



# Maumee High School

## 2014/2015

1147 Saco St.

Maumee, OH. 43537

High School Phone Number ..... (419) 893-8778

High School Fax Number..... (419) 893-5621

Maumee City Schools Website: [www.maumee.k12.oh.us/](http://www.maumee.k12.oh.us/)



Maumee High School has been an annually accredited member of the prestigious North Central Association of Colleges and Schools since 1936.

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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## MESSAGE FROM THE PRINCIPAL

Dear Panthers and Panther Parents,

As we approach the beginning of a new school year, I would like to take this opportunity to welcome all of you. For many, it is a greeting extended to old friends; to others, it is an introduction and an invitation. To all it constitutes a pledge of continued efforts to provide the best possible education for our young men and women.

Maumee High School's reputation and success rest, in large measure, on parental concern and involvement. We seek to afford each student an education commensurate with his or her abilities, relevant to the country's needs, and challenging to a degree that will prompt a love of learning. This is no easy task. We need your cooperation and understanding if this year is to provide a profitable and satisfying experience for your child. Our school, from its foundation, has stressed academic excellence. In this there is no compromise or change.

Maumee High School can take pride in its highly qualified and dedicated faculty. These educators welcome your concerns, and they view education as a partnership between home and school. Over the years, the spirit and tradition that is our school have played a key role in shaping the educational experience. Each class profits from the example of those who have gone before them. Ours has been a tradition of students committed to the proposition that the privilege of coming to school carries with it the obligation to do the best they can. These are important years, and it is reassuring to work with young people who see a challenge in their potential-to become the best they can.

In an effort to improve the communication between the home and the school, we ask that you take the time to read this handbook, discuss it with your son or daughter, and refer to it at various times of the year.

We trust that your experience with our school will enhance your faith in public education and that you will find in this school an education for your children that is worthy of your love and concern for them.

Sincerely,

Matt Dick, Principal

## STATEMENT OF PHILOSOPHY

The Maumee City Schools are dedicated to the perpetuation and improvement of our democratic society by means of the fullest possible development of the knowledge, skills, habits, understanding, attitudes, and character traits essential for rich, personal living; the sound choice of and effective participation in a vocation; satisfying human relationships; and responsible, contributing citizenship. In order to accomplish these goals successfully, schools must reflect and be responsive to the needs of the community.

In the practical application of this philosophy, opportunities shall be provided each individual to develop:

- A. moral and ethical values, which include respect for self, for others, for property, and for the laws of our society
- B. physical and emotional health
- C. an appreciation for his/her role in the family, in the school, and in the community
- D. knowledge and respect of his/her natural environment
- E. economic competence as a consumer
- F. knowledge and appreciation of educational and vocational choices, which are available to each individual
- G. knowledge and appreciation of the arts
- H. knowledge and skill to allow for wise use of leisure time
- I. zeal for continuous learning and self-improvement
- J. the ability to make reliable judgments based on analytical and creative thinking
- K. love of country and effective participation in the democratic process

## MAUMEE CITY SCHOOLS MISSION STATEMENT

Our Mission

The mission of the Maumee City School District is to be a welcoming school community with academic standards designed to ensure all students are confident, prepared, and empowered to be life-long learners and socially responsible citizens with the ability to compete and succeed in an ever-changing global society.

Maumee is distinguished by:

- Rigorous and relevant academics at all grade levels
- Safe, secure and nurturing learning environment
- Focus on building strong, meaningful relationships
- Graduates well prepared for success in college and career

# MAUMEE CITY SCHOOLS EXCELLENCE IN ACTION 2014-2015 MHS MASTER CALENDAR

Wednesday	August	20	First Day of School 9th grade students and LINK leaders
Thursday		21	First Day of School for all MHS students (9-12)
Friday		22	School Pictures
Wednesday		27	Open House
Monday	September	1	Labor Day – <b>No School</b>
Friday		19	School Picture Make-Ups during lunch
Wednesday		24	NHS Breakfast
Saturday	October	4	Homecoming Dance
Thursday		9	Parent-Teacher Conferences (evening) – MHS
Saturday		11	Music In Motion
Friday		31	Battle for the Bell
Tuesday	November	4	Inservice Day (Election Day) <b>No School</b>
Tuesday		11	End of 1st Trimester
Wednesday		12	Teacher Records Day <b>MHS - No School</b>
Thursday		13	2nd Trimester Begins
Wednesday-Friday		26-28	Thanksgiving Break- <b>No School</b>
Friday	December	19	Last Day of Class before Winter Break
Monday	January	5	Classes Resume
Monday		19	Martin Luther King Day – <b>No School</b>
Thursday		22	Parent-Teacher Conferences (evening) - MHS
Monday	February	16	Presidents Day - <b>No School</b>
Thursday		26	End of 2nd Trimester
Friday		27	Teacher Records Day <b>MHS - No School</b>
Monday	March	2	3rd Trimester Begins
Saturday		7	Winter Formal
Friday		27	Last Day of Class before Spring Break
Monday	April	6	Classes Resume
Saturday	May	2	Prom
Monday		4	Senior Academic Awards Night
Monday		11	Underclass Academic Awards Night
Saturday		23	Graduation
Monday		25	Memorial Day – <b>No School</b>
Tuesday	June	2	Teacher Work Day- <b>No School</b>

## CONTACT INFORMATION

The following list will help you contact the appropriate people district-wide with any questions that you may have. If what you are looking for is not listed, contact the Maumee High School front office (419-893-8778) for assistance

Principal	Matt Dick	419-893-8778 ext. 251	matt dick@maumeeek12.org
Assistant Principal	Scott Perrotte	419-893-8778 ext. 252	sperrotte@maumeeek12.org
Athletic & Activities Director	Matt Szyndler	419-893-8778 ext. 253	mszyndler@maumeeek12.org
Athletic/Activities Secretary	Michelle Greenawalt	419-893-8778 ext. 256	mgreenawalt@maumeeek12.org
Attendance Secretary	Kristi Kolacki	419-893-8778 ext. 262	kkolacki@maumeeek12.org
Secretary	Kathy Kowalka	419-893-8778 ext. 261	kkowalka@maumeeek12.org
Credit Recovery Center	Karen Brebberman	419-893-8778 ext. 265	kbrebberman@maumeeek12.org
Dean of Students	Gretchen Brown	419-893-8778 ext. 254	gbrown@maumeeek12.org
Flex Credit	Donna Massengill	419-893-8778 ext. 257	dmassengill@maumeeek12.org
Food Services	Mary Bottoni	419-893-1182	mbottoni@maumeeek12.org
Guidance Secretary	Emily Buck	419-893-8778 ext. 259	ebuck@maumeeek12.org
Guidance Counselors			
11th / 12th Last Names (A-K)	Jackie Fuleky	419-893-8778 ext. 258	jfuleky@maumeeek12.org
11th/ 12th Last Names (L-Z)	Donna Massengill	419-893-8778 ext. 257	dmassengill@maumeeek12.org
9th / 10th (All)	Courtney Roberts	419-893-8778 ext. 255	croberts@maumeeek12.org
Penta Contact	Courtney Roberts	419-893-8778 ext. 255	croberts@maumeeek12.org
Library	Karen Brebberman	419-893-8778 ext. 265	kbrebberman@maumeeek12.org
New Student Enrollment	Nicole Hinsey	419-893-8778 ext. 260	nhinsey@maumeeek12.org
Nurse	Jane Fender	419-893-8778 ext. 283	jfender@maumeeek12.org
Parking Tags	Gretchen Brown	419-893-8778 ext. 254	gbrown@maumeeek12.org
On-line Grading	Emily Buck	419-893-8778 ext. 259	ebuck@maumeeek12.org
SAIL Counselor	Andrea Loch	419-893-8778 ext. 242	aloch@maumeeek12.org
School Resource Officer	Paul LaPlante	419-893-8778 ext. 243	plaplante@maumeeek12.org
Special Education (HS)	Kristi Biniker	419-893-8778 ext. 177	kbiniker@maumeeek12.org
Student Data Coordinator	Nicole Hinsey	419-893-8778 ext. 260	nhinsey@maumeeek12.org
Transportation	Mary Bottoni	419-893-1392	mbottoni@maumeeek12.org

Greg Smith, Superintendent

Joe Taylor, Student Services Director

Carole Burnworth, Director of Special Education

Paul Brotzki, Treasurer

# BELL SCHEDULE FOR CLASSES

## REGULAR DAILY SCHEDULE

1.	7:43 – 8:53	70 min.
2.	8:58 – 10:10 (announcements and attendance)	72 min.
3.	10:15 – 11:25	70 min.
4a.	<b>11:30 – 12:00</b> ; 12:05 – 1:15	30/70 min.
4b.	11:30 – 12:00; <b>12:05 – 12:30</b> ; 12:35 – 1:15	30/25/40 min.
4c.	11:30 – 12:40; <b>12:45 – 1:15</b>	70/30 min.
5.	1:20 – 2:30	70 min.

## TWO HOUR DELAY SCHEDULE

1.	9:43 – 10:27	44 min.
2.	10:32 – 11:18 (announcements and attendance)	46 min.
4a.	<b>11:23 – 11:48</b> ; 11:53 – 12:53	25/60 min.
4b.	11:23 – 11:48; <b>11:53 – 12:18</b> ; 12:23 – 12:53	25/25/30 min.
4c.	11:23 – 12:23; <b>12:28 – 12:53</b>	60/25 min.
3.	12:58 – 1:42	44 min.
5.	1:47 – 2:30	43 min.

## HOMEROOM SCHEDULE

1.	7:43 – 8:47	64 min.
Homeroom 8:52 – 9:17		25 min.
2.	9:22 – 10:28 (announcements and attend)	66 min.
3.	10:33 – 11:37	64 min.
4a.	<b>11:42 – 12:12</b> ; 12:17 – 1:22	30/65 min.
4b.	11:42 – 12:12; <b>12:17 – 12:42</b> ; 12:47 -1:22	30/25/35min.
4c.	11:42 – 12:47; <b>12:52 – 1:22</b>	65/30 min.
5.	1:27 – 2:30	63 min.

## EARLY RELEASE SCHEDULE

1.	7:43 – 8:27	44 min.
2.	8:32 – 9:17 (announcements and attendance)	45 min.
3.	9:22– 10:06	44 min.
4a.	<b>10:11 – 10:36</b> ; 10:41 – 11:41	25/60 min.
4b.	10:11 – 10:36; <b>10:41 – 11:06</b> ; 11:11 – 11:41	25/25/30 min.
4c.	10:11 – 11:11; <b>11:16 – 11:41</b>	60/25 min.
5.	11:46 – 12:30	44 min.

## EXAM SCHEDULE

### 1st Day

1.	[1st period exam]	7:43 – 9:01	78 min
2.	[2nd period exam]	9:06 – 10:24	78 min
3.	[reg class]	10:29 – 11:34	65 min
4a.	<b>11:39 – 12:09</b> ; 12:14 – 1:19	30/65 min	
4b.	11:39 – 12:09; <b>12:14 – 12:44</b> ; 12:49 – 1:19	30/30/30 min.	
4c.	11:39 – 12:44; <b>12:49 – 1:19</b>	65/30 min	
5.	1:24 – 2:30	66 min.	

### 2nd Day

1.	[3rd period exam]	7:43 – 9:01	78 min.
2.	[4th period exam]	9:06 – 10:24	78 min.
3.	[5th period exam]	10:29 – 11:47	78 min.
Exam Make-Up		12:00 – 1:18	78 min.

## **SCHOOL CLOSING FOR INCLEMENT WEATHER**

If the Maumee City Schools are to be closed due to inclement weather, this information can be heard by listening to one of Toledo's radio stations. The school administration will make every effort to have this information to the radio stations by 7:00 am. A message will also be sent to you using the instant alert system. Please do not call the school!!!

The front doors at Maumee High School will open 45 minutes prior to the start of the school day (typically 7:00 am) for student access.

## **GENERAL INFORMATION**

### **ACCIDENTS OR ILLNESS - IN-SCHOOL/EMERGENCY MEDICAL AUTHORIZATION**

All parents are required to complete and return an Emergency Medical Authorization card for their student at the beginning of each school year. Parents will be called at the phone numbers listed on this card when their student becomes ill at school. Parents will also be called regarding minor accidents and injuries. Severely ill or injured students who require immediate medical care will be treated according to the instructions the parent provides on the Emergency Medical Authorization card. Parents would be notified as soon as possible in such cases.

### **ANNOUNCEMENTS**

Daily announcements are read to all students via the PA system at the beginning of the second class period (9:00 am). Long running announcements are scrolled on the cafeteria monitors. In addition, all parents can access the announcements by utilizing the "daily bulletin" feature of the PowerSchool grading system. Announcements can be emailed home with this feature. All announcements must be previewed and approved by the administration.

### **CHANGE OF ADDRESS AND PHONE**

Parents are required to report any change of address and/or phone to the front office attendance secretary.

### **CIVIL RIGHTS STATEMENT**

The Maumee City School District, in accordance with guidelines established by Federal and State laws, offers educational activities, employment, programs and services without regard to race, color, national origin, sex, religion, handicap, or age. Anyone who has concerns or questions about possible discrimination should contact Director of Pupil Personnel Services, Title VI, Title IX and Section 504 Coordinator, at 716 Askin St. Maumee, Ohio 43537 (419-893-3200) for information or grievance forms. The Office of Civil rights, Region V, 55 Erieview Place, Room 222, Cleveland, Ohio 44114, (216-522-4970) may also be contacted.

### **In Case of Discrimination:**

The grievance procedures begin with the student presenting, in writing, his or her alleged grievance to the building principal or Title VI, Title IX, Section 504 compliance officer. A copy of the complete grievance procedure is available, upon request, from the Director of Pupil Personnel Services located in the Maumee City School District Board Office. The Maumee City School District is continuing to comply with Title VI, Title IX, and Section 504 regulations.

### **DELIVERIES TO SCHOOL FOR STUDENTS**

Any emergency item(s) that need to be delivered to a student, once the school day has begun, should be brought to the main office. The office staff will send for the student to receive the item(s). All flowers, candy, balloons, etc. will be kept in the front office and then picked up at the end of the school day. Students are not permitted to receive fast-food delivery during the school day.

### **DRIVER'S EDUCATION**

Students will complete driver's education through a private driving school. Remember, Ohio law requires anyone under age 18 to complete a valid driver's education course prior to receiving an Ohio operator's license.

### **ELEVATOR USAGE**

Only students who have permission from the principal may use the elevator.

### **EXTERIOR DOORS**

Exterior doors will be locked at 7:43 am and the only entry to the school building thereafter will be through the front office. Exterior doors may not be propped open during the school day.



## FIELD TRIPS

Field trips are academic activities that are held off of school grounds. There are also other trips that are part of Maumee High School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct and attendance policy apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate the Code of Conduct will be subject to school discipline and/or may have field trip privileges revoked.

## FOOD AND BEVERAGES

Food and beverages are permitted in the cafeteria and in classrooms, with permission of the individual teacher, where the food and beverage is part of the daily curriculum. Beverages are permitted in the hallways so long as there are no spills. Food and beverages are not permitted in the Performing Arts Center at any time.

## HALL PASSES

Hall passes are controlled by individual teachers and are a privilege, not a right. To use a hall pass, the student must sign the log noting time out, time in, and destination. Hall passes from the office may be marked as "immediate" or "when convenient" (at teacher's convenience). Students who are in the hall for an excessive period of time, as determined by the teacher, may be disciplined or may have their hall pass privilege revoked.

## HOMEWORK WHILE ABSENT

When a situation arises that a student will be absent from school for more than three days, parents are responsible for gathering homework by calling the guidance secretary at 419-893-8778. Prolonged absences should be made known to the student's guidance counselor to determine if alternative paths to receiving course credit should be explored.

## LIBRARY

The library is open to students from 7:25 AM to 3:00 PM. The faculty often bring classes to the library to find materials on assigned subjects and learn library and informational research skills. The students' ID card also serves as their library card and students may borrow books, magazines, and pamphlets. In addition to the books, the library has 32 computers available with access to the Internet, numerous on-line databases, and specialized programs for specific classes (i.e. Starry Night Backyard for Astronomy classes). Maumee High School library also has a web page that can be accessed through the high school web page. The web page has many databases that students may access at home. All students receive a password list, which is needed to access these databases at home. The librarian is here to help you. Don't hesitate to ask for assistance.

## LINK

All freshmen and students new to Maumee High School will be involved in the LINK program, a comprehensive program that will assist students with the transition into Maumee High School. The LINK program consists of student mentors, faculty advisors, and academic counselors who work together to foster a positive experience for all students new to our school. Student mentors are expected to be positive role models and trusted guides for the new students.

## LOCKERS

Every student will be assigned a locker. Students must use the locker assigned to them unless they make other arrangements with the Assistant Principal. Students may **NOT** share lockers. Students found to be sharing lockers may be subject to the demerit system. Only locks made especially for the school are permitted on lockers. Students are not required to place a lock on their locker, however all lockers without an approved lock will be secured. The school accepts no responsibility for the contents of lockers. The right to open and inspect lockers with or without the student's consent is held by the school. A student is to be held responsible for any school property found in his locker. Writing on the lockers is strictly prohibited. Lockers will also be available for physical education classes and athletic teams. Students are reminded to keep all physical education class lockers locked and secured at all times. Students who have a problem with their locker are asked to see the Assistant Principal.

## LOST AND FOUND

Lost and found items may be retrieved from the office.

## **PARENT ACCESS – ELECTRONIC GRADEBOOK**

This feature of the Maumee High School electronic gradebook allows parents to keep track of student progress and communicate directly with classroom teachers. **Account information (login/password) will be given to students via homeroom.**

## **POSTERS**

Any posters fastened to the walls must be attached with masking tape, and then only to the ceramic tile. **Nothing is to be attached to the painted area of the wall.** All posters must be approved by the principal.

## **SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school, or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State Statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **RESIDENCY/ENROLLMENT**

Only student residents or court-placed non-residents may attend Maumee High School tuition free. The Maumee City Schools are not an "open enrollment" district and do not accept students from out-of-district. Parent(s)/Guardian(s) have the responsibility to establish and maintain a permanent residence and may be asked to prove residency at any point during the year. Parent(s)/Guardian(s) who cannot prove residency to the satisfaction of standard established by the Maumee City Schools board will be required to withdraw their child and pay tuition restitution.

To enroll in Maumee City School, students and parents must furnish the following information about the student:

1. birth certificate
2. complete immunization record
3. proof of residence
4. proof of custody
5. a parent/guardian must accompany an enrolling student who is under the age of 18
6. any available school records, though not required at the time of enrollment, would be most helpful. We will request official records from the previous school.
7. any other court document or affidavit that is necessary to complete the enrollment process.

## **STUDENT FEES AND FINES**

Most courses will have School Board approved expenses involved. Be sure that you are aware of what the financial obligations are involved in the course. All fees and fines must be paid before the a student may participate in the graduation ceremony, receive a diploma, or receive a requested transcript.

## **STUDENT PICTURES/ID'S**

All students can have an individual portrait picture taken at school for a minimal cost. Underclassmen (grades 9-11) have their picture taken in the first weeks of school. Students who wish to purchase additional pictures can make arrangements at the time the picture is taken with the photographer. If for some reason the picture results are not satisfactory, picture retakes are scheduled at a later date. The exact picture retake day will be given on the morning announcements. Seniors are generally contacted by a local photography agency to schedule an appointment to take a formal senior portrait. This arrangement is made by a photographer working in conjunction with the school yearbook. The photographer appointments are normally scheduled in the summer months. Students are under no obligation to engage the school-designated photographer. Be advised, however, that this photographer does provide the pictures to be included in the senior section of the yearbook. **Student ID's are required for attendance to many MHS functions including dances, lock-in, etc.**

## **STUDENT RECORDS (FERPA)**

Student records will only be released in accordance to Maumee City Schools District Policy 8330.

## **STUDENT RECORDS/TRANSCRIPTS**

May be requested from the guidance secretary.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. Maumee City Schools will not be held liable for any loss or damage to personal valuables.

## **SURVEILLANCE CAMERAS**

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff, and students.

## **TEXTBOOK CARE**

Charges will be assessed for books receiving greater damage than could be expected from normal use and wear. The replacement price of a book will be charged for a lost book.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **VISITORS**

Visitors, particularly parents and former students, are welcome at Maumee High School. Visitors must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without a pass or in an area that they were not authorized to visit, will be removed from the building. If a person wishes to confer with a member of the staff – teacher, counselor, or administrator – he/she should call for an appointment prior to coming to Maumee High School in order to schedule a mutually convenient meeting time. Visitors who arrive without an appointment may or may not be attended to depending on the daily course of events. Students may not bring visitors to school.

## **WITHDRAW/TRANSFER FROM SCHOOL**

Secure and complete a withdraw report from the Guidance department. All books are to be returned and all fines paid to receive a transcript of grades for credit earned. No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. Parents must notify guidance about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of parent notice or request.

## **WORK PERMITS**

Work permits are obtained through the high school office. Retention of this permit is contingent upon the student's academic progress and attendance at school.

# **ACADEMICS**

The oldest chartered high school in the State of Ohio, Maumee High School is a public comprehensive/college preparatory high school with 6 basic programs to help individualize instruction: (1) College Preparatory, (2) Accelerated, (3) Honors & Advanced Placement, (4) Specific Learning Disabilities, (5) Multiple Handicaps, and (6) Vocational Programs through Penta Career Center. Five 70-minute periods are scheduled daily, 5 days per week, with 180 student days in session. Maumee High School has been continuously accredited by the North Central Association of Colleges and Schools since 1936.

Maumee High School has 66 certified faculty members with 19.7 average years of experience. In addition to a bachelor's degree in education, 50 staff members have a master's degrees and 4 have an educational specialist degree. 100% of the faculty is regognized as "highly qualified" in their content area.

## 14-15 ACADEMIC AWARDS NIGHTS

5/11/15 - Underclassmen (grades 9-11) Departmental Awards Night - 7:00 pm in MHS Performing Arts Center: Students and parents of students receiving awards will be sent an invitation letter.

5/4/15 - Senior Awards Night – 7:00 pm at St. Luke’s Hospital Conference Room - Students and parents of students receiving awards will be sent an invitation letter.

## COURSES AND CURRICULUM

Please consult the Maumee High School Curriculum Guide available in the Guidance Office and on the Guidance website.

## CREDIT RECOVERY CENTER

While the trimester, by design, gives the students opportunity to quickly re-take failed courses, some students may find themselves jeopardizing their graduation date due to a lack of academic credit. The Credit Recovery Center, located in the High School library, allows students to take online courses via NovaNet to recover credit. Time in the CRC is scheduled in place of electives that the student may have registered to take. Students entering Maumee High School who are credit deficient for their age may be placed in the CRC for part of the school day until credit is recovered.

## ADVANCED PLACEMENT FINAL EXAM EXEMPTION

Students who sign up for the final trimester of one or more AP courses **and** take the AP tests that correspond to those classes may, at teacher discretion, be exempted from the final exam unless the course has an associated state-mandated exit exam. Student who qualify for this waiver may be excused from the building during that class period provided they fill out and return an “AP Waiver form” that must be signed by both the teacher and the parent. Any student who takes the 3rd trimester of an AP course, but elects not to take the AP test, will be required to take a teacher-generated final exam.

## GRADUATION REQUIREMENTS - GENERAL

The State Department of Education licenses Maumee High School as a high school of the first grade, the highest level in the State. A student must earn the specified units of credit in order to graduate from Maumee High School. A unit is 2 trimesters worth of work in a class which meets five days each week and has homework as a part of the course. At Maumee High School, you earn credit for each trimester of a course that you pass. Students are responsible for keeping track of their credit and making sure that they are in line to graduate. Please contact your counselor should you have any questions or concerns about graduation requirements. Students in grades 10-12 must also pass all parts of the Ohio Graduation Test. This test includes Reading, Math, Writing, Science and Social Studies. Students will have multiple chances to pass the examination. Students in the class of 2017 and beyond may also be required to pass a series of state required end-of-course exams to graduate. The following credits are required to graduate from Maumee High School:

English (9,10,11,12 series)	4 units
Social Studies (must include 1/2 unit US hist., 1 unit Gov't/Econ)	3 units
Science (must include 1 physical, 1 life, and 1 advanced)	3 units
Mathematics (must include algebra 2)	4 units
Health/Physical Ed.	1 unit
Visual/Performing Arts*	1 unit*
Electives	7 units
<b>Total Units Required</b>	<b>23 units</b>

\*Classes currently meeting this requirement are: Art (any class); Music (any class); Theater; Interior Design; Images & Fashion; Multimedia; Electronic Media.

In order to participate in the Maumee High School graduation ceremony, the student must meet the requirements as stated above, have paid all outstanding student fees, and have served all assigned disciplinary consequences.

## GRADUATION REQUIREMENTS - HONORS DIPLOMA

To receive a State of Ohio Honors Diploma, graduating classes 2011 and beyond must meet 7 of the 8 following criteria:

- a) 4 units of English
- b) 4 units of math including Algebra I, Geometry, Algebra II, and another higher level mathematics course or a four-year sequence of courses that contain equivalent content.
- c) 4 units of Science including Physics and Chemistry
- d) 4 units of Social Studies
- e) 3 units of Foreign Language including at least 2 units in each language studied.
- f) 1 unit of Fine Arts
- g) 3.5 Grade Point Average on a 4.0 scale
- h) 27 on the ACT or 1210 on the SAT (excluding scores from the writing sections).

\*The "Ohio Honors Diploma" is not used for college and scholarship consideration. Students are encouraged to pursue the most rigorous curriculum available that meets their college/career goals.

## HONOR ROLL

An honor roll will be posted at the end of each trimester to recognize the academic efforts of Maumee High School students. Highest honors will require the student to achieve a 3.75 GPA or higher; Honors will require the student to achieve a 3.5 GPA or higher. Grades of D, F, Unsatisfactory, or Incomplete will make the student ineligible for the honor roll that trimester. Students are required to earn grades in a minimum of 3 Maumee High School courses during the trimester to be eligible for the Maumee High School Honor Roll.

## HONORS PROGRAM

Honors program courses include all accelerated, honors, advanced placement (AP), and dual-credit courses. Program eligibility and course descriptions are available in the Honors Program Handbook.

## POST-SECONDARY ENROLLMENT/DUAL CREDIT OPTION

Qualified Maumee High School students have the option of attending eligible two and four-year colleges and universities which offer both high school and college credit concurrently. These courses may occur on the college campus or at Maumee High School. Plans must be made well in advance. Interested students should contact a Maumee High School counselor for information. All fees are paid for the student by the State of Ohio. Most colleges require a high grade point average for admission to the program. The deadline for applying for these options is March 31 of each school year. All interested students and a parent are required to attend a state mandated meeting held at the high school in February or March.

## SCHEDULE CHANGES

In order to plan staff and facilities within a public school system, it becomes necessary for commitments once made by the student to be binding. Schedule changes / request for course changes fall under two categories

(1) school-initiated changes, and (2) student convenience changes.

1. *School-initiated changes* may be due to schedule conflicts, merit acceleration, credit recovery, or any related reason in which the guidance office or administration need to change a student schedule. This type of change can occur at any time.

2. *Student convenience changes* are considered to be any other type of schedule change request that is not initiated by the administration or guidance office. Reasons may include – but are not limited to – wanting a different elective, changing the class order, etc. Persons requesting such a change must obtain a

"schedule change request form" in the guidance office and return the form – signed by a parent – before the end of the third day of any trimester for these changes to be considered. These changes will be considered after all required core area changes have been made and if space is available.

## **SPECIAL EDUCATION**

Special Education is specially designed instruction, at no cost to the parent, to meet unique needs of a handicapped student. The student must be of legal school age, receive a multifaceted evaluation, meet the eligibility requirements for one or more of the program areas, and have an IEP (Individual Educational Plan) specifying instructional needs which can only be met through the provision of special education. Maumee High School offers the following programs:

- Specific Learning Disabled Program
- Multiple Disabilities Program
- Cognitive Disability Program
- Emotionally Disturbed Program
- Hearing-Impaired Program
- Visually-Impaired Program
- Orthopedically and/or other health handicapped program

## **TESTING PROGRAMS**

Students will have, as a requirement for graduation, passage of the Ohio Graduation Test (OGT). Student have the first chance to take all parts of the OGT in spring of their Sophomore year. Juniors and Seniors who need to pass one or more parts of the OGT will have two opportunities during the school year and one additional opportunity during the summer. College readiness and college entrance exams are also offered at Maumee High School. Sophomores and Juniors may elect to take the PSAT at their own expense. Juniors and Seniors may elect to take the ACT and/or SAT at their own expense.

## **WEIGHTED GRADING SYSTEM**

As adopted by the Maumee Board of Education on December 15, 1986, the 4-point weighted system is in effect. This is an effort to have Maumee High School students compete on a more equal basis with students from area high schools for college admissions and scholarships. Under this grading system; one additional quality point will be applied for the grades of A or B in all Honors and Advanced Placement (AP) courses as well as some Dual-Credit courses as identified by the administration and guidance staff and approved annually by the Board of Education. (See course listing below). Dual grading systems will be maintained, one based on a regular 4-point system (A = 4, B = 3, C = 2, D = 1, F = 0) and one based on a weighted system which gives an additional point to the grades of A and B (A = 5, B = 4, C = 2, D = 1, F = 0) in the courses indicated. The 4-point weighted system is used to compute and report grade point averages and class ranks for college admission and scholarship purposes. The regular 4-point system will be used to compute and report grade point averages and class ranks for ALL other purposes.

## **COURSES TO RECEIVE WEIGHTED**

### **A (5 POINT) AND B (4 POINT) GRADES**

English 9 Honors	Spanish 1 Honors	Geometry Honors
English 10 Honors	Spanish 2 Honors	Algebra 2 Honors
English 11 Honors	Spanish 3 Honors	Honors Intro to Calculus
AP Eng. Lit/Comp	Spanish 4 Honors	Honors Trigonometry
AP US History		AP Calculus (AB)
American Government Honors		AP Calculus (BC)
Economics Honors		Biology Honors
		Chemistry 1 Honors
		AP Chemistry
		AP Biology
		AP Physics

## ATTENDANCE POLICY

The Maumee City Schools, through the tenets of the Ohio Administrative Code (3301-18-01), set the statewide attendance target rate of 93% for all students. In an effort to reach that target, the Ohio Department of Education allows school boards of education to establish an attendance policy that is tied to the awarding of academic credit. Students who do not meet this requirement will not be eligible to receive academic credit for courses taken. In a trimester, this equates to 6 days of accumulated absence under the category of **absences counting towards the 6-day limit**. Students will receive a warning letter when they have reached 3 days of accumulated absence under the category **absences counting toward the 6-day limit**. Once a student surpasses 6 absences, the student will lose academic credit. Truancy – a term defined by Ohio Revised Code – gives guidance to school districts on when legal intervention is appropriate for enforcing compulsory attendance laws.

Absences not counting towards the 6-day limit (excused absences):

- \*Medical – Confirmed (Signed Dr.'s note of excuse required)
- \*Family Illness – Confirmed (Signed Dr.'s note of excuse required)
- \*School sponsored field trip
- \*College Visit – Confirmed (Juniors and Seniors only; documentation from college official required; 3 days maximum)
- \*Court Appointment – Confirmed (Court letter of excuse required)
- \*Serving as an election precinct worker – Confirmed (note required from precinct supervisor)
- \*Quarantine of Home (note required from Lucas County Health Department)
- \*Death of Immediate Family Member
- \*Observation or celebration of a bona fide religious holiday.
- \*In-school reassignment

Out-of-school suspension

Absences counting towards the 6-day limit:

- \*Medical or Personal Illness without a Dr.'s note of excuse
- \*Family Illness without a Dr.'s note of excuse
- \*College Visit – Unconfirmed
- \*Court Appointment – Unconfirmed
- \*Death of a non-immediate family member or friend

Family Vacation / Convenience

Truancy

Unexcused Absence

Other absences not classified as “excused” above (oversleeping, car troubles, missed bus, etc.)

\* **Homework, tests, quizzes, and in-class assignments** missed due to absences through any of the categories marked by an asterisk (\*) above can be made up for full credit under the following conditions:

- (a) The student/parent must contact the teacher directly or through the guidance office to arrange for a list of assignments missed, and (b) Typically the student will have one (1) additional day upon return from an absence to complete all missing work and turn it in to the teachers regardless of the number of days missed unless different arrangements have been made with the guidance office after condition (a) above was fulfilled.

Categories above NOT marked with an asterisk are those in which the teacher has complete discretion on whether the test, quiz, homework, or in-class assignment can or cannot be made up. In the cases of “truancy”, “unexcused absences”, or “out-of-school suspension”, no academic credit will be awarded for any missed work regardless. Missed work will be marked as a “zero” in the grade book with natural grade implications for the overall course grade.

**Full Day Absences** will be applied to all 5 courses.

**Period and Partial Day Absences** will be applied to the courses that were missed by the absence.

**First Period Unexcused Tardies / Lates** of more than 30 minutes (8:13 am) will result in a recorded unexcused absence for the class in which the tardy occurred. Two “free” late arrivals of 30 minutes or less will be permitted before disciplinary action is taken.

## **NOTIFICATION & LOSS OF ACADEMIC CREDIT**

Excessive school absence will result in the loss of all academic credit for the trimester as well as possible school discipline and/or referral to Juvenile Court. Loss of academic credit can occur in one course only or up to as many as all courses for the trimester depending on the nature of the absences. Once the student surpasses the 6th day in absences counting towards the absence limit, academic credit is lost. A "Loss of Academic Credit" letter will be sent out on as soon as possible. It may be possible that, should the student hit the limit on excessive absence at the very end of the trimester, the parent may not be informed until after the trimester has ended. Once the 3-day warning has been received, it is the responsibility of the student and parent to keep good track of school absences that may result in a loss of credit status. The false reporting of absence will be considered as truanancies by the office. Truancy – a term defined by Ohio Revised Code – gives guidance to school districts on when legal intervention is appropriate for enforcing compulsory attendance laws (i.e.: deploying a Truancy Officer and/or making a referral to Juvenile Court).

## **REPORTING OF ABSENCE**

Parents are requested to call the high school at 419-893-8778 to report student absences. Student absences should be reported between 6:00pm on the night prior until 10:00 am on the day of the absence. Any high school secretary can take the report from the parent or a message may be left on the automated system. The school attendance office will attempt to call parents of absent students after 10:30am if no report has been made to the school. Written explanations of student absences are not required if the parent has called the high school.

However, written excuses are necessary when the parent was unable to call to report the absence on the day the absence occurred. The notes should be taken to the attendance secretary on the first day the student returns to school after his absence.

Absences unreported via phone or excuse note will be considered unexcused/truant. Students who are determined unexcused for reasons such as: over-sleeping, car problems, missing the bus, etc. will receive school discipline.

## **EXCUSED LATE ARRIVALS AND EARLY DISMISSALS FROM SCHOOL**

If a student is late to school or must be released early due to an excused absence (Ex. Doctor's appointment), the parent should provide the office with a note explaining the absence. Early dismissal notes should also include the exact time of release as well as if the student or parent will be providing transportation. For the absence to be regarded as "excused" and not count towards the 6-day limit in any particular class, appropriate documentation must be provided within 24 hours.

## **ATTENDANCE AND ACTIVITIES**

Students must be in attendance for a minimum of two periods of the school day to be eligible to attend or participate in extra-curricular activities and athletic events. Exceptions may be made by the high school administration prior to participation in the event. Students and parents should contact an administrator immediately if there is a question regarding attendance and or participation.

## **FAMILY VACATIONS DURING SCHOOL DATES**

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. Therefore, family vacation absences will be considered **unexcused** and will count towards the 6-day limit. Lack of informing the school of a personal vacation is considered **truancy** and will be handled as such. It is incumbent on the student & parents to check with the office prior to the planning of a vacation to see if the number of vacation days would result in a loss of academic credit. If this is the case, the student will be advised not to take the vacation.

The school must be notified before a convenience absence or vacation absence is taken. The procedures listed below must be followed so that the convenience absence or vacation absence is not counted as a truancy:

1. The student must obtain a "Convenience Absence Application" from the main office prior to the absence.
2. The "Convenience Absence Application" must be filled out by the student, his or her teachers, and a parent/guardian prior to the absence.
3. After completing the form, it must be presented to the principal's office for final approval prior to the convenience absence.

Teachers are not required to grade, examine, or correct any work done by the pupil during the absence. Teachers are also not required to provide any homework, notes, quizzes, tests, etc. in advance of a planned convenience absence. Lastly teachers are not required to provide opportunities to make up work missed by the convenience absence. The school can assume no responsibility for a drop in grades suffered by a pupil who is absent due to personal convenience.



# TRUANCY

Ohio Revised Code 2151 clearly refines truancy in the following ways: (1) Habitual Truant – any child who is absent from school without a legitimate excuse for five or more consecutive school days, seven or more days in one school month, or twelve or more days in a school year. (2) Chronic Truant – any child who is absent from school without a legitimate excuse for seven or more consecutive school days, ten or more days in one school month, or fifteen or more days in a school year. These are Unclassified Misdemeanors and may result in, but are not limited to, court action, community control, and driving suspensions.

When the front office is made aware that a student reaches the status of “Habitual Truant”, a formal notice will be sent to the parent notifying them of potential charges and consequences as well as a referral to a truancy officer. If the student reaches the status of “Chronic Truant”, a second formal letter will be sent out from the Assistant Superintendent’s office after which charges may be filed against the parent and/or truant student.

A parental phone call does not necessarily constitute a “legitimate excuse” under law.

## DISCIPLINARY CODE OF CONDUCT

The Board of Education acknowledges that conduct is closely related to learning, i.e., an effective instructional program requires an orderly school environment.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this district to adhere to the administrative guidelines promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school busses and property under control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes (1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and (2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

In accordance with Substitute House Bill No. 421 and under the Ohio Revised Code, Section 3313.661, the following Student Discipline Code for the Maumee City School District has been formulated. Violation of the Code of Conduct may result in verbal or written warning or reprimand, demerits, referral to guidance counselor, parental contact or conference, detention, in-school reassignment, Saturday school, community service, emergency removal, referral to law enforcement agencies, out-of-school suspension, or expulsion.

### OFFENSE

1. Class truancy
2. Failure to comply with a teacher punishment
3. Student in an unauthorized area
4. Dress Code Violations
5. Cafeteria disturbances
6. Leaving school building without permission
7. Leaving a class without teacher’s permission and/or knowledge
8. Miscellaneous offenses

### ACTION

- Three demerits
- One demerit & the teacher’s punishment must be served
- Three demerits
- Three demerits, student will not be permitted to return to class until clothes are changed. Second and subsequent offenses will result in 6 demerits.
- One to fifteen demerits
- Six demerits
- Three demerits
- One to fifteen demerits

- |  |  |
|--|--|
| 9. Public display of affection   | First offense-warning<br>Second offense three demerits<br>Third offense six demerits   |
| 10. Insubordination  | One to fifteen demerits  |
| 11. Classroom disturbances   | One to five demerits   |
| 12. Use of laser lights, iPods/MP3 Players, etc. in or at restricted times or areas. | Three demerits & confiscation. of device. Parent must pick up the confiscated item for the second and subsequent offenses and the student will receive 6 demerits.                                     |
| 13. Driving/Parking violations   | Three demerits for first offense. Towing and/or suspension of driving/parking privileges for subsequent offenses.  |
| 14. Unexcused tardy to school  | One to Three Demerits  |
| 15. Acceptable Use Policy (cell phones, pictures, web usage, video taping)           | Confiscation, Loss of privilege, and/or 1-15 demerits and/or appropriate discipline commensurate to the offense. Subsequent violations will result in parent having to pick up the confiscated device. |

Students who do not receive any demerits for a whole month will have 3 demerits subtracted from their demerit total.

**First Accumulation Experience (15 demerits)**

- |               |                                   |
|---------------|-----------------------------------|
| at 7 demerits | Dean of Students notifies parents |
| 15 demerits   | Saturday Detention                |

**Second Accumulation Exp.(12 demerits)**

- |               |                                   |
|---------------|-----------------------------------|
| at 6 demerits | Dean of Students notifies parents |
|               | 3 day in-school reassignment      |

**Third Accumulation (10 demerits)**

- |               |                                   |
|---------------|-----------------------------------|
| at 6 demerits | Dean of Students notifies parents |
| 10 demerits   | 5 day in-school reassignment      |

**Fourth Accumulation (5 demerits)**

- |               |                               |
|---------------|-------------------------------|
| at 5 demerits | 10 day in-school reassignment |
|---------------|-------------------------------|

**Fifth Accumulation (5 demerits)**

- |               |  |
|---------------|--|
| at 5 demerits | 3 day out-of-school suspension.<br>possible recommendation for expulsion |
|---------------|--|

**Sixth Accumulation (5 demerits)**

- |               |                                |
|---------------|--------------------------------|
| at 5 demerits | 5 day out-of-school suspension |
| 12 demerits   | recommendation for expulsion   |

**A student who returns from an expulsion will be subject to the following levels and consequences for the remainder of that school year.**

**First Accumulation (10 demerits)**

- |               |                                   |
|---------------|-----------------------------------|
| at 5 demerits | Dean of Students notifies parents |
| 10 demerits   | 5 day in-school suspension        |

**Second Accumulation (5 demerits)**

- |               |                             |
|---------------|-----------------------------|
| at 5 demerits | 10 day in-school suspension |
|---------------|-----------------------------|

While understanding the student's basic constitutional rights—such as the right to speak and express opinions, even if unpopular—the Code is to ensure that an individual will not deprive or disrupt the educational process of others.

The Penta Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the student Code of Conduct of either Maumee High School and/or the Penta Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school INCLUDING athletic coding.

## **A VIOLATION OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION, INCLUDING REMOVAL, SUSPENSION, OR EXPULSION**

- Rule 1 A student shall not possess, transmit, conceal, consume, or show evidence of consumption, or offer for sale any alcoholic beverage, illegal drug, unprescribed drug, counterfeit drug, or drug-related paraphernalia. A student needing to have a prescribed or non-prescription drug/medication in his/her possession for health reasons shall register such drug/medication with the school principal or his/her designee.
- Rule 2 A student (K-12) shall not possess, use, transmit, or conceal tobacco.
- Rule 3 A student shall not cause or attempt to damage any school property.
- Rule 4 A student shall not haze, harass, coerce, physically threaten any student, staff, or faculty member or person.
- Rule 5 A student shall not damage and/or vandalize private property at a school activity, function, or a school-sponsored event off the school grounds.
- Rule 6 A student shall not participate in a fight in the school building, on school grounds, directly on his/her way to and from school, or at any school-related function or activity.
- Rule 7 A student shall not assault or behave in such a way as could cause physical injury to any party.
- Rule 8 A student shall not verbally assault, threaten, or use abusive and/or obscene language in addressing any person, the staff, faculty, or other students either verbally or in writing.
- Rule 9 A student shall not possess, handle, transmit, or conceal any dangerous weapon or any instrument capable or appearing to be capable of causing serious bodily injury to a person.
- Rule 10 A student shall not cause any school routine to be disrupted. This includes, but is not limited to, disruptions through acts of violence, bomb threats, false fire alarms, insubordination, use of explosives, or indecent exposure. This also includes disruptions to the programs in another school building after dismissal from his/her own school program. A student shall not ignite any combustible material or be party to such act in the school buildings or on school property.
- Rule 11 A student shall not engage in or be a party to the theft of private or school property while on school grounds or in the school buildings or at a school-related activity.
- Rule 12 A student shall not violate school board policy or school rules as outlined in individual school building rules and regulations (e.g., tardiness, truancy, insubordination, unauthorized use of automobiles, violations resulting in demerits, etc.)
- Rule 13 A student receiving multiple suspensions may be recommended for expulsion.
- Rule 14 A reassigned student, grades 6-12, may serve reassignment time in the reassignment classroom. Unexcused absences or refusal to attend reassignment will be treated as truant from school and could result in referral to the Children's Services Bureau and/or the Juvenile Court.
- Rule 15 A student shall not give or sign the name of another person for the purpose of misleading school personnel. When asked, the student must give accurate identification to school personnel. A student who has been expelled by another district, may be temporarily denied admission to the District's schools during the period of expulsion even if that student would otherwise be entitled to attend school with the District. Prior to denying admission, however, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Superintendent determines to be relevant.

The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension. The Board designates the Assistant Superintendent as its representative at all hearings regarding the appeal of an expulsion.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes.

## ACADEMIC HONESTY

Maumee High School recognizes its responsibility in the development of students as responsible citizens. As part of this development, Maumee High School encourages students to maintain a high standard of ethics, academic honesty, and sense of personal honor and integrity.

Maumee High School realizes that in society today, there has been a growing acceptance of unethical activities and standards. The High School, therefore, is encouraging its staff and students to foster positive attitudes toward an academic career with a foundation built upon high standards of academic honesty and integrity.

Maumee High School Supports a policy wherein any student found to be participating in academic dishonesty will be subject to disciplinary procedures.

Violations of academic honesty may include, but are not limited to the following:

1. Copying another student's work, whether handwritten or computer file, without the teacher's consent
2. Copying another student's answers from a quiz, test, in-class assignment or homework without the teacher's consent
3. Plagiarism in any manner
4. Using notes, textbook or cheat sheets on quizzes, tests, and daily assignments without teacher's consent
5. Aiding another student in any way to violate the academic honesty policy

The teacher reserves the right to permanently keep any assignment, quiz, test, project, computer disk, flash drive or any external memory device of a student who the teacher suspects is a in violation of the academic honesty policy.

Penalties for violation may include any of the following:

1. A zero on the assignment, project, test or quiz on which the cheating occurred
2. A phone call to the parents
3. Demerits
4. Detention
5. Conference with or disciplinary action assigned by an administrator
6. Suspension
7. Loss of Computer lab privileges



# **ANTI-HARASSMENT (BOARD POLICY 5517)**

## **GENERAL POLICY STATEMENT**

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, age or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Retaliation against individuals who make good faith reports of harassment is prohibited. Individuals who are found to have engaged in unlawful harassment or retaliation will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

## **DEFINITIONS: SEXUAL HARASSMENT**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

**NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.**

## **OTHER UNLAWFUL HARASSMENT**

Prohibited harassment on the basis of race, national origin, religion, disability, age or other protected characteristic occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's protected characteristic or characteristics and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's protected characteristic such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to customs, language, manner of speaking, appearance, impairments or limitations.

## **REPORTS AND COMPLAINTS OF HARASSING CONDUCT**

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and in the School District Annual Report to the public.

The Superintendent shall establish Administrative Guidelines describing the process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **PRIVACY/CONFIDENTIALITY**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **SANCTIONS AND MONITORING**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. Sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

## **EDUCATION AND TRAINING**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to students, administrators, teachers, staff and other school personnel related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general, will be age and content appropriate.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, text messaging) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the board president.

## COMPLAINTS

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior will be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention which may include mediation where appropriate, and includes any disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and or disciplinary action. This may include up to expulsion for students, up to discharge for employees, and exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their names be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report to be anonymous.



## **PRIVACY/CONFIDENTIALITY**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **REPORTING REQUIREMENT**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the district web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **NOTIFICATION**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **EDUCATION AND TRAINING**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the district shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

## **IMMUNITY**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **POSITIVE BEHAVIOR INTERVENTION SUPPORTS**

Each school building within the Maumee City Schools provides a system of positive behavior supports for students. Program and building rules are designed to promote citizenship, ensure safety of all and reduce problematic behavior. Each school building implements programs to reinforce appropriate student behaviors and analyzes discipline data in order to determine how to best promote appropriate student behaviors and diminish challenging behaviors. Teams at each building are trained in Crisis Prevention Intervention techniques for managing students who present unsafe behaviors. Limited physical restraint and seclusion are used only to maintain the safety of all and within the policies adopted by the Maumee Board of Education Board Policy 5630.01 in compliance with the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restrain and Seclusion. Every instance of physical restraint and/or seclusion will be documented and reported to parents. If a parent/guardian believes that his/her child has been improperly physically restrained or placed into seclusion, the parent may file a written complaint with the Superintendent.

## **TEACHER ASSIGNED DETENTION SYSTEM**

Teachers may elect to assign detentions for small classroom rules infractions such as tardies to class (2nd through 5th periods), classroom disturbances, missing homework, etc. The teacher has the authority to assign a length of detention that they deem appropriate based on the rule violated. The teacher also may elect to have the detention served with the teacher or the building administration before or after school. Students assigned a teacher detention generally have one week to complete the detention, but the individual teacher has the discretion to reduce that window of time. Detentions are served at the convenience of the teacher or administrator, not the student. If the student does not serve the detention within the allotted time window, a disciplinary report will be written and the student will be issued one demerit for not completing the detention plus an additional demerit for every day from then on until the detention is served.

## **DENIAL OF SCHOOL PRIVILEGES**

Students at any grade level may be denied school privileges by the principal or his/her designee for a duration of time as determined by the principal or his/her designee and for any reason deemed appropriate by the principal or his/her designee. Such privileges may include, but not limited to, the following: eating with friends in the cafeteria, movement in classroom normally permitted students who exhibit good citizenship, moving freely in non-classroom areas of the school, attending school assemblies, dances, sporting events, club meetings, class trips, special events, attending and/or participating in extra-curricular and co-curricular activities.

## **IN-SCHOOL REASSIGNMENT PROGRAM (I.R.P.)**

The I.R.P. is an alternative to out-of-school suspension. The I.R.P. will allow a student to do work and receive credit. Their assignment is based upon their agreement on the guidelines listed below. Students who qualify for intervention services will still have access to these services while in the I.R.P.

1. Hours for the I.R.P. are the same as a regular school day.
2. Students are responsible to bring all books and materials to the I.R.P. room for the duration of their reassignment. Students may bring appropriate reading material which can be used when school assignments are completed.
3. Students are to remain in the room, in their seat, quietly working on school assignments.
4. Lunch: Students will eat lunch in the I.R.P. room.
5. Students are responsible for returning finished work to I.R.P. supervisor. Following completion of assignments, the I.R.P. supervisor will return them to the teacher. Teachers will give appropriate credit for work completed. The student will receive no credit for work not completed.
6. While in attendance, each student shall observe the Student Discipline Code and the rules for the I.R.P. classroom.
7. Any violations while attending the I.R.P. classroom may lead to an out of school suspension.
8. Absence/Tardy: Any student absent from the I.R.P. will make up the day missed. Any student tardy up to one hour will make up the time missed.
9. Tests may be sent to the I.R.P. teacher to administer. Tests not sent by the classroom teacher will be made up following the re-assignment.
10. Assigned days not served at the end of the school year may be carried over to the next school year.

## **SATURDAY SCHOOL DETENTION**

A Saturday detention will be assigned when students have accumulated the 1st level of demerits, which is 15 demerits. Saturday detentions will meet from 8:00 am until 12:00 pm in the high school. Students will be given instructions on where to enter the building and must bring school-related materials with them. Doors open at 7:50 am. Students must be on time.

## **OUT OF SCHOOL SUSPENSION**

Students who are issued an out of school suspension will receive no credit for academic work while they are serving their out of school suspension. This includes students who are removed from in school reassignment for not following directions.

## **EXPULSION**

Students who are issued an expulsion, or removal from school for an extended period of time, for Code of Conduct violations will be withdrawn from the school. The expelled student is not permitted on school property or grounds nor are they permitted to be on another property connected to activities or incidents that have occurred on school district property including, but not limited to, locations of extra-curricular events, performances, or competitions.

## **PARTICIPATION IN SCHOOL-RELATED ACTIVITIES WHILE SERVING IN-SCHOOL REASSIGNMENTS, SUSPENSION OR EXPULSION**

Students who are serving in-school reassignment or are suspended may not attend or participate in extra-curricular activities or athletic events during the length of their suspension. A day of suspension shall be defined as the twenty-four hour period beginning at 7:43am and ending at 7:43am the following day. Students whose in-school reassignments or suspensions are in affect over a weekend are not eligible to participate in activities over that weekend. For example: a student suspended for Friday, Monday and Tuesday, would not be permitted to participate in activities over the weekend. A student whose last day of suspension is on a Friday would not be allowed to participate until 7:43am Saturday morning. Extra-curricular activities include but are not limited to athletic events, school sponsored dances, club meetings and other school sponsored activities, music performances (see administration for clarification), awards ceremonies, theater performances, and competitions. Students who are suspended out-of-school or expelled are not permitted to be on school district property or at another property connected to activities or incidents that have occurred on school district property including, but not limited to, locations of extra-curricular events, performances, or competitions.

## **STUDENTS AS ADULTS**

Students who are 18 years of age or older are required to comply with all school regulations. An adult student may be dismissed for failure to maintain satisfactory attendance, academic progress or behavior as set forth in the school's conduct policies. All consents, waivers, etc. that are normally required of parents or guardians of minor students may be signed by the independent adult student. Students living at home with their parents must have parental permission in regard to attendance.

## **DRUG ABUSE AND ALCOHOL GUIDELINES**

In recent years, a growing incidence of pupil involvement with drugs and alcohol has come to the attention of school officials. In response to this situation, we have composed the following guidelines in an attempt to deal with the issue of pupil involvement.

A student shall not possess, use, transmit, conceal or be under the influence of any unregistered drugs, narcotics, or alcohol.

This rule applies to school buildings school grounds, school busses, and/or during school-sponsored activities on or off school property.

Possession of apparatus or paraphernalia associated with the use of any unregistered drugs or narcotics is strictly prohibited on school property or at any school-sponsored function. Violation of this rule will result in suspension up to ten (10) days and referral to the Maumee Police for formal charges.

# **MAUMEE CITY SCHOOLS STUDENT DRESS POLICY**

Student dress for school is a matter that is perhaps most appropriately decided by the students and parents. In general, the District's policy is that students are not allowed to dress in a manner that would detract from the educational process. Accordingly the District has adopted the following dress code for all students, and all students are expected to comply with the dress code. The purposes of the dress code are as follows: to enhance school safety, support the learning environment, promote good behavior, avoid discipline problems and prepare students for the world of work. Any student who is questionably attired will be referred to the administration and parents may be contacted if necessary. Often, the student will be requested to change into clothing more suitable for school.

## **GENERAL GUIDELINES**

1. Tops and bottoms must overlap at all times, including when arms are raised overhead and when seated.
2. Shirts and dresses for female students must have a collar, sleeves or both. Shirts for male students must have both a collar and sleeves. Collars may be of the rib neck variety. These would include collars on T-shirts and crew neck sweatshirts.
3. Dresses, skirts and shorts must be no more than three (3) inches above the kneecap.
4. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with spiked heels no higher than two (2) inches.
5. Students must dress appropriately to meet safety requirements in labs, physical education courses and industrial technology courses. The requirements will be discussed in class by the instructor.

### **Clothing or appearance that is NOT permitted includes the following:**

- Clothing or accessories that promote drugs, alcohol or tobacco. Also, clothing that has obscenities, profane language, sexual innuendoes, degrading wording or display symbols of hate or oppression.
- Hooded sweatshirts, jackets, tops
- Thong sandals (flip flops), beach or shower wear, slippers, shoes with retractable skates or other footwear with flexible, soft soles.
- Head coverings of all types are prohibited indoors from the beginning until the end of the school day. (Head coverings include but are not limited to: hats, bandanas, do-rags and sweat bands). Students violating this rule will receive three demerits; they also will have the head covering confiscated by the teacher/administrator and returned at the end of the day. The second and subsequent offenses will result in the student receiving three demerits and the head covering being returned at the end of the school year or must be picked up by a parent.
- Clothing that brings undue attention, prompting disruption to the learning environment (examples: low-cut, plunging or revealing necklines, visible underwear, etc.).
- Winter (external) coats, zip up jackets, vests, pullover winter coats and gloves may not be worn in the building from the beginning until the end of the school day.
- Clothing that is torn, distressed or has shreds, rips or holes in it.
- Pajamas or lounge pants.
- Clothing or appearance that may be associated with or promote gang activity.

Students who are sent to the office and are in violation of the student dress code will receive the following consequences: 1st offense – 3 demerits and required to change clothes. (Each additional offense will carry a penalty of 6 demerits for each time the students is referred to the office).

## **GUIDANCE SERVICES**

Our purpose as guidance counselors is to help you better help yourself. We provide the following services:

1. **Counseling Service** - The counselors are available to meet with you to discuss any personal or academic concerns you may have. Any conversations you have with a counselor are confidential. When you feel the need for someone to talk to, contact a counselor.
2. **Parent Conference Service** - Counselors often meet with parents to inform them about their students' progress in school. Counselors provide a variety of services aimed at addressing barriers to student learning. If your parents wish to speak with one of the counselors, they can be reached at 419-893-8778.
3. **Information Service** - Located in the Guidance Office, the Guidance Website and school library is a tremendous amount of information on career planning and opportunities: colleges, technical schools, the armed services, community agencies, scholarships, financial aid etc. These materials are always available to you. If we do not have some of the information you want, perhaps we can help you get it.
4. **Group Counseling Service** - Several times during the school year the counselors will meet with you in groups to explain and administer tests, interpret test results, help with scheduling, discuss study skills, and work with career information, college applications, Penta County, etc.
5. **Evaluation Service** - During your years in high school, you will take a number of tests given by the counselors. The purpose of these tests vary, but the main intent is to help you better understand yourself. The counselors and teachers get useful information about you from these tests so as to help you
6. **Peer Tutoring Services** - An after-school peer tutoring service is available to students in the academic core areas. This is a free service but students are required to provide their own transportation home.
7. **Electronic Gradebook** – Parents and students are encouraged to use the electronic gradebook to access progress and current grades. The guidance office can assist in logging on or providing login/password information.
8. The counselors are here to assist you in any way they can. If you need some assistance, have a question, or just need someone to talk to, see a counselor.

## **COLLEGE ADMISSIONS COUNSELORS' VISITS**

Each year a large number of colleges and universities send representatives to Maumee High School to speak with interested students. These colleges are invited to set up display tables in the cafeteria.

## **COLLEGE INFORMATION**

Please see the Guidance Website for a complete guide to college planning.

## **COLLEGE VISITATIONS**

Interested juniors and seniors are encouraged to visit a number of college campuses before deciding which to attend. School policy permits three days of excused absence for this purpose. Students must obtain a College Visitation Permission form from the Guidance Office well in advance of the visit. It is strongly suggested that your appointment to visit a college be arranged at least one week in advance and include a campus tour, a talk with an admissions counselor, and a tour of the academic department in which you have interest.

## **EDUCATIONAL OPTIONS**

Once in a while a situation comes up that requires a student to earn credit toward graduation in a manner other than daily attendance at Maumee High School. These options might include:

1. summer school attendance
2. home instruction
3. correspondence courses
4. credit for extended travel
5. post-secondary enrollment option
6. credit flexibility

Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of Maumee High School with a Maumee BOE-approved program. The purpose of the credit flexibility option is to develop learners who devise their own research, learning objectives, and a plan whereby they will attain those objectives outside of the traditional classroom. The policy will provide a personalized educational opportunity for all students in which they will identify, acquire, and demonstrate the proficiency of their knowledge through agreed upon standards to earn graduation credit. Students will engage in activities beyond the boundaries of the classroom by taking part in an alternative learning experience to traditional "seat time" of classroom work, in which they will demonstrate identified learning standards. Students will be required to complete a Proposal for Credit Flexibility form in which they will define their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner. Individuals and organizations wishing to partner with the student in an instructional plan will need to seek approval from the Maumee City Schools.

Permission to exercise any of these options must be documented and planned by a Maumee High School Guidance Counselor and approved by the Maumee High School Principal or Superintendent prior to implementation.

## **GUIDANCE WEBSITE**

In order to deliver maximum information to all students and parents, we place pertinent information on our guidance website. Our website includes the following information: graduation requirements, college information and application procedures, scholarship searches, college representative visits, ACT/SAT codes and test dates, local college costs, financial aid, athletic eligibility and NCAA, post secondary enrollment options (PSEO) information, schedule changes and procedures as well as helpful web site links. We also have the class power point presentations that we use with your students. Please take the time to visit and familiarize yourself with our site. This site can be accessed from the Maumee City Schools home page.

If you wish information on any of these options, please see your guidance counselor.

## **MILITARY INFORMATION**

The Guidance Department acts as liaison with the service academy representatives and with the different recruiting officers. Recruiters are entitled to directory information on students. However, student may opt out of the list by completing a waiver form available in the guidance office.

## SHADOWING

Students frequently request that a friend or relative from another school shadow them for a day. Student shadowing will only be permitted for the following reason. Students who are in the eighth grade living in the Maumee school district - but attending a school other than a Maumee City School - and interested in attending Maumee High School may shadow a student for one day. The parent of the child wishing to shadow must make a request to the guidance department of Maumee High School one week prior to the shadowing date. Students who do not receive permission prior to their shadow date will not be permitted to shadow.

## SUMMER SCHOOL

Summer school is available in area schools. Students should consult their guidance counselors for proper placement in classes. Applications for summer sessions are usually available in the Guidance Office by mid-April.

## PENTA CAREER CENTER

How about a career-technical program?

A career is an occupation which is a manner of work to earn a living. The earning potential in the career-technical trades is excellent. Penta Career Center offers one and two year programs to prepare you for a career upon graduation from Maumee High School.

**Q: What is Penta County Career Center?**

**A: It is an extension of Maumee High School along with 15 other high schools. You will graduate with a Maumee High School diploma.**

Approximately 20% of the students graduating from Maumee have taken a Penta program.

1. Penta offers courses to sophomores, juniors, and seniors that will prepare them to enter a career.
2. Penta has six basic areas of interest:
  - 1) Applied Manufacturing Technologies
  - 2) Arts & Communications
  - 3) Business Management & Information Technology
  - 4) Industrial & Engineering Systems
  - 5) Health Services
  - 6) Human Services
  - 7) Environmental & Agricultural Systems

**Q: What do I have to do to prepare for the Penta experience?**

**A: Earn the following credits during your first two years at Maumee High School:**

- Two credits of English
- Two credits of Math
- Two credits of Science
- Two credits of Social Studies
- One unit of credit in Health and Physical Education

**Q: What programs are available at the Penta County Career Center?**

**A: There are many programs of study available at the Penta County Career Center. Some programs have competitive entry requirements and admission may depend on student ability.**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| Advanced Manufacturing Technologies | Gas and Diesel Engine Systems       |
| Automotive Collision Repair         | Geographic Information Systems      |
| Automotive Technology               | Alternative Energy Management       |
| Computer-Aided Design               | Hair Design                         |
| Computer Hardware/Networking        | HVAC/Piping Systems Technology      |
| Construction Carpentry              | Interactive Media                   |
| Construction Electricity            | Landscape & Turf Mgmt.              |
| Construction Masonry                | Medical Technologies                |
| Construction Remodeling             | Medical & Legal Office Management   |
| Cosmetology                         | Marketing Ed. (1 yr program)        |
| Culinary Arts                       | Public Safety/EMT-Fire Science      |
| Dental Assistant                    | Public Safety (Criminal Justice)    |
| Digital Video Production            | Small Animal Care                   |
| Early Childhood Education           | Teaching Professions (1 yr program) |
| Exercise Science/Sports Health Care | Welding                             |
| Floral Design/Greenhouse Production |                                     |
| Welding                             |                                     |

**Q: What can Penta do for me?**

**A: Penta can teach the skills needed for gainful employment, provide actual work experience - with pay in some cases, prepare the student for apprenticeship programs, offer a change from the total classroom environment of a regular high school, provide you a high school diploma while you learn an occupation and prepare you for advanced studies in the future.**

**Q: How can I find out more about Penta?**

- A: 1) From the Penta presentation given to all ninth and tenth graders.  
2) Attend "Explore Penta Day" event in a career of your choice during the tenth grade.  
3) Request a "Tech Tuesday" visit in spring.  
4) See your counselor for more information.**

## **ON-LINE GRADING PROGRAM**

### **ONLINE GRADEBOOK EXPECTATIONS**

The online grading module is an integral instrument of communication between the students, parents, and teachers of Maumee City Schools. Parents and students have the ability to track the academic progress in each class during a grading period. Although this is an excellent resource for communication, one must realize there are limitations as to how this information can be used. Grades can fluctuate because of the various assignments and weights of each assignment. Due dates for assignments can change for a variety of reasons, including, progress of a particular class, interruptions to the school year, and the need to re-teach material. Knowing these limitations, it is important for parents to continue the practice of monitoring completed work, checking assignment books and reviewing graded assignments. It is the belief of the Maumee City Schools staff that as students progress through the system they should begin to develop skills that include the organization and tracking of assignments and progress in each class. Students will develop these skills at various rates and competencies. As the students progress thru their school years, it is important to prepare students for post secondary experiences which will not afford them the benefit of the electronic gradebook. At the high school level the electronic gradebook should serve as a reminder and verifier.

You and your student will receive a username and password in a separate mailing. You will have separate accounts for each child in your household and may link these through the system. Please be careful to safeguard your account as it does contain access to sensitive information regarding your student. It is your decision if you'd like to share the account with another person. Maumee City Schools will not provide your account information to anyone other than you.

### **POSTING OF GRADES**

**Normal Assignments** - Teachers will be required to post the grades of "normal assignments" within ten (10) calendar days of the assignment due date listed in the PowerSchool grading program. "Normal assignments" are defined but not limited to homework, tests, daily work, quizzes, small group assignments, in-class assignments, etc. For the purpose of this requirement, days equal calendar days not school days.

**Large Assignments** - Teachers will be required to provide an approximate date as to when the grade for "large assessments/projects/assignments" will be posted to PowerSchool online grading program. The approximate date should be included with the Tips to Parents' Details' assignment information. Although the posting to the online grading section may be longer than the 10 day requirement, teachers should post missing "large assignments" on the PowerSchool online grading program within four (4) days after the assignment was collected.

If needed, parents are encouraged to contact teachers at any time with concerns or questions regarding academic performance of their child.

The guidance office can provide login/password information should you lose you access.

### **POSTING OF HOMEWORK DUE DATES**

The online grading system used by the Maumee City Schools affords teachers the opportunity to post homework assignments for the upcoming week. Some courses, however, may be structured in such a way that this mode of information delivery is not possible. As such, the tracking of homework assignments remains the responsibility of the student primarily with the use of their agenda book. Parents are free to inquire of individual teachers as to the mode of homework notification used in a particular course.

# SENIOR CLASS INFORMATION

## COMMENCEMENT

The commencement exercise is usually held the last week of school at the Stranahan Theater. According to Board regulations, no student will be permitted to graduate or participate in the commencement exercises without first having fulfilled the requirements for graduation established by the State Department of Education and the Maumee Board of Education and have paid any outstanding fines and/or fees prior to the commencement date.

## EARLY COMPLETION OF HIGH SCHOOL

It is the belief of the Maumee City Board of Education that most students will benefit from a basic planned four-year program of instruction in grades 9-12. However, individual cases may merit early graduation for pupils when all of the established procedures are met.

1. All graduation requirements, including minimum credit quantitative requirements for subject areas, must be completed, including passing the Ohio Graduation Test.
2. The high school principal and guidance counselor shall verify that the pupil qualifies for graduation.
3. Diplomas will not be issued at times other than normally scheduled commencement dates.

Procedures:

1. Students desiring 11th trimester early graduation should first check with high school counselors to ensure that sufficient credits and passing the Ohio Graduation Test will be completed prior to the date diploma would be granted.
2. Parents/guardians and/or students should request early graduation privilege using Application Form A.
3. The high school guidance counselor shall produce documentation that confirms that the student will meet graduation requirement and give to the high school principal.
4. Early graduation expectations must be agreed to by the parent/guardian and student. (Form B) Parents must provide a written request for early graduation to the guidance counselor.
5. The deadline for applying for early graduation shall be completed by May 1 of the calendar year prior to graduation.
6. The high school principal or his designee will notify the parent/guardian and the student of the decision.
7. Appeals of the decision of the principal shall be made to the Superintendent or his/her designee.
8. Exceptions to the above procedure must be approved by the Maumee City Board of Education. All exceptions must be for unusual and extenuating circumstances whereby the child's best interests are the primary consideration. The following guidelines apply:
  - a. Written application by the parent/guardian with specific reasons for the request.
  - b. All written application shall be reviewed by a committee consisting of two Board members and the Superintendent with a recommendation to be made to the entire Board of Education for their consideration.
  - c. The Board of Education will make the final determination relative to permitting exceptions to regular early graduation requirements.
  - d. All other graduation requirements must be met as prescribed in this Board of Education policy.

## EARLY GRADUATE EXPECTATIONS

1. Extracurricular activities and interscholastic athletics are prohibited. The student may attend only as a spectator and then in general admission or reserved seat sections.
2. School dances are prohibited with the exception of the prom.
3. Must finish the first and second trimesters of the senior year regardless of weather conditions, calamity days, or work schedules.
4. If requirements, including the Ohio Graduation Test, and credits are not met, then the student must return the last trimester as a full time student.
5. The student is responsible for finding out about graduation practice dates, graduation announcement, and dates for distribution of caps and gowns.
6. The student must sign a statement that he/she examined and checked his/her own transcript.
7. Diplomas will be issued at the end of the school year commencement.
8. All school fees must be paid or the appropriate waiver applied for.
9. All consequences for disciplinary infractions must be served prior to the last day of the term in which the student is graduating.



## **BREAKFAST AND LUNCH PROGRAM**

Hot and cold breakfast and lunch services are offered at MHS. Each student is assigned a cafeteria account number. Students are encouraged to prepay money on their accounts. Maumee High School participates in the *National School Breakfast and Lunch Programs*, which provides for free or reduced price meals based on income. Applications for this program are distributed annually and can also be obtained in the main office.

### **LUNCH PERIOD REGULATIONS**

1. Students may pack their own lunch or purchase a meal in the cafeteria. Students who meet government income guidelines are eligible for free or reduced price meals. Applications are available in the main office. Students are not permitted to receive fast-food delivery during the school day.
2. Students are not permitted to share lunch account numbers for any reasons. This would include free and reduced lunches. Using another student's numbers will be subject to disciplinary or legal action.
3. Students will throw away their garbage and stack their trays prior to exiting the cafeteria.
4. Students are expected to be orderly in the cafeteria at all times. They must also follow all directions given to them by the cafeteria supervisors. Students should conduct themselves in a mature and respectful manner.
5. Access to other parts of the building is by permission only. Students found in unauthorized areas are subject to school discipline.
6. Lunchroom disturbances or incidents of insubordinate behavior in the cafeteria are governed by the demerit system. Students who cause minor disturbances will be dealt with on an individual basis.
7. Students are not allowed to leave the school campus to visit area restaurants during the lunch periods.
8. All food must be consumed in the cafeteria. Vending machines will be provided for the students' convenience. Exceptions to this rule will be curriculum-based projects that are pre-approved by the administration.

### **BREAKFAST PROGRAM**

Breakfast will be served in the cafeteria beginning at 7:10 am and will promptly close at 7:38 am. Lunch period rules 1-8 above will also apply to the breakfast service.

Penta Career Center students may participate in the breakfast program at Maumee High School, but must remain in either the cafeteria, entryway, or atrium in preparation for leaving for Penta.

## **COOPERATION WITH SAFETY SERVICE ORGANIZATIONS**

It is the policy of the schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. The Maumee City Schools partner with the Maumee Police Department (Student Resource Officer), Lucas County Children's Services (student safety and welfare), Lucas County Juvenile Justice System (attendance/truancy), SAIL board (substance intervention and counseling) as well as other organizations.

### **FIRE DRILLS AND TORNADO DRILLS**

The purpose of the fire drill is to clear the building quickly and in an orderly fashion. No serious fire is anticipated, since our building is fireproof, but an occasion might arise when panic could be avoided only by having all building occupants trained for orderly evacuation. Exits are assigned to each classroom. Everyone is expected to respond to the fire signal. Go far enough beyond the exits to permit all to get out of the building without delay. Return to the building on signal and go directly to class.

State law requires all schools to conduct tornado drills. When a tornado drill is announced by public address system all students will proceed to the ground floor of the building where they are to assemble in a corridor and rooms away from windows.

No student is to be in a gymnasium or auditorium or on the perimeter of the building where there are windows to the outside. Proper shielding of the head is by wrapping the hands and arms around it for protection and will be required during drills.

## **LOCKDOWN DRILLS / A.L.I.C.E DRILLS**

State law requires all schools to conduct lockdown drills and local law enforcement agencies are in complete control of the drill from start to finish. Local law enforcement agencies may use this drill for training purposes and/or to conduct random sweeps.

## **FIRE/TORNADO WARNING/LOCKDOWN EVENT**

When an actual emergency is declared the school environment will be secured by law enforcement, staff, and school administration. Students will not be permitted to leave the premises until the principal has received the "all clear" from the local law enforcement agency and has accounted for the whereabouts of all students. **Parents are NOT permitted to remove students from the school or school grounds during any type of drill or actual emergency.**

# **SEARCH AND SEIZURE**

## **(BOARD POLICY 5771)**

The Board of Education recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board permits the school principals to conduct a regular search at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they have reasonable suspicion to suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated, who shall notify the Superintendent and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

# STUDENT EXPRESSION

## (BOARD POLICY 5723)

In accordance with Board Policy **5722** and Policy **9700**, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia,

except expression which:

- A. is obscene to minors;
- B. is libelous;
- C. is pervasively indecent or vulgar;
- D. advertises any product or service not permitted to minors by law;
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

### PROCEDURES

Any student wishing to distribute or display unofficial material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions. Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

### TIME, PLACE, AND MANNER OF DISTRIBUTION OR DISPLAY

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- A. No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- B. No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

### DEFINITIONS

The following definitions shall apply:

- A. "Obscene to minors" is defined as:
  - 1. the average person, applying contemporary community standards, would find that the written material, taken as a whole appeals to the prurient interest of minors;
  - 2. the material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
  - 3. the material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. "Minor" means any person under eighteen (18) years of age.

### DISCIPLINARY ACTION

Distribution or display by any student of non school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in AG 5600 and AG **5610**. Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

# **SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS**

## **(BOARD POLICY 5722)**

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by e-mail, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is ungrammatical, poorly written, inadequately researched, biased or prejudice, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with prior approval of the building principal.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor and/or the building principal. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

## **GENERAL PROHIBITIONS**

Regardless of their status as non-public or limited-purpose public *forums*, the Board prohibits publications, productions and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

# RESPONSIBLE USE POLICY FOR TECHNOLOGY AND NETWORK USE

## (BOARD POLICY 5136)

\*Written below is the abridged version of policy 5136 which can be viewed in its entirety at [www.neola.com/maumee-oh/](http://www.neola.com/maumee-oh/), or a complete printed copy can be made available upon request.

Technology tools and resources profoundly influence education, the work place, and everyday life. Users of technology are challenged with discerning appropriate boundaries of use and recognizing potential risks of constantly emerging technologies. It is the Maumee City School District's intention to provide a framework of digital citizenship by which all technology users within the District will co-exist. This document establishes a standard of expected behavior of good digital citizens.

### Elements of Digital Citizenship

- A. *Guiding Question: Does your behavior represent good work ethic and productivity identify appropriate uses of technology?*
- B. *Guiding Question: Does your behavior diminish technology resources for other users in the District community?*
- C. *Guiding Question: Does your product improve knowledge and understanding?*
- D. *Guiding Questions: Does your conduct impact the safety, security or reputation of yourself and others? Is your behavior honest and legal?*

### Bring Your Own Device Program

Maumee City Schools is committed to utilizing powerful online productivity tools and resources to enhance learning opportunities for our students. As part of this commitment, the district is allowing students in grades PK-12 and staff to bring their personally owned wireless electronic devices to school for the purpose of completing school work through the school's filtered wireless network. With staff approval, students will be able to access the school's filtered Internet connection and online resources (Google Apps, etc.) to complete their schoolwork. We realize that not every student owns a device; and for those who do, some may choose not to bring their personally owned device to school. There is absolutely no expectation that parents should provide a device to their child for this program.

### Approved Devices

For the purpose of this "BYOD" program, approved devices include any privately owned wireless communication device that:

- A. Accesses the Internet through a fully functional web browser
- B. Has the capability to access the school's wireless network
- C. Has the capability to complete and submit schoolwork

Approved devices include, but are not limited to: laptops, netbooks, tablets, eReaders, and smartphones. Students should ask for clarification on devices not listed.

### Approved Use

All use of the devices while on school campuses and on the district's network must be for the sole purpose of schoolwork. Non-instructional activities are not permitted. Use of school network or services for entertainment or social purposes is prohibited. Use of school network resources for political, religious, or commercial purposes is strictly forbidden. However, personal cell phone calls or text messages outside of school hours are permitted.

### Approved Access

When using personal devices at school, students will only be permitted to access the Internet through the Maumee City Schools wireless network. This is the same filtered Internet connection that all school computers use and should not be circumvented in accordance with the Children's Internet Protection Act. Students may not use their device as a "hot spot" to allow other students to access the internet during the school day. Users should use school provided or approved web-based resources (i.e., Google Apps, etc.) for completing and submitting schoolwork. Personal devices will not have access to school internal resources or servers.

## Approved Places and Times

TIME OF DEVICE USE	HS	MS	ELEM
Classrooms	Staff Discretion		
School sponsored extra-curricular activities	Staff Discretion		
School buses or other transport	Staff Discretion		
Cafeteria / Breakfast, Lunch	Yes	Staff Discretion	Staff Discretion
Hallways / Class Change or Hall Pass	Yes	No	No
Restrooms, Locker Rooms, Changing Rooms	No	No	No
During State Assessments	No	No	No

## CELL PHONES, IPODS, MP 3 PLAYERS, CD PLAYERS, AND WIRELESS COMMUNICATION DEVICES

Cell Phones, portable radios, Mp3 players, iPods, CD's, laser pens, lights, and other electronic entertainment equipment should not be used or visible during classroom time unless use is permitted by the teacher for educational purposes. Use of this equipment in the halls, cafeteria, school buses, locker rooms/rest rooms, or during state assessments is addressed in the Technology and Acceptable Use Policy.

Any electronic device confiscated for inappropriate use will be returned to the student at the end of the day and will result in a three demerit penalty. Second and or subsequent offenses will result in the electronic device being returned at the end of the school year, or may be picked up by the student's parent and will result in six demerits.

Possession of a cell phone or other electronic communications device by a student is a privilege which may be forfeited by the student if he/she violates this policy. Students who bring these devices to school are responsible for the security of these devices. The Maumee City Schools are not responsible theft, damage, loss., or vandalism to a student electronic device or any other student property. Devices may not be used to take pictures, videos, or voice recordings without teacher and administrative approval.

## SEXTING

Any student transmitting or being in possession of any material considered to be harmful to a juvenile or representing nudity, sexual conduct, sexual excitement or sado-masochistic abuse (as cited in RC sect. 2907.01) may be subject to suspension with a recommendation for expulsion. By Ohio law, local law enforcement officials and/or Children Protective Officials may be notified of any such activity if discovered by school officials.

## PHOTOGRAPHS/VIDEO/VOICE RECORDINGS

Photographs, video, and voice recordings may not be taken at any time without the permission of the classroom teacher and the administration. This includes the use of personal cameras, cell phones, etc. Equipment owned by the school district may be used in classes and activities at the discretion of the teacher or advisor.

# MAUMEE CITY SCHOOLS TRANSPORTATION POLICY

## BUS TRANSPORTATION

Transportation to and from Maumee High School is offered to those students living farther than one mile from the school. For complete information concerning bussing, please call the Maumee City Schools' Transportation Office at 419-893-1392.

## STUDENT RESPONSIBILITIES

Positively no smoking, producing an open flame, usage of drugs or alcohol is allowed on a bus. The use of cell phones is prohibited while on the bus. Students shall enter and leave a school bus in an orderly manner. They shall take their seats quickly and quietly. Seats may be assigned by the bus driver to maintain order. All students will be seated while the bus is in motion. Noise shall be kept at a minimum at all times. No talking at railroad crossings and other places of danger, as specified by the driver. Reasonable visiting and conversation are permissible. No vulgar language is allowed. Students will ride their assigned busses to and from school and get on and off at their assigned stops. If a student rides a bus other than the assigned bus, he/she shall have a note from his/her parents and signed by the principal. The Superintendent or designee may, at his/her discretion, approve temporary transportation. Approval must be in writing stating the length of time the student (s) is eligible for transportation. Students shall not hang objects or parts of their bodies outside the bus windows or doors, open windows or doors without permission of the driver, throw any object out of or inside the bus, litter and/or eat inside the bus.

## **FORBIDDEN CARGO**

While students are riding on the bus, animals, firearms, ammunition, explosives, aerosol sprays or other dangerous materials or objects which may interfere with the safe operation of the vehicle shall not be transported. Class projects and /or musical instruments must be stored in accordance with instructions from the driver, subject to approval of the Supervisor of Transportation. Parents are responsible for any damage to a school bus caused by their students. (This also applies to private or public property while students are at a school bus stop). The driver on a regular bus run shall be in full charge of the bus at all times and shall be responsible for order and the safety of the students on the bus. Any teacher, while accompanying a class on a field trip, is responsible for the discipline and control of behavior of the students. The refusal of the student to give a correct name to a bus driver or the proper authorities is considered to be a serious violation, and the student will be referred to the building principal for disciplinary action. Disorderly conduct, or refusal to submit to the authority of the driver shall be sufficient reasons for school principals to refuse transportation service to any student. School principals shall notify the parents in writing of such refusal.

The Maumee Board of Education transports students to the high school who live more than one mile from the school. This is a service provided by the Board, not required by the State Department.

## **STUDENT DRIVING**

**All vehicles may be subject to random search while on school property.**

Students may drive autos, motorbikes, or motorcycles to school providing the following regulations are followed:

1. The speed limit on school property is posted at 5 mph.
2. The driveway in front of the school is a one-way street at all times.
3. Students must register any vehicle they intend to drive to school and leave in the school parking lot. The registration can be completed in the front office. Students will be issued a hanging parking permit that must be displayed in the front windshield of the auto.
4. Cars must be parked properly. Any vehicles parked in fire lanes will be ticketed by the Maumee Police Department and could be towed.
5. Autos must also not be parked in truck delivery areas near the cafeteria.

Students who violate driving regulations or fail to register their vehicles are subject to the following actions:

- a) Demerits
- b) Traffic fines, parking tickets, unauthorized use of vehicle fines. Fines range from \$1.00 to \$10.00 depending on the number of violations.
- c) Repeat violators or students who drive recklessly on property will have their driving privileges revoked.
- d) Illegally parked vehicles will be towed, at cost to the student, if necessary.
- e) Parking is at the owner's risk. Full-time supervision is not provided.
- f) Students are not permitted in the parking areas or in their vehicles during the school day unless they have received an off-campus leave pass from the front office.

Students are to park in the white spaces designated for student parking. Students parking in yellow, teacher designated spaces may be subject to fines, demerits, and/or loss of privilege.

## **STUDENT ACTIVITIES**

### **ASSEMBLIES**

Respect for guests and students is expected at all times. Noncompliance to reasonable directions places a student in jeopardy for school discipline and possible prohibition from future assemblies.

Students who continually do not follow reasonable directions or commands by school employees (aside from assemblies) may also be prohibited from attending assemblies.

Students are required to sit with their grade level teacher at all assemblies except for pep assemblies.

## **GOOD SPORTSMANSHIP**

Maumee High School actively promotes good sportsmanship at all extra-curricular events. The Assistant Commissioner and Chairman of the Sportsmanship, Ethics and Integrity committee for OHSSA states, Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic athletic programs. Furthermore, the official OHSAA sportsmanship rules include the following:

1. Realizing that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
2. Participating in positive cheers that encourage our athletes; and discouraging any cheers that would redirect that focus-including those that taunt and intimidate opponents, their fans and officials;
3. Learning, understanding, and respecting the rules of the game, the officials who administer them and their decisions;
4. Respecting our opponents as fellow students, and acknowledging them for striving to do their best; and
5. Developing a sense of dignity under all circumstances.

In those same guidelines, OHSAA identifies "integrity, fairness, and respect as the principles of good sportsmanship, and with them, the spirit of competition thrives. Fueled by honest rivalry, courteous relations and graceful acceptance of the results". The OHSSA also recognizes that a total team effort by all aspects for the community is needed to create sportsmanship as a number one priority. They indicate student groups and fans should demonstrate the following characteristics:

1. Stimulate desired crowd response using only positive cheers, signs and praise without antagonizing or demeaning opponents.
2. Treat opposing spirit groups and fans with respect.
3. Recognize outstanding performances on either side of the playing field or court.
4. Know rules and strategies of the contest in order to cheer at proper times.
5. Maintain enthusiasm and composure, serving as a role model.
6. Restrain from charging the playing area during or following a contest.

Lastly, our board of education and administration expects that our student and adult fans involved in extra-curricular activities demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. Thus, we feel our rationale for promoting positive behavior, cheers and chants is founded on the principles outlined in our state athletic association guidelines and is worthy of our time and effort.

Please note: Failure to follow these guidelines may result in disciplinary action and/or eviction from the event (either home or away) with no refund of admittance fee. Removed students must immediately leave the venue property and are responsible for contacting parents for transportation home, if necessary.

## **GUIDELINES FOR SCHOOL DANCES**

All dances are considered to be school functions. Relevant school rules will be in effect during dances. Rules specific to dances are spelled out in the "Maumee High School Sponsored Dance Contract". A student and parent signed contract must be on file at the high school in order for the student to purchase a ticket or attend a school dance. Chaperones reserve the right to deny entry to any student determined to be in violation of the dance rules and/or remove students from the premises.

## **USE OF MEDICATIONS**

The Maumee City School District will consider the diagnosis and treatment of illnesses and the prescription of all drugs, medications, preparations, and/or remedies as the direct responsibility of the parent and/or physicians of their choice.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, preparations, and/or remedies shall rest solely with the parent or legal guardian, and the student. School personnel will, under no circumstances, dispense or administer such non-prescribed (over-the-counter) medications to any student.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician along with the written authorization of the parent. This document shall be kept on file in the office of the principal.



For purpose of this policy, “medication” shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

When a student is ill to the extent that over-the-counter medication is required during the school day, parents or legal guardians should consider keeping that student home until the need for medication is gone.

If there continues to be a need for non-prescribed medication while the child is at school, Form 5330F 1a, (Authorization for Nonprescribed Medication or Treatment) shall be completed and turned in to the school office before use of the non-prescribed medication at school.

Students at the middle and high school may carry these non-prescribed medications during the school day along with a copy of Form 5330F 1a. Students in elementary schools shall not be allowed to carry non-prescribed medications.

No student allowed providing or selling any type of medication, prescribed or non-prescribed medication to another student. Violations of this rule will be considered violations of Policy 5530- Drug Prevention and the Student Code of Conduct/Discipline Code.

Only medication in its original container, labeled with the date, if a prescription; the student’s name, exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be in a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330F3, Authorization for the possession and Use of Asthma Inhaler.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has written approval from the physician and their parent. Form 5330F4, Allergy Action Plan, shall be completed by the student’s physician and parent and submitted to building principal. The parent/guardian of the student shall provide a back-up dose of the medication to the principal or school nurse. Permission to carry an epinephrine autoinjector shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event that the epinephrine autoinjection is administered by the student or school employee at school or at any covered events, a school employee shall immediately request assistance from an emergency medical service provider (911).

The following staff is designated as being authorized to administer medication and treatment to students:

1. principal
2. teacher
3. school nurse
4. building secretary
5. aide
6. others as designated by student’s IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by the student’s physician and written consent of student’s parent.

# MAUMEE HIGH SCHOOL ATHLETICS, EXTRA-CURRICULAR, & CO-CURRICULAR ACTIVITY GUIDE

Wondering what extra-curriculars you can be a part of at Maumee High School?

The following activities are available for participation.

## INTERSCHOLASTIC SPORTS

### FALL

Cheerleading  
Cross Country (B/G)  
Football  
Golf (B/G)  
Soccer (B/G)  
Tennis - Girls  
Volleyball

### WINTER

Basketball (B/G)  
Bowling (B/G)  
Cheerleading  
Gymnastics  
Ice Hockey  
Swimming/Diving  
Wrestling

### SPRING

Baseball  
Softball  
Tennis - Boys  
Track (B/G)

## MUSIC AND DRAMA

Choir	Orchestra	Musical (performance, tech, stage crew)
Band	Drumline	Fall Play (performance, tech, stage crew)
Color Guard	Winter Guard	Winter Play (perform, tech, stage crew)

## CLUBS AND ACTIVITIES

Speech and Debate Team	Quiz Bowl	Technology Club
Drama Club	Student Council	Chemistry Club
French Club	German Club	Spanish Club
Rotary Interact Club	J.E.T.S. Engineering/Physics Club	D.E.C.A.

The Board of Education will set a **Student Activity Fee** for all sport teams, clubs, music programs, and/or extra curricular programs. The fees are payable to the coach, advisor or director prior to the first activity, game or event. Checks should be made payable to Maumee High School with a notation of **activity fee**. Students pay only once for the entire school year, no matter how many activities or sports in which they participate. Families with multiple students may have the rate adjusted.

## MAUMEE ATHLETICS

The Maumee City Schools, coaches, administrators, and teachers are proud of the athletic program that is offered to our students. Being a part of that program is an honor. We hope that the student athlete and coaching staff will strive for both athletic excellence as well as academic excellence.

The following serves as the Philosophy of Participation in athletics in the Maumee City Schools.

1. It is an honor and privilege to represent Maumee as a participant in inter-scholastic athletics. It is, however, in no way a vested right of any student.
2. Athletes are expected to be responsible and self-disciplined. It is consistent with the definition of athletic endeavor that they be so.
3. Self-image, character and social skills can be enhanced on a personal level through participation in athletics.
4. The athlete will be a role model, especially for younger students.
5. Athletes should be aware of peer pressure and their ability to serve a "positive peers".

To insure both the student athlete and his/her parents understand what is expected of him/her, a written copy of the rules commonly called the

Code of Conduct established by the Maumee Athletic/Activities Department and approved by the Maumee Board of Education will be provided. An informational meeting for parent(s)/guardian(s) and student-athletes will be held prior to each sports season where the Code of Conduct will be distributed.

Non-attendance at this meeting and/or failure to return the signed statement that indicates understanding of the Code of Conduct shall not excuse participants from abiding by its policies and procedures.

Furthermore, the MHS Parent-Student Handbook for Athletics and Activities will be issued to each student at the beginning of each sports season. This handbook outlines the rules, procedures, and expectations for all participants in the MHS athletic program, including parental involvement with the student-athlete and expectations of fan behavior.

## **ATHLETIC ELIGIBILITY**

The Maumee City Schools are members of the Ohio High School Athletic Association ([www.ohsaa.org](http://www.ohsaa.org)). They are in good standing and abide by the rules of the Association. The following essential eligibility requirements are only some of the regulations affecting student eligibility. All requirements are published in the OHSAA Handbook, which can be found in the offices of the principal and athletic/activities director and is posted on the OHSAA web site.

**Scholarship** – Do not change your course schedule without first consulting with the athletic administrator or guidance counselor to determine whether it will affect your eligibility. Eligibility for each grading period is determined by grades received the preceding grading period. You must be currently enrolled in school and passing a minimum of five one credit courses or the equivalent, and receiving a minimum 1.5 GPA and no more than one “F” in the preceding grading period. Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year. Note: For the trimester schedule, a student must pass any four of five classes scheduled and maintain the necessary 1.5 GPA. PSO students must enroll and maintain the five credit equivalent, whether enrolled full-time PSO or in combination w/high school coursework, and maintain a 1.5 GPA.

**Changing Schools-Transfers** - If a student transfers (changes) high schools at any time after establishing eligibility as a ninth grader (either by attending a school for five days or playing in a fall sport prior to the beginning of school), the student is ineligible at the new high school for the first fifty percent (50%) of the maximum allowable regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding the transfer. The OHSAA currently has several exceptions to this bylaw; please consult the athletic/activities director to see if you qualify.

**Non-Interscholastic Competition** – You are advised to consult with your school principal or athletic administrator prior to any such participation. You may not try out, practice or participate in a contest with a non-school team while a member of a school team in the same sport. For a more detailed explanation, visit [www.ohsaa.org](http://www.ohsaa.org) or consult the Student-Athlete/Parent Handbook.

**Sports Camps/Instructional Programs** – You may attend camps, clinics and workshops that involve team play any time between June 1 and July 31. Team play means there is more than one player opposing one player. There is no limit on the number of students from the same school team that may participate on the same non-school team from June 1 to July 31. You may receive instruction from a coach from a school team only:

1. During the season of the sport, or
2. For 10 days only from June 1 to July 31.

There are several exceptions to this bylaw. For a more detailed explanation, visit [www.ohsaa.org](http://www.ohsaa.org) or consult the athletic/activities director.

## **MAUMEE CITY SCHOOLS ATHLETIC/ EXTRACURRICULAR/ CO-CURRICULAR ACTIVITY CODE OF CONDUCT**

This code of conduct applies to all athletic, extracurricular, co-curricular and other out-of-class activities sponsored by Maumee High School or Gateway Middle School, including, but not limited to, clubs, student council, class organizations, athletic programs, academic competitions, honor and awards programs, intramurals, drama, music events and performances.

Student participation in activities is a privilege granted by Maumee City Schools, not a vested right. In exchange for this privilege, student participants accept an obligation to represent their school in a positive manner, an obligation to conduct themselves in a manner that is acceptable to their coaches, their advisors and the school community and an obligation to present a positive role model for other students and the young children of our community. Students who do not honor their obligations may have their participation privilege withdrawn.

This code is in effect twenty-four hours a day, seven days a week, twelve months a year.

## **PROHIBITED CONDUCT** **CONDUCT UNBECOMING**

Students exhibiting behavior deemed conduct unbecoming a Maumee High School or Gateway Middle School student in any location at any time will be subject to participation privilege withdrawal. Conduct unbecoming includes any conduct which is a violation of the student discipline section of the Maumee High School handbook (applied both during and outside the school year) or a violation of the school rules section of the Gateway Middle School handbook (applied both during and outside the school year) or which is found to be a probable violation of federal, state or local criminal or juvenile law.

A student who attends a party or gathering where any prescription drug (without the lawful prescription holder), alcoholic beverage, illegal drug, non-prescription drug (for non-medical use), counterfeit drug, tobacco or tobacco product is present and who does not leave as soon as is reasonably and safely possible will be subject to participation privilege withdrawal for conduct unbecoming. A student present in a restaurant, theater, banquet hall, stadium or other public place during normal business hours or normal activities is not participating in a proscribed party or gathering. A student attending a family reunion, wedding reception, holiday celebration, graduation party, birthday party or similar function that is not primarily a party for or a gathering of middle school or high school students, college students or college-age non-students is not attending a proscribed party or gathering.

## **ALCOHOL/DRUGS/TOBACCO**

A student, who possesses or conceals any prescription drug (without a lawful prescription), alcoholic beverage, illegal drug, non-prescription drug (for non-medical use), counterfeit drug, tobacco or tobacco product and/or related paraphernalia; who consumes or shows evidence of consumption of, any prescription drug (without a lawful prescription) or non-prescription drug (for non-medical use), counterfeit drug, tobacco or tobacco product and/or related paraphernalia; or who transfers or offers for sale any prescription drug, alcoholic beverage, illegal drug, non-prescription drug, counterfeit drug, tobacco or tobacco product and/or related paraphernalia, will be subject to participation privilege withdrawal.

## **PARTICIPATION PRIVILEGE WITHDRAWAL**

### **CONDUCT UNBECOMING**

**First Violation.** The first time a student is found to have engaged in conduct unbecoming, the student will receive a written reprimand and the student may be denied the privilege of participating in interscholastic athletic competitions for up to the equivalent of 20% of an athletic season and may be denied the privilege of participating in extracurricular, co-curricular and other out-of class activities (not including tryouts or auditions for future activities) for up to 30 calendar days (such calendar days to include only days for which school is in session).

**Second Violation.** The second time a student is found to have engaged in conduct unbecoming, the student will receive a written reprimand, the student will be denied the privilege of participating in interscholastic athletic competitions for the equivalent of one athletic season and the student will be denied the privilege of participating in extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for a period of 60 calendar days (such calendar days to include only days for which school is in session).

**Third Violation.** The third time a student is found to have engaged in conduct unbecoming, the student will receive a written reprimand and the student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for a period of 12 consecutive months.

**Fourth Violation.** The fourth time a student is found to have engaged in conduct unbecoming, the student will receive a written reprimand and the student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities while attending Maumee City Schools.

**Counting Violations.** A prior alcohol, drug, tobacco violation will be counted as a conduct unbecoming violation in determining a student's cumulative conduct unbecoming violations.

## **ALCOHOL/DRUGS/TOBACCO**

**First Violation.** The first time a student is found to have engaged in conduct involving alcohol, drugs or tobacco the student will receive a written reprimand, the student will be denied the privilege of participating in athletic activities for the equivalent of one athletic season and will be denied the privilege of participating in extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for a period of 60 calendar days (such calendar days to include only days for which school is in session).

**Second Violation.** The second time a student is found to have engaged in conduct involving alcohol, drugs or tobacco the student will receive a written reprimand and the student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for a period of 12 consecutive months.

**Third Violation.** The third time a student is found to have engaged in conduct involving alcohol, drugs or tobacco the student will receive a written reprimand and the student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities while attending Maumee City Schools.

**Counting Violations.** A prior conduct unbecoming violation will not be counted as an alcohol, drug, tobacco violation in determining a student's cumulative alcohol, drug, tobacco violations.

### **FINDING OF PROHIBITED CONDUCT**

#### **DETERMINATION OF PRIVILEGE WITHDRAWAL**

The Athletic/Activities Director for the school attended by the student will make all findings with respect to a student having engaged in conduct unbecoming or a student having engaged in conduct involving alcohol, drugs or tobacco. The withdrawal of a participation privilege will begin upon the Athletic/Activities Director's determination there is reasonable cause to believe the student engaged in prohibited conduct. Upon determining there is reasonable cause to believe the student engaged in prohibited conduct, the Athletic/Activities Director will meet with the student to inform the student of the withdrawal of participation privilege or, in the case of a conduct unbecoming first violation, the potential withdrawal of the student's participation privilege. Upon the Athletic/Activities Director's determining that the student did engage in prohibited conduct, the Athletic/Activities Director will meet with the student to issue the written reprimand and to confirm to the student continued withdrawal, if any, of the student's participation privilege.

The Athletic/Activities Director for the school attended by the student in consultation with the Principal of the school attended by the student will determine whether and to what extent a student found for the first time to have engaged in conduct unbecoming will be subject to a period of participation privilege withdrawal. For a first time conduct unbecoming violation the participation privilege withdrawal period, if any, may be, but shall not exceed, nonparticipation in interscholastic athletic competitions for the equivalent of a portion of 20% of an athletic season and nonparticipation in extracurricular, co-curricular and other out-of class activities (not including tryouts or auditions for future activities) for 30 calendar days (such calendar days to include only days for which school is in session).

For all second, third and fourth conduct unbecoming violations and for all alcohol, drug, tobacco violations, the Athletic/Activities Director will impose the participation privilege withdrawal period stated in this code.

#### **APPEAL OF FINDING OF PROHIBITED CONDUCT**

A student found by the Athletic/Activities Director to have committed a violation of this code may appeal the Athletic/Activities Director's finding of a violation to an Appeal Panel by submitting a written request for a review to the Principal of the school attended by the student within 30 calendar days after receiving a written reprimand from the Athletic/Activities Director. If the student does not timely file a written request for review with the Principal of the school attended by the student, the student will forfeit the opportunity for review by an Appeal Panel.

The members of the Appeal Panel will be the Principal of the school attended by the student, a faculty or staff member or volunteer coach or advisor selected by the student and a Community Representative selected by the Superintendent, who will serve as the three voting members, and the Athletic/Activities Director for the school attended by the student, who will serve as a non-voting member. If the student fails to select a faculty or staff member or volunteer coach or advisor for the Appeal Panel, the vacancy will be filled with the student assistance counselor. For students with an individual education plan, the Director of Student Services will serve on the Appeal Panel in the place of the Principal of the school attended by the student.

The Appeal Panel will review the Athletic/Activities Director's findings, will meet with the student, and may in its discretion, conduct further proceedings. At the student's election, the student may appear before the Appeal Panel with or without a representative and with or without a parent or legal guardian. The proceedings of the Appeal Panel will be informal, will not be subject to any rules of evidence, procedure or due process and will not be recorded.

The Appeal Panel may confirm the Athletic/Activities Director's finding of a violation, may find there was no violation, or may find that there was a violation of a lesser severity or of a different category than found by the Athletic/Activities Director. If the Appeal Panel finds no violation or a violation of a lesser severity or of a different category, the Appeal Panel will adjust the withdrawal of participation privilege period to fit the finding. A decision of the Appeal Panel will be made by simple majority vote of the three voting members.

The withdrawal of the student's participation privilege that began upon the Athletic/Activities Director's determination there was reasonable cause to believe the student engaged in prohibited conduct will continue during the student's appeal to the Appeal Panel.

## **REDUCTION OF THE PERIOD OF WITHDRAWAL**

**First Conduct Unbecoming Violation.** A student may request a reduction of a privilege withdrawal period for a first conduct unbecoming violation by submitting a written request for reduction to the Principal of the school attended by the student at any time during the privilege withdrawal period. The Principal will forward the written request to the Review Panel.

The Review Panel will review the Athletic/Activities Director's determination of the privilege withdrawal period, will meet with the student, and may in its discretion conduct further proceedings. At the student's election the student may appear before the Review Panel with or without a representative and with or without a parent or legal guardian. The proceedings of the Review Panel will be informal, will not be subject to any rules of evidence, procedure or due process and will not be recorded.

The Review Panel may confirm the Athletic/Activities Director's determination of the privilege withdrawal period, may reduce the privilege withdrawal period on the condition of the performance of tasks by the student, or may reduce the privilege withdrawal period without condition.

**Second Conduct Unbecoming Violation.** A student may request a reduction of a privilege withdrawal period for a second conduct unbecoming violation by submitting a written request for reduction to the Principal of the school attended by the student at any time during the privilege withdrawal period. The Principal will forward the written request to the Review Panel.

The Review Panel will review the Athletic/Activities Director's determination of the privilege withdrawal period, will meet with the student, and may in its discretion conduct further proceedings. At the student's election the student may appear before the Review Panel with or without a representative and with or without a parent or legal guardian. The proceedings of the Review Panel will be informal, will not be subject to any rules of evidence, procedure or due process and will not be recorded.

The Review Panel may confirm the Athletic/Activities Director's determination of the privilege withdrawal period, may reduce the privilege withdrawal period on the condition of the performance of tasks by the student, or may reduce the privilege withdrawal period without condition, subject to the limitation that the Review Panel may not reduce the privilege withdrawal period to less than nonparticipation in interscholastic athletic competitions for the equivalent of 20% of an athletic season and nonparticipation in extracurricular, co-curricular and other out-of class activities (not including tryouts or auditions for future activities) for 30 calendar days (such calendar days to include only days for which school is in session).

**Third Conduct Unbecoming Violation.** A student may request a reduction of a privilege withdrawal period for a third conduct unbecoming violation by submitting a written request for reduction to the Principal of the school attended by the student at any time during the privilege withdrawal period. The Principal will forward the written request to the Review Panel.

The Review Panel will review the Athletic/Activities Director's determination of the privilege withdrawal period and will meet with the student and the student's parent(s) or legal guardian. The student and parent(s) or legal guardians will present to the Review Panel a written program of tasks to be completed by the student before any reduction in the privilege withdrawal period. The tasks should include education, assessment or community service intended to meet the objectives of reinforcing to the student the improper nature of the student's conduct and providing experience through which the student may learn the distinction between proper and improper conduct and the potential consequences of improper conduct. It is the responsibility of the student and the student's parent(s) or legal guardian (1) to persuade the Review Panel that the program will be meaningful and will direct the student to these objectives and (2) to secure a faculty member, coach or advisor to act as case manager for the student. The Review Panel will determine whether the proposed program is, in the opinion of the Review Panel, sufficient to justify a reduction in the privilege withdrawal period. If the Panel determines the proposed program is not sufficient to justify a reduction in the period of the participation privilege withdrawal, the student and the student's parent(s) or legal guardian will be allowed one second meeting to submit an improved proposed program to the Review Panel.

When the student completes all tasks included in the approved program, the student, the student's parent(s) or legal guardian and the student's case manager will meet with the Review Panel to present verification of the student's completion of the program tasks. If the Review Panel is satisfied the student completed the program tasks, has an understanding of the improper nature of the student's conduct and is adequately aware of the distinction between proper and improper behavior and the potential consequences of improper behavior, the Review Panel may reduce the privilege withdrawal period, subject to the limitation that the Review Panel may not reduce the privilege withdrawal period to less than nonparticipation in interscholastic athletic competitions for the equivalent of one full athletic season and nonparticipation in extracurricular, co-curricular and other out-of class activities (not including tryouts or auditions for future activities) for 90 calendar days (such calendar days to include only days for which school is in session).

**Fourth Conduct Unbecoming Violation.** No appeal for a fourth conduct unbecoming violation will be allowed. The privilege withdrawal period for a fourth conduct unbecoming violation will be served in full. The student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities while attending Maumee City Schools.

**First Alcohol, Drug, Tobacco Violation.** A student may request a reduction of a privilege withdrawal period for a first alcohol, drug, tobacco violation by submitting a written request for reduction to the Principal of the school attended by the student at any time during the privilege withdrawal period. The request must include a consent signed by the student and the student's parent(s) or legal guardian for the disclosure and release of information then known or later acquired by the student assistance counselor through intervention or in counseling. The Principal will forward the written request to the Review Panel and the signed disclosure and release to the student assistance counselor.

The Athletic/Activities Director will meet with the student and the student's parent(s) or legal guardians to inform them of the tasks or programs the Athletic/Activities Director determined the student must complete or meaningfully participate in during the original privilege withdrawal period to be considered for a reduction in the privilege withdrawal period. Such tasks and programs may include (1) special classes or assignments in drug, alcohol or tobacco education, community service or citizenship education; (2) participation in school or community groups, (3) assessments and possible treatment for alcohol, drug or tobacco dependence, or (4) completion of a written report on the detrimental physical and mental effects of alcohol, drugs and tobacco. The cost of such tasks and programs will be paid by the student or the student's parent(s). Upon completion of (or on meaningful participation in) the assigned tasks or programs, the student may submit a written request that the student's privilege withdrawal period be reduced to time served to date. The Athletic/Activities Director will forward the student's request to the Review Panel and present to the other members of the Review Panel a written or oral report on the programs and tasks assigned the student, the student's progress on such programs and tasks and a recommendation on the student's privilege withdrawal period.

The Review Panel may confirm the Athletic/Activities Director's recommendation on the privilege withdrawal period, may reduce the privilege withdrawal period from the original period on the condition of the performance of additional tasks or participation in additional programs, or may reduce the privilege withdrawal period from the original period without condition, subject to the limitation that the privilege withdrawal period may not be reduced to less than nonparticipation in interscholastic athletic competitions for the equivalent of 20% of an athletic season and nonparticipation in extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for 30 calendar days (such calendar days to include only days for which school is in session).

**Second Alcohol, Drug, Tobacco Violation.** A student may request a reduction of the privilege withdrawal period for a second alcohol, drug, tobacco violation by submitting a written request for reduction to the Principal of the school attended by the student at any time during the privilege withdrawal period. The request must include a consent signed by the student and the student's parent(s) or legal guardian for the disclosure and release of information then known or later acquired by the student assistance counselor through intervention or in counseling. The Principal will forward the written request to the Review Panel and the signed disclosure and release to the student assistance counselor.

The Review Panel will review the Athletic/Activities Director's determination of the privilege withdrawal period and will meet with the student and the student's parent(s) or legal guardian. The student and parent(s) or legal guardians will present to the Review Panel a written program of tasks to be completed by the student before any reduction in the privilege withdrawal period. The tasks should include education, assessment or community service intended to meet the objectives of reinforcing to the student the improper nature of the student's conduct and providing experience through which the student may learn the distinction between proper and improper conduct and the potential consequences of improper conduct. It is the responsibility of the student and the student's parent(s) or legal guardian (1) to persuade the Review Panel that the program will be meaningful and will direct the student to these objectives and (2) to secure a faculty member, coach or advisor to act as case manager for the student. The Review Panel will determine whether the proposed program is, in the opinion of the Review Panel, sufficient to justify a reduction in the privilege withdrawal period. If the Panel determines the proposed program is not sufficient to justify a reduction in the privilege withdrawal period, the student and the student's parent(s) or legal guardian will be allowed one second meeting to submit an improved proposed program to the Review Panel.

When the student completes all tasks included in the approved program, the student, the student's parent(s) or legal guardian and the student's case manager will meet with the Review Panel to present verification of the student's completion of the program tasks. If the Review Panel is satisfied the student completed the program tasks, has an understanding of the improper nature of the student's conduct and is adequately aware of the distinction between proper and improper behavior and the potential consequences of improper behavior, the Review Panel may reduce the privilege withdrawal period, subject to the limitation that the Review Panel may not reduce the privilege withdrawal period to less than nonparticipation in interscholastic athletic competitions for the equivalent of one full athletic season and nonparticipation in extracurricular, co-curricular and other out-of-class activities (not including tryouts or auditions for future activities) for 90 calendar days (such calendar days to include only days for which school is in session).

**Third Drug, Alcohol, Tobacco Violation.** No appeal for a third drug, alcohol, tobacco violation will be allowed. The privilege withdrawal period for the third drug, alcohol, tobacco violation will be served in full. The student will be denied the privilege of participating in athletic, extracurricular, co-curricular and other out-of-class activities while attending Maumee City Schools.

**The Review Panel.** The members of the Review Panel will be the Principal of the school attended by the student, the student assistance counselor, a guidance counselor at the school attended by the student, a faculty or staff member or volunteer coach or advisor selected by the student and a Community Representative selected by the Superintendent, who will serve as the five voting members, and the Athletic/Activities Director for the school attended by the student, who will serve as a non-voting member. For students with an individual education plan, the Director of Student Services will serve on the Review Panel in the place of the guidance counselor at the school attended by the student. If the student fails to select a faculty or staff member or volunteer coach or advisor for the Review Panel, the vacancy will be filled with a faculty or staff member or volunteer coach or advisor selected by the Principal. The proceedings of the Review Panel will be informal, will not be subject to any rules of evidence, procedure or due process and will not be recorded. A decision of the Review Panel will be made by simple majority vote of the five voting members.

### **EXPUNGING VIOLATIONS**

If, following a first violation, a student completes 12 consecutive months without a finding of a second violation, the student may make a written request to the Principal of the school attended by the student that the student's first violation be expunged from the student's record. The Principal, on considering the academic performance, attendance record, discipline record and school citizenship of the student and such other matters as the Principal deems relevant may so expunge the student's first violation. Only one violation may be so expunged. Any first violation so expunged will not be counted in considering whether the student has committed a second, third or fourth violation.

A student's violations for acts committed while attending Gateway Middle School will be expunged from the student's record upon the student's graduation from Gateway Middle School. Any violation so expunged will not be counted in considering whether the student committed a second, third or fourth violation after the student was graduated from Gateway Middle School. If the privilege withdrawal period for an expunged violation extends beyond the student's graduation from Gateway Middle School, the expunging of a violation from the student's record on graduation from Gateway Middle School will not reduce the privilege withdrawal period for the expunged violation and, unless reduced by an appeal, the privilege withdrawal period will continue for its full term.

### **COMMUNITY REPRESENTATIVES**

At the beginning of each school year, the Superintendent will name not less than five and not more than ten adult residents of the Maumee City School District who are not employees of the Maumee City School District to serve as Community Representatives. When a student makes an appeal of a finding of prohibited conduct or requests a reduction in a privilege withdrawal period, the Superintendent will select one of the Community Representatives to serve on the Appeal Panel or Review Panel convened to hear the student's appeal or request.

### **ACKNOWLEDGMENT**

All participants in interscholastic athletics and extracurricular activities at Maumee High School and Gateway Middle School are expected to follow all of the rules and regulations as set forth by the Ohio High School Athletic Association as well as the Code of Conduct. Furthermore, participants are expected to follow all provisions of the Maumee City Schools' Code of Conduct as well as any additional rules as stated by activity advisors and team coaches. Please note that non-attendance pre-season informational meetings and/or failure to return the signed statement that indicates understanding of the Code of Conduct shall not excuse participants from abiding by its policies and procedures.



# TRADITIONS

## PURPLE AND GOLD

Purple conveys the idea of rank and authority. It denotes majesty and royalty. Our team fights under the color of purple in their conquests to win. It denotes the respect due our school faculty and classmates. Purple signifies the triumphs and leadership of Maumee High. Gold is a symbol of wealth. The wealth is knowledge and the golden friendships found here at Maumee High School are beyond the estimation of value. It's brilliant rays shine down through the years, illuminating the memories of high school, and reflecting the gold nuggets of understanding, guidance, and teachings which prepare us for life.

## THE PANTHER

Symbolic of Maumee High School's spirit is the Panther, known for it's alertness, agility, and cleverness. Significantly, therefore; Maumee has chosen the panther, ever courageous in competition, as it's emblem. The agility of the panther has been well shown in our past record and is dependent upon the spark and vigor of the students of Maumee High School.

### ALMA MATER

Hail to thee, O Maumee High School,  
Loyalty we bring,  
Tho' far we all may wander,  
Praise to thee we sing.  
High School life is swiftly passing,  
Soon it's sands are run,  
While we live we'll ever cherish,  
Friendships here begun.  
Chorus: Lift the chorus,  
Speed it onward,  
Joyfully we cry.  
Hail to thee, our Alma Mater.  
Hail to Maumee High!

### FIGHT SONG

Oh Maumee, shoulder to shoulder  
We stand to fight for thee.  
Oh Maumee, loyal and true  
To our colors we will be.  
Our hearts are turned to the fray,  
As our friends and foes shall always see.  
We'll uphold thy fame, we will win the game.  
Fighting on to victory.  
With a Panther scream we will back our team,  
And we'll win for old Maumee!