



Back-to-school Information 2019-20

Visit the school [district web site](#) throughout the summer for updates and additional information

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It's Time to Complete Online Back-to-School Form – The back-to-school online form is ready for completion. If you do not have access to a computer, you may use a computer at Gateway Middle School or Maumee High School, or complete at Registration Day. Access to the online registration form is through your PowerSchool Parent Portal account.

**Complete online forms BEFORE JULY 26
for an expedited Registration Day process!**

If you need your Parent Portal login information, call 419-893-3386 or 419-893-8778.

District-wide Back-to-School Registration Day

Tuesday, August 6 from 7:30 a.m. – 6:30 p.m.

Maumee High School – 1147 Saco Street. Enter through the Performing Arts Center

All parents are able to quickly register all children for the new school year. Children do not need to attend but are welcome.

- * Parents of Penta Career Center students attend.
- * Parents of incoming kindergarten students attend.

What happens at Registration Day: Pay fees, pick up Chromebook (MHS), pick up class schedule (high school & middle school), pick up agenda book, buy locks & gym shirts, turn in immunization records and update medication information, verify residency, complete online forms (if you want assistance and if not completed in advance), check bus routes (all grades), ask questions.

School District Summer Hours

Administration Office: Mon. – Thurs. 7:30 a.m. - 3:30 p.m. until July 26

Mon. – Fri. 8 a.m. - 4:30 p.m. beginning July 29 – 419-893-3200

Gateway Middle School: 8 a.m. – 2 p.m., 419-893-3386

Maumee High School: 8 a.m. – 2 p.m., 419-893-8778

Elementary Offices: Closed for the Summer – Offices reopen Tuesday, July 30

First Days of School

Wednesday, August 14

FIRST DAY OF SCHOOL GRADES 1 – 9, Link Crew, Students in all grades who are new to MHS

Thursday, August 15

FIRST DAY OF SCHOOL GRADES 10 – 12 (returning students)

Monday, August 19

FIRST REGULAR DAY FOR ALL KINDERGARTEN STUDENTS

Kindergarten students have a staggered start to the year on either August 14 or August 15 or August 16. Parents of kindergarten students will be notified during the summer of their child's first day.



School Day Start & Dismissal Times – Changed for Elementary School

Fairfield Elementary School - (All-day Kindergarten – 3rd) * 8:45 a.m. – 3:35 p.m.

(Half-day Kindergarten) * 8:45 a.m. – noon

Fort Miami Elementary School - (All-day Kindergarten – 3rd) * 8:45 a.m. – 3:35 p.m.

(Half-day Kindergarten) * 8:45 a.m. – noon

Wayne Trail Elementary School - 4th & 5th * 9 a.m. – 3:50 p.m.

School Day Start & Dismissal Times Remain Unchanged for Gateway & MHS

Gateway Middle School - 8:15 a.m. – 2:55 p.m.

Maumee High School - 7:43 a.m. – 2:30 p.m.

School District Contact Information

Transportation & Buildings/Grounds
950 Cass Road – 419-893-1392

Food Service
950 Cass Road – 419-893-1182

Maumee High School
1147 Saco Street – 419-893-8778

Fort Miami Elementary
2501 River Road – 419-893-2201

Gateway Middle School
900 Gibbs Street – 419-893-3386

Wayne Trail Elementary
1147 Seventh Street – 419-893-2851

Fairfield Elementary
1313 Eastfield Drive – 419-893-9821

Administration Office
716 Askin Street – 419-893-3200

Parent-School Communications Tools

- (1) Please be sure that your email address in SchoolMessenger is accurate and that your spam filters do not reject messages from Maumee Schools. Email blasts via SchoolMessenger are one of the main ways that school information is communicated to families.
- (2) Sign up to receive the "Daily Bulletin" – announcements from your child's school. You select this option in your PowerSchool Parent Portal.
- (3) Keep your home address (especially if there is an apartment number) updated with school office to avoid missing important information that is mailed home.
- (4) Check the district-wide events calendar frequently (Dynacal) – link is on the front page of the school district website - www.maumee.k12.oh.us
- (5) Check FLYER CENTRAL frequently . [Link to FLYER CENTRAL](#)

Elementary Class Assignments Posted August 9 – Elementary class rosters will be posted at school buildings by 4 p.m. on August 9. Please do not call the school office for this information prior to the posting. New student enrollments during summer months mean lists are not finalized until posting time.

School Bus Information – The Transportation Department will post bus route information at August Registration Day and on the district website. Routes, bus numbers, and pick-up times will be included. If you have questions, call the Transportation Office: 419-893-1392.

Fee Schedule & Supply Lists Online – Student fee schedules and supply lists for grades K – 8 are posted on the district website. The high school does not suggest specific school supplies. MHS teachers will notify students if there are class-specific supplies needed at the start of each trimester.

Academic Course Fees for High School Students – Course fees for Maumee High School students will **not** be collected at Registration Day. Parents will receive an invoice for course

fees approximately three weeks into first trimester. **High School parents should still plan to attend Registration Day.** Pay to Participate fees will be collected at Registration Day.

Residency Is Verified For All Students Kindergarten - 12th Grade – More detailed residency information is included at the end of this document. If you still have questions after reading the information, contact the building where your oldest child attends school.

Custody Paperwork Must Be Up to Date – Families with custody paperwork, including “Child Care Power of Attorney” affidavit or “Grandparent/Caretaker Authorization” affidavit, must ensure these documents have been executed and court-stamped. If anything has changed since last school year, please provide new documents at Registration Day.

Medications – If your child is taking a prescribed medication that needs to be given during the school day, every school year new forms must be completed by the parent and prescribing physician. Forms can be found on the district website or picked up on Registration Day. [Link to medication forms on Back-to-School page of the website](#)

Immunization Requirements for Incoming 7th Graders – The Ohio Department of Health requires all 7th grade students to have received a Tdap booster shot AND a Meningitis shot before they may begin 7th grade. Proof of immunization should be provided at Back-to-School Registration Day. **STUDENTS WILL NOT BE ABLE TO START SCHOOL WITHOUT PROOF OF THESE VACCINATIONS.** Contact your child’s physician or Lucas County Health Department, 419-213-4121, for additional information.

Immunization Requirements for Incoming 12th Graders – The Ohio Department of Health requires all 12th grade students to have received a Meningitis shot before they may begin the new school year. Proof of immunization should be provided at Back-to-School Registration Day. **STUDENTS WILL NOT BE ABLE TO START SCHOOL WITHOUT PROOF OF THIS VACCINATION.** Contact your child’s physician or Lucas County Health Department, 419-213-4121, for additional information.

Food Service Information

School Breakfast & Lunch Offered at All Maumee Schools – Maumee’s traditional school lunch program; featuring hot, nutritionally balanced options, is provided in all five Maumee schools. All schools offer a breakfast program five mornings a week. Free and reduced-price breakfasts and lunches are available to students who qualify. Applications were e-mailed to families and are available when parents complete online back-to-school forms, on the district website and are available to pick up at school buildings. Prepayment plans are available to eliminate the need for students to carry cash. Call 419-893-1182 for more information. Lunch menus are on the district web site. This institution is an equal opportunity provider.

2019-20 Lunch Prices*

MHS - \$3.25 and \$3.50, GMS - \$3.00, Elementary schools - \$2.75, Milk \$.50

2019-20 Breakfast Prices* - Serving Times & Locations by School

MHS - \$1.50/\$.30(reduced price) from 7:15 a.m. to 7:43 a.m. in the cafeteria

GMS - \$1.50/ \$.30(reduced price) from 8 a.m. to 8:15 a.m. in the cafeteria

Fairfield - \$1.25/\$.30(reduced price) from 8:25 a.m. to 8:45 a.m. in the cafeteria

Fort Miami - \$1.25/\$.30(reduced price) from 8:25 a.m. to 8:45 a.m. in the cafeteria

Wayne Trail - \$1.25/\$.30(reduced price) from 8:40 a.m. to 9 a.m. in the cafeteria

*lunch & breakfast prices subject to change

Payment Options For School Meal Programs – Maumee City Schools uses an online payment system (K12PaymentCenter) <https://www.k12paymentcenter.com/> to process lunch payments. The Food Service Department highly encourages students to be signed up for this program so that parents can track their usage. Alerts are sent to notify of low balances and allows checking of purchases. If you do not use the online system, please use checks made payable to “MCS Food Service.”

Maumee Meal Charge Guidelines & Collection of Unpaid Meal Charges - Students are allowed to charge regular meals to the following negative amounts: K-5: \$20, 6-8: \$15, 9-12: \$10. Students will not be allowed to exceed these amounts. If a student will exceed these amounts by purchasing another meal, they will be offered an alternate entree of the Food Service Department’s choice. They will not be charged for this alternate meal. Automatic emails are sent daily by the Meal System to the parent of any student who owes money at the end of the lunch period. Phone calls will be made to parents of students when they exceed the following unpaid amounts: K-5: \$11, 6-8: \$9, 9-12: \$8.

Emails will be sent to parents of K-8 students when the student will receive an alternate meal unless payment is made. Grade 9-12 students will be notified daily of their charge status and that they may not exceed \$10. If there is an emergency causing an issue with meal payment, it is the responsibility of the parent to contact the Food Service Department at 419-893-1182 or email mbuttoni@maumee12.org. We encourage any parent who is having difficulty with meal payment to complete an application for free and/or reduced meals. This can be accessed on the Maumee City Schools website under Parents & Community/Back to School.

When a student withdraws, unpaid meal charges will result in not allowing records to be released to the new school. Parents will be called and/or emailed to attempt collection of these amounts. Graduating students need to pay all fees prior to participation in graduation. For returning students, unpaid meal charges at the end of the school year must be paid prior to registration or it will delay registration.

PAYING STUDENT FEES ONLINE IS AN OPTION AGAIN THIS YEAR 2019-20 student fees can be paid online! **Paying fees online will speed up the registration day process for many families.** A link to [“e-Funds for Schools”](#) is on the BACK-TO-SCHOOL page of the district website.

Parents need their child’s student number to create an account. This is found on the “School Info” page of your PowerSchool Parent Portal. All students in all grades have an assigned student number. If you can’t access your Parent Portal, contact your child’s school for this information. Before

elementary school offices reopen in August, parents should call 419-893-3386 or 419-893-8778 for this information.

District Dress Code Policy – The school district dress code policy applies to all students in kindergarten through 12th grade. The policy is posted on the PARENTS page of the district website.

Student Activity (Pay-to-Participate) Fee – The fee for students in grades 7 – 12 to participate on athletic teams, band, speech/debate team, high school show choir and cheerleading is: \$100 (1st child in a family), \$75 (2nd child), \$50 (3rd child). The fee covers as many sports and activities as a student wishes to participate in during any one school year. The school district charges an activity fee for students in grades 7 – 12 to participate in extracurricular and co-curricular activities/clubs: \$75 (1st child in a family), \$50 (2nd child), \$25 (3rd child). Students in 6th grade who wish to participate in an activity pay \$25.

MHS Athletic Department Using Online Forms - The MHS Athletic Department is now using Final Forms online forms/data management system for athletic participation. Paper forms are no longer used. **Returning Parents/Student Athletes** – login and update forms. If you have forgotten your login information, click on “Use Support” for help. **New Parents/Student Athletes** – register at <https://maumee-oh.finalforms.com>. Forms for fall athletes must be completed before the first official day of practice which is August 1, 2019. Mandatory fall sports meeting is July 31 – 7 p.m. in the Performing Arts Center at MHS.

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 all address delays in communication, cognitive functioning, adaptive behavior, and sensory, physical and/or social/emotional development. Please call 419-893-3200 ext. 10219 if you have a child who may qualify for services from the school district.

YMCA Before & After-School Childcare Program – The YMCA offers a before and after-school childcare program for Maumee elementary-age children. For information call the YMCA: 419-474-3995.



Important Information & Instructions for Parents Emergency & Critical Incidents

Maumee City Schools has emergency operation plans in place for every school building to reduce risks and prevent, prepare for, respond to, and recover from a crisis situation. Maumee Police and Maumee Fire have been active participants in creating these plans. If there is a safety-related situation at your child’s school,

please follow the instructions below. First and foremost, **PLEASE DO NOT COME TO YOUR CHILD'S SCHOOL. STAY CLOSE TO YOUR PHONE AND WAIT FOR INSTRUCTIONS.** You will receive information from the district via voice message and/or text message and it may tell you to check email for important information – so please have access to your email.

Do Not Come to School Building. Staying away from the school, not calling the building, and not tying up telephone lines will help prevent risking the safety of your child and his/her classmates. Maumee Police and Fire will immediately be on scene and the campus will be closed to all incoming traffic. The best and safest thing to do is stay away from the school campus, close to your phone, and wait for instructions. Parents coming to school will hamper the movement of emergency vehicles and restrict first responders from doing their jobs to aid our children. Another aspect is site security. Until otherwise determined, the school and immediate area may be deemed a crime scene.

SchoolMessenger Notification System. During and immediately following a critical incident, Maumee City Schools will communicate with parents via our SchoolMessenger automated system. For this reason, it is vitally important that you keep your contact information up-to-date at all times. (Instructions for this are included below.)

Misinformation Will Undoubtedly Spread Quickly

In an emergency situation, student safety must be every staff member's number one priority. Please do not trust information on social media. This is how misinformation and incomplete information is spread and can cause unnecessary concern. Information your child sends you via text message may not be accurate. The district will communicate with parents as quickly as possible as we realize you will be worried and anxious to know that your child is safe. Official information will come to parents directly from the school district via our SchoolMessenger alert system.

Permission For Others to Pick up Your Child

You are able to designate your emergency contacts in PowerSchool. You should update this information when you complete your child's back-to-school online form and as needed during the school year. If the district has to reunify children with their families from an off-site location, individuals designated as emergency contacts are the only people who will be permitted to pick up your child. You may list up to 3 individuals (in addition to parents/legal guardians). Students will only be released to individuals listed and who present with a photo ID (including parent/legal guardian).

Create/Update Your School Messenger Contact Information via your PowerSchool Parent Portal. If you have not created an account, contact your student's school for the Parent Portal letter. You will need a letter for each student. Step-by-step instructions:

http://www.maumee.k12.oh.us/document_center/SchoolMessenger_Setting_Preferences.pdf

Back-to-School Open Houses

Meet elementary & middle school teachers and drop off school supplies at Open House

Fort Miami	Monday, August 12	4:30 – 6 p.m.
Wayne Trail	Monday, August 12	5:30 – 7 p.m.
Gateway Middle School	Monday, August 12	5 – 6:30 p.m.
Fairfield	Tuesday, August 13	4:30 – 6 p.m.
High School	Wednesday, August 14	6 – 7:30 p.m.

New Student/Parent Orientation Sessions

Gateway Middle School	Thursday, August 8	6 – 6:30 p.m.
Fort Miami	Monday, August 12	4 – 4:30 p.m.
Wayne Trail	Monday, August 12	5 – 5:30 p.m.
Fairfield	Tuesday, August 13	3:30 - 4:30 p.m.



District All-Sports Passes Available this School Year

2019-20 ***District All-Sports Passes*** will be sold at Registration Day. Passes are good for home middle school and high school (7th – 12th grade) athletic events hosted at a Maumee facility, excluding tournaments (eg. Northern Lakes League, OHSAA, Northwest District Athletic Board) and excluding youth events that the high school or middle school host (eg. Junior Panthers basketball).

All-Sports Family Passes include two adults and a limit of three students. Additional student passes may be added to the family pass - \$30 per child. Any student currently entering kindergarten - 6th grade will need to come in to have their picture taken. Any student currently entering 7th - 12th grade and who had a school picture taken last year at Gateway or Maumee High School does not need to come in for a sports pass picture. **MHS Only passes will still be available.**

Family pass - \$275 (2 adults & 3 students), Additional students added to a family pass - \$30 each, Individual adult single pass - \$120, Adult couple pass - \$200, Individual GMS/MHS student pass - \$75.



FOR MORE INFORMATION: 419-893-8778 option 4

DETAILED RESIDENCY VERIFICATION INFORMATION

Residency will be verified on Back-to-School Registration Day in August and may be periodically verified throughout the school year.

(1) WHAT TO DO IF: You own your home or have a current lease in your name.

Provide a copy of your lease/rental agreement or mortgage statement/property deed PLUS at least one utility bill dated within the last 30 days with the address of the residence printed on the document. Copies will be made by the district. We will accept utility bills sent to you via email, provided they include your name, mailing address that matches your lease and is dated. **Cell phone bills are not considered utility bills.**

(2) WHAT TO DO IF: You live with another individual and your name is not on the lease/rental agreement or mortgage statement/deed. * (see * below)

Parent/legal guardians who are living with another individual and do not have a lease/rental agreement or mortgage/property deed in their own name will be required to have the person whose name is on the documentation attend Registration Day with them to complete required paperwork.

The homeowner/lease holder must sign an affidavit that both the parent/legal guardian and student reside at their residence and provide a copy of the lease/rental agreement or mortgage statement/property deed PLUS at least one utility bill dated within the last 30 days (see requirements in section (1) above). Parent/legal guardian must also provide a utility bill that meets the requirement in section (1) above. Both individuals will be asked to provide additional residency documentation throughout the school year.

** In some cases a "Landlord Acknowledgement Document" will be required from the owner of the property to tell the school district that permission has been given for the parent/legal guardian and student to live at the specified address without being named on the lease. * In some cases the school district may contact landlord to verify residency information.*

(3) WHAT TO DO IF: You have a document from a governmental agency rather than a lease/rental agreement.

An official document from a governmental agency (HUD, Lucas County Housing Authority) in your name may be used in place of a lease/rental agreement. A current utility bill is also required per the instructions listed in section (1) above.

Failure to provide requested residency documentation prior to the first day of school may mean a student will not be able to begin the school year.

IMPORTANT LEGAL INFORMATION ABOUT SCHOOL DISTRICT RESIDENCY: According to the Ohio Revised Code, a child must attend school in the district where the parent/legal guardian resides and school districts have the right to request verification of legal residency. Parents/legal guardians are responsible to verify and prove residency and to inform the school district of any address change within OR outside of district boundaries at any time. **The district may request residency verification documentation throughout the school year and parents/legal guardians are required to provide requested documentation in the timeline specified in order for child(ren) to remain enrolled in school.**

Giving false or inaccurate information for the purpose of enrolling students without paying tuition is a criminal offense. If a determination is made that there was an attempt to defraud the district, Maumee City Schools will seek restitution for tuition and legal fees from the party or parties responsible. **(Tuition is determined by the State of Ohio, fluctuates annually, and is approximately \$9,000 per student.)** The school district may also file charges to prosecute and recover reimbursement for tuition as well as legal fees from the party or parties responsible.