

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING

MONDAY, SEPTEMBER 11, 2017, 7:00 p.m.

JAMES R. McILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Roll Call**
- IV. Motion for Approval and Signing of Minutes**
- V. Student/Staff Recognition**

- A. September Students of the Month

<u>Student</u>	<u>Grade</u>	<u>School</u>
Edward Gale	04	Franklin Elementary School
Gavin Madigan	04	Isham Elementary School
Camryn Berg	04	Lincoln Elementary School
Sarah Ferguson	04	Overlook Elementary School
Auden Grindle	04	Valley View Elementary School
Nathan Metzger	06	Central Intermediate School
Rachel Murphy	08	Wadsworth Middle School
Severine Ford	12	WHS Career-Technical
Mathias Sovine	12	WHS Career-Technical
Emily Dennison	12	Wadsworth High School
Clayton Egleston	12	Wadsworth High School

VI. Administrative Discussion Items, Presentations, and Updates

- A. Discussion: Shadow a Student and/or Teacher Day
 - B. Discussion: Signage on the Multipurpose Facility Exterior
 - C. Update on Random Alcohol, Drug and Nicotine Testing of Students
 - D. Internet Safety Presentation for Parent/Guardian(s)
 - E. Lowe's Support of Franklin Elementary School
 - F. Distance Learning with Copley-Fairlawn School District
 - G. Grizzly Digital Academy
 - H. Elementary Class Size
 - I. Communication Guidance to Parent/Guardian(s)

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

- a) Kate Goodrich, Resident Educator Mentor (Year 2)
- b) Michelle Serfass, Tutor, eff. 8/31/2017

2. Employments

- a) Michelle Wyand, Nonteaching School Employee, eff. 9/6/2017
- b) Classified Substitutes, per attached list
- c) Supplemental Contracts, per attached list
- d) Athletic Contest Worker, per attached list
- e) Volunteers, per attached list

- 3. Recommendation to grant unpaid child leave under FMLA to Shannon Fisher, Teacher, from the end of her allowable sick leave through August 15, 2018
- 4. Recommendation to grant unpaid child leave under FMLA to Laura Buckingham, Student Attendant, from the end of her allowable sick leave through February 18, 2018
- 5. Recommendation to grant unpaid leave for Lawren Linear, Student Attendant, effective September 8, 2017, until she is able to resume her duties

B. ACTION CONSENT ITEMS

- 1. Recommendation to approve the Memorandum of Understanding between the Wadsworth City School District Board of Education and the Wadsworth Education Association
- 2. Recommendation to approve the Memorandum of Understanding between the Wadsworth City School District Board of Education and the Wadsworth Educational Support Personnel Association OEA/NEA
- 3. Recommendation to accept a \$500 donation from Lowe's
- 4. Recommendation to accept an \$8,000 donation from the Medina Juvenile Court
- 5. Recommendation to accept a \$5,500 donation from the CIS PTO
- 6. Recommendation to accept a fence donation at the north entrance of Art Wright Stadium, valued at \$58,910, from the Wadsworth All Sports Booster Club
- 7. Recommendation to approve the revised Wadsworth City School District Organizational Chart, effective October 1, 2017
- 8. Recommendation to approve the Wadsworth Middle School band logo
- 9. Recommendation to approve the following revised 2017-2018 Student Handbooks:

- a) High School;
 - b) Middle School; and
 - c) Central Intermediate School.
- 10. Recommendation to approve the following revised Wadsworth City School District Benefit Provision Manuals:
 - a) Administrator; and
 - b) Salary Exempt
- 11. Recommendation to re-adopt the following Wadsworth City School District Board of Education policies:
 - a) 2261.01, Parent Participation in Title I Program; and
 - b) 2413, Career Advising
- 12. Recommendation to approve the Addendum to Exhibit A of the 2018 Employment Services Contract between the Tri-County Educational Service Center and the Wadsworth City School District Board of Education for the period of August 1, 2017 through July 31, 2018
- 13. Recommendation to accept a \$1,207.50 donation from the Overlook PTO
- 14. Recommendation to approve the 2017-2018 Preschool Handbook
- 15. Recommendation to approve the disposal of a 2002 Dodge Caravan
- 16. Recommendation to approve the resolution affirming and restating the terms of a pick-up program for certain employee contributions to STRS and SERS and authorizing the treasurer to take any necessary action relating thereto

VIII. Items of the Treasurer

A. ACTION CONSENT ITEMS

- 1. Request a special board meeting the last week of September for the purpose of:
 - a) adopting Fiscal Year 2018 permanent appropriations and the amended certificate of revenue
 - b) Board of Education self-evaluation and goal setting
- 2. Recommendation to approve the property tax settlement agreement between the Wadsworth City School District Board of Education and STNL (Wadsworth) LLC
- 3. Recommendation to accept the donation of a 2002 Chevy Venture from Mr. Mark Hermann, valued at \$2,894
- 4. Recommendation to accept the August financial reports as presented and subject to audit
 - a) Financial Report by Fund
 - b) Revenue Account

c) Appropriations Report

IX. Legislative Update

X. Floor Items

XI. Board Member Items

XII. Adjournment

In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the Superintendent if they require a reasonable accommodation.

EMPLOYMENTS
September 11, 2017

Classified Substitutes

Lisa Fitzgerald, eff. 9/7/2017
Kathy Ellebruch, eff. 8/30/2017
Char Kasner, eff. 9/6/2017
Marilyn McKissick

Supplemental Contracts

Jennifer Manos	WMS Peer Tutor Advisor (50% contract)
Beth Beal	WMS Peer Tutor Advisor (50% contract)
Kim Leonard	Crossing Guard Supervisor (CIS)
Sara Storm Laura	Resident Educator Mentor (Year 2)
Nagy Kelly	RtI Chair, Gr. K-4
Osterhouse	RtI Member, Gr. K-4
Katherine Wolf	RtI Member, Gr. K-4
Joseph Snyder	Student Council, Elementary
Joseph Snyder	Bus Ramp Duty
Abby Elliott	RtI Chair, WHS
Jennifer Ballinger	RtI Member, WHS
Anne Rosenberger	RtI Member, WHS
John Yaggi	RtI Member, WHS
Victoria Albanese	Extended Service Hours
Gretchen Pappas	RtI Chair, WMS
Elizabeth Beal	RtI Member, WMS
Laurie Faye	RtI Member, WMS
Rachael Hantzsche	RtI Member, WMS
Georgia Terovolas	RtI Member, WMS
Autumn Reeves	Resident Educator Mentor (Year 3)

Athletic Contest Worker

Kristen Highland, eff. 9/1/2017
Larry Kaufman, eff. 9/1/2017

Volunteers

Nichole Adler	Kathy Frantz	Polly Magyar	Jessica Senior
Diana Aey	Heather Gaeckle	Jason Marshal	Kourtney Shanklin
Trisha Allen	David Gale	Beth Marzano	Allison Shell
Kelly Archinal	Lisa Gale	Kelly Matriano-Lim	Jillane Shipley
Jacqueline Auten	Melissa Gerber	Laura Mattle	Ernie Shore
Cheryl Bach	Loa Gerberich	Kimberly McArthy	Cortney Skidmore
Leah Bakula	Jennifer Greenlees	Laura McDermitt	Amy Smith
Bethany Barker	Cara Grimwood	Kristina McGrath	Kelly Smith
Victoria Barnes	Andrew Hall	Lindsay McMaster	Alyssa Snyder
Katherine Barstow	Kelly Hall	Teresa Megyes	Sarah Snyder
Stephanie Batey	Amy Hammer	Elizabeth Mendel	Tara Snyder
Jen Beck	Jacob Harris	Lisette Messick	Lucy Sondles
Janet Bemiller	Hilary Hassinger	Abby Milano	Kristel Stone
Jessika Berg	Ellen Hatfield	Kristen Miller	Angie Stoner

Darlene Berry	Natalie Heisler	Angela Mills	Alice Taylor
Nancy Bozzacco	Kristen Highland	Alison Moser	Colleen Tennant
Justine Bragg	Lynette Hoffman	Lanni Mynk	Rebecca Tetlow
Heidi Burkey	Scott Hoffman	Michelle Napier	Elaine Thomas
Brandi Bux	Brenda Hogan	Chris Neiser	Gail Thomas
Mara Byers	Glenda Holcomb	Michelle Neiser	Lillian Turano
Patricia Campbell	Kelly Holden	Laura Nelson	Russell Valentine
Nancy Capotosta	Laurel Houck	Dina Nixon	Suzanne VanSteenberg
Kristina Cargill	Susan Hutchinson	Carrie Nolin	Patricia Walker
Rebecca Casey	Lisa Inestroza	Sarah Oaks	Lisa Wapenaar
Whitney Chokreff	Sandra Istvan	Liz Olszewski	Mark Wapenaar
Charles Cline	Nancy James	Sharon Orr	Stephanie Warner
Kristin Cole	Meranda Jamison	Christine Ozarchuk	Joshua Weinberger
Michelle Cole	Carrie Kneale	Ihesha Packer	Carrie Wellington
Kimberly Croghan	Lynn Kollar	Tiffany Parks-McMillan	Julie Weyand
Jessica Cunningham	Dave Kopfstein	Anita Pavkov	Jeff Whited
Hester Dailey	Theresa Kreider	Amy Preusser	Carrie Wible
Stephanie Davis	Karen Kriss	Erica Price	Barbara Williams
Kalyn Davis	Renee Kyser	Anna Rains	Vanessa Williams
Dana Day	Kelsey Lanham	Kelly Rains	Douglas Wilmott
Connie Dean	Betty Law	Deborah Richards	Natashia Wilmott
Jennifer Dean	Megan Letner	Lisa Richardson	Lynn Wilson
Theresa Dean	Meggan Lilly	Alisa Roberts	Rebecca Wilson
Christine Demrovsky	Jennifer Link	Janel Robinson	Michelle Wilson
Hilary Derr	Jason Lorton	Kelly Ross	Dayna Wolf
Rebecca Dishauzi	Kimberly Love	Regina Rowell	Michelle Workinger
Diana Dodd	Andrea Lovell	Sara Russell	Nicholas Workinger
Heather Duong	Elizabeth Ludtke	Matthew Salzwimmer	Casey Wright
Jessica Ely	Carolyn Lutz	Amanda Saunders	Cindy Wyand
Jessica Evans	Crystal Maag	John Saunders	Michelle Wyand
Danielle Fassler	Jessica Maag	Jennifer Schreiber	Amanda Zander
Dana Fenzel	Sommer Macko	Britini Sears	Eric Zimmerman
Elizabeth Fraiser			

**WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
September 11, 2017
Agenda Detail Sheet**

VI. Administrative Discussion Items, Presentations, and Updates

D. Internet Safety Presentation for Parent/Guardian(s):



Internet Safety for Parents
Do you know how to keep your children safe in an always connected digital society?

Wadsworth MS 7th/ 8th Grade Student Assembly
*Wednesday, September 6, 2017

Wadsworth City Schools District Parent Night
*Tuesday, September 19th, 2017
6:30-8:30 PM @ WHS
Performing Arts Center (PAC)

**ADULT ONLY presentation
NO kids in presentation space**

About Jesse Weinberger
Jesse Weinberger is a nationally recognized Internet Safety presenter, TEDx speaker, and author. Since 2003 Jesse has been presenting to parents, students, teachers, and school districts, all over the United States. As a respected expert and leader in this field, she is frequently sought out by media, educators, administrators, and law enforcement for guidance on how to manage and improve the digital lives of children all over the United States.

Jesse's particular passion is in speaking directly to tweens, teens, and the parents who may not understand how best to keep their children safe. Jesse is able to effectively move her audiences with the perfect combination of humor and a deep expertise in this new digital world.

“It is not very common where you run across a presenter who holds such a captive audience. Your lecture actually provided insight and tools on how to fix issues we as parents may have created/allowed. Our son came home from your presentation (at school) and immediately erased his Instagram account. The simple fact that he came home and discussed specifics of your lecture and took action himself is a message well received and one we thank you for. In addition, our son spoke with his older sister (on his own) and she took action as well. I would not change one thing about your presentation. Keep delivering it with the same passion and direct tone!”
The Meisters - parents

Jesse's book : *The Boogeyman Exists: And He's in Your Child's Back Pocket* will be available for purchase (\$20) at the presentation. Jesse will be available for book signing before and after the event.

Understanding Social Media & Media Literacy
Learn: "the many ways in which your child is at risk online, "the massive effect of hypersexualization on your child, how too-young device ownership has a direct impact on sexual precocity and increases risks of sexual and social victimization, "the new age of onset of "adult content" consumption is 8 years old and the new age of onset of "adult content" addiction is 11 years old. Get educated and engaged TODAY.

Cyberbullying
Cyberbullying is happening every day on social media sites and gaming platforms. 50% of the time the bully is your child's best friend. 58% of the time today's "bully" is yesterday's "victim". Learn how to prevent your child from becoming a perpetrator and a victim.

Sexting
Sexting is happening right now in your school district among your child's peers. Sexting is happening as early as the 4th & 5th grades. Children are being charged with felonies and facing criminal consequences all over the United States. Learn HOW to have the conversation.

Sexual Predation
Your children are unaware that they are currently gaming and engaging on social media with sexual predators pretending to be children. Sexting, sextortion, and human sex trafficking have become a reality in the digital world. Learn how to protect your children!

Logos and Media Partners:
TEDx, FOX & friends, ALJAZEERA AMERICA, CNN iReport, The Columbus Dispatch, The New York Times, SECURITY BRIEF with Pat Kings, 3 wkye, FOX 8, Penn, Catholic Diocese of Cleveland, SUN NEWS, Global NEWS, wvz, Cleveland, THE PLAIN DEALER, OvernightGeekUniversity.com, www.facebook.com/OvernightGeekUniversity, www.youtube.com/OvernightGeekU

- E. Lowe's Support of Franklin Elementary School:** We would like to thank the Wadsworth Lowe's for their support of Franklin Elementary School. Representatives of Lowe's recently donated the materials and paint and repainted the USA map, kick ball court and 4 squares at Franklin Elementary School.



- F. Distance Learning with Copley-Fairlawn School District:** After we received no qualified applicants for our part-time Chinese teacher position, we have partnered with the Copley-Fairlawn School District to offer Chinese III and IV to our students through distance learning. Our students are taught by a teacher at Copley-Fairlawn. We thank Copley-Fairlawn Superintendent Brian Poe and the many others in their school district that worked with us to allow this opportunity for our students.
- G. Grizzly Digital Academy:** We currently do not have any students enrolled in our Grizzly Digital Academy in grades K-3. What we have found over the last few years is that, with the exception of one (1) student, the few K-3 students who have tried our digital program have not been successful. We attribute this to the difficulty in learning reading through a digital program. In addition to this, the requirements of the third grade reading guarantee make the digital program for students this age difficult.

As a result, we are placing a hold on enrolling any future K-3 students in our digital academy. Our academy will continue to be open to students in grades 4-12. If we are able to identify a better way to educate K-3 students through a digital medium, then we will revisit this decision.

- H. Elementary Class Size:** We are now in the second year of our K-2 class size reduction plan, as outlined in our [Strategic Plan 2016-2020](#). The following are our current K-4 class size numbers, as compared to the January 2017 projections:

<u>Grade:</u>	<u>FR:</u>	<u>IS:</u>	<u>LI:</u>	<u>OV:</u>	<u>VV:</u>	<u>Projected:</u>
K	22.0	21.7	21.5	22.0	22.0	22.6*
1	23.0	20.25	21.0	21.0	21.3	22.1
2	23.0	24.3	22.7	23.0	23.0	25.2*
3	24.5	26.0	26.0	25.3	25.0	25.3
4	28.0	27.3	25.5	27.0	28.5	27.8

* These numbers were based upon one (1) additional kindergarten section and one (1) less second grade section (in July we eliminated a kindergarten section and created a second grade section at Lincoln Elementary School).

- I. **Communication Guidance to Parent/Guardian(s):** The Wadsworth City School District recognizes that ongoing communication with district employees is key to the education of your child. Employees of the Wadsworth City School District strive to be accessible and responsive to communication with you. In today's day and age, where instantaneous communication through many electronic mediums is the new normal, the following guidance is being shared with you to further define accessible and responsive in the context of guidelines on how our employees will communicate.

Wadsworth City School District employees will:

- communicate with you through in-person conferences, phone calls made through district phone lines, ProgressBook, district-issued email accounts and/or school websites; and
- respond to your emails or phone calls in a timely manner. While "timely" is difficult to define and depends on the situation at hand, under ordinary circumstances, you should receive a response within two (2) school days.

When communicating with you about situations that pertain to work, Wadsworth City School District employees have been informed that they should refrain from:

- communicating with you through their personal cell phone (unless the phone is reimbursed by the district, which is not the case for teachers and support staff), individual text messages, non-district email accounts, online games and related activities, and social media mediums (e.g., personal Facebook accounts).

Please keep in mind that during the school day, most district employees are busy working directly with your child and other children. It may not be possible for the employee to know you left a voicemail or sent an email and/or to respond to your phone call or email immediately. If you have an emergency situation or a message that needs to be relayed in a timely manner, please contact your child's school office to ensure the message is received.

If you are not receiving timely responses, according to the guidance provided above, please contact your child's principal. If your child's principal is not responding to you in a timely manner, please contact the superintendent. If the superintendent is not responding to you in a timely manner, please contact a member of the Wadsworth City School District Board of Education.

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

2. **(a) Michelle Wyand:** Ms. Wyand is being recommended to fill the Aide position at Valley View Elementary which was left open when Ms. Diane Pratt resigned.

B. ACTION CONSENT ITEMS

1. **Memorandum of Understanding (MOU) with the Wadsworth Education Association (WEA):** The MOU with WEA being recommended for approval allowed for a modified posting timeline for positions that opened close to the beginning of the school year. The modified timeline allowed us to secure a teacher for each position before the first day of school for students.
2. **MOU with the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA):** The MOU with WESPA being recommended for approval allowed for a modified posting timeline for a bus driver position that opened close to the beginning of the school year. The modified timeline allowed us to secure a bus driver in a timely manner.
7. **Wadsworth City School District Organizational Chart:** The revised Wadsworth City School District Organizational Chart being recommended for approval, effective October 1, 2017, details the organizational structure of our school district. The changes and rationale for each are as follows:

Director of Facilities: The position that Joe Magnacca currently holds has looked different throughout its existence. In an effort to decide what structure best meets our current needs, we not fill the position upon Joe's retirement on September 30, 2017.

Under the proposed model, the Superintendent will be the direct supervisor for the following positions that currently are overseen by the Director of Facilities:

- Administrative Assistant in the Business Office;
- Custodial manager;
- Maintenance and Grounds Manager;
- Food Service Supervisor;
- Transportation Supervisor; and
- Bear Cub Director.

While we envision that some type of reorganization is possible, it is hard to fully grasp what the reorganization could look like because Joe has done a fantastic job as Director of Facilities. Not filling the position upon Joe's retirement will allow the Superintendent to work with the managers, supervisors, and directors to best align our needs moving forward. Ultimately, the goal will be to provide a recommendation on how to proceed at some point during the 2017-2018 school year.

Director of Technology: We will rename Phil Luthman's position as Director of Technology (currently his position is titled Technology Supervisor) and separate the position from the direct responsibility of our Director of Instruction and Professional Development. At some point in our district's history, the position was called Director of Technology.

Under the proposed model, Mr. Luthman would continue to be directly responsible for the following positions:

- Technology Support Specialists; and
- Network Engineer.

The Superintendent will be the direct supervisor of Mr. Luthman. Mr. Luthman and Dr. Evans will continue to work together very closely, aligning instruction and technology.

Mr. Luthman has demonstrated over time a strong ability to be forward thinking for our district and to not only plan, but follow through, on items. At the same time, Dr. Evans took on a large added responsibility this past school year by absorbing the gifted oversight for our district. The proposed move will help balance out the direct responsibilities in our Office of Instruction and Professional Development while positioning Mr. Luthman in a role that he is more than capable of excelling in.

This change will require revisions to our Administrator Benefit Provision Manual (see Action Consent Item No. 10).

School Nurse: The School Nurse change on the proposed organizational chart aligns the chart with our current model. Mrs. Lynn Decker is directly responsible for the following positions:

- Medical Assistants;
- Licensed Practical Nurses; and
- Health Aides.

The School Nurse position has changed significantly over the last three (3) years. When Mrs. Decker was originally hired, we contracted with PSI for the health service positions listed above. Under the former arrangement, PSI was directly responsible for these positions.

Under our current model, all health service positions are now held by Wadsworth City School District employees. Mrs. Decker directly supervises these employees. As a result, we have analyzed the salary range for the School Nurse position. A recommended change in the range, as found in the Salary Exempt Benefit Provision Manual, is part of Action Consent Item No. 10. The corresponding change in Mrs. Decker's salary will be effective on October 1, 2017.

Other Changes: The other changes reflected on the proposed organizational chart change position titles to align with the title in our Benefit Provision Manuals, add positions to the chart that have been in our Benefit Provision Manuals but were excluded from the current organizational chart (High School Security Monitor, Attendance Officer and Bear Cub Director) or align the chart with our current practice.

8. **Wadsworth Middle School Band Logo:** The middle school band log being recommended for approval was designed by our teacher, Mr. Sam Piehl. The proposed logo would be used on optional band clothing students can purchase.



9. **Student Handbook Revisions:** The revisions being recommended to the high school, middle school and Central Intermediate School 2017-2018 Student Handbooks align our handbooks with [the new attendance procedures](#) required by Ohio Revised Code.
10. **Benefit Provision Manuals:** The revisions being recommended to the Wadsworth City School District Administrator and Salary Exempt Benefit Provision Manuals align the manuals with the changes detailed under Action Consent Item No. 7 above.
11. **Re-Adoption of Policies:** The re-adoption of Wadsworth City School District Policies 2261.01, Parent Participation in Title I Program, and 2413, Career Advising, are required by law.
12. **Tri-County Educational Service Center Contract:** The Addendum to Exhibit A of the 2017-2018 Employment Services Contract between the Tri-County Educational Service Center and the Wadsworth City School District Board of Education being recommended for approval modifies the number of days our district receives the services of a student attendant for a student of our district that attends school in the Tri-County area.

16. **Resolution:** The resolution affirming and restating the terms of a pick-up program for certain employee contributions to STRS and SERS and authorizing the Treasurer to take any necessary action relating thereto being recommended for approval is necessary due to the Director of Technology position being added to the Administrator Benefit Provision Manual (see Action Consent Item No. 10). In addition, the resolution adds the correct title of another position, Coordinator of Testing, Assessment and Data (the position was previously called Gifted and Instructional Assessment Coordinator. The change in position title and responsibilities was approved at the April 11, 2016 Board of Education meeting).

Date: August 28, 2017

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RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Special Meeting

Date: August 28, 2017

3. Recommendation to approve the revised Special Needs Transportation Proposal with the Educational Service Center of Medina County for the 2017-18 school year. (ATTACHED)
4. Recommendation to approve the All American Tracks Corporation Contract to Maintain the Running Track Surface at Wadsworth High School for the period of 2018 through 2022. (ATTACHED)
5. Recommendation to set the substitute health aide rate of pay at \$12.00/hour.
6. Recommendation to dispose of the following equipment, no longer usable for school purposes according to BoE Policy 7310, Disposition of Surplus Property:
 - a) Cookie Display Warmer
 - b) Norlake Milk Cooler
 - c) Pizza Accessories (pans, paddles, screens)
 - d) Nieco Automatic Broiler
 - e) 16 Gym Lights (Franklin Elementary)

VOTE: Yea – Gordon, Kramer, McDougal, Batey, Casalinova

Nay – None

Motion Carried,

17-08-90 Upon the recommendation of Superintendent Hill, the motion was made by **McDougal**, seconded by **Batey**, to adopt the Personnel Consent Items from the August 21, 2017, Special Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Resignations:

- a) Wendy Biddulph Nonteaching

2. Employments:

- a) Tabitha Joseph Nonteaching School Employee
- b) Donna Kubiak Nonteaching School Employee (eff. 08/23/17)
- c) Shannon DeDomenic Certified Teacher (eff. 08/21/17)
- d) Angela Hall Teacher (eff. 08/21/17)
- e) Dolores Walter Certified Substitute (eff. 08/24/17)

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Special Meeting

Date: August 28, 2017

f) **Classified Substitutes:**

Val Dannemiller (eff. 08/22/17)
Liz Mendel
Marilyn McKissick
April Wellman

g) **Supplemental Contracts:**

Katherine Krumreig	Resident Educator Mentor (Year 1)
Meagan Neumann	Prevention Specialist
Kimberly Snyder	CIS English Dept. Head (50% contract)
Sandra Mueller	CIS English Dept. Head (50% contract)
Sara Storm	CIS Math Dept. Head (50% contract)
Bryce Weber	CIS Math Dept. Head (50% contract)
Gregory Stoner	CIS Science Dept. Head
Shannon Schmitt	CIS Social Studies Dept. Head
Ann Cooper	CIS Special Education Dept. Head
Jeffrey Kisor	WHS Volunteer Lacrosse Coach
Jacob Plocica	WHS Volunteer Lacrosse Coach
Dennis Segal	WHS Volunteer Lacrosse Coach
Todd Grice	WHS Volunteer Lacrosse Coach
Michael Swires	WHS Volunteer Lacrosse Coach
Anthony Pappas	Volunteer Asst. Football Coach
Lori Robinson	Social Studies Dept. Head (WMS)
Jennifer Thomas	Special Education Dept. Head (WMS)
Caren Schrubbs	English Dept. Head (WMS) - 50% contract
Katherine Goodrich	English Dept. Head (WMS) - 50% contract
Peri Jurey	Science Dept. Head (WMS)
Beth Lawrence	Math Dept. Head (WMS)
James Memmer	Reserve Softball Coach
Caren Schrubbs	WMS Newspaper - 50% contract
Elizabeth Davis	WMS Newspaper - 50% contract
Elizabeth Beal	Extended Service (42.25 hrs.)
Jennifer Manos	Extended Service (42.25 hrs.)
Laura Harig	Freshman Class Advisor

h) **Athletic Event Workers** (eff. 08/25/17):

Janice Cerovac
Diana Gorsuch
Sherri Moore

RECORD OF PROCEEDINGS

WADSWORTH CITY BOARD OF EDUCATION

Minutes of Special Meeting

Date: August 28, 2017

3. Recommendation to enact a half-hour Reduction in Force (RIF) for Denise Gleason, Student Attendant (eff. 08/23/17).

VOTE: Yea - Kramer, McDougal, Batey, Casalinova, Gordon

Nay - None

Motion Carried,

17-08-91 ADJOURNMENT

The motion was made by **Batey**, seconded by **Casalinova**, to adjourn at 9:01 a.m.

VOTE: Yea - McDougal, Batey, Casalinova, Gordon, Kramer

Nay - None

Motion Carried,

(Signed) _____
Amanda Gordon, President

(Attested) _____
Douglas D. Beeman, Treasurer

MEMORANDUM OF UNDERSTANDING
Between the Wadsworth Board of Education and the
Wadsworth Education Association

This Memorandum of Understanding is entered into this 17th day of August 2017, pursuant to Article XII, Assignment and Changes of Assignment of Personnel, of the *Negotiated Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Education Association (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of teachers employed in the Wadsworth City School District (hereinafter referred to as "the District"); whereas 12.01 B, Posting of Vacancy, states the following:

"1. Any administrative or bargaining unit vacancy or new position shall be communicated to all bargaining unit members via the District email and posted on the District website within ten (10) days of the date on which the vacancy arose.

2. A copy of the notice of vacancies shall be mailed to the Association President at the time it is posted.

3. No vacancy or new position shall be filled until such vacancy or new position has been posted for five (5) workdays during the regular school year or fifteen (15) calendar days during the summer months, provided that vacancies arising after July 10 may be filled ten (10) days after posting.

4. Part-time bargaining unit members who are not selected for a full-time vacancy may request a conference with the interview team chair to discuss the specific reasons for the decision."

NOW, THEREFORE, the Board and the Association agree as follows:

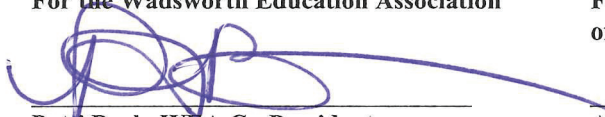
1. In an effort to hire new teachers prior to the start of the new school year for students (August 24, 2017), especially if the filling of a vacancy involves the transfer of a current Association member, the posting period identified in 12.01 B (3) will be modified for recent vacancies, as follows:

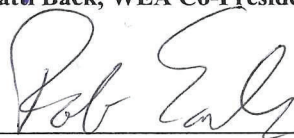
<u>Vacancy:</u>	<u>Initial Posting Date:</u>	<u>Closing Date for Posting:</u>
2nd grade teacher at Overlook Elementary School	August 7, 2017	August 14, 2017 at noon
Intervention Specialist at Wadsworth Middle School	August 9, 2017	August 14, 2017 at noon
Cross-Categorical Resource Room Teacher	August 15, 2017	August 18, 2017 at 3:00 p.m.

2. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
3. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

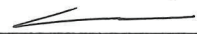
IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

For the Wadsworth Education Association


Patti Back, WEA Co-President


Rob Earle, WEA Co-President

For the Wadsworth City School District Board
of Education


Andrew J. Hill, Ed.D., Superintendent

Resolution Number: _____

MEMORANDUM OF UNDERSTANDING
Between the Wadsworth Board of Education and the
Wadsworth Educational Support Personnel Association OEA/NEA

This Memorandum of Understanding is entered into this 25th day of August 2017, pursuant to Article X, Assignment & Changes of Assignment of Personnel of the *Collective Bargaining Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Educational Support Personnel Association OEA/NEA (hereinafter referred to as "the Association").

WHEREAS, the Board and the Association are parties to the Agreement that governs the wages, hours, and other terms and conditions of employment of support personnel employed in the Wadsworth City School District (hereinafter referred to as "the District"); and, whereas 10.02, Posting, states the following:

"A. When the administration decides to fill a vacancy, the vacancy will be posted for one week in the bus garage and in each building where members are employed. Each job will be posted on a separate sheet stating the job title, number of hours per day, length of work year, pay grade, and deadline for submitting bids. If the posting does not include qualifications and duties, then the current job description for the position must be made available to members in each building and the bus garage. For all postings other than bus drivers, the posting will state the starting time and building(s) to which the position is assigned.

B. During the summer, vacancy notices will be posted in the July or August letter or mailed to the member's home address as listed in the employee directory and posted on the website. A vacancy will not be filled for ten (10) workdays after posting.

C. Administrators may make reassignments within a classification prior to posting a vacancy within the classification.

D. At the same time the notice is posted, a copy of the notice will be sent to the Association President."

NOW, THEREFORE, the Board and the Association agree as follows:

1. In an effort to hire a new bus driver as soon as possible, especially if the filling of a vacancy involves the transfer of a current Association member, the posting period identified in 10.02 B will be modified for bus bid #789, as follows:

Initial Posting Date:

Closing Date for Posting:

Monday, August 14, 2017

Monday, August 21, 2017 at 9:00 a.m.

2. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
3. Except as modified by this Memorandum of Understanding, all other terms and conditions of the Agreement shall remain in full force and effect. This Memorandum of Understanding represents the entire agreement of the parties with respect to its subject matter and shall only be amended by a signed writing.

IN WITNESS WHEREOF, the parties have entered into this Memorandum of Understanding at Wadsworth, Ohio, on the date first set forth above.

For the Wadsworth Educational Support
Personnel Association OEA/NEA

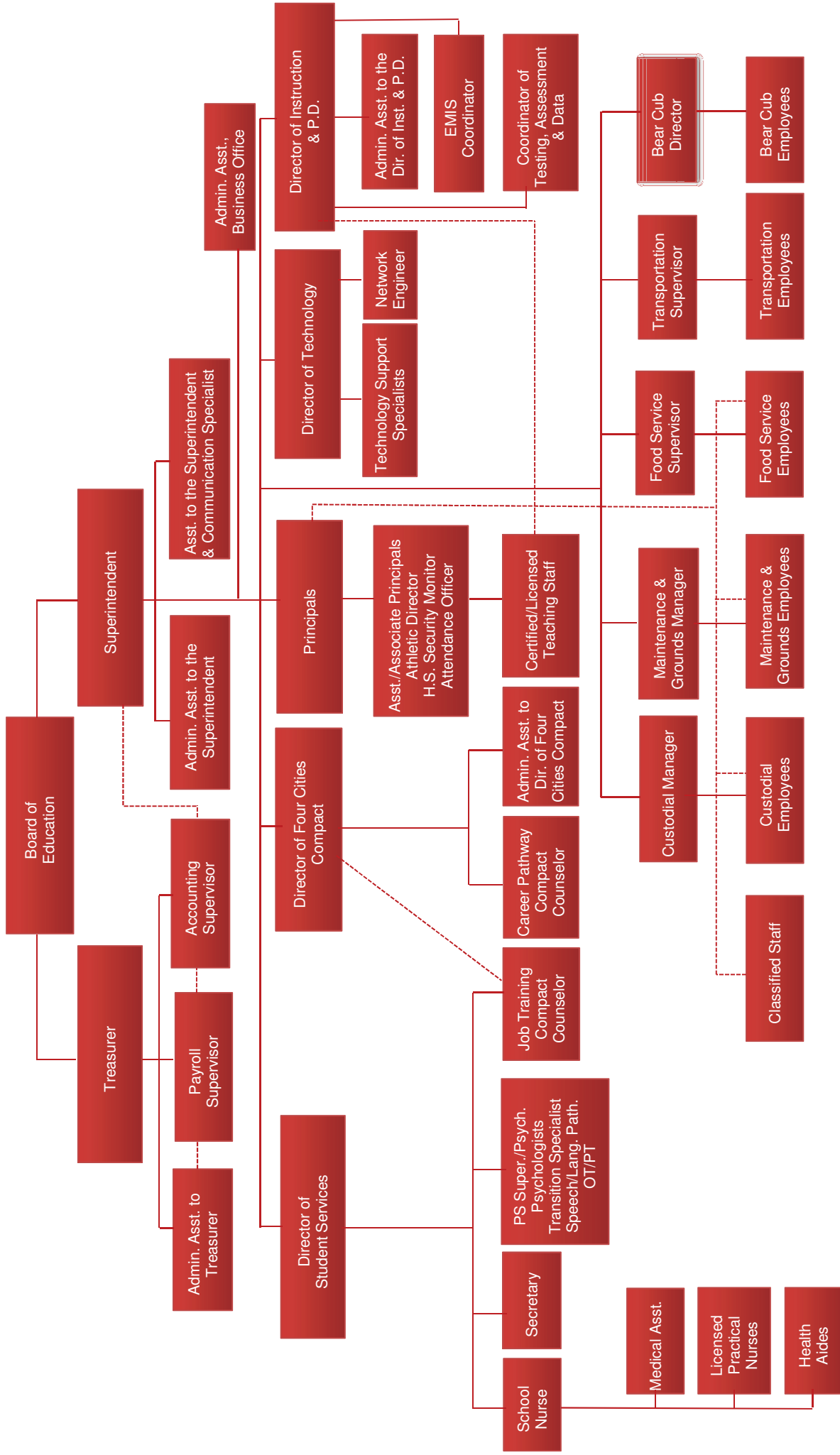

Jo Nell Fox, President

For the Wadsworth City School District Board
of Education


Andrew J. Hill, Ed.D., Superintendent

Resolution Number: _____

Wadsworth City Schools Organizational Chart



STUDENT HANDBOOK



Name _____

Address _____

City _____

State _____ **Zip** _____

Phone _____ **Student #** _____

WELCOME TO WADSWORTH HIGH SCHOOL

Administrative Team

Mr. Steve Moore, Principal
Mr. Rich Berlin, Associate Principal
Mr. Chris Sieber, Assistant Principal
Brad Musgrave, Athletic Director

IMPORTANT TELEPHONE NUMBERS

Area Code (330)

Main Office: 335-1400 WHS FAX 335-1376
Attendance Office: 335-1370
Athletic Office: 335-1372
Athletic Office FAX: 335-0189
Transportation: 336-3571
Board Office: 336-3571

Wadsworth High School hours of operation: 7:00 a.m. to 3:30 p.m.

STUDENT HANDBOOK OVERVIEW

While many of the handbook policies and procedures are outlined, the administration reserves the right to adjust, add, modify, or delete policies or procedures during the school year if it serves the best interest of WHS.

WADSWORTH HIGH SCHOOL WEB PAGE

<http://www.wadsworth.k12.oh.us>

School information, news, calendars, including all activities and athletic events, are available on the WHS web page listed above.

Please also refer to the Wadsworth City Schools web page for the following information that supports this student handbook:

Wadsworth City Schools' Board of Education
Policies and Guidelines: <http://www.neola.com/wadsworth-oh/>

SCHOOL CALENDAR 2017-2018

August 30	Open House (7:00 – 9:00 p.m.)
September 4	Labor Day – NO SCHOOL
September 7	WMS/WHS 2-Hr. Delayed Start
September 22	First Nine Weeks Interim Reports Available
September 22	Professional Development – NO SCHOOL
September 27	Parent Conferences (5:00-8:30 P.M.)
October 12	WMS/WHS 2-Hr. Delayed Start
October 19	End of First Nine Weeks
October 20	No School
November 2	WMS/WHS 2-Hr. Delayed Start
November 17	Second Nine Weeks Interim Reports Available
November 23-24	Thanksgiving Break – NO SCHOOL
December 7	WMS/WHS 2-Hr. Delayed Start
December 20	End of Second Nine Weeks & First Semester
December 21 – January 2	Winter Break – NO SCHOOL
January 4	WMS/WHS 2-Hr. Delayed Start
January 15	Martin Luther King, Jr. Day – NO SCHOOL
January 26	Professional Development – NO SCHOOL
February 1	WMS/WHS 2-Hr. Delayed Start
February 8	Parent Conferences (5:00-8:30 P.M.)
February 19	President's Day – NO SCHOOL
February 21	Third Nine Weeks Interim Reports Available
March 1	WMS/WHS 2-Hr. Delayed Start
March 16	End of Third Nine Weeks
March 30	Good Friday--NO SCHOOL
April 2-6	Spring Break – NO SCHOOL
April 12	WMS/WHS 2-Hr. Delayed Start
April 27	Fourth Nine Weeks Interim Reports Available
May 3	WMS/WHS 2-Hr. Delayed Start
May 25	Baccalaureate
May 27	Commencement
May 24	Last Day for Schedule Changes
May 28	NO SCHOOL (Memorial Day)
May 30	Student's Last Day and End of Fourth Nine Weeks & Second Semester
May 31	Faculty Last Day

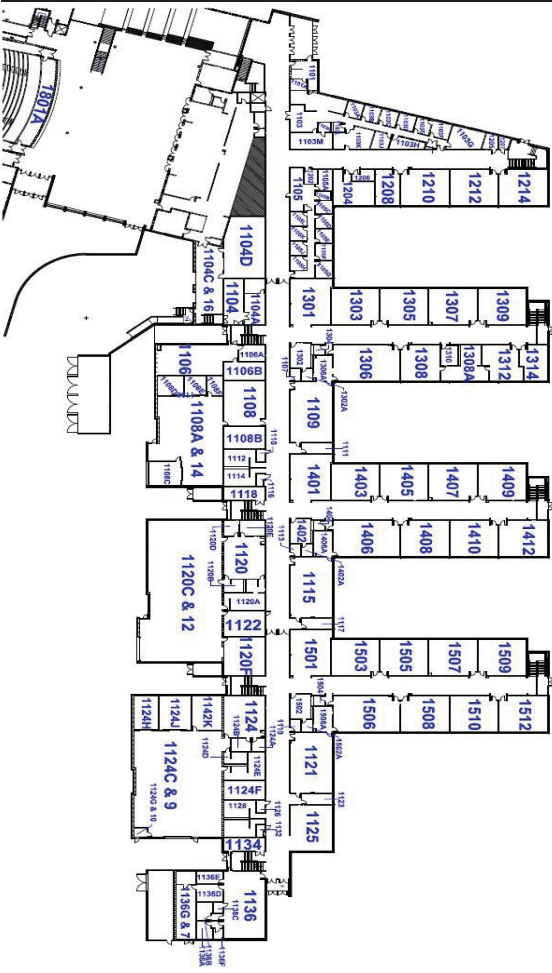
Nine Week Grading Periods	Student Days In Session	Interim Reports	Grade Cards Sent Home with Student
1 Aug 24 - Oct 19	39	Sep 22	Oct 27
2 Oct 23 - Dec 20	41	Nov 17	Jan 12
3 Jan 3 - Mar 16	45	Feb 21	Mar 23
4 Mar 19 - May 30	47	April 24	June 8 (MAILED)

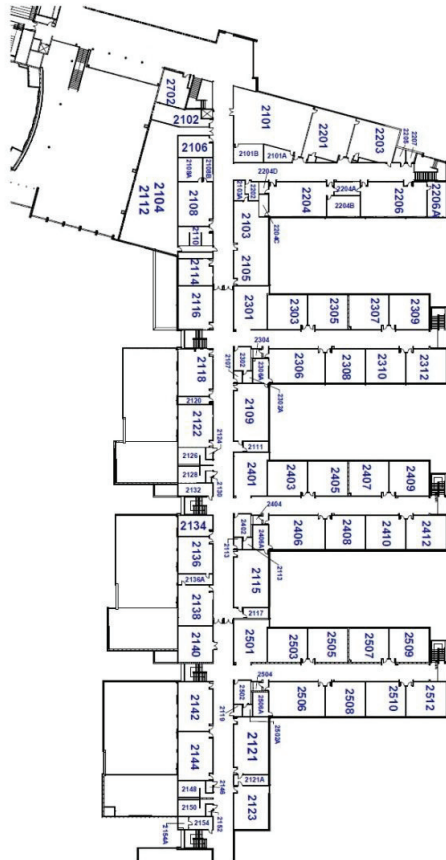
ALMA MATER

To you, Alma Mater,
We always will remain so true.
Our hearts and our loyalty
Will ever be in thought of you.
To you we owe our happiness
And all of our success.
Forever will your banner be our pride
Success to you, dear Wadsworth High.

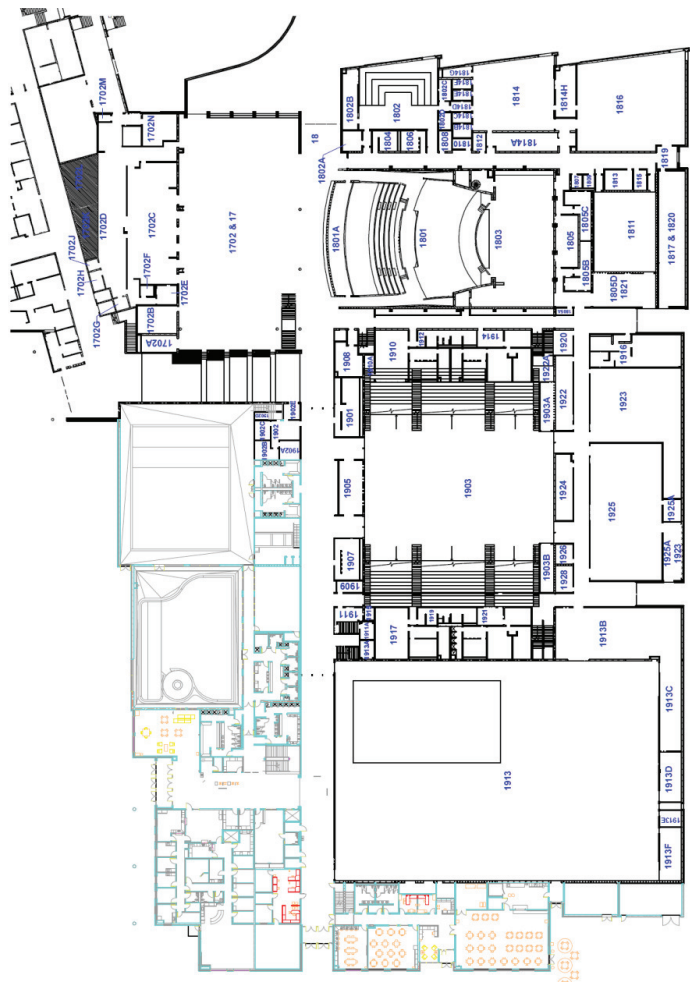


WADSWORTH HIGH SCHOOL First Floor





WHS Fine Arts/Music, Gym/Field House, Athletics



BELL SCHEDULES

	Bell #1 Regular Schedule 48 Minute Class	Bell #2 Assembly Schedule 45 Minute Class	Bell #3 2 Hour Delay Schedule Class
Warning Bell	*7:35	*7:35	*9:35
Tardy Bell	6:30 - 7:20	6:30 - 7:20	8:45 - 9:15
PERIOD 0	7:35 - 8:23	7:35 - 8:20	9:35 - 10:05
PERIOD 2	8:28 - 9:17	8:25 - 9:10	10:10 - 10:35
PERIOD 3	9:22 - 10:10	9:15 - 10:00	10:40 - 11:05
PERIOD 4	10:15 - 11:03	10:05 - 10:50	11:10 - 11:35
PERIOD 5A	11:07 - 11:37	10:54 - 11:20	11:40 - 12:10
PERIOD 5B	11:41 - 12:11	11:24 - 11:50	12:15 - 12:45
PERIOD 5C	12:14 - 12:44	11:54 - 12:20	12:50 - 1:20
PERIOD 6	12:49 - 1:37	12:25 - 1:10	1:25 - 1:50
PERIOD 7	1:42 - 2:30	1:15 - 2:00	1:55 - 2:30
Assembly		2:00 - 2:30	

LOCKER LOCATIONS

First Floor

1000 to 1092 ~ 1200 Hallway

1100 to 1325 ~ 1300 Hallway

1400 to 1631 ~ 1400 Hallway

1700 to 1931 ~ 1500 Hallway

Second Floor

2000 to 2099 ~ 2200 Hallway

2100 to 2331 ~ 2300 Hallway

2400 to 2631 ~ 2400 Hallway

2700 to 2931 ~ 2500 Hallway

QUICK REFERENCE GUIDE

Accident/Emergency Situations	Teacher, Administrator
Activities Account	Mr. Berlin
Activities Assessment	Athletic Office
Athletic Program	Mr. Musgrave
Attendance Officer	Mr. Kresowaty
Awards Policy	Mr. Moore
Career Tech Information	School Counselor
Class Change Request	School Counselor
Co-Curricular Activities	Mr. Berlin
College Applications	School Counselor
College Day Procedures	Attendance Office
Community Agency Referrals	School Counselor Office
Credits/Transcripts	School Counselor
Discipline	Mr. Berlin/Mr. Sieber
Early Release Pass (Compact Students)	School Counselor Office
Educational Planning for Students	School Counselor
Entry or Withdrawal of Students	Administrator
Extracurricular Program	Mr. Berlin
Field Trips	Mr. Berlin
Fliers/Signs	Mr. Moore
Food Service	Mrs. Gnap
Fund Raising	Mr. Berlin
Grade Changes	Classroom Teachers
Home Instruction	School Counselor
Homeroom Assignments	School Counselor Office
Injuries	Teacher, Administrator
Locker Assignment / Maintenance	School Counselor Office
Locker Policy	Mr. Sieber
Lost and Found	Main Office
Medical	Attendance Office
Parking Permit	Mr. Sieber
Policy Clarification	Administrator
Psychological Referrals	School Counselor
Receipt & Disbursement of Monies	Activity Advisor
Records	School Counselor
Scheduling Events & Use of Building	Mr. Berlin
Scheduling Students	School Counselor
School Counselor-Programs and Policies	School Counselor
Stolen Materials & Theft Report	Administrator
Student Council	Mr. Schoonover
Summer School	Mr. Berlin
Textbooks	Mr. Sieber
Traffic Control	Security
Tutors	School Counselor
Vacation Requests	Mr. Moore
Work Permits	Main Office

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SECTION I - ATTENDANCE

(BOE Policy 5200)

REPORTING ABSENCES FROM SCHOOL

ATTENDANCE OFFICE PHONE NUMBER

(330) 335-1370

**PARENT MUST CALL TO REPORT STUDENT ABSENCE BEFORE
9:30 a.m.**

**MRS. KANDI WALLET, ATTENDANCE CLERK
MR. KIRK KRESOWATY, ATTENDANCE OFFICER**

ATTENDANCE POLICIES/PROCEDURE

LEGAL RESPONSIBILITIES OF SCHOOL ATTENDANCE

Section 3321.01 Ohio Revised Code states that any child between 6 and 18 years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program, that conforms to the minimum standards by the State Board of Education, unless the child is employed on an age and schooling certificate with the permission of the Wadsworth City School Board of Education.

REQUIREMENTS

Regular attendance by all students of the Wadsworth City School District is very important. In many cases, irregular attendance is the major reason for poor school performance. Consequently, all students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

Sound attendance patterns are essential; therefore, students will be expected to be on time and to attend every day unless they have a legal and/or excused reason for being tardy or absent. When attendance patterns become a problem, the attendance department will notify the parents of the problem and a conference will be scheduled. When parents are aware of special problems concerning their child that are of a continuing nature and are related to patterns of absence, we encourage the parents to inform the high school attendance officer.

Emancipated **eighteen-year-old** students have special privileges to sign in and out of school. The attendance officer and an administrator must approve these students. All regular school rules must be followed.

ABSENCES

EXCUSED

Absence from school may **at times** be necessary. Below are acceptable reasons to be excused for missing school as prescribed by statutes of the State of Ohio.

Reasons for which absences may be excused

1. personal illness (a written physician's statement verifying the illness may be required);
2. illness in the family necessitating the presence of the child;
3. quarantine of the home;
4. death in the family;
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
6. observation or celebration of a bona fide religious holiday;
7. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;
8. such good cause as may be acceptable to the Superintendent;
9. medically necessary leave for a pregnant student in accordance with Policy 5751; and
10. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

~~include, but are not limited to:~~

- ~~1. **Personal illness of the student:** Parents may be required to present a physician's statement verifying the necessity of subsequent absences.~~
- ~~2. **Illness in the student's family:** The absence under this situation shall not apply to children under fourteen years of age.~~
- ~~3. **Death in the family:** The absence arising under this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.~~
- ~~4. **Quarantine for contagious disease**~~

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~~5. Religious reasons: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.~~

~~6. Family emergency: Circumstances that constitute a good and sufficient cause for absence from school shall be determined by the Administration.~~

~~7. Absence due to failure of busses to operate/run on time: These absences are exempt from and will not count toward the total absences.~~

~~8. Absences that are a result of school-sponsored/sanctioned activity: These absences are exempt from and will not count toward the total absences.~~

~~They include calls from the office, assemblies, field trips, sporting events, contests, etc. that are scheduled during school hours. In-school detentions are considered an in-school activity and do not count as an absence from school/class. However, out-of-school suspensions are counted as an absence from school.~~

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All absences will be counted in the attendance requirement. Included are excused absences, partial day's absence for a doctor or dentist appointment, driver's permit test, approved vacation days, inclement weather with school in session, and unexcused absences. **The only exceptions** are days when the student is involved in approved school activities, where out of state travel does not occur. School activities are those activities in which a student participates as a member of an approved team or group representing the school. Such activities include but are not limited to field trips, sporting events and school-sponsored programs.

~~**NOTE:** Doctor and dentist appointments should be made after school hours when possible. Regardless of the reason, if a student misses more than two hours of the school day, the student will be charged a minimum of one-half (1/2) absence. If less than two hours, the student will not be charged with an absence providing there is written verification from the doctor or dentist's office. This same procedure will be followed for court appearances.~~

~~**UNEXCUSED**~~

~~The absence will be recorded as unexcused or truant. Each case will be considered on its merits by the principal and the respective teacher(s).~~

~~Unexcused absences may include, but not limited to the following:~~

- ~~1. Oversleeping~~
- ~~2. Car trouble~~
- ~~3. Missing the bus~~
- ~~4. Vacation with a parent or guardian (Two-Week Notice Required)~~
- ~~5. Missing class because of Dress Code violation~~
- ~~6. Failure to follow procedures for college visitation days~~
- ~~7. Other absences not listed as excused~~

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An unexcused absence occurs when a parent/guardian notifies the school of an absence but it does not fall into one (1) of the categories listed under excused absence above.

A student is marked truant when a parent/guardian does not contact the school and does not respond when a call is placed notifying the parent/guardian that a student is not in school.

When absence becomes chronic, disciplinary actions may be taken by the school system. Discipline may include court referral as the parent has a legal obligation to see that the child attends school.

A student who misses thirty (30) or more consecutive hours, forty-two (42) or more hours in a month or seventy-two (72) hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team. The Absence Intervention Team, which includes the student's parent/guardian(s), creates a plan to assist with the student's attendance issues. Legitimate excuse are those defined under excused absence.

ATTENDANCE (ELIGIBILITY)

To be eligible for extracurricular activities, students need to be present for four full class periods. Basically, this means that students must attend classes until 11:03 a.m. or be in attendance at the high school by 10:15 a.m. for the rest of the day.

CALLING OFF FROM SCHOOL

Whenever a child is going to be absent, the parents should notify the Attendance Office sometime between **7 a.m. and 9:30 a.m.** each day of the absence so that the reason for absence will be known. The number is **(330) 335-1370 or (330) 335-1371**. The attendance office routinely calls parents/guardians to verify absence. Parents should not be offended by the call. The call is **only** to ensure the location and safety of the student. Without parent contact, a student will be presumed ~~truant unexcused~~ and dealt with accordingly. If it is absolutely impossible for the parent/guardian to call the school, the student will be required to bring a note to school after each absence explaining the reason for the absence or tardiness. When students reach **age 18**, they are **not permitted** to call themselves off and are **not permitted** to write their own notes.

CLASSROOM ATTENDANCE – CLASS CUTTING

Students are expected to attend classes daily. Teacher passes to go to another classroom, library, or study hall are valid for only ONE (1) period. Failure to report to designated area will count as a truancy. Skipping Class (no academic grade for classes missed.)

Possible Disciplinary Response:

- 1) First Offense: In-School Detention – one (1) day.

- 2) Second Offense: In-School Detention – two (2) days.
- 3) Third Offense: In-School Detention – three (3) days.
- 4) Additional Offenses may result in In-School Detention or Out-of-School suspension and/or possible loss of credit.

COLLEGE VISITATION PROCEDURE

Seniors and Juniors who are interested in visiting colleges are encouraged to do so on Saturdays and vacation days. Since this is sometimes impossible, we will permit Seniors and Juniors two (2) days **per year** for college visitations (exempted as absent from the total absences recorded for that student providing established guidelines are followed.) **Permission for college visitations during the month of May, may be granted by the high school principal.**

Prior to visiting a college, the student must pick up a college visitation form from the Attendance Office. (Note: The administration reserves the right to deny approval due to, but not limited to, school activities, student attendance record, student discipline record, and student academic performance.)

The form should then be completed and returned to the Attendance Office at least two (2) school days prior to the scheduled visit. This form must be signed by both parent and counselor in order for the student to receive their exemptions. (Note: Without written notification by parent/guardian, signature on college form will be denied. Students absent under this circumstance will be considered unexcused.)

After the visitation, the student must return the form signed by the college representative or return a signed letter from the college. Otherwise, the absence will be counted and recorded against the student's attendance record as unexcused.

Days missed for college visits whether excused/unexcused/not-counted cannot be taken consecutively except under extenuating circumstances that must have prior approval from the principal.

EARLY DISMISSAL FROM SCHOOL

Any student who must leave school early (before 2:30) for appointments must bring a written request signed by parent or guardian to the Attendance Officer prior to the start of school on the day you wish early dismissal. This request should state the reason, time of desired dismissal, tentative time of return, and phone number where the parent may be reached. The student must have a verification form filled out and it should be presented to the Attendance Officer upon return to school.

Early dismissals will only be excused for the reasons listed under excused absence. ~~NOT be excused for the following reasons (not all-inclusive): shopping, hair appointments, tanning appointments, "needed at home", "family business", job interviews not arranged by a work-study coordinator.~~

EARLY RELEASE

All early release privileges must be approved by the administration. Any student who receives the early release privilege must have transportation home and **MUST LEAVE SCHOOL PROPERTY AT THE DESIGNATED TIME**, unless

approved by an administrator. A student who obtains the early release **MAY NOT COME BACK** to school to ride the bus. Any student who does not follow these guidelines may lose the privilege.

LATE ARRIVALS – SIGNING OUT

Absences will be charged to students for signing in or out during these times:

Report to School

By end of 1 st period	Tardy
By end of 3 rd Period: _____	1/2 absent
Beginning of 5 th period	1 day absent

Signing Out

Prior to 10:30 a.m.	full day absence
After 10:30 a.m.	½ day absent p.m.

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Once in school, students are encouraged to complete the day. **Students must be in attendance four full periods to be eligible for competition.** When you return to school after an absence, follow this procedure:

1. Reported absence – parent contact is made – go directly to class
2. Unreported absence (no call)
 - a. Take note to attendance office on the day you return to school between 7:20-7:35 a.m. to pick up admit.
 - b. You must have a note within 2 days of return to school. Any student returning to school without a verification of his/her absence will be called to the attendance office. Absences will be recorded as a truancy, and the student will be subject to disciplinary consequences. If a student is truant unexcused, he/she is subject to disciplinary consequences.

LEAVING THE BUILDING

Wadsworth High School is a "closed campus." Students having valid reasons to be excused during school hours must bring a note from a parent or guardian to the attendance office before the start of school.

The request must include the following information:

1. Student name and grade
 2. Reason for request to be excused
 3. Dismissal times and time of return (if applicable)
 4. Parent's or guardian's signature and telephone numbers
- (Following approval to leave during school hours, a high school student will be issued an exit pass. This pass permits a student to leave class and the building at the time specified. During school hours all students leaving WHS must have a pass.)

When you return to the building, you must check in at the Attendance Office and receive an admit slip. You may not leave the building for any reason without permission from the Attendance Office. Any student leaving

the building without this permission will be considered truant. Excuses received after a student has left the building will not be accepted. This procedure also applies to the lunch periods.

MAKE-UP WORK--HOMEWORK POLICY FOR EXCUSED AND UNEXCUSED ABSENCES

1. For excused absences, it is the responsibility of each student with an excused absence to immediately upon return to school make arrangements with his/her teacher(s) to make up work missed. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
2. A student will be given one day to make up work for each day missed. Scheduling of make-up work is at the teacher's discretion. If the work is not made up, zeros can be given. Whenever students are not required to make up work for excused or unexcused absences they are NOT GIVEN ZEROS or other penalties for the missed work. The grades computed for the nine weeks can only reflect the work completed.
3. For unexcused absences, teachers will prepare an assignment sheet for the student, providing notice of the unexcused absence is given to the teacher at least five consecutive school days prior to the absence. If notice of the unexcused absence is not given, make-up work will not be given to the student; no penalties will be imposed on the student.
4. Please contact the School Counselor office (on the third day of absence) with any questions or concerns regarding make-up work or homework policy for prolonged absences of five (5) days or more. School Counselors will request assignments from teachers and teachers will have twenty-four (24) hours to respond.

PERFECT ATTENDANCE

Students who have perfect attendance for all four years of high school will receive an award on Student Recognition Day. Perfect attendance will be awarded to those students who have no recorded absences and/or tardies. ~~This includes half-day absences, and those absences/tardies that are excused and/or unexcused.~~

TARDINESS TO CLASS

Recommended Progressive Discipline Procedure for Tardiness to Class:

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Teacher assigned detention (20 minutes). Teacher contact with parent/guardian by phone
4 th Tardy	Office referral – 30 minute detention

5th Tardy Office referral – Thursday Detention
6th Tardy One day of In-School Detention
Beyond six (6) tardies the administration will consider additional consequences, which may include Out-of-School Suspension and/or loss of credit for class or classes affected by tardiness.

TARDINESS TO SCHOOL

The attendance department will keep a record of each student's tardiness to school. The school will take action for all unexcused tardies (see below). Students who are tardy three (3) or more times in a school year may be subject to disciplinary action that may range from a warning through out of school suspension and the possibility of recommendation for expulsion.

~~Students who are late to school will not be counted as tardy if they were appearing at court, or had a doctor or dental appointment that could not be scheduled outside of school hours. HOWEVER, a statement from the court, doctor's or dentist's office is required when the student returns to school. Car trouble will be excused only if the school does not provide bus transportation. Students may lose their driving privileges and have their permit revoked when tardies become excessive because of car trouble or for abusing their driving privilege.~~

Students who come to school later than their normal starting time will be required to sign in at the attendance office. You are considered tardy to school if you are not in your assigned seat when the late bell rings. Any student who fails to sign in may be considered **truant** or unexcused.

Penalties –Late to school tardies

1 st Tardy	Warning
2 nd Tardy	Warning
3 rd Tardy	Thursday Detention
4 th Tardy	Thursday Detention
5 th Tardy	1-Hour Morning Detention (Parent/Guardian is called by Attendance Officer)
6 th Tardy	Thursday Discipline
7 th Tardy	In-School Detention or Loss of Driving Privileges (3 weeks) if student drives to school.
8 th Tardy	2 Days In-School Detention or Loss of Driving Privileges (till end of semester, minimum of 6 weeks) if student drives to school.
9 th Tardy	3 Days In-School Detention or Loss of Driving Privileges for the remainder of the school year, if student drives to school.
~~10th Tardy~~	~~Out-of-School Suspension with a possible Court Referral.~~

TRUANCY

Truancy will not be tolerated by the Wadsworth City School District. When a student is absent from school without a legal excuse, it constitutes truancy. A student with this type of ~~unexcused~~ absence will receive appropriate school (disciplinary) action in accordance with the student code of conduct. The parent

has a legal obligation to see that the child attends school. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent.

TRUANCY (RECOMMENDED DISCIPLINARY PROCEDURE)

1 st Truancy	2 Hour Thursday Detention (1) day.
2 nd Truancy	Saturday School Detention, (1) day.
3 rd Truancy	Saturday School / In-School Detention (2) days and meeting with parent/guardian. Referral to Attendance Intervention Team.
4 th Truancy	Saturday School / In-School Detention, 3 days, meeting with parent/ guardian, Attendance Intervention Team.

If excessive truancy continues to exist, students may be referred to the Medina Juvenile Judge (or designee).

VACATION

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester and End of Course Testing Weeks). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered an unexcused absent from school and subject to truancy regulations. The student may be given approximate assignments and materials and pages to be completed. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

In order for the vacation to be excused prior to the vacation you must send a written letter to the principal two weeks in advance in order for the absence to be reviewed and approved.

CAREER TECH STUDENTS

All vocational students who attend compact schools must either ride the bus or complete the driving permission form signed by their parent/guardian. Students who do not have a signed driving permission form must ride the Compact Bus.

All students must sign an attendance roster daily upon arrival. When the home school and the compact schools are on different schedules due to varying vacation periods, the vocational students will be expected to attend all classes that are in session.

Wadsworth students who attend classes at Wadsworth High School as well as classes at other compact schools must follow the attendance procedures of both schools.

SECTION II - DISCIPLINE

STUDENT CONDUCT

Good conduct is based on the respect and consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Wadsworth City School District will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Every student who gives evidence of a sincere desire to remain in school and to be diligent in his or her studies will be given every opportunity to profit by the educational experiences provided and will be assisted in every way possible to achieve scholastic success.

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students. Constituted authority law, which apply to the conduct of students. Constituted authority includes any adult connected with the school; whether it is administrators, teachers, monitors, custodians, secretaries, cooks, or bus drivers.
2. Student conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationship with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Wadsworth High School is your school; therefore, you should have a certain pride of ownership. The students who follow you in the future will appreciate your care and courtesy. Waste paper and other trash belong in the wastebaskets—not in your desk, locker, or on the floor. A special effort must be made to keep all woodwork, walls, lockers, and desks free from unsightly

- marks. Persons who cause damage to school property will be required to pay for the damage.
5. Public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be referred to a counselor. Parents will be notified if the conduct continues.

DRESS CODE/STUDENT APPEARANCE

All teachers will assist in enforcing the Minimum Standards of Dress as adopted by the Board of Education Policies and Administrative Guidelines.

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hairstyle, which is considered contrary to good hygiene, or which is destructive or disruptive in appearance and/or detrimental to the routine operation of the school, will not be permitted.

This includes, but is not limited to clothing that is ripped or torn (shirts or pants); and pants that are worn below the waist (low hanging). See-through or mesh garments, pajama pants, tube tops, tank tops, hats, sun glasses, slippers, outer coats, bandannas/head coverings worn by male or female students, gang apparel, or other similar items of clothing are not permitted. Shirts promoting alcoholic beverages or tobacco products or drugs; and those with obscene or sexually explicit or other offensive printing on them will not be permitted. Cut off sleeves are not permitted. Shorts must easily reach mid-thigh length. Midriff must be covered at all times. Shirts/blouses/tops must be long enough that they can be tucked in at the waist. Skirts must be mid-thigh length or longer and must meet other conventional standards of dress. Pants with holes that are above mid-thigh length, or are tight fitting will not be allowed. Lastly, shoes must be worn throughout the day. Face painting is not permitted during the school day.

At WHS, we take a great deal of pride in allowing our students to make personal choices on what they wear, but we do have some items that we continue to ask our students to address when selecting from their wardrobe for school. Our point of emphasis is not to ban any item in particular, but to make sure that our young ladies and men consider modesty, reduce distractions to our educational environment, and maintain our expectation for school dress code.

Final determination of appropriate school attire rests with the school administrator.

SPECIAL ITEMS OF ATTENTION

Hats or other head coverings are to be removed by the 7:35 tardy bell. Failure to comply will result in hats being confiscated. Any form of **body piercing** which is contrary to good hygiene or which is destructive or disruptive in appearance and is detrimental to one's health or the operation of the school will not be permitted.

Dress Code rules may be temporarily suspended for special events (fad day, field day, parties, etc.) when approved by the Administration. Disciplinary action may result if the above standards are not followed. Dress Code violations will get immediate attention. The student's parents will be notified and the student sent home to correct the infraction, if the parent cannot bring a change of clothing to school. The time missed will be unexcused. Students may be sent immediately to In-School Detention if parents cannot be reached.

It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, administration, and parents.

PROTECTIVE CLOTHING

In the best interest of our students, safety standards and procedures will be closely adhered to. Students will be required to wear the appropriate protective devices, i.e., including safety glasses, lab aprons, safety shoes, or hard hats.

Some programs will require that you wear protective clothing appropriate to those areas while in the laboratory or shop. This may take the form of uniforms in some areas and/or protective shoes in other areas. All technical and industrial shops require leather shoes to be worn at all times while in the laboratory. You are expected to follow all safety procedures your instructor and the school may require.

STUDENT CODE OF DISCIPLINE

It is the policy of the Wadsworth City School District Board of Education to have zero tolerance for violent, disruptive, or inappropriate behavior, including excessive truancy. The Board believes that discipline in the school provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the orderly function of an orderly and safe school environment that is conducive to teaching and learning.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to

insist on good behavior. The right of discipline extends to all areas of the school program. **Ultimately, however, the conduct of a student is the legal responsibility of his/her parents or guardians.** One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

PROGRESSIVE DISCIPLINARY CONSEQUENCES

THURSDAY DISCIPLINE is a more severe form of discipline than the after school detention. Also, the Thursday Discipline Program (TDP) enables students who may otherwise be suspended to remain at school and at the same time, provide them with an opportunity to improve their academic standing. Hopefully, the TDP will be a learning experience and one in which a change in behavior may occur. Students are required to bring school related materials and assignments. Sleeping is **not** permitted.

If a student is assigned to the TDP a number of times for the same offense, another method of discipline will then become necessary. Thursday Discipline will be a two-hour program. It will run from 2:40-4:40 p.m. and will be held two (2) times a month. Students will be notified of the dates at the time discipline is administered. If a student misses a Thursday Discipline; without prior administrative approval:

1st offense: Assigned to two (2) days In-School Detention

2nd offense: Assigned to three (3) days In-School Detention

3rd offense: Assigned to Out-of-School Suspension; parent conf.

4th offense: Out-of-School Suspension and/or referral to court or referral for an expulsion hearing.

TEACHER DETENTION: Students may be assigned detention by a teacher. The length, time and place of the detention will be at the discretion of the teacher. Twenty-four (24) hour notice will be given. Students are responsible to arrange their own way home.

MORNING DETENTIONS: Students assigned morning detentions will serve in a designated area from 7:00 to 7:30 AM. Students will be given a 24-hour notice to provide their own transportation.

LUNCH DETENTION: Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served in the In-School Detention room during the student's lunch period. Students will receive 24 hour notice and will eat a sack lunch. Students may purchase a sack lunch or pack their own.

THURSDAY DETENTION: Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served on Thursday afternoons from 2:40-3:10 p.m. in the cafeteria. Students are responsible to arrange their own way home.

IN-SCHOOL DETENTION: is defined as a removal of the student, for a period of at least one (1), but not more than ten (10) consecutive days, from his/her regularly scheduled classes. Before a student is placed on in-school detention, the student shall be given written notice of the intention to impose in-school detention and the reasons for the intended in-school detention. The In-School Detention may be extended to 4:30 PM based on performance while serving the in-school detention and/or failure to accept discipline.

SATURDAY DETENTION:

WHS maintains a Saturday School program and it consists of two levels that are listed below. Saturday School meets at 8:00 am and on any given Saturday would be no less than 1 hour in length and no longer than 4 hours. Students will be required to bring school work and will be expected to stay on task for the duration of the Saturday School. Before a student is placed in Saturday Detention, the student will be given written notice of the intention to impose Saturday Detention. Failure to serve an assigned Saturday Detention may result in additional detention.

SATURDAY ALTERNATIVE TO OUT OF SCHOOL SUSPENSION(SAS):

SAS will meet promptly at 8:00am and can be assigned for 1-4 hours. SAS may be used as an Alternative to Out of School Suspension at the discretion of administration, if deemed appropriate. Before a student is placed in SAS, the student will be given written notice of the intention to impose SAS. Failure to serve an assigned SAS will result in the assignment of an Out of School Suspension the next day that school is in session.

Failure to attend scheduled detentions will result in a Thursday Discipline, In-School Detention or Out-Of-School Suspension. Students are required to bring study materials with which to work quietly.

CODE OF STUDENT SUSPENSIONS, EXPULSION AND REMOVAL

The following code sets forth rules prohibiting certain types of conduct of students of the Wadsworth City School District. This code specifies the activities which may subject a student to suspension, expulsion, or removal from class(es),

co/extracurricular activities, or school. Additionally, the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed is outlined. In recognition that any list of prohibited conduct cannot encompass every conceivable action, which may be properly subject to discipline, this Code of Conduct must be interpreted broadly, with substantial discretion in interpretation given to the administrator.

Suspension, expulsion, or removal from school results in an unexcused period of absence from regular classes. Students will receive credit for missed time but it is the student's responsibility to acquire the material to be made up. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, expulsion will, unless the superintendent provides otherwise, result in the loss of academic credit for the term of expulsion. It will also result in the loss of credit from any college course(s) being taken for high school credit.

During the period of absence due to suspension, expulsion, or removal, the student will be the absolute responsibility of his/her parent(s), guardian, or custodian. Students 18 years of age or older are their own legal responsibility. While suspended, expelled, or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities, or be on any school property. If the student is removed from only one particular class or activity, he/she may not attend the class or participate in the activity for the duration of the removal.

DEFINITIONS/PROCEDURES

A. **SUSPENSION** is defined as the denial to a student, for a school period of at least one (1), but no more than ten (10) school days, of permission to attend school and to take part in any school function or the denial of permission to attend a particular class or classes or to take part in any activity for such a period. Suspension may be extended beyond the current semester or school year.

When the alleged misconduct becomes known, the student will be given written notice of the intention of suspension and the reasons for such action by the superintendent or principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within one school day after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board of Education. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within five (5) days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension.

B. **EXPULSION** is defined as the denial to the student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester or school year.

Prior to any expulsion, the superintendent shall give the student and his/her parent, guardian or custodian written notice of the intention to expel and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian, or their representative to appear before the superintendent or his designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice has been mailed unless the superintendent grants an extension of time at the request of the student, or his/her guardian, custodian, or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.

Within one school day after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian, or custodian, and the Treasurer of the Board of Education. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the pupil of his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education or to its designee within fourteen (14) days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to expulsion.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined in Section 2901.01 of the Ohio Revised Code) may result in expulsion of up to one year. Any bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat may result in expulsion of up to one year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one year. The superintendent may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator or any other reason relevant to each incident.

Notice of expulsion will be sent to any college in which the expelled student is enrolled.

C. EMERGENCY REMOVAL is defined as the denial to a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three school days, of permission to attend school and to take part in any school function.

Pending completion of the procedures set forth in sections A or B, when circumstances are such that a student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or at school sponsored or related activities or events, the superintendent or principal or assistant principal may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements of sections A or B. In like circumstances, a teacher may remove a pupil from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of sections A or B. As soon as practicable after making such removal, the teacher shall submit the reasons, in writing, for such removal to the principal.

If a student is removed under this subparagraph, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student, as soon as practicable, prior to the hearing. The hearing must be held within three school days from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in section A above, pertaining to suspension, unless it is probable that the student may be subject to expulsion. In that event, hearings shall be held in accordance with the procedure set forth in section B above, except that the hearing shall be held within three school days of the initial removal. The school official who ordered, caused, or requested the student's removal under this Article shall be present at the hearing.

This procedure shall not and need not be followed in cases when a student is removed from one or more curricular or extracurricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

D. PERMANENT EXCLUSION: The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court for any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of deadly weapons or dangerous ordinance.
2. Carrying concealed weapons.
3. Selling or offering to sell or possessing a controlled substance.
4. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, rape, gross sexual imposition, or felonious sexual penetration if the victim is a school employee.

5. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity. When a proposed suspension is for any of the above reasons and the student is age 16 or older, the parent and student will be notified that the student may also be subject to permanent exclusion from school if the student is convicted or adjudicated a delinquent child for that violation. Any action to permanently exclude a student will be in compliance with R.C. 3313.662.

E. DISCIPLINARY REMOVAL is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in a co/extracurricular activity. No disciplinary removal may extend beyond five (5) days.

1. A student may be removed from a class or other curricular activity where the student engages in conduct, which tends to interfere with or disrupt the class or curricular activity or for violation of code or school rules and regulations.
2. A student may be removed from a co/extracurricular activity in which he/she has been accepted or qualified for membership where the student engages in conduct, which tends to interfere with or disrupt the co/extracurricular activity or where the student violates the rules or regulations, which govern participation in the co/extracurricular activity.
3. Before a student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, the student shall be given written notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal, or assistant principal to challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.

APPEALS TO THE BOARD OF EDUCATION

A. Pursuant to the Code of Student Suspension, Expulsion, or Removal, a student or his/her parent, guardian, or custodian may appeal his/her suspension, expulsion, or removal to the Board of Education or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board of Education within five (5) days of the suspension or within fourteen (14) days of the expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

If an appeal is taken before the Board of Education or its designee, such appeal may, upon request of the student, his/her parent, guardian or custodian or attorney, be heard in executive session.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the

affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.

- B. The Assistant Superintendent is hereby appointed as designee to hear all suspension appeals. As designee, the Assistant Superintendent's decision shall be considered automatically adopted by the Board of Education, without the necessity for any further Board action.
- C. The Board shall hear its own expulsion appeals, unless it appoints a designee, on a case-by-case basis. In the case of expulsions, all expulsions may be heard in executive session at the election of the party appealing. The Board shall take action on the expulsion appeal in public session.
- D. A verbatim record shall be kept of all hearings under this paragraph.
- E. Decisions of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

SEARCHES

In accordance with WCS Board Policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board of Education and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion.

SEARCHES OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL

Principals or designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable suspicion to believe that the search will result in obtaining evidence that indicates this student's violation of the law or school rules.
2. Searches will be conducted in the presence of another administrator or staff member.
3. Parent(s), guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as reasonably possible after completion of the search.
4. Where evidence indicating that a student has violated the law is discovered, law enforcement officials may be notified.

SEARCHES OF STUDENT'S PROPERTY BY POLICE

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have a reason to believe any item that might pose an immediate threat to the safety of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

SEARCHES OF STUDENT'S PROPERTY BY SCHOOL PERSONNEL

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. There should be reasonable suspicion for school authorities to believe that articles are kept in the locker, desk or other storage spaces.
2. General housekeeping inspection of school property may be conducted with reasonable notice.
3. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety of others may be seized by school authorities at any time.

INTERROGATIONS AND SEARCHES

The Wadsworth City School District has custody of the students during the school day and during school hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

Thus, when absolutely necessary, the police may enter the school without a warrant to question students. The questioning is to be done in administrative offices in the presence of school personnel.

TIMES AND PLACES APPLICABLE

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds or property adjacent to school grounds; during, before and after school hours, on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school sponsored activity, function or event; on a school bus

or conveyance; or at any other time when the student is subject to the authority of the school, including the time students are traveling to and from school. The rules and standards also apply to conduct off school premises, which is connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a district employee or official or the property of such employee or official. Please be advised - School grounds are within the following areas: North boarder - Broad Street, West boarder - Durling Street, East boarder - Silvercreek Road, South boarder – fence/tree line that separates from residential areas.

SUBSTANTIVE PROVISIONS

Misconduct for Which Suspension/Expulsion May Be Imposed:

- A. **Tobacco:** Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking.
- B. **Dress and Appearance:** Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment
- C. **Truancy, Tardiness or Class Cutting:** Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if he/she is not in his/her assigned seat when the late bell rings.
- D. **Profane, Vulgar, or Improper Language or Gestures:** Students shall not speak or write profane, vulgar, derogatory, demeaning, or other improper or inappropriate language, or use profane, vulgar, or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. **Insubordination (also referred to as Failure to Comply with Directives):** This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, or other appropriate school personnel.
- F. **Failure to Accept Discipline or Punishment:** Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute

teachers, educational aides, bus drivers, principals, or other appropriate school personnel.

- G. **Harassment, Hazing, and/or Sexual Harassment:** Students shall not threaten, act, or participate in or attempt to threaten, act, or participate in an act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. This includes any unwanted sexual advances, which may be verbal, visual, or physical contact.
- H. **Violation of School Bus Conduct Requirement:** Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out of the window, extending arms or objects out of the window, shouting, and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- I. **Disrespect:** Students shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.
- J. **Disruption of School:** Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
 - 1. Occupying any school building, school grounds or part thereof;
 - 2. Blocking the entrance or exit of any school building or corridor or room therein;
 - 3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
 - 4. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds. Any bomb threat to a school building, or to any premises at which a school activity is occurring will subject the offender to a one-year expulsion.

5. Activating or attempting to activate an emergency alarm system in the absence of an emergency;
 6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class, or activity or any lawful meeting or assembly on or off the school property;
 7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
 8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event;
 9. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
 10. Students found in unauthorized areas.
- K. **Damage, Destruction, Theft, or Unauthorized Removal of School Property:** Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.
- L. **Damage, Destruction, Theft or Unauthorized Removal of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. **Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:** Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane, or abusive gesture toward any school employee, authorized school visitor, or another student, not cause or attempt to cause physical injury or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor, or another student.

N. **Weapons, Dangerous Instruments, Fireworks and Explosives:** Students shall not violate the District's policy against dangerous weapons in school, NEOLA Board Policy 5772. Students shall not use, possess, handle, transmit, sell, conceal, or barter for, or bring upon school grounds, to a school activity, or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited. **Such as outdoor items that could also be used for fishing and hunting. These items shall not be left in your vehicles on school grounds.**

Students shall not possess, handle, transmit, conceal, sell, or barter for, or bring upon school grounds, to a school activity, or on to a school vehicle any fireworks, explosives, inflammables, munitions, or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate, or attempt to ignite, explode, or detonate fireworks, explosions, munitions, inflammables, or other objects that could cause physical harm or property damage.

Violations of this section of the student conduct code may be subject to a one-year or more expulsion as detailed in NEOLA Board Policy 5772. Violations of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

O. **Narcotics, Alcoholic Beverages, Look Alike Drugs, and Stimulant or Depressant Drugs**

1. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property, and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, butane, cocaine, non-medically prescribed anabolic steroids, or other substances that could modify behavior.

Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse, or intoxicants, he/she may be required to submit a letter from a psychiatrist or physician stating that the student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school related activities.

Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule. However, selling, transferring, or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.

2. Students shall not possess, use, transmit, sell, consume, or conceal any drug or look-alike drugs of abuse, instruments, or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.)
3. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities will also be in violation of this policy forbidding alcohol and drug use and will be subject to at least a five (5) day suspension.
4. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.

P. Trespass:

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
2. Students already under suspension, expulsion, or emergency removal shall not enter upon grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal.

Q. Misconduct Away From School: Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or other controlled substance or drug of abuse off school property or at a non-school-sponsored or related activity, function, or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function, or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

R. Falsification or Misstatement of Facts or Other Information: Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. Cheating, and/or plagiarism on school assignments is considered Fraud. Lying is considered Fraud.

- S. **Gambling:** Students shall not engage in or promote games of chance, placing bets, or risk anything of value.
- T. **Obtaining Property or Things of Value by Use of Coercion and Related Misconduct:** Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or others.
- U. **Public Display of Affection or Sexual Acts:** Students shall not engage in kissing, embracing, or any sexual acts or displays not appropriate to the educational environment.
- V. **Repeated Violations:** Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. **Violation of Rules:** Students shall not violate the policies of the Board of Education, school rules, classroom rules, or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. **Electronic Devices:** Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy [5136](#): Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. **Aiding and Abetting:** Aiding and abetting any violation of this student code of behavior will result in disciplinary action.
- Z. **Failure to Provide Evidence/Providing False Information/Lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts

to any school official, police official, fire official, or any other person acting in an official or lawful capacity.

AA. Violating Acceptable Use Policy: Students shall not use school-owned computers or personal electronic devices in a manner that violates the school's Acceptable Use Policy, NEOLA Board Policy 7540.03.

BB. Violation of Student Publications Policy: Students shall not violate the Student Publications Policy, NEOLA Board Policy 5722 with respect to content of student and non-student publications and requirements before distributing such publications.

CC. Other Misconduct: Any misconduct, which is contrary to the school's educational mission, is prohibited.

Additional Disciplinary Concerns

THE STUDENT CONDUCT CODE IS ALSO POSTED IN THE COMMONS. IT IS THE STUDENT'S/PARENT'S RESPONSIBILITY TO BE FAMILIAR WITH THE ENTIRE CODE.

BULLYING AND AGGRESSIVE BEHAVIOR GUIDELINE

According to Wadsworth City School District Board of Education Policy 5517.01: Bullying and other Forms of Aggressive Behavior.

Harassment, intimidation, or bullying behavior by any student in the Wadsworth City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students more than once, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Any student who believes s/he is a victim of aggressive behavior should immediately report the situation to the building principal, assistant principal or the Superintendent. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees and other appropriate consequences for third party violators.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and will be dealt with appropriately. Suspected retaliation should be reported in the same manner as aggressive behavior as outlined above.

HARASSMENT/HAZING/SEXUAL HARASSMENT

The rights of all students are best served in a school that is well organized, safe, and maintains a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students also have the right to communicate grievances without threat to grades, course credits, college recommendations or other aspects of scholastic life.

Clearly stated rules and regulations ensure that all students know what is expected of them. The following Code of conduct is designed to make students and parents aware of the rules and regulations and the consequences of failure to obey. Please inform your teacher, counselor, or any administrator immediately if you feel your rights have been violated.

SECTION III - ACADEMIC

ACADEMIC INTEGRITY

Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Wadsworth City School District.

Definition of Academic Integrity: All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Wadsworth High School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of academic integrity may impact a student's selection for scholarships, leadership positions, membership in organizations such as National Honor Society, or any other situation in which character is a part of the selection process.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student.

Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited. The extent to

which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. ***Students must assume that working with others in the completion of assignments and tests is not allowed unless specifically stated by the teacher.***

Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

Intentional Plagiarism occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Using Cliff's notes, Spark notes, or a similar source, either hard copy or online, without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.
- Presenting a technology-based foreign language translation as one's own work.

Unintentional Plagiarism occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher. Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Wadsworth High School includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.

- Submitting work previously presented in another course, without the written permission of both teachers.
- Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, or removal of item from classroom without permission.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

Homework Copying occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.

NOTE: Any form of cheating may lead to removal from leadership positions and/or membership in the National Honor Society.

Violations may result in lowering of one's grades or disciplinary action. Individual teacher's syllabus explains specific classroom action.

SCHOLASTIC ACHIEVEMENT RECOGNITION

Exemplary scholastic achievement is encouraged and recognized at Wadsworth Senior High School. In an effort to achieve this goal, eligible pupils are named to the honor roll each grading period; eligible pupils will be recognized using the Cum Laude, Magna Cum Laude, and Summa Cum Laude honor system.

HONOR ROLL

Each grading period, pupils with high achievement will be named to the honor roll at one of three levels: 4.0 Excellence Level, 3.5-3.9 Honor Level and 3.0-3.5 Merit Level.

ACADEMIC RECOGNITION ASSEMBLY

Students are recognized at an awards ceremony for students maintaining a 3.5 average for the school year.

CALCULATION FOR RECOGNITION

Scholastic Achievement and Honor's Diploma recognition are calculated at the end of the 7th semester.

HIGH SCHOOL GRADING SYSTEM

Wadsworth High School's grading system uses a weighted 4.0 scale to calculate grade point averages. An example of the grading system is listed below:

		<u>College Prep</u>	<u>Honors</u>	<u>A.P.</u>
A+		4.0	4.5	5.0
A	93-100	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D	63-66	1.0	1.0	1.0
D-	60-62	0.7	0.7	0.7
F	59 (or below)	0.0	0.0	0.0

*These points are earned for each course worth one full credit. For any course worth a fraction of a credit, take that fraction and multiply it by the grade point value (for example: an "A" in a $\frac{1}{4}$ credit P.E. course would be worth $\frac{1}{4} \times 4 = 1$ grade point).

EXAM POLICY

All students in one semester courses will take an exam at the conclusion of the course, regardless if the class is taken the first or second semester.

Students deliberately not taking a final exam will receive an incomplete grade. Incomplete grades, if obligations are not fulfilled, will be converted to an "F."

SENIOR EXAM POLICY

Seniors who achieve a grade of an A (regular class), or a B in an Honors or Advanced Placement Class, in a yearlong class and have not received a discipline, may be excused from their Final Exams. (Seniors may choose to take their Final Exams in order to improve their Final grades)

HIGH SCHOOL ACADEMIC ELIGIBILITY

To be academically eligible for participation in co-/extracurricular activities, a student must maintain a minimum 1.7 GPA, or have passed all scheduled subject

areas, the preceding grading period. **Refer to Curriculum Guide which can be found on the School Counseling webpage.**

- A. IEP students must meet this standard in all adjusted coursework or comply with specifications of IEP.
- B. Students who fail a course and do not meet the minimum 1.7 GPA will be ineligible for the next grading period.
- C. Students who receive an incomplete may be ineligible until they meet the academic standard outlined above.
- D. Students will also need to meet academic eligibility requirements as outlined by the Ohio High School Athletic Association (OHSAA). Basically, this requires passing grades (the previous grading period) in a minimum of five one-credit courses or the equivalent, which counts towards graduation. (See examples below).
- E. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- F. All athletes are expected to attend school at least ½ day in order to participate in practice sessions or game contests. Exceptions must be approved by an administrator.
- G. It is the student's responsibility to select a course schedule which meets eligibility requirements.
- H. **A-Plus** courses must be approved by the Principal. Students must remain on pace and successfully complete the course in order to maintain eligibility.

To determine credit equivalency, multiply full-year courses by a factor of 1 and semester courses by a factor of 2.

NATIONAL HONOR SOCIETY

National Honor Society is an organization that seeks to honor those students who have exhibited excellence in classroom leadership, service, character, and scholarship. The following criteria have been adopted to enable the faculty council to select new members of National Honor Society.

SELECTION PROCEDURES FOR NATIONAL HONOR SOCIETY

- 1. A list of all juniors and seniors with at least a 3.5 grade point average is compiled. Only these students listed will be considered for membership.
- 2. Letters are sent and several announcements are made informing the students of their eligibility and time of an information meeting.
- 3. Students will get an activity sheet at the information meeting. If a student is interested in becoming nominated, he/she will fill out this sheet listing all of his/her extracurricular activities. If a student does not complete an Activity Sheet, he/she will not be considered for membership.
- 4. The completed Activity Sheets must be returned to the School Counselor Office or to the National Honor Society advisor. The students are given two weeks to complete the Activity Sheet. Any student failing to turn in a sheet by the given date and time will not be accepted.

5. A list of students is made up from all the Activity Sheets turned in. Each teacher will be given a list in which they must evaluate the student's character. Character ratings and activity sheets are then presented to the faculty council who make final selections for membership.

Dismissal Procedures

1. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
2. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases of impending dismissal, a member shall have a right to a hearing before the NHS faculty selection council.
4. A member who has been dismissed may appeal the decision of the faculty council, under the same rules for disciplinary appeals, as set within the school district. The appeal is with the high school principal.
5. The National Council and the NASSP shall hear no appeals in dismissal cases.

NATIONAL TECHNICAL HONOR SOCIETY

The preliminary search is based upon a GPA of 3.25 average. The GPA is figured by the following; Junior: based on all courses taken in Sophomore year and first semester of Junior year. Senior: based on all courses taken in Junior year and first semester of Senior year. Other qualifications for membership are a desire to study toward your vocational technical career, leadership, skill, responsibility, citizenship, service, honesty and loyalty.

INCOMPLETE GRADES

Incomplete grades must be made up before the end of the first week of the next grading period. An exception may be made if a student is absent in the last week of a grading period. In that case a student may have until the end of the second week of the next grading period. Incomplete grades not made up within this period of time will be recorded as an "F".

SECTION IV – SCHOOL COUNSELING **DEPARTMENT**

Counselor Assignments (Students' Last Names)

A-D

E-K

L-Re

Ri-Z

Mrs. Rapp

Mrs. Freund

Mrs. McInnes

Mrs. Ross

Student should work closely with school counselor on schedules, credit checks, testing, college and career planning. We encourage students to talk to counselors about personal and academic concerns and crisis. Counselors assist students through crisis intervention, problem solving, individual counseling, group counseling, classroom guidance, parent/family involvement, and consultation/collaboration with school staff, parents, mental health professionals, and community.

In addition to the preceding services, counseling services include:

- 1) Organization and administration of student-to-student tutoring and standardized testing.
- 2) Holding parent, teacher, and administrator conferences.
- 3) Assisting student in transition from the middle school to high school and from high school to college.
- 4) Assisting student in selecting a high school course of study.
- 5) Planning for the future.

COURSE INFORMATION

Refer to Curriculum Guide on the School Counseling webpage for a complete list of course offerings and descriptions.

GRADUATION-EARLY

Most students attend high school for four years, but for those students who have earned the required credits in less than four years, the early graduation program is an option. Students should work closely with the counselor to plan their programs. **Refer to Curriculum Guide on the School Counseling**

webpage. Senior privileges may be granted at the discretion of the building principal.

GRADUATION REQUIREMENTS

English	4 Credits	*Math	4 Credits
Science	3 Credits	*Social Studies	2 Credits
Government	½ Credit	Economics	½ Credit
Health	½ Credit	Physical Ed.	½ Credit
Technology	½ Credit	****Electives	5 ½ Credits

10 Community Service Hours (Senior Year)

*Credits: 21 Total

* Math must include 1 unit of Algebra II or the equivalent of Algebra II.

**Science units must include 1 unit of biological sciences and 1 unit of physical sciences.

***Social Studies units must include ½ unit of American History, ½ unit of Government and ½ units of Economics.

****5 ½ Elective units must include one or any combination of World Language, +Fine Arts, Business, Career-Technical OR English, Math, Science, and Social Studies courses not otherwise required.

+One unit of elective must be a **Fine Art**. (Students following a career-technical pathway may be exempted from Fine Arts Requirement.

WADSWORTH HIGH SCHOOL

FACT SHEET – DIPLOMA REQUIREMENTS

(Graduating Classes Beginning with the Class of 2018)

DIPLOMA

21 Credits

HONORS DIPLOMA – ACADEMIC

Meet all but ONE of the following criteria.

Subject	Credits	Subject	Credits
English	4	A. English	4
*Math	4	B. Math	4 including Algebra I, Geometry, Algebra II or equivalent, and another higher level course
**Science	3	C. Science	4 including two units of advanced science.
***Social Studies	2	D. Social Studies	4
Government	½		
Economics	½		
Health	½		
****Physical Education	½		

Technology $\frac{1}{2}$
 *****Electives 5 $\frac{1}{2}$

10 Community Service Hours (Senior Year).

Take seven (7) end-of-course exams: Algebra I, Geometry, (Physical Science—class of 2018), Biology, American History, American Government, English I and English II.

E. World Language 3 units of one and no less than 2 units of two.

F. Fine Arts 1

G. G.P.A.—3.5 four year cumulative

H. ACT Composite—27 or SAT—1280

Subject to change **proposed** by Ohio Department of Education

HONORS DIPLOMA – TECHNICAL

Meet one of the following three:

1. Earn a cumulative passing score of 18 pts. on seven end-of-course exams. (Minimum of 4 pts. in Math; 4 pts. in English; 6 pts. across Science & Social Studies.)
2. Earn a remediation-free score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students in the Class of 2018 and beyond to take the exam free of charge.

3. Earn 12 points through a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a workforce readiness score on the Work Keys assessment.

*Math must include 1 unit of Algebra II or the Equivalent of Algebra II.

Meet all but ONE of the following criteria.

Subject	Credits
A. English	4
B. Math	4 including Algebra I, Geometry, Algebra II or equivalent, and another higher level course

HONORS DIPLOMA – TECHNICAL (cont.)

C. Science	4 including 2 units of advanced science
D. Social Studies	4
E. World Language	2 units of one.
F. Electives	*4 of Career-Technical minimum
G. GPA—3.5 four year cumulative	
H. ACT Composite—27 or SAT—1280	

I. Additional Achieve proficiency benchmark for the Ohio Career-Tech Assessment

Field Experience and Portfolio required

****Science units must include 1 unit of biological sciences and 1 unit of physical science.**

*****Social Studies units must include ½ unit of American History, ½ unit of American Government, and ½ unit of Economics.**

******Students using PE Exemption must take an additional ½ credit elective.**

*******5 ½ Elective unites must include one or any combination of World Language, +Fine Arts, Business, Career-Technical Education, Family & Consumer Sciences, and Technology OR English, Math, Science, and Social Studies courses not otherwise required.**

+One unit of elective must be a Fine Art. (Students following a career-technical pathway are exempted from Fine Arts requirement).

***Technology includes ½ credit courses taught in the Business Dept. plus CISCO and Engineering Design & Technology. These courses do not meet the ½ credit technology graduation requirement for a WHS diploma.**

Subject to change **Proposed by the Ohio Department of Education.**

HONORS DIPLOMA—ART

<u>Subject</u>	<u>Credit</u>
A. English	4
B. Math	4 Including Algebra I, Geometry, Algebra II or equivalent, and another higher level course.
C. Science	3 Including 1 unit of advanced science.
D. Social Studies	3
E. World Language	3 units of one or no less than 2 units of two.
F. Fine Arts	4 units
G. Electives	2 units with focus on Arts.
H. GPA—3.5 four year cumulative.	
I. ACT Composite—27 or SAT 1280	
Field Experience and Portfolio Required.	

NOTE: The Above is subject to change by Ohio Department of Education

****Students entering the 9th grade after July 1, 2017 would be required to meet the proposed Honors Diploma Curriculum. Those currently in high school could meet these or previous criteria.****

LOCAL SCHOLARSHIPS

Each senior is given a Financial Aid planning packet which includes information for the local scholarships. The local scholarship application is available on-line through the WHS home page.

Secondary Academic Options for Students

- **Educational Options include:**
 - College Credit Plus.
 - Physical Education Exemption
 - Correspondence Courses
 - Computer Aided Credit (CAC)
- **Credit Flex:**
 - Test Out Option
 - Summer School at another accredited high school
 - Advanced Placement Test Out Option
 - Student Proposal

For detailed information and deadlines, go to Secondary Academic Options are on the School Counseling webpage. Packets are also available in the School Counseling Office. Credit Flex application deadline is February 15th.

SCHEDULE CHANGES

Students should work with the School Counselors and their parents to develop schedules. No schedule changes will be enacted without a student/counselor conference.

Administrative decisions are based on course registration numbers. For this reason, we strive to minimize schedule changes. All requests for schedule changes will be governed by the following guidelines:

1. Schedule changes in preparation for the coming year should be made by close of current school year. For second semester courses, schedule changes will be permitted based on class seat availability. If an error has been made in the scheduling of courses, the student must fill out a **Request for Schedule**

Adjustment form. The following circumstances are considered errors:

- A course is omitted which the student had selected.
 - A course is scheduled which the student had not selected.
 - Too many courses are scheduled in one semester.
 - Lunch is not scheduled.
 - A course taken in summer school is scheduled.
 - A course not completed in summer school needs scheduled.
2. Changes from one course to a more or less difficult one within content area can be requested after the tenth day of school and in accordance to the following guidelines:

After the tenth day and through the first interim, students may request to change to a different level of a course. All such requests must be presented to the student's assigned School Counselor in writing. The schedule change request must bear the student's and parent's signature and the signature of the teacher from whom the student is transferring. When there is disagreement among the student, counselor, parent or teacher concerning the advisability of such a change, a conference will be scheduled before the change is made. If disagreement still exists after a conference, the parent's request will be honored as long as the initial request was made during the first five weeks of the course. **Changes from one course to a more or less difficult course will be based on seat availability.**

- Teacher initiated changes may be made through *interim of the 2nd grading period (week 5)*.
- Parent/Student initiated level changes will not be honored after week 5 of the first grading period.
- Grades accumulated in the course from which the student transfers will be given to the teacher of the course in which the student enrolls. Accumulated grades will be transferred to the new course and used in calculating the grade point average for the new course.

3. Students must continue reporting to their scheduled classes until official schedule change forms have been processed.

4. Schedule changes may be considered in specific circumstances after the school year begins. Those changes may be made according to the following guidelines:
 - a. Students who are failing a year-long course may request to drop the course and add a course for second semester. Requests to drop a yearlong course and replace it with a second semester course must be made by ***interim of the 2nd grading period (week 5) of a yearlong course***. See "Withdrawing from a course" for specific guidelines.
 - If a student is eligible to drop a course, has no study hall, he or she will be assigned to a study hall until the end of the first semester. (Only one study hall may be scheduled per semester.)
 - Students must see a counselor when they are considering adjusting schedules.
 - b. In specific circumstances, students may request schedule changes as need arise. Specific circumstances include family hardship, family moving into the Wadsworth School district, and finding the course of study does not follow their previous school's curriculum, or seniors who need credit adjustments in order to graduate with their class. Students must make an appointment with their counselor to discuss possible adjustments.
5. Students may not drop below six periods of coursework for the school year. Students may schedule a maximum of one study hall per semester and not drop a course to have more than one study hall per semester. Students in Small Group Instruction and Computer Assisted Curriculum Program will not be permitted to have a study hall. Students taking college classes must have a minimum of 5 classes or equivalent each semester.

WITHDRAWING FROM A COURSE

Generally

Requests to withdraw from a course must bear a parent/guardian and teacher's signature. If the teacher disagrees with the drop, a conference may be requested before the drop is honored.

Full Year Course

From the 10th day of school until interim of the 2nd grading period (week 5), a student may withdraw from a course without penalty.

1. If the course is dropped prior to the end of the 1st grading period, the course and grade will not be entered on the student's permanent record card.
2. If the course is dropped between the end of the 1st grading period and the interim of the 2nd grading period (week 5), a "WD" (withdrawal) will be entered on the student's permanent record and no credit will be given.
3. Dropping a course after the interim of the 2nd grading period will result in the course being recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given for the year, and the "WF" will be used when computing G.P.A. and Class Rank.
4. Students must request and complete "Dropping a Full Year Course" form by interim of second grading period or a "WF" will be given.

Semester Course

A student may withdraw from a semester course with the following guidelines:

1. Prior to the end of the first nine weeks of the course (1st or 3rd grading period), the course and grade will not be entered on the student's permanent record card.
2. During the second nine weeks of the course (2nd grading period), the course will be recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given, and the "WF" will be used when computing G.P.A. and Class Rank. (Students may not drop a course during the 4th grading period.)

STANDARDIZED TESTING

The standardized tests and their dates are listed below

- A. American College Test (ACT)
Saturdays, 8 a.m. – 12 noon
*September 9th *Feb 10 *July 14
*October 28 *April 14 *indicates dates that test
*December 9 June 9 will be administered at
Wadsworth High School
- B. Preliminary Scholastic Aptitude Test–National Merit Qualifying Test
(PSAT/NMSQT) Wednesday, October 11th
- C. Scholastic Aptitude and Achievement Test (SAT) – **Refer to**
www.collegeboard.org for testing dates and locations.
- D. End of Course Exams—December, March, and April..
- E. Advanced Placement Tests

SUMMER SCHOOL

Wadsworth Senior High School offers a program each year based on the students' needs and desires. The actual program will be finalized by the number of students who enroll. The program is open to students who have finished eighth grade and throughout high school. Students who need courses to complete requirements for graduation are also welcome to attend.

All courses are offered at the same time. Thus, a student may take only one course. Additional courses may be taken for credit recovery with administrative approval. The classes are held from 8:00 a.m. to noon daily for three to six weeks. Attendance **every day** is mandatory. Registration forms are available March through June. Completed registration forms should be taken to the Athletic Office.

SECTION V - GENERAL

ANNOUNCEMENTS AND BULLETINS

All regular announcements will be made each morning over the public address system. Announcements must be signed by a faculty member or principal and turned in to the main office. Announcements are also posted on the WHS web page each day.

ASSEMBLIES

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies is required.

Students must exhibit behavior that is appropriate and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. The conduct of the student body at assemblies conveys an important message to the speaker and to the public. Traditionally, WHS students have displayed good conduct and respect for speakers. Students should report to assemblies promptly and sit where designated. It is recommended that students do not leave valuables in your classroom. Stopping at vending machines, general misconduct, and throwing items of any kind during assemblies is prohibited.

BOOK BAGS

Students are not permitted to carry book bags to and from classes. Students are allowed to bring their books and materials to and from school in book bags. Book bags should be stored in lockers during the school day. Large purses or mini sport bags are not allowed to be carried during the school day (unless going directly to or coming from PE).

BOOKSTORE

The bookstore is located in the Athletic Office next to the cafeteria. Students may purchase school supplies and school spirit items. Students are asked not to loiter in the bookstore area, especially during the lunch hours. Please note payment of fees or dues may be made at the Athletic Office.

BREAKFAST

Breakfasts are served each school day from 7:00-7:30 a.m. in the Commons. We serve a wide variety of choices.

BUS TRANSPORTATION

Although the Wadsworth City School District furnishes transportation in accordance with State law, it does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

*Students who ride the bus to school are expected to ride the assigned bus to and from school. The driver of the bus will be responsible for the orderly conduct of the students. Improper conduct could result in the loss of this service. **Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult with an administrator.***

*The above rules of conduct are for your own safety as well as that of your fellow students. It is the responsibility of the student to get to school if he/she misses the bus. Students will be expected to enter the building immediately upon arriving at school. Students will not be permitted to go to the student parking lot if they ride to school in a bus or walk to school. **Violations:** Any student persistently violating essential bus rules may be denied the privilege of riding the bus and may be required to furnish their own transportation.*

CAFETERIA REGULATIONS/PROCEDURES

Students may purchase a lunch or ala Carte items at the cafeteria. There are different serving areas for lunch. Serving areas include a pizza station, grill station, main entrée station, sub station, and salad station. **Do not leave purses or other personal items of value unattended.** No commercialized lunches will be permitted. Students may not call out for lunch, nor have food brought in to the lunchroom. All food and drinks purchased in the cafeteria must be consumed in that area. Snacks and drinks purchased in the commons should be consumed in the commons. The only exception would be seniors who pack their own lunch. No glass containers are to be brought to school. Each student must use their own ID # to be provided a lunch. Students are not permitted to share their ID numbers with each other.

1. Students are not permitted to loiter in the hallways surrounding the Cafeteria or in the main entrance lobby.
2. Students are not permitted in any of the academic wings without written passes.
3. Only restrooms located in the 1800 hallway will be used during lunch.

CLASS ACTIVITIES AND CLASS FINANCES

Each class will have advisors assigned for each year. One advisor will be appointed head advisor. All class activities must have the approval of the head advisor and the principal, and all social events must be cleared through the administration and must be chaperoned by the advisors and other appropriate school personnel.

Class funds are subject to the regulations concerning school accounts, and prior authorization must be obtained to spend class funds

CLASS DISMISSAL

Classes are dismissed by the teacher and not the bell. There are five minutes between each class, which allows ample time to reach any section of the building. Students are expected to be in their designated classroom seats at the beginning of the period.

CLASSROOM STANDARDS

1. Be in class and seated on time.
2. Bring necessary materials to class.
3. Follow instructor's directions.
4. Get permission before speaking.
5. Be respectful and courteous to others.
6. Do not use profanity or inappropriate language.
7. Help keep your classroom clean.
8. No food or pop in classroom. No colored water bottles, must be clear, and only water is allowed in classrooms
9. Students are expected to participate actively and positively in class.

CLINIC

*The clinic is located in the Main Office. When a student is too ill to attend class or becomes injured, the student should get a pass from his/her teacher and report to the Main Office. The pupil may not remain in the clinic for more than 15 minutes. Permission to release students from school will be allowed by office personnel after parents or their designee has granted authorization. **Illness will not be accepted as a reason to loiter in a restroom or around other parts of the building.** The school is not allowed to dispense medicine; first aid will be given as needed.*

CLOSING SCHOOL

In the event of school closing, accurate information will be made available to parents and staff members through AlertNow and local radio/TV will broadcast announcements. The decision to close will be announced, when possible, by 11:30 p.m. on the day preceding closing. Announcements will be made only when our school will be closed. The Wadsworth City School system is NOT part of the Medina County School System. Schools will be open if no announcement of closing is made on or before the 7:00 a.m. newscasts. Should the Superintendent determine school will be delayed two hours refer to Two Hour Delay Bell schedule.

TECHNOLOGY USAGE

All students are expected to use the technology provided to Wadsworth City Schools in an approved, ethical manner in accordance with Board Policy 7540.03 for completion of classroom assignments. Board Policy concerning the use of technology is available at <http://www.neola.com/wadsworth-oh/>. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter or excessive printing will be subject to immediate disciplinary action.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet

through the Board's Technology assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

DRIVING AND PARKING REGULATIONS

Driving to school is a privilege. Seniors and Juniors will be eligible for a permit. Sophomores may be eligible if parking spots are available and will be required to park in the lot adjacent to the outdoor pool. Each student accepts the responsibility to drive safely and to observe the rules and regulations of the school. The administration will suspend the driving privileges of students who cannot accept the responsibility of safe driving, cannot get to school on time, or follow other school rules. As a reminder, use of tobacco in a car while on school property is prohibited.

The student parking lot is located at the east side of the building. Students are expected to park in the assigned parking lot and park within the spaces outlined in white. Students are to drive with extreme care when leaving or entering the parking lot and should stop at any cross walk on school grounds.

Pupils who drive to school must park in the student parking lot then enter the school immediately after parking. Do Not Park behind the school, in the Faculty Lot, visitors parking areas, or in Community Center areas on North and West side of WHS Complex.

Students must register all vehicles with the office. There will be a limited number of permits sold. One and only one permit will be issued to each qualified student. A valid Ohio driver's license, a registration certificate, and a completed parking pass request sheet signed by parent are needed to purchase a permit. Cost of the permit is \$25. Lost or stolen permits will be reissued at a cost of \$30.

Parking Permits will be issued during the summer as announced. During the school year permits will be issued from 7:00-7:30 a.m. and 2:30-3:00 p.m.

ELECTRONIC DEVICES

The use of personal electronic devices are permitted for educational purposes. Permission to use personal electronic devices will vary depending on the location of the building. Earbuds and headphones are not permitted without permission of the classroom teacher, study hall monitor, or other school personnel. The following color system will identify level of permission of use for specific areas within Wadsworth High School.

Green: Students are permitted to use electronic devices at their convenience for educational purposes.

Yellow: Students are permitted to use electronic devices with the permission of the classroom teacher.

Red: Students are NOT permitted to use electronic devices.

Consequences for Violation of the BYOD Student Guideline

Violation of the BYOD Student Guideline as outlined in this document will result in the following disciplinary actions:

1st Offense.....Thursday Detention or written warning

2nd Offense.....Thursday Detention, parent/guardian must pick up device

3rd Offense..... 1-3 days In-school Detention, parent/guardian must pick up device, loss of BYOD privilege for the semester.

Repeated Offenses.....1-5 days O.S.S.,parent/guardian must pick up device and conference with building principal, loss of BYOD for the remainder of the school year.

Students will face suspension and possibly expulsion for using an electronic device of any kind to cheat in class. In addition, students may not record any lesson or any other event in the high school without the teacher or administration pre-approval. Students who record other students or events may face suspension or expulsion.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the Administration feels it is necessary for the safety and security of the student in our School.

FEES—FINES

Any monies owed to the school will be recorded as soon as students incur the debt. Report cards, records, credits, transcripts, and/or diplomas may be withheld until fees and fines are paid. In addition, students may NOT receive a schedule for next year's courses until all obligations are paid. All fine/fee monies and other financial obligations are to be paid in full at the Athletic Office; no cash or checks should be given to any of your teachers. We do not allow students to charge items for other purchases.

HALL PASS

Students are to use a pass given to them by their teachers. Students found to be abusing the hall pass privilege may lose this privilege.

LAB STANDARDS

1. Follow safety rules.
2. Wear appropriate clothing
3. Use equipment properly
4. Absolutely no horseplay or use of inappropriate language.
5. Follow classroom standards.

LIBRARY

Rules and regulations regarding conduct are posted in library. Each student is responsible for knowing the rules.

LOCKERS

Lockers are the property of the school and therefore may be entered by the administration at any time. The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Thus, it should be conducted to assure parents that the school, in exercising its "in loco parentis" relationship with their children, would employ every safeguard to protect the well-being of those children. This authority is to be reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Any illegal materials found in the lockers will be confiscated, and if necessary, law enforcement agencies will be notified. (Refer to Interrogations and Search.) Students who are staying after school for practices, to assist teachers, etc., are to take all coats and books with them since sections of the building may be closed. Keep lockers locked at all times and do not disclose your combination to anyone. Sharing of a locker is strongly discouraged. It is recommended that students **not** keep items of high value (musical instruments, calculators, jewelry, etc.) in lockers. The Board of Education does not provide insurance or assume responsibility for items missing or stolen.

Students will furnish their own padlocks for physical education, athletics, auto mechanics, and other similar classes. Students are responsible for their personal items and for having a lock on their locker. Report any problems with lockers to the main office immediately.

LOST AND FOUND

All articles found should be turned in to the Attendance Office. Students losing articles should check the Attendance Office to see if their articles were turned in for the owner to claim.

PRESCRIPTION MEDICATIONS

All prescribed medications that students must take during the school day require a note from the student's doctor. The Main Office must have a completed Medical Dispense Form, on file, for all prescribed medicine. The prescribed medication must be brought to school by the parent and picked up at the end of the prescribed period by the parent.

OVER THE COUNTER MEDICATION

All over the counter medication must be kept in the main office and must have a completed Over the Counter Medication Form on file. The student may take the medication as needed during the school day in the presence of school personnel.

Students are not allowed to carry medication.

RESTROOM POLICIES

Loitering in the restrooms is not permitted. If ill, report to the clinic; do not stay in the restroom. Disciplinary action will be taken with students who insist upon loitering in the restrooms.

SCHOOL HEALTH SERVICES

Screenings

This school year, vision and hearing screenings will be done in 9th grade. These are state mandated screenings for all students in this grade. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade and band members will have their hearing screened because of the exposure to noise. For more information on school screenings, go to www.wadsworth.k12.oh.us, click on "Programs", then click on "School Health Services" on the WCS web page.

Screening Exemption

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that he/she has been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15th that he/she has been examined by a physician or optometrist within the past 12 months with a note stating your request.

Health Aides

There will be a School Health Aide in the clinic for several hours a day. The School Health Aide has been trained in basic first aid, will administer medications and do vision and hearing screenings. The School Nurse will supervise the School Health Aide. Please contact the School Nurse by calling 330.335.1460,

extension 6112, if you have questions or concerns about your child's medical condition.

SECURITY OF PERSONAL PROPERTY

As it does elsewhere, theft may occur at school; however, by applying preventive measures, it can be kept minimal. It is advisable that students not:

- (1) Have large sums of money in their possession.*
- (2) "Share" hall or physical education lockers*
- (3) Leave any locker unlocked*
- (4) Leave valuables, purses, books, etc., unattended in the cafeteria, restrooms, classrooms during assemblies, etc.*

Once a theft occurs, recovery of stolen items is very difficult. Without eyewitnesses or positive evidence, it is next to impossible.

Remember to apply preventive measures and use common sense. Report any thefts to the main office immediately.

SECURITY MONITORS

Wadsworth School District has installed cameras and video equipment at the high school to monitor the building and grounds. The purpose is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventive, cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session.

The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes, as part of the disciplinary investigation, to show rule violations to hearing officers, police and court authorities, parents/guardians and/or students. When properly identified, these tapes may be stored in the school safe for future reference. Only necessary authorized staff will observe tapes.

When school authorities observe any behavior that may be in violation of the law by any person, including students, school authorities may contact our local authorities to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the tapes warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

Law enforcement agencies may request viewing of tape to assist them in their investigative responsibilities after completion of the proper request form.

STUDENT ACTIVITY PROGRAMS

ACADEMIC ELIGIBILITY

To be academically eligible for competition or public performance in co-extracurricular activities, a student must receive a passing grade in a minimum of five one credit courses (or the equivalent) the preceding grading period and meeting EITHER of the following criteria:

1. Maintain a (1.7) grade point average, OR

2. Be passing the rest of their scheduled subject areas.

Students who are ineligible will also be denied leaving the building for a field trip/class activity, unless the only time missed is from the sponsoring class.

STUDY HALL PROCEDURES

- 1) *Freshman, Sophomore, and Junior Study Halls:*
 - a) *Students are to be in their assigned seats before the tardy bell rings.*
 - b) *No talking, card playing, or sleeping will be permitted.*
 - c) *No student shall leave the study hall at any time without a hall pass or a written pass previously obtained from a teacher.*
 - d) *Students are to bring and use study materials to all study halls.*
- 2) *Senior Study Halls:*
 - a) *Seniors must report to the commons study hall on time and sign the attendance roster.*
 - b) *The attendance roster must also be signed near the end of the period to verify presence.*
 - c) *Card playing and talking is permitted.*
 - d) *Students may sign out **only** after checking and signing out with the commons supervisors. Seniors are not permitted in any other parts of the building without a previously obtained written pass from a teacher, counselor, or administrator. **Violation of study hall rules will result in the loss of the senior privilege.***
 - e) ***Any SENIOR FAILING a course will be reassigned to a quiet study hall for the next nine weeks. Students may not withdraw (WP/WF) to avoid being assigned to quiet study hall.***
 - f) ***Any senior on Early Release or Late Arrival that is failing a course will have their privilege removed and be placed in a quiet study hall.***

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, sex, religion, or handicap.

TELEPHONE CALLS

Students will not be called to the phone except in case of an emergency. The main office will take and deliver emergency messages. Telephones, including the athletic office telephone, are not available for personal calls. After school hours, athletes may use the phone inside the weight room under the supervision of a coach.

VISITORS

All visitors to Wadsworth High School are required to report to the main office. Visits with teachers and students are discouraged during the normal school day unless an appointment has been previously scheduled. All visitors must sign in and may be issued a visitor's pass. Student visitors must have prior approval from the administration.

SECTION VI – ATHLETICS & ACTIVITIES

ACTIVITIES ASSESSMENT FEE

A fee will be assessed for various athletics and activities offered at the high school. The athletic and activity application form is available in the athletic office, main office, and on WHS web page. Included on this form is a listing of sports clubs activities and their associated costs.

ACTIVITIES

The following activities are available to Wadsworth High School students. We strongly encourage students to become involved in the extracurricular activities such as:

Academic Challenge	Mentoring
Athletics	NFL - Speech & Debate
Band – Marching & Concert	Peer Tutoring
Cheerleading	Pep Club
Chess	SADD
Choir - Concert & Show	Science Club
DECA	Spanish Club
Off Broad Street Players	STAMP
Huddle	Student Council
Interact	Suburban League Leadership Team
Intramural Athletics	Yearbook
Key Club	

ATHLETICS

The following sports are available to Wadsworth High School students. Students are encouraged to become involved in the sports programs.

<u>Male</u>		<u>Female</u>	
Baseball	Lacrosse	Basketball	Softball
Basketball	Soccer	Bowling	Swimming
Bowling	Swimming	Cross Country	Tennis
Cross Country	Tennis	Golf	Track
Football	Track	Gymnastics	Volleyball
Golf	Wrestling	Lacrosse	Soccer

ARTS (Performing)

For many students, the performing arts are an integral part of student life at Wadsworth High School. To enhance a successful auditioning experience in performing arts activities, the following courses may serve as a considerable benefit:

English/Reading Lab: Reading and interpretation skills are vital to auditions and acting. The study/discussion of literature or plays helps all students analyze actors' style and techniques to portray characters accurately and refine the student's own delivery skills.

Speech: Speech classes enable students to hone speaking proficiency and enhance confidence on the stage. Public speaking or speaking in front of audiences aids students in developing confidence and being comfortable in front of a camera.

Vocal Music: This is an outstanding program for students interested in musical theatre or other dance related performance. Voice, dance, and public presentation are excellent training opportunities for future performing arts candidates.

Theatre Arts Class: The curriculum includes viewing live theatrical performance, discussion, and analysis of techniques and methods.

NCAA Division I and II Eligibility Standards and Procedures:

Student-athletes planning to play NCAA Division I and Division II sports need to register with the Eligibility Center (formerly known as the Clearinghouse) during their junior year. The website is www.eligibilitycenter.org. During the online registration, print Copy 1 and Copy 2 of the transcript release form. Sign the transcript release forms, and give both to your counselor. Also, prospective student-athletes must complete the amateurism questionnaire when they register with the Eligibility Center.

The NCAA Division I and II require 16 core courses. Wadsworth's NCAA approved core courses are on the Eligibility Center Web Site (www.eligibilitycenter.org) and are listed in the Curriculum Guide.

Either the ACT or SAT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on the transcript will not be used. When registering for the ACT or SAT, use the Eligibility Center code 9999.

Division I and Division II have a sliding scale for test scores and core grade point average. The minimum GPA for Division I is 2.3, and for Division II is a 2.2. Dependent upon a student's GPA will determine what they will need on their ACT or SAT score.

Co-Curricular and Extra-Curricular Code of Conduct

SPECIAL NOTICE

"The student has received notification of this policy through the student handbook which the student acknowledges through their signature upon receiving the student handbook."

This policy is applicable to students in non-credit, co-curricular, and extra-curricular activities in grades 7 through 12 in which students participate as players, members, performers, officers and/or chairpersons, including instrumental music during the marching and competition seasons. **(Does not pertain to activities related to the curriculum.)**

A student participating in co-/extra-curricular activities represents not only himself/herself, but also the Wadsworth City Schools and community. The Wadsworth City School district believes that student participation in extra-curricular and co-curricular activities is a privilege. The district also believes that participation in such activities demands that students maintain sound physical and/or mental condition.

Coaches/advisors are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Coaches/advisors may call on other school personnel to help in discharging their responsibilities. They may refer students to the athletic director and/or building administrator whom are then responsible for determining further disciplinary action.

ATHLETIC CODE/EXTRACURRICULAR ACTIVITIES

RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS

Wadsworth City School District Board of Education Policy 5512.01, Random Alcohol, Drug and Nicotine Testing of Wadsworth City School District Students, will be followed.

If a student participating in athletics or extracurricular activities not tied to an academic grade is found to have used alcohol, drugs or nicotine outside of the of the random testing process described above, he/she will be subject to the same positive result choices/consequences found in Wadsworth City School District Board of Education Policy 5512.01. This provision is in effect 24 hours per day, 7 days per week, every day of the year.

Team Rules and Regulations

All team rules and regulations determined by the coach/advisor will be enforced and are supported by the athletic department and the building administration.

Added Requirements for Athletic Participation

Athletes may not be eligible to participate until the following items have been completed (forms can be picked up in the athletic office):

1. Physical Examination Form – completed and on file in the athletic office.
2. Emergency Medical Form – completed and on file in the athletic office.
3. Academic Eligibility requirements have been satisfied.
4. Activity Assessment.

Risk of Participation in Athletics

All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. We sincerely hope no serious injury will occur. We feel there is a responsibility to athletes and parents to make them aware of the potential risks that may exist. The Wadsworth School District will use the following safeguards to make every effort to eliminate injury:

1. Conduct pre-season meetings to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills, as well as being certified through Sports Medicine programs and CPR classes.

Due Process

If it is the intention of a coach/advisor to deny participation to a student, the coach or advisor will hold a hearing and inform the student of such intention. The coach/advisor will make a record of the hearing in writing noting the student's name, activity, infraction, date of infraction, date of hearing, and results of the hearing. The student and his/her parents will have the right to appeal the action of the coach/advisor in writing to the Assistant Principal. The Assistant Principal will head an Appeal Board consisting of the Assistant Principal, Athletic Director, and a teacher appointed by the Principal. The Appeal Board will hear the appeal within three days after receipt of the appeal requests. Its decision will be rendered within two days after the appeal hearing.

SECTION VII DIRECTORY & CONTACT INFO

DISTRICT INFORMATION DISTRICT TELEPHONE NUMBERS & ADDRESSES OF CENTRAL OFFICE PERSONNEL

WADSWORTH CITY SCHOOLS
330-336-3571
Central Office Hours of Operation---7:30 a.m. to 4:00 p.m.

- Dr. Andrew J. Hill, Superintendent
- Dr. Michelle D. Evans, Director of Instruction and Professional Development
- Mrs. Joyce Walker, Director of Pupil Services
- Mr. Joseph Magnacca, Director of Facilities
 - Mr. Doug Beeman, Treasurer
- Mr. Roger Wright, Director of Career and Technical Education
- Mrs. Debbie Miller, Transportation Supervisor

SCHOOL BOARD MEETINGS
School Board meetings (time and place) are announced in The Post, Medina County Gazette, and Akron Beacon Journal. The public is invited.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)
The Family Education Rights & Privacy Act (FERPA) provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the necessary arrangements.

PARENT/STUDENT RIGHT TO FILE A COMPLAINT

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

According to Wadsworth City Board of Education policy 2416: Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

WADSWORTH CITY SCHOOLS PARENT'S RIGHT TO REQUEST EDUCATIONAL PROGRAM AND STAFF INFORMATION

According to Wadsworth City Board of Education Policy 2261.02: Title

I-Parent's right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:

1. information on the level of achievement of their child(ren) on the required State academic assessments;
2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

DIRECTORY INFORMATION

BOE Policy

According to Wadsworth City School District Board of Education policy 8330: Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

Directory Information – WHS requirement in addition to regular Directory Information statement. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student by contacting the high school principal.

PARENTS RIGHT TO INSPECT, REVIEW, AND REQUEST AMENDMENTS TO STUDENT EDUCATIONAL RECORDS

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically

requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

TITLE IX AND SECTION 504 COORDINATOR

As part of the compliance program of the Wadsworth City Schools to identify, remedy, and prevent discrimination on the basis of race, color, national origin, sex, handicap, and age, the following persons have been designated as coordinators of Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973:

1. Coordinator, Title IX: Director of the Four Cities Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.
2. Coordinator, Section 504: Director of the Student Services, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

The above persons, as compliance coordinators, are responsible to insure that federal and state regulations relative to Title IX and Section

504 are complied with and that any complaints are dealt with promptly in accordance with the law.

EQUAL EDUCATION OPPORTUNITY

BOE Policy

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of the Four Cities Educational Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

INSPECTION OF INSTRUCTIONAL INFORMATION

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.

COMMUNITY RESOURCE AGENCIES

Although there are many community service agencies which address a number of community concerns, the following are some which provide assistance for children and parents: Salvation Army, FISH, and Red Cross.

WADSWORTH MIDDLE SCHOOL

WELCOME TO WADSWORTH MIDDLE SCHOOL

The faculty, administration and staff wish all students a successful year at Wadsworth Middle School. The first day of school provides everyone a new beginning. We hope that you will find the school year exciting and memorable.

Wadsworth Middle School encourages academic excellence. Your success depends on regular attendance, good study habits, self-discipline and appropriate school behavior. We also believe your academic success and achievement are enhanced through participation in the arts, athletics, and other extracurricular activities. Participation in school activities also helps generate pride and loyalty.

Our goal is to have a school where all students feel successful. To attain this goal there must be a working relationship among students, staff, parents, and community members. Cooperation among these groups will help promote successful personal growth for all our students.

Sincerely,

Mr. Eric Jackson, Principal
Mr. David Ryder, Assistant Principal



**This is Grizzly Country!
Where Grizzly Excellence and Pride
starts with you -- the individual student.**

While many of these handbook policies and procedures are outlined, the administration reserves the right to adjust, add, or delete policies or procedures during the school year if it serves the best interest of WMS.

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BELL SCHEDULE

2017-18

	Regular Bell Schedule	Grizzly Time Bell Schedule	Assembly Bell Schedule
First Bell	7:30	9:30	7:30
Tardy Bell	7:35	9:35	7:35
Announcements	7:35 – 7:42	Quick Announcements	7:35 – 7:42
Period 1	7:42 – 8:26	9:39 – 10:09	7:42 – 8:23
Period 2	8:29 – 9:13	10:12 – 10:42	8:26 – 9:07
Period 3	9:16 – 10:00	10:45 – 11:15	9:10 – 9:52
Period 4	10:03 – 10:47	11:18 – 11:48	9:55 – 10:37
Intervention/ Enrichment	10:50 – 11:22	No I/E	No I/E
Period 5	11:25 – 12:55	11:51 – 1:21	10:40 – 12:10
Lunch A	11:25 – 11:55	11:51 – 12:21	10:40 – 11:10
Lunch B	11:55 – 12:25	12:21 – 12:51	11:10 – 11:40
Lunch C	12:25 – 12:55	12:51 – 1:21	11:40 – 12:10
Period 6	12:58 – 1:42	1:25 – 1:55	12:13 – 12:54
Period 7	1:45 – 2:28	1:58 – 2:28	12:57 – 1:40
			Call down starts @ 1:40
First Dismissal	2:28	2:28	2:28
Last Dismissal	2:30	2:30	2:30

CALENDAR

August 24	First Day of Classes
August 30	School Pictures – Individuals
August 31	Open House 6:30-8:00 p.m.
September 4	(No School) Labor Day
September 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
September 22	Interims Posted to Website
September 22	(No School) Prof. Dev. In-service
September 28	Parent/Teacher Conferences (5:00-8:30 p.m.)
October 12	2 Hour Delayed Start - Grizzly Time Bell Schedule
October 19	End of 1 st Quarter
October 20	(No School) Teacher Comp. Day
October 23	Begin 2 nd Quarter
October 27	Grade Cards Carried Home
November 2	2 Hour Delayed Start - Grizzly Time Bell Schedule
November 7	School Pictures – Retakes
November 10-11	WMS Musical
November 16	School Pictures – Candid Day
November 17	Interims Posted to Website
November 23 – 24	(No School) Thanksgiving Break
December 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
December 12	WMS Choir Concert
December 14	WMS Band Concert
December 20	End of 2nd Quarter
December 21-January 2.....	(No School) Winter Break
January 3	Begin 3 rd Quarter
January 4	2 Hour Delayed Start - Grizzly Time Bell Schedule
January 12	Grade Cards Carried Home
January 15	(No School) Martin Luther King
January 26	(No School) Prof. Dev. In-service
February 1	2 Hour Delayed Start - Grizzly Time Bell Schedule
February 1	Parent/Teacher Conferences (5:00-8:30 p.m.)
February 9	Interims Posted to Website
February 19	(No School) President's Day
February 26	WMS Choir Concert
February 27	WMS Band Concert
March 1	2 Hour Delayed Start - Grizzly Time Bell Schedule
March 16	End of 3 rd Quarter
March 19	Begin 4 th Quarter
March 23	Grade Cards Carried Home
March 30	(No School) Good Friday
April 2 - 6	(No School) Spring Break
April 12.....	2 Hour Delayed Start - Grizzly Time Bell Schedule
April 27.....	Interims Posted to Website
May 8	WMS Band Concert
May 10.....	2 Hour Delayed Start - Grizzly Time Bell Schedule
May 17	WMS Choir Concert
May 28.....	(No School) Memorial Day
May 30.....	Last Day for Students
June 8	Report Cards mailed

ABSENCES

EXCUSED

Absence from school may at times be necessary. Below are acceptable reasons to be excused for missing school as prescribed by statutes of the State of Ohio.

1. personal illness (a written physician's statement verifying the illness may be required);
2. illness in the family necessitating the presence of the child;
3. quarantine of the home;
4. death in the family;
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
6. observation or celebration of a bona fide religious holiday;
7. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;
8. such good cause as may be acceptable to the Superintendent;
9. medically necessary leave for a pregnant student in accordance with Policy 5751; and
10. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

However, regardless of the reason, the attendance policy establishes a maximum of ten days of absence per year from school unless there are extenuating circumstances.

~~Reasons for which absences may be excused include, but are not limited to:~~

- ~~1. Personal illness of the student — when attendance concerns arise, parents will be required to present a physician's statement verifying the necessity of subsequent absences. Past attendance history is considered.~~
- ~~2. Illness in the student's family — The absence under this situation shall not apply to children under fourteen years of age.~~
- ~~3. Death in the family — The absence arising under this condition is limited to a period of three days unless a reasonable cause may be shown for a longer absence.~~
- ~~4. Quarantine for contagious disease.~~
- ~~5. Religious reasons — Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.~~
- ~~6. Family emergency — Circumstances that constitute a good and sufficient cause for absence from school shall be determined by the Administration.~~
- ~~7. Absence due to failure of busses to operate/run on time — These absences are exempt from and will not count toward the total absences.~~
- ~~8. Absences that are a result of school sponsored/sanctioned activity~~

~~The following absences are exempt from and will not count toward the total absences. They include calls from the office, assemblies, field trips, sporting events, contests, etc. that are scheduled during school hours. In-school detentions are considered an in-school activity and do not count as an absence from school/class. However, out-of-school suspensions are counted as an absence from school.~~

Both excused and unexcused absences are counted with the attendance requirement. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity for make-up work and whether or not disciplinary action is in order.

All absences will be counted in the attendance requirement. Included are excused absences, partial day's absence for a doctor or dentist appointment, driver's permit test, approved vacation days, inclement weather with school in session, and unexcused absences. The only exceptions are days when the student is involved in approved school activities. School activities are those activities in which a student participates as a member of an approved team or group representing the school. Such activities include but are not limited to field trips, sporting events and school-sponsored programs.

Whenever a child is going to be absent, the parents should notify the office between 7:00 a.m. and 8:00 a.m. each day of the absence so that the reason for absence will be known. The number is 330-335-1357. The office routinely calls parents/guardians to verify absence. Parents should not be offended by the call. The call is only to ensure the location and safety of the student. Without parent contact, a student will be presumed truant and dealt with accordingly. If it is absolutely impossible for the parent/guardian to call the school, the student will be required to bring a note to school

after each absence explaining the reason for the absence or tardiness. Attendance has 24 hour a day voice mail; calls can be made anytime to report an absence.

~~NOTE: Doctor and dentist appointments should be made after school hours when possible. Regardless of the reason, if a student misses more than two hours of the school day, the student will be charged a minimum of one-half (1/2) absence. If less than two hours, the student will not be charged with an absence providing there is written verification from the doctor or dentist's office. This same procedure will be followed for court appearances.~~

An unexcused absence occurs when a parent/guardian notifies the school of an absence but it does not fall into one (1) of the categories listed under excused absence above.

A student is marked truant when a parent/guardian does not contact the school and does not respond when a call is placed notifying the parent/guardian that a student is not in school.

A student who misses thirty (30) or more consecutive hours, forty-two (42) or more hours in a month or seventy-two (72) hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team. The Absence Intervention Team, which includes the student's parent/guardian(s), creates a plan to assist with the student's attendance issues. Legitimate excuse are those defined under excused absence.

UNEXCUSED

Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. ("See Makeup Work) The absence will be recorded as unexcused or truant. ~~Each case will be considered on its merits by the principal and the respective teacher(s).~~

Unexcused absences may include, but are not limited to the following:

Oversleeping

Vacation with a parent/guardian

Other absences not listed as excused

Car trouble

Missing class because of dress

Missing the bus

code violation

TRUANCY

~~Truancy will not be tolerated by the Wadsworth City School District. A student with this type of unexcused absence will receive appropriate disciplinary action in accordance with the student code of conduct. The parent has a legal obligation to see that the child attends school. If excessive truancy (3 or more) continues to exist, students may be referred to the Medina Juvenile Judge (or designee).~~

~~No academic credit will be given to students for work missed as a result of truancy. Students will receive a zero for each day and could possibly be referred to Juvenile Court or expelled from school.~~

~~Any absence over 10 days will require a doctor's note or students will be marked TRUANT and may face possible court referral. By law, schools must take action for any student being truant. Discipline for truancy will be on a case by case basis.~~

CLASSROOM ATTENDANCE – CLASS CUTTING

Students are expected to attend classes daily. Teacher passes to go to another classroom, library, or study hall are valid for only ONE period. Failure to report to designated area will count as truancy. (No academic grade for classes missed.) Possibly disciplinary actions will be taken.

EARLY DISMISSAL FROM SCHOOL

Any student who must leave school early (before 2:30) for appointments must bring a written request signed by parent or guardian to the main office prior to the start of school on the day you wish early dismissal. This request should state the reason, time of desired dismissal, tentative time of return, and phone number where the parent may be reached. The student must have a verification form filled out and it should be presented to the main office secretary upon return to school.

Early dismissals will NOT be excused for the following reasons (not all-inclusive):

Shopping

Tanning Appointments

"Family Business"

Hair Appointments

"Needed at Home"

LATE ARRIVALS – SIGNING OUT

TARDY 7:35 to 8:40 A.M.

~~Absences will be charged to students for signing in or out as follows:~~

- ~~• If a student is absent from school for more than 4 periods, it will be counted as a full day absence.~~
- ~~• Any number of missed periods under 4 will be considered a half day absence.~~
- ~~• Once in school, students are encouraged to complete the day.~~

Students must be in attendance 4 periods to be eligible for competition and/or performances. When you return to school the day after an absence, follow this procedure:

Unless previously called off you must have a note within two days of return to school. Any student returning to school without a verification of his/her absence will be called to the main office. Absences will be recorded as truant and the student may be subject to disciplinary actions. If a student is ~~truant/unexcused~~, he/she is subject to disciplinary action.

A notice will be mailed home by the main office and administration at the fifth & tenth absence from school informing the parent of attendance concerns and expectations.

MAKE-UP WORK - HOMEWORK POLICY FOR EXCUSED AND UNEXCUSED ABSENCES

1. Excused absences- It is the responsibility of each student with an excused absence to immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed.
2. Unexcused absence-Teachers will prepare an assignment sheet for the student, providing notice of the unexcused absence is given to the teacher at least five consecutive school days prior to the absence.
3. A student will be given one day to make up required work for each day missed. Scheduling of make-up work is at the teacher's discretion. If an assignment, such as an in-class activity or group assignment, is not required to be made up for excused or unexcused absences, students may be exempt (as will be indicated on Progress Book) from the assignment and neither zero credit nor other penalties will be assigned. The student's average and grade computed for the nine weeks will only reflect the required work completed.
4. Please contact the main office (on the third day of absence) with any questions or concerns regarding make-up work or homework policy for prolonged absences of 5 days or more. The main office will request assignments from teachers and teachers will have 24 hours to respond.

TARDINESS TO SCHOOL

The main office will keep a record of each student's tardiness to school. The school will take action for all unexcused tardies. ~~When a student's tardies become excessive (9 or more), students may face disciplinary action and/or court referral. Tardiness will not be counted for court appearances, doctor and dental appointments that cannot be scheduled after school hours. HOWEVER, a statement from the court, doctor's or dentist's office is required when the student returns to school.~~

Students who come to school later than their normal starting time will be required to sign in at the main office. You are considered tardy to school if you are not in your assigned seat when the late bell rings. Any student who fails to sign in may be considered truant or unexcused.

- 1st Tardy – free
- 2nd Tardy - Warning
- 3rd & 4th Tardy – 30 minute detention assigned
- 5th & 6th Tardy – 60 minute detention assigned
- 7th + Tardy – Administrative Discretion

VACATION

Students are permitted to go on vacation during the school year without penalty except the week ending each semester and the week of state mandated testing. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The district will only approve a student's absence for a vacation when she/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

Prior to the vacation you must send a written letter to the principal within 10 days of the absence in order for the absence to be reviewed. Student attendance will be reviewed prior to approval granted. Please be advised that vacation request in the last week of both the first and second semester and the week of state mandated testing will not be allowed.

ACADEMICS

***Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Wadsworth City School District.**

Definition of Academic Integrity: All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Wadsworth Middle School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. All work submitted to meet course requirements is expected to be a student's own work.

CHEATING

Cheating is defined as giving or receiving any information on any work meant for individual completion or preparation regardless of the time or place of exchange of information. Violations may result in lowering of one's grades **or** disciplinary action. Individual teacher's syllabus explains specific classroom action. Removing tests from class without permission may be considered cheating. Violations may result in lowering of one's grades or disciplinary action. Individual teacher's syllabus explains specific classroom action.

SCHOLASTIC ACHIEVEMENT RECOGNITION

HONOR ROLL - Each grading period, pupils with high achievement will be named to the honor roll at one of three levels: 4.0 Excellence Level, 3.5-3.9 Honor Level, and 3.0-3.5 Merit Level.

MIDDLE SCHOOL GRADING SYSTEM

Wadsworth Middle School's grading system uses the below scale. Students grades reported in Progress Book are accurate and are not rounded. Weighted grades are used in classes for High School Honors credit only.

			<u>Weighted grades</u>
A	93-100	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.3	3.8
B	83-86	3.0	3.5
B-	80-82	2.7	3.2
C+	77-79	2.3	2.8
C	73-76	2.0	2.5
C-	70-72	1.7	2.2
D+	67-69	1.3	1.3
D	63-66	1.0	1.0
D-	60-62	0.7	0.7
F	59 (or below)	0.0	0.0

*These points are earned for each course worth one full credit

MIDDLE SCHOOL ACADEMIC ELIGIBILITY

To be academically eligible for participation in co-/extracurricular activities, a student must have passed five scheduled subject areas, the preceding grading period. A GPA requirement of 1.7 applies if you have passed five classes and failed additional class(es). Students must participate and earn credit in a minimum of 5 classes to be eligible for fall season of high school co-/extracurricular activities.

PLAGIARISM

Because plagiarism is intellectually dishonest and therefore a form of stealing, it is an extremely serious offense and can result in severe penalties, even no credit for the course. The following forms of plagiarism are most frequent:

- Failure to document with quotation marks any material copied directly from other sources.
- Failure to acknowledge paraphrased material (someone else's ideas).
- Failure to provide a bibliography, or give credit to sources used.
- Copy and pasting into ones work without citing your source is plagiarism.
- Use of other's work, as one's own, particularly in the creative arts.
- Use of other's ideas an one's own for themes, poems, musical compositions, or artwork.

Footnote: Littell, Joy, Building English Skills. P. 266.

ANNOUNCEMENTS AND BULLETINS

All regular announcements will be made each morning over the public address system. Announcements must be signed by a faculty member or principal and turned in to the main office. Announcements will also be posted on Twitter daily.

ASSEMBLIES

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies is required.

Additional parking is available in the east parking lot (vocational wing) at the High School which is connected to Middle School by a sidewalk. **Do not park in any fire lanes on school property.**

Students must exhibit behavior that is appropriate and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. The conduct of the student body at assemblies conveys an important message to the speaker and to the public. Traditionally, WMS students have displayed good conduct and respect for speakers. Students should report to assemblies promptly and sit where designated. It is recommended that students do not leave valuables in their classroom. Stopping at vending machines, general misconduct, and throwing items of any kind during assemblies is prohibited.

ATHLETIC PARTICIPATION REQUIREMENTS

Athletes may not be eligible to participate until the following items have been completed (forms can be picked up in the athletic office, school office, or online)

1. Physical Examination Form – completed and on file.
2. Emergency Medical Form – completed and on file.
3. Academic Eligibility requirements have been satisfied.
4. Activity Assessment

ATHLETICS RISK OF PARTICIPATION

All athletes and parents must realize the risk of injury that may be a result of athletic participation. We sincerely hope no serious injury will occur. We feel there is a responsibility to athletes and parents to make them aware of the potential risks that may exist. The Wadsworth School District will use the following safeguards to make every effort to eliminate injury:

1. Conduct pre-season meetings to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills, as well as being certified through sports medicine programs and CPR classes.

ATTENDANCE POLICES/PROCEDURE

LEGAL RESPONSIBILITIES OF SCHOOL ATTENDANCE

Section 3321.01 Ohio Revised Code states that any child between 6 and 18 years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program, that conforms to the minimum standards by the State board of Education, unless the child is employed on an age and schooling certificate with the permission of the Wadsworth City School Board of Education.

REQUIREMENTS

Regular attendance by all students of the Wadsworth City School District is very important. In many cases, irregular attendance is the major reason for poor school performance. Consequently, all students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent.

To be eligible for extracurricular activities, students need to be present for 4 class periods. Basically, this means that students must attend classes until 11:00 a.m. or be in attendance at the middle school by 11:00 a.m. for the rest of the day.

BULLYING – BE THE SOLUTION

As you know, the issue of bullying is a very serious subject and needs to be addressed by every student in our school. The Wadsworth City Schools will not tolerate any student who behaves in such a manner that makes other students feel uncomfortable. This includes hurting other students either physically or emotionally. In some cases this could include cyber bullying which happens through any form of electronic communication including e-mail, instant message, chat text messages or any other form of electronic communication. It is important that every student do their part to end this negative behavior. If you are a bully, your behavior will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police. If you are being bullied, please seek the help of a principal or any adult in our building in order to put an end to this terrible behavior. Lastly, anyone who witnesses a bully in action should report them to a principal. Together, we can put an end to the bullying and help make our school a safer place for everyone. Every person in our school is challenged to do their part to end bullying. Our challenge to you is: "BE THE SOLUTION!"

BUS TRANSPORTATION

Although the Wadsworth City School District furnishes transportation in accordance with state law, it does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Students who ride the bus to school are expected to ride the assigned bus to and from school. The driver of the bus will be responsible for the orderly conduct of the students. Improper conduct could result in the loss of this service.

Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult with an administrator. The rules of conduct are for your own safety as well as that of your fellow students. It is the responsibility of the student to get to school if he/she misses the bus. Students will be expected to enter the building immediately upon arriving at school.

A note needs to be signed and verified in the office if a medical appointment will change bus riding. Only a family emergency will alter the bus assignment. A note must be brought in and approved by a principal in order for this to occur. In cases requiring alternative supervision both students should produce a note explaining the emergency, where the parents can be reached and present it to the building administrators or designee who must sign the note and have an emergency release form attached to the note for presentation to the bus driver.

Violations: Any student persistently violating essential bus rules may be denied the privilege of riding the bus and may be required to furnish their own transportation.

CAFETERIA REGULATIONS/PROCEDURES

Prices are available on-line at <http://www.wadsworth.k12.oh.us/index.aspx> District Department Food Services

Students may purchase a plate lunch or 'a la carte lunches at the cafeteria. Do not leave purses or other personal items of value unattended. Books or schoolwork should be locked in lockers during lunch time. Students are to enjoy a social lunch in the cafetorium. Students are expected to sit down and stay in their seat until they have finished their lunch. All students should clean up their own trash, and all may be asked to help insure a clean environment. Students will be expected to be in designated areas (cafeteria, designated restrooms or blacktop).

CLASS ACTIVITIES AND CLASS FINANCES

Each class will have advisors assigned for each year. One advisor will be appointed head advisor. All class activities must have the approval of the head advisor and the principal, and all social events must be cleared through the administration and must be chaperoned by the advisors and other appropriate school personnel or parents.

Class funds are subject to the regulations concerning school accounts, and prior authorization must be obtained to spend class funds.

CLOSING SCHOOL

In the event of school closing or two-hour delay, accurate information will be made available to parents and staff members through the following stations: WEWS TV 5, FOX TV 8, WKYC TV 3, WOIO/WUAB TV 19, ohio.com and WAKR/WQX. The *AlertNow*® Phone Calling System will also be utilized. The Wadsworth City School system is NOT part of the Medina County School system. Should the superintendent determine school will be delayed 2 hours refer to the Two Hour Delay Bell schedule.

CODE OF CONDUCT

ACADEMIC CODE

- A. **Tobacco:** Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking.
In addition, the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance is prohibited.
- B. **Dress and Appearance:** Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.
- C. **Truancy, Tardiness or Class Cutting:** Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if he/she is not in his/her assigned seat when the late bell rings.
- D. **Profane, Vulgar or Improper Language or Gestures:** Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. **Insubordination (also referred to as Failure to Comply with Directives):** This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, or other appropriate school personnel.
- F. **Failure to Accept Discipline or Punishment:** Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. **Harassment, Hazing, and/or Sexual Harassment:** Students shall not threaten, act, or participate in or attempt to threaten, act, or participate in an act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. This includes any unwanted sexual advances, which may be verbal, visual, or physical contact.
- H. **Violation of School Bus Conduct Requirement:** Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out of the window, extending arms or objects out of the window, shouting, and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- I. **Disrespect:** Students shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.
- J. **Disruption of School:** Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
1. Occupying any school building, school grounds or part thereof;
 2. Blocking the entrance or exit of any school building or corridor or room therein;
 3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
 4. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds. Any bomb threat to a school building or to any premises at which a school activity is occurring will subject the offender to a one year expulsion.
 5. Activating or attempting to activate an emergency alarm system in the absence of an emergency;
 6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class, or activity or any lawful meeting or assembly on or off the school property;
 7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
 8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event;
 9. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- K. **Damage, Destruction, Theft, or Unauthorized Removal of School Property:** Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.

- L. **Damage, Destruction, Theft or Unauthorized Removal of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. **Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:** Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or another student, not cause or attempt to cause physical injury or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor, or another student.
- N. **Weapons, Dangerous Instruments, Fireworks and Explosives:** Students shall not violate the District's policy against dangerous weapons in school, policy 5772. Students shall not use, possess, handle, transmit, sell, conceal, or barter for, or bring upon school grounds, to a school activity, or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited.
- Students shall not possess, handle, transmit, conceal, sell, or barter for, or bring upon school grounds, to a school activity, or on to a school vehicle any fireworks, explosives, inflammables, munitions, or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate, or attempt to ignite, explode, or detonate fireworks, explosions, munitions, inflammables, or other objects that could cause physical harm or property damage.
- O. **Narcotics, Alcoholic Beverages, Look Alike Drugs, and Stimulant or Depressant Drugs:** Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property, and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, butane, cocaine, non-medically prescribed anabolic steroids, or other substances that could modify behavior.
- Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse, or intoxicants, he/she may be required to submit a letter from a psychiatrist or physician stating that the student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school related activities.
- Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule provided proper documentation has been completed and filed with the school office. However, selling, transferring, or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.
1. Students shall not possess, use, transmit, sell, consume, or conceal any drug or look-alike drugs of abuse, instruments, or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.)
 2. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities will also be in violation of this policy forbidding alcohol and drug use and will be subject to at least a five (5) day suspension.
 3. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.
- P. **Trespass:** Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
- Students already under suspension, expulsion, or emergency removal shall not enter upon grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal.
- Q. **Misconduct Away From School:** Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or other controlled substance or drug of abuse off school property or at a non-school-sponsored or related activity, function, or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.
- Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function, or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.
- R. **Falsification or Misstatement of Facts or Other Information:** Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. Cheating, and/or plagiarism on school assignments are considered Fraud. Lying is considered Fraud.

- S. **Gambling:** Students shall not engage in or promote games of chance, placing bets, or risk anything of value.
- T. **Obtaining Property or Things of Value by Use of Coercion and Related Misconduct:** Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or others.
- U. **Public Display of Affection or Sexual Acts:** Students shall not engage in kissing, embracing, or any sexual acts or displays not appropriate to the educational environment.
- V. **Repeated Violations:** Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. **Violation of Rules:** Students shall not violate the policies of the Board of Education, school rules, classroom rules, or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. **Personal Communication Devices:** Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy [5136](#): Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. **Aiding and Abetting:** Aiding and abetting any violation of this student code of behavior will result in disciplinary action.
- Z. **Failure to Provide Evidence/Providing False Information/Lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
- AA. **Violating Acceptable Use Policy:** Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy
- AB. **Violation of Student Publications Policy:** Students shall not violate the Student Publications Policy, policy 5722 with respect to content of student and non-student publications and requirements before distributing such publications.
- AC. **Other Misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.

RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS

Wadsworth City School District Board of Education Policy 5512.01, Random Alcohol, Drug and Nicotine Testing of Wadsworth City School District Students, will be followed.

If a student participating in athletics or extracurricular activities not tied to an academic grade is found to have used alcohol, drugs or nicotine outside of the of the random testing process described above, he/she will be subject to the same positive result choices/consequences found in Wadsworth City School District Board of Education Policy 5512.01. This provision is in effect 24 hours per day, 7 days per week, every day of the year.

TEAM RULES AND REGULATIONS

All team rules and regulations determined by the coach/advisor will be enforced and are supported by the athletic department and the building administration.

CO-CURRICULAR AND EXTRA-CURRICULAR CODE

"The student has received notification of this policy through the student handbook which the student acknowledges through their signature upon receiving the student handbook."

This policy is applicable to students in non-credit, co-curricular, and extra-curricular activities in grades 7 through 12 in which students participate as players, members, performers, officers and/or chairpersons, including instrumental music during the marching and competition seasons. **(Does not pertain to activities related to the curriculum.)**

A student participating in co-/extra-curricular activities represents not only himself/herself, but also the Wadsworth City Schools and community. The Wadsworth City School district believes that student participation in extra-curricular and co-curricular activities is a privilege. The district also believes that participation in such activities demands that students maintain sound physical and/or mental condition.

Coaches/advisors are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Coaches/advisors may call on other school personnel to help in discharging their responsibilities. They may refer students to the athletic director and/or building administrator whom is then responsible for determining further disciplinary action.

DRESS CODE/STUDENT APPEARANCE

Disciplinary action may result if the below standards are not followed:

The parents will be notified and the student may be sent home to correct the infraction. The time missed will be unexcused. Students may be sent immediately to In-School Detention if parents cannot be reached. It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, administration, and parents.

Students are expected to keep themselves well-groomed and neatly dressed at all times. The following are examples of unacceptable dress (these are just examples and are not all inclusive):

- Any form of dress, makeup, and hairstyle/color which is considered contrary to good hygiene or which is destructive or disruptive in appearance and/or detrimental to the routine operation of the school will not be permitted.
- Students are permitted to have piercings in the ears and a small "stud" in the nose. They are not permitted other piercings on the face or visible body piercings.
- Clothing that is not modest in appearance; and pants that are worn below the waist (low hanging). See-through or mesh garments, tube tops, tank tops, hats, sun glasses, slippers, flip-flops, bandannas/head coverings worn by male or female students, or other similar items of clothing are not permitted.
- Clothing displaying alcoholic beverages, tobacco products, drugs, and/or weapons; and those with obscene or sexually explicit or other offensive printing on them will not be permitted.
- No holes in clothing displaying skin above the knee.
- Midriff and chest area must be covered at all times.
- Skirts/shorts/dresses must be beyond fingertip length (mid-thigh) or longer and must meet other conventional standards of dress.
- All clothing must provide appropriate body coverage at all times.
- Shoes must be worn throughout the day.

Final determination of appropriate school attire rests with a school administrator.

All teachers will assist in enforcing the Standards of Dress as adopted by the Board of Education.

DUE PROCESS

If it is the intention of a coach/advisor to deny participation to a student, the coach or advisor will hold a hearing and inform the student of such intention. The coach/advisor will make a record of the hearing in writing noting the student's name, activity, infraction, date of infraction, date of hearing, and results of the hearing. The student and his/her parents will have the right to appeal the action of the coach/advisor in writing to the assistant principal. The assistant principal will head an Appeal Board consisting of the assistant principal, athletic director, and a teacher appointed by the principal. The Appeal Board will hear the appeal within three days after receipt of the appeal requests. Its decision will be rendered within two days after the appeal hearing.

FEES—FINES

Any monies owed to the school will be recorded as soon as students incur the debt. All fine/fee monies and other financial obligations are to be paid in full in the main office. We do not allow students to charge items for other purchases.

GUIDANCE DEPARTMENT

COUNSELOR ASSIGNMENTS

7th Graders.....	Mrs. Beal
8th Graders.....	Mrs. Manos

Students are assigned to counselors for routine matters such as schedules and test results. We encourage students to talk to any counselor about personal concerns, emergencies, and crises.

Counselors assist students through crisis intervention, problem solving, individual counseling, group counseling, classroom guidance, parent/family involvement, and consultation/collaboration with school staff, parents, mental health professionals, and community.

In addition to the preceding services, guidance services include:

- Organization and administration of student-to-student tutoring and standardized testing.
- Holding parent, teacher, and administrator conferences.
- Assisting student in transition from Central Intermediate to the middle school and from middle school to the high school.
- Assisting students in selecting high school courses.
- Planning for the future.

HALL PASS

All students in the halls during class periods must have a hall pass. There should be no exceptions to this rule.

HEALTH SERVICES (school)

CLINIC

The clinic is located in the main office. When a student is too ill to attend class or becomes injured, the student should get a pass from his/her teacher and report to the main office. Permission to release students from school will be allowed by office personnel after parents or their designee has granted authorization. Illness will not be accepted as a reason to loiter in a restroom or around other parts of the building. The school is not allowed to administer medicine unless the proper paper work is on file in the clinic; first aid will be given as needed. Students are not permitted to give any non-prescription medication to another student.

HEALTH AIDES

All schools will have a school health aide in the clinic for several hours a day. The school health aide has been trained in basic first aid, will administer medications, and do vision and hearing screenings. The school nurse will supervise the school health aides.

Please contact the school nurse by calling 330.335.1460, extension 6112, if you have questions or concerns about your child's medical condition.

SCREENING

Vision screening will be done in grade 7. This is a state mandated screening for all students in this grade. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade. For more information on school screenings, go to www.wadsworth.k12.oh.us, click on "Programs", then click on "School Health Services" on the WCS web page.

SCREENING EXEMPTION

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that he/she has been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15th that he/she has been examined by a physician or optometrist within the past 12 months with a note stating your request.

INTERROGATIONS AND SEARCHES

In accordance with policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons **may** patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion.

The Wadsworth City School District has custody of the students during the school day and during school hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

Thus, when absolutely necessary, the police may enter the school without a warrant to question students. The questioning is to be done in administrative offices in the presence of school personnel and/or parent/guardian.

SEARCHES OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL

Principals or designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates this student's violation of the law or school rules.
2. Searches will be conducted in the presence of another administrator or staff member of the same gender as the student being searched.
3. Parent(s), guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as reasonably possible after completion of the search.
4. Where evidence indicating that a student has violated the law is discovered, law enforcement officials shall be notified.

The following rules apply to the search of school property assigned to a specific student (locker, desk, electronic devices, etc.) and the seizure of items in his/her possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage spaces.
2. Search of an area assigned to a student should be for a specifically identified item and when possible, should be conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety of others may be seized by school authorities at any time.

SEARCHES OF STUDENT'S PROPERTY BY POLICE

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have a reason to believe any item that might pose an immediate threat to the safety of others is kept in a student locker, desk, or other storage space; searches may be conducted without a previously issued warrant.

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates this student's violation of the law or school rules.
2. A member of the same gender as student will be present when searches are conducted.

LIBRARY—MEDIA CENTER

Rules and regulations regarding conduct are posted in library. Gum chewing is prohibited in the media center. Each student is responsible for knowing the rules.

LOCKERS—SEARCHES—INVESTIGATIONS

Lockers are the property of the school and therefore may be entered by the administration at any time. The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Thus, it should be conducted to assure parents that the school, in exercising its "in loco parentis" relationship with their children, would employ every safeguard to protect the well-being of those children. This authority is to be reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Any illegal materials found will be confiscated, and if necessary, law enforcement agencies will be notified.

All students/athletes should keep their valuables in a locked locker. Students should assess what items of value they bring to school. Students who are staying after school for practices, to assist teachers, etc., are to take all coats and books with them since sections of the building may be closed. Keep lockers locked at all times and do not disclose your combination to anyone. Sharing of a locker is strongly discouraged. The Board of Education does not provide insurance or assume responsibility for items missing or stolen. Locks for physical education classes are provided by the teachers. Students participating in any extracurricular activity are responsible for the safety and security of their own personal belongings in our facility and in facilities at away events.

Theft may occur at school. Please consider not bringing large sums of money or other valuable items that are not necessary for use at school. Recovery of stolen items is very difficult.

LOST AND FOUND

All articles found should be turned in to the Main Office. Students losing articles should check the main office to see if their articles were turned in for the owner to claim.

REFERENCE GUIDE

Accident/Emergency Situations Teacher, Administrator
 Athletic Program Mr. Likens
 Attendance Officer Mr. Kresowaty

Attendance	Mr. Ryder, Mr. Kresowaty
Class Change Request	Guidance Counselors
Community Agency Referrals	Guidance Office
Discipline	Mr. Ryder
Educational Planning for Students	Guidance Counselors
Entry or Withdrawal of Students	Administrator
Field Trips	Mr. Jackson
Food Service	Mrs. Sell
Fund Raising	Mr. Jackson
Grade Questions	Classroom Teachers
Guidance Programs and Policies	Guidance Counselors
Home Instruction	Guidance Counselors
Injuries	Teacher, Administrator
Locker Assignment & Maintenance	Main Office
Locker Policy	Administrator
Lost and Found	Main Office
Medical	Clinic
Policy Clarification	Administrator
Problems	Guidance Counselors or Administrator
Psychological Referrals	Guidance Counselors or Administrator
Publications	Mr. Jackson
Records	Guidance Counselors, Main Office
Scheduling Events & Building Use	Mr. Ryder
Scheduling Students	Guidance Counselors
Stolen Materials & Theft Report	Administrator
Textbooks	Classroom Teacher
Tutors	Guidance Counselors, Mr. Jackson
Work Permits	Main Office

RESTROOM POLICIES

Loitering in the restrooms is not permitted. **If ill, report to the clinic; do not stay in the restroom.** Disciplinary action will be taken with students who insist upon loitering in the restrooms.

SCHEDULE CHANGES

Students should work with the guidance counselors and their parents to develop schedules. No schedule changes will be enacted without a student/counselor conference.

Many administrative decisions are based on course registration numbers. For this reason, we strive to minimize schedule changes. However, it is understood that some changes are inevitable. Although we strive to give individual students the best schedule possible, class sizes and class atmosphere must be considered when creating schedules.

STUDENT ACTIVITY PROGRAMS

ACADEMIC ELIGIBILITY

To be academically eligible for competition or public performance in co-/extracurricular activities, a student must receive a passing grade in 5 classes from this year during the preceding grading period. If a student does not pass all classes with a 6 class schedule, a minimum GPA of 1.7 is needed in the preceding grading period to be eligible.

ACTIVITIES

The following activities are available to Wadsworth Middle School students. Academic eligibility is required to participate. We strongly encourage students to become involved in the extracurricular activities such as:

- Student Council
- Dances
- Fishing Club
- Announcement Crew
- Newspaper
- Band Activities
- Choir – Show
- Fellowship of Christian Students
- Peer Tutoring
- Athletics
- Peer Mediation
- Academic Challenge
- Model UN
- Drama
- Robotics
- Washington D.C.

DANCES

Periodically WMS offers dances to the student body to encourage appropriate socialization. Cost for the dances will be determined by the administration. Financial assistance is available upon request.

Dances are a privilege and not a right. The administration reserves the right to exclude a student for disciplinary reasons. Only WMS students may attend our dances. Visitors, relatives or guests will not be permitted to attend. School dress code also applies. **WMS students are not permitted to attend high school dances.**

ACTIVITY ASSESSMENT

A complete listing of sports, clubs, groups and associated costs will be available online and in the school office.

SPORTS

The following sports are available to Wadsworth Middle School students. Students are encouraged to become involved in the sports programs.

BOYS	Cross Country	Football	Basketball	Wrestling	Track
GIRLS	Cross Country	Volleyball	Basketball	Cheerleading	Track

STUDENT CONDUCT

Good conduct is based on the respect and consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Wadsworth City School District will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Every student who gives evidence of a sincere desire to remain in school and to be diligent in his or her studies will be given every reasonable opportunity to profit by the educational experiences provided and will be assisted in every way possible to achieve scholastic success.

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students. Constituted authority includes any adult connected with the school; whether it is an administrator, teacher, monitor, custodian, secretary, cook, or bus driver.
2. Student conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and appropriate relationship with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Wadsworth Middle School is your school; therefore, you should have a certain pride of ownership. The students who follow you in the future will appreciate your care and courtesy. Waste paper and other trash belong in the wastebaskets—not in your desk, locker or on the floor. A special effort must be made to keep all woodwork, walls, lockers and desks free from unsightly marks. Persons who cause damage to school property will be required to pay for the damage.
5. Public display of affection is unacceptable. Students using poor judgment in this matter may face disciplinary consequences and will be referred to a counselor. Parents will be notified if the conduct continues.

DISCIPLINE

It is the policy of the Wadsworth City School District Board of Education to act accordingly against violent, disruptive, or inappropriate behavior, including excessive truancy. The Board believes that discipline in the school provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the orderly function of an orderly and safe school environment that is conducive to teaching and learning.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right of discipline extends to all areas of the school program. (Ultimately, however, the conduct of a student is the legal responsibility of his/her parents or guardians. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.)

TEACHER DETENTION

Students may be assigned detention by a teacher. The length, time and place of the detention will be at the discretion of the teacher. Twenty-four (24) hour notice will be given. Students are responsible to arrange their own way home. Although teachers are encouraged to call parents when a detention is assigned, the detention notice given to the student is considered to be the student and parental notification of detention. Teachers can also have students serve a ½ hour detention at lunch. Student may bring their lunch to the assigned room and eat while they complete missing assignments.

AFTER SCHOOL DETENTION

Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served afternoons from 2:35-3:05 p.m. or longer in an assigned room. Students are responsible to arrange their own way home. A detention missed due to absence will be rescheduled. A pattern of repeated skipping of detention will result in additional detention time.

DETENTIONS

EXTENDED DETENTION is a more severe form of discipline than the after school detention. Also, detentions enable students who may otherwise be suspended to remain at school and at the same time, provide them with an opportunity to improve their academic standing. Hopefully, detentions will be a learning experience and one in which a change in behavior may occur. Students are required to bring school related materials and assignments.

If a student is assigned multiple detentions for the same offense, another method of discipline will then become necessary. Extended detentions will be up to two hours. It will run from 2:30-4:30 p.m. and will be held every day if necessary. Students will be notified of the dates at the time discipline is administered. If a student misses the detention without prior administrative approval, the student may be subject to additional discipline.

IN-SCHOOL DETENTION

In-School Detention is less severe than suspension and is defined as a removal of the student from his/her regularly scheduled classes. Before a student is placed in in-school detention, the student shall be given written notice of the intention to impose in-school detention and the reasons for the intended in-school detention. Rules for in-school will be clearly outlined by administration previous to serving. In-school detentions are not suspensions and can't be appealed.

SATURDAY DETENTION

WMS maintains a Saturday School program and it consists of two levels that are listed below. Saturday School meets at 8:00 am and on any given Saturday would be no less than 1 hour in length and no longer than 4 hours. Students will be required to bring school work and will be expected to stay on task for the duration of the Saturday School. Before a student is placed in Saturday Detention, the student will be given written notice of the intention to impose Saturday Detention. Failure to serve an assigned Saturday Detention may result in additional detention.

SATURDAY ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (SAS)

SAS will meet promptly at 8:00am and can be assigned for 1-4 hours. SAS may be used as an Alternative to Out of School Suspension at the discretion of administration, if deemed appropriate. Before a student is placed in SAS, the student will be given written notice of the intention to impose SAS. Failure to serve an assigned SAS will result in the assignment of an Out of School Suspension the next day that school is in session.

EMERGENCY REMOVAL

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function. If a student is removed under this subparagraph, written notice of the reason(s) will be provided.

SUSPENSION

Suspension is defined as the denial to a student, for a school period of at least one (1) but no more than ten (10) school days, of permission to attend school and to take part in any school function or the denial of education/credit. Suspension may be extended beyond the current semester or school year.

When the alleged misconduct becomes known, the student will be given written notice of the intention of suspension and the reasons for such action by the Superintendent, principal or assistant principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within one (1) school day after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within five (5) days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension.

The first time a student is suspended (first offense with a student in that building), the student is permitted to come at a time outside of the student day to take a major test (to be determined by the principal) and have that score count for credit. All other parameters for suspension offenses apply (presence on school property, homework, repeat infractions, etc.).

EXPULSION

Expulsion is defined as the denial to the student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester or school year.

Prior to any expulsion, the superintendent shall give the student and his/her parent, guardian or custodian written notice of the intention to expel and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice has been mailed unless the superintendent grants an extension of time at the request of the student, or his/her guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one (1) school day after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian, or custodian and the Treasurer of the Board. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian, or custodian to appeal the expulsion to the Board or to its designee within fourteen (14) days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its designee in order to be heard against the expulsion, and to request that such hearing be held in executive session. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than 24 hours and is not subject to expulsion.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined in R.C. 2901.01) may result in expulsion of up to one (1) year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one (1) year. The superintendent may reduce the one-(1) year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator or any other reason relevant to each incident.

****While suspended, expelled or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities, or be on any school property. If the student is removed from only one particular class or activity, s/he may not attend the class or participate in the activity for the duration of the removal.****

APPEALS TO THE BOARD OF EDUCATION

Pursuant to the above discipline, a student or his/her parent, guardian or custodian may appeal his/her suspension, expulsion, or removal to the Board or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board within five (5) days of the suspension or fourteen (14) days of the expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

- If an appeal is taken before the Board or its designee, such appeal may, upon request of the student, his/her parent, guardian or custodian or attorney, be heard in executive session.
- The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.
 - A. The Assistant Superintendent is hereby appointed as designee to hear all suspension appeals. As designee, the Assistant Superintendent's decision shall be considered automatically adopted by the Board of Education, without the necessity for any further Board action.
 - B. The Board shall hear its own expulsion appeals, unless it appoints a designee, on a case-by-case basis. In the case of expulsions, all expulsions may be heard in executive session at the election of the party appealing.
 - C. The Board shall take action on the expulsion appeal in public session.
 - D. A verbatim record shall be kept of all hearings under this paragraph.
 - E. Decisions of the Board or its designee may be appealed under Chapter 2506 of the revised code.

STUDY HALL PROCEDURES

1. Students are to be in their assigned seats before the tardy bell rings.
2. No talking, card playing, or sleeping will be permitted.
3. No student shall leave the study hall without a hall pass or a written pass previously obtained from a teacher.
4. Students are to bring and use study materials to all study halls.

5. Students are expected to use this time wisely and may be subject to discipline if they disrupt the educational environment in study hall.

TECHNOLOGY

ACCEPTABLE USE STATEMENT

All students are expected to use the technology provided to Wadsworth Middle School in an approved, ethical manner in accordance with Board Policy 7540.03 for completion of classroom assignments. Board Policy concerning the use of technology is available at <http://www.neola.com/Wadsworth-oh/>. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter or excessive printing will be subject to immediate disciplinary action.

General school rules for behavior and communication apply. The Board does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted accesses to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by this Board policy and its accompanying guidelines.

ELECTRONIC DEVICES

The uses of personal electronic devices are permitted for educational purposes ONLY. Permission to use personal electronic devices will vary depending on the location of the building. The following color system will identify level of permission of use for specific areas within Wadsworth Middle School.

- Green:** Students are permitted to use electronic devices at their convenience for educational purposes. The media center, study halls, and cafeteria (before school/ during and after lunch) are permissible for use unless directed otherwise by school personnel.
- Yellow:** Students are permitted to use electronic devices with the permission of the classroom teacher. Teacher classrooms and other areas marked as such.
- Red:** Students are NOT permitted to use electronic devices. These areas include hallways, restrooms, and classrooms when the teacher has prohibited use.

Consequences for Violation of the BYOD Student Guideline

Violation of the BYOD Student Guideline as outlined in this document will result in the following disciplinary actions:

*Possible consequences could range from a warning to possible suspension, dependent upon severity and number of offenses.

All students will enter into new BYOD policy with a clean record regarding electronic device violations

Students will face suspension and possibly expulsion for using an electronic device of any kind to cheat in class. In addition, students may not record any lesson or any other event in the middle school without the teacher or administration pre-approval. Students who record other students or events may face suspension or expulsion.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the administration feels it is necessary for the safety and security of the student in our School.

In case of emergency, please call the main office. The main office will address appropriately, with administration being involved. Students are not permitted to answer or respond to incoming calls or text messages.

VIDEO SURVEILLANCE

This facility uses video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions and may be disclosed for Law enforcement purposes. Questions about the video surveillance/electronic monitoring system are directed to the Building Principal

VISITORS

All visitors to Wadsworth Middle School are required to report to the main office. Visits with teachers and students are discouraged during the normal school day unless an appointment has been previously scheduled. All visitors must sign in and may be issued a visitor's pass. Student visitors must have prior approval from the administration.

****All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, sex, religion, or handicap.****

WITHDRAWING FROM A COURSE

Generally

Requests to withdraw from a course must bear a parent/guardian and teacher's signature. If the teacher disagrees with the drop, a conference may be requested before the drop is honored.

Full Year Course

From the 10th day of school until interim of the 2nd grading period (week 5), a student may withdraw from a course without penalty.

1. IF the course is dropped prior to the end of the 1st grading period, the course and grade will not be entered on the student's permanent record card.
2. If the course is dropped between the end of the 1st grading period and the interim of the 2nd grading period (week 5), a "WD" (withdrawal) will be entered on the student's permanent record and no credit will be given.
3. Dropping a course after the interim of the 2nd grading period will result in the course being recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given for the year.
4. Students must request and complete "Dropping a Full Year Course" form by interim of second grading period or a "WF" will be given.

Semester Course

A student may withdraw from a semester course with the following guidelines:

1. Prior to the end of the first nine weeks of the course (1st or 3rd grading period), the course and grade will not be entered on the student's permanent record card.
2. During the second nine weeks of the course (2nd grading period), the course will be recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given, and the "WF" will be used when computing G.P.A. and Class Rank. (Students may not drop a course during the 4th grading period.)

ANNUAL NOTICES

Civil Rights Compliance Officer

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of the Four Cities Educational Compact
524 Broad St.
Wadsworth, OH 44281
330-336-3571

Parent's Right to request Educational Program and Staff Information

According to Wadsworth City Board of Education Policy 2261.02: Title I-Parent's right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

Directory Information

According to Wadsworth City School District Board of Education policy 8330: Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

Drug Prevention Memorandum to Parents

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

District Bullying Policy

According to Wadsworth City School District Board of Education Policy 5517.01: Bullying and other Forms of Aggressive Behavior.

Harassment, intimidation, or bullying behavior by any student in the Wadsworth City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students more than once, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Student Privacy and Parental Access to Information

According to Wadsworth City Board of Education policy 2416: Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

Inspection of Instructional Information

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.

Parents right to inspect, review, and request amendments to student educational records

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested

records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

- B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

Parent/Student Right to file a complaint

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

WADSWORTH CITY SCHOOL DISTRICT – BYLAWS & POLICIES

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

- A. Student subject to suspension:
- When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:
1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
 2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
 3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
 4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 5. Notice of this suspension will also be sent to the:
 - Superintendent;
 - Board Treasurer;
 - Student's school record (not for inclusion in the permanent record).
 6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

- Appeal of Suspension to the Board or its designee
 - The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.
 - A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.
 - The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.
 - Appeal to the Court
 - Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.
- B. Students subject to expulsion:
1. When a student is being considered for expulsion by the Superintendent:
 - The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
 - The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
 - Prior to the ending date of the suspension, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
 2. Appeal of Expulsion to the Board
 - A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.
 - A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.
 - The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.
 - While a hearing before the Board may occur in executive session, the Board must act in public.
 3. Appeal to the Court
 - Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.
- C. Students subject to emergency removal:
- Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.
- D. Students subject to permanent exclusion:
- Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.
 - Students subject to suspension from bus riding/transportation privileges:

- E. Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or no interscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Revised 5/11/09

CENTRAL INTERMEDIATE SCHOOL

2017-2018

<http://www.wadsworth.k12.oh.us>

MISSION STATEMENT

"Our mission at Central Intermediate School is to provide a positive school atmosphere where our students and staff will learn collaboratively and support one another through valuing diversity, demonstrating respect, and practicing kindness. By promoting independent thinking skills, personal accountability, and the value of teamwork, we believe that Central Intermediate School students will become passionate, confident, and productive 21st Century learners and citizens."

INTRODUCTION

Central Intermediate School serves all 5th and 6th grade students attending the Wadsworth City Schools. Because we have students at a relatively narrow age span, we are able to "specialize" at educating ten, eleven, and twelve-year olds. Teachers work together in various teams, which supports the sharing of ideas and resources, allowing us to work efficiently and effectively towards a common goal: a quality education in a developmentally appropriate setting.

Children at the ages of ten, eleven, and twelve are beginning to move from childhood to early adolescence, which involves:

- * Experiencing the privileges and responsibilities of increased independence.
- * Becoming far more interested in, and influenced by, their peer group.
- * Becoming more aware of themselves as separate from parents and others.
- * Taking responsibility for one's choices: managing one's own behavior.

Children at these ages mature at noticeably different rates. The intermediate school looks somewhat more like an elementary school than a middle school, though it has its own unique identity, which falls somewhere in between. The intent is to help students make the transition from elementary to intermediate to middle school, from childhood to early adolescence.

ADMINISTRATIVE AND SERVICE PERSONNEL

Principal	Joanne Gahan
Assistant Principal	Laura Maslyk
Head Custodian	Richard Hinote
Secretary	Brenda Zvada
Guidance Counselor	Vicky Albanese

CONFERENCE NIGHTS

Parent teacher conference dates are available on

the 2017-2018 Wadsworth City Schools calendar found on the district web page.

Conferences can be scheduled on additional days and times. Please call the main office to set up conferences with your student's teachers. (330-335-1480)

DAILY TIME SCHEDULE

8:55	Entrance Bell
9:05	Tardy Bell
3:25	Bus Dismissed
3:30	Walkers Dismissal

DAILY ATTENDANCE SCHEDULE

9:06-10:06	Tardy
10:06-12:25	Half Day AM
12:26-3:00	Half Day PM

SCHOOL CALENDAR

August 21	Teacher Work Day
August 22	Teacher Work Day
August 23	Prof. Dev. In-service
August 24	First Student Day
September 4	Labor Day
September 22	Prof. Dev. In-service
October 20	Teacher Comp. Day
Nov. 23-24	Thanksgiving Break
Dec. 21 - Jan. 1	Winter Break
January 2	Prof. Dev. In-service
January 15	Martin Luther King Day
January 26	Prof. Dev. In-service
February 19	President's Day
March 30	Good Friday
April 2-6	Spring Break
April 9	K-6 Not in Session
May 30	Last Student Day
May 31	Teacher Work Day

LUNCH

Free and reduced price lunches are available to those who show a need. Application forms for free and reduced lunches are available to all families. Forms are available for pick up in the office, or on the district website under the Food Service tab.

Point of Sale Information: Our cafeteria operates using a Point of Sale (POS) system. Each student must type in their student ID# in order to purchase items. Parents are encouraged to send money in the form of checks to be placed on student accounts. Monies on account are eligible for meals and ala carte items. All money left on the account at the end of the school year, stays with the student and will transfer to the next grade. No refunds. POS has the ability to block specific purchases or honor parental requests. Under POS a student can charge one (1) lunch per semester for the price of \$2.70 each

(price is subject to change). Charging privileges are then discontinued until the balance is paid off. Unpaid balances turn into student fees at the end of the school year.

ABSENCE – MAKE UP WORK

Work missed as a result of absence is to be made up by the students. Students are responsible for contacting their teachers and arranging a make-up work schedule upon their return to school. Students will be allowed the same number of days to complete missed work as they were absent (e.g., 4 days absent, 4 days make-up). The exception to this format occurs when a student is in school the day previous to a test, but absent on the day of the test. In this event, he/she will be expected to take the test on the day of his/her return to school. Due dates may also be extended in the case of emergencies, funerals, and under other extenuating circumstances. Parents will be provided make-up work, upon request. Work requested from a teacher prior to planned absence will be due the day the student returns.

ACTIVITY NIGHTS

Activity Nights will be provided for 6th grade students two times per year. Once entering the event, students cannot exit without permission. Students are expected to remain the entire time. Activity Nights are for CIS 6th grade students only.

Violation of school rules at an activity night may result in the student's immediate removal and/or result in other disciplinary action, including permanent revoking of the privilege to attend future activity nights.

ADMINISTRATION AND SECURITY OF TESTS

Students and parents are advised that there are strict security procedures that exist regarding the admission and handling of state achievement tests. Only those people authorized by district policy should have access to these test materials. Under no circumstances should students have access to the testing materials prior to or after the testing session is complete. Cheating, violations of test security provisions, or other inappropriate testing practices by a student will result in invalidation of the test and disciplinary action.

ANNOUNCEMENTS

General morning announcements will be made over the public address system, along with our Pledge of Allegiance.

TECHNOLOGY – ACCEPTABLE USE STATEMENT

All students are expected to use the technology provided to Central Intermediate School in an

approved, ethical manner in accordance with Board Policy 7540.03 for completion of classroom assignments. Board Policy concerning the use of technology is available at <http://www.neola.com/Wadsworth-oh/>. Bring your own device at your own risk. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter or excessive printing will be subject to immediate disciplinary action. Students are not permitted to access social media at school or use personal devices to text or take pictures (or video).

General school rules for behavior and communication apply. The Board does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted accesses to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by this Board policy and its accompanying guidelines.

ELECTRONIC DEVICES

The uses of personal electronic devices are permitted for educational purposes. Permission to use personal electronic devices will vary depending on the location of the building. The following color system will identify level of permission of use for specific areas within Central Intermediate School.

Green:

Students are permitted to use electronic devices at their convenience for educational purposes.

Yellow:

Students are permitted to use electronic devices with the permission of the classroom teacher. Teacher classrooms and other areas marked as such.

Red:

Students are NOT permitted to use electronic devices. These areas include hallways, restrooms, cafeteria, playground and classrooms when the teacher has prohibited use.

This color system is visually displayed in areas around the building.

Consequences for Violation of the Bring Your Own Device (BYOD) Student Guidelines Violation of the BYOD Student Guideline as outlined in this document will result in the following disciplinary actions:

1st Offense Warning or possible detention

2nd Offense Detention, parent/guardian must pick up device, other discipline considered

3rd Offense In-school Detention, parent/guardian must pick up device, loss of BYOD privilege for grading period or extended time

- Administration reserves the right to address individual offenses that could result in more severe consequence.

Repeated Offense Out of school suspension; parent/guardian must pick up device and conference with building principal, loss of BYOD for the remainder of the school year.

****All students will enter into BYOD policy with a clean record regarding electronic device violations****

Students will face suspension and possibly expulsion for using an electronic device of any kind to cheat in class. In addition, students may not record any lesson or any other event without the teacher or administration pre-approval. Students who record other students or events may face suspension or expulsion.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the administration feels it is necessary for the safety and security of the student in our School.

In case of emergency, please call the main office. The main office will address appropriately, with administration being involved. Students are not permitted to answer or respond to incoming calls or text messages.

ATTENDANCE POLICY

The Board of Education believes that there is a strong correlation between school attendance and academic success. Most students at CIS miss 5 or less days per year. Schools are required to report attendance daily to the State of Ohio through the State computer system Educational Management Information System (EMIS) in each school office. Regular attendance teaches and develops the habits of punctuality, self-discipline, responsibility, and

dependability.

We must ensure your child's safety and education. It is the parent/guardian's responsibility to:

- Notify the school when a child is absent. The attendance desk telephone number is (330) 335-1481. This line has voice mail that you may leave a message on 24 hours a day or send a note to school the day the child returns to explain the absence.
- If arriving late, bring your child to the attendance desk, or you may send a note or call the attendance desk. When a child is tardy to school, he/she will be asked to complete a tardy slip in the attendance desk. The first offense each grading period will be excused. The second occurrence will result in a letter sent home. Upon reaching the third and fourth tardy, a 30-minute after-school Thursday detention will be issued. For the fifth and sixth tardy, a 60-minute after-school Thursday detention will be issued. Once a student reaches his/her seventh tardy, a 120-minute, after-school Thursday detention will be issued. Each grading period will begin a new cycle.
- If leaving early, report to the attendance desk to sign your student out. Please submit a note to the attendance desk first thing in the morning before school starts.
- Parents must sign students in and out at the attendance desk if they arrive late, coming back from an appointment or are dismissed early.
- When leaving school for a doctor's appointment, you will be given a yellow verification slip to be signed by the doctor's office. ~~When you return the slip, non absence will be recorded if student returns within two hours.~~

Per our Board Policy:

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, she/he will be considered habitually absent.

The Ohio School Law defines an **excused** absence as:

1. personal illness (a written physician's statement verifying the illness may be required);
2. illness in the family necessitating the presence of the child;
3. quarantine of the home;
4. death in the family;
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
6. observation or celebration of a bona fide religious holiday;
7. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;
8. such good cause as may be acceptable to the Superintendent;
9. medically necessary leave for a pregnant student in accordance with Policy 5751; and
10. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

- ~~Personal illness~~
- ~~Illness in the family~~
- ~~Death in the family~~
- ~~Quarantine~~
- ~~Religious reasons~~

Absences due to a vacation will need the approval of the building principal two weeks in advance.

An unexcused absence occurs when a parent/guardian notifies the school of an absence but it does not fall into one (1) of the categories listed under excused absence above.

A student is marked truant when a parent/guardian does not contact the school and does not respond when a call is placed notifying the parent/guardian that a student is not in school.

A student who misses thirty (30) or more consecutive hours, forty-two (42) or more hours in a month or seventy-two (72) hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team. The Absence Intervention Team, which includes the student's parent/guardian(s), creates a plan to assist with the student's attendance issues. Legitimate excuse are those defined under excused absence.

~~Absences from school that are not permitted by the State Law are **unexcused** absences. These may include, but are not limited to:~~

- ~~Oversleeping~~

- ~~Missing the bus or car trouble~~
- ~~Missing class because of dress code violation~~
- ~~Failure to report absences to school~~
- ~~"Take Your Child to Work" day~~

~~In accordance with State Law, the school system recognizes the following, but not limited to, as acts of **truancy**:~~

- ~~Missing school without parent's permission and on certain occasions with the parent's permission.~~
- ~~Leaving school without signing out by permission~~
- ~~Birthdays~~
 - ~~Unauthorized absence from class~~
 - ~~Failure to return to school on the same day when sent home for improper dress~~
 - ~~Failure to present a doctor note when requested by the school system~~

Truancy cases will be reported to the district attendance office.

Administration will provide a disciplinary response for truancy.

We are required to report excessive absences to Medina County Job and Family Services and Medina County Juvenile Court.

BULLYING

The staff and administration at CIS believe that school should be a safe environment in which to learn. Students exhibiting bullying behavior will not be tolerated. By definition, bullying behavior is considered when:

1. It is purposely hurtful
2. Includes repeated offenses toward another student
3. The bully attempts to gain power over another

Students will be provided classroom based lessons to help identify bully behaviors and who can help them if they experience bullying. Cyber bullying through social media and other technology, that impacts a students' sense of safety, will also be addressed by administration when deemed appropriate. Disciplinary responses will be given for bullying, and could include suspension or expulsion. However, the school cannot be responsible for resolving conflicts that occur outside of school hours.

CARE OF BUILDING AND EQUIPMENT

Any student guilty of damaging or defacing school property is subject to disciplinary action, and the parents/guardians of such student will be held responsible for payment of damages.

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CENTRAL INTERMEDIATE SCHOOLWIDE DISCIPLINE PLAN HIGHLIGHTS

GRIZZLY FIVE:

1. **Be Respectful**
2. **Be Responsible**
3. **Be There....Be Ready**
4. **Follow Directions**
5. **Keep hands, feet to self**

Positive Consequences

During the year, our staff will recognize student's positive behavior and provide incentives to encourage further positive behavior. Things like extra recesses, special events, etc., may be provided for such occasions.

Staff members and teachers will issue "Grizzly Bear Paw" to students who are complying with Central's expectations. These Bear Paws will be collected and a weekly drawing will be held for various prizes.

Negative Consequences

A progressive discipline process will be utilized to address infractions of Central's expectations. At level II & III, there will be written documentation sent home to inform parents about the situation.

If received, a discipline form should be signed and returned to the homeroom teacher the day following the incident that warranted the action.

Level I Warning is the initial documented step implemented to change negative behavior. At this level, the staff member handles the situation accordingly. Parents are informed when necessary. Level I incidents can be characterized as minor offenses.

Level II Detention Slip is the secondary step. It is implemented when the student's decision is to repeat a Level I Behavior or to exhibit a misbehavior that is more serious in nature. At this level, the office is made aware of the student's negative behavior and the student will be assigned a before school or after school detention. It is possible to receive a Level II detention without having received a Level I warning.

Level III consequences are considered when a student continues to repeat negative Level II misbehavior or by misbehavior that is severe in nature. At this level, the office will be involved through a written discipline report or direct involvement. Consequences for a Level III discipline incident may include: before or after school detention, loss of privileges, in-school detention, or out-of-school suspension. Major infractions, listed in our Wadsworth City Schools Code of Conduct would immediately be considered for a Level III discipline report. Teachers reserve the right to remove students from special events or activities should poor behavior

warrant the removal.

At times, staff may design individual behavior plans as needed, to help encourage positive behavioral changes.

CHEATING

Any student involved in cheating (giving or receiving) may receive an automatic "F" for the work involved. On second offense, a 60-minute detention must be served.

CLASSROOM DISCIPLINE

In an effort to maintain an orderly and effective classroom and be as fair and consistent with the students as possible, we use a variety of classroom interventions. Each teacher will have his/her discipline policy or classroom rules posted in the classroom. Discipline plans will be shared with families.

COLLECTION OF MONIES

Throughout the school year, there will be many occasions in which the student will bring money to school to pay for such items as workbooks, pictures, school fees, etc. It is requested that these monies be clearly marked (as to purpose) in an envelope with the student's name and teacher's name. You may wish to pay all fees by check. This will provide you with a record of payment. If paying in cash, the exact amount is required.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the second year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp

blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

DRESS CODE

It is recognized that styles change frequently, and it is difficult to keep current with all changes.

It is understood that choices of clothing styles are personal, and although it is not the purpose of the school to inhibit self-expressions, it is the school's responsibility to provide a sound and proper educational environment within which positive instruction can occur.

Consequently, it may be necessary to make a judgment in certain cases as to what article of clothing is appropriate for the functioning of the classroom and school.

Pupil dress and grooming shall be such that it does not distract from the learning situation; therefore, students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress, hairstyle, or body piercing which is considered contrary to good hygiene, safety or which is distractive or disruptive in appearance and detrimental to the purpose of conduct of schools will not be permitted. This will be at the discretion of the principal. See-through or mesh garments, holes in clothes, tank tops, flip-flops, sun glasses, hats, or other similar items of clothing are not permitted to be worn. Shirts advertising alcoholic beverages, tobacco products, chemical substances, death, skull images, destruction, violence, and those with obscene or negative images or messages on them will not be permitted. Students need to dress appropriately for weather conditions, especially as the seasons change. The decision to wear shorts should be based on careful consideration of weather with parent guidance. All shorts, dresses or skirts must reach the end of the fingertips when standing straight. Parents may be contacted if inappropriate dress occurs.

EMERGENCY CLOSINGS

In the event of school closing or two-hour delay, accurate information will be made available to parents and staff members through the following stations: WEWS TV 5, FOX TV 8, WKYC TV 3, WOIO/WUAB TV 19, ohio.com, and WAKR/WQMX. The *Alert Now@* Phone Calling System will also be utilized. The Wadsworth City School system is NOT part of the Medina County School system.

ENTRY AND DISMISSAL

No one should arrive on school grounds before 8:40 a.m. There is no supervision outside the school before this time.

FEES AND FINES

Parents will be notified of fees when due. A \$30.00 instructional fee is assessed to each student each school year. Fees and fines will be carried forward from year to year.

FIRE, TORNADO AND OTHER SAFETY DRILLS

Drills will be held regularly at unannounced times throughout the year. Quick and orderly fire drills add to the safety of our students in time of emergency.

1. Always regard the ringing of the alarm as denoting danger.
2. Rooms are to exit single file, hurry but do not run. Exits to be used are posted in each room. No talking is permitted by students during fire drills.
3. Keep noise to a minimum and stay in line outside until the signal is given to re-enter the building.

The state requires schools to conduct fire, tornado and other safety drills each year. Each classroom is assigned to certain areas within the building to report to during these drills. Students will follow the instructions of their classroom teachers during a drill or the actual event.

GUIDANCE AND COUNSELING SERVICES

Counseling services through our school counselor or through our prevention specialist are available to all students at CIS. Families can take advantage of short term individual counseling for concerns about home or school and group counseling for concerns with stress management, ADHD support, social skills, grief or changing families. Any student wishing to visit the counselor must sign up in the counseling office or with their teacher. The counselor will send for the student. Do not go to the counselors office unless you have permission from your teacher.

GUIDELINES FOR CLASSROOM DETENTION

Students may be assigned a detention by any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other discipline problems.

Students assigned to detention are to report to the room designated on the detention notice at the time given. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the detention supervisor. Students will be given overnight notice.

The following guidelines are to be in effect during before or after-school Detention and Saturday

School.

1. Before school detentions begin at 8:15 a.m.
2. Students are expected to bring school-related materials for study.
3. Students must report with necessary supplies to study: paper, pencils, books, erasers, etc.
4. Students are **not** allowed to go to their lockers or use the telephone.
5. No food or beverages may be consumed during detention.
6. No recreational articles will be allowed in the room. (Radios, cards, toys, etc.)
7. Students will not be allowed to put their heads down and sleep.

THURSDAY DETENTION

Detentions may be assigned by the office and will be served on Thursday after school. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the principal or teacher. Removal and further disciplinary action from detention will result, if inappropriate conduct is observed during detention. Students must be picked up promptly following detention.

HOMEWORK POLICY

The school realizes that the assigning of homework provides opportunities for students to develop responsibility and self-discipline. It also indicates to parents what is taking place within the classroom.

The purpose of homework should be to help a child practice skills taught in the classroom. The assignments should be meaningful and well within the capabilities of each child. Students and parents should develop good habits at home, to promote success with homework. Often, teachers will assign consequences when students fail to do homework.

LOCKERS

Students will be given a locker during the first day of school for their use. Lockers are the property of the Wadsworth Board of Education. Board of Education Policy authorizes school personnel to search any pupil's locker and the contents thereof upon reasonable suspicion that the contents contain evidence of a criminal or school rule violation. Additionally, we reserve the right to search personal property, clothing, and belongings in the event such personal property is suspected of containing, hiding, or possessing evidence of a criminal or school rule violation. The combination of each locker should not be given out to any other student. Students can enter into their lockers with teacher permission. The school will not assume

When students arrive, sixth graders should proceed

responsibility for lost or stolen articles when lockers are not properly used. The care and cleaning of lockers are the student's responsibility. Students are not permitted to decorate lockers with stickers or adhesive items.

LUNCH PROGRAM

A hot lunch is available to students at a nominal cost. Please visit the Food Service web page for up to date prices. In addition, an a la carte menu is available on a daily basis. An a la carte item may not always be available.

Our lunch program is run on a computer system. Students can pay for their lunches on a daily basis or they can put money in their account that can be used for lunches or a la carte items. Those who qualify can apply for the free and reduced lunch programs.

ILLNESS AND FIRST AID

If you injure yourself or become ill at school, you are to report immediately to the office. Your parents may be notified to come to school for you if necessary. You will wait for your parents in the clinic or the front lobby.

MEDICATIONS

Before any medication may be given to a student by school personnel, a form requesting the administration of the medication must be completed, signed by the doctor and on file in the school office. A change in medication will require a revised form, again, signed by the doctor. A health aide in our clinic will administer medication. Over the counter medications must be in their original bottle. Forms are available in the office.

SCHOOL HEALTH SERVICES

Screenings:

This school year, vision and hearing screenings will be done in grade 5. These are state mandated screenings for all students in this grade. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade. For more information on school screenings, go to www.wadsworth.k12.oh.us, select "Departments", then select "Health Services" on the WCS web page.

Screening Exemption:

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that he/she has been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15th that he/she has been examined by a physician or optometrist within the

past 12 months with a note stating your request.

Health Aides:

All schools will have a School Health Aide in the clinic for several hours a day. The School Health Aide has been trained in basic first aid, will administer medications and do vision and hearing screenings. The School Nurse will supervise the School Health Aides.

Please contact the District School Nurse by calling 330.335.1420, extension 55142, if you have questions or concerns about your child's medical condition.

Scoliosis:

Scoliosis is a condition of the spine that a child is born with. In scoliosis, the vertebrae are shaped like wedges rather than blocks. As the child has the period of rapid growth usually associated with puberty, any abnormality in the spine may become more obvious, perhaps causing an abnormal curve in the spine. If left untreated, it can cause problems later as the organs in the body may become cramped. The treatment for scoliosis may be: no treatment, exercises to strengthen the muscles on the opposite side, or surgery depending on the severity. Most cases of severe scoliosis are already known by this age.

The initial screening for scoliosis is a simple procedure in which the child's posture is inspected as he/she stands and then bends forward. If an abnormality is suspected, your doctor may order an x-ray, which is the only sure way to diagnose scoliosis. If you have a question about whether your child's posture has been evaluated, please talk to your physician. If you would like an initial postural evaluation by the school nurse, please contact her at 330.335.1460, extension 6112. For more information on scoliosis, go to www.srs.org/patients/.

PROMOTION POLICY

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum, and decisions may be as objective as possible.

1. A student may be promoted to the next grade level after successful completion of four or more academic subjects.
2. A student may be assigned the next grade level if it can be established that the student is working to his/her ability, even if he/she has failed to meet the requirements of promotion.
3. For purposes of retention, many factors will be considered in a conference with parents. The

final decision for retention will remain a responsibility of the principal.

REPORT CARDS

Report cards will be issued at the end of each nine weeks. Interim reports will be issued at the mid point of each grading period, if requested. Grades are available on line through Progress Book at all times.

It is also recognized that evaluation of progress involves many things. Some of the areas evaluated are: class participation, effort, homework, reports, experiments and projects, themes, daily work, quizzes and tests. Report cards will not be given in the 2nd, 3rd and 4th nine weeks to students who have not paid fines, fees, etc.

Grading Periods:

August 24 – October 19	40 Days
October 23 – December 20	41 Days
January 3 – March 16	50 Days
March 19 – May 30	46 Days

STAYING AFTER SCHOOL

Students staying after school must be under the supervision of an adult or staff member. Students not taking the bus home, but waiting for private transportation must be picked up no later than 3:40 p.m. These students are asked to wait in the front lobby area for their transportation to arrive.

SUBSTITUTE TEACHERS

These teachers are guests and their impressions of Central Intermediate School depend upon their brief visits. Students are to be helpful and considerate. Substitute teachers are to receive the same respect as regular teachers. Students misbehaving for a substitute could be disciplined by the office relative to the infraction.

TELEPHONE USE

Students will only be allowed to use the classroom telephone to call a parent with teacher permission. Any misuse of a call to 911 will result in immediate suspension and the student will be responsible for any fines incurred.

TEXTBOOKS

Textbooks are furnished by the Board of Education and distributed for student use. Each student is financially responsible for books issued to him/her which are lost, damaged, or defaced.

TRAFFIC POLICY

All traffic should enter through the gates off of Main Street. The exit gates at Main and Mill Streets will remain closed during school hours. **Please note there is no right turn at the traffic light when exiting the gates as indicated by the traffic sign attached to the light.**

This alleviates right turns being made at the pedestrian crossing and ensures the safety of the students. Wright Drive cannot be used as a drop off until all buses are gone. For the safety of students, buses will always have right-of-way. There is no dropping off students on S. Lyman Street.

VISITORS

Upon entering Central Intermediate School, visitors must report immediately to the front desk. Visitors must sign in at the front desk on the sign-in sheet and obtain a visitor's badge. The badge should be easily visible to all staff members and students. Please do not go directly to classrooms or playground. Students are not permitted to bring visitors to the school without prior permission from the office. The school will not transport visitors on school buses.

GENERAL SCHOOL RULES

1. In order for significant educational progress to take place in school, **the burden of responsibility for following school rules rests on the individual student.** It is expected that students enter class with the necessary tools for learning. These may vary from class to class but generally include: pencil, paper, textbook and homework assignments. Students should obtain these before school because they will not be dismissed from class to go to their lockers.
2. Upon arrival students must remain on school property. Students getting off buses should go directly to school grounds and students waiting for school buses must remain on school grounds until the bus arrives. When students arrive at school in the morning, they must remain outside on school property. They may not be in the halls until the 8:55 bell rings. No one should arrive on school property before 8:40 a.m.
3. Students may only go to their lockers when the 8:55 bell rings, before and after lunch and at dismissal time.
4. Students are to be seated in their classroom BEFORE the tardy bell rings.
5. The following activities are NOT permitted:
 - a. Gum chewing
 - b. Eating candy while in classrooms, halls, or playground
 - c. Throwing of paper wads or other objects
 - d. Possessing/smoking cigarettes, chewing tobacco, lighters or matches
 - e. Running in the halls
 - f. Fighting or tussling or behaving disorderly
 - g. Writing on walls or destroying school property
 - h. Holding hands or other inappropriate physical contact between boys and girls
 - i. Possession of chemical substances and drug paraphernalia or counterfeit substances
 - j. Guns, knives, explosives or dangerous weapons. The penalty may be a one-year expulsion from school for having such items.
6. Recognizing that cell phones are a useful communication tool between parents and students,

students will be permitted to carry a cell phone in their book bags. Students will NOT be permitted to make calls or text between the hours of 8:55 am - 3:30 pm, at Central Intermediate.

7. During assemblies, show good manners by applauding when appropriate and by refraining from booing or other inappropriate behavior. The use of good manners and etiquette is expected at all times.
8. There is a city ordinance that prohibits skateboarding on city sidewalks therefore we will not allow skateboards or rip sticks to be ridden to school. Any skateboard that is brought to school will be kept until a parent can pick it up. **PLEASE DO NOT ALLOW YOUR STUDENT TO BRING SKATEBOARDS TO SCHOOL.**
9. Students riding scooter or bikes to school must walk scooter or bike on property. Scooters are to be stored inside the front doors. Bikes should be locked on the bike rack.
10. Bus riders are to go directly to their buses at dismissal time. Students must stay on school property.
11. All school rules apply when students are in the Municipal Parking Lot before and after school.
12. Any violation of the Code on Student Conduct may lead to detention, suspension, expulsion, or removal from school.

CAFETERIA AND LUNCH RULES

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunchtime.

Additional guidelines include:

Cafeteria/Recess Rules and Regulations

1. Students may use the restroom before or after the lunch period. Hallways are off-limits during the lunch periods.
2. Students buying a plate lunch are to line up single-file in an orderly manner. No cutting in line will be tolerated.
3. Students must bring with them to lunch their coats and appropriate clothing to go outside for recess in inclement weather. Students will not be allowed to return to their rooms without permission.
4. Students must keep their eating area and tables clean and free of litter. All litter must be placed in the trash cans or recycle bins.
5. Students must raise their hands to be dismissed from their table unless directed otherwise. Students must exit outside or stay in OJ Work or cafeteria on inclement days.
6. Students are to stay inside the fences and away from the street. Students need to be in visible range of the monitors.

PLAYGROUND RULES

With safety as our first concern, the following rules and consequences will apply to lunch and recess times.

1. Students should have what they need and have used the restroom before coming outside. No one will be permitted back into the building once outside.
 2. Minor scuffles, not sharing, not following game rules, disrespect to peers, etc., will result in disciplinary actions.
 3. Causing a safety concern, including physical pushing, shoving, kicking, jumping on someone, will be referred to the office.
 4. There will be no tackling in football or students will be removed from the game. Repeated offenses will be referred to the office.
 5. Basketball will be played by the rules. Aggressive play will be stopped. Those becoming too physical will be removed from the game. Repeated offenses will be referred to the office.
 6. Fights will not be tolerated.
 7. Caution must be exercised when using the climbing apparatus or obstacle course. No pushing or horseplay allowed.
 8. Playground Boundaries – Students are to stay inside the fences and away from the street.
 9. No throwing or kicking snow/snowballs.
 10. No scooters or skateboards on playground or school grounds.
 11. No jumping from swings. They are not to be twisted or thrown over the bar.
- Adult playground monitors are to be respected. Students must follow their directions.

STUDENT CONDUCT ON SCHOOL BUSES

Students are expected to listen and obey the bus drivers as they would their teachers. The buses need to be free of misbehavior to ensure safety on the routes. A note needs to be signed and verified in the office if a medical appointment will change bus riding. Only a family emergency will alter the bus assignment. A note explaining the emergency and where the parents can be reached will be necessary. The note should be presented to the building administrators or designee who must sign the note and have an emergency release form attached to the note.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure the safety and proper maintenance of school buses.

Students will:

1. Sit in assigned seats; bus drivers have the right to

assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.

2. Reach assigned seat in the bus without disturbing or crowding other students; and remain seated while the bus is moving.
3. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
4. Keep the bus clean and sanitary; no chewing gum, candy, soft drinks or ice cream is permitted on the bus at any time. Students are not permitted to eat on the buses.
5. Not engage in loud talking or laughing; unnecessary confusion diverts the driver's attention and may result in a serious accident.
6. Keep head, arms, hands, and all other objects inside the bus at all times as windows are intended for light and ventilation.
7. Be courteous to fellow students and to the bus driver; profanity will not be tolerated.
8. Remain seated until the bus stops to unload. Keep the aisles clear once on bus.
9. Arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.
10. A student who routinely rides a bus must have a note from the parent if they wish to walk home or to a medical/dental appointment.
11. No student will be permitted to ride home with another student on a bus that has not been regularly assigned to them.

When discipline problems with individual students arise, the following procedure should be applied:

1. If possible, the driver should handle the problem. They may conference with a student, assign or reassign seats, call parents, or issue a warning.
2. When a driver is unable to solve the problem, he/she should report it to the Transportation Supervisor on the approved form. Then, the Transportation Supervisor and driver, if necessary, will confer with the principal. The disciplinary disposition of the case will be by the principal of the school.
3. Cases that cannot be solved through the courses outlined above will be referred to the principal.

CONSEQUENCES FOR VIOLATING THE RULES:

- 1st Offense:** Warning with parent contact by phone or mail.
- 2nd Offense:** 60-minute detention served with parent contact.
- 3rd Offense:** 90 minute detention

4th Offense: 3-day suspension of bus privileges

5th Offense: 6-day suspension of bus privileges

***An immediate suspension from riding the bus may occur in circumstances where the physical well-being of the driver and students have been jeopardized.**

WHAT TO DO IF:

- **YOU ARE TARDY** – report to the attendance desk upon arrival.
- **YOU LEAVE AN ITEM AT HOME**- parents should leave any items to be delivered to your student (i.e., lunch money, homework, band instruments, etc.) at the front desk. These items will be delivered to your student when possible.
- **YOU NEED TO LEAVE A MESSAGE FOR YOUR CHILD** – call the attendance desk (330-335-1481) for any messages to be delivered to your student, including changes in afternoon transportation. If possible, call before 3:00 p.m.
- **YOU BECOME ILL DURING THE DAY** – report to the main office with a pass.
- **YOU NEED FIRST AID** – Report to the main office or send someone to the office.
- **YOU NEED TO USE THE TELEPHONE** – The office phone may be used for emergencies.
- **YOU FIND AN ARTICLE** – turn it into the lost and found located by the 1st floor steps.
- **YOU MUST LEAVE SCHOOL** – You must have a note from your parent which must be approved in the morning in the attendance desk. You must be signed out at the attendance desk before leaving.
- **YOU ARE DETAINED IN THE OFFICE OR IN THE CLASSROOM** – Ask the person who detained you for an admit slip.
- **YOU HAVE PROBLEMS WITH YOUR LOCKER** – Check with the assistant principal, secretary or custodian.
- **YOU HAVE ANY PROBLEM THAT YOU CAN'T SOLVE AT HOME OR AT SCHOOL** – See the counselor in the guidance office or a faculty member.
- **YOU HAVE PROBLEMS CONCERNING GRADES** – Talk it over with your teacher, then, if necessary, see the guidance counselor or an administrator.

***While many of these handbook policies, procedures, and fees are outlined, the administration reserves the right to adjust, add, or delete policies, procedures, and/or fees during the school year if it serves the best interest of Central Intermediate.**

ANNUAL NOTICES

Wadsworth City School District

Bylaws and Policies

Wadsworth City School District

Bylaws & Policies

**5610 - REMOVAL, SUSPENSION, EXPULSION,
AND PERMANENT EXCLUSION OF
STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. (See Policy

5610.03 "Emergency Removal")

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

Students are permitted to make up all work missed during a suspension for full credit.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board

Policy 5611 "Due Process Rights."

1. Firearm or Knife

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or

poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one(1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any

other school program or activity and the act:

- a. would be a criminal offense if committed by an adult; and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability); or
- b. Other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the

student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

C. Emergency Removal is defined as the denial

to a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function.

Pending completion of the procedures set forth in sections A or B, when circumstances are such that a student's continuing presence in school is reasonably certain to pose a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within the classroom or elsewhere, on the school premises or at school-sponsored or related activities or events, the Superintendent or principal or assistant principal may remove a student from curricular or extracurricular activities or from the school premises, without complying with the notice and hearing requirements of section A or B. In like circumstances, a teacher may remove a student from curricular or extracurricular activities under his/her supervision, without complying with the notice and hearing requirements of section A or B. As soon as practicable after making such removal, the teacher shall submit the reasons, in writing, for such removal to the principal.

If a student is removed under this subparagraph, written notice of the reason(s) for the removal and written notice of the hearing to be held regarding the removal shall be given to the student, as soon as practicable, prior to the hearing. The hearing must be held within three (3) school days from the time the initial removal is ordered.

The hearing shall be held in accordance with the procedure set forth in section A above, pertaining to suspension, unless it is probable that the student may be subject to expulsion. In that event, hearings shall be held in accordance with the procedure set forth in section B above, except that the hearing shall be held within three (3) school days of the initial removal. The school official who ordered, caused or requested the student's removal under this Article shall be present at the hearing.

This procedure shall not and need not be followed in cases when a student is removed from one (1) or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension or expulsion.

D. Permanent Exclusion – The Board may seek the permanent exclusion of a student sixteen (16) years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court for any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of deadly weapons or dangerous ordinance.
2. Carrying concealed weapons.
3. Selling or offering to sell or possessing a controlled substance.
4. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, rape, gross sexual imposition or felonious sexual penetration if the victim is a school employee.
5. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity.

When a proposed suspension is for any of the above reasons and the student is age sixteen (16) or older, the parent and student will be notified that the student may also be subject to permanent exclusion from school if the student is convicted or adjudicated a delinquent child for that violation. Any action to permanently exclude a student will be in compliance with R.C. 3313.662.

E. Disciplinary Removal is an action less severe than suspension, expulsion or emergency removal and is defined as the removal of the student from a class or from participation in an extracurricular activity. No disciplinary removal may extend beyond five (5) days.

1. A student may be removed from a class

or other curricular activity where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for violation of code or school rules and regulations.

2. A student may be removed from an extracurricular activity in which s/he has been accepted or qualified for membership where the student engages in conduct which tends to interfere with or disrupt the extracurricular activity or where the student violates the rules or regulations which govern participation in the extracurricular activity.

3. Before a student is removed from a curricular or extracurricular activity for more than twenty-four (24) hours, the student shall be given written notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appear at an informal hearing before the Superintendent, Superintendent's designee, principal or assistant principal to challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.

F. In-School Detention is less severe than suspension and is defined as a removal of the student, for a period of at least one (1) but not more than ten (10) days, from his/her regularly scheduled classes.

Before a student is placed on in-school detention, the student shall be given written notice of the intention to impose in-school detention and the reasons for the intended in-school detention. The student will be given an opportunity to appear at an informal hearing before the Superintendent, Superintendent's designee, principal, or assistant principal to respond to the reasons (or otherwise explain his/her actions) for the intended in-school detention. No additional notices or appeal rights are required.

Appeals to the Board

- A. Pursuant to the Code of Student Suspension, Expulsion or Removal, a student or his/her parent, guardian or custodian may appeal his/her suspension, expulsion or removal to the Board or its designee. Notice of such

appeal shall be filed, in writing, with the Treasurer of the Board within five (5) days of the suspension or within fourteen (14) days of the expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

If an appeal is taken before the Board or its designee, such appeal may, upon the request of the student, his/her parent, guardian or custodian or attorney, be heard in executive session.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.

- B. The Director of Instruction and Professional Development is hereby appointed as designee to hear all suspension appeals. As designee, the Director of Instruction and Professional Development's decision shall be considered automatically adopted by the Board, without the necessity for any further Board action.
- C. The Board shall hear its own expulsion appeals, unless it appoints a designee, on a case-by-case basis. In the case of expulsion, all expulsions may be heard in executive session at the election of the party appealing. The Board shall take action on the expulsion appeal in public session.
- D. A verbatim record shall be kept of all hearings under this paragraph.
- E. Decisions of the Board or its designee may be appealed under Chapter 2506 of the revised code.

Searches

In accordance with Policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or

weapons may patrol school facilities and premises. A dog altering to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board and are subject to search based on reasonable suspicion of the violation of the law or school rules and to random searches without regard to reasonable suspicion.

Times and Places Applicable

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds or property adjacent to school grounds; during, before and after school hours, on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. The rules and standards also apply to conduct off school premises which is connected to activities or incidents that have occurred on school property. The rules and standards also apply to any misconduct, regardless of where it occurs, that is directed at a District employee or official or the property of such employee or official.

Substantive Provisions

Misconduct for which suspension/expulsion may be imposed:

- A. Tobacco: students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one or any other evidence indicating smoking.
- B. Dress and Appearance: Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.
- C. Truancy, Tardiness or Class Cutting: Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school

authorization and parental consent. A student is considered tardy to first period if s/he is not in his/her assigned seat when the late bell rings.

- D. Profane, Vulgar or Improper Language or Gestures: Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. Insubordination (also referred to as Failure to Comply with Directives): This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers or other appropriate school personnel.
- F. Failure to Accept Discipline or Punishment: Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. Harassment, Hazing and/or Sexual Harassment: Students shall not threaten, act or participate in or attempt to threaten, act or participate in an act or acts that injures, degrades, disgraces or tends to injure, degrade or disgrace any student. This includes any unwanted sexual advances which may be verbal, visual or physical contact.
- H. Violations of School Bus Conduct Requirement: Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects as passengers, the driver or out of the window, extending arms or objects out of the window, shouting and other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.
- I. Disrespect: Students shall not act so as to

intimidate, insult or otherwise abuse, orally or in writing, any member of the school staff or student body.

- J. Disruption of School: Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
 - 1. occupying any school building, school grounds or part thereof;
 - 2. blocking the entrance or exit of a school building or corridor or room therein;
 - 3. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
 - 4. making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. Any bomb threat to a school building, or to any premises at which a school activity is occurring will subject the offender to a one-year (1) expulsion;
 - 5. activating or attempting to activate an emergency alarm system in the absence of an emergency;
 - 6. preventing or attempting to prevent by physical act or verbal utterance the convening or continuing function of any school, class or activity or any lawful meeting or assembly on or off the school property;
 - 7. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or

- event;
8. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event; or
 9. continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- K. Damage, Destruction, Theft or Unauthorized Removal of School Property: Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.
- L. Damage, Destruction, Theft, or Unauthorized Removal of Private Property: Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized Visitor or Another Student: Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student, not cause or attempt to cause physical injury, or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor or another student.
- N. Weapons, Dangerous Instruments, Fireworks and Explosives: Students shall not violate this District's policy against dangerous weapons in school Policy 5772. Students shall not use, possess, handle, transmit, sell, conceal or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any object that can be

classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited.

Students shall not possess, handle, transmit, conceal, sell or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any fireworks, explosives, inflammables, munitions or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate or attempt to ignite, explode or detonate fireworks, explosions, munitions, inflammables or other objects that could cause physical harm or property damage.

Violations of this section of the Student Code of Conduct may be subject to a one-year (1) or more expulsion as detailed in policy 5772. Violations of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

- O. Narcotics, Alcoholic Beverages, Look-Alike Drugs and Stimulant or Depressant Drugs:
1. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, butane, cocaine, non-medically prescribed anabolic steroids or other substances that could modify behavior.

Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse or intoxicants, s/he may be required to submit a letter from a psychiatrist or physician stating that the

student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school-related activities.

Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule provided proper documentation has been completed and filed with the school office. However, selling, transferring or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.

2. Students shall not possess, use, transmit, sell, consume or conceal any drug or look-alike drugs of abuse, instruments or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.).
3. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities will also be in violation of this policy forbidding alcohol and drug use and will be subject to at least a five (5) day suspension.
4. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.

P. Trespass:

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
2. Students already under suspension, expulsion or emergency removal shall not enter upon grounds or premises of the students regularly assigned or other school buildings without the express

permission of the principal.

- Q. Misconduct Away From School: Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana or other controlled substance or drug of abuse off school property or at a nonschool-sponsored or related activity, function or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the Superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

Students who engage in an assault upon a school employee or other student off school property, at a nonschool-sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

- R. Falsification or Misstatement of Facts or Other Information: Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses or other data on school forms or school-related correspondence. Cheating and/or plagiarism on school assignments is considered fraud. Lying is considered fraud.
- S. Gambling: Students shall not engage in or promote games of chance, placing bets or risk anything of value.
- T. Obtaining Property or Things of Value by Use of Coercion and Related Misconduct: Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee or others.
- U. Public Display of Affection or Sexual Acts:

Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

- V. Repeated Violations: Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The District shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. Violation of Rules: Students shall not violate the policies of the Board, school rules, classroom rules or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. Personal Communication Devices: Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy 5136: Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. Aiding and Abetting: Aiding and abetting any violation of this Student Code of Conduct will result in disciplinary action.
- Z. Failure to Provide Evidence/Providing False Information/Lying: Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any school official, policy official, fire official or any other person acting in an official or lawful capacity.

AA. Violating Acceptable Use Policy: Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.

BB. Violation of Student Publications Policy: Students shall not violate the Student Publications Policy, Policy 5722, with respect to content of student and nonstudent publications and requirements before distributing such publications.

CC. Other Misconduct: Any misconduct which is contrary to the school's educational mission is prohibited.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921
20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

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5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an

opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.

3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.

4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

5. Notice of this suspension will also be sent to the:

- a. Superintendent;
- b. Board Treasurer;
- c. student's school record (not for inclusion in the permanent record).

6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or

the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Prior to the ending date of the suspension, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense

is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension

of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Revised 5/11/09

Wadsworth City School District Bylaws and Policies

Civil Rights Compliance

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of the Four Cities
Educational Compact
524 Broad St.
Wadsworth, OH 44281
330-336-3571

Wadsworth City School District Bylaws and Policies

Directory Information

According to Wadsworth City School District Board of Education policy 8330: Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name, address,

telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

**Wadsworth City School District
Bylaws and Policies**

District Bullying Policy

According to Wadsworth City School District Board of Education Policy 5517.01: Bullying and other Forms of Aggressive Behavior.

Harassment, intimidation, or bullying behavior by any student in the Wadsworth City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students more than once, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

**Wadsworth City School District
Bylaws and Policies**

Drug Prevention Memorandum to Parents

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Wadsworth City School District
Bylaws and Policies**

Inspection of Instructional Information

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.

**Wadsworth City School District
Bylaws and Policies**

Locker Posting

All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. No student shall lock or otherwise impede

access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.

Wadsworth City School District Bylaws and Policies

Parents Right to Inspect, Review and Request Amendments to Student Educational Records

A parent or adult student has the right to:

A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.

B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an

explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

Wadsworth City School District Bylaws and Policies

Parent's Right to Request Educational Program and Staff Information

According to Wadsworth City Board of Education Policy 2261.02: Title I-Parent's right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

Wadsworth City School District Bylaws and Policies

Parent/Student Right to File a Complaint

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

**Wadsworth City School District
Bylaws and Policies**

**Student Privacy and Parental Access to
Information**

According to Wadsworth City Board of Education policy 2416: Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

**Wadsworth City School District
Bylaws and Policies**

Video Surveillance

This facility uses video surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions and may be disclosed for Law enforcement purposes. Questions about the video surveillance/electronic monitoring system are directed to the Building Principal.



ADMINISTRATOR BENEFIT PROVISIONS

AUGUST 1, 2017 TO JULY 31, 2020

ADMINISTRATOR BENEFIT PROVISIONS

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ADMINISTRATOR BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education under the proper administrative certification and officially classified as an “Administrator.” The following positions are classified as Administrators for the purpose of this Administrator Benefit Provision and will be referred to as “Administrators” from this point on:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary School Principals
Associate High School Principal
Assistant High School Principal
Assistant Middle School Principal
Assistant Intermediate School Principal
Director of Facilities
Director of Student Services
Director of Instruction and Professional Development
Director of Technology
Athletic Director
Coordinator of Testing, Assessment and Data

ADMINISTRATOR BENEFIT PROVISIONS

SALARY RANGES AND WORK DAYS PER YEAR

	2017-18		2018-19		2019-20		
Position	Low	High	Low	High	Low	High	Days
Director of Instruction & Professional Development, Director of Facilities, & High School Principal	\$108,003	\$122,873	\$112,243	\$126,559	\$114,024	\$129,723	260
Director of Student Services, Associate High School Principal, & Compact Director	\$99,758	\$114,758	\$102,751	\$118,201	\$105,320	\$121,156	260
Intermediate School Principal, Middle School Principal	\$97,325	\$111,959	\$100,245	\$115,318	\$102,751	\$118,201	210, 220
Elementary Principal (Pre K- 4), High School Assistant Principal, & H.S. Athletic Director	\$91,160	\$105,866	\$93,895	\$109,042	\$96,242	\$111,768	210, 220, 260
Middle School Assistant Principal & Gifted & Instructional Assessment Coordinator	\$83,151	\$97,125	\$85,646	\$100,039	\$87,787	\$102,540	210, 206
Intermediate School Assistant Principal	\$79,223	\$91,243	\$81,600	\$93,980	\$83,640	\$96,330	206
<u>Director of Technology</u>	<u>77,834</u>	<u>89,641</u>	<u>80,169</u>	<u>92,330</u>	<u>82,173</u>	<u>94,638</u>	<u>260</u>

ADMINISTRATOR BENEFIT PROVISIONS

ADMINISTRATORS SCHEDULES

The work year and minimum office hours for Administrators are as follows:

Position	Vacation Days*	Hours During School Year	Summer Hours
High School Principal	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Middle School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Central Intermediate School Principal	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Elementary Principal (All)	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Associate High School Principal	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant High School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant Middle School Principal	0	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Assistant Intermediate School Principal	0	7:45 a.m.-4:15 p.m.	7:30 a.m.-4:00 p.m.
Director of Facilities	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Director of Student Services	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Director of Instruction and Professional Development	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
Athletic Director	24	7:15 a.m.-3:45 p.m.	7:30 a.m.-4:00 p.m.
Coordinator of Testing, Assessment and Data	0	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.
<u>Director of Technology</u>	<u>24</u>	<u>7:30 a.m.-4:00 p.m.</u>	<u>7:30 a.m.-4:00 p.m.</u>

*Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

ADMINISTRATOR BENEFIT PROVISIONS

ANNUITIES

Administrators can request to participate in the annuities program provided such program is with any insurer licensed to do business in the State of Ohio. The cost of annuities will be reduced from the annual salary and the difference will be reported on earnings for tax purposes.

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

CELL PHONES

Cell phone reimbursements are given to Administrators based upon the following:

Athletic Director, Director of Instruction and Professional Development, Director of Facilities, Director of Student Services, **Director of Technology**, and the High School Principal: \$15/month for cell phone minute package; \$35/month for data package; \$600 total annually. An additional \$100 will be paid for device reimbursement in every odd number year.

K-8 Principals: \$11/month for cell phone minute package; \$30/month for data package; \$492 total annually. An additional \$100 will be paid for device reimbursement in every odd number year.

Assistant Principals and Coordinator of Testing, Assessment and Data: \$11/month for cell phone minute package; \$30/month for data package; \$492 total annually.

COMPENSATION SYSTEM (YEARLY)

Concept:

Each administrator and exempt employee has a base salary or hourly rate, the starting point of which is determined at his/her date of hire (see description below). Each year the Board of Education will determine a dollar amount available for raises to administrators and exempt employees. If the Board of Education determines money is available, the Superintendent will be responsible for determining how the money will be distributed to the employees. The Superintendent will determine a base percentage increase that will be given to all employees. In addition to the uniform base percentage increase, an additional uniform percentage will be available for employees who have met their performance goals and have the highest rating possible on their summative

ADMINISTRATOR BENEFIT PROVISIONS

evaluation for the year (see description below). Within the parameters written above, the total compensation increase an employee receives in a given year cannot exceed the top of the salary range for his/her position in the year in question.

Hiring Salaries/Hourly Rate:

The determination of the appropriate starting salary or hourly rate for new hires will be made by the Superintendent. Starting salaries or hourly rates should be at, or toward, the minimum of the assigned salary or hourly rate range (as found in the appropriate Benefit Provision Manual). A starting salary or hourly rate which is higher than the minimum assigned salary or hourly rate range may be granted for such reasons as education and/or work experience directly applicable to the job which exceeds the minimum qualification requirements, a competitive market situation, a special or specific talent, etc. Salary or hourly rate levels of current District employees should also be considered in determining new hire salaries or hourly rates.

Attainment of Performance Goals:

At the beginning of each school year, the employee will set a minimum of two (2) performance goals collaboratively with his/her direct supervisor. In years where the Board of Education has allocated money for raises, employees who meet their performance goals and who have the highest rating possible on their summative evaluation for the year will receive the additional uniform percentage available.

Whether an employee has met his/her performance goals is determined by the direct supervisor, in consultation with the Superintendent, and involves a portfolio based system that provides supporting evidence of results/outcomes.

Salary/Hourly Rate Structure Analysis:

In response to market trends, the salary/hourly rate structures should be reviewed and updated, as appropriate. A market analysis should be completed using comparable school districts in our area.

Rationale:

This system allows for performance-based financial incentives while creating an atmosphere where everyone can “win” if they have met their performance goals and have achieved at the highest level on their summative yearly evaluation. Performance goals and the evaluation instrument are known to the employee from the beginning, thus eliminating to a great degree the idea of a supervisor being “arbitrary” with decisions that are made. All of this is done within the dollar amount allocated by the Board of Education.

ADMINISTRATOR BENEFIT PROVISIONS

EVALUATION OF ADMINISTRATORS

The Superintendent will institute and maintain a comprehensive program for the evaluation of administrative personnel. Administrative personnel include directors, principals, assistant principals, and any other administrative or supervisory personnel not included in an employee negotiating unit.

The purpose of an Administrator Evaluation will be to assess the performance of Administrators and to provide information upon which to base employment and personnel decisions. Evaluation should also assist Administrators to develop their professional abilities in order to better accomplish the effective management of the school system.

The evaluation criteria for each position will be in written form and will be made available to the Administrator (See Appendix A for administrators not following the OPES evaluation system). Evaluations will be made by the person to whom the Administrator is immediately responsible. The results of the evaluation will be put in writing and discussed with the Administrators by the person who makes the evaluation. An administrator whose contract is due to expire at the conclusion of the current school year shall have at least one (1) preliminary evaluation and one (1) final evaluation during such year. A written copy of the preliminary evaluation report shall be provided to the administrator at least sixty (60) days prior to any Board action on the renewal or non-renewal of the contract. A written copy of the final evaluation report shall be provided to the administrator at least five (5) days prior to any Board action on the renewal or non-renewal of the contract.

The Administrator being evaluated will have the right to attach a memorandum to the written evaluation. The results of the evaluation will be kept in personnel records maintained in the central office. Information gathered and written evaluative documents used in retention, promotion or termination of an Administrator will be accessible to the person concerned or his/her representative.

In order that there will be no conflict of interest in the supervision and evaluation of employees, at no time may any Administrator be solely responsible for the supervision and/or evaluation of an employee if the Administrator is directly related to that employee.

ADMINISTRATOR BENEFIT PROVISIONS

HOLIDAY PAY

Administrators that work 260 days are entitled to 10 paid holidays as follows:

1. New Year's Eve Day
2. Martin Luther King Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Day
9. Good Friday (will be a paid holiday in years when school is not in session on that day)
- | 10. Floating Holiday (one day to be used on either Christmas Eve, New Year's Eve Day, Presidents' Day or July 3)

FBI CHECK

The Board shall pay for the cost of any FBI check necessitated by licensure renewal provided the Administrator completes the background check through central office.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of Administrators shall include the insurance benefits provided herein. Administrators who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

B. Copy of Certificate of Insurance

Administrators will receive a certificate of insurance which shall provide the specific benefits provided.

C. Distribution of Explanation of Coverage(s)

1. As amendments and/or changes in insurance coverages or carriers are made, Administrators will receive a written description, prepared by the

ADMINISTRATOR BENEFIT PROVISIONS

carrier, of such amendments and/or changes. This written description shall be provided within sixty (60) days of the amendment and/or changes.

2. An Administrator hired during the term of this agreement shall, at the time of the signing of his/her administrative contract, receive a written description of all insurance coverages in effect at that time.

D. Full-Time Administrator Defined

Regular, full-time Administrators include only those who regularly work more than seventy-five percent (75%) of an Administrators workday and workweek.

E. Distribution of Insurance Cards

Each Administrator shall be issued a current insurance card.

PREFERRED PROVIDER ORGANIZATION (PPO)

A. Right to Coverage

1. Administrators may obtain coverage for himself/herself, and, if applicable, his/her dependent(s) in accordance with established eligibility requirements by applying for coverage and providing all information reasonably requested by the Treasurer to establish eligibility of the Administrator and his/her dependent(s).
2. The coverage shall meet or exceed the specifications listed below.
3. When the Board solicits bids for its insurance program, Administrators shall participate in reviewing bid specifications and bids.

B. Method of Payment/Insurance Premium Share

Administrators and the Board of Education shall pay a portion of the monthly premium. For the 2017-2018 and 2018-2019 school years, the Administrator will pay 10.6% and the Board will pay 89.4% of the plan costs. Beginning with the 2019-2020 (July 1, 2019), the Administrator will pay 11.0% and the Board will pay 89.0% of the plan costs.

ADMINISTRATOR BENEFIT PROVISIONS

C. Summary of Benefits

**Wadsworth City Schools – Base Plan
Blue Access® (PPO)
Effective 07/01/2017**

Covered Benefits	Network	Non-Network
Deductible (Single/Family)	\$250/\$500	\$1,000/\$1,600
Out-of-Pocket Limit (Single/Family)	\$1,250/\$2,500	\$3,400/\$6,800
Physician Home and Office Services (PCP/SCP) Primary Care Physician (PCP)/ Specialty Care Physician (SCP) Including Office Surgeries and allergy serum: - allergy injections (PCP and SCP) - allergy testing - MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	\$20/\$20 20% 20% 20%	30% 30% 30% 30%
Preventive Care Services Services included but not limited to: Routine medical exams, Mammograms, Pelvic Exams, Pap testing, PSA tests, Immunizations, Annual diabetic eye exam, Hearing screenings and Vision screenings which are limited to Screening tests (i.e. Snellen eye chart) and Ocular Photo screening.	No cost share	30%
Emergency and Urgent Care Emergency Room Services - facility/other covered services (copayment waived if admitted) Urgent Care Center Services - MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products - Allergy injections - Allergy testing	\$100 \$25 20% 20% 20%	\$100 30% 30% 30% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: Medical Care visits (1 per day), Intensive Medical Care, Concurrent Care, Consultations, Surgery and administration of general anesthesia and Newborn exams	20%	30%

ADMINISTRATOR BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
Blue 8.0 500 Series		
Inpatient Facility Services (Network/Non-Network combined) Unlimited days except for: 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: - Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. - Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) - Durable Medical Equipment, Orthotics and Prosthetics - Physical Medicine Therapy Day Rehabilitation programs - Hospice Care - Ambulance Services	20% 20%	30% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) - Physician Home and Office Visits (PCP/SCP) - Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: - Cardiac Rehabilitation Unlimited - Pulmonary Rehabilitation Unlimited - Physical Therapy: 60 visits - Occupational Therapy: 60 visits - Manipulation Therapy: 12 visits - Speech therapy: 20 visits - Teledoc (Live Health Online)	\$20/\$20 20%	30% 30%
Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%

ADMINISTRATOR BENEFIT PROVISIONS

Behavioral Health: Mental Illness and Substance Abuse² • Inpatient Facility Services • Physician Home and Office Visits (PCP/SCP) • Other Outpatient Services. Outpatient Facility @ Hospital/Alternative Care Facility, Outpatient Professional	20% \$20 20%	30% 20% 20%
Human Organ and Tissue Transplants³ • Acquisition and transplant procedures, harvest and storage.	20%	30%
Prescription Drugs Network Tier structure equals 1/2/3 • Network Retail Pharmacies: (30-day supply) • Home Delivery Service: (90-day supply) Member may be responsible for additional cost when not selecting the available generic drug. Medicare Rx - Wrap	\$10 generic/\$20 preferred brand/\$30 Non-preferred generic & brand \$25 generic/\$50 preferred brand/\$70 Non-preferred generic & brand Rx OOP Max: \$6,525 Single/\$13,050 Family	50%, min \$30 ⁵ Not covered

Notes:

- All medical deductibles, copayments and coinsurance apply toward the out-of-pocket maximum (excluding Non-Network Human Organ and Tissue Transplant (HOTT) Services). Prescription drug cost shares have a separate out-of-pocket maximum.
- Deductible(s) apply to covered medical services listed with a percentage (%) coinsurance, including 0%. However, the deductible does not apply to Emergency Room Services where a copayment & (%) coinsurance applies and may not apply to some Behavioral Health services where coinsurance applies
- Network and Non-network deductibles, copayments, coinsurance and out-of-pocket maximums are separate and do not accumulate toward each other.
- Dependent Age: to end of the month which the child attains age 26
- Specialist copayment is applicable to all Specialists excluding General Physicians, Internist, Pediatricians, OB/GYNs and Geriatrics or any other Network Provider as allowed by the plan.
- When allergy injections are rendered with a Physicians Home and Office Visit, only the Office Visit cost share applies. When the Office Visit cost share is a % coinsurance, deductible and coinsurance apply to allergy injections
- No cost share (NCS) means no deductible/copayment/coinsurance up to the maximum allowable amount. 0% means no coinsurance up to the maximum allowable amount. However, when choosing a Non-network provider, the member is responsible for any balance due after the plan payment.
- PCP is a Network Provider who is a practitioner that specializes in family practice, general practice, internal medicine, pediatrics, obstetrics/gynecology, geriatrics or any other Network provider as allowed by the plan.

ADMINISTRATOR BENEFIT PROVISIONS

- SCP is a Network Provider, other than a Primary Care Physician, who provides services within a designated specialty area of practice.
- Certain diabetic and asthmatic supplies, except diabetic test strips, have no deductible/copayment/coinsurance up to the maximum allowable amount at network pharmacies.
- Benefit period = calendar year
- Mammograms (Diagnostic) are no copayment/coinsurance in Network office and outpatient facility settings.
- Behavioral Health Services: Mental Health and Substance Abuse benefits provided in accordance with Federal Mental Health Parity.
- Preventive Care Services that meet the requirements of federal and state law, including certain screenings, immunizations and physician visits are covered.
- Private Duty Nursing – limited to 82 visits/Calendar Year
- Vision limited services – additional vision services are covered when specifically coded as determination of refraction, routine ophthalmological examination including refraction for new and established patients, and a visual functional screening for visual acuity. No additional ophthalmological services are covered as part of the medical coverage.
- Plan to exclude for elective abortions.

² We encourage you to review the Schedule of Benefits for limitations.

³ Kidney and Cornea are treated the same as any other illness and subject to the medical benefits.

⁵ Rx non-network diabetic/asthmatic supplies not covered except diabetic test strips.

Precertification:

Members are encouraged to always obtain prior approval when using non-network providers. Precertification will help the member know if the services are considered not medically necessary.

Pre-existing Exclusion Period: none

This summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this summary of benefits.

This summary of benefits is intended to be a brief outline of coverage. The entire provisions of benefits and exclusions are contained in the Group Contract, Certificate, and Schedule of Benefits. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.

By signing this Summary of Benefits, I agree to the benefits for the product selected as of the effective date indicated.

Authorized group signature (if applicable)	Date
Underwriting signature (if applicable)	Date

Wellness Rider

The wellness program will consist of a combination of activities that are designed to increase awareness, assess risk, educate and promote voluntary behavior change to improve the health of an individual. The objective is to encourage modifications of member health status and enhance personal well-being and productivity, with a goal of preventing injury and illness.

The program includes the following provisions:

ADMINISTRATOR BENEFIT PROVISIONS

- (1) An annual voluntary onsite biometric screening or physician directed preventive exam will be provided at no cost to the employee. Onsite biometric screenings or physician directed examinations shall be conducted around the summer/fall of each calendar year. The screening shall provide (but not be limited in application to as determined by the District) confidential employee information in four (4) key wellness categories:
 - Non-smoker or participation in a smoking cessation program
 - Low density Li-protein (LDL)/High-density Li-protein (HDL) and Total Cholesterol
 - Body Mass Index (BMI)
 - Blood Pressure (BP)
- (2) Effective January 1, 2018 all WESPA members and any new members hired subsequent to January 1, 2018 who voluntarily participated in the previous fall onsite biometric screening or physician directed preventive exam earn health credits applicable to the following calendar year. The value of health credits in the following calendar year will be issued exclusively based on the employee's participation in either the onsite biometric screening or physician directed preventive exam. Single enrollees shall earn a credit of \$100 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Family enrollees shall earn a health credit of \$200 to be applied to a Health Reimbursement Account (HRA) on a calendar year basis. Employer contributions to the HRA will expire at the end of the calendar year for which they are earned if they are not used.
- (3) Effective January 1, 2019, employees who voluntarily participated in the 2018 onsite biometric screening or physician directed preventive exam will have the opportunity to earn HRA credits. The value of HRA credits in the 2019 calendar year will be based on four key biometric components. Each component shall be equal to a credit value of \$25 for single enrollees or \$50 for family enrollees. In no event will the total value of credits exceed \$100 for a single enrollee or \$200 for a family enrollee. HRA credits are non-transferable and are only valid against allowable medical expenses incurred and applicable during the 2019 calendar year.

Beginning in 2019 and applicable for each subsequent calendar year, HRA credits shall be issued subject to the terms and conditions outlined herein; credits shall be provided on the following basis:

ADMINISTRATOR BENEFIT PROVISIONS

- Participation in the immediately preceding period's onsite biometrics initiative or physician directed preventive exam.
 - Employee certification of being a non-smoker or successful completion of a physician directed smoking cessation program during the year shall be worth \$25/single or \$50/family.
 - Total Cholesterol Score of 240 or less. Or, should the employee's score be in excess of 240, physician certification of the employee's participation in a management program to reduce their cholesterol risk or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's total cholesterol be in excess of 240, a 5% improvement over the prior year's total cholesterol provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
 - Body Mass Index (BMI) of 30 or less. Or, should the employee's BMI be in excess of 30, physician certification of the employee's participation in a management program to reduce their BMI or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's BMI be in excess of 30, a 5% improvement over the prior year's BMI provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
 - Blood Pressure of 140/90 or less. Or, should the employee's blood pressure be in excess of 140/90, physician certification of the employee's participation in a management program to reduce their blood pressure or certification of the employee's inability to reduce this risk due to a related medical condition. Or, should the employee's blood pressure be in excess of 140/90, a 5% improvement over both the prior year's Systolic and Diastolic blood pressure number provided that the employee participated in the prior year's onsite or physician directed examination process. Completion of any of the above three conditions shall be worth \$25/single or \$50/family.
- (4) For each year after 2018, employees who voluntarily participated in the immediately preceding prior onsite biometric screening or physician directed preventive exam will have the opportunity to earn health credits for the following calendar year.

ADMINISTRATOR BENEFIT PROVISIONS

Term Life Insurance

A. Right to Coverage

The Board shall purchase from a carrier licensed by the State of Ohio, group term life insurance in the amount of Fifty Thousand Dollars (\$50,000) for each regular, full-time Administrator now or hereinafter employed.

B. Method of Payment

The full cost of this program and any increase thereof shall be paid by the Board.

C. Right to Purchase Additional Coverage

The Board shall allow an Administrator to purchase additional amounts of coverage through payroll deduction, provided the number electing to take advantage of this opportunity is adequate to meet the requirements of the insuring company. The Board may insist that the amount of such additional coverage shall be Fifty Thousand Dollars (\$50,000) or One Hundred Thousand Dollars (\$100,000), at the option of the Administrator. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

Accidental Death and Dismemberment

A. Right to Coverage

Full-time Administrators can purchase Voluntary Accidental Death and Dismemberment (AD&D) insurance coverage. You may elect either \$50,000 or \$100,000 of Voluntary AD&D coverage for yourself. This coverage will end when employment terminates.

B. Method of Payment

The Board will deduct all or part of the premium through payroll deductions.

Professional Liability Insurance

Professional liability insurance shall be provided by the District.

Dental Insurance

A. Right to Coverage

The Board shall self-fund and/or purchase from a carrier licensed in the State of Ohio, dental insurance coverage which meets the specifications set forth in this

ADMINISTRATOR BENEFIT PROVISIONS

section for each full-time Administrator, now or hereinafter employed, and his/her family. The Board shall maintain the current Usual and Customary Rate (UCR) percentile for services out of the PPO network.

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

Administrators may change the coverage status (Single or Family) effective the first (1st) of any month or during the open enrollment period during the month of June, subject to the rules and regulations of the carrier.

D. Specifications of Coverage



**Delta
Dental PPO (Point-
of-Service) Summary
of Dental Plan
Benefits For Group#
1151-5000, 5091**

This Summary of Dental Plan Benefits should be read along with your Certificate. Your Certificate provides additional information about your Delta Dental plan, including information about plan exclusions and limitations. If a statement in this Summary conflicts with a statement in the Certificate, the statement in this Summary applies to you and you should ignore the conflicting statement in the Certificate. The percentages below are applied to Delta Dental's allowance for each service and it may vary due to the dentist's network participation.*

Control Plan – Delta Dental of Ohio

Benefit Year – January 1 through December 31

Covered Services –

PPO Dentist	Premier Dentist	Non- participating Dentist
Plan Pays	Plan Pays	Plan Pays*

ADMINISTRATOR BENEFIT PROVISIONS

Diagnostic & Preventive			
Diagnostic and Preventive Services – exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants – to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy – to detect oral cancer	100%	100%	100%
Radiographs – X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment – to temporarily relieve pain	80%	80%	80%
Minor Restorative Services – fillings and crown repair	80%	80%	80%
Endodontic Services – root canals	80%	80%	80%
Periodontic Services – to treat gum disease	80%	80%	80%
Oral Surgery Services – extractions and dental surgery	80%	80%	80%
Other Basic Services – misc. services	80%	80%	80%
Major Services			
Major Restorative Services – crowns	70%	70%	70%
Relines and Repairs – to bridges, implants, and dentures	70%	70%	70%
Prosthodontic Services – bridges, implants, and dentures	70%	70%	70%
Orthodontic Services			
Orthodontic Services – braces	60%	60%	60%
Orthodontic Age Limit –	No Age Limit	No Age Limit	No Age Limit

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. The Nonparticipating Dentist Fee may be less than what your dentist charges and you are responsible for that difference.

- Oral exams (including evaluations by a specialist) are payable twice per calendar year.
- Prophylaxes (cleanings) are payable twice per calendar year. Periodontal maintenance procedures are not a Covered Service for people under age 16.
- People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
- Fluoride treatments are payable twice per calendar year for people up to age 19.
- Space maintainers are payable once per area per lifetime for people up to age 16.
- Bitewing X-rays are payable twice per calendar year for people under age 19 and once per calendar year for people age 19 and older. Full mouth X-rays (which include bitewing X-rays) are payable once in any five-year period. Vertical bitewing X-rays are payable once in any three-year period.
- Four periapical and two occlusal X-rays are payable per calendar year.

ADMINISTRATOR BENEFIT PROVISIONS

- Sealants are payable twice per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. The surface must be free from decay and restorations.
- Crowns, inlays and onlays are Covered Services for people age 16 and older once in any five-year period.
Recementation of crowns, inlays and onlays are payable once per lifetime for people age 16 and older. Prefabricated crowns are Covered Services on primary teeth.
- Composite resin (white) restorations are Covered Services on posterior teeth.
- Porcelain and resin facings on crowns are optional treatment on posterior teeth.
- Root canal treatment is payable once per tooth per lifetime. Retreatment of a previous root canal is payable once per tooth per lifetime.
- Certain oral surgery procedures including vestibuloplasty, frenulec tomy, frenuloplasty, oroantral fistula closure, primary closure of sinus perforation and biopsy of hard tissue are Covered Services.
- Full and partial dentures are payable once in any five-year period. Tissue conditioning is payable twice in any 12- month period. Chairside relining and rebase of dentures are payable once in any calendar year. Lab relining and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.
- Recement of bridges is payable once per lifetime. Repair of bridges is payable once in any five-year period.
- Implants and implant related services are payable once per tooth in any five-year period.
- Emergency palliative treatment is a Covered Service twice in any calendar year. Consultations (by other than the treating dentist) are Covered Services once in any calendar year. Occlusal guards and occlusal adjustments are not Covered Services.

Having Delta Dental coverage makes it easy for you to get dental care almost everywhere in the world! You can now receive expert dental care when you are outside of the United States through our Passport Dental program. This program gives you access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help you schedule care. For more information, check our Web site or contact your benefits representative to get a copy of our Passport Dental information sheet.

Maximum Payment – \$3,000 per person total per Benefit Year on all services except orthodontics. \$1,500 per person total per lifetime on orthodontic services.

Deductible – \$25 Deductible per person total per Benefit Year limited to a maximum Deductible of \$50 per family per Benefit Year. The Deductible does not apply to oral exams, preventive services, consultations, office visit for observation, X-rays, brush biopsy, sealants, and orthodontic services.

Any expenses incurred by an eligible person for covered services during the last three months of a benefit year and applied to the Deductible for that benefit year will also be applied to the Deductible for the following Benefit Year.

The Deductible met under the previous carrier for the period January 1, 2014 through June 30, 2014 will be applied to the

2014 calendar year Deductible with Delta Dental. It is the Subscriber's responsibility to provide Delta Dental with adequate documentation of the Deductible met under the previous carrier.

Waiting Period – Employees who are eligible for dental benefits are covered as identified in your contract with the school district.

ADMINISTRATOR BENEFIT PROVISIONS

Eligible People – All eligible contracted employees of the school district who elect the dental plan. The Contractor and Subscriber share the cost of this plan.

Also eligible at your option are your legal spouse and your dependent unmarried children to the end of the month in which they turn 26 if eligible to be claimed by you as a dependent under the U.S. Internal Revenue code during the current calendar year. You and your eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, you may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination. Your dependents may only enroll if you are enrolled (except under COBRA) and must be enrolled in the same plan as you. Plan changes are only allowed during open enrollment periods, except that an election may be revoked or changed at any time if the change is the result of a qualifying event as defined under Internal Revenue Code Section 125.

If you and your spouse are both eligible under this Contract, you may be enrolled as both a Subscriber on your own application and as a dependent on your spouse's application. Your dependent children may be enrolled on both applications as well. Delta Dental will coordinate benefits.

Benefits will cease on the last day of the month in which the employee is terminated.

Physical Examination

The Board will pay balance not covered by an Administrator's Medical Health Insurance of an Administrator's physical examination if requested by the Board.

LEAVE PROVISIONS

SICK LEAVE

A. Accumulation

An Administrator shall be allowed to accumulate Sick Leave credit to the maximum of three hundred four (304) days. Any member who retires under STRS/SERS and returns to employment in the District shall accumulate sick leave as prescribed in this section of the Agreement, with the understanding there will be no carryover of sick leave from service that predates their STRS/SERS retirement. Administrators shall be eligible for all Leave Provisions listed in this section.

B. Annual Allowance

Administrators shall be granted sick leave on the following basis: one and one quarter (1 1/4) days for each completed month of service or fifteen (15) days for each completed year of service.

ADMINISTRATOR BENEFIT PROVISIONS

C. Notification of Accumulated Days

Administrators shall receive accurate notification of his/her accumulated Sick Leave with each pay.

D. Advance

An Administrator whose Sick Leave has been exhausted shall be credited with five (5) days of Sick Leave. These five (5) days or any portion thereof may be used at any time in case the Administrator is unable to work because of any of the prescribed reasons for the use of Sick Leave and the Administrator has not accumulated a sufficient amount of Sick Leave.

E. Use of Sick Leave

1. Sick Leave with pay may be used for the following reasons:

- a. For absence of the Administrator due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others.
- b. For absence of the Administrator due to illness, injury, or death in the immediate family of said Administrator.
- c. An Administrator may use accrued Sick Leave for pregnancy, as provided in the Ohio Revised Code. Absent medical verification of a need for a longer leave, the use of sick leave for pregnancy and/or childbirth will not exceed six (6) weeks from the date of delivery.
- d. For care of a spouse with a newborn baby up to a maximum of five (5) days. If an Administrator requires more than five (5) days, he/she will provide written documentation to the Superintendent upon return to work.
- e. A maximum of two (2) days related to the birth of a child of an immediate family member.
- f. For death of an aunt or uncle up to a maximum of two (2) days. If an Administrator requires more than two (2) days, he/she may use personal leave.

2. Sick Leave with pay may not be used for:

- a. Child care;

ADMINISTRATOR BENEFIT PROVISIONS

- b. Grandchild care.
- 3. Administrators will not be charged sick leave on non-work days.
- 4. Administrators utilizing sick leave shall not be required to give the reason, except that they are in compliance with the proper use of sick leave listed in this section. Notwithstanding this provision, an Administrator may be required to provide reasons if there is an investigatory meeting because of suspected misuse, abuse, or unauthorized use of sick leave.
- 5. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

F. Immediate Family Defined

The “immediate family” shall be defined as follows:

- 1. Spouse of the Administrator;
- 2. Children and grandchildren of the Administrator or his/her spouse;
- 3. Parents and stepparents of the Administrator or his/her spouse;
- 4. Brother(s) and sister(s) of the Administrator or his/her spouse;
- 5. Grandparents of the Administrator or his/her spouse;
- 6. Son-in-law and daughter-in-law of the Administrator or his/her spouse; and
- 7. In the event of death, “immediate family” also includes aunts and uncles.
- 8. Any person in loco of the above (e.g. anyone residing in the same home with the Administrator or any relative who clearly stands in the same relationship with the Administrator as any of those so specified). An Administrator must provide a written description of the facts on the District absence report form supporting the in loco situation.

EXTENDED ILLNESS LEAVE

An Administrator unable to perform satisfactorily because of personal illness or an illness in the immediate family may be granted a leave of absence without pay for the remainder of the school year.

Application for such leave must be accompanied by a statement from the attending physician setting forth the nature of the illness or disability. In the instance of personal illness, the physician's statement must include a definite recommendation that the

ADMINISTRATOR BENEFIT PROVISIONS

Administrator be relieved of duties. In the event of a leave as a result of illness of a member of the immediate family, the physician's statement must indicate the need for the Administrator's absence.

Application for reinstatement from such leave must be made in writing and, in the event of a requested return from a Personal Illness Leave, must be accompanied by a health care provider's certification for return to work.

PERSONAL LEAVE

A. Right to Leave

1. Administrators shall be eligible for three (3) unrestricted days per school year.
2. Administrators will not be charged personal leave on non-work days.

B. Notice of Intent to Use Leave

Notice of intent to use Personal Leave shall be provided by the Administrators completing and delivering to the Superintendent or designee, the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the Administrator shall notify the Superintendent or designee of his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide Administrators with a means of dealing with personal matters that cannot be handled except during school hours.

D. Personal Leave must be taken in minimum increments of one-quarter (1/4) hour.

E. On occasion, special circumstances not covered by the provision above may arise and Administrators may wish to request personal leave. Such requests shall be made to the Superintendent in writing, who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An Administrator who abuses personal leave will be subject to discipline, up to and including termination.

G. An Administrator will be reimbursed one-hundred fifty dollars (\$150.00) for each unused personal leave day(s) by June 30 of each year. If the Administrator desires to have unused personal leave converted to sick leave in lieu of receiving one-hundred fifty dollars (\$150.00) for each unused personal leave day, he/she must submit a letter to the Treasurer's office by June 15.

ADMINISTRATOR BENEFIT PROVISIONS

PAID ADOPTION LEAVE

A. Adoptions in the United States

An Administrator is eligible, upon adoption of a child in the United States, to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed twenty (20) days.

B. Adoptions Outside the United States

If a child outside of the United States is adopted, an Administrator will be able to use accumulated sick leave for up to a total of twenty (20) days, which may be taken after the Board receives documentation of the adoption. Such leave must be taken within a 12-month period, during which period custody is received. Further, accumulated sick leave may be used for up to a total of ten (10) days for the adoption process, prior to receiving custody of the child. The scheduling of leave for the adoption process will be arranged between the Administrator and the Superintendent. If both adoptive parents are Board employees, either or both may use sick leave under this provision with the understanding that the combined sick leave taken by both will not exceed thirty (30) days.

C. Administrators will not be charged adoption leave on non-work days.

JURY DUTY

A. An Administrator shall be granted time off for jury duty actually served during the workday and shall suffer no loss of pay or benefits. The Administrator may keep any payment received for jury duty. Documentation received from the court confirming jury duty actually served must be submitted with the absence form.

B. Time spent on jury leave will not be charged against any other leave provision.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any Administrator who is summoned or subpoenaed for a job-related issue shall be granted leave with no loss of pay or other benefits for days missed by reasons of the

ADMINISTRATOR BENEFIT PROVISIONS

summons or subpoena. In the event a subpoena will be issued on behalf of the Board, the Administrator obtaining the subpoena must give at least five (5) calendar days notice prior to the hearing. A summons or subpoena issued because of a student's custody issue is considered to be job related. An Administrator receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section. A copy of the subpoena, once served, will be included with the leave form.

B. Right to Leave for a Non-Job Related Issue

Personal leave must be utilized for a summons issued because of a non-job related issue. If the Administrator has exhausted his/her personal leave, and is summoned for something that is not job-related, leave pursuant to summons or subpoena may be used in order to comply with the summons.

C. Leave Not Covered

An Administrator is not eligible for leave under this Section if the Administrator is a party to the legal proceeding.

ASSAULT LEAVE

A. Right to Leave

An Administrator who is absent due to physical disability directly resulting from an assault, which occurs in the course of Board employment, while on duty either during school hours or where required to be in attendance at a school-sponsored function, shall be eligible to receive Assault Leave.

B. Notice of Intent to Use Leave

1. Such leave shall be granted, for a period not to exceed one hundred eighty (180) workdays, upon the Administrator delivering to the Business Office a signed Employee Report of Injury Form.
2. Such statement will indicate the nature of the injury, the date of its occurrence, the identity of the individual(s) causing the assault (if known), the facts surrounding the assault and willingness of the Administrator to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. Except as noted under restrictions below, an Administrator on Assault Leave shall be maintained on full pay status during the period of his/her leave.

ADMINISTRATOR BENEFIT PROVISIONS

2. Leave granted under this Section shall not be charged against Sick Leave earned or earnable under ORC Section 3319.141 or leave granted under other Sections of this Article.

3. An Administrator will not be charged assault leave on non-work days.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred eighty (180) workdays.

E. Restrictions

1. If medical attention is required, the Administrator shall supply a certificate from a licensed physician stating the nature of the disability and its duration.
2. The Administrator must file a Workers Compensation claim with the Business Office. The pay of a member on Assault Leave shall be reduced by the amount received by him/her, if any, for Workers' Compensation as a benefit to cover loss of pay resulting from the injury. However, the Administrator's pay shall not be reduced by benefits received from Workers' Compensation to cover occupational diseases, medical expenses, nursing expenses, hospital services, medicines and/or rehabilitation services.
3. If an Administrator is unable to return to work after using fifty (50) days for assault leave, he/she shall provide the Board medical verification of the need for additional assault leave. The Board retains the right, at its own expense, to require the Administrator to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the Administrator's first medical verification, the Board may request, at the Board's expense, that the Administrator see a mutually agreed upon healthcare provider to give a final and binding opinion regarding the need for continued assault leave.
4. Falsification of either the signed statement or a physician's certificate may be grounds for suspension or termination of employment under ORC Section 3319.16.

F. Verbal Assault Leave

An Administrator not physically assaulted but who is emotionally distraught due to a threat of physical injury that is direct, specific and plausible will receive up to two (2) days off without loss of pay, as long as the member reports the threat to the police.

ADMINISTRATOR BENEFIT PROVISIONS

PROFESSIONAL LEAVE

- A. Professional Leave of Absence may be granted annually to Administrators for the purpose of attending workshops or other professional meetings each year.
- B. The term "Professional Leave" is not to include days when an Administrator accompanies students to meetings, competitions, or other student activities.
- C. The Board shall pay the portion of the pre-approved receipted expenses as stipulated on the Professional Leave Application form for fees, meals, lodging, and transportation, incurred by Administrators who attend workshops, seminars, conferences, or other professional improvement sessions which have the advance approval of the Superintendent or designee for the particular purpose of professional improvement to the school system and/or to the individual participating.
- D. Such authorization for attendance will need prior approval by the Superintendent or designee. The Administrator shall receive his/her salary for those days he/she is absent from his/her assignment for such Professional Leave.

UNPAID CHILD CARE LEAVE

Following the conclusion of any pregnancy-related disability; or in the event any Administrator adopts a child and such child is less than one (1) year of age at the time of adoption; or, with respect to a father, following the birth of a child; the Administrator may apply for permission to take Parental Leave. Requests for permission to take Parental Leave must be made to the Superintendent at least twenty (20) days prior to the date on which the parental leave is to begin. Notification for leave in the case of adoption shall be given as soon as possible prior to receiving custody of the child. Parental Leave shall be granted upon request, provided that the following conditions are met:

- A. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months.
- B. The Administrator must state specifically in writing at the time Parental Leave is requested, the length of such requested leave and the date on which the Administrator will be available to return to work.
- C. Parental Leave will not exempt an Administrator from decisions regarding contract renewals relating to Administrator's appraisal and/or staff reduction under this Agreement. If Parental Leave is granted, and upon return of the Administrator from Parental Leave, he/she will be assigned to his/her prior position, if available, or a position as nearly equal to that which had been previously occupied.

ADMINISTRATOR BENEFIT PROVISIONS

- D. Insurance benefits and other fringe benefits under this Agreement shall not apply during the period of a parental leave.
- E. In the event an Administrator does not return to work at the time indicated in his/her request for Parental Leave, said Administrator will forego any rights to reinstatement.

OTHER UNPAID LEAVES

The Board may, at its discretion, grant other leaves as are authorized by the Ohio Revised Code.

FAMILY AND MEDICAL LEAVE

Administrators may take up to twelve (12) workweeks of unpaid leave ("FMLA Leave") in any school year (August 1 through July 31) for one (1) or more of the following circumstances:

- A. The birth of an Administrator's child and to care for the child up to age one (1);
- B. The adoption or foster care of a child, up to twelve (12) months after placement;
- C. To care for the spouse, child, or parent of an Administrator when that family member has a serious health condition;
- D. The Administrator's inability to perform the functions of the position because of the member's own serious health condition.

To be eligible for FMLA Leave, the Administrator must have worked for Wadsworth City Schools for at least twelve (12) months met the FMLA's 1250-hours-worked requirements before the leave request.

BENEFITS WHILE ON LEAVE

With the exception of FMLA leave, no benefits that result in an expense to the Board will be provided to any Administrator while on a leave of absence without pay. When a group insurance policy permits, an Administrator on an unpaid leave of absence may continue to participate in such insurance benefits by advance payment of the cost of such benefits as determined by the insurance carriers or Plan Administrator but no more than one hundred two percent (102%) of the total cost of the benefit.

MILITARY LEAVE

ADMINISTRATOR BENEFIT PROVISIONS

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed one hundred seventy six (176) hours in any one (1) calendar year. Bargaining unit members called to active duty in the uniformed services for longer than a month in a calendar year are entitled to leave and pay as set forth in Ohio Revised Code Section 5923.05. The District and the Administrator shall continue to contribute to the State Teachers Retirement System (STRS) based on the amount of compensation actually paid to the Administrator during the military leave of absence, subject to any subsequent legislative enactment. An Administrator shall be granted a leave without pay when he/she leaves the employment of the Board and within forty (40) days thereafter enters the Armed Forces of the United States. An Administrator shall be reemployed following such leave if application is made in writing within ninety (90) days of discharge, other than a dishonorable discharge, from active duty. Reemployment shall be under the same type of contract as was formerly held and shall be at the beginning of the next semester, provided application is made not less than thirty (30) days prior to the beginning of the next semester.

Sick leave is not accumulated during the period of military leave.

MILEAGE REIMBURSEMENT

The Board will reimburse Administrators for the use of his/her personal vehicle in connection with travel directly related to school business. Such reimbursement mileage will exclude daily travel to and from home. Required attendance at meetings and functions outside of the school district shall be considered reimbursable mileage. Such reimbursement shall be paid at the prevailing IRS rate upon monthly statements signed by the Superintendent and Treasurer.

PAYROLL PRACTICES

Administrators will receive their salary in twenty-six (26) biweekly substantially equal pays. All administrators will have their paychecks issued via direct deposit and will receive an email notice.

PERSONNEL FILES

Administrators shall have the right, upon request, to examine and obtain a copy of any information in his/her personnel file except for information classified by law as confidential.

RETIREMENT BENEFITS

Employer Pick Up Resolution

ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Administrative Employees shall be entitled to the “fringe benefit pick up” which means the Wadsworth City Board of Education will pay the 10% retirement contribution to STRS or SERS on behalf of the Administrative Employee, in accordance with Code Section 414(h)(2). The amount of the fringe benefit pick up shall not be considered part of the employee’s total annual salary for any purpose.

However, administrative employees with 10 or more years of service in the Wadsworth City School District may elect to receive pick up on the pick up. These picked-up employee contributions are in lieu of payments by the employee and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

High School Principal
Middle School Principal
Intermediate School Principal
Elementary Principal (Pre K- 4)
Assistant and Associate High School Principals
Assistant Middle School Principal
Assistant Intermediate School Principal
Director of Facilities
Director of Student Services
Director of Instruction and Professional Development
[Director of Technology](#)
Athletic Director
Coordinator of Testing, Assessment and Data

SEVERANCE PAY

A. Right to Severance Pay

An Administrator shall receive severance pay upon quitting his/her employment in the District and retiring providing he/she: (1) is approved for retirement benefits by the State Teachers Retirement System (STRS), or (2) is at least fifty (50) years old and has been employed at least ten (10) full years in the District, or (3) has fifteen (15) or more years service credit with the STRS and at least ten (10) full years of service in the District.

B. Calculation of Severance Pay

1. Severance pay shall be based on the rate of pay at the time of the Administrators last day of service.

ADMINISTRATOR BENEFIT PROVISIONS

2. Severance pay will be given for forty percent (40%) of the Administrator's accumulated sick leave at the time of resignation/retirement, up to forty percent (40%) of two hundred (200) days; i.e. a benefit of up to eighty (80) days.
3. If an Administrator does not have sufficient Sick Leave to qualify for maximum severance resigns or retires after fifteen (15) or more years' service in the District, then the severance pay to which he/she is entitled shall be supplemented by One Hundred Dollars (\$100.00) for each year of service in the District, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. Restrictions

Within the meaning of this policy, an individual may "retire" only once. Retirement from another district shall make an individual ineligible for this retirement benefit.

- D. Any Administrator who retires under STRS and returns to employment in the District will not be eligible for severance pay.

VACATION DAYS

Eighty (80) hours of unused vacation can be carried over to the next school year. New balances for vacation begin August 1 of each year.

PROFESSIONAL ORGANIZATION MEMBERSHIP

The Board will pay for each administrator up to five hundred dollars (\$500.00) for one (1) professional organization membership each year.

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ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

<i>Performance Traits</i>	<i>Rating (Numerical Score)</i>	<i>Numerical Score (from previous column)</i>	<i>Comments</i>
1. PROFESSIONAL EXPERTISE Knowledge of job, qualifications	Accomplished (4)		
2. TEAMWORK: Teamwork, works well with others, cooperates with colleagues	Accomplished (4)		
3. PROFESSIONAL CHARACTER: Appearance, courtesy, attitude, public relations, communication	Accomplished (4)		
4. PERSONAL JOB ACCOMPLISHMENTS/INITIATIVE: Motivation, reliability, dependability, interest in work	Accomplished (4)		
5. LEADERSHIP: Sets example, provides direction, has vision	Accomplished (4)		

ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument Administrators and Exempt Employees

6. QUALITY OF WORK: Accuracy, neatness, thoroughness, standard of work	Accomplished (4)	
7. QUANTITY OF WORK: Volume, amount, speed, turn-around time, projects	Skilled (3)	
8. PROFESSIONAL GROWTH: Activities, programs, initiatives	Ineffective (1)	
9. ATTENDANCE: Punctual, absenteeism	Skilled (3)	
RATING TOTAL	0	OVERALL RATING: Accomplished Accomplished 32-36 Skilled 23-31 Developing 14-22 Ineffective 9-13

Employee's Signature _____

Date _____

Evaluator's Signature _____

Date _____

SALARY EXEMPT EMPLOYEE BENEFIT PROVISIONS

SALARY RANGE AND WORK SCHEDULE

	2017-18		2018-19		2019-20			
Position	Low	High	Low	High	Low	High	Days	Hr/day
Preschool Supervisor/Psychologist	\$72,163	\$84,164	\$73,967	\$86,268	\$76,186	\$88,856	187	7
Technology Supervisor	\$67,834	\$79,641	\$69,530	\$81,632	\$71,616	\$84,081	260	8
Special Ed. Transition Specialist	\$60,806	\$76,239	\$62,326	\$78,145	\$64,196	\$80,489	210, 194	8
Facilities Supervisor, Accounting Supervisor	\$57,787	\$71,615	\$59,232	\$73,405	\$61,009	\$75,607	260	8
Transportation Supervisor, Custodial Manager, Maintenance Manager	\$48,401	\$62,010	\$49,611	\$63,560	\$51,099	\$65,467	260	8
Food Service Supervisor	\$48,543	\$60,883	\$49,757	\$62,405	\$51,250	\$64,277	210, 194	8
Network Engineer Technology Support Specialist	\$40,327	\$54,652	\$41,335	\$56,018	\$42,575	\$57,699	260	8
Payroll Supervisor	\$46,139	\$58,090	\$47,292	\$59,542	\$48,711	\$61,328	260	8
EMIS Coordinator	\$47,474	\$54,783	\$48,661	\$56,153	\$50,121	\$57,838	260	8
Attendance Officer	\$40,041	\$50,385	\$41,042	\$51,645	\$42,273	\$53,194	194	8
Bear Cub Director	\$31,544	\$39,462	\$32,333	\$40,449	\$33,303	\$41,662	204	8
High School Security Monitor	\$28,305	\$35,991	\$29,013	\$36,891	\$29,883	\$37,998	185	8
School Nurse	~~\$35,657~~ \$45,657	~~\$52,466~~ \$62,466	~~\$36,548~~ \$46,798	~~\$53,778~~ \$64,028	~~\$37,644~~ \$48,202	~~\$55,394~~ \$65,949	182	8

Wadsworth City School District Bylaws & Policies

2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents of the students being served.

Each year the Superintendent shall work with parents of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent involvement policy to establish expectations for the involvement of such parents in the education of their children. The proposed policy shall be reviewed and approved annually by the Board of Education and distributed to parents of children receiving Title I services. The proposed policy must describe how the School District will:

- A. involve parents in the development of the School District's Title I plans and in the process of school review and improvement, if necessary;
- B. provide coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parent involvement activities to improve student achievement and school performance;
- C. build the schools' and parents' capacity for strong parental involvement;
- D. coordinate and integrate parent involvement strategies with parent involvement strategies under other programs such as Head Start, Reading First, Early Reading First, Even Start, Parents and Teachers, and Home Instruction for Preschool Youngsters;
- E. in consultation with parents, annually evaluate the content and effectiveness of the parent involvement policy in improving the academic quality of schools, including:
 - 1. identifying barriers to greater parent participation;
 - 2. designing strategies for more effective parental involvement; and,
 - 3. revising the parental involvement policy if necessary;
- F. involve parents of children receiving Title I services in deciding how Title I funds reserved for parent involvement activities will be allocated;
- G. provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and school reports in a format, and to the extent practicable in a language, such parents can understand;
- H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;
- I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

- J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- K. involve parents in the planning, review, and improvement of the Title I program;
- L. communicate information concerning school performance profiles and their child's individual performance to parents;
- M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework; guiding nutritional and health practices, and the like;
- N. provide timely responses to parental questions, concerns, and recommendations;
- O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;
- P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Superintendent must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

- A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parental involvement plan.
- B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.
- C. Parents must be involved in an organized, on-going and timely way in the development, review, and improvement of parent involvement activities.
- D. Parents of participating students' must be provided with:
 - 1. timely information about the Title I program and the school's parent involvement policy;
 - 2. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels expected;
 - 3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible;
- E. As a component of the school parental involvement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents which outlines how the school staff, the parents, and the student will share responsibility for academic improvement and the means by which the school and parents will build and develop a partnership to help students achieve State standards. The compact must:

1. describe the school's responsibility to provide a high quality curriculum and instruction in a supportive, effective learning environment;
 2. describe the parent's responsibility to support their child's learning environment such as monitoring attendance, homework, extra-curricular activities and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children;
 3. address the importance of parent/teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents on their child's progress; and reasonable access to the staff and to observe and participate in classroom activities.
- F. Parents of children receiving Title I services must be notified about school parent involvement policies in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.
- G. School parent involvement policies must be evaluated periodically to consider whether they meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving students achievement, the Superintendent and building principals must include provisions in the School District and school parent involvement policies regarding:

- A. assisting parents of children served under Title I in understanding the State's academic content and assessment standards, and in understanding how to monitor their child's progress and how to work with educators to improve their child's achievement;
- B. providing materials and training to help parents work with their children to improve achievement;
- C. educating teachers, pupil services personnel, and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;
- D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal programs;
- E. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the Superintendent and building principals may also:

- A. involve parents in the development of training for teachers and administrators to improve the effectiveness of such training;
- B. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;
- C. train parents to enhance the involvement of other parents;

- D. adopt and implement model approaches to improving parental involvement;
- E. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;
- F. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

20 U.S.C. 6318 et seq.

34 C.F.R. Part 200 et seq.

Wadsworth City School District Bylaws & Policies

2413 - CAREER ADVISING

This policy has been developed as prescribed in R.C. 3313.6020 and the State Board of Education's Model Policy. This policy shall be updated at least once every two (2) years. The policy shall be made available to students, parents/guardians/custodians, and local postsecondary institutions, residents of the District, and shall be posted on the District web site.

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options.

The District's Career Advising Plan shall include:

- A. Grade-level examples that link students' schoolwork to one (1) or more career field.
- B. Career advising to students in grades K-12, which includes age-appropriate activities and also includes creating and maintaining a Student Success Plan beginning in grade 6.
- C. Additional interventions and career advising for students who are identified as at risk of dropping out of school.
- D. Training for employees on how to advise students on career pathways, including training on advising students using the tools available in OhioMeansJobs K-12.
- E. Multiple academic and career pathways through high school that students may choose to earn a high school diploma, including opportunities to earn industry-recognized credentials and postsecondary course credit.
- F. Information on courses that can award students both traditional academic and career-technical credit.
- G. Documentation on career advising provided for review by the student, student's parent, guardian or custodian, and schools the student may attend in the future.
- H. The supports necessary for students to have successful transitions from high school to their postsecondary destinations, including interventions and services for students in need of remediation in mathematics and English language arts.

R.C. 3313.6020, Ohio Model Policy on Career Advising (ODE) (December 2014)

Adopted 5/11/15

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Tri-County Educational Service Center
Addendum to Exhibit A – Employment Contract

Fiscal Year 2018 Estimated Cost

Board Date Approval: 8th of May 2017

District: Wadsworth City Schools

Staff Member: Amanda Ryan

Position: Aide

Days: 187

Hours: (6.5 hours per day)

Hourly Rate: \$11.81

Note:

Salary and Benefits:

Salary	\$14,355.06
Retirement 14%:	\$2,009.71
Surcharge (classified):	TBD
Medicare 1.45%:	\$ 208.15
Work Comp .55%:	\$ 78.95
Insurance:	
Subtotal	\$16,651.87
Admin Fee 5%:	\$ 832.59
Total:	\$17,484.46

Governing Board of Tri-County Educational Service Center

Signature of Tri-County ESC Superintendent

Date

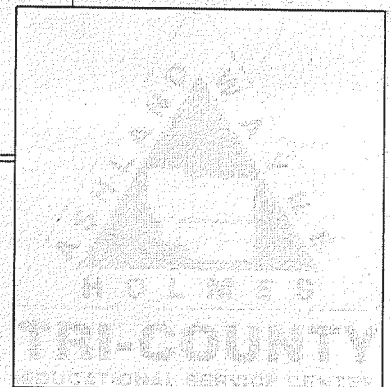
District Board of Education

Signature of District Superintendent

Date

Signature of District Treasurer

Date



Surcharge for classified employees that qualify will be billed accordingly as SERS charges are determined.

IF INDICATED on the DERF form, actual expenditures for mileage, meetings, tuition reimbursement, and substitutes will be billed accordingly.

Overlook Elementary

650 Broad St.

Wadsworth, Ohio 44281



Preschool Handbook 2017-2018

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Preschool Philosophy

We believe that **all** young children can grow, learn, and succeed, no matter their race, gender or disability when they are provided with the opportunity to actively explore their environment. Our role as teachers is to foster curiosity, positive attitudes, and lifetime learning. We will provide the children with successful experiences that allow them to develop to their full potential physically, socially, emotionally and intellectually. We will provide and encourage diversified gender opportunities and encourage exploration, inclusion and celebration of various cultures.

Step Up to Quality

Step Up To Quality is a five–star quality rating and improvement system administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed preschool licensing and school age child care licensing health and safety regulations. Step Up To Quality program standards are based on national research identifying standards which lead to improved outcomes for children.

We are proud to report to our families and community that our program has earned the highest quality rating of five stars!

Goals

LANGUAGE	To facilitate the development of the child's expressive and receptive language according to the child's individual ability.
MATH SKILLS	To facilitate the development of the child's ability to understand order, problem solving and logical thinking.
GROSS MOTOR	To facilitate the development, awareness, and efficient usage of large muscle skills and relationship of body to space.
FINE MOTOR	To facilitate the development, awareness, and efficient usage of fine muscles.

PERSONAL/SOCIAL

To facilitate the development of a good self image, ability to interrelate successfully in a group situation, and acceptance of human differences.

IMPACT OF FAMILY ENGAGEMENT

Parents and the environment they create at home are crucial factors – equally as important as the school – in determining children’s achievement. If you’ve ever wondered what impact your involvement and interest in your child’s educational process had, consider the following:

Your attitude concerning education will dictate how your child will approach learning. Parents who participate in their child’s educational process communicate a message to their children that education is important. A child who receives such a message has motivation to succeed.

Teachers cannot do the job themselves. The demand of a classroom of students prevents a teacher from providing all of the individual attention needed to stimulate each child to their fullest. Parent involvement is a must if the maximum benefits of education experiences are to be realized.

Differences in academic achievement and cognitive development can be traced to the parents’ reinforcement of school activities at home. Children who receive help at home achieve higher standards than those who don’t, despite the ability of the parent. Not even additional help from the classroom teacher is as helpful as assistance from the parents.

Praise and encouragement are recognized by educators as the most effective tools of teaching. When praising your child, praise the process and hard work rather than the end product. To encourage your child, rather than using the “practice makes perfect phrase,” tell them that practice makes them better! The child of parents involved in the educational process receives the benefits of reinforcement from the single most important source in their life, that of his/her parents.

No one knows your child like you do, what motivates them, their interests, their strengths, their desires, and their history. This is a wealth of information that is very

useful to the classroom teacher. This information is useful if the parent has a positive, active relationship with the school and teachers.

A child's education does not begin and end with the ringing of the school bell. Every experience for the child is a learning experience. Thus, every parent is involved in the education of their child on a daily basis.

As a parent, you play a vital role in planning and establishing the kinds of activities in your home that will stimulate and increase the intellectual skills of your child. The reward of your interest and involvement may not be immediate; however, your involvement makes a big difference in whether your child will succeed.

Wadsworth City Schools – Code of Conduct

BEFORE SCHOOL

1. Students should arrive at school at 8:55 A.M./12:40 P.M. Our starting time is 9:00 A.M/12:45 P.M.

HALLS

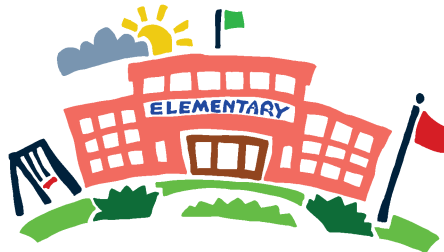
1. Everyone should walk on the right side of the hallway.
2. Everyone should walk up or down the stairs on the right side.
3. We all walk quietly in the halls.
4. We all walk with our hands by our sides.
5. All students will remove their hats upon entering a school building.
6. No running in the building.
7. No loud talking.

PLAYGROUND

1. There are boundaries on the playground and each of us play within those boundaries.
2. No climbing on or going under fences.
3. On days when the grounds are wet or icy, play on the blacktop only.
4. Students will be kept indoors during inclement weather at the discretion of the Principal and/or if the temperature (actual or wind chill) is below 15 degrees.
5. Students must stay away from bicycle racks, driveways, and all parked cars.
6. All playground equipment must be used in a correct and safe manner.
7. Playground visitation by parents is ONLY PERMITTED if there is authorization from the main office. Parents and visitors should sign in at the office. They will be given a nametag to wear.

8. In accordance with Board Policy, and by state law, the Wadsworth Board of Education Student Conduct Code is posted in each building.

The above is only PART of the Code of Conduct, as not all matters pertain to Preschool.



GENERAL INFORMATION

Attendance

It is important that your child attend Preschool on a regular basis. Each child should attend every day unless they are ill. In the case of illness, parents **MUST CALL** the school by 8:50 A.M. each day the child is absent. Please call 330-335-1420.

You will be asked the nature of your child's illness. Due to licensing requirements (Ohio Admin. Code 3301-37-11), we are required to notify all parents in the case of a diagnosed communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. These procedures are in place for the protection of everyone.

If a child must leave school before regular dismissal time, a note must be sent to the teacher signed by the child's custodial parent or legal guardian. You **MUST** report to the office to sign your child out at the appropriate time. The office will call down and have your child brought up to meet you in the office. This is for your child's protection.

Illness constitutes an excused absence. Other excused absences pertaining to preschool students include:

- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- observation or celebration of a bona fide religious holiday
- such good cause as may be acceptable to the Superintendent

Cable TV Channel 16

Channel 16 is the Wadsworth Education Channel. It broadcasts all School Board Meetings and special events of elementary, middle and high school.

Communicable Disease

We take many precautions to ensure the health and safety of your child throughout the day. Communicable disease is a threat to everyone's health. If your child has come down with a confirmed case of communicable disease such as chicken pox, pink eye, strep throat, lice, scabies, fifth's disease, etc. please call the office at 330-335-1420 or 330-335-1424 and report it to us so that we may notify other parents in the class of the disease and the symptoms of the disease. As noted above, licensing rules (Ohio Admin. Code 3301-37-11) require us to notify parents and we do so aggressively to help ensure the continued health of all. We do not name children specifically – we simply notify parents that a case of (the communicable disease) has been confirmed in your child's classroom. Symptoms are then given, so that others can watch their children for symptoms.

Conferences

Parent teacher conferences are scheduled 4 times yearly: October, November, December, and February. Appointments are scheduled by the classroom teachers. Reminders of conference times and days are sent home in advance of the conference. Student progress will be shared with parents during scheduled conference times. ***Please try to not bring your children to conferences, if at all possible. This is a time for parents and teachers.***

During the school year, additional conferences may be requested should a need, concern or problem arise. Parents need to make arrangements with your child's teacher for additional conferences.

Parents are encouraged to visit your child's class during the year and there will be many opportunities to do so.

Days of Operation

Preschool students are in session Monday through Thursday. If Wadsworth elementary schools have a holiday break, preschool has the exact same break. This also applies to

snow/calamity days. If there should be a two hour delay, AM preschool will be cancelled and PM class will be held as scheduled.

Preschool children attend 2 hour and 30 minute sessions, mornings or afternoons, 4 days a week. The hours for the morning session are 9:00-11:30 A.M. The afternoon session is 12:45-3:15 P.M. Your promptness in dropping off and picking up your child will help you avoid busses and other traffic.

Dressing for the Weather

The children will spend part of everyday outside unless the weather conditions are severe. Children should be dressed for indoor/outdoor play suitable for the weather conditions. Please label all clothing items: jackets, boots, sweaters, raincoats, etc.

Other clothing concerns

All children attending preschool should be potty trained. Procedures are in place for diapering needs under special circumstances. These accommodations are made through an Individual Education Plan (IEP).

Occasionally it happens that a student may have an ‘accident’. Each child needs to have a clean change of clothing at school. This should be in a labeled Ziploc bag and will be stored at school. If your child has an accident, he/she will be removed to the bathroom and given directions for self-care. Help is given if the child has difficulties. Most children do a great job of taking care of cleaning themselves given the tools and the directions. Children will be given baby wipes to clean themselves off with, a pair of clean underwear and clothes. Soiled clothes are bagged (gallon Ziploc &/or pull string trash bag) and returned to you. We appreciate having the clothes laundered and returned the next day your child is in attendance. If you find that you are uncomfortable in any way with this procedure, please notify your child’s teacher with your concerns.

Emergency Closings

In the event of school closing due to snow or other emergencies, the following procedure will be followed:

Parents will receive a recorded message via phone call through our Alert Now system indicating that school is delayed or closed. Also, accurate information will be made available to the parents, pupils and staff through the following television stations:

WEWS	Channel 5
WCTV	Channel 16

The decision to close school will be announced as early as possible - by 10:00 pm on the day preceding closing or by 7:00 am on the day the school will be closed. The announcement will state "WADSWORTH CITY SCHOOLS".

We do not like to dismiss school before the end of the school day for fear that parents may not be home. However, if necessary, announcements will be made via the same communication methods as listed above.

Emergency Illness

In case of any emergency illness, the parent or guardian will be contacted immediately by the school. Parents or guardians will be called when a child shows signs or symptoms of the following:

Diarrhea	Stiff Neck	Conjunctivitis (Pink Eye)
Vomiting	Sore Throat	
Rapid Breathing	Wheezing	
Difficulty Swallowing	Yellowish Skin or Eyes	
Evidence of Head Lice	Temperature in excess of 100*	
Scabies or Other Infestation	Infected Skin Patches	
Severe Coughing	Suspicion of Communicable Disease	

If you are called to pick up your child before the regular dismissal time, please be sure to go to the main office to sign out and pick him/her up. **If your child is sent home for fever, diarrhea or vomiting, he/she is not permitted to return to school until he/she is free of symptoms for 24 hours without the use of medicine.**

Moderately ill children will be taken to the main office to lie down on the cot in the infirmary. If 10 minutes of rest do not improve the student's malady, the secretary or health aide will call you to come pick up your child.

Forms – Required

Immunizations

According to the state of Ohio, a copy of your child's immunizations is required by your child's first day of attendance. The state of Ohio requires the following immunizations for Preschool:

4 DPT
3 POLIO
1 MMR
HIB series
The HepB series has been added for this year

Questions can be directed to the school nurse. See the school nurse, Lynn Decker or the Health Aide, for a copy of the Health Department Immunization schedule.

Physical Form

According to the state of Ohio (3301-37-08), in order for your child to be eligible to attend Preschool, s/he is required to have an annual physical. The physical must be signed by a physician, is current to within a year and is due by the 30th day after your child begins school. If this presents a problem for you in anyway please contact the school (330-335-1420) as soon as possible.

Release Form and Information

Prior to your child's first day of class, you are required to fill out a Release Form. You may put as many people on this form as you feel necessary. List anyone who may be picking up your child. Please also put down the relationship of this person to your child (aunt, grandparent, neighbor, etc). It helps us to identify the person that has come to pick up your child. Please note: if the person picking up your child is not known to us, we may require them to produce a photo ID – i.e. driver's license. If we have any doubts we will not release – we will escort the person to the office and phone the custodial parent or legal guardian.

You may change this form at any time. To change it in any way, write the changes directly on your form and initial and date the change. Your classroom teacher has a copy. **For the safety of your child, we cannot release your child to anyone who is not on the release form. In addition, your child will only be released to adults age 18 and over.**

Student Emergency Transport/Medical Authorization

In your packet of forms you will find a white form that has physician/dental information. This sheet will remain on file in the office throughout the year. In the event of an emergency, this is the form that will be pulled. Please be thorough! We are required to have the physician, dentist and hospital portion of this form filled in.

We must have your daytime contact number and the daytime contact of TWO OTHER people.

Student Roster

Each year we are required by the state of Ohio licensing rules (ORC 119.032) to create a student roster. The student roster is to contain the child's name, the parent's name and phone number. You will receive a student roster form. You may sign the form signifying

that you would like to appear on the roster or signifying that you would prefer not to appear on the roster. The form must be signed either way.

Rosters are made available, upon request, to those parents in your child's class, who also appear on the roster. Access to the roster is limited to only those parents in your classroom.

Instructional Fee

Our Preschool students are NOT charged the \$30 student instructional fee.

Licensing (*and access to Compliance Reports*)

The Wadsworth City School Preschool is licensed by the State of Ohio, Department of Education and is located at Overlook Elementary 650 Broad Street, Wadsworth, Ohio 44281. The Preschool Supervisor is Mrs. Ashley Ruedisueli and the Principal is Mrs. Erin Simpson. Either can be reached by calling 330-335-1420.

The Preschool is inspected each year. You may request to see the compliance reports, which are kept in the office. Please ask Mrs. Ruedisueli or Mrs. Simpson to make them available to you.

Parking Lot

Drivers should exercise patience, caution, and consideration since many cars are trying to pass through a small area and children are likely to be crossing in the crosswalk to the parking lot. Please respect the Safety Patrol Students and stop when flags are down. We are all busy and anxious to be on our way, so a spirit of cooperation and respect for each other is needed to provide the safety we all want for our children.

Parties

We are a part of Wadsworth City Schools and as such, we are subject to the rules set forth by the Wadsworth City Board of Education. Parents will be notified of classroom parties or celebrations through the monthly calendars and weekly newsletters. Calendar events recognized in our Preschool curriculum may also be included.

In regard to birthdays, our building policy is that you do not send in food items/treats due to allergy needs. Families are welcome to send in a non-food item for the class, if desired.

Safety

No child will be dismissed to anyone not on the release list
The Communicable Disease Chart I is located in the Clinic.
The following staff is trained/or are in the process of being trained in First Aid, CPR,
Communicable Disease and Child Abuse:

Rachel Bendel	Preschool Teacher
Shannon Fisher	Preschool Teacher
Kelsey Young	Preschool Teacher
Mary Penrod	Preschool Aide
Karen Fuller	Preschool Aide
Cindy Gramuglia	Preschool Aide
Darlene Tittle	Preschool Aide
Erin Simpson	Principal
Cheryl Stoner	Secretary
Brandon Nolin	Physical Education Teacher
Dianna Tenyak	Kindergarten Teacher
Mary Kay Cavanaugh	Third Grade Teacher
Ashley Ruedisueli	Preschool Supervisor

Emergency medical and dental sheets are posted in each room. First Aid Kits are available in each preschool room. All children's records are filed by name, by class, alphabetically in the file cabinets in the main office.

Teachers in the Wadsworth City School Preschool are required by law to report any suspected cases of child abuse or neglect to the Children's Services Department of Human Services.

School Pictures

Our Preschool students are included in school picture day. More information will be sent home prior to pictures being taken.

Yearbooks are available in the spring and are ORDERED SEPARATELY in the year. Preschool is also included in our yearbook.

Snacks

Nutritious snacks are part of each day. As of August 2017, we have partnered with the Medina County Health Department and the Ohio Department of Health to participate in the Ohio Healthy Program. In order to help develop healthy eating habits, we require that snacks brought in meet the program guidelines. Students will not be served fried foods, sweetened beverages, highly processed meat products, or cereals that contain more than 6 grams of sugar per serving. A list of suggested snacks is in your preschool packet. We serve water as the drink which is provided. Every couple of months we will be asking all

parents to send in enough snacks to cover two snack days. We will keep these snacks in the classroom and use what is available until our supply runs low. At that time, we will send out a request to send in more snacks.

Please send in your child's first round of snacks within the first week of school. Any extra snacks are stored and used later to reduce the amount of times parents need to send snacks in.

Staffing

The teachers for our program are certified according to the preschool regulations established by the Ohio Department of Education. The preschool teacher will prepare developmentally appropriate instruction suitable for the age and special interests of the children in the class.

Student Services

The Wadsworth City Schools Student Services Department oversees special education services, home instruction, tutoring, speech therapy, testing and kindergarten screening for the district's students. Should you have concerns for your child's development, you can contact the office at (330-335-1316).

Toys

We respectfully request that children DO NOT bring their toys from home to school unless it is a special 'sharing day'. **Toys in the fashion of weapons are not permitted at school at any time.**

Visitors

Upon entering Overlook School, visitors will buzz to enter the main office. Once a visitor enters, he/she should sign in and obtain a visitor's badge. Please attach the badge on yourself so that it is easily visible to staff and students. This badge identifies you as a welcome visitor in the building.

Home/School Communication

The teachers strive to keep the lines of communication open with parents. If you need to contact us for any reason, you can call the school office at 330-335-1420 and ask to speak with us or leave a voicemail. You can also reach us at our school email addresses:

Rachel Bendel – rbendel@wadsworthschools.org

Shannon Fisher – shfisher@wadsworthschools.org

Kelsey Young – kyoung@wadsworthschools.org
Briana Whited – bwhited@wadsworthschools.org

The teachers also send home daily information sheets, weekly newsletters and post information on our homepage of the school website. To find this, go to www.wadsworth.k12.oh.us – select ‘Overlook Elementary School’, then select ‘preschool.’

In addition, each student has a home/school folder they will carry in their back pack each day. This folder will contain any papers to go home, art work or other information. The folder is also a place where parents can send in a note to the teacher about something or the teacher to send a note home to the parents. It is very important that you check your child’s notebook/backpack every day and remove any papers that have been sent home.

Admission Procedures

Children attending the Integrated Preschool Program are either identified as students with disabilities under the Individual with Disabilities Education Improvement Act and have an Individualized Education Plan or are typical role models and have completed a screening with the preschool staff. All students must have a current physical, up to date immunization records, two proofs of residency, birth certificate and custody papers (if applicable) on file in the office.

Withdrawal Procedures

If you are moving to another school district or voluntarily withdrawing your child from the program, please see the building secretary to complete a Student Withdrawal Release Form.

Behavior Management/Discipline

(ORC 3301-37-10)

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate shame or frighten a child.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's written discipline policy.

Curriculum and Assessment

The Jump Start Preschool currently uses the AEPS (assessment, evaluation and programming system for infants and children) for our curriculum and assessment. The AEPS is a “comprehensive and linked system that includes assessment/evaluation, curricular, and family participation components for the developmental range from birth to 6 years.” (Diane Bricker, 2002) The AEPS emphasizes an activity based approach to learning throughout the school day using small group instruction, large group instruction, routines, transitions and free choice play as learning opportunities. Teachers and classroom aides use these opportunities to prompt learning and to assess students in different parts of our day and in different settings. Assessment is recorded through anecdotal notes (observation), photographs, checklists and work samples. A formal assessment is completed 2 times per year (December and May) and sent home with the students to be shared with families. Informal assessments are completed ongoingly and are shared at parent teacher conferences or available in their child’s individual portfolio that can be reviewed by parents upon request. Skill areas assessed through the AEPS include: fine motor (small muscles), gross motor (large muscles), cognitive (math, reading, science), social (interactions with peers and knowledge of self and others), and adaptive (independent skills).

The Board of Education of the Wadsworth City School District met in Regular Session on September 11, 2017, commencing at 7:00 P.M., at 625 Broad Street, Wadsworth, Ohio, with the following members present:

The Treasurer advised the Board that the notice requirements of Section 121.22 of the Revised Code were complied with for the meeting.

_____ moved the adoption of the following Resolution:

RESOLUTION NO.: _____

**A RESOLUTION AFFIRMING AND RESTATING THE
TERMS OF A PICK UP PROGRAM FOR CERTAIN
EMPLOYEE CONTRIBUTIONS TO STRS AND SERS AND
AUTHORIZING THE TREASURER TO TAKE ANY
NECESSARY ACTION RELATING THERETO.**

WHEREAS, employees of the Board of Education of the Wadsworth City School District (the "District") are members of the School Teachers Retirement System ("STRS") or the School Employees Retirement System ("SERS"); and

WHEREAS, employees who are members of STRS or SERS must contribute a percentage of their salary to STRS or SERS; and

WHEREAS, member contributions to STRS or SERS will not be currently subject to Federal income tax if such contributions are picked up by the District in accordance with Internal Revenue Code (the "Code") Section 414(h)(2) and rulings thereunder; and

WHEREAS, the District has previously adopted pickups on behalf of employees; and

WHEREAS, the District wishes to affirm, restate and modify the terms of its pickup programs for employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Wadsworth City School District, County of Medina, State of Ohio:

Section 1. The District's method of payment of salary and the provision of fringe benefits for employees who are members of STRS or SERS (referred to herein as "Covered Employees") is hereby modified as follows, in order to provide for a "pick up" of member contributions to STRS or SERS, in accordance with Code Section 414(h)(2) and the rulings thereunder.

Section 2. The total annual salary and salary per pay period for each Covered Employee shall be the salary otherwise payable under the applicable contracts and applicable District policies. Such total annual salary and salary per pay period of each employee shall be payable by the District in two parts: (1) deferred salary and (2) cash salary.

A Covered Employee's deferred salary shall be equal to the percentage of the Covered Employee's total annual salary or salary per pay period that the Covered Employee is required to contribute to STRS or SERS as a member contribution under STRS or SERS, and shall be paid by the District directly to STRS or SERS on behalf of said employee as a "salary reduction pick up" of the STRS or SERS member contribution of said employee.

A Covered Employee's cash salary shall be equal to said employee's total annual salary or salary per pay period less the amount of the salary reduction pick up for said employee and shall be payable to the Covered Employee subject to applicable payroll deductions.

Notwithstanding the preceding, the administrative employees identified below (the "Covered Administrative Employees") shall be entitled to the "fringe benefit pick up" described below as an additional benefit of employment. Under the fringe benefit pick up, additional District funds shall be paid directly to STRS or SERS as member contributions of the Covered Administrative Employees, in lieu of the cash salary of the Covered Administrative Employees being reduced to provide for the salary reduction pick up.

The amount of the fringe benefit pick up shall not be considered part of the employee's total annual salary for any purpose, including calculation of a Covered Administrative Employee's "compensation" for purposes of Ohio Revised Code Sections 3307.01 (STRS benefits) or 3309.01 (SERS benefits). Accordingly, while the Covered Administrative Employees will be receiving more cash salary on account of the fringe benefit pickup, the total annual salary of the employee and the STRS or SERS member contributions of the employee shall remain the same.

However, administrative employees with ten (10) or more years of service in the Wadsworth City School District may elect to receive pick up on pick up. These picked-up employee contributions are in lieu of payments by the employee and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes.

The following employees are the Covered Administrative Employees:

High School Principal
 Middle School Principal
 Intermediate School Principal
 Elementary Principals (all)
 Assistant and Associate High School Principals
 Assistant Middle School Principal
 Assistant Intermediate School Principal
 Director of Facilities
 Director of Student Services
 Director of Instruction and Professional Development
 Athletic Director
 Career Technical Compact Director
 Director of Facilities
 Coordinator of Testing, Assessment, and Data
 Director of Technology (SERS)

The fringe benefit pick up shall apply for the Covered Administrative Employees solely to the extent specified below:

<u>School Year</u>	<u>Fringe Benefit Pick Up As a Percentage of STRS or SERS Compensation</u>
2004-2005	4%
2005-2006	7%
2006-2007 and thereafter	10%

Section 3. A Covered Employee's or Covered Administrative Employee's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or for any similar purpose shall be determined without regard to the foregoing pick-ups.

Section 4. The salary reduction pick up and fringe benefit pick up by the District of a Covered Employee's contributions to STRS or SERS shall be mandatory for all of the Covered Employees. No Covered Employee shall have the option of choosing to receive the pick up amounts directly instead of having them paid by the District to STRS or SERS.

Section 5. The District shall fulfill its income tax reporting and withholding responsibilities for each Covered Employee in such manner as is required by applicable Federal, state and local laws and regulations as they may exist at the time of such reporting and withholding. It is the District's understanding that the fringe benefit pick up is not subject to any income or employment taxes and that Federal and Ohio income tax laws and regulations presently require it to report as an employee's gross income his total annual salary less the amount of the salary reduction pick up (i.e. his cash salary) while applicable Federal employment tax laws (i.e. the medicare tax law) require it, and municipal income tax laws may require it, to

report as an employee's gross income his total annual salary including the amount of the salary reduction pick up.

Section 6. The Treasurer is hereby directed to take all acts necessary and appropriate to ensure the continued implementation of this Resolution.

Section 7. This Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with the law.

Section 8. This Resolution shall be in full force and effect from and immediately upon its adoption.

* * *

_____ Seconded the motion.

Upon roll call on the adoption of the resolution, the vote was as follows:

_____	_____
_____	_____

TREASURER'S CERTIFICATION

The foregoing is a true and correct excerpt from the minutes of the Regular meeting on September 11, 2017, of the Board of Education of the Wadsworth City School District, showing the adoption of the resolution hereinabove set forth.

Written notice of the time and place of the special meeting of the Board of Education held on September 11, 2017, was served personally upon, or actually received by, each Board member at least two days in advance of such meeting; and notice of the time, place and purposes of that special meeting, was, at least twenty-four (24) hours in advance of the time of such meeting, given to and received by all news media that had heretofore requested notification of such special meetings pursuant to Section 121.22 of the Revised Code and the procedures established by the Board for that purpose.

Dated: September 11, 2017

Douglas D. Beeman, Treasurer
Board of Education
Wadsworth City School District, Ohio

Date: 09/07/2017
Time: 4:47 pm

WADSWORTH CITY SCHOOL DISTRICT
Financial Report by Fund
FINANCIAL SUMMARY DETAIL

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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
001 0000	GENERAL FUND:								
13,581,066.76	5,035,001.97	17,329,633.14	3,637,620.14	6,839,706.25	24,070,993.65	4,485,169.68	19,585,823.97		
001 9001	GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT	2,030.00	6,416.00	0.00	0.00	26,656.63	0.00	26,656.63	
	TOTAL FOR Fund 001 - GENERAL:								
13,601,307.39	5,037,031.97	17,336,049.14	3,637,620.14	6,839,706.25	24,097,650.28	4,485,169.68	19,612,480.60		
002 0000	BOND RETIREMENT SERIES 98,99,00 ISSUES								
2,594,271.58	284,440.00	1,099,510.00	0.00	0.00	3,693,781.58	0.00	3,693,781.58		
002 9300	BOND RETIRE LIBRARY 2001								
419,935.14	56,890.00	219,900.00	0.00	0.00	639,835.14	0.00	639,835.14		
002 9400	BOND RETIRE: 2008 BONDS (\$65,650,000)								
1,945,883.11	419,550.00	1,621,780.00	0.00	0.00	3,567,663.11	0.00	3,567,663.11		
	TOTAL FOR Fund 002 - BOND RETIREMENT:								
4,960,089.83	760,880.00	2,941,190.00	0.00	0.00	7,901,279.83	0.00	7,901,279.83		
003 900C	COMMUNITY CENTER ENTERPRISE FUND								
117,946.71	0.00	0.00	0.00	0.00	117,946.71	1,000.00	116,946.71		
003 900S	SUMMA HOSPITAL ENTERPRISE FUND								
39,650.22	0.00	0.00	0.00	0.00	39,650.22	0.00	39,650.22		
	TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:								
157,596.93	0.00	0.00	0.00	0.00	157,596.93	1,000.00	156,596.93		
004 0000	CONSTRUCTION FUND								
685,316.39-	0.00	0.00	441,956.26	854,074.24	1,539,390.63-	422,055.77	1,961,446.40-		
004 900C	BUILDING FUND: CITY OF WADS. COMM. CENTER								
2,110,197.91	0.00	0.00	37.33	3,799,710.67	1,689,512.76-	174,865.70	1,864,378.46-		
	TOTAL FOR Fund 004 - BUILDING:								
1,424,881.52	0.00	0.00	441,993.59	4,653,784.91	3,228,903.39-	596,921.47	3,825,824.86-		
006 0000	FOOD SERVICES								
900,763.39	37,886.57	39,249.20	22,901.04	32,270.54	907,742.05	669,920.71	237,821.34		
006 9001	FOOD SERVICE FEDERAL AWARD:								
0.00	0.00	0.00	17,508.84	37,660.57	37,660.57-	0.00	37,660.57-		
	TOTAL FOR Fund 006 - FOOD SERVICE:								
900,763.39	37,886.57	39,249.20	40,409.88	69,931.11	870,081.48	669,920.71	200,160.77		

WADSWORTH CITY SCHOOL DISTRICT
Financial Report by Fund
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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
009	0000 UNIFORM SCHOOL SUPPLIES FUND							
16,404.68	2,395.00	2,535.00		22.50	170.75	18,768.93	22,239.77	3,470.84-
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:								
16,404.68	2,395.00	2,535.00		22.50	170.75	18,768.93	22,239.77	3,470.84-
010	900L OSFC LOCAL SHARE							
6,258,328.37	0.00	0.00		0.00	937.20	6,257,391.17	103,144.62	6,154,246.55
010	900Q OSFC: QSCB BONDS (ISHAM / VALLEY VIEW)							
543,055.88-	0.00	0.00		0.00	0.00	543,055.88-	83,823.35	626,879.23-
010	900S OSFC STATE SHARE							
210,539.42-	0.00	0.00		111,337.34	111,337.34	321,876.76-	13,906.79	335,783.55-
TOTAL FOR Fund 010 - CLASSROOM FACILITIES:								
5,504,733.07	0.00	0.00		111,337.34	112,274.54	5,392,458.53	200,874.76	5,191,583.77
011	0000 VOCATIONAL EDUCATION CUSTOMER SERVICE FUND							
118,835.23	0.00	0.00		0.00	67.31	118,767.92	37,755.71	81,012.21
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:								
118,835.23	0.00	0.00		0.00	67.31	118,767.92	37,755.71	81,012.21
013	900C COMMUNITY CENTER/WHs OPERATING FUND							
16,505.49	0.00	0.00		4,018.50	5,343.50	11,161.99	16,308.06	5,146.07-
TOTAL FOR Fund 013 - RECREATION:								
16,505.49	0.00	0.00		4,018.50	5,343.50	11,161.99	16,308.06	5,146.07-
014	0000 FOUR CITIES CAREER TECH COMPACT FUND							
62,706.08	0.00	44,019.54		16,626.06	36,787.49	69,938.13	4,535.29	65,402.84
014	9001 FOUR CITIES: FIRST PROGRAM (NORTON)							
36,978.08-	0.00	36,978.10		0.00	0.00	0.02	0.00	0.02
TOTAL FOR Fund 014 - ROTARY-INTERNAL SERVICES:								
25,728.00	0.00	80,997.64		16,626.06	36,787.49	69,938.15	4,535.29	65,402.86
018	973C FOUR CITY CTA COMPACT DIRECTORS FUND							
2.31	0.00	0.00		0.00	0.00	2.31	0.00	2.31
018	974A CENTRAL OFFICE ADMINISTRATORS FUND							
4,445.33	0.00	0.00		0.00	0.00	4,445.33	0.00	4,445.33
018	974B DISTRICT SPIRIT COMMITTEE FUND							
5,952.50	0.00	0.00		0.00	0.00	5,952.50	5,175.00	777.50

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WADSWORTH CITY SCHOOL DISTRICT
Financial Report by Fund
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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
018	974C CENTRAL INTERMEDIATE PRINCIPAL FUND								
18,146.74	5,506.63	5,506.63	5,506.63	4,200.00	4,200.00	19,453.37	5,380.57	14,072.80	
018	974T TRANSPORTATION 018 ACCOUNT								
632.59	56.70	434.33	434.33	0.00	0.00	1,066.92	645.50	421.42	
018	975F FRANKLIN SCHOOL PRINCIPAL'S FUND								
4,591.65	0.00	0.00	0.00	572.99	572.99	4,018.66	5,248.65	1,229.99-	
018	976I ISHAM SCHOOL PRINCIPAL'S FUND								
4,974.61-	0.00	6,627.23	6,627.23	5,654.30	5,654.30	4,001.68-	2,399.59	6,401.27-	
018	977L LINCOLN SCHOOL PRINCIPAL'S FUND								
9,507.41	371.00	371.00	371.00	2,913.08	2,913.08	6,965.33	4,101.91	2,863.42	
018	978O OVERLOOK SCHOOL PRINCIPAL'S FUND								
7,838.10	0.00	0.00	0.00	4,822.02	4,822.02	3,016.08	4,110.74	1,094.66-	
018	979V VALLEY VIEW PRINCIPAL'S FUND								
7,351.71	1.65	1.65	1.65	457.37	457.37	6,895.99	1,849.67	5,046.32	
018	980D WMS: DOLLARS FOR DENIM PAY IT FORWARD								
490.32	520.00	520.00	520.00	0.00	0.00	1,010.32	0.00	1,010.32	
018	980M WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND								
4,399.96	0.00	0.00	0.00	659.19	667.64	3,732.32	10,330.41	6,598.09-	
018	981D WHS: DOLLARS FOR DENIM PAY IT FORWARD								
1,465.04	1,095.00	1,095.00	1,095.00	0.00	0.00	2,560.04	0.00	2,560.04	
018	981H HIGH SCHOOL PRINCIPAL'S FUND								
2,891.92	7,605.00	11,825.26	11,825.26	2,412.74	5,480.04	9,237.14	22,249.14	13,012.00-	
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:									
62,740.97	15,155.98	26,381.10	26,381.10	21,691.69	24,767.44	64,354.63	61,491.18	2,863.45	
019	9017 TECH PREP: NURSING - EQUIPMENT								
249.60	0.00	13,000.00	13,000.00	285.34	285.34	12,964.26	0.00	12,964.26	
019	9024 TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING								
1,213.25	0.00	0.00	0.00	0.00	0.00	1,213.25	0.00	1,213.25	
019	9101 MHJ GRANT:C. JOHNSON READING STRATEGIES THAT								
349.22	0.00	0.00	0.00	0.00	0.00	349.22	0.00	349.22	
019	9107 MHJ GRANT: STEM CAMP								
7,980.67-	0.00	0.00	0.00	6,000.00	6,000.00	13,980.67-	5,000.00	18,980.67-	

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Fund #	Fund Description	FYTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9108	STEM CAMP LOCAL GRANTS / DONATIONS	0.00	4,330.00	3,071.75	4,285.35	22,919.13	53.90	22,865.23	
019 9109	ALCOA STEM CLUB GRANT FY2017	0.00	0.00	1,064.09	2,129.67	2,387.43	300.00	2,087.43	
019 9114	BELIEVE IN OHIO GRANT WHS (FY2016)	0.00	0.00	0.00	0.00	858.71	183.65	675.06	
019 9131	DEPARTMENT OF NATURAL RESOURCE - GRANT	0.00	0.00	0.00	0.00	500.00	0.00	500.00	
019 917M	MCDAC GRANT FY 2017	0.00	0.00	2,943.20	5,886.47	625.94	1,557.25	931.31-	
019 918M	MCDAC FY 2018 GRANT	0.00	19,530.25	78.82	78.82	19,451.43	213.44	19,237.99	
019 9202	SPECIAL ED WORKFORCE: SCHROCK FY 2012	0.00	0.00	0.00	0.00	1,810.68	0.00	1,810.68	
019 9308	ISHAM WEATHER CLINICAL RESEARCH GRANT	0.00	0.00	0.00	0.00	1,336.17	1,279.35	56.82	
019 9404	TECH PREP: NETWORKING TECHNOLOGY	0.00	0.00	0.00	0.00	2,835.34	0.00	2,835.34	
019 9407	TECH PREP: ATHLETIC, HEALTH CARE GRANT	0.00	0.00	0.00	0.00	5,653.10	0.00	5,653.10	
019 9501	WMS PRINCIPALS GROUP: JACKSON	525.00	525.00	229.95	229.95	1,880.11	2,245.00	364.89-	
019 9604	TECH PREP: FY06 AUTOMOTIVE TECH PREP	0.00	0.00	0.00	0.00	2,435.00	0.00	2,435.00	
019 9605	TECH PREP: FY06 WEB PROGRAMING TECH PREP	0.00	0.00	0.00	0.00	1,170.45	0.00	1,170.45	
019 9803	TECH PREP: MARKETING - BARBERTON	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	
019 9804	WMS: CARE TEAM AFTER SCHOOL PROGRAM	0.00	0.00	0.00	0.00	141.12-	8,000.00	8,141.12-	
019 9806	TECH PREP: FY08 MARKETING WADSWORTH	0.00	0.00	0.00	0.00	1,004.49	0.00	1,004.49	

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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
019	9901 TECH PREP: FY09 J VANKIRK COMPUTER TRAINING	0.00	0.00	0.00	0.00	383.08	0.00	383.08
019	9905 LOWES GRANT--VALLEY VIEW	0.00	0.00	0.00	0.00	268.81	136.64	132.17
	TOTAL FOR Fund 019 - OTHER GRANT:	525.00	37,385.25	13,673.15	18,895.60	69,924.81	18,969.23	50,955.58
020	0000 BEAR CUB ACADEMY	5,886.36	6,516.03	9,591.62	20,347.32	81,375.53	34,816.65	46,558.88
	TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:	5,886.36	6,516.03	9,591.62	20,347.32	81,375.53	34,816.65	46,558.88
022	901H JOHN AUL MEMORIAL	0.00	0.00	0.00	0.00	61.99	0.00	61.99
022	9090 L & J FUND ORIGINAL CONTRIBUTIONS	0.00	0.00	435.00	2,185.00	3,575.47	0.00	3,575.47
022	9091 L & J FUND: FIELD TRIP FUND	0.00	0.00	0.00	0.00	8,474.91	4,460.43	4,014.48
022	9512 OHSAA TOURNAMENT: BOYS BASKETBALL	0.00	0.00	0.00	0.00	79.41	0.00	79.41
022	9513 OHSAA TOURNAMENT: BOYS SOCCER	0.00	0.00	0.00	0.00	146.65 -	0.00	146.65 -
022	9528 OHSAA TOURNAMENT: WRESTLING	0.00	0.00	0.00	0.00	699.53	0.00	699.53
022	9532 OHSAA TOURNAMENT: GIRLS BASKETBALL	0.00	0.00	0.00	0.00	92.38	0.00	92.38
022	9533 OHSAA TOURNAMENT: GIRLS SOCCER	0.00	0.00	0.00	0.00	656.98	0.00	656.98
022	9536 OHSAA TOURNAMENT: GIRLS LACROSSE	0.00	0.00	0.00	0.00	45.36	0.00	45.36
	TOTAL FOR Fund 022 - DISTRICT AGENCY:	0.00	0.00	435.00	2,185.00	13,539.38	4,460.43	9,078.95
024	0000 WUSD EMPLOYEE BENEFITS INSURANCE FUND	12,124.72	16,631.88	12,976.53	20,892.96	76,483.02	67,290.25	9,192.77

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WADSWORTH CITY SCHOOL DISTRICT
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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
	Begin Balance							
	TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:	12,124.72	16,631.88	12,976.53	20,892.96	76,483.02	67,290.25	9,192.77
80,744.10								
029 0000 FRANK H. CLOSE SCHOLARSHIP FUND		0.00	0.00	0.00	0.00	182.60	0.00	182.60
182.60								
029 9001 BERNADINE H. KOVALCHIN SCHOLARSHIP FUND		0.00	0.00	1,500.00	3,000.00	38,529.14	3,000.00	35,529.14
41,529.14								
029 9002 MARK SCHERBA MEMORIAL SCHOLARSHIP		0.00	0.00	0.00	0.00	1.66	0.00	1.66
1.66								
029 9005 KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP		0.00	0.00	430.00	430.00	2,354.59	2,322.00	32.59
2,784.59								
029 9006 MACKEY SCHOLARSHIP		0.00	0.00	0.00	0.00	23,057.60	0.00	23,057.60
23,057.60								
029 9007 DANIEL VAN AUKEN SCHOLARSHIP FUND		0.00	0.00	0.00	0.00	25,568.11	1,361.63	24,206.48
25,568.11								
029 9008 DAVID SLADKY SCHOLARSHIP FUND		0.00	0.00	0.00	0.00	10,453.35	0.00	10,453.35
10,453.35								
029 9009 GEORGE ZITO SCHOLARSHIP		1,695.00	1,695.00	0.00	0.00	1,695.00	0.00	1,695.00
0.00								
TOTAL FOR Fund 029 - EDUCATION FOUNDATION FUND:		1,695.00	1,695.00	1,930.00	3,430.00	101,842.05	6,683.63	95,158.42
103,577.05								
034 0000 CLASSROOM FACILITIES MAINTENANCE FUND		0.00	0.00	27,528.84	42,057.68	1,949,400.73	72,644.12	1,876,756.61
1,991,458.41								
TOTAL FOR Fund 034 - CLASSROOM FACILITIES MAINT.:		0.00	0.00	27,528.84	42,057.68	1,949,400.73	72,644.12	1,876,756.61
1,991,458.41								
071 0000 SALES TAX: PERM. IMPROVEMENTS FUND		0.00	507,814.32	0.00	0.00	2,261,601.44	0.00	2,261,601.44
1,753,787.12								
TOTAL FOR Fund 071 - CAPITAL GRANTS:		0.00	507,814.32	0.00	0.00	2,261,601.44	0.00	2,261,601.44
1,753,787.12								
200 907H WEB PROGRAMMING AND DESIGN		0.00	0.00	0.00	0.00	2,289.68	234.90	2,054.78
2,289.68								
200 908H ROTARY INTER-ACT: YOUTH ROTARY CLUB		0.00	0.00	0.00	0.00	70.99	0.00	70.99
70.99								

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Fund #	Fund Description	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
Begin Balance	MTD Receipts						
200 909H	CADD STUDENT ACTIVITY ACCOUNT 1.00	0.00	0.00	0.00	1.00	0.00	1.00
200 910W	CLASS OF 2010 215.44	0.00	0.00	0.00	215.44	0.00	215.44
200 911W	CLASS OF 2011 20.00	0.00	0.00	0.00	20.00	0.00	20.00
200 912W	CLASS OF 2012 20.00	0.00	0.00	0.00	20.00	0.00	20.00
200 913W	CLASS OF 2013 156.48	0.00	0.00	0.00	156.48	0.00	156.48
200 914H	S.A.D.D. WADSWORTH HIGH SCHOOL 192.38-	0.00	0.00	0.00	192.38-	0.00	192.38-
200 914M	TAGG - WADSWORTH MIDDLE SCHOOL 1,355.81	0.00	0.00	0.00	1,355.81	0.00	1,355.81
200 914W	CLASS OF 2014: 122.04	0.00	0.00	0.00	122.04	0.00	122.04
200 915W	CLASS OF 2015 198.07	0.00	0.00	0.00	198.07	0.00	198.07
200 916H	LATIN CLUB 2.60	0.00	0.00	0.00	2.60	0.00	2.60
200 916W	CLASS OF 2016 1,368.72-	0.00	0.00	0.00	1,368.72-	0.00	1,368.72-
200 917H	H.S. SCIENCE CLUB 309.68	0.00	0.00	0.00	309.68	0.00	309.68
200 917W	CLASS OF 2017 1,909.44	1,155.00	0.00	0.00	3,064.44	1,043.00	2,021.44
200 918H	ACADEMIC CHALLENGE 1,809.47	0.00	0.00	0.00	1,809.47	0.00	1,809.47
200 918W	CLASS OF 2018 1,058.16	900.00	0.00	0.00	1,958.16	14,750.00	12,791.84-
200 919H	SPEECH AND DEBATE TEAM 3,401.52-	200.00	0.00	5,302.66	8,504.18-	416.00	8,920.18-

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200 919W	CLASS OF 2019	0.00	0.00	0.00	0.00	1,449.40	0.00	1,449.40	
200 920H	N. H. S. 112.24-	0.00	0.00	0.00	0.00	112.24-	35.00	147.24-	
200 920W	CLASS OF 2020	0.00	0.00	0.00	0.00	1,477.75	0.00	1,477.75	
200 921H	F.C.C.L.A. 1,010.21	0.00	0.00	0.00	0.00	1,010.21	0.00	1,010.21	
200 921W	CLASS OF 2021	0.00	0.00	0.00	0.00	397.87	0.00	397.87	
200 922H	PEP CLUB 272.63	0.00	0.00	0.00	0.00	272.63	0.00	272.63	
200 922W	CLASS OF 2022	0.00	0.00	0.00	0.00	875.38	35.08	840.30	
200 923H	INTERNATIONAL CLUB (FOREIGN LANGUAGES) 2,460.43	0.00	0.00	0.00	0.00	2,460.43	0.00	2,460.43	
200 924C	CENTRAL INTERMEDIATE STUDENT COUNCIL 3,969.09	0.00	0.00	477.00	477.00	3,492.09	1,698.03	1,794.06	
200 924H	STUDENT COUNCIL 11,554.73	1,248.00	1,248.00	0.00	0.00	12,802.73	20,270.90	7,468.17-	
200 924I	ISHAM STUDENT COUNCIL 680.99	0.00	0.00	0.00	0.00	680.99	0.00	680.99	
200 924M	WADSWORTH MIDDLE STUDENT COUNCIL 400.46	0.00	0.00	0.00	0.00	400.46	0.00	400.46	
200 926H	D. E. C. A. 272.35-	0.00	0.00	65.00	65.00	337.35-	12,000.00	12,337.35-	
200 928H	C.B.I.P. 179.82	0.00	0.00	0.00	0.00	179.82	0.00	179.82	
200 931H	MEDIA COMMUNICATIONS WHS 566.76	0.00	0.00	0.00	0.00	566.76	0.00	566.76	
200 945H	AUTOMOTIVES 495.53	0.00	0.00	0.00	0.00	495.53	0.00	495.53	

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Fund #	Fund Description	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance
200	946H CARPENTRY							
	2,157.32	0.00	0.00	0.00	0.00	2,157.32	75.00	2,082.32
200	952C MIDDLE SCHOOL DRAMA/ MUSICAL CLUB							
	6,212.20	0.00	0.00	906.07	906.07	5,306.13	0.00	5,306.13
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:								
	38,352.22	3,278.00	3,503.00	1,448.07	6,750.73	35,104.49	50,557.91	15,453.42-
300	0000 WHS ATHLETICS							
	29,190.12-	30,004.99	36,124.99	40,422.05	55,290.00	48,355.13-	57,332.50	105,687.63-
300	900H WHS BAND UNIFORM REPLACEMENT							
	59,186.81	0.00	0.00	0.00	0.00	59,186.81	0.00	59,186.81
300	900R WHS ATHLETICS-ROTARY							
	969.82	0.00	0.00	6,032.49	6,032.49	5,062.67-	0.00	5,062.67-
300	902H WHS JOURNALISM / BRUIN FUND							
	1,548.96	0.00	0.00	0.00	0.00	1,548.96	12,590.26	11,041.30-
300	910H WHS DRAMA FUND							
	10,633.54	301.52	301.52	546.57	546.57	10,388.49	5,161.30	5,227.19
300	911M WMS FISHING CLUB							
	157.36	0.00	0.00	0.00	0.00	157.36	0.00	157.36
300	917H WHS MUSIC-INSTRUMENTAL							
	682.87	0.00	0.00	0.00	0.00	682.87	443.00	239.87
300	918H WHS MUSIC-VOCAL GENERAL CHOIR							
	2,165.25	1,420.00	1,420.00	2,717.91	2,717.91	867.34	11,271.81	10,404.47-
300	918M WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT							
	3,506.14	2,606.00	2,606.00	907.01	907.01	5,205.13	5,149.35	55.78
300	918S WHS SHOW CHOIR							
	420.57	0.00	0.00	0.00	0.00	420.57	0.00	420.57
300	9511 ATHLETIC CAMPS: BASEBALL							
	3,917.01	0.00	0.00	0.00	0.00	3,917.01	0.00	3,917.01
300	9512 ATHLETIC CAMPS: BOYS BASKETBALL							
	15,132.35	0.00	0.00	0.00	2,231.64	12,900.71	693.00	12,207.71
300	9513 ATHLETIC CAMPS: B SOCCER							
	300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00

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300	9516 ATHLETIC CAMPS: FOOTBALL	22,367.00	28,637.00	4,205.53	15,734.43	36,508.42	17,460.08	19,048.34
300	9523 ATHLETIC CAMPS: CROSS COUNTRY	0.00	0.00	0.00	0.00	1,025.65	0.00	1,025.65
300	9528 ATHLETIC CAMPS: WRESTLING	0.00	0.00	0.00	0.00	698.14	450.00	248.14
300	9532 ATHLETIC CAMPS: GIRLS BASKETBALL	0.00	850.00	998.96	2,362.43	20,078.30	316.54	19,761.76
300	9534 ATHLETIC CAMPS: SOFTBALL CAMP	0.00	0.00	0.00	0.00	741.78	0.00	741.78
300	9535 ATHLETIC CAMPS: VOLLEYBALL	0.00	0.00	0.00	1,696.66	5,296.57	0.00	5,296.57
300	9544 ATHLETIC CAMPS: GIRLS GOLF FUND	0.00	0.00	0.00	0.00	995.00	0.00	995.00
300	9546 ATHLETIC CAMPS: GIRLS TENNIS	70.00	70.00	75.00	660.00	2,276.43	291.50	1,984.93
300	9553 ATHLETIC CAMPS: CHERLEADING	1,232.40	8,329.38	3,289.75	3,319.75	2,016.08	317.00	1,699.08
300	9555 ATHLETIC CAMPS: WMS CHEER	197.00	116.50-	223.13	223.13	1,352.82	0.00	1,352.82
300	988H WHS YEARBOOK/WHISPERER FUND	6.00	6.00	5,699.20	5,699.20	16,569.74	2,544.59	14,025.15
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:		58,204.91	78,228.39	65,117.60	97,421.22	129,716.38	114,020.93	15,695.45
401	9017 AUX SERVICES FY17: SACRED HEART	0.00	0.00	16,695.32	21,387.81	2,108.16-	3,406.18	5,514.34-
401	9018 AUX SERVICES FY 2018 SACRED HEART	57,301.13	57,301.13	5,789.00	5,789.00	51,512.13	170,671.38	119,159.25-
TOTAL FOR Fund 401 - AUXILIARY SERVICES:		57,301.13	57,301.13	22,484.32	27,176.81	49,403.97	174,077.56	124,673.59-
499	9017 OHIO CAREER COUNSELING GRANT: FY2017	0.00	0.00	0.00	449.70	41,635.30	0.00	41,635.30

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	Begin Balance							
	TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN	0.00	0.00	0.00	449.70	41,635.30	0.00	41,635.30
42,085.00								
516 9017 IDEA-B FED GRANT FY 2017								
8,736.61	0.00	0.00	0.00	57,435.49	157,147.62	148,411.01-	2,084.91	150,495.92-
516 9018 IDEA-B FED GRANT FY 2018								
0.00	0.00	0.00	0.00	15,714.31	15,714.31	15,714.31-	43,000.00	58,714.31-
TOTAL FOR Fund 516 - IDEA PART B GRANTS:								
8,736.61	0.00	0.00	0.00	73,149.80	172,861.93	164,125.32-	45,084.91	209,210.23-
524 9017 CARL PERKINS: FY 2017								
0.00	0.00	0.00	0.00	13,870.11	29,104.23	29,104.23-	0.00	29,104.23-
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198								
0.00	0.00	0.00	0.00	13,870.11	29,104.23	29,104.23-	0.00	29,104.23-
572 9017 TITLE ONE FY 2017								
0.00	0.00	0.00	0.00	30,304.43	170,087.54	170,087.54-	0.00	170,087.54-
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE								
0.00	0.00	0.00	0.00	30,304.43	170,087.54	170,087.54-	0.00	170,087.54-
590 9017 IMPRV. TEAC. QUALITY: FY 2017								
0.00	0.00	0.00	0.00	9,168.83	33,472.47	33,472.47-	0.00	33,472.47-
590 9018 IMPRV. TEAC. QUALITY GRANT								
0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,436.35	1,436.35-
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:								
0.00	0.00	0.00	0.00	9,168.83	33,472.47	33,472.47-	1,436.35	34,908.82-
GRAND TOTALS:								
31,138,882.23	5,992,364.64	21,135,477.08	4,555,398.00	12,387,966.49	39,886,392.82	6,686,258.60	33,200,134.22	