Make sure the money is counted and properly fill out a Pay-In Order form and place it in your money bag and then make your deposit.
7. At the conclusion of your sale you must fill out a Summary of Sale form (from treasurer's office). Every effort must be made to collect all outstanding money from students, to help document efforts you have made to collect the money, complete the Bad Debt form (from treasurer's office) and file with your Summary of Sale.

It is the teacher's responsibility to make sure that all merchandise and money are properly accounted for. Make sure you use good judgment in distributing merchandise and accounting for all items.

EARLY PLACEMENT

The Early Placement program is designed to give students an opportunity to broaden their educational experiences through employment while attending school. The program offers an opportunity for a gradual transition from school-orientated work experience to employment.

This program is a privilege which must be earned by the student. It is not mandatory. The instructor has the prerogative to permit students to participate. The privilege may be forfeited

if the students grades drop or if behavioral infractions occur.

The guidelines below are the criteria that each student in the Early Placement Program must meet and maintain in order to qualify for and remain in the program.

Minimum eligibility requirements that must be met for participation at the end of the first semester:

Attendance: 92% Maplewood attendance rate including excused, unexcused, vacation, and medical leave absences

MCC academic GPA: 2.0 Junior Year – 2.0 Senior Year

Lab GPA: 2.0

Additional requirements:

Obligations: All financial obligations must be paid and disciplinary consequences served prior to release.

Transportation: Students must have a valid driver’s license, reliable transportation, a vehicle registered in the High School Office, and a parking pass displayed on the registered vehicle daily.

Parental approval: Parent or guardian and student must sign the Early Placement paperwork.

Paperwork: All paperwork must be completed prior to beginning the job.

Release: A meeting with the supervisor is required before placement may begin.

Two (2) of the three (3) minimum eligibility requirements must be met for a student to be released on Early Placement beginning the sixth week of the second semester.

All senior students passing their Career and Technical labs are eligible during the final nine week grading period.

Failure to comply with the following may result in removal from Early Placement: maintaining appropriate grades, conducting oneself appropriately at school and work, maintain appropriate attendance at school and work, maintaining employment where placed, abiding by the Early Placement Agreement, etc. Students who are off track for graduation will not be permitted to participate in the Apprenticeship program.

APPRENTICESHIP PROGRAM

The Apprenticeship program is designed to give students an opportunity to broaden their educational experiences through employment while attending school. This program is a privilege which must be earned. The instructor and/or apprenticeship coordinator have the prerogative to permit students to participate. The privilege may be forfeited if the student’s

grades drop or if behavioral infractions occur.

The guidelines listed below are the criteria that each student in the Apprenticeship Program must meet and maintain in order to qualify for and remain in the program:

Minimum eligibility requirements that must be met for participating in the Apprenticeship Program:

Attendance: 93% Maplewood attendance rate including excused, unexcused, vacation, and medical leave absences

MCC academic GPA: 2.5

Lab GPA: 3.0

Additional requirements:

Obligations: All financial obligations must be paid and disciplinary consequences served prior to release.

Student Status: Must be on track to receive a high school diploma. (No deficiencies)

Transportation: Students must have a valid driver's license, reliable transportation, a vehicle registered in the High School Office, and a parking pass displayed on the registered vehicle daily.

Parental approval: Parent or guardian and student must sign the Apprenticeship agreement.

Paperwork: All paperwork must be completed prior to beginning the job.

Release: A meeting with the supervisor is required before placement may begin.

Commitment: Willingness to commit to a stated time frame after graduation that may involve 1 to 4 additional years to complete the apprenticeship.

Failure to comply with the following may result in removal from the Apprenticeship Program: maintaining appropriate grades, conducting oneself appropriately at school and work, maintain appropriate attendance at school and work, maintaining employment where placed, abiding by the Apprenticeship Program. Students who are off track for graduation will not be permitted to participate in the Apprenticeship program.

APPRENTICESHIP AND EARLY PLACEMENT GRADING PROCEDURES

The following policy guidelines will be followed for grading students on job placement:

Distribution of evaluation forms to employers:

- Apprenticeship students: Apprenticeship Coordinator
- Early Placement & Co-op programs: Program Instructors

Job site visits/pay stub collection:

- Apprenticeship students: Apprenticeship Coordinator
- Early Placement & Co-op programs: Program Instructors

Grade submission:

- The program instructors will be responsible for entering the grades of all placement students
- Student grades will be entered into the student grade book every two weeks for any student on job placement. The program instructor is responsible for obtaining grades every two weeks from the Apprenticeship Coordinator for Apprenticeship students and the employer for Early Placement students and entering them into ProgressBook. Grades may be obtained from the employer in the following manner:
 - ✓ The program instructor may obtain a written submission of grades by way of the evaluation sheet supplied
 - ✓ The program instructor may email the employer to obtain a grade
- If a dated evaluation sheet is not submitted for a two week period, the program instructor is responsible for maintaining a hard copy of an email transmission of the grades
- Program instructor grade books, for students on placement, must be updated every two weeks at a minimum

ProgressBook grades:

- Students will be given a weekly grade(Saturday-Friday), dated for Friday of each week, based upon 100 points and it will go in as a PERF grade
- Name as follows: PERF-Apprenticeship grade or PERF-Early Placement grade
- The apprenticeship coordinator/instructor must get a two week grade report from the employer
- If the end of the quarter is in the middle of the two weeks, the instructor will get a one week grade report
- The student will provide a copy of their pay stub to the apprenticeship coordinator/instructor every two weeks or one week if it is the end of the grading period
- The pay stub will verify the hours worked for the week
- If the student does not work the required 18 hours for apprenticeship or 15 hours for early placement/co-op, their grade will be reduced in the following manner:
 - $(\text{Hours worked}/18) \times \text{the \%grade}$ (i.e. if the student only worked 9 hours for the week and earned a 90% from the employer then $(9/18) \times 90 = (0.5) \times 90 = 50\%$ for that week)
 - $(\text{Hours worked}/15) \times \text{the \%grade}$ (i.e. if the student only worked 9 hours for the week and earned a 90% from the employer then $(9/15) \times 90 = (0.6) \times 90 = 54\%$ for that week)
- Every two weeks, the instructor will obtain a grade from the employer for the student's previous two weeks of work

- The grade submitted will be applied to each of the previous two weeks
Example: A student receives an 88 for the first two weeks of the grading period for which he/she is on placement. The student will receive an 88 for the first week and an 88 for the second week.
- Apprenticeship/Early Placement students will be excluded from all other assignments while out on job placement **with the exception of the midterm exam, HQSD assessment, and final exam**
- Students not on job placement will be excluded from the Apprenticeship/Early Placement grades

PARTIES AND FIELD DAY

Although the value of socializing is recognized, frequent class parties are a disruption to the educational process. For consistent operation of the school, a party prior to the Winter Break is the only party permitted during the year. Class/program "breaks" may be given one time per month. These "breaks" shall not last more than 20 minutes and must be held in the cafeteria.

LAB UNIFORMS

Students (in programs where lab uniforms are a requirement) are responsible for wearing their uniform during each lab period.

Failure to do so will result in the following progression of consequences:

- student remains in lab, working but forfeiting all participation points for the day
- instructor contacts the student's parent or guardian
- teacher assigns detention(s) to the student
- teacher refers student to counselor
- teacher refers student to high school office

The Maplewood Career Center hereby gives notice that it does not discriminate on the basis of age, race, color, national origin, sex, and disability in the educational programs and activities operated by the district.