

# **Maumee City Schools Elementary Handbook 2018-2019**



**Fairfield Elementary  
1313 Eastfield Drive  
Maumee, OH 43537  
419-893-9821**

**Fort Miami Elementary  
2501 River Road  
Maumee, OH 43537  
419-893-2201**

**Wayne Trail Elementary  
1147 Seventh Street  
Maumee, OH 43537  
419-893-2851**



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## ❖ ABSENCES

When a student is absent, a ***custodial parent/guardian must call the school office by 9:30 a.m. and report the reason for absence.*** If no call is received, our office will call the student's home.

According to the "Missing Child Act" (Ohio SB 321) the primary responsibility for supervision of a student rests with the custodial parent/guardian. Custodial parent/guardian must notify the school on the day that a student is absent unless previous notification has been given in accordance with school procedures for excused absences.

In cases where the school has not been notified, a school official will attempt to call the custodial parent/guardian. The law requires that a current home and/or work telephone number and an emergency telephone number be on file in the school office.

When a student returns to school after an absence *that has not yet been verified*, the student must bring a note signed by the custodial parent/guardian explaining the reason for the absence. After ten (10) days of absence in a semester, the school may require a doctor's excuse for any future absences.

The following reasons are valid excuses for time missed at school:

- > personal/family illness
- > medical and dental appointments
- > recovery from injury
- > required court attendance
- > death in the family
- > religious holidays
- > such good causes as may be acceptable to the principal

The following are examples of absences from school that are considered unexcused:

- > truancy
- > shopping
- > babysitting
- > missing the bus
- > vacation
- > Oversleeping

### **Excessive Absences:**

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

The only legitimate excuses for the absences of a student who is otherwise habitually truant are:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

## ❖ ACCIDENTS/MEDICAL EMERGENCIES/ILLNESS

Children who become ill at school can be better cared for at home. If your child becomes ill or an accident of sufficient nature occurs making it necessary for the child to go home, you will be called.

The custodial parent/guardian should inform the office at the beginning of the school year about special treatment required for their child in the event of allergic reaction to foods, bee sting or other allergens. Medical equipment that is needed, such as an EpiPen or inhaler, must be provided to the school along with the "School Use of Medication" form including instructions and a doctor's authorization. In some cases, adequate training must be provided to the staff in order to properly care for your child. See "Food Allergies" on page 5.

### **Procedures for Illness**

#### **Ill Students:**

If a student develops a fever at school which is 100.0 degrees or higher, vomits, or has diarrhea, a parent/emergency contact person will be notified to pick up the student at school as soon as possible. The student will need to be fever, vomit, and diarrhea free for 24 hours before returning to school.

If a student develops the following symptoms: fever, vomiting, or diarrhea at home before the school day starts, they need to be called into school as absent. This is a safeguard for the student and his or her classmates. Students need to be fever, vomit, and diarrhea free for 24 hours (without taking Tylenol or Aspirin-type medication) before returning to school.

#### **Emergency Contacts:**

A child's emergency contact person needs to be local. It is the parent's/guardian's responsibility to notify the school of any changes in contact information. The emergency contact person should be able to pick up the student within a half hour of being called. Please notify your emergency contact that you are listing them as an emergency contact.

#### **Lice:**

1. If you find lice on your student at home, you need to call the office to inform them. Your child will need to be treated at home. Your child will need to be rechecked by the school nurse or building principal before they are permitted back at school and must be lice and nit free.
2. If your child is found to have lice or nits at school, you will be called to pick him or her up from school. After treating your child, the student can return to school after he or she has been checked by the school nurse or building principal.
3. If your child has lice or nits, he or she cannot ride the bus home.

## ❖ ADDRESS/CONTACT INFORMATION

It is absolutely necessary that the school have up-to-date student-custodial parent/guardian addresses and phone numbers, including work phone numbers and cellular phone numbers. This is crucial in the event of an emergency. Please immediately notify the school of any change in home or work contact information throughout the school year.

## ❖ ANIMALS

Due to allergies and safety concerns, bringing household pets to school is prohibited.

## ❖ ARRIVAL/DISMISSAL TIMES

Elementary school hours for grades K - 3 are 8:55 a.m. – 3:25 p.m. School hours for grades 4 & 5 are 9:10 a.m. – 3:40 p.m. **All students are expected to arrive at school no earlier than 20 minutes before the start of the day, unless they are a bus rider. Students arriving earlier may be unsupervised.** Kindergarten hours for our full-day students will also be from 8:55 a.m. – 3:25 p.m., however, those students that choose the half-day option will attend from 8:55 a.m. – 12:00 p.m.

Walkers and bicycle riders should exit from the appropriate doors and cross the streets at designated crosswalks under the supervision of the school's safety patrol and the City of Maumee crossing guard. Please instruct children to travel directly to and from school.

All changes in transportation, childcare, etc. should be made in writing the morning of the day of the change. Messages cannot be delivered to a teacher regarding a student's dismissal after 2:00 p.m. unless it is an emergency.

## ❖ ATTENDANCE/TARDY INFORMATION

Regular attendance develops a positive attitude toward school, encourages promptness, and promotes the habit of dependability—all necessary ingredients for success in future school and career efforts. State law mandates that the custodial parent/guardian is responsible for the child's regular attendance at school.

Children who arrive after the final bell will be considered tardy and must report to the office. Bus schedules are planned so children will arrive at school before the final bell. Absences will be tracked by the hour.

## ❖ BIRTHDAYS

Students' birthdays are announced each morning to the student body. Students receive birthday recognition from the principal. Please contact the homeroom teacher for celebration ideas if you or your child wants a classroom birthday celebration. Please work directly with your child's teacher regarding birthday treats. We ask that you do not plan to pass them out in the cafeteria. Balloons and flowers interfere with safety on the bus and walking home; therefore, we do not accept delivery of these items for students.

## ❖ BUS TRANSPORTATION GUIDELINES

### 1. Bus Stop

- Pick-up: Students shall wait for the bus at designated place of safety as determined by the bus driver at least **5 minutes prior to bus arrival**. The bus driver will use hand signals to notify students to get on the bus.
- Drop-off: Students shall wait at their designated place of safety until the bus leaves the bus stop. Students crossing the street shall follow the hand signals of the bus driver.

### 2. Riding the Bus

- Students shall ride their assigned buses to and from school and get on/off at their assigned bus stop. For a long-term change in pick-up or drop-off location, an alternate transportation form (available on-line) must be completed and turned in to the transportation office. For a one-day change – a note explaining reason must be signed by principal.

- Students shall enter/exit the school bus in an orderly manner - taking their seats quickly and quietly. Bus drivers may assign seats on any bus.
- General rules include those to meet the guidelines of – “**BE SAFE, BE RESPECTFUL AND BE RESPONSIBLE**” as are expected in a classroom including:
  - Students shall follow all directions of a bus driver. The driver is responsible for the order and safety of all students on the bus.
  - Noise shall be kept to a minimum with silence required at railroads and when the driver requests silence. Foul or vulgar language is not allowed. Be respectful to driver and fellow students.
  - Students are to stay seated, facing forwards, during the bus route – no part of the body should be in the aisle.
  - Bodies and objects shall be kept inside the bus – i.e. no arms out windows. Be respectful of other passengers by keeping hands to self.
  - No eating, drinking or chewing gum on the bus.
  - Use of electronic devices to record audio or video is strictly prohibited. Earbuds, headphones, etc., may be worn, but one ear must stay open to listen to direction from driver.

### 3. Consequences of Misconduct

- **Step 1** – Bus Driver will talk to the student and/or move seating assignment.
- **Step 2** – Bus Driver will talk to the student and send a note home requiring the parent/guardian signature. (Copy of note will be sent to principal.)
- **Step 3** – A written and phone referral from the bus driver to the principal will be made and conference with student may occur. (Bus drivers may attend.)
- **Step 4** – A second written and phone referral from the bus driver to the principal will be made and a 1-3 day suspension from the bus may occur.
- **Step 5** – A third written and phone referral and 4-10 day suspension from the bus may occur.
- **Step 6** – A fourth written and phone referral and minimum of 30 day suspension from the bus may occur.
- **Step 7** – A fifth written and phone referral and a recommendation of denial of bus privileges for the remainder of the school year may occur.

Depending on the severity of the offense, steps may be skipped. Questions regarding transportation may be directed to the **Transportation Office at 419-893-1392**.

## ❖ **CAFETERIA/FOOD SERVICE/SCHOOL MEALS**

### School Lunch Program

Cafeterias operate in all Maumee schools to serve nutritious breakfasts and lunches to students. A listing of daily menus is distributed to students monthly and posted online at:

[http://www.maumee.k12.oh.us/about\\_the\\_district/food\\_service.php](http://www.maumee.k12.oh.us/about_the_district/food_service.php).

Students may also pack lunches. Please, for safety reasons, **do not use glass containers**. Milk and bottled water may be purchased individually.

All students eat lunch in the cafeteria and are expected to conduct themselves in a quiet and appropriate manner. Each student will learn and practice proper table manners as a part of his/her education.

The following rules will be enforced:

1. Children will enter and leave the cafeteria in a quiet, orderly manner.
2. Children will sit where assigned by the supervisor.

3. Children will remain seated until they are dismissed.
4. Children will not throw food.
5. Children will not talk loudly or turn around to other tables.
6. Sharing of food is not permitted.
7. Students are responsible for placing trays, utensils, paper and garbage in the proper receptacles.
8. Children will use proper table manners at all times.

**Failure to cooperate may result in lunch assignment in the school office.**

Breakfast and Lunch Prices/Payment - Prices will be announced at the beginning of each school year. Students are expected to pay for meal service in advance or daily. Payment using the online services (k12paymentcenter.com) or by check is encouraged. Payments sent to the school should be sent in an envelope labeled with the student’s name (first/last) and amount enclosed. Students are to turn all payments in to their teacher. You may call the school office or the Food Service office for additional information. Please make checks payable to Maumee City Schools Food Service.

Charging Meals - If a child forgets lunch money, he/she will be allowed to charge lunch. A notice will be sent home Tuesdays and Thursdays for students who have a negative balance. Students will not be allowed to charge meals over a negative balance of \$8.25. Students, who cannot charge another lunch, will be provided an alternative meal instead of the meal they ordered. No charging is allowed for any items other than a meal.

Food Allergies - We serve many children with many diverse dietary needs. Your child’s specific needs and/or food allergies need to be communicated to both the school office and food service director.

Free and Reduced-Price School Meals - Free and reduced-price school meals will be provided to children of qualifying families. Applications are emailed to all parents after July 1. **Forms are also available in the school office or on the Maumee City Schools website.** Questions regarding Food Service may be directed to **Mrs. Mary Bottoni, 419-893-1182.**

❖ **CALENDAR**

The current year calendar is included on the back cover of this handbook for your reference. Please schedule family vacations when school is not in session. Daily events are listed on the district’s online calendar (DynaCal) and can be accessed from the school district web site.

❖ **COMPUTER TECHNOLOGY AND THE INTERNET**

Maumee City Schools Board of Education requires that each student using the technology available at our school agree to adhere to our Acceptable Use policy. This policy is signed off on by each student, and his or her parent/legal guardian and will remain in effect for one year. Any violation of this policy will result in the revocation of the privilege of using school owned technology.

❖ **CROSSING GUARDS AND PEDESTRIANS**

Students who walk to school should learn the safe pedestrian routes between their home and school. The City of Maumee adult crossing guards, as well as members of the student safety patrol (Wayne Trail only), assist children at

designated crosswalks. Information regarding school crossings can be obtained from each elementary school. Crossing guards are posted for the safety of children walking to and from school and students must obey their directions.

## ❖ DISCIPLINE

**Below are the terms and definitions we aim to teach our students regarding rude, mean and bullying behaviors.**

### *Definitions*

**Rude** = Inadvertently saying or doing something that hurts someone else.

From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed-up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

**Mean** = Purposefully saying or doing something to hurt someone.

The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to criticize. Meanness also sounds like words spoken in anger — impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

**Bullying** = Intentional behavior, repeated over time, that involves an imbalance of power between the student doing the bullying and the student being bullied.

Experts agree that bullying entails [three key elements](#): an intent to harm, a power imbalance and repeated acts or threats. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse — even when targets of bullying show or express their hurt or tell the aggressors to stop.

Bullying may be physical, verbal, relational or carried out via technology:

- **Physical:** was once the gold standard of bullying— the "sticks and stones" that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.
- **Verbal:** is what our parents used to advise us to "just ignore." We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.
- **Relational:** is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing, and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.
- **Cyberbullying:** is a specific form of bullying that involves technology. According to Hinduja and Patchin of the [Cyberbullying Research Center](#), it is the "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices." Notably, the likelihood of repeated harm is especially high with



cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

***What to do if this is happening to you***

Student's Response	Rudeness	Meanness	Bullying
First few situations	Ignore, laugh, walk away	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately
When you feel you want them to stop and first response are not working	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately	
You want it to stop and you have told them to stop	Tell an adult - Get help immediately		

***What to do if you witness this happening to someone***

Student's Response	Rudeness	Meanness	Bullying
First few situations	Ignore, politely tell the person in private that may have been rude	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately
When you see it is bothering someone (hurting their feelings)	Ask student to stop and let them know if they do not you will tell an adult	Tell an adult - Get help immediately	
When the student is not listening and continues to do it	Tell an adult - Get help immediately		

It is expected that the custodial parent/guardian will support the teacher and reinforce classroom rules and procedures.

Each teacher has consequences for classroom misbehavior, which may include reprimand, isolation within the classroom, counseling, and/or the withdrawal of privileges. If a student's behavior repeatedly does not meet the expectations of the teacher, the teacher will attempt to enlist the help of the custodial parent/guardian.

If this is not successful, the following may occur:

1. Referral to principal for one-on-one conference.
2. Conference with principal, teacher and student is held.
3. Removal from school until a conference with custodial parent/guardian, teacher, principal, and student can be held. At this conference, a plan to correct the student's behavior will be devised.
4. Suspension from school. A student may be legally suspended from school for up to ten (10) school days.
5. Expulsion from school for the remainder of the semester.

## ❖ DISCIPLINE CODE OF CONDUCT

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

**POLICY:** 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 to adhere to the Student Discipline Code and to abide by disciplinary measures assigned for infraction of the code.

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. This code is binding on the student while in any school building, on school property, while being transported, or while attending any school-sponsored activity.

In accordance with Substitute House Bill 421, and under the Ohio Revised Code, Section 3313.661, the following Student Discipline Code for the Maumee City School District has been formulated:

1. A student shall not possess, transmit, conceal, consume, or show evidence or having consumed, or offer for sale any alcoholic beverage, illegal drug, non-prescribed drug, counterfeit drug, or drug-related paraphernalia.
2. A student shall not possess, use, transmit, or conceal tobacco.
3. A student shall not cause or attempt to damage any school property.
4. A student shall not haze, coerce, or physically threaten any student, staff, or person.
5. A student shall not damage and/or vandalize private property on school premises during a school activity, function, or a school-sponsored event off the school grounds.
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.
7. A student shall not assault or behave in such a way as could cause physical injury to any person.
8. A student shall not assault, threaten, or use abusive and/or obscene language in addressing any student, staff member, or person either verbally or in writing.
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.
10. A student shall not cause any school routine to be disrupted including, but not limited to, disruptions through acts of violence, bomb threats, false fire alarms, insubordination, use of explosives, indecent exposure, or disrupting another school building's/program's routine after dismissal from his/her own school program. A student shall not ignite any combustible material or be a party to such act in the school buildings or on school property.
11. A student shall not engage in or be a party to the theft of private or school property while on school grounds, in school buildings, or at a school-related activity.
12. A student shall not violate school rules as outlined in individual school building rules and regulations (e.g., tardiness, truancy, insubordination, etc.).
13. A student receiving multiple suspensions may be recommended for expulsion.
14. A suspended student, GRADES K-12, may serve suspension time in the suspension classroom. A suspended student, legitimately absent from school during the time of his/her suspension, must serve assigned suspension time in the suspension classroom upon his/her return. Illegitimate absences or refusal to attend suspension will be treated as truancy from school and could result in referral to the Children's Services Bureau and/or the Juvenile Court. A suspended student, GRADES K-5, may serve a suspension at home.
15. A student shall not give or sign the name of another person for the purpose of misleading school personnel.

**A violation of any rule may result in disciplinary action, including removal, suspension and/or expulsion.**

In-School Reassignment - In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students who violate the school conduct code/rules may be assigned to in-school reassignment. This will provide students with an opportunity to receive credit for their academic work while being disciplined. Students who refuse to cooperate with the guidelines of this program will serve their suspensions in the custody of their custodial parent/guardian.

When a student is assigned to in-school reassignment by an administrator he/she will spend the assigned time in a designated area under a very strict set of rules. Students will not have a chance to socialize with other students and will not be allowed to participate in school functions (intramural and inter-district sports activities, field trips) during the time they are reassigned.

Suspension - Prior to the suspension of a student, written notice will be given by the superintendent or principal to the student of the intention to suspend, which shall specifically state the reason(s) for the contemplated suspension.

The principal must then provide the student an opportunity to appear at an informal hearing before the principal, associate and/or assistant principal, or the superintendent or designee, to challenge the reason(s) for the intended suspension or to otherwise explain his/her actions. A delay between the time when the written notice has been served and the time of the actual formal hearing need not exist. In the majority of instances, the principal, the associate and/or assistant principal, or the superintendent or designee, may informally conduct the hearing by discussing the alleged misconduct with the student minutes after it allegedly occurred.

After the informal hearing has been completed and the principal, superintendent or designee has determined that suspension is necessary, the suspension shall begin immediately. Except in those cases of disruption where the circumstances dictate that one or more students be removed from the school property or activity immediately, no student shall be released from school during the school day without notifying the custodial parent/guardian in person or by telephone.

Within twenty-four (24) hours after the time of the student's suspension, the superintendent or principal shall give written notice of suspension to the student, the custodial parent/guardian, and the district treasurer. This notice shall include the reason(s) for such suspension, the duration of the suspension, and the right of the student, custodial parent/guardian, or representative to appeal such action to the superintendent and/or to the Board of Education. This notice shall further inform the student, custodial parent/guardian or representative of the right to be represented by an attorney at such appeal proceedings and the right to hear facts upon which the suspension was given.

The student or custodial parent/guardian may appeal a suspension by the superintendent or principal, or an expulsion by the superintendent to the Maumee Board of Education or to its designee. The student or his/her custodial parent/guardian may be represented in all appeal proceedings and shall be granted a hearing against such suspension or expulsion before the Board or its designee.

Expulsion Policy - Only the superintendent may expel students from school for a period of time as authorized by state law. Prior to expulsion, the superintendent shall give to the student and custodial parent/guardian, or other representative written notice of the intention to expel. Such notice shall specifically state the reason(s) for the contemplated expulsion. The notice will further inform the student and custodial parent/guardian or representative of the time and place of the expulsion hearing, of the opportunity to appear in person before the superintendent or designee to challenge the reason(s) for the intended expulsion, or otherwise explain the student's action.

Removal Policy - The superintendent, a principal, or an assistant principal may remove a pupil from curricular or extracurricular activities or from the school premises if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place, either within a classroom or elsewhere on the school premises.

If a student is removed from a curricular or extracurricular activity or from the school premises, written notice of the hearing and of the reason(s) for the removal shall be given to the student as soon as practicable within twenty-four

(24) hours prior to the hearing, which shall be held within seventy-two (72) hours from the time the initial removal was ordered. The hearing shall provide the student an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or the superintendent's designee to hear the reason(s) for removal, to explain his/her actions, and to challenge intended suspension or expulsion. If it is probable that the student will be suspended or expelled in conjunction with the removal, such hearing shall then be held in accordance with hearings for suspension or expulsion respectively, except that in either instance the hearing shall be held within seventy-two (72) hours of the initial removal. The individual who ordered the removal shall be present at the hearing.

## ❖ DRESS AND GROOMING

The question of proper student dress often presents itself, especially at the upper grade levels. In an attempt to avoid as many problems as possible, it seems proper to express here a philosophy in the hope that parents, students, and administration can cooperate toward the avoidance of severe differences of opinion over dress and grooming.

Parents also have a responsibility, actually, the primary responsibility. Their example and their teaching at home have a profound effect upon the child. The students, the parents, and the school officials working together on this or on any other problem can create a school society in which a positive and cooperative atmosphere prevails.

**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 & RESTRICTIONS**

#### Overall Appearance

- A. Clothing and appearance that brings undue attention, prompting disruption to the learning environment is not permitted. Clothing and appearance that is deemed inappropriate is at the discretion of the building administrator.
- B. Clothing or appearance that promote gang activity, drugs, alcohol, or tobacco is not permitted. Also, clothing that has obscenities, profane language, sexual innuendos, degrading wording or display symbols of hate or oppression is not permitted.
- C. Tops and bottoms must overlap at all times, including when arms are raised overhead and when seated.
- D. Clothing that is torn, has holes, or rips is not permitted.

#### Top Garments

- A. Female shirts and dresses must have a collar, or sleeves, or both.
- B. Male shirts must have both a collar and sleeves. Collars may be of the rib neck variety. These would include collars on T-shirts and crewnecks.

#### Dresses, Skirts & Bottom Garments

- A. Pajamas or lounge pants are not permitted.

#### Footwear, Outerwear, Head Coverings

- A. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two (2) inches.
- B. Thong sandals (flip flops), slippers, shoes with retractable skates or other footwear with flexible, soft soles are not permitted.

- C. 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: hoods, hats, bandanas, do-rags and sweatbands). Exceptions may be made by the building principal as required by law to accommodate sincerely held religious beliefs.
- D. Outdoor apparel may not be worn in the building from the beginning to the end of the school day.

### **ADDITIONAL K-5 GUIDELINES & RESTRICTIONS**

In addition to the aforementioned, the following guidelines and restrictions apply to all students in grades Kindergarten through Fifth Grade:

- A. Clothing must be appropriate for the weather conditions, as students are expected to go outside during recess. Boots must be worn for students to be permitted to be in the snow.
- B. All open-toed shoes are discouraged due to recess play.
- C. Shorts, skirts, or dresses must be no shorter than fingertip length. In addition, gym or running shorts must have strings tied securely. Short, skirt, or dress length is relaxed for students at these grade levels.
  - a. Fingertip length is measured standing up with arms at the side and shoulders must not be shrugged.

### **❖ DRUG PREVENTION POLICY**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institutions of this community, our schools strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, “drugs” shall mean:

1. all dangerous controlled substances as so designated and prohibited by Ohio statute
2. all chemicals which release toxic vapors
3. all alcoholic beverages
4. any prescription or patent drug, except for which permission to use in the school has been granted pursuant to the Board policy
5. anabolic steroids

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as is defined by law on school grounds, in school vehicles, or at any school-sponsored event. It further establishes a drug-free zone within 1,000 feet of any facility used by the school district for educational purposes.

### **❖ ELECTRONIC EQUIPMENT**

Use of electronic equipment such as tablets, iPads, music devices, electronic games, cell phones or similar items in the building during school hours is prohibited unless, at the discretion of a staff member and with prior notice to parents, personal electronic devices will be utilized in a classroom for educational purposes. In these cases, students will have special permission to carry a device to school/in school for use only in the approved classroom. Use during other times will result in confiscation of such devices. As control and safekeeping of electronic devices is difficult, the school will not assume responsibility for them.

❖ **EMERGENCY DRILLS**

Emergency drills are held during the school year to familiarize students with the procedures to follow in case of an emergency such as fire, severe weather and lock downs.

❖ **EMERGENCY MEDICAL INFORMATION**

Each student is required to have an Information and Emergency Form on file in the school office listing information vital for the care of the student in the event of a medical emergency at school. Please be sure your child’s form is completed accurately and filed with the school. It is the responsibility of the custodial parent/guardian to keep information up-to-date. If there are any changes in phone numbers, physician, medical information, or any other information listed on the form, notify the school immediately.

❖ **GRADES**

Student progress is reported routinely by three methods: Interim Progress Reports, Student Progress Reports and Conferences.

**Interim Progress Reports for Grades K-3** – In the middle of any 9-week quarter, parents/guardians will receive notification for students in Grades K-3 not making adequate progress.

**Interim Progress Reports for Grades 4-5** – Grades for students in 4<sup>th</sup> and 5<sup>th</sup> grade can be accessed by parents in the PowerSchool Parent Portal. In addition, parents of students earning a D or F will receive a letter notifying the family of student progress. You may request a printed copy of the Interim Progress Reports from the school office and verify your PowerSchool Parent Portal username and password.

**Student Progress Reports** (grade cards) – for students in grades one (1) through five (5) are sent home at the end of each 9-week quarter of the school year. Kindergarten reports are sent home mid-year (January) and in June.

**Wayne Trail Grading Scale**

98	-	100	A+	73	-	76	C
93	-	97	A	70	-	72	C-
90	-	92	A-	67	-	69	D+
87	-	89	B+	63	-	66	D
83	-	86	B	60	-	62	D-
80	-	82	B-	59	-	0	F
77	-	79	C+				

**Fairfield & Fort Miami Grading Scale**

80	-	100	1
79	-	0	2

**Conferences** – Conferences are scheduled for this school year and dates appear on the school calendar found on the back page of this handbook.

In addition to the scheduled conferences, the custodial parent/guardian is welcome to request a conference at any point in the school year concerning student progress and/or other concerns. Call the school office to request a meeting with any school personnel.

## ❖ GUIDANCE SERVICES

School counselors are available at each elementary school. The elementary guidance and counseling program supports children academically and socially.

## ❖ HARASSMENT

It is a violation of school rules, and often of law, for any student to harass or intimidate another student or staff member. Harassment of a student or staff member will be considered a violation of the school conduct code.

**General Policy Statement:** It is the policy of the Board of Education to maintain an education and work environment that 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 discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as 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).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## ❖ HOMEWORK

Homework is recognized as an essential part of schooling. Out-of-school assignments provide supplementary reinforcement and foster self-discipline. Make it clear at home that you firmly support the role that homework plays in your child's education. Encourage your child to talk to the teacher when help is needed.

## ❖ IMMUNIZATIONS

Any child without proof of immunization will be excluded from school attendance no later than fifteen (15) days after admission. Any child who does not meet these immunization requirements must show documentation that they are "in process" of obtaining the required doses or a written statement by the custodial parent/guardian objecting to immunizations for philosophical or religious reasons has been presented to school authorities. "In process" means the child is receiving his/her immunizations according to the time schedule designated by Ohio Revised Code. The school nurse can help you with this time schedule. Failure to obtain "in process" immunizations in accordance with the law will result in exclusion from school attendance.

The immunization requirements for a student entering the Maumee Schools this year are as follows:

**DtaP, DTP, or DT; 4 or 5 doses.** A fifth dose is required for all students who received the fourth dose before their fourth (4<sup>th</sup>) birthday. Any combination of DTaP, DTP, DT or Tdap is acceptable.

**Polio; 3 or 4 doses.** The final (4<sup>th</sup>) required dose must be administered on or after their fourth (4<sup>th</sup>) birthday for all students who received any combination of OPV and IPV vaccines.

**MMR (Measles, Mumps, Rubella); 2 doses.** All Kindergarten through Grade 12 students must have two doses. The first dose must have been administered on or after the child's first birthday. The second dose must be administered at least 28 days after the first.

**Hepatitis B; 3 doses.** All Kindergarten through Grade 12 students are required to be immunized against Hepatitis B. The vaccine is a series of three shots. Students in the process of receiving the Hepatitis B series may be admitted to school but must be monitored by school staff to ensure that all doses have been administered.

**Varicella (Chickenpox); 2 doses.** One dose must be given on or after the child's first birthday. The second dose must be administered prior to entering kindergarten.

## ❖ LOST AND FOUND

A lost and found container is located in each school. Labeling each item with the child's first and last name helps reduce the number of lost items. Students should know where lost items are kept and check for lost personal articles. All unclaimed items will be given to a charitable organization on the last day of each quarter.

## ❖ MEDICATION

Students receiving medication at school **must** have a medication form on file in the office. The form includes all information required by law in regard to the prescribed medication, length of time prescribed, and the doctor's



signature. Non-prescribed medication is not permitted at school unless it is properly identified, registered and left in the office; this includes aspirin, cough drops, and inhalers.

The Maumee Board of Education has adopted a system-wide policy dealing with administering prescription medicine to students. Necessary forms for medication, both prescription and nonprescription, are available in the school office.

## ❖ PLAYGROUND EQUIPMENT

The school provides playground equipment. Students are not encouraged to bring their own equipment from home; i.e. basketballs, footballs, tennis balls, etc. The school is not responsible for lost, stolen or broken items.

## ❖ 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 Restraint and Seclusion. Every instance of physical restraint and/or seclusion will be documented and reported to parents. If a parent(s)/guardian(s) believes that his/her child has been improperly physically restrained or placed into seclusion, the parent may file a written complaint with the Superintendent.

## ❖ RECESS

### Lunch Recess

Weather permitting, all children are expected to participate in outside recess. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, children will remain in their classrooms for quiet activity.

If a child has been ill, the teacher **must** be given a note signed by the custodial parent/guardian requesting that the child stay in the building during recess on that particular day. If the request exceeds three (3) consecutive days, a written request from a doctor must be submitted to the principal.

### Recess/Playground Supervision

Playground monitors supervise the playground to ensure the safety of all students, and enforce rules promoting student safety. Playground rules are posted for the students.

## ❖ REGISTRATION AND ENROLLMENT

### Residency Requirements for Attendance

The Maumee City Schools provide elementary and secondary education (kindergarten through high school) for children meeting residency requirements. In order to be eligible for public education, a student **must** be in the legal custody of

a resident or government agency within the district. For a complete copy of the School District's Enrollment Policy 5111, contact a district administrator.

#### Transferring Within the District

A student changing residence within the school system from one elementary school to another will be permitted to complete the year at the school in which he/she is enrolled, but the custodial parent/guardian will be required to furnish transportation to and from school.

A request to attend a school other than the school of residence must be submitted to the Superintendent's office according to the application procedure (Intradistrict Transfer Request). Approval/ denial of these requests is based on board policy and guidelines established for Intradistrict Enrollment. **Please Note:** Students who are granted a change of elementary school **must apply on a yearly basis**. Requests are based on class size.

#### Transferring Out of Maumee City Schools

When transferring a student to a school outside the district, the custodial parent/guardian should notify the school office that the child is withdrawing from school and give the name of the new school where the child will be enrolled.

#### Kindergarten Registration/Enrollment

Any child entering first grade must have successfully completed kindergarten, as mandated by the State of Ohio. Children who will be five (5) years old on or before August 1 should be enrolled in kindergarten. The child must be enrolled by a custodial parent/guardian (with photo identification) who must present the child's birth certificate and social security number, along with two proofs of residency (one must be home purchase or lease agreement), and custodial papers, if applicable.

### ❖ SCHEDULING SPECIAL APPOINTMENTS

If it is known in advance that a child will need to leave school for a medical or dental appointment, the custodial parent/guardian should notify the school through a written note in the morning. The custodial parent/guardian should meet the student in the school office at the scheduled time. If an emergency arises, please call the school to make arrangements to pick up the child at the school office. (See Attendance/Tardy Information on page 3.) The school will not release your child to someone other than a parent/guardian unless you have given permission to do so. The office may require photo identification prior to releasing a student to someone other than the parent/guardian.

### ❖ SCHOOL CLOSINGS AND DELAYS

School closings and delayed openings will be announced on local radio, television stations, and the School Messenger Alert System. It is important that your School Messenger Alert information is current and up-to-date. Announcements will use the school system's title: **Maumee City Schools**. Please do not call the schools, central office, or the radio and television stations. When schools are closed, all school events that day and evening will be automatically cancelled.

If it becomes necessary for the start of school to be delayed by two hours (e.g., for ice, fog, teacher in-service, etc.) the schedule will be as follows with bus transportation provided as usual, only two hours later than normal:

- 10:55 a.m. - 3:25 p.m. – classes for students in full-day kindergarten and grades 1-3
- 10:55 a.m. - 3:25 p.m. – half-day kindergarten students (remember to make lunch arrangements)
- 11:10 a.m. - 3:40 p.m. – classes for students in grades 4-5

## ❖ SKATEBOARDS/SCOOTERS/ROLLER BLADES

For safety and liability reasons skateboards, scooters and rollerblades are not allowed to be worn/ridden on our school grounds beyond the bicycle racks. Skateboards, scooters, and rollerblades may be carried into school and secured in student lockers.

## ❖ STUDENT SERVICES

The custodial parent/guardian is asked to inform the child's classroom teacher, school principal, and/or counselor of any of the child's special needs. The district has a continuum of program options to address the needs of children with physical handicaps and learning disabilities. Special consideration will be given in cases of dietary restrictions, limitations on physical education and playground activities, and other chronic or short-term needs. Your child's teacher may identify a special need that has not been previously recognized and will offer information about intervention support.

The school district offers many student services; these include, but are not limited to, the following:

Cognitively Disabled	Student Services	Guidance & Counseling
Learning Disabilities	Gifted Education	Emotionally Disturbed
Multi-handicapped	Psychological Testing	Intervention Support
Vision Screening	Reading Intervention	Speech, Hearing & Language

Questions should be directed to your child's building principal.

### **Title I Services**

The Board of Education augments the educational program of educationally disadvantaged students with the use of Federal funds. Title I funding ensures that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. A complete copy of Title I Services Policy 2261 and Parents Participation in Title I Programs 2261.01 is available at the board of education office or online at [www.maumee.k12.oh.us/document\\_center/Title\\_I\\_Parent\\_Involvement\\_Policy.pdf](http://www.maumee.k12.oh.us/document_center/Title_I_Parent_Involvement_Policy.pdf).

### **Search for Children with Disabilities**

School districts throughout the country are continually involved in an effort to locate, evaluate and identify all children with disabilities from birth through age 21. Specific eligibility criteria vary with the age of the individual, but can include delays in communication; cognitive functioning; adaptive behavior; and sensory, physical and/or social/emotional development. Please contact us if you have a child who may qualify for services from the school district.

### **Federal Funds Assist Students with Special Needs**

Each year Maumee City Schools receives Title IDEA-B funds from the federal government to assist in providing services to students with disabilities in the Maumee school system, as well as at St. Patrick of Heatherdowns and St. Joseph's. These funds help to provide instructional and paraprofessional staff and instructional materials and supplies. They also offset tuition costs for students in specialized programs housed outside of the district.

## ❖ STUDENTS REMAINING AFTER SCHOOL

The custodial parent/guardian should reinforce with their child the necessity of going directly home from school. If a student plans to stay after school for legitimate activities, it is the student's responsibility to make the arrangements with their family in advance.

Children involved in non-school related activities are under the supervision of the person in charge, and the school cannot assume responsibility for incidents that may occur.

If a student missed their bus or their anticipated ride does not pick them up from school, the following procedure will occur:

1. The student is to notify the office staff immediately.
2. The school office will first call the parent/guardian of the student.
3. If a contact is not made, the office will contact the emergency contacts listed in PowerSchool.
4. If a contact is not made and all contacts have been exhausted, the staff will keep the student in the office for supervision.
5. Once 45 minutes has elapsed from the final dismissal bell, the school office will contact the Maumee Police Department to come to school and take the student home from school.

\*Please note: It is the parent's/guardian's responsibility to notify the school of any changes in contact information throughout the school year.

## ❖ TELEPHONE CALLS

Students are discouraged from using the office telephone *except in case of emergency*. Forgotten books, instruments, assignments, after-school arrangements, permission slips, lunches, etc. will not ordinarily be considered an emergency. Please help us work with the students to develop responsibility for their assignments, obligations, etc.

If the custodial parent/guardian needs to get a message to a child during the school day, he/she may call the school and ask the secretary to give the child a written message. We cannot guarantee that messages left after 3:00 p.m. will get to your child before the end of the school day.

Classes will not be interrupted for a child to come to the phone *except in cases of emergency*.

## ❖ TEXTBOOKS/FINES/FEES/STUDENT SUPPLIES

The Board of Education of the Maumee City Schools provides all basic textbooks at no cost to the children of our schools. The condition of books will be recorded at the beginning of the school year. It is suggested that you encourage your child to make a special effort to point out any book damage to the teacher at the time of receipt so there will be no question of responsibility at the end of the year. All books, including ones from the library, lost or damaged during the year will be assessed a replacement fee according to the nature of the loss.

There may be a charge for workbooks, art supplies, special reading materials, etc. for the school year. A supply list is available on the district website. Please pay the full amount of your child's fees as soon as possible.

## ❖ TRUANCY

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session. In accordance with statute, a statement from the parent of each student who has been absent from school or from class for any reason is required. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Truancy will be dealt with in accordance to school policy. Excessive unexcused absences may lead to legal action against the custodial parent(s)/guardian(s) under the State of Ohio Truancy Laws.

## ❖ VACATION REQUEST FORM

If a student takes a family vacation during the school year or is to be absent for any reason other than personal, family illness, or death in the family, a Personal Convenience Absence Request Form must be completed. This form can be obtained from the school office and should be completed seven (7) days prior to the child's absence.

## ❖ VISITORS

All visitors must report, register, and obtain a visitor's badge in the Main Office upon entering the building.

The Board welcomes and encourages visits to school by families, other adult residents of the community and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke controls including, but not limited to, the following:

1. Visitation will not be allowed during classroom testing periods.
2. A visitation should be no longer than thirty (30) minutes and must be scheduled in advance by the building principal.
3. The number of visitors at any one time should not exceed two (2) family members unless extended by the principal.
4. The frequency of outside visits for any student should be no more than one (1) every nine weeks.
5. Please be a silent observer and do not create any type of disturbance or disruption to the learning process.
6. Copies of instructional material being used by the students or teacher may not always be immediately available during the visitation.
7. Any comments made by individual students are to be maintained in confidence by the visitor to the classroom.
8. The principal and the teacher must approve use of audio or visual equipment to record classroom activities. No visitor shall be allowed to videotape students in the classroom as it violates the privacy rights of students unrelated to the visitor. Recording of other school activities will be in accordance with Policy AG9160. Attendance at Public Events.

## ❖ VOLUNTEER POLICY

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. If you are interested in volunteering, please contact the building principal or classroom teacher.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis will be required to be fingerprinted by Maumee City Schools so that a criminal records check can be conducted. If a criminal records check is conducted, it will be done as a condition of initial or continued service as a volunteer. If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any of the offenses described in R.C. 109.572(A)(1), the volunteer will be informed of the Board's actions in accordance with Policy 3120.09.

To set up an appointment to be fingerprinted, please contact the Maumee City Schools Administration Office at 419-893-3200. A Volunteer Release Form will be required in order to volunteer.

**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 Student Support, Title VI, Title IX and Section 504 Coordinator, at 716 Askin Street, 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 Maumee City School District Administration Office. The Maumee City School District is continuing to comply with Title VI, Title IX, and Section 504 regulations.*

# DISTRICT DIRECTORY

## Maumee Board of Education

Mike Wiley, President  
Diane Balcerzak, Vice President  
Jennifer Campos  
Stephanie Piechowiak  
Janet Wolff

*The Board of Education typically meets the third Monday of the month at 716 Askin Street at 5:30 p.m. Please check the website to verify time and location.*

[www.maumee.k12.oh.us](http://www.maumee.k12.oh.us)

## Administrative Offices

716 Askin Street  
Maumee, OH 43537  
419-893-3200

*Office Hours:  
Monday – Friday 8:00 a.m. – 4:30 p.m.*

**Superintendent**  
Todd Cramer

**Assistant Superintendent**  
Steven Lee

**District Treasurer**  
Paul Brotzki

**Director of Teaching & Learning**  
Michelle Shafer

**Director of Educational Services**  
Tricia Samuel

**Supervisor of Federal Programs, Communications  
& School Operations**  
Nancy Sayre

**Food Service & Transportation Supervisor**  
Mary Bottoni  
419-893-1182

**Supervisor of Facilities**  
Larry Burda  
419-893-1392

**Director of Technology**  
Jason Dugan  
419-893-8162



## Elementary Schools

**Fairfield... 419-893-9821**  
1313 Eastfield Drive  
**Mrs. Michele Loboschefski, Principal**  
Mrs. Mindy Overmyer, Secretary  
Ms. Amy Johnson, Guidance  
*Student Hours: 8:55 a.m. – 3:25 p.m.*

**Fort Miami... 419-893-2201**  
2501 River Road  
**Mr. Joel Hefner, Principal**  
Mrs. Tammy Nickey, Secretary  
Mrs. Shannon Cusumano, Guidance  
*Student Hours: 8:55 a.m. – 3:25 p.m.*

**Wayne Trail... 419-893-2851**  
1147 Seventh Street  
**Dr. Nick Neiderhouse, Principal**  
Mrs. Linda Meek, Secretary  
Dr. Ryan Osier, Guidance  
*Student Hours: 9:10 a.m. – 3:40 p.m.*

# Maumee City Schools 2018-2019 Calendar

July '18							August '18							September '18							October '18						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
1	2	3	4	5	6	7				1	2	3	4							1		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

  

November '18							December '18							January '19							February '19						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
				1	2	3						1		1	2	3	4	5						1	2		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		24	25	26	27	28			
							30	31																			

  

March '19							April '19							May '19							June '19						
S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																				30							

Date	Day	Event
8/13/2018	Mon	Staff Safety Inservice Day
8/14/2018	Tues	Staff Opening Day Meetings
8/15/2018	Wed	1st Day of School Grades K-9
8/16/2018	Thurs	1st Day of School Grades 10-12
9/3/2018	Mon	Labor Day, NO SCHOOL Grades K-12
9/4/2018	Tues	NO SCHOOL Grades K-12 (Inservice)
10/8/2018	Mon	NO SCHOOL Grades K-12 (Inservice)
10/11/2018	Thurs	MHS Parent Teacher Conferences (evening)
10/16/2018	Tues	End of 1st Quarter
10/17/2018	Wed	2nd Quarter begins
10/25-10/26	Thurs-Fri	Grades K-8 Conferences, NO SCHOOL Grades K-8
11/6/2018	Tues	Election Day - NO SCHOOL Grades K-12 (Inservice)
11/8/2018	Thurs	End of 1st Trimester
11/9/2018	Fri	MHS Teacher Records Day, NO SCHOOL Grades 9-12
11/12/2018	Mon	2nd Trimester begins
11/21-11/23	Wed-Fri	Thanksgiving Break, NO SCHOOL Grades K-12
12/20/2018	Thurs	End of 2nd Quarter
12/21/2018	Fri	Last day before winter break 9-12
12/21/2018	Fri	Records day, NO SCHOOL Grades K-8
1/7/2019	Mon	Classes resume Grades K-12
1/7/2019	Mon	3rd Quarter begins
1/10/2019	Thurs	MHS Parent Teacher Conferences (evening)
1/21/2019	Mon	Martin Luther King Day, NO SCHOOL Grades K-12
2/18/2019	Mon	Presidents Day, NO SCHOOL Grades K-12
2/19/2019	Tues	NO SCHOOL Grades K-12 (Inservice)
2/26/2019	Tues	End of 2nd Trimester
2/27/2019	Wed	MHS Teacher Records Day, NO SCHOOL Grades 9-12
2/28/2019	Thurs	3rd Trimester begins
3/15/2019	Fri	End of 3rd Quarter
3/18/2019	Mon	4th Quarter begins
3/29/2019	Fri	Last day before spring break K-12
4/8/2019	Mon	Classes resume Grades K-12
4/19/2019	Fri	NO SCHOOL Grades K-12
5/24/2019	Fri	Last Day of School Grades K-12
5/25/2019	Sat	Graduation
5/27/2019	Mon	Memorial Day (Holiday)
5/28/2019	Tues	Teacher Work Day - NO SCHOOL Grades K-12

No School Winter/Spring Break  
 Holidays  
 Teacher Inservice/Work Day NO SCHOOL (K-12)  
 No School Grades (K-8)  
 No School Grades (9-12)  
 End of Quarter (K-8)  
 End of Trimester (9-12)