



# Maple Heights City Schools

## Welcome Back for the 2009-2010 School Year School Opens August 20, 2009 \*

*Raising Student Achievement through Building Strong Relationships and Focusing on Engaging Work*

### ARE YOU ENROLLED ?

All students planning to attend the Maple Heights City Schools must be enrolled. Enrollments are by appointment only throughout the summer. Enrollment packets for all grades (PK-12) are available online at [mapleschools.com](http://mapleschools.com) or can be obtained at the high school main entrance, located at 5500 Clement Avenue, from 8:00 a.m. to 3:00 p.m. weekdays. Instructions and requirements are contained in the packet. Enrollment packets must be completed prior to your appointment.

Please call the enrollment office at 216.587.3200 extension 1030 or 1031 **after** completing the packet to schedule an appointment for registration. When registering your child, you will need the following:

- ▶ Proof of Residency - *At least 3 forms of proof are required. Such documents may include, but are not limited to, current voter registration card, current municipal income tax return, valid driver's license with current address, current utility bills, pay vouchers, current lease, and current insurance declaration page.*
- ▶ Birth Certificate
- ▶ Social Security Card or number
- ▶ Complete immunization records
- ▶ Custody papers (*a signed and certified copy, if applicable*)
- ▶ Ohio Driver's License or State ID
- ▶ Withdrawal/Transfer Slip (*if applicable*)
- ▶ Last Report Card (*if applicable*)
- ▶ Unofficial Transcript (*high school, only*)
- ▶ IEP (*special education students only*)
- ▶ Medical Exam Results (*special needs pre-school only*)

### WHEN IS STUDENT ORIENTATION & WHO IS MY CHILD'S TEACHER?

**Elementary Schools** will each hold a new student/parent orientation according to the following schedule:

- Dunham School – Thursday, August 13, 10:00 a.m.
- Raymond School – Tuesday, August 11, 10:00 a.m.
- Rockside School – Friday, August 14, 10:00 a.m.
- Stafford School – Wednesday, August 12, 10:00 a.m.

#### **Milkovich Middle School**

Orientation will be held Thursday, August 13, 12:00 p.m. Seventh graders and students new to the district are to meet in the gym. All parents are welcome to attend.

#### **High School**

**Freshmen Academy** orientation will be Wednesday, August 12, 6:00-7:30 p.m. The **SLC** orientation for students in grades 10-12 will be Thursday, August 13, 6:00- 7:30 p.m. Students will be able to pick up class schedules at orientation. Parents are encouraged to attend.

#### **WHO'S MY CHILD'S TEACHER?**

Students will be given their class assignment/schedule at orientation.

#### **WHAT IF I MISS ORIENTATION?**

Class lists/homeroom lists will be posted at each building by Monday August 17<sup>th</sup>.

### CAN SCHOOL PERSONNEL GIVE MEDICATION TO STUDENTS?

Personnel can give medication. Students who are to receive medication during the school day must have a completed request for administration of medication by school personnel on file in the nurse's office. This document may be obtained at your child's school office.

### EMERGENCY MEDICAL FORMS

Please complete and return the Emergency Medical Form to your child's school immediately. All students must have a current form on file by Tuesday, September 8. This is a State requirement. Students will not be permitted to attend school without this form.

### PRESCHOOL PROGRAM

Preschool classes are available to residents! Applications are currently being accepted. Contact Ms. Debbie Sawicki at 216.587.6100, ext. 3401 with questions or for additional information.

### WHEN DOES SCHOOL BEGIN? \*

On **Thursday, August 20**, all students (except kindergarten) are to report to their respective schools. First day of **Kindergarten** is **Monday, August 24**.

#### **WHAT TIME DOES SCHOOL START & END ?**

Dunham School.....	8:17 a.m. – 3:15 p.m.
Raymond School.....	8:45 a.m. – 3:45 p.m.
Rockside School .....	8:45 a.m. – 3:45 p.m.
Stafford School.....	8:17 a.m. – 3:15 p.m.
Milkovich Middle School.....	7:40 a.m. – 2:35 p.m.
High School.....	7:45 a.m. – 2:55 p.m.

*Your child is TARDY, if not IN CLASS by the starting time noted above.*

### WILL TRANSPORTATION BE PROVIDED?

All elementary and middle school regular education bus routes will be posted on our website (MAPLESCHOOLS.COM) by August 12. Additionally, postcards will be mailed to each eligible rider informing them of their stop location and time. Special education students will be notified of the routes by mail and/or telephone. Specific questions concerning bus transportation should be directed to Tina Perko, Director of Transportation, at 216.587.3200 ext. 1061.

### FREE & REDUCED MEALS

The Maple Heights Board of Education adopted the following income eligibility scale for free & reduced priced meals for the 2009-10 school year.

Household Size	Free Meals	Reduced Priced Meals
1	\$14,079	\$20,036
2	18,941	26,955
3	23,803	33,874
4	28,665	40,793
5	33,527	47,712
6	38,389	54,631
7	43,251	61,550
8	48,113	68,469
Each	+4,862	+6,919

### BREAKFAST & LUNCH PRICES

<u>Breakfast</u>	
All Schools	\$1.00
<u>Lunch</u>	
Elementary Schools	\$1.75
Middle School & High School	\$2.00
Individual Milk	\$ .35

### ELEMENTARY LUNCH MENU AUGUST 20<sup>TH</sup>

Chicken Nuggets, Steamed Corn, Pineapple Tidbits and Milk

### INDIVIDUALS WITH DISABILITIES

The Individuals with Disabilities Education Act mandates that every school district in the country develop a system to identify children with disabilities, birth through age 21, who live in their district. Additionally, the Rules for the Education of Handicapped Children, adopted by the Ohio Board of Education, direct that school districts conduct an annual in-school effort to identify and provide services to children with disabilities. Any child who you suspect as having a disability should be referred to the child's building principal. The principal will provide additional information about the differentiated referral system.

### THE DISTRICT'S TITLE IX COORDINATOR

The Board of Education of the Maple Heights City School District does not discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Bruce Willingham, Assistant Superintendent, has been designated as the district's Title IX Compliance Coordinator. Inquiries regarding compliance with Title IX may be directed to Mr. Willingham as follows: Maple Heights Board of Education, 14605 Granger Road, Maple Heights, 44137 or at 216-587-6100, ext. 3500.

### THE DISTRICT'S 504 COMPLIANCE OFFICER/ ADA COMPLIANCE OFFICER

The Board of Education of the Maple Heights City School District does not discriminate on the basis of race, color, national origin, sex, or handicap in its programs and activities. Cindy Caudill, Director of Special Pupil Services has been designated to handle inquiries regarding the non-discrimination policies. Ms. Caudill can be contacted as follows: Maple Heights Schools, Special Pupil Services, 5500 Clement Drive, Maple Heights, 44137 or at 216.587.3200 ext.1020.

### THE TREEHOUSE CHILDCARE PROGRAM

Our before and after-school childcare program will again be held during the school year. The program will begin Monday, August 24 and will follow the 2009-10 school calendar. Cost is \$35 per week, per child for either before or after-school care and \$70 per week, per child for both before and after school care. Vouchers are accepted and a family discount is available. Registration begins Wednesday, August 5 at all elementary schools and the Board of Education. Contact your child's school or Ms. Michalak at 216.587.6100, ext. 3600 for additional information.

MAPLE HEIGHTS CITY SCHOOLS SUPPORTS THE HIRING AND ADVANCEMENT OF ALL MINORITIES. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WHO FULLY AND ACTIVELY SUPPORTS EQUAL ACCESS FOR ALL PEOPLE, REGARDLESS OF RACE, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, DISABILITY OR MILITARY STATUS.

## HOW DO I REPORT ABSENCES?

You can report absences 24 hours a day, 7 days a week.  
Please call your child's school to report absences.

<b>DUNHAM SCHOOL</b> (Preschool & Grade 6) 5965 Dunham Road Zelina Pames, Principal Attendance (choose option 4)	<b>587-6125</b>  <b>587-6164</b>
<b>RAYMOND SCHOOL</b> (Special needs PK- Grade 1) 18500 Raymond Street Tara Scott, Principal Attendance (choose option 4)	<b>587-6135</b>  <b>587-6159</b>
<b>ROCKSIDE SCHOOL</b> (Grades 2-3) 5740 Lawn Avenue Alicia Lenczewski, Principal Attendance (choose option 4)	<b>587-6140</b>  <b>662-3353</b>
<b>STAFFORD SCHOOL</b> (Grades 4-5) 19800 Stafford Avenue Susan Harvey, Principal Attendance (choose option 4)	<b>587-6145</b>  <b>587-6146</b>
<b>MILKOVICH MIDDLE SCHOOL</b> 5460 West Boulevard Tracy Williams, Principal Attendance	<b>587-3200</b>  EXT. 2001 EXT. 2999
<b>HIGH SCHOOL</b> 5500 Clement Drive Wayne Marok, Principal Attendance – Freshman Academy Attendance – Community One Attendance – Community Two Attendance – Community Three	<b>587-3200</b>  EXT. 1001 EXT. 1041 EXT. 1050 EXT. 1009 EXT. 1008

## ADDITIONAL NUMBERS

SUPERINTENDENT'S OFFICE Dr. Charles T. Keenan, Superintendent Bruce Willingham, Assistant Superintendent	587-6100 EXT. 3001 EXT. 3500
BUILDINGS & GROUNDS DEPARTMENT Gino Vaccarella, Director	587-3200 EXT. 1062
CURRICULUM & INSTRUCTIONAL TECHNOLOGY Henry Pettiegrew, Director	587-6100 EXT. 3401
FOOD SERVICES Rocky Laurie, Director	587-6100 EXT. 3300
INSTRUCTION & GIFTED EDUCATION Susan Jaroscak, Director	587-6100 EXT. 3401
PERSONNEL DEPARTMENT Bruce Willingham, Assistant Superintendent	587-6100 EXT. 3500
SECURITY SERVICES Richard Richey, Director	587-3200 EXT. 1035
SPECIAL PUPIL SERVICES Cindy Caudill, Director	587-3200 EXT. 1020
TRANSPORTATION DEPARTMENT Tina Perko, Director	587-3200 EXT. 1061
TREASURER'S OFFICE Christopher Krause, Treasurer	587-6100 EXT. 3100
TREEHOUSE CHILDCARE PROGRAM and VIRTUAL LEARNING ACADEMY (VLA) Marcia Michalak, Director	587-6100 EXT. 3600

## SCHOOL CALENDAR

Orientation for New Teachers (4 days)	Thursday, August 13 through Tuesday, August 18
All Teachers Report	Wednesday, August 19
Students Report (Except kindergarten students)	Thursday, August 20
First Day for Kindergarten Students	Monday, August 24
Labor Day – NO SCHOOL	Monday, September 7
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, September 17
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, September 30
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, October 13
End of First Marking Period (HIGH SCHOOL ONLY)	Thursday, October 15
NEOEA Day/Staff Development – NO SCHOOL	Friday, October 16
Parent/Teacher Conference (HIGH SCHOOL)	Thursday, October 22
End of First Marking Period (GRADES K-8)	Friday, October 23
Parent/Teacher Conference (MIDDLE SCHOOL)	Wednesday, October 28 and Thursday, November 5
Parent/Teacher Conference (ELEMENTARY)	Thursday, October 29 and Wednesday, November 4
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, November 11
Thanksgiving Recess	Wednesday, November 25 through Friday, November 27
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, December 8
End of First Semester (HIGH SCHOOL ONLY)	Friday, December 18
Winter Break	Monday, December 21 through Friday, January 1 (Classes Resume Monday, January 4)
2-Hour Early Release Day/Staff In-service (All Schools)	Wednesday, January 13
End of First Semester (GRADES K-8)	Thursday, January 14
NO SCHOOL	Friday, January 15
Martin Luther King Day – NO SCHOOL	Monday, January 18
2-Hour Early Release Day/Staff In-service (All Schools)	Tuesday, January 26
NO SCHOOL	Friday, February 12
Presidents' Day – NO SCHOOL	Monday, February 15
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, February 18
End of Third Marking Period (HIGH SCHOOL ONLY)	Thursday, March 4
Parent/Teacher Conference (HIGH SCHOOL)	Thursday, March 11
End of Third Marking Period (GRADES K-8)	Friday, March 19
2-Hour Early Release Day/Staff In-service (All Schools)	Thursday, March 25
Spring Break	Monday, March 29 through Monday, April 5 (Classes Resume Tuesday, April 6)
End of Marking Period (HIGH SCHOOL ONLY)	Friday, May 7
Memorial Day – NO SCHOOL	Monday, May 31
Students' Last Day	Thursday, June 3
Teachers' Last Day	Friday, June 4

## VISIT OUR DISTRICT WEBSITE

For additional information on our schools and activities, please visit our website.

[WWW.MAPLESCHOOLS.COM](http://WWW.MAPLESCHOOLS.COM)

*The Board of Education  
and Administration  
Welcomes you to the  
Maple Heights City Schools*

Michael A. White, *President*  
Pamela D. Crews, *Vice President*  
Lori Chick, *Member*  
Robert F. Dober, *Member*  
Nicholas R. Dorsey, *Member*

Charles T. Keenan      Christopher D. Krause  
*Superintendent*      *Treasurer*

**Maple Heights Board of Education**  
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