Table of Contents

May 14 BoE Mtg. Agenda
April 9 BoE Mtg. Minutes
Resume (L. Mucha)
Resume (M. Saunders)
Resume (S. VanZandt)
Job Description - Asst. Superintendent (Revised)
Job Desciprtion - Dir. of Instruction & Prof. Dev. (Revised)
Job Description - Cafeteria Manager (Revised)
Independent Contractor Physician Agreement & Waiver of Liability (M. Boyer)
National Webcheck Program Services & Equipment Agreement
Policy 2111, Parent & Family Involvement
PowerSchool Agreement
2020-2021 Calendar (for Board Adoption)
WESPA MoU (Asst. Cafeteria Mgr.)
OHSAA Membership 2018-2019
OHSAA Site Agreement (Baseball)
OHSAA Site Agreement (Softball)
Student Handbook Draft (Preschool)
Student Handbook Draft (Elem)
Student Handbook Draft (CIS)
Student Handbook Draft (WMS)
Student Handbook Draft (WHS)
Policy 6325, Procurement - Feb. Grants-Funds
Indepdent Contractor Dentist Agreement & Waiver of Liability (A. McIlvaine)
Benefit Provision Manual (Hourly Exempt)
Benefit Provision Manual (Administrator)
WHS 2018 Graduation Roster
Policy 2271 (Revised), College Credit Plus
Policy 8510 (Revised), Wellness
WHS Courses (New for 2018-2019)
FinalForms Agreement
Youth Worksite Agreement
Shelley Mack Agreement
Otis Maintenance Agreement
Business Communication Specialists Agreement
OARnet Terms & Conditions Agreement
Traveling Classrooms Tour Contract
WEA MoU (Cross-Country)
Connection Education Services, Inc. (LEAP Program)
Five-Year Forecast

Five-Year Forecast Executive Summary
Financial Summary April
BOE Monthly Report April 2018

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, MAY 14, 2018, 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. May Students of the Month

Student	Grade	School
Kendal Kereszturi	04	Franklin Elementary School
Ryan Stoops	04	Isham Elementary School
Paetyn Hacker	04	Lincoln Elementary School
Macy Tiger	04	Overlook Elementary School
Meredith Hire	04	Valley View Elementary School
Lucia Farnsworth	04	Valley VIew Elementary School (April recognition)
Madelaine Saunders	06	Central Intermediate School
Abigail Schnick	08	Wadsworth Middle School
Lauren Schlauch	12	WHS Career-Technical
Charles Livingston	11	WHS Career-Technical
Emily Heckler	12	Wadsworth High School
Kailin Hurrle	12	Wadsworth High School

VI. Administrative Discussion Items, Presentations, and Updates

A. Presentation: Five-Year Financial Forecast: Mr. Doug Beeman, Treasurer
B. Presentation: Random Alcohol, Drug and Nicotine Testing of Students Update: Mr. Steve Moore, High School Principal
C. Discussion: Central Intermediate School Process Update
D. Extracurricular Review Committee Recommendations
E. Wadsworth Middle School Awards
F. March 5, 2018 Safety Meeting Follow-Up Letter
G. Assistant Superintendent Position
H. May 29, 2018 A.L.I.C.E. Philosophy Community Meeting

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

1. Resignations

a) Allison Pallija, Varsity Swimming Coach (supplemental contract)
b) Belinda Rospert, Business Advisory Council member, eff. 4/12/2018
c) Thomas Jackson, High School Security Monitor, resignation eff. 5/30/2018
d) Barbara Skamer, Aide position only, eff. 4/27/2018

2. Employments

a) Laura Mucha, one-year limited teaching contract

b) Matthew Saunders, one-year limited teaching contract

c) Serra VanZandt, one-year limited teaching contract

d) Hope Zakany, one-year extended limited teaching contract

e) New Continuing Teaching Contracts:

(1) Aliza Gill
(2) Megan Wolf

f) Administrative Contracts for 2018-2020 (remainder of administrative staff in the middle of 2-year contracts will receive salary notices for the 2018-2019 school year)

(1) Steven Brady
(2) Michele Evans
(3) Roger Havens
(4) Kristen Rodkey
(5) Nance Watts
(6) Roger Wright

g) Salary Exempt contracts for 2018-2020 (remainder of salary exempt staff in the middle of 2-year contracts will receive salary notices for the 2018-2019 school year)

(1) Michael Hostetler
(2) Corinne Magensky
(3) Ashley Ruedisueli
(4) Ryan Whited
(5) Jill Young

h) Non-teaching School Employee 2-Year Contracts (2018-2020)

(1) Paige Baranowski
(2) Tiffany Braman
(3) Maria Chambers
(4) Sharon Cotrufo
(5) Jessica Ely

(6) Karyn Falor
(7) Billie Fox
(8) Belinda Good
(9) Brandie Hall
(10) Brian Haren
(11) Ellen Hatfield
(12) Kristen Highland
(13) Tabitha Joseph
(14) Tyler Just
(15) Laura Kerstetter
(16) Shelley Kirk
(17) Donna Kubiak
(18) Lanni Mynk
(19) Christine Race
(20) Elizabeth Rondy
(21) Kelly Ross
(22) Julie Russell
(23) Lisa Schmidt
(24) Barbara Skamer
(25) Lisa Stadvec
(26) Melanie Starcher
(27) Jennifer Swain
(28) Rachael Wade
(29) Allyson Wagner
(30) April Wellman
(31) Dayna Wolf
(32) Michelle Wyand

i) Non-teaching School Employee Continuing Contracts

(1) Tammara (Coles) Fisher
(2) Karen Flanigan
(3) Frances Galownia
(4) Denise Gleason
(5) Alicia Innocenti
(6) Jacklyn Knorr
(7) Jill Moore
(8) Rebecca Osborne
(9) Wendy Pallija
(10) Loree Runkle
(11) Gail Sheffield
(12) Vanessa Smole
(13) Rebecca Tetlow
(14) Jennifer Thesing
(15) Jennifer Wolfert

j) Home Instructors

(1) Allison Bullock, eff. 4/2/2018
(2) Serra VanZandt, eff. 4/2/2018

k) Classified substitutes, per attached list

l) Supplemental contracts, per attached list

m) Volunteers, per attached list

n) Seth Freed, Speech & Debate Judge

3. Recommendation to grant unpaid medical leave, for up to two years, to Cinthia Stukovsky, from the end of her allowable paid leave (eff. 1/25/2018)

B. ACTION CONSENT ITEMS

1. Recommendation to approve the following revised job descriptions:

   a) Assistant Superintendent
   b) Director of Instruction and Professional Development
   c) Cafeteria Manager

2. Recommendation to approve the following Independent Contractor Physician Agreement and Waiver of Liability and Release Form for Michael Boyer, D.P.M.

3. Recommendation to approve the Agreement for National Webcheck Program Services and Equipment for a term of three (3) years

4. Recommendation to renew Wadsworth City School District Board of Education Policy 2111: Parent and Family Involvement

5. Recommendation to approve the PowerSchool Licensed Product and Services Agreement from June 21, 2018 through June 20, 2019

6. Recommendation to approve the 2020-2021 Wadsworth City School District calendar

7. Recommendation to approve the Wadsworth Educational Support Personnel Association OEA/NEA Memorandum of Understanding

8. Recommendation to approve the following overnight field trips:

   a) WHS wrestling team to Bucknell University Camp (Lewisburg, PA) on July 6 and 7, returning July 8

   b) WHS boys soccer team to the Perrysburg summer tournament on July 14, returning July 15

   c) WHS girls soccer team to the Hilliard Pre-season Invite on July 13 and 14, returning July 15

   d) WHS girls soccer team to the Ohio FFA Camp Muskingum (Carrollton, OH) on July 27 and 28, returning July 29

   e) 8th grade class to Washington, D.C.-Gettysburg, March 20-22, 2019

9. Recommendation to approve the Ohio High School Athletic Association (OHSAA) membership for 2018-2019

10. Recommendation to approve the following Ohio High School Athletic Association Site Availability Agreements:

    a) WHS baseball field (May 7-8, 2018), baseball sectional tournament
    b) WHS softball field (May 9-10, 2018), softball sectional tournament

11. Recommendation to approve the following 2018-2019 student handbooks:

    a) Preschool
    b) Elementary
    c) Central Intermediate School
    d) Wadsworth Middle School
    e) Wadsworth High School

12. Recommendation to confirm the following 2018 scholarship winners:

    a) Winifred Beech Young Scholarship recipient - Karen Gaither
    b) Wadsworth Real Estate/John & Janet Sours Scholarship recipient - Corin Moore

13. Recommendation to dispose of the following vehicles, no longer usable for school purposes according to BoE Policy 7310, Disposition of Surplus Property:

    a) Ford Crown Victoria (VIN No. 2FAFP7IW33X122073)
    b) Chevrolet Malibu (VIN No. 1G1NE52J346168811

14. Recommendation to approve a second reading and adoption of Wadsworth City School District Board of Education Policy 6325, Procurement-Federal Grants/Funds

15. Recommendation to approve the Independent Contractor Dentist Agreement and Waiver of Liability and Release Form for Alexander J. McIlvaine, DMD

16. Recommendation to approve the following revised benefit provision manuals:

    a) Hourly Exempt Employee
    b) Administrator

17. Recommendation to accept the Wadsworth High School 2018 graduation roster

18. Recommendation to approve a first reading of the following revised Wadsworth City School District Board of Education Policies:

    a) 2271, College Credit Plus
    b) 8510, Wellness

19. Recommendation to increase the hourly fee for Bear Cub, beginning in the 2018-2019 school year, by $0.50

20. Recommendation to approve the following high school courses, to begin in the 2018-2019 school year:

    a) Reading and Writing Workshop 1
    b) Reading and Writing Workshop 2
    c) Organization and Study Skills Elective 1
    d) Organization and Study Skills Elective 2

21. Recommendation to approve the FinalForms Agreement

22. Recommendation to approve the Youth Worksite Agreement through September 30, 2018

23. Recommendation to approve the Wadsworth City School District Independent Contractor Agreement between the Wadsworth City School District Board of Education and Shelley Mack for the period of August 1, 2018 through July 31, 2019

24. Recommendation to approve the Otis Maintenance Agreement for a term of July 1, 2018 through June 30, 2023

25. Recommendation to approve the Standard Terms and Conditions Agreement with Business Communication Specialists

26. Recommendation to approve the Terms and Conditions Agreement with OARnet

27. Recommendation to approve the Traveling Classrooms Tour Contract for the 8th grade trip to Washington, D.C.-Gettysburg from March 20-22, 2019

28. Recommendation to set the speech and debate judge pay rate at $10/round

29. Recommendation to approve the Wadsworth Education Association Memorandum of Understanding

30. Recommendation to utilize the services of the law firm Fisher, Evans & Robbins, LTD for Bureau of Workers' Compensation-related matters, effective January 1, 2018

31. Recommendation to approve the Day Treatment-Purchase Service Agreement between the Wadsworth City School District Board of Education and Connection Education Services, Inc. for the 2018-2019 school year

32. Recommendation to accept a $500 donation from Brad Braman

33. Recommendation to accept a $500 donation from the State Farm Companies Foundation

VIII. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. Recommendation to approve the amended FY 2018 five-year forecast and assumptions for submission to the Ohio Department of Education

2. Recommendation to approve the receipt of $340,783 from the Medina County Sales Tax (Fund 071) to the Ohio Facilities Construction Committee (OFCC) Maintenance Fund (Fund 034) to meet the OFCC half-mill maintenance levy requirement for fiscal year 2018

3. Recommendation to approve a transfer of $5,000 from the General Fund to the Band Uniform Replacement Fund (300-900H), matching the contribution from the Band Boosters

4. Recommendation to accept the donation of a 2004 Jaguar X from Mike Heitic

5. Recommendation to accept the April financial reports as presented and subject to audit

    a) Financial Report by Fund
    b) Revenue Account

IX. Legislative Update

X. Floor Items

XI. Board Member Items

XII. Executive Session

WHEREAS, a public board of education may hold an executive session only after a majority quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check marked items with respect to a public employee or official:

1. Appointment
2. Employment ✔
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested)

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. Matters required to be kept confidential by federal law or rules or state statutes

F. Specialized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoiding prosecution for a violation of the law

NOW, THEREFORE BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2, B, C, and E, as listed above.

XIII. 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
May 14, 2018

Classified Substitutes

Lori Cheslock, eff. 5/4/2018
Andrew Provchy

2017-2018 Supplemental Contracts

Brenda Adley	Fine Arts Festival Teacher Participant
Diana Gorsuch	Fine Arts Festival Teacher Participant
Lisa Wallen	Fine Arts Festival Teacher Participant
James Ladrach	Fishing Club Advisor
Austin Hanna	Youth Tennis Spring Skills Clinic Camp Director, eff. 4/17/2018
Kristina Nichol	Youth Tennis Camp Director
Christa Halicki	Youth Tennis Camp Asst. Coach
Andrew Booth	Girls Basketball Camp Director
Mark Postak	Girls Basketball Camp Asst. Coach
Sophia Fortner	Girls Basketball Camp High Student Worker
James Bosley	Youth Boys Basketball Camp Director
Matthew McConnell	Youth Boys Basketball Camp Asst. Coach
Mike Moser	Youth Boys Basketball Camp Asst. Coach
Jeffrey Shenker	Youth Boys Basketball Camp Asst. Coach
Gregory Wise	Youth Boys Basketball Camp Asst. Coach
Chad Wolf	Youth Boys Basketball Camp Asst. Coach
Justin Todd	WHS Football Camp Director
Dominic Borsani	WHS Football Camp Asst. Coach
Mason Harper	WHS Football Camp Asst. Coach
Matthew Probst	WHS Football Camp Asst. Coach
Severine Ford	WHS Football Camp Student Worker
Justin Todd	Wadsworth Youth Football Camp Director
Dominic Borsani	Wadsworth Youth Football Camp Asst. Coach
Kevin Bux	Wadsworth Youth Football Camp Asst. Coach
Blake Dickson	Wadsworth Youth Football Camp Asst. Coach
Mason Harper	Wadsworth Youth Football Camp Asst. Coach
Jason Knapp	Wadsworth Youth Football Camp Asst. Coach
Rob Lynn	Wadsworth Youth Football Camp Asst. Coach
Matthew Mountjoy	Wadsworth Youth Football Camp Asst. Coach
Cory Potter	Wadsworth Youth Football Camp Asst. Coach
Matthew Probst	Wadsworth Youth Football Camp Asst. Coach
Matthew Saunders	Wadsworth Youth Football Camp Asst. Coach
Jillian Klingbeil	Wadsworth Grizzlies Youth Volleyball Camp Director
Alison McCauley	Wadsworth Grizzlies Youth Volleyball Camp Asst. Coach
Michele Minick	Wadsworth Grizzlies Youth Volleyball Camp Asst. Coach
Joseph Snyder	Wadsworth Grizzlies Youth Volleyball Camp Asst. Coach
Michael Sladky	*Summer School Instructor (Physical Education)
Susan Everhart	Vocational Club Advisor (Marketing)

Peter Alexander	Vocational Club Advisor (Automotives)
Kip Shipley	Vocational Club Advisor (Engineering & Design)
Jason VanKirk	Vocational Club Advisor (Programming & Robotics)

*Mr. Sladky's instructional hours, combined with the hours of the other physical education summer school instructors, will not exceed 155 hours.

2018-2019 Supplemental Contracts

John Burton	Cross Country Varsity Coach (Boys/Girls)
Matthew Young	Cross Country Volunteer Asst. Coach (Boys/Girls)
Justin Todd	Football Varsity Coach
Jason Knapp	Football Varsity Asst. Coach
Rob Lynn	Football Varsity Asst. Coach
Matthew Mountjoy	Football Varsity Asst. Coach
Kevin Bux	Football Varsity Asst. Coach
Blake Dickson	Football Reserve Coach
Matthew Saunders	Football Reserve Coach
Christian Beery	Football 9th Grade Head Coach
Mason Harper	Football Volunteer Asst. Coach
Dominic Borsani	Football Volunteer Asst. Coach
Matthew Probst	Football Volunteer Asst. Coach
Anthony Pappas	Football Volunteer Asst. Coach
James Memmer	Golf Head Coach (Boys)
James Merlo	Golf Reserve Coach (Boys)
Michael Schmeltzer	Golf Head Coach (Girls)
Amanda Simmons	Golf Reserve Coach (Girls)
John Johnson	Soccer Varsity Coach (Boys)
Kevin Myers	Soccer Varsity Asst. Coach (Boys)
Adam Pfeiffer	Soccer Reserve Coach (Boys)
Stephen Luchka	Soccer ~~Reserve~~ 9th Grade Coach (Boys)
Paul Williford	Soccer Varsity Coach (Girls)
Tanya Williford	Soccer Varsity Asst. Coach (Girls)
Emily Osting	Soccer Volunteer Asst. Coach (Girls)
Diana Tenyak	Soccer Volunteer Asst. Coach (Girls)
Emily Pignato	Soccer Volunteer Asst. Coach (Girls)
Kristina Nichol	Tennis Varsity Coach (Girls)
John Hutchinson	Tennis Reserve Coach (Girls)
Austin Hanna	Tennis Reserve Coach (Girls)
Jillian Klingbeil	Volleyball Varsity Coach
Alison McCauley	Volleyball Reserve Coach
William Quayle	Volleyball Volunteer Asst. Coach
John Thompson	Weight Room Supervisor (Fall)
John Thompson	Weight Room Supervisor (Winter)
John Thompson	High School Faculty Manager (Fall)
John Thompson	High School Faculty Manager (Winter)
George Steele	Bowling Varsity Coach
Heidi Steele	Bowling Varsity Asst. Coach
Michael Moser	Basketball Varsity Coach (Boys)
Matthew McConnell	Basketball Reserve Coach (Boys)

Greg Wise	Basketball 9th Grade Coach (Boys)
Andrew Booth	Basketball Varsity Coach (Girls)
Mark Postak	Basketball Varsity Asst. Coach (Girls)
Mike Schmeltzer, Sr.	Basketball Reserve Coach (Girls)
Kara Long	Basketball 9th Grade Coach (Girls)
Thomas Carnes	Basketball Volunteer Asst. Coach (Girls)
Alexandra Richards	Cheerleading Varsity/JV Head Coach - Fall (50% contract)
Ashley Pruitt	Cheerleading Varsity/JV Head Coach - Fall (50% contract)
Alexandra Richards	Cheerleading Freshman Coach (Fall)
Rachel Urbanic	Gymnastics Varsity Coach
Aubrey Durkey	Gymnastics Varsity Asst. Coach
Brian Morrison	Bus Ramp Duty
Michael DeVaughn	Bus Ramp Duty
Stephine Schmeltzer	RtI Chair (Gr. K-4)
Elizabeth Petit	RtI Member (Gr. K-4)
Karen Lapidakis	RtI Member (Gr. K-4)
Patricia Chrisman	Student Council Elementary
Alexandra Richards	Crossing Guard Supervisor Elem.

Volunteers

Catherine Adkins
Bryasha Brown
Tiffany Burke (Wagner)
Heidi Ferguson
Stephen Gill
Leonard Girardi
John Hughes
Lynn Kollar
Rosa Kovalchik
Paula Kray
Amanda Leguillon
Katie Marino
Alex Meillat
Holly Musacchia
Bonnie Rains
Samantha Robinson
Jami Swain
Jennifer Swain
Daniel Titus
Katie Titus
Donna Zimmerman
Stephen Zufall

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
May 14, 2018

Agenda Detail Sheet

VI. Administrative Discussion Items, Presentations, and Updates

D. Extracurricular Review Committee Recommendations: The Extracurricular Review Committee recently issued recommendations that will be used to guide future decisions. The recommendations are as follows:

Purpose of the Committee

The Extracurricular Review Committee was created for two (2) purposes. The first purpose is identified in the district's Strategic Plan 2016-2020:

6. Evaluate extracurricular programs and their associated costs	6. (A) Evaluate extracurricular programs offered in our school district 6. (B) Determine if there are areas where additional extracurricular programs would benefit our students to assist with a well-rounded education 6. (C) If additional extracurricular programs are identified, determine funding source and implementation timeline	6. (A)-(B) Wadsworth Administrative Team	6. (A)-(B) 2016-2017 school year 6. (C) 2017-2018 school year-ongoing

The second purpose was to review the supplemental contract pay schedule. It was understood that the work the committee will complete on the supplemental pay schedule will need to be given to both WEA leadership and the board of education for consideration in future collective bargaining sessions.

Composition of the Committee

All employees of the Wadsworth City School District were invited to join the committee. The following joined:

Julie Batey
Rich Berlin
Andy Booth
Pam Csaky
Kalyn Davis
Melissa D'Aliberti
Andy Hill
Dana Hire
Anna Lambert

Jody McDougal
Brad Musgrave
Stephine Schmeltzer

Analysis of Current Extracurricular Program Offerings and Ways to Enhance Student Opportunities

After a careful review of our current extracurricular activities, feedback from our employees on current offerings and where gaps may exist, and a review of extracurricular activity offerings in other Suburban League school districts, the following recommendations are made for future consideration:

The following were identified as extracurricular offerings with a supplemental contract that the committee would like to see offered on a continuum from K-12:

- STEM/Science Club;
- Chess Club; and
- Drama Club.

In addition, the committee would like to see consideration given to adding a supplemental contract in the following areas:

- Band and choir concerts at Wadsworth Middle School and Central Intermediate School;
- Strength and conditioning coach; and
- Drama Department chair.

Review of the Current Supplemental Contract Pay Schedule

After careful review of our current supplemental contract pay schedule, feedback from our employees who work under a supplemental contract, and a review of the supplemental contract pay schedules of other Suburban League School Districts, the following recommendations are made for future consideration:

- Increase baseball and softball varsity assistant and JV from 7% to 9%;
- Increase boys and girls soccer varsity assistant and JV from 8 to 9%;
- Increase cheerleading from 5% to 7%;
- Increase faculty manager from 5% to 7%; and
- Consideration should be given to increasing the high school vocal music director supplemental contract amount.

Meeting Minutes

The meeting minutes from each Extracurricular Review Committee meeting can be found by clicking here.

E. **Wadsworth Middle School Awards:** Recently, our employees at our middle school were notified that they were the recipients of the following awards:

Ohio Middle Level Association Component Award: Eric Jackson, Middle School Principal, received the following email from a member of the Ohio Middle Level Association (OMLA) Executive Board:

"*On behalf of the OMLA Executive Board, it is my pleasure to notify you that your school has been selected to receive an OMLA Component Award! After reviewing your application, evidence and completing a site visit, it is truly evident that your building is deserving of the award. Thank you for your commitment to middle-level education. You are a powerful force for good and an inspiration to our region and state.*

You will receive your award at the 2018 OMLA State Conference this fall at Kalahari. The conference will be held October 25-26, 2018. There will be a very special awards ceremony on Thursday evening that you and your staff are invited to attend. An invitation will be sent this summer, but please put the date on your calendar now!

If you have any questions please don't hesitate to contact me. Again, congratulations on receiving this prestigious award!

Sincerely,

Mrs. Michelle Koussa
OMLA NE Regional Rep"

As taken from the OMLA website, "*The purpose of the Ohio Middle Level Association Component Award Recognition Program is to identify and recognize schools that have implemented middle school concept components in an exemplary manner. It is the intention of OMLA that the recognized programs will serve as models for aspiring educators and provide model resources for schools striving to develop, refine or polish components of their middle schools. Recognized schools are open for visitations and encouraged to give presentations at the annual spring OMLA State Conference.*"

RAMP Award: *Wadsworth Middle School is the only middle school in the State of Ohio to receive American School Counselor Association (ASCA's) Model Program Award, RAMP. It recognizes the best in guidance programs and instruction for middle level grades. The process is a review of the comprehensive school counseling program and the effects it has on the school community. It emphasizes that the effectiveness of any school program (data) must be reviewed annually. Three goals were set and achieved by WMS that is allowing us to apply. (1) Attendance (2) Progress (3) Discipline. For more information, please visit..*

https://www.schoolcounselor.org/school-counselors/recognized-asca-model-program-(ramp)

Recognized ASCA Model Program (RAMP)

Drive your school counseling program to the next level. Show your administrators, school board and the community at large that you're committed to delivering a comprehensive, data-driven school counseling program. Apply for the Recognized ASCA Model Program (RAMP) designation from the American School Counselor Association. Watch the Top 10 Reasons to RAMP video.

The RAMP application process should be the culmination of the implementation of a comprehensive school counseling program. Once your school has a program in place, you will need at least one entire academic year to collect the data and information needed to fulfill the RAMP application requirements.

or to review the ideas that were generated at our community meeting and through other avenues. While some areas of enhancement to our safety plan remain confidential, we have listed the areas we have decided to explore and/or implement as part of our district's safety pl*RAMP:*

- *Is based on the ASCA National Model.*
- *Is a recognition program for individual schools, not districts or school counselors.*
- *Gives you the confidence that your program aligns with a nationally accepted and recognized model.*
- *Helps you evaluate your program and areas for improvement.*
- *Increases your skills and knowledge.*
- *Enhances your program's efforts to contribute to student success."*

F. March 5, 2018 Safety Meeting Follow-Up Letter: As many of you are aware, on March 5, 2018, we held a community meeting to share safety measures we have implemented in our district, to discuss the education programs we have in place, and to answer your questions and listen to your concerns/ideas.

After this meeting and gathering input, we met with leaders of the Wadsworth Police and Fire Department and our City's Safety Director. Click here to read more.

G. Assistant Superintendent Position: A new central office administrative position has been posted and the interview process has begun. The position will be a replacement for the position formerly called Director of Facilities. The position has been vacant since the retirement of Joe Magnacca at the end of September 2017. While we budgeted for a replacement in future years in our financial forecast, we did not replace the position right away. We wanted to take time to study our organizational structure to ensure that we meet our current and anticipated future needs as we move forward. After six (6) months

of study and some reorganization along the way (e.g., two (2) positions (Custodial Manager and Maintenance and Grounds Manager) are now one (1) position, Supervisor of Facilities and Grounds), we are ready to add a staff member in August.

The new position will be titled Assistant Superintendent and will be primarily responsible for human resources and some business-related items. Our current structure involves our human resource efforts being spread across many departments. As a result, the move to consolidate these efforts into one (1) office will involve some reorganization. Our belief is that the reorganization will benefit not only our human resource efforts (e.g., hiring process) but also the other departments within our organization that will be able to focus more on their primary responsibilities once this reorganization takes place.

H. May 29 A.L.I.C.E. Philosophy Community Meeting: The Wadsworth Police Department and the Wadsworth City School District are pleased to offer an overview for community residents on the A.L.I.C.E. philosophy for dealing with intruders in our schools. A.L.I.C.E., which stands for Alert, Lockdown, Inform, Counter, and Evacuate, was discussed at our March 5 school safety meeting where a suggestion was made to hold a special community meeting to focus exclusively on this philosophy. An overview will be provided by Adam Innocenti, our School Resource Officer, on May 29, at 6:30 p.m., in the James R. McIlvaine Performing Arts Center at Wadsworth High School.

VII. Administrative Items

A. PERSONNEL CONSENT ITEMS

2a. Laura Mucha: Ms. Mucha is being recommended to fill one (1) of the new high school intervention specialist positions that is required due to needs of students, as identified in their individual education program.

2b. Matthew Saunders: Mr. Saunders is being recommended to fill one (1) of the new high school intervention specialist positions that is required due to needs of students, as identified in their individual education program.

2c. Serra VanZandt: Ms. VanZandt is being recommended to fill the high school intervention specialist position left open by the movement of Mr. Dean Bivens to the high school CAC lab. Mr. Bivens will be filling the position left open by the retirement of Mr. Tom Evans.

B. ACTION CONSENT ITEMS

1. **Revised Job Descriptions:** The revised job descriptions being recommended for approval more closely align with the responsibilities and requirements of the positions.

2. **Independent Contractor Physician Agreement and Waiver of Liability and Release Form:** The agreement being recommended for approval allows Dr. Michael Boyer to continue his work with our school district as an independent contractor instead of as a volunteer beginning with the 2018-2019 school year.

3. **National Webcheck Program Services and Equipment Agreement:** The Agreement for National Webcheck Program Services and Equipment will allow our school district to continue to complete background checks, as required by Ohio Revised Code, for the next three (3) years.

4. **Policy 2111, Parent and Family Involvement:** Policy 2111, Parent and Family Involvement, being recommended for renewal requires an annual review.

5. **PowerSchool Licensed Product and Services Agreement:** The PowerSchool Licensed Product and Services Agreement being recommended for approval will allow our district to continue to use InfoSnap for emergency medical forms and new student registration during the period of June 21, 2018 through June 20, 2019.

6. **2020-2021 School Calendar:** The 2020-2021 school calendar being recommended for approval was presented to the Board and made available for public comment at the April 9, 2018 Board of Education meeting.

7. **Wadsworth Educational Support Personnel Association (WESPA) Memorandum of Understanding (MOU):** The WESPA MOU being recommended for approval creates a position called Assistant Cafeteria Manager and establishes an hourly rate of pay for the position.

14. **Revised Policy 6325, Procurement-Federal Grants/Funds:** The revision to Wadsworth City School District Board of Education Policy 6325, Procurement-Federal Grants/Funds, being recommended for a second reading and adoption, aligns our policy with current requirements of the law.

15. **Independent Contractor Dentist Agreement and Waiver of Liability and Release Form:** The agreement being recommended for approval allows Dr. Alexander McIlvaine to continue his work with our school district as an independent contractor instead of as a volunteer beginning with the 2018-2019 school year.

16. **Revised Benefit Provision Manuals:** The revised benefit provision manuals being recommended for approval contain the following revisions:

    (a) <u>Hourly Exempt Employee</u>:

    - Changed Administrative Assistant to the Director of Facilities to the Administrative Assistant to the Assistant Superintendent; and
    - Added cell phone reimbursement for our licensed practical nurses who float between buildings. This is necessary because the primary method of communication with these LPNs is through their cell phone because their location constantly changes.

    (b) <u>Administrator</u>:

    - Creation of Assistant Superintendent position and pay range; and
    - Removal of Director of Facilities position.

18. **Revised Policies:** The revision to Policy 2271, College Credit Plus, being recommended for a first reading**,** is necessary to align our policy with current Ohio Revised and Administrative Codes. The revision to Policy 8510, Wellness, being recommended for a first reading, is necessary to remove reference to the Food Pyramid Guide which is no longer applicable.

19. **Increase in the Hourly Bear Cub Fee:** The proposed $0.50 increase in the hourly Bear Cub fee will bring the hourly rate to $3.00. This increase, coupled with the reduction of two (2) positions, is necessary to cover the expenses of the Bear Cub Program.

21. **FinalForms Agreement:** The FinalForms Agreement being recommended for approval will allow our Athletic Department to utilize the FinalForms software for student and coach use. The FinalForms software will be used for student **emergency** medical information and for tracking coaching requirements, per Ohio Revised and Administrative Codes.

22. **Youth Worksite Agreement:** The Youth Worksite Agreement being recommended for approval will allow our district to continue to partner with the County of Medina Department of Job and Family Services for the purposes of a summer work employment program through September 30, 2018.

23. **Shelley Mack Agreement:** The Wadsworth City School District Independent Contractor Agreement with Shelley Mack being recommended for approval will allow Ms. Mack to continue to provide services to visually impaired students who require them, per their individual education programs.

24. **Otis Maintenance Agreement:** The Otis Maintenance Agreement being recommended for approval will govern the maintenance of the elevators in our school district from July 1, 2018 through June 30, 2023.

25. **Business Communication Specialists Standard Terms and Conditions Agreement:** The Standard Terms and Conditions Agreement with Business Communication Specialists being recommended for approval is necessary for support needed for our telephone system.

26. **OARnet Standard Terms and Conditions Agreement:** The Standard Terms and Conditions Agreement with OARnet being recommended for approval is necessary for server upgrades that recently occurred.

29. **Wadsworth Education Association (WEA) Memorandum of Understanding (MOU):** The WEA MOU being recommended for approval outlines the pay arrangement for the boys and girls cross country coaches for the 2018 season.

31. **Day Treatment-Purchase Service Agreement:** The Day Treatment-Purchase Service Agreement with Connection Education Services, Inc. being recommended for approval will allow our district to place students in the Leap Program during the 2018-2019 school year if the students' needs require such a placement.

VIII. Items of the Treasurer

A. ACTION CONSENT ITEMS

1. **Recommendation to Approve the Amended FY 2018 Five-Year Forecast and Assumptions for Submission to the Ohio Department of Education:** The Board of Education is required to approve an updated five-year forecast in May of each year. The updated forecast will reflect changes to our revenue and expenditure projections from the last forecast in October. The major changes are:
    a) Increase in FY 2018 property tax revenue by 1.2%
    b) State Aid – Guarantee district (decrease in state aid)
    c) Additional 5.5 FTE teaching positions for 2019

2. **Recommendation to Approve the Receipt of Funds from the Medina County Sales Tax (Fund 071) to the Ohio School Facilities Commission (OSFC) Maintenance Fund (Fund 034) to meet the OSFC half-mil Maintenance Levy Requirement for Fiscal Year 2018:** The district must meet the requirements of the OFCC half-mil maintenance levy. Therefore, the district is required to receipt a portion of the proceeds from the sales tax to the 034 fund.

3. **Recommendation to Approve a Transfer of $5,000 from the General Fund to the Band Uniform Replacement Fund:** The Board of Education annually makes a contribution to the Band Uniform Replacement Fund, and the Band Boosters will match said contribution.

4. **Recommendation to Accept a Donation of a 2004 Jaguar X:** The Automotive Career-Tech Program at Wadsworth High School will use the donated car.

RECORD OF PROCEEDINGS
WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting Date: April 9, 2018

The Wadsworth City Board of Education met in Regular Session on Monday, April 9, 2018, at **7:00** P.M. at the James R. McIlvaine Performing Arts Center, 625 Broad Street.

Present	Batey, Gordon, Kramer, McComas
Absent	McDougal
Administrators	**13**
Staff	6
Visitors	**78**
Student Liaison	Adam Darwich

18-04-30 **APPROVAL OF BOARD MINUTES**

The motion was made by **Gordon**, seconded by **McComas**, to approve the following Board of Education Meeting Minutes:

Regular Session March 12, 2018

VOTE: Yea - Gordon, Kramer, McComas, Batey
Nay - None Motion Carried,

STUDENT / STAFF RECOGNITION:

A. March Students of the Month:

Student	Grade	School
Laney Ross	04	Franklin Elementary School
Juliet Brady	04	Isham Elementary School
Joseph Van Bawi Ceu	04	Lincoln Elementary School
Eve Connor	04	Overlook Elementary School
Lucia Farnsworth	04	Valley View Elementary School
Cecelia Craig	05	Central Intermediate School
Makenna Lucas	08	Wadsworth Middle School
Emily Sayre		
Becca Rogers	11	WHS Career-Technical
Allen Whipple	12	WHS Career-Technical
Sophie Boulter	12	Wadsworth High School
Grace Waldow	12	Wadsworth High School

ADMINISTRATIVE DISCUSSION ITEMS, PRESENTATIONS AND UPDATES:

A. Discussion: CIS Committee Recommendation Next Steps

B. Discussion: Hours of Instruction and Calamity Days

C. Discussion: City of Wadsworth Community Reinvestment Area Tax Abatement Program

D. Presentation: 2020-2021 School Calendar

E. March 5, 2018 - School Safety Meeting

F. Business Advisory Council

G. Lincoln Elementary School Outdoor Reading Lab

ADMINISTRATIVE ITEMS:

18-04-31 Upon the recommendation of Superintendent Hill, the motion was made by **Batey**, seconded by **McComas**, to adopt the Personnel Consent Items from the April 9, 2018, Regular Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Resignations:

a)	Michael Schmeltzer	Boys' Varsity Basketball Coach	(suppl.)
b)	Denise Genis	Non-Teaching	(eff. 03/24/18)
c)	Tammara Fisher	Bear Cub Aide	(eff. 03/30/18)
d)	Jean Henry	Non-Teaching	(eff. 04/10/18)

2. Employments:

a)	Jenna Grimes	Certified Substitute	(eff. 04/16/18)
b)	Shelley Kirk	Classified Substitute	(eff. 03/29/18)

c) Supplemental Contracts:

Timothy Yoder	Fine Arts Festival Performance Coordinator	
Timothy Yoder	Fine Arts Festival Teacher Participant	
Marlene Bossart	Fine Arts Festival Teacher Participant	
Kalyn Davis	Fine Arts Festival Teacher Participant	
Dave Derrig	Fine Arts Festival Teacher Participant	
Shawna Flaherty	Fine Arts Festival Teacher Participant	
Matthew Hastings	Fine Arts Festival Teacher Participant	
Katherine Krumreig	Fine Arts Festival Teacher Participant	
Sally Lucas	Fine Arts Festival Teacher Participant	
Philip Seenes	Fine Arts Festival Teacher Participant	
Matthew Shiarla	Fine Arts Festival Teacher Participant	
Jennifer Sorrent	Fine Arts Festival Teacher Participant	
Maria Daull	50% Spring WHS Faculty Manager	(eff. 03/24/18)
Carlos Simarro	50% Spring WHS Faculty Manager	(eff. 03/27/18)
Matthew Shiarla	Freshman Baseball	(eff. 03/23/18)
Beth Beal	S.A.D.D. Advisor WMS	
Donna Kittle	Asst. Girls Lacrosse Coach	(eff. 11/01/17)
Allison Pallija	Summer School Instructor (C.A.C.)	
Mike Schmeltzer	EOC Summer School Instructor (Geometry/Algebra)	
Lisa Smith	EOC Summer School Instructor (English I & II)	
Dennis Schrock	Summer School Instructor (Economics)	
Charles Hamilton	Summer School Instructor (Government)	
William Goddard	Summer School Instructor (Health)	
Philip Seenes	* Summer School Instructor (Physical Education)	
Justin Todd	* Summer School Instructor (Physical Education)	
Steve Webb	* Summer School Instructor (Physical Education)	

**Total for all three physical education summer school instructors will not exceed 155 hours.*

d) Sectional Tournament Workers:

Division I Wrestling Sectional Tournament (02/24 at WHS):

Renee Riggenbach	Table Worker	($75)

e) Volunteers:

Thomas Armagno
Elizabeth Errington
Jennifer Haller
Emiley Kestner
Gayle Newman
Nichole Samsa
Steven Taylor
Jennifer Tonge

f) Non-Teaching School Employee (1-Year Contracts):

Barbara Skamer
Allyson Wagner
Shelley Kirk (eff. 04/23/18)

g) Limited Teaching Contracts for 2018-19 or 2018-20:
(remainder of teaching staff in the middle of two (2)-year contracts, and those on continuing contracts will receive salary notices for the 2018-19 school year)

Krista Acierto	2018-19
Christine Arbogast	2018-19
Bailey Archer	2018-19
Andrea Atzinger	2018-19
Jennifer Ballinger	2018-19
Mallory Bergstresser	2018-20
Laura Boyert	2018-19
Lisa Bressler	2018-19
Julie Brooks	2018-19
Taryn Busson	2018-19
Amelia Capotosta	2018-20
Jessica Chada	2018-19
Patricia Chrisman	2018-20
Julie Cloonan	2018-19
Jeffrey Cola	2018-19
Johanna Corbin	2018-20

Kalyn Davis	2018-20
Shannon DeDomenic	2018-19
Blake Dickson	2018-19
Eric England	2018-20
Kelsie Erhard	2018-19
Susan Everhart	2018-19
Grant Fairhurst	2018-19
Laurie Faye	2018-19
Shannon Fisher	2018-20
Allison Franzolino	2018-19
Laurie Freund	2018-20
M. Colleen Gazy	2018-20
Patricia Gear	2018-19
Jessica Gibson	2018-20
Aliza Gill	2018-19
Justine Girard	2018-20
Sara Good	2018-19
Angela Hall	2018-19
Susan Hamblen	2018-20
Austin Hanna	2018-19
Haley Hassinger	2018-19
Matthew Hastings	2018-19
Sarah Hissner	2018-19
Christopher Kallai	2018-20
Lindsay Kelley	2018-19
Sunaina Kelly	2018-20
Kimberly Kirven	2018-20
Angel Kusmits	2018-19
Sally Lucas	2018-20
Stephen Luchka	2018-19
Kimberly Maher	2018-19
Jeffrey Marini	2018-19
Abbey Martin	2018-19
Jennifer Martin	2018-20
Valerie May	2018-20
Jodie McInnes	2018-19
Katie Morfchak	2018-19
Shannon Myer	2018-19

Meagan Neumann	2018-19
Meghan Nichols	2018-19
Brandon Nolin	2018-19
Zachary Ockunzzi	2018-19
Emily Osting	2018-20
Allison Pallija	2018-20
Gretchen Pappas	2018-20
Abbey Pecnik	2018-19
Brianne Pernod	2018-19
Samuel Piehl	2018-19
Emily Pignato	2018-20
Nicholas Ranallo	2018-20
Alexandra Richards	2018-19
Philip Romich	2018-19
Katelin Schofield	2018-20
Dennis Schrock	2018-20
Philip Seenes	2018-20
Joseph Shalala	2018-20
Jeffrey Shenker	2018-20
Joana Snitil	2018-19
Jennifer Sorrent	2018-19
Megan Steinkerchner	2018-19
Kristie Stoll	2018-19
Diana Tenyak	2018-19
Lindsay Tenyak	2018-19
Georgia Terovolas	2018-20
Justin Todd	2018-19
Chari Turski	2018-19
Lisa Wallen	2018-19
Bryce Weber	2018-20
Briana Whited	2018-19
Kaitlyn Wilson	2018-19
Kathryn Witmer	2018-19
Chad Wolf	2018-20
Katherine Wolf	2018-20
Megan Wolf	2018-19
Timothy Yoder	2018-20
Kelsey Young	2018-19

h) New Continuing Teaching Contracts:

Jennifer Balogh
Julie Campitelli
Christa Halicki
Bethany Kovacevich
Ryan Likens
Kristina Marias
Caren Schrubb

3. Recommendation to accept the resignation of Shelly Ray from the Business Advisory Council (BAC) (eff.0 3/12/2018).

4. Recommendation to appoint the following new members to the Business Advisory Council (BAC):

a) Kathy Breitenbucher
b) Bill Neiser

5. Recommendation to grant unpaid child leave under FMLA to Andrea Kline from the end of her allowable sick leave through December 10, 2018.

VOTE: Yea – Kramer, McComas, Batey, Gordon
Nay – None Motion Carried,

18-04-32 Upon the recommendation of Superintendent Hill, the motion was made by **Batey**, seconded by **McComas**, to adopt the Action Consent Items for the April 9, 2018, Regular Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to approve the College Credit Plus Memorandum of Understanding with the University of Akron for the 2018-2019 school year. **(ATTACHED)**

2. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to O.R.C. 3313.981, O.R.C. 3323.14 and Rule 3301-48-02(F) with the Norton Board of Education. **(ATTACHED)**

3. Recommendation to accept a $500 donation from Be Well Solutions.

4. Recommendation to approve a second reading and adoption of the following revised Wadsworth City School District Board of Education policies:

a)	4121	Criminal History Record Check
b)	4162	Drug and Alcohol Testing of CDL License Holders and Other Employees Who Perform Safety Sensitive Functions
c)	5111	Eligibility of Resident/Nonresident Students
d)	5112	Entrance Requirements
e)	5611	Due Process Rights
f)	7440.01	Video Surveillance and Electronic Monitoring
g)	7530	Lending of Board-Owned Equipment
h)	7530.02	Staff Use of Personal Communication Devices
i)	7542	Access to District Technology Resources and/or Information Resources from Personal Communication Devices
j)	7543	Utilization of the District's Website and Remote Access to the District's Network
k)	8400	School Safety
l)	8600.04	Bus Driver Certification
m)	9141	Business Advisory Council

5. Recommendation to adopt the following science textbooks beginning with the 2018-2019 school year:

Textbook:	***Grade Level:***	***Publisher:***
National Geographic Science	K-4	Cengage/Natl. Geographic
Science Fusion	5-8	Houghton Mifflin Harcourt
Glencoe Physical Science	HS (9)	McGraw Hill
Biology (Miller Levine)	HS (10)	Pearson
Chemistry	HS (11)	Pasco Scientific
Physics	HS (11-12)	Pasco Scientific
AP Biology (Campbell)	HS (10-11)	Pearson
AP Chemistry (Brown Lemay)	HS (11-12)	Pearson
AP Physics (Serway Vuille)	HS (11-12)	Cengage/Natl. Geographic

6. Recommendation to approve a First Reading of Revised Wadsworth City School District Board of Education Policy 6325 (Procurement-Federal Grants/Funds).

7. Recommendation to approve the Memorandum of Understanding between College Now Greater Cleveland and the Wadsworth City School District Board of Education. **(ATTACHED)**

8. Recommendation to approve the following reduction in student instruction hours for the 2017-2018 school year:

School:	***Grade(s):***	***Reduced Hours:***
Franklin Elementary	K	45.44
Franklin Elementary	1-4	46.56
Isham Elementary	K	45.44
Isham Elementary	1-4	46.56
Lincoln Elementary	K	46.00
Lincoln Elementary	1-4	46.56
Overlook Elementary	K-4	46.00
Valley View Elementary	K-4	46.56
Central Intermediate	5-6	46.56
Wadsworth Middle	7-8	49.50
Wadsworth High	9-12	49.50

9. Recommendation to approve an overnight trip for football team members to attend the Kenyon College Football Camp on July 17 and 18 (returning July 19).

10. Recommendation to approve an overnight trip to the Ohio State Team Camp for the WHS Girls' Basketball team on June 22 (returning June 23).

11. Recommendation to approve the Contract for Services Supervised by ESC Board between the Summit Educational Service Center Governing Board and the Wadsworth City School District Board of Education for the 2018-2019 school year. **(ATTACHED)**

12. Recommendation to approve the Educational Service Center of Medina County 2017-2018 Service Agreement Amendment. **(ATTACHED)**

13. Recommendation to approve the revised school calendar for the 2018-2019 school year. **(ATTACHED)**

14. Recommendation to approve the Agreement between the Wadsworth City School District Board of Education and Explorica, Inc. **(ATTACHED)**

VOTE: Yea – McComas, Batey, Gordon, Kramer
Nay – None Motion Carried,

TREASURER ITEMS

Treasurer Beeman announced the Wadsworth City Schools Board of Education received a clean, unqualified opinion on the Fiscal Year 2017 audit.

18-04-33 Upon the recommendation of Treasurer Beeman, the motion was made by **Gordon**, seconded by **Batey**, to adopt the Action Consent Items for the April 9, 2018, Regular Meeting, as presented:

A. ACTION CONSENT ITEMS

1. Recommendation to accept the March financial reports as presented and subject to audit:

a) Financial Report by Fund
b) Revenue Account
c) Appropriations Report

VOTE: Yea – Batey, Gordon, Kramer, McComas
Nay – None Motion Carried,

LEGISLATIVE UPDATE

Kramer reported:

- Teacher Appreciation Week is May 7-11.
- Ohio Education Policy Institute reported that Ohio is ranked 2nd in the nation in school funding. However, Ohio is actually 32nd because the study included charter school funding in their calculation but did not include charter school students.
- Ohio H.B. 512 – To restructure education agencies and their duties. This bill seeks to consolidate the Ohio Department of Education, the Ohio Department of Higher Education, and the Governor's Office of Workforce Transformation into a new State agency called the Department of Learning and Achievement.

FLOOR ITEMS

BOARD MEMBER ITEMS

Adam Darwich mentioned the start of spring sports. He congratulated the cast of 42nd Street. He also announced the Bruin staff placed 1st overall in the Ohio Scholastic Media Awards competition and was noted as a "reputable source of news" by Google.

McComas wished "good luck" to the spring sports and hoped some cancelled games can be rescheduled. He encouraged the Senior Class to stay focused for the remainder of the year.

Gordon commended the cast of 42nd Street and the Pit Band.

Batey thanked the members of the Parent Conference Committee. She announced the Jazz Band concert on Wednesday evening at the PAC and the Chamber concert on Thursday. She congratulated the WHS Winter Guard for finishing 4th in the State.

Kramer encouraged the spring sports athletes to "hang in there." She announced the "Just Because Lunches" have ended and thanked Jody McDougal for ensuring its success. She mentioned that she shadowed a student last week and had a wonderful time. She congratulated Mike North (WHS Junior) for winning the 145# wrestling event national title last week in Pennsylvania.

EXECUTIVE SESSION

WHEREAS, a public board of education may hold an executive session only after a majority of a quorum of this board determines by a roll call vote to hold such a session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

A. To consider one or more, as applicable, of the check-marked items with respect to a public employee or official:

1. Appointment
2. Employment
3. Dismissal
4. Discipline
5. Promotion
6. Demotion
7. Compensation
8. Investigation of charges/complaints (unless public hearing requested).

B. To consider the purchase of property for the public purposes or for the sale of property at competitive bidding.

C. Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.

D. Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

E. Matters required to be kept confidential by Federal law or rules or State statutes.

F. Regularized details of security arrangements where disclosure of the matters discussed might reveal information that could be used for the purpose of committing or avoid prosecution for a violation of the law.

NOW, THEREFORE, BE IT RESOLVED, that the Wadsworth City Board of Education, by a majority of the quorum present at this meeting, does hereby declare its intention to hold an executive session on A2 and E as listed above.

18-04-34 **EXECUTIVE SESSION**

The motion was made by **Gordon**, seconded by **Batey**, to enter Executive Session at **8:23** p.m.

VOTE: Yea – Batey, Gordon, Kramer, McComas
Nay – None Motion Carried,

EXECUTIVE SESSION recessed at **10:02** p.m.

18-04-35 **ADJOURNMENT**

The motion was made by **Kramer**, seconded by **McComas**, to adjourn at **10:03** p.m.

VOTE: Yea – Gordon, Kramer, McComas, Batey
Nay – None Motion Carried,

(Signed)_____
Linda Kramer, Vice President

(Attested)_____
Douglas D. Beeman, Treasurer

Laura Mucha, M.Ed

LM

Intervention Specialist K-12 // Elementary Educator P-3

Personable, enthusiastic, and meticulous, my greatest passion is helping struggling students to succeed. My extensive experience with behavioral disorders has strengthened my classroom management, consistency, patience, and creativity when working with students.

Experience

Intervention Specialist at Connections Education Services **August 13, 2014 - present**

Taught junior high (6th-10th) language arts, math, science, social studies, health, art, and music in a behavioral/emotional support classroom. Collaborated with team on ETR. Wrote and implemented IEPs and FBAs/behavioral plans.

Curriculum Director at Connections Education Services **August 12, 2015 - present**

Researched and selected curriculum for language arts, math, science, and social studies for K-12. Designed curriculum progression maps to serve as alignment guides to Common Core standards for teacher use. Initiated data collection and ongoing analysis to evaluate curricular materials.

Education

Masters of Education in Teaching and Learning at Capella University **Sept 2017 – Feb 2018**

Completed coursework focusing on curriculum design, assessment, instruction, and multicultural education with an emphasis on technology incorporation in the classroom and school community. Overall GPA: 4.0

B.S. in Special Education, B.S. in Elementary Education at Grove City College **Aug 2010 – May 2014**

Dual Major in Special Education PreK-8th and Elementary Education PreK-4th; Overall GPA: 3.99 (Major GPA: 4.0)

Student Teaching

3rd Grade Inclusion Classroom at Hillview Intermediate School in Grove City, PA **January 2014 – February 2014**

Taught lessons aligned with Common Core in literacy and mathematics. Created 11-day unit on the water cycle which incorporated scientific observation, writing, and graphing skills. Differentiated instruction and materials within classroom to accommodate students with autism, learning disabilities, and gifted abilities.

K-3rd Learning Support Classroom at Mohawk Elementary School in Bessemer, PA **March 2014 – May 2014**

Taught in small group and one-on-one settings to enrich students' reading, writing, and socialization skills. Primary focus on Dolch sight words, phonics instruction, and remedial reading instruction. Developed own behavioral management plans and interactive activities for struggling learners.

LM

Skills

Alternate Assessment – Completed training January 2015; Administered and served as second rater since Spring 2015 – Spring 2018 testing windows.

AIMSweb Assessment – Completed training September 2014; Administer seasonal benchmarks and conduct progress monitoring for students who demonstrate need for intervention.

IEP Writing – Collect data and synthesize into measurable reading, writing, mathematics, and behavioral goals; Progress monitor and share with parents quarterly; Extensive experience writing transition plans.

ETR Collaboration – Work alongside school psychologists, general education teachers, parents, and administration to determine student present levels of performance and educational needs.

HQT – Completed additional training through Ohio's ESC in Language Arts, Math, Science, and Social Studies through 8th Grade.

Behavioral Plans – Observe student behaviors, determine triggers, and provide positive behavioral solutions to help struggling students develop healthy behavioral habits in order to access the general educational setting.

Technology – Comfortable working with Mac and PC operating systems, fluent with Microsoft Office, Google Drive, and eager to implement technology in creative, redefining ways to transform education.

Awards

Dean's List with High Honors 2013, 2014

Member of Delta Kappa Pi Educational Honorary, 2011-2013

Scroll and Key Honor Society, 2014

Who's Who Among Students in American Universities & Colleges, 2013

References

Mr. John Gramuglia (Wadsworth Wrestling Coach, Teacher at The LEAP Program)

Mrs. Jenny Neel (Teacher and Gifted Coordinator at Lake Center Christian School)

Ms. Debbie Southam (Teacher at Norton Elementary School)

MATTHEW J. SAUNDERS

OBJECTIVE: To obtain a assistant/coordinator football coaching job and full-time intervention specialist position with a concentration in mild to moderate in grades K-12.

EDUCATION:

Malone University, Canton, Ohio
Masters of Education, May 2012
Intervention Specialist Licensure, Mild to Moderate K-12 – June 2010

Walsh University, Canton, Ohio – July 2007
LEAD Program, Physical Education Licensure: K-12

Kent State University, Kent, Ohio – December 2001
Bachelors of Arts: Sociology

AWARDS:

2015 Person of Character Representative for Louisville High School
2015 Employee of The Month (October) – Louisville High School
2017 Honorable Mention Franklin B. Walter Outstanding Educator Award

CERTIFICATIONS: CPR and AED, August 2015

WORK EXPERIENCE:

Intervention Specialist, Louisville City Schools, Louisville, Ohio
(August 2012 – present)
-Worked and managed a caseload between 19-22 IEP students throughout the school year.
-Prepared and implemented educational service plans for population of all student body with special needs.
-Facilitated and assisted all students on a daily basis in core subject material in the learning resource center.
-Collaborated and developed daily lesson plans based on student's needs in all core subject areas.
-Worked in transitioning all high school seniors into post- secondary options and sophomore students into vocational/tech schools.

Intervention Specialist, Chaminade Madonna College Preparatory, Hollywood, Florida
(August 2008 – June 2012)
-Prepared and implemented educational service plans for population of all student body with special needs.
-Facilitated and assisted all students on a daily basis in core subject material in the learning resource center.
-Collaborated and developed daily lesson plans based on student's needs in all core subject areas.
-Taught a study skills course to incoming freshman to help better prepare them for their high school workload during the summer of 2010 and 2011.

Math Teacher, Chaminade Madonna College Preparatory, Hollywood, Florida
(August 2008 – June 2012)
-Taught and prepared daily lesson plans for students in Algebra 1, Algebra II, and Geometry classes.
-Attended monthly math department meetings based on assessments for ACT and SAT

study strategies and student development.
-Taught Algebra I, Algebra II, and Geometry during the summers of 2009, 2010, and 2011.

Intervention Specialist, St. Thomas Aquinas High School, Louisville, Ohio
(Louisville City Schools) (July 2004 – 2008)
-Prepared and implemented educational service plans for population of all student body with special needs.
-Organized and facilitated yearly Individual service plan meetings with families and
-Educated and coordinated yearly meetings to school staff and faculty concerning the needs of students with disabilities.

Physical Education Teacher, St. Thomas Aquinas High School, Louisville, Ohio
(July 2003 – June 2004)
-Taught physical education to students in grades 9 through 12th.
-Planned and guided students through weekly team sports and weightlifting physical education units.

Summer Gym Coordinator, St. Thomas Aquinas High School, Louisville, Ohio
(June 2003 – 2008)
-Coordinated a Three-week physical education course for duration of five summers.
-Planned and lead field trips related to student physical fitness development.
-Handled daily finances for servicing employees and funds needed for program development.

RELATED EXPERIENCE:

ACT/SAT Test Administrator, Chaminade Madonna College Preparatory, Hollywood, Florida
(June 2008 – Present)
-Distributed and monitored ACT and SAT tests for college bound students during selected test weekends throughout the school year.

OGT Test Advisor, St. Thomas Aquinas High School, Louisville, Ohio (June 2004 – 2008)
-Distributed and monitored the Ohio Graduation Test and provided accommodations and modifications for students with special needs outlined by their IEP guidelines.

ATHLETIC COACHING EXPERIENCE:

Assistant Varsity Boys Basketball Coach , Louisville High School
Louisville, Ohio (June 2012 – March 2016)
-Worked with the post play and helped implement offensive game-plan
-Worked all summer youth camps
-Worked with youth development in and out of season

Assistant Varsity Football Coach, Louisville High School
Louisville, Ohio (June 2013 – present) Varsity Football Coach/Offensive Coordinator/ Wr's
-Helped with offensive game planning
- Drilled and supervised the individual practice of all wide receivers/Quarterbacks
-- Organized all film break-down and implemented game plan throughout the practice week.
-Organized and implemented all returns in the area of special teams
--Coordinated all competition periods of practice while collaborating with the Defensive coordinator

Head Varsity Girls Basketball Coach, Chaminade Madonna College Preparatory, Hollywood, Florida (November 2011 - 2012)
-Helped rejuvenate a program that has been dormant for two years.
-Handled all scheduling and financial responsibilities including purchasing of equipment, organizing transportation, and fundraising.
-Worked daily with a young, inexperienced group of student athletes through the entire season, concentrating on individual basketball skill progressions, spacing, and positioning of effective floor balance.

Assistant Varsity Football Coach, Chaminade Madonna College Preparatory, Hollywood, Florida (June 2008 – 2012) Varsity Football Coach/Offensive Coordinator/ Quarterbacks/ Assistant Head Coach
-Drilled and supervised the individual practice of all skill positions on the offensive side of the ball.
-Coordinated all competition periods of practice while collaborating with the Defensive Coordinator.
-Scripted all offensive plays to be run during all practices and organized all film break-down and implemented game plan throughout the practice week.
-Responsible for all play calling during game competition; averaged 41.9 points for games during the 2011 football season and averaged over 34.6 points per game over last four years.
-Guided eighteen players in signing Division I football scholarships to schools such as; LSU, Boston College, Rutgers, Indiana, Miami of Ohio, Buffalo, Naval Academy, University of South Florida, Auburn. Clemson, and Wyoming.
-Coached Auburn Quarterback Sean White as a Freshman and a Sophomore
-Sean won the Elite 11 Quarterback competition
-Featured as a high school football coach in the magazine, *Coaching Management,* Off Season Issue 2011,Volume XIX4, for coaching dual-threat quarterbacks.

Assistant Football Coach, University of Miami Football Camp, Coral Gables, Florida (June - July 2011)
-Worked with University Of Miami Offensive Coordinator, Jed Fisch, in drilling and instructing top quarterbacks across the country.
-Coached quarterbacks on all footwork and pocket movement through individual periods.
-Advised all quarterbacks on game preparation and game management plans.
-Consulted on drill implementation for campers with past University of Miami quarterbacks, Gino Torreta, Bernie Kosar, and Ken Dorsey.

Assistant Varsity Football Coach, St. Thomas Aquinas High School, Louisville, Ohio (June 1999 – 2008)
-**June 1999 – June 2001,** Varsity Football Coach/ Wide Receivers and Outside-Linebackers. Drilled and implemented practice plans for the individual positions.
-Was responsible for assisting the Special Teams Coordinator with all special teams in practices.
-During games was the Personnel Coordinator for the offense and controlled substitution patterns in changing of personnel groupings in correspondence with the Offensive Coordinator.
-**June 2001 – June 2003,** Varsity Football Coach/ Wide Receivers and Defensive Ends. Drilled and implemented practice plans for the individual positions.
-Was responsible for assisting the Special Teams Coordinator with all special teams in practices.
-During games was the Personnel coordinator for the offense and controlled substitution patterns for the changing of personnel groupings in correspondence with the Offensive Coordinator.
-**June 2003 – June 2008,** Varsity Football Coach/Offensive Coordinator/ Quarterbacks and Wide Receivers/ Assistant Head Coach

-Drilled and implemented practice plans for the individual positions.
-Drilled and supervised the individual practice of all skill positions on the offensive side of the ball.
-Coordinated all competition periods of practice while collaborating with the Defensive coordinator.
-Scripted all offensive plays to be run during all practices and organized all film break-down and Implemented game plan throughout the practice week.

Assistant Football Coach, East All-Star Team, Canton, Ohio, Repository East vs. West All Star Classic (June 2007)(June 2017)
-Coached all offensive skill positions for the East Team, Quarterbacks, Wide-Receivers, Running Backs, Full Backs, and Tight Ends.
-Installed a complete offense in eight days of practice for the East All-Star Team.
-Coordinated the offensive play calling during the All-Star Game, which led to a 17-14 win.

Head Junior Varsity Football Coach, St. Thomas Aquinas High School, Louisville, Ohio (June 2001 – 2003)
-Managed the entire game to game preparation for the junior-varsity team.
-Coordinated the offense and called the plays during all junior varsity games.
-Accumulated a 18 – 6 record over a three-year period.

Assistant Varsity Boys Basketball Coach, St. Thomas Aquinas High School, Louisville, Ohio (August 1999 – March 2003)
-Collaborated with the head coach in implementing practice and game plans.
-Instructed and drilled all Forwards and Centers on the Varsity team.
-Oversaw academic progress of all basketball players within the program.
-Submitted scouting reports on all upcoming opponents to the head coach.

References Available Upon Request

Serra VanZandt

PROFESSIONAL PROFILE

Committed to the social and academic growth and development of every child. Demonstrated ability to consistently individualize instruction, based on student's needs and interests. Superior interpersonal and communication skills to foster meaningful relationships with students, staff, and parents. Accustomed to working in a multicultural environment that emphasizes inclusion.

LICENSURE

Adolescent Young Adult (7-12) English
Mild/Moderate Special Education (K-12)
PEARSON: Assessment of Professional Knowledge: Adolescence to Young Adult (7-12) –*Passed*
English Language Arts –*Passed*
Foundations of Reading –*Passed*
Special Education –*Passed*
Reading Subtests I –*Passed*
Reading Subtest II –*Passed*
edTPA: *In Progress*

EDUCATION

Baldwin Wallace University, Berea, Ohio 44017
Masters of Education, December 2017
Major/Masters: **Adolescent Young Adult Education**
Certification in Mild/Moderate Special Education
GPA: **GR 3.805**
UG 3.906
Honors: **Magna Cum Laude**
Cleveland State University
Bachelor of Arts, December 2014
Major: **English Literature**
Honors: **Summa Cum Laude**
Scholar Society (Entered as Junior)
Dean's List, all semesters

TEACHING EXPERIENCE

Long Term Substitute, Grades K-4, January 02- present
Wadsworth Elementary Schools, Wadsworth, Ohio

- Developed initial and annual IEP's based on students' progress and needs.
- Created annual goals and objectives for students with Specific Learning Disabilities, Autism, and Other Health Impairments.
- Produced checklists, weekly assessments, and data collection sheets to monitor student progress towards goals and objectives.
- Incorporated developmentally appropriate reading, writing, and mathematical lessons: including student-centered, hands on activities, to enhance learning.
- Collaborated and maintained open communication with parents, administrators and staff to support student learning.
- Completed trimester progress reports with personal and individualized feedback.
- Adhered to a strict time management schedule between 4 elementary schools daily and a caseload of 16 students.

Teacher Candidate, Grades 9-10, Fall 2017
Elyria High School, Elyria, Ohio

- Created a positive learning environment that was respectful, caring, and safe for all students.

Serra VanZandt

- Adapted lessons to accommodate individuals' needs of English Language Learner students and urban disadvantaged students.
- Implemented levels of Bloom's Taxonomy to develop critical thinking skills.
- Incorporated analyzing current articles related to Common Core literature in order to construct connections to students' real life and to make learning meaningful.
- Produced text-to-text graphic organizers that allowed students to break down information into parts.
- Reinforced students' knowledge through daily Bell Work.
- Encouraged higher order thinking skills through the implementation of a Socratic Seminar on *I Know Why the Caged Bird Sings.*
- Recorded student grades for the quarter using the program Power School.

Teacher Candidate, Grades 6-8, Fall 2017
Academy of Saint Adalbert, Berea, Ohio

- Created an environment to promote maximum learning and achievement for all students and to align with State of Ohio Common Core Standards.
- Adapted lessons to accommodate individual needs of Other Health Impairment students.
- Created a system of organization and implemented a plan to maintain organization for students with Other Health Impairments.
- Incorporated developmentally appropriate mathematical lessons, including student-centered, hands on activities, to enhance learning.
- Collaborated and maintained open communication with parents, administrators and staff to support student learning.
- Administered 4th grade Fall CBM mathematical assessment for students on 4th grade mathematical grade level.

RELATED EXPERIENCE

Assistant General Manager, 2014- Present
Café Ah Roma, Berea, Ohio

- Motivate employees through reinforcement not through punishment.
- Responsible for training employees and coaching them to meet operational objectives and standards.
- Responsible for employee supervision to ensure quality production and to maintain customer service objectives.
- Responsible for all aspects of employee scheduling.

LEADERSHIP/ACTIVITIES

Involved in a number of community activities:

- Kiwanis Breakfast
- Light up Berea/ Jack Frost Festival
- The Grindstone Festival
- All Pro Dads (Organization to get dads to participate in school)
- Berea Rotary
- Berea Arts Festival
- The Harvest Festival

CERTIFICATIONS

Child Abuse Awareness and Prevention Training, Domestic Violence and Child Advocacy Center

TECHNOLOGY SKILLS

-Interwrite SmartBoard - Power School -Social Media- Blog, Linked in, Pinterest, Twitter
-Microsoft Office Suite - Google Classroom -Progress Book

JOB DESCRIPTION

POSITION: **ASSISTANT SUPERINTENDENT**

RESPONSIBLE TO: Superintendent

DIRECTLY SUPERVISES: ~~1.~~
~~2~~Supervisors and building principals, as assigned by the superintendent
~~Business Manager~~
~~Director of Pupil Services~~

JOB GOALS:

To assist the superintendent in the discharge of his duties in conformity with the philosophy and policies adopted by the local Board, the rules of the State Board of Education, and the provisions of law

To represent the superintendent and the school system at meetings and programs

To assist in all areas to create an atmosphere conducive to quality education in the Wadsworth City Schools

MAJOR AREAS OF RESPONSIBILITY:

I. Superintendent
II. Human Resources ~~Personnel~~
~~IIICurricular & Co-Curricular ProgramsIV. Student Services & Supplementary Programs~~
III~~V~~. Business, Facilities and Grounds ~~Physical Plant~~
~~VI. Finance~~
IV~~VII~~. Pupils
~~VIII. Parents~~
~~IX. Community~~V. School Safety
VI. Student, Parent/Guardian, Staff and Community Involvement
VII. Other Duties As Assigned by the Superintendent

ILLUSTRATIONS OF KEY DUTIES IN EACH MAJOR AREA:

I. Superintendent
- A. Complete such reports as are requested by the superintendent and the State Department of Education
- B. Attend Board and other educationally related meetings as necessary or requested
- C. Keep superintendent informed of potential or existing problems
- D. Make recommendations for system improvement
- E. Assume the responsibilities for the superintendent in the event of his/her absence

~~A. Assist in the selection and assignment of certified staff.~~
~~B. Coordinate the system-wide In-service Program/Staff Development Program for certified staff.~~
~~C. Review requests for attendance at professional meetings.~~
~~D. Supervise and evaluate personnel designated by the Superintendent.~~
~~E. Coordinate the process for staff evaluation.~~
~~F. Participate in the Board's negotiating team.~~
~~G. Assist the Superintendent in administrative evaluations.~~II. Human Resources
A. Oversee the hiring process for all certified and non-certified staff (this work would be done in collaboration with principals, supervisors, directors, and the superintendent)

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B. All paperwork related to new employees, including contracts
C. Ensuring applicants under consideration for a position have met all licensure, HQT, and other training requirements
D. The pre-employment drug testing process
E. Ensuring that all new hires complete all necessary trainings (e.g. A.L.I.C.E.)
F. Ensuring that all current employees complete yearly required trainings (e.g. Blood Borne Pathogens)
G. Overseeing certified and non-certified substitutes (working with Renhill, where appropriate)
H. Personnel issues that arise throughout the year (in consultation with the superintendent)
I. Evaluations of staff, as assigned by the superintendent
J. Workers' compensation
K. Other items, relating to human resources, as assigned by the superintendent

~~III.Curricular & Co-Curricular Programs~~

~~A. Evaluate and make recommendations for revision of curricular and co-curricular programs.~~
~~B. Assist Principals and Supervisors in the development of courses of study.~~
~~C. Organize and direct committees for the selection of textbooks.~~
~~D. Conduct meetings with Principals and staff to consider instructional problems.~~
~~E. Review all E.S.P. Programs as submitted by Building Principals.~~
~~F. Approve all elementary grade level and subject meetings as organized by Building Principals.IV. Student Services & Supplementary Programs~~
~~A. Supervise the district's libraries and services offered.~~
~~B. Direct the Crisis Prevention Response Team.~~
~~C. Direct the District's Open Enrollment Program.~~
~~D. Manage home schooling.~~

III~~V~~. Business, Facilities and Grounds ~~Physical Plant~~
A. Protect the physical integrity of the buildings and grounds
B. Assist in preparing the budget ~~-~~for buildings and grounds~~for instructional materials and equipm~~
C. Anticipate and make recommendations for necessary additional buildings or grounds
D. Oversee the building rental process
E. Oversee the liability, property and fleet insurance process
F. Work with supervisors and directors on vendor contracts

~~VI.Finance~~

~~A. Maintain an inventory of equipment, materials, supplies used for instruction.~~
~~B. Assist in preparing the budget for instructional materials and equipment.~~
~~C. Authorize all purchase orders with the following function codes: 1100 Regular Instruction; 1300 Vocational Instruction; 2200 Staff Support and Development; and all 400-500 funds.~~IV. Pupils
A. Serve as the Board's officer for all suspension appeals
~~B. Solicit input from pupils regarding school operations.~~

~~VIII. Parents~~

~~A. Seek input from parents regarding building and system operation.~~
~~B. Keep parents informed as to system goals, operations and needs.~~
~~C. Keep parents informed concerning the problems and progress of their individual children.~~
~~D. Seek input from parents concerning their individual children.~~
~~E. Maintain active support of parent groups such as WHYS.~~

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~~IX. Community~~

~~A. Seek citizen input regarding school operations.B.Prepare Annual Report and assist in planning information bulletins and other media presentations designed to inform the public.~~

V. School Safety

A. Oversee the school safety process

VI. Student, Parent/Guardian, Staff and Community Involvement

A. In consultation with the superintendent, seek input from students, parent/guardian(s), staff, and community regarding the operations of our school district

VII. Other duties as assigned by the superintendent

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JOB DESCRIPTION

POSITION: **DIRECTOR OF INSTRUCTION AND PROFESSIONAL DEVELOPMENT**

RESPONSIBLE TO: Superintendent

EMPLOYMENT STATUS: 260-day contract

W.E.S.P.A. STATUS: Exempt

GENERAL DESCRIPTION:

1. To assist the Superintendent and building Principals in the discharge of duties in conformity with the philosophy and policies adopted by the local Board, the rules of the State Board of Education and the provisions of law.
2. To represent the district at meetings and programs.
3. To assist in all areas to create an atmosphere conductive to quality education in the Wadsworth City Schools.
4. To promote safety practices and procedures consistent with OSH, PERRA, and the Ohio Administrative Code.

QUALIFICATIONS:

1. Valid Ohio Administrative Certificate or License.
2. Ability to perform all essential functions as listed in the job description.
3. Other relevant criteria as determined by the Board of Education, Superintendent, and/or designee may find appropriate are acceptable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A strong knowledge of instructional techniques and practices, as well as solid knowledge of State Content Standards and other curriculum-related material is essential. Administrative experience is required and principalship or higher is preferred. The ability to lead large groups, work individually with teachers, and communicate effectively with all stakeholders is necessary.

ESSENTIAL DUTIES:

Represent the district at meetings and programs. Meetings include, but are not limited to: county curriculum meetings, district professional development committee meetings, district technology committee meetings, etc. Assist I all areas to create an atmosphere conducive to quality education in the Wadsworth City Schools.

I. Superintendent
   - A. Complete such reports as are requested by the Superintendent and the State Department of Education.
   - B. Attend Board and other educationally related meetings as necessary or requested.
   - C. Keep Superintendent informed of potential or existing problems.
   - D. Make recommendations for system improvement.
   - ~~E~~. ~~Assume the responsibilities for the Superintendent in the event of his absence~~.
   - F. Other duties as assigned.

II. Curricular and Co-Curricular Programs
- A. Evaluate and made recommendations for revision of curricular and co-curricular programs K-12.
- B. Assist principals and supervisors in the development of courses of study and in meeting State Content Standards.
- C. Organize and direct committees for the selection of textbooks.
- D. Conduct meetings with principals and staff to consider instructional issues.
- E. Assist in evaluating all E.S.P. Programs as submitted by building principals.
- F. Approve and coordinate all elementary grade level and subject meetings.
- G. Oversee the Title 1 program.

III. Personnel
- A. Assist in the selection and assignment of certified staff.
- B. Coordinate the system-wide In-service Program/Staff Development Program for certified and non-certified staff.
- C. Review requests for attendance at professional meetings.
- D. Supervise and evaluate personnel designated by the Superintendent.
- E. Coordinate the process for staff evaluation.
- F. Participate in the Board's negotiating team, if requested.
- ~~G. Assist the Superintendent in administrative evaluations.~~

IV. Student Services & Supplementary Programs
- A. Supervise the district's libraries and services offered.
- B. Evaluate and make recommendations for use of instructional programs for special needs students.
- C. Evaluate and made recommendations on instruction programs for special needs students.
- D. Oversee compliance with No Child Left Behind mandates.

V. Physical Plant
- A. Protect the physical integrity of the buildings and grounds.
- B. Assist in preparing the budget for instructional materials and equipment.
- C. Anticipate and make recommendations for necessary additional buildings or grounds.

VI. Finance
- A. Maintain an inventory of equipment, materials, supplies used for instruction.
- B. Assist in preparing the budget for instructional materials and equipment.
- C. Authorize all purchase orders with the following function codes:
  1. 1100 Regular Instruction
  2. 1300 Vocational Instruction
  3. 2200 Staff Support and Development
  4. All 400-500 funds
  5. Other accounts as designated by the Superintendent.

VII. Pupils
- ~~A. Serve as the Board's officer for all suspension appeals.~~
- B. Solicit input from pupils regarding school operations.

VIII. Parents
- A. Seek input from parents regarding building and system operation.
- B. Keep parents informed as to system goals, operations and needs.
- C. Keep parents informed concerning the problems and progress of their individual children.
- D. Seek input from parents concerning their individual children.

E. Maintain active support of parent groups, such as PTO ~~WHYS~~.

IX. Community
A. Seek citizen input regarding school operations.
B. Assist in planning information bulletins and other media presentations designed to inform the public.

OTHER DUTIES:
1. Conduct other duties as assigned by the Superintendent and/or designee.
2. Promote safety practices and procedures consistent with OSHA and PERRA standards.

EQUIPMENT OPERATED:

Operate as directed all; equipment related to position that may include but not limited to:

1. Computer
2. Copier
3. Fax
4. Telephone

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.

TERMS OF EMPLOYMENT:

The Wadsworth City Board of Education in accordance with the Board Policy determines salary, work year, and terms and conditions of employment.

EVALUATION:

The Administration in accordance with the provisions of Administrator Benefit Provision Manual ~~the Wadsworth City Board of Education~~ will evaluate performance of this position.

Please note that the above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____
Superintendent or Designee Date

My signature below signified that I have reviewed the contents of my job description and that I am aware of the requirements of my profession.

_____ _____
Employee Date

Job Title: Director of Instruction and Professional Development
Revision Date: May 14, 2018 ~~February 17, 2004~~

WADSWORTH CITY SCHOOLS

CAFETERIA MANAGER

JOB DESCRIPTION

Title: Cafeteria Manager

Reports To: Food Service Supervisor, Building Administration, Director of Facilities, Superintendent and/or the Superintendent Designee

Employment Status: Part Time

W.E.S.P.A. Status: Non-Exempt

General Description:

Manages the overall Food Service program of one building and directs the activities of the Food Service staff. Collects monies, handles change and keeps accounts received of all monies. Maintain health regulations. Promotes safety practices and procedures consistent with OSHA, PERRA, ORC and OAC. Teaches staff workers correct procedures for:

1. Quantity cooking
2. Efficient serving
3. Sanitation
4. Maintenance of equipment, and
5. Orderly housekeeping.

Qualifications:

1. Possess a valid driver's license.
2. Be over 18 years of age.
3. High School Diploma or equivalent.
4. Experience in the preparation institutional cooking.
5. Good health, high moral character, and good attendance record
6. Be clean and neat
7. Have the ability to organize and carry out lunchroom procedures.
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
9. Level one certification in food protection training for risk level I, II, III and IV food serice operations and food retail establishments is required, per Ohio Administrative Code 3701-21-25.
10. Must be able to lift a minimum of 75 pounds.
11. Physically able to perform all items as listed in the essential duties.
12. Validation of qualifications as determined by an interview
13. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee may find appropriate are acceptable.

Required Knowledge, Skills and Abilities:

14. Must be able to lift a minimum of 75 pounds.
15. Strive to remain current with knowledge, skills, and abilities as related to position.
16. Physically able to perform all items as listed in this document.
17. Ability to read small print with or without corrective lenses.
18. Sufficient ability to compute mathematical skills with accuracy, without calculator assistance.

Essential Duties:

1. Responsible for all monies collected and transacted in the Food Service program, including but not limited to, bank deposits, vending deposits, replenishing start up cash, etc.
2. Unlock kitchen and turn on equipment.
3. Prepare and/or supervise the preparation of all meal items.
4. Pick up teachers' salad and sandwich list and call in order to the high school.
5. Maintain and keep all production records as directed for the Food Service Program.
6. When morning delivery from high school arrives, put items away adhering to all HACCP principles and documentation. Make any sandwich plates up that arrive, and get any soup ready to heat for lunch.
7. Check lunch count and determine amounts to be cooked.
8. Assist with vending deposits when needed.
9. Operate POS system, ensuring accuracy on the data side of the department, including financial and production records.
10. Maintain an efficient, well-organized food service program, ensuring all food and supplies necessary are readily available to the staff. Please note, this requires advance attention and communication to ensure time for transit on the Food Service van run.
11. Take necessary paperwork to administration as needed and pick up mail in office daily.
12. Rotate all food inventories, ensuring all items are properly labeled, dated, and stored according to HACCP principles and Food Code.
13. Prepare necessary food orders as directed by the Supervisor. Examples include, but are not limited to, bread, ice cream, ala carte items etc.
14. Prepare charge slips for students and distribute in the teacher's mailboxes weekly.
15. Responsible for employee training on the POS system in individual buildings.
16. Maintain and carry out procedures for financial records as directed.
17. Train other staff members on the appropriate methods for all tasks related to the operation of a Food Service Program
18. Plan the preparation of all food items to efficiently use time and labor. Plan a fairly distributed workload for all employees.
19. Notify appropriate designee of any absence
20. Cooperate and collaborate with the principal, faculty, students, and staff to make the food service program in integral part of the total school program
21. Arrange, plan, prepare and serve meals for special functions following guidance from Food Service Supervisor
22. Supervise and assist in food preparation and serving, ensuring that food is tasty, safe, served attractively and at the correct temperature, prepared economically, and portioned properly.
23. Prepare meal production sheets.
24. Lead other staff members in a fair, objective manner, ensuring accountability for all tasks, as they pertain to the preparation, serving, and cleaning for the Food Service program.
25. Supervise and help with any position during the lunch period.

26. Lock up kitchen which consists of store rooms, all freezers, all coolers, and office. Make sure all windows and doors to cafeteria are locked. Check equipment to make sure they are shut off. Turn off all lights.
27. Every two weeks, turn in time sheets to cafeteria supervisor.
28. See that all health and safety regulations are observed.
29. Report any problems or accidents immediately to the cafeteria supervisor.
30. Attend all staff meetings called by the cafeteria supervisor.
31. Deposit lunch money and vending machine money at the bank everyday.

Other Duties:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and the practice of ethical principles and democratic values.
3. Conduct other duties as assigned related to Cafeteria Manager's position.
4. Promote safety practices and procedures consistent with OSHA, PERRA Standards, USDA, local health department and HACPP principles.

Equipment Operated:

Demonstrate use and care of all equipment. See that the equipment is properly operated and cleaned. Report any problems with the equipment to the Food Service Supervisor.
Operate as directed all equipment related to position that may include but not limited to:

1. All kitchen equipment

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Frequent lifting up to 75 pounds plus.

Terms of Employment:

The Wadsworth Board of Education in accordance with the Master Contract determines salary, work year, and terms and conditions of employment. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Evaluation:

The Administration/Supervisors in accordance with the provisions of the Wadsworth Board of Education and the Master Contract will evaluate performance of this position.

Note: The above lists are not ranked in order of importance.

This job description no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____

Superintendent or Designee Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am aware of the location of the Wadsworth Board of Education Personnel Policy Manual and it is available for my review.

_____ _____

Signature Date

Title: **Cafeteria Manager**

Revision Date: April 9, 2018

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
INDEPENDENT CONTRACTOR PHYSICIAN AGREEMENT
AND WAIVER OF LIABILITY AND RELEASE FORM

The Wadsworth City School District Board of Education ("Board") and the undersigned ("Contractor") enter into the following agreement for the provision of services as an independent contractor:

1. Authority: This agreement is entered into pursuant to R.C. 3313.17, R.C. 3313.68(C), and R.C. 3313.721. Specifically, in lieu of appointing or employing a school physician or dentist pursuant to R.C. 3313.68(A), the Board enters into this Agreement for the purpose of providing health care services to students. Contractor shall constitute a licensed health care provider for purposes of R.C. 3313.68(C) and R.C. 3313.721.

2. Engagement: The Board engages Contractor as an independent contractor for the performance of certain professional services. Specifically, Contractor shall make examinations, which shall include tests, to determine the existence of defects and diagnoses of all children referred to Contractor.

3. Term: This Agreement is effective as for the 2017-2018 school year (i.e., July 1, 2017, through June 30, 2018) and is expressly contingent on the Contractor holding a license to practice medicine in Ohio. Contractor understands that this Agreement shall terminate automatically if Contractor fails to hold a license to practice medicine in Ohio. The Board may also terminate this Agreement whenever the Board determines that the services of Contractor are no longer needed. Contractor may terminate this Agreement at Contractor's option upon thirty (30) days prior written notice to the Board.

4. Payment: Contractor is providing the professional services outlined under this Agreement on a pro bono basis and without charge to the Board.

5. Other Compensation: Contractor agrees that under no circumstances shall Contractor accept compensation from any third party or source, including, but not limited to booster, parent, or other Board support organizations, for the performance of Contractor's duties under this Agreement.

6. Duties: Contractor shall hold himself/herself available to render, and shall render at the request of the Board, the services set forth in Paragraph 2 above for the benefit of the Board. Contractor shall devote such time as may be reasonably required to perform Contractor's duties under this Agreement. Contractor shall maintain, for the duration of this Agreement, any license required by law to perform the services required by this Agreement.

7. Independent Contractor: In consideration of this Agreement, Contractor acknowledges, recognizes, and defines himself/herself as being an independent contractor of the Board and not an employee of the Board. Any claims to employee status are hereby waived. The Board shall carry no Workers' Compensation insurance or any health or accident insurance to cover Contractor (or Contractor's employees, if any). Contractor shall not be

a participant in any fringe benefits of the Board, including pension or profit sharing plans, life insurance, paid vacations, or paid holidays. The Board shall not pay any contribution to Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship. Contractor agrees to report and pay any contributions for taxes, unemployment insurance, Social Security, and other benefits for Contractor and Contractor's employees, if any. Contractor shall determine the manner in which the work shall be performed and shall determine the specific procedures to be performed to render the services requested by the Board. Contractor shall exercise independent professional judgment in the rendering of services for the Board.

8. Instrumentalities and Tools: Contractor shall supply the instrumentalities and tools necessary for Contractor to perform the services under this Agreement. Contractor may donate such additional medical equipment and supplies to the Board and students as Contractor sees fit, provided such donation does not remove any portion of the Board's control over the donation.

9. Indemnity and Hold Harmless: Contractor shall indemnify and hold harmless the Board from any claim, demand, loss, liability or damage which may be suffered by the Board as a consequence of Contractor's actions or omissions.

10. Release and Waiver of Liability: Contractor shall perform work under this Agreement at Contractor's own risk. Accordingly, the Board requires as a condition of Contractor's service that Contractor fully release the Board and agree not to sue the Board for any claim that may arise out of the Contractor's service. By signing this Agreement, Contractor expressly agrees that, in consideration for being provided the opportunity to serve the public good on a pro bono basis, Contractor knowingly accepts the obligations described above and hereby **RELEASES, WAIVES, AND DISCHARGES** the Board, its members, employees, agents, personal representatives, successors and assigns, **FROM ANY AND ALL LIABILITY OR CLAIMS, KNOWN AND UNKNOWN, WHATSOEVER** arising out of this Agreement.

11. Confidentiality: As part of this Agreement, Contractor may be exposed to student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act ("FERPA"), Ohio law, and Board policy. *See* 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. Pursuant to FERPA, R.C. 3319.321, and Board policy, Contractor agrees to keep confidential and not release or permit access to any and all student personally identifiable information to which Contractor is exposed to under this Agreement except as authorized by law.

12. Criminal Records Check: Contractor agrees that the services under this Agreement may require Contractor to work unsupervised with children on a regular basis. As a result, the Board requires Contractor to provide a set of impressions of Contractor's fingerprints to the Board so that a criminal records check can be conducted at the Board's expense. This criminal records check will be done before Contractor begins Contractor's duties and as a condition of Contractor's continued service under this Agreement. Pursuant to Board Policy 8142, if a criminal records check indicates that Contractor has been convicted of

or pleaded guilty to any of the offenses described in R.C. 3319.39(1) Contractor shall not be permitted to perform any services for the Board.

13. Compliance With Policies: Contractor agrees to abide by all Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio while serving as a volunteer. Contractor agrees to display appropriate behavior at all times when providing services under this Agreement.

14. Entire Agreement: This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement, whether written or oral. This Agreement supersedes any prior written or oral agreements between the parties. Each of the parties hereby releases and discharges the other from any and all obligations and liabilities previously existing or now existing by reason of any prior agreement or relationship, it being the intention of the Board and Contractor that this Agreement shall supersede and be in lieu of any and all prior agreements or understandings between them.

15. Amendment: This Agreement may only be modified or amended if the amendment is in writing and signed by both parties.

16. Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds any provision of this Agreement is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

17. Waiver of Contractual Right: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel compliance with every proviso of this Agreement.

18. Applicable Law: This Agreement shall be governed and construed accordance with Ohio law.

19. Counterparts: This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.

Thank you for your interest in being a independent contractor physician for the Wadsworth City School District. The service, effort, and time you devote to the students and schools are greatly appreciated. The successful operation of the District depends on individuals like you.

PLEASE READ CAREFULLY. THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

FOR THE WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION:

FOR INDEPENDENT CONTRACTOR:



_____
Jody McDougal*
Board President (In Official Capacity Only)

_____
Douglas D. Beeman*
Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____
* This Agreement has no legal effect absent Board approval

AGREEMENT
FOR NATIONAL WEBCHECK®
PROGRAM SERVICES AND EQUIPMENT

This Agreement ("Agreement") between the Ohio Attorney General ("Attorney General"), which oversees the Bureau of Criminal Investigation ("BCI"), and Wadsworth City Schools ("Agency") is effective on the latest date of signature below, and identifies the terms, conditions, duties, and responsibilities of each party regarding the National WebCheck® ("WebCheck") program and equipment. The Agreement also ensures that the information received from the Attorney General is used appropriately by Agency and within the requirements of the Ohio Revised Code, the Ohio Administrative Code, and Federal laws and regulations.

I. Purpose

Under Ohio law, persons in various occupations and volunteer roles must obtain criminal background checks in order to be eligible for licensing, employment and volunteer activities. Such criminal background checks are available through the WebCheck services administered by the Attorney General, through BCI. This Agreement sets forth the terms and conditions under which Agency may obtain and disseminate criminal background check information through WebCheck services.

II. Basic Agency Responsibilities

A. Agency must procure WebCheck equipment from a vendor that has been certified by BCI as an approved provider and maintain the equipment as directed by the vendor.

B. Agency agrees to comply with any and all monitoring requests made by the Attorney General in a timely and complete manner.

C. Agency agrees to comply with any and all training requirements set forth by the Attorney General. Agency's participation in an initial training will be required before Agency will be granted access to the WebCheck services.

III. Agency Responsible for Full and Timely Payment of Fees to Be Charged by Attorney General

A. To ensure full and prompt payment, Agency agrees to make fee payments to the Attorney General using commercially reasonable payment methods as directed by the Attorney General. Such methods may include, without limitation, payments via Automated Clearing House ("ACH") or other electronic payment method. Notice of any changes in the required payment methods shall be provided pursuant to Section XI.

B. Attorney General shall submit invoices to Agency as follows:

Agency: Wadsworth City Schools
Address: 524 Broad Street
Wadsworth, OH 44281
Attn: Superintendent's Office

AGO Contract #: ____

C. Absent more specific requirements provided by the Attorney General, the Attorney General will issue a monthly invoice to Agency and payments shall be made pursuant to this Section. Agency understands that failure to pay the Attorney General the appropriate criminal background check fees within 30 days after an invoice is issued by the Attorney General may result in termination of access to WebCheck services. Agency also understands that a fee of $35.00 may be charged to the Agency to reinstate access to WebCheck services after the delinquent account is paid in full.

D. If payment is not received within 75 days after an invoice is issued, Agency shall be in default and the Attorney General may exercise all legal rights and remedies as set forth in Paragraph X below. Interest owed for such non-payment of fees shall accrue at the rate set forth in Ohio Revised Code Sections 131.02, 5703.47, and 126.30 as applicable.

E. Agency shall pay the following fees for criminal background checks:

   a. The fee set forth in Ohio Administrative Code 109:5-1-01, as it may be amended from time to time, for a background check of BCI records; and
   b. $24.00 for a background check of FBI records.

F. The Attorney General may increase the fees charged for background checks of BCI and/or FBI records at any time prior to Agency conducting a background check, and upon notice to Agency.

IV. Restrictions on Dissemination of WebCheck Information

A. The parties acknowledge that access to computerized criminal history ("CCH") information is governed by both state and federal statutes. Any violation of these statutes and/or the dissemination restrictions set forth in this Section will constitute a default for which the Attorney General may immediately terminate Agency's direct and indirect use of and access to WebCheck services.

B. Dissemination of the FBI CCH must be limited to the following:

   a. Criminal justice and governmental non-criminal justice agencies.
   b. Pursuant to 28 USC §534, Pub. L. 92-544, CCH information must not be disseminated to a third party organization.
   c. The CCH information must not be used for any purpose other than outlined in 28 USC §534, Pub. L. 92-544 or Ohio Revised Code statutes approved by the U.S. Attorney General.

C. Dissemination of the BCI CCH must be limited to the following:

   a. The information must not be used for any purpose other than authorized in R.C. 109.572 and related Ohio Revised Code statutes.
   b. The information may only be released to the individual/organization authorized on the BCI waiver for release of criminal history information. It is not permissible for the Agency to copy and distribute the results of a criminal history background check to multiple organizations.

V. Compliance with Civilian Background Check Requirements

A. Agency must comply with all civilian background check requirements included in Ohio law and the Ohio Civilian Background Check Training Manual published by the Ohio Attorney General.

B. Agency understands that an FBI background check does not replace a BCI background check and may be done only when authorized by an approved Pub. L. 92-544 state statute. A background BCI

check must be completed for every individual requiring a background check for employment purposes.

C. Agency understands that failure to adhere to any requirement set forth in this Agreement may result in termination of WebCheck services. It is further understood that additional training and/or a $35.00 reinstatement fee may be required to restore access to WebCheck services.

VI. Duty to Maintain Accurate, Auditable Records of Transactions

The Agency agrees that BCI's Quality Assurance Unit may audit all WebCheck transactions submitted by Agency. The Agency hereby agrees to keep accurate, auditable records of each WebCheck transaction for at least one (1) year following each transaction. The Agency also agrees to allow BCI employees access to this information during normal business hours.

VII. Prohibition against Unauthorized or Inappropriate Use of WebCheck Information

Agency agrees that unauthorized use of computerized criminal history information is in violation of state and/or federal law and can lead to criminal charges. If Agency is a non-criminal justice agency, Agency acknowledges that applicants for positions in their organizations may authorize access to their criminal history records for the use of that specific agency only as described in Section VIII below. Inappropriate use or dissemination of computerized criminal history information will result in termination of Agency's access to WebCheck services. Further, Agency understands that misuse or falsification of information transmitted and received through the WebCheck program may result in criminal felony charges being filed.

VIII. Rights and Responsibilities Concerning Employee Access to WebCheck Information

A. The Agency shall not permit an individual to access, disseminate or otherwise use WebCheck information if that individual has ever been convicted of:
   a. A felony; and/or
   b. Any other crime involving theft, deceit, fraud or other act of moral turpitude.

B. If Agency is a private, non-government agency, Agency agrees that, prior to permitting an individual to access, disseminate or otherwise use National WebCheck information, Agency shall conduct, at its own expense, a BCI background check on that individual.

IX. Term and Termination

A. This Agreement will be effective beginning on the latest date of signature below. Either party may terminate this Agreement for any reason after providing three (3) days written notice to the other party. Otherwise, this Agreement will terminate three (3) years from the effective date.

B. This Agreement cannot be transferred by Agency. If Agency transfers its equipment to another party, this Agreement will terminate automatically.

X. Default and Immediate Termination

The Agency's failure to satisfy any of the terms, conditions, duties, and responsibilities set forth in this Agreement shall constitute a default for which the Attorney General may immediately and without notice terminate this Agreement and Agency's use of and access to WebCheck services. The Attorney General shall also have the right to pursue any and all other remedies against Agency for failure to satisfy any of the terms, conditions, duties, and responsibilities set forth in this Agreement.

XI. Communications, Approval and Notices

Any communications, approvals and notices that must be made to or by the parties pursuant to this Agreement shall be made in writing using the addresses set forth below.

XII. Entire Agreement

This Agreement contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

XIII. Facsimile Signatures

Any party hereto may deliver a copy of its counterpart signature page to this Agreement via fax or e-mail. Each party hereto shall be entitled to rely upon a facsimile signature of any other party delivered in such a manner as if such signature were an original.

Remainder of page intentionally left blank

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Wadsworth City Schools
(Agency name)

By: _____

Name: Andrew Hill, Ed.D.

Title: Superintendent

Date: May 14, 2018

Contact Name: Laura Giermann

Address: Wadsworth City Schools
524 Broad Street
Wadsworth, OH 44281

E-mail: lgiermann@wadsworthschools.org

Telephone: (330) 335-1301

FAX: (330) 335-1313

FED TAX ID NO: 346002962

AGENCY ID NO: IWI581

Type: ☒ Government ☐ Non-Government
☐ Other _____

OHIO ATTORNEY GENERAL

By: _____

Rickeya Franklin

Director of Identification, BCI

Date: _____

BCI
Attn: Civilian Quality Assurance
PO Box 365
London, OH 43140

E-mail: NationalWebcheck@ohioattorneygeneral.gov

Telephone: 740-845-2113

FAX: 866-912-7118

AGO Contract #____

If your Agency operates more than one National WebCheck system under the same agency ID please list the contact person, phone number and address of each location (attach a separate sheet if necessary).

Contact Name:_____

Phone Number:_____

E-mail address: _____

Address:_____

City, State, Zip Code:_____

Contact Name:_____

Phone Number:_____

E-mail address: _____

Address:_____

City, State, Zip Code:_____

Contact Name:_____

Phone Number:_____

E-mail address: _____

Address:_____

City, State, Zip Code:_____

Contact Name:_____

Phone Number:_____

E-mail address: _____

Address:_____

City, State, Zip Code:_____

Book	Policy Manual
Section	2000 Program
Title	PARENT AND FAMILY INVOLVEMENT
Number	po2111
Status	Active
Adopted	November 19, 2007
Last Revised	January 14, 2015

2111 - **PARENT AND FAMILY INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

In accordance with statute and the State Board of Education Parent and Family Involvement Policy, use of the term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

In cultivating partnerships with families and communities, the Board is committed to the following:

A. **Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered; [4]
2. providing professional development for school staff that helps build partnerships between families and schools; [2,3, 4]
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; [2,3]
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. [3]

B. **Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; [2,3, 4]
3. promoting regular and open communication between school personnel and students' family members; [1, 4]
4. communicating with families in a format and language that is understandable, to the extent practicable; [2,3]
5. providing information and involving families in monitoring student progress; [3]
6. providing families with timely and meaningful information regarding Ohio's academic standards, State and local assessments, and pertinent legal provisions; [2,3,4]
7. preparing families to be involved in meaningful discussions and meetings with school staff. [2,3,4]

C. **Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; [1,3]
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. [3,4]

D. **Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; [1,2,3,4]
2. working with families to establish learning goals and help their children accomplish these goals; [1]
3. helping families to provide a school and home environment that encourages learning and extends learning at home. [1,2,4]

E. **Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning; [3,4]
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. [2,3,4]

F. **Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources; [2,3,4]
2. coordinating and integrating family involvement programs and activities with District initiatives and community- based programs that encourage and support families' participation in their children's education, growth, and development. [2,3,4]

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

[1]Indicates R.C. 3312.472 State Requirements
[2]Indicates IDEA 2004 Section 650 & 644 parent involvement requirements
[3]Indicates Title I Section 1118 parent involvement requirements
[4]Indicates State Board Parent and Family Involvement Policy recommendations

Revised 2/8/10
Revised 1/14/15

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Legal R.C. 3313.472

INVOICE

PowerSchool

Invoice No.	INV142724
Tax ID No.	47-4674631
Date	6/1/2018
Customer No.	10008111
PO No.	

Bill To

Wadsworth City School District
524 Broad St
Wadsworth OH 44281
United States

Ship To

Wadsworth City School District
524 Broad St
Wadsworth OH 44281
United States

Terms	Due Date
Net 30	7/1/2018

Description	U/M	Qty	Tax	Unit Price	Extended Price
SW-PU-S-IPR: Registration - Signature Annual Fee Contract Dates: 06/21/2018 - 06/20/2019 This is your annual support/subscription/hosting renewal. A new purchase order is required. To avoid cancellation of your phone support, product updates or hosted products, please work with your Director of Technology or appropriate business person to approve a purchase order and payment for this annual recurring invoice. If this support is not used, please FAX a written cancellation to 916-288-1588 or renewals@powerschool.com. If we don't receive your cancellation by the start of your new term, your support/subscription/hosting will automatically renew. Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.	Students	4,491	N	3.40	$15,269.40

Subtotal	Tax Total	Total (USD)
$15,269.40	$0.00	$15,269.40

Remit by Check (US Mail Only):	Remit by Check (Courier):	Remit by Wire or ACH to:	Customer Service:
PowerSchool Group LLC PO Box 398408 San Francisco, CA 94139-8408	Wells Fargo Lockbox Services Dept #38408 3440 Walnut Ave, Bldg A, Window H Fremont, CA 94538	Wells Fargo Bank, NA Account Name: PowerSchool Group LLC ABA Routing No: 121000248 Account No: 4633847017 SWIFT: WFBIUS6S (Include invoice number in transmission)	ar@powerschool.com 888-265-7641 (Toll-Free) 916-288-1588 (Fax)

IMPORTANT: DO NOT ALLOW LICENSED PRODUCT (AS DEFINED BELOW) TO BE INSTALLED OR USED WITHOUT READING THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU ARE NOT WILLING TO ACCEPT THESE TERMS AND CONDITIONS, YOU MUST RETURN THE LICENSED PRODUCT TO POWERSCHOOL WITHIN TEN (10) DAYS OF RECEIPT. BY INSTALLING AND USING THE LICENSED PRODUCT AS PERMITTED BY THIS LICENSE OR ORDERING SERVICES (AS DEFINED BELOW), YOU ARE AGREEING TO BE BOUND BY THE TERMS OF THIS AGREEMENT.

LICENSED PRODUCT AND SERVICES AGREEMENT

Last updated as of June 2, 2017

1. **DEFINITIONS. PowerSchool Group LLC,** the licensor of Licensed Product pursuant to this Agreement, is referred to herein as "**PowerSchool**" The school, school district or other entity licensing Licensed Product is referred to herein as "**Licensee**." This Licensed Product and Services Agreement is referred to herein as the "**Agreement**." In addition, the following definitions shall apply:

1.1 **Documentation** means all written user information, whether in electronic, printed or other format, delivered or made available to Licensee by PowerSchool with respect to Licensed Product, now or in the future, including instructions, manuals, training materials, and other publications that contain, describe, explain or otherwise relate to Licensed Product.

1.2 **Embedded Applications** means software developed by third parties that may be embedded in or bundled with the software developed by PowerSchool as part of Licensed Product.

1.3 **Hosting Services** means the hosting of the Licensee's license to the Licensed Product and Third Party Software by PowerSchool or its hosting providers from a server farm that is comprised of application, data and remote access servers used to store and run the Licensed Product and Third Party Software, including associated offline components.

1.4 **Licensed Product(s)** means all software (including Embedded Applications) and subsequent versions provided under Support Services and all related Documentation licensed to Licensee pursuant to this Agreement, now or in the future; provided, however, that Licensed Product shall not include any Third Party Software.

1.5 **Licensed Sites** means Licensee's schools, administrative offices, and other locations at which Licensee conducts its school administrative functions.

1.6 **Professional Services** means data conversion, implementation, site planning, configuration, integration and deployment of the Licensed Products or Hosting Services, application development, training, project management and other consulting services.

1.7 **Support Services** is defined in section 3.1. of the Support and Services Policies attached hereto.

1.8 **Services** means Support Services, Hosting Services and Professional Services collectively.

1.9 **State Reporting Code (or SRC)** means Licensed Product that may be available to Licensee to assist Licensee in meeting specific state reporting requirements and that is designated as State Reporting Code by PowerSchool.

1.10 **Third Party Software** means any software product designated as Third Party Software by PowerSchool, and any related documentation supplied to Licensee. Any product designated as Third Party Software is licensed by an entity other than PowerSchool, under different license terms than those set forth herein. Third Party Software is different from Embedded Applications in that PowerSchool licenses the Embedded Applications to Licensee as part of Licensed Product (but in some cases, such Embedded Applications may be subject to additional license terms as identified herein). PowerSchool is not the licensor of Third Party Software.

2. **LICENSE GRANT**

2.1 **Basic Terms**. Subject to the terms and conditions of this Agreement and the Privacy Policy located at http://www.powerschool.com/customer-contract-privacy-policy, PowerSchool grants to Licensee a restricted, personal, non-exclusive, non-transferable license to use the Licensed Product specified in the PowerSchool's quotation or acceptance of License purchase order solely to support its school administrative functions, only at the Licensed Sites, not to exceed the maximum student enrollment as set forth in Section 1 of the Supplemental Terms and Conditions. Such license shall be perpetual, unless it is specified in PowerSchool's price quotation or proposal to Licensee that Licensee's license will be limited to a specified length of time, or unless this license is terminated under the provisions of this Agreement. In no event may Licensed Product be: (a) used other than at the Licensed Sites; (b) made available via a network or otherwise to any school, school district or third party other than the Licensed Sites; or (c) used to perform service bureau functions for third parties or to process or manage data for locations other than the Licensed Sites. Licensed Product will be provided by PowerSchool and may be used by Licensee in executable code form only; source code to Licensed Product will not be provided. Licensed Product shall only be used as expressly authorized by this Agreement.

2.2 **Copies.** Licensee shall not make copies of, otherwise reproduce, or allow any unauthorized and/or third-party access to any Licensed Product, except that: (a) Licensee may make copies of the software component of any Licensed Product, in executable code form, only for backup or archival purposes; and (b) Licensee may make unlimited printed copies for Licensee's internal use of any Documentation delivered by PowerSchool to Licensee. Licensee shall retain and include all of PowerSchool's or any third parties' copyright and other proprietary rights notices on all copies of Licensed Product. Licensee shall not otherwise reproduce Licensed Product.

2.3 **Supplemental Terms and Conditions.** The product-specific terms and conditions set forth in the Supplemental Terms and Conditions attached hereto are incorporated herein by reference. These additional terms and conditions are applicable to the extent that Licensee licenses any of the specific products or modules listed therein.

3. **PROPRIETARY RIGHTS**

3.1 **Restrictions on Use of the Licensed Product and Services**. Licensee shall use the Licensed Products and Services only for the internal business purposes of Licensee. Licensee shall not itself, or through any affiliate, employee, consultant, contractor, agent or other third party: (i) sell, resell, distribute, host, lease, rent, license or sublicense, in whole or in part, the Licensed Products or Services; (ii) decipher, decompile, disassemble, reverse assemble, modify, translate, reverse engineer or otherwise attempt to derive source code, algorithms, tags, specifications, architecture, structure or other elements of the Licensed Products or Services, in whole or in part, for competitive purposes or otherwise; (iii) write or develop any derivative works based upon the Licensed Product or Services; (iv) modify, adapt, translate or otherwise make any changes to the Licensed Products or Services or any part thereof; (vi) use the Licensed Products or Services to provide processing services to third parties, or otherwise use the same on a 'service bureau' basis; (vii) disclose or publish, without PowerSchool prior written consent, performance or capacity statistics or the results of any benchmark test performed on the Licensed Products or Services; or (viii) otherwise use or copy the same except as expressly permitted herein. Licensee shall not transfer, assign, provide or otherwise make Licensed Products, Services or this Agreement available to any other party without the prior written consent of PowerSchool. Any attempted sublicense, assignment or transfer of any rights, duties or obligations by Licensee in violation of this Agreement shall be void. Licensee shall hold PowerSchool harmless from claims for damages resulting from Licensee's misuse of the

Licensed Products and Services, including PowerSchool's intellectual property.

3.2 **Intellectual Property Rights.** Licensed Product is proprietary to PowerSchool and/or third parties and is protected by copyright, trade secret, and other intellectual property rights. The placement of a copyright notice on any portion of Licensed Product does not mean that such portion has been published and will not derogate any claim of trade secret protection for the same. Title to all complete or partial copies, and all applicable rights to copyrights, patents, trademarks and trade secrets in Licensed Product, are and shall remain the property of PowerSchool or their other owners, as applicable.

3.3 **Confidentiality.** Licensee agrees to keep Licensed Product confidential and to prevent unauthorized disclosure or use of Licensed Product in Licensee's possession. Licensee shall notify PowerSchool immediately in writing of any unauthorized use or distribution of Licensed Product of which Licensee becomes aware and shall take all steps necessary to ensure that such unauthorized use or distribution is terminated. For any Licensed Product for which PowerSchool makes available passwords or other user identification technology to access such Licensed Product, Licensee shall advise all users of such passwords or other user identifications that such passwords or user identifications must be maintained in confidence and not transmitted or shared.

4. **SUPPORT AND OTHER SERVICES.** Any Support and/or Professional Services and/or Hosting Services ordered from PowerSchool by Licensee in connection with the license of Licensed Product shall be provided by PowerSchool pursuant to PowerSchool's terms, conditions and policies applicable at the time of order to the particular Services purchased. PowerSchool's current terms, conditions and policies for delivery of Support and Services, which are subject to change from time to time, are attached hereto as the Support and Services Policies. Licensee's license of Licensed Product does not, by itself, entitle Licensee to any support, upgrades, patches, fixes or the like for Licensed Product; Licensee must maintain a current Support subscription and pay any applicable Support fees to be eligible for Support Services. Support Services must be purchased for all licenses in Licensee's possession. Support may not be purchased or renewed for a subset of such licenses only. Support Services may not be used as a substitute for Professional Services.

5. **FEES AND TAXES.** Licensee agrees to pay PowerSchool, in accordance with PowerSchool's invoice terms, the fees charged for the Licensed Products and related Services and/or other items ordered by Licensee, together with any other charges made in accordance with this Agreement, and all applicable sales, use or other taxes or duties, however designated, except for taxes based on PowerSchool's net income. Licensee agrees to also pay for PowerSchool's reasonable travel and lodging expenses for Services performed at Licensee's premises, at actual cost. If Licensee claims tax exempt status, Licensee agrees to provide evidence of such tax exemption upon PowerSchool's request. To the extent that such tax exemption cannot be properly claimed or does not extend to certain taxes or transactions, Licensee shall be responsible for any and all taxes and assessments that arise from this Agreement and related transactions (except for taxes based upon PowerSchool's net income). Licensee shall pay a monthly charge of 1.5% (18% annually) on all amounts not paid when due, or, if a lower maximum rate is established by law, then such lower maximum rate. All pricing set forth in any PowerSchool quotation or invoice is in United States dollars unless otherwise specified.

6. **THIRD PARTY SOFTWARE LICENSE TERMS; EMBEDDED APPLICATIONS; OPEN SOURCE SOFTWARE.** Any software designated by PowerSchool as Third Party Software is provided to Licensee pursuant to a separate license agreement between Licensee and the third party supplier, which will be provided to Licensee by the third party supplier. All support, warranties, and services related to Third Party Software are provided by the supplier of the Third Party Software under such third party's terms and conditions, and not by PowerSchool, unless otherwise specifically provided under this Agreement. Only Sections 5, 6, 9 and 12 of this Agreement apply to Third Party Software and any related support and services set forth in this Agreement. In addition, Licensed Product may contain Embedded Applications. If any additional license terms are identified in the Supplemental Terms and Conditions with respect to any Embedded Applications, Licensee shall comply with such conditions with respect to such applications. Certain Embedded Applications may also be subject to "open source" licensing terms. In some cases, the open source licensing terms may conflict with portions of this Agreement, and to the extent of any such conflict, the open source licensing terms shall govern, but only as to the software components subject to those terms. Notwithstanding the foregoing, Licensee acknowledges that if any open source software component is licensed under terms that permit Licensee to modify such component, and if Licensee does so modify such component, then PowerSchool will not be responsible for any incompatibility with such modifications and the remainder of the Licensed Product.

7. **COMPATIBLE PLATFORMS/HARDWARE.** Licensee is responsible for obtaining and maintaining an appropriate operating environment with the necessary hardware, operating system software and other items required to use and access Licensed Product. PowerSchool will not be responsible for any incompatibility between Licensed Product and any versions of operating systems, hardware, browsers or other products not specifically approved by PowerSchool for Licensee's use with Licensed Product. PowerSchool will make written requirements available to Licensee at Licensee's request.

8. **LIMITED MEDIA WARRANTY.** PowerSchool warrants that the media on which Licensed Product is recorded shall be free from defects in materials and workmanship under normal use for a period of ninety (90) days from the date of purchase. Licensee's exclusive remedy under this Section shall be replacement of the defective media.

9. **DISCLAIMER OF OTHER WARRANTIES. LICENSED PRODUCT AND SERVICES ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND (EXCEPT AS PROVIDED IN SECTION 8), AND POWERSCHOOL AND ITS LICENSORS EXPRESSLY DISCLAIM ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, POTENTIAL IMPLEMENTATION DELAYS, AND NON-INFRINGEMENT. POWERSCHOOL DOES NOT WARRANT THAT THE FUNCTIONALITY CONTAINED IN THE LICENSED PRODUCT WILL MEET LICENSEE'S REQUIREMENTS, OR THAT THE OPERATION OF THE LICENSED PRODUCT OR HOSTING SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE LICENSED PRODUCT WILL BE CORRECTED. FURTHERMORE, POWERSCHOOL DOES NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE LICENSED PRODUCT OR SERVICES IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, SECURITY OR OTHERWISE. LICENSEE AGREES THAT THE USE OF LICENSED PRODUCT AND SERVICES IS AT LICENSEE'S OWN RISK. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY POWERSCHOOL OR A POWERSCHOOL REPRESENTATIVE SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF ANY WARRANTY. SOME JURISDICTIONS MAY NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT FULLY APPLY TO LICENSEE.**

10. **STATE REPORTING CODE.** Unless PowerSchool specifically offers SRC for Licensee's state, PowerSchool makes no representation that Licensed Product includes any SRC designed to meet the reporting requirements of Licensee's state. If PowerSchool does offer SRC for Licensee's state, Licensee acknowledges that the SRC is intended as a tool to assist Licensee in complying with state regulatory requirements; however, PowerSchool does not warrant that the SRC conforms to, or that use of the SRC will ensure Licensee's compliance with, all state regulatory requirements that may apply or that the SRC will be maintained to conform to such requirements now or in the future. It is Licensee's, and not PowerSchool's, responsibility to understand and comply with all such requirements.

11. **TERMINATION**

11.1 **Termination for Breach.** PowerSchool shall have the right to suspend performance under this Agreement in the event that Licensee is in breach of any of its obligations under this Agreement. In addition, either party shall have the right to terminate this Agreement in whole or in part upon thirty (30) days written notice to the other party, in the event

the other party materially breaches this Agreement and fails to correct such breach within such thirty (30) day period; provided that PowerSchool shall have the right to terminate this Agreement immediately upon written notice in the event that Licensee breaches any of its obligations under Section 3. Licensee further acknowledges that, as breach of the provisions of Section 3 could result in irreparable injury to PowerSchool, PowerSchool shall have the right to seek equitable relief against any actual or threatened breach thereof, without proving actual damages.

11.2 **Effects of Termination**. In the event of any termination of all or any portion of this Agreement, Licensee shall not be relieved of any obligation to pay any sums of money that have accrued prior to the date of termination. In addition, the provisions of Sections 3, 5, 6, 9, 11, 12 and 13 shall survive termination of this Agreement. Immediately upon any termination of a license for any Licensed Product under this Agreement, Licensee shall, at its own expense, either return to PowerSchool or destroy all copies of such Licensed Product and associated Third Party Software in its possession or control, and shall forward written certification to PowerSchool that all such copies of such Licensed Product and Third Party Software have either been destroyed or returned to PowerSchool.

11.3 **Liquidated Damages**. In the event that Licensee enters into a multi-year contract with PowerSchool and Licensee terminates the contract or any portion thereof, Licensee agrees to pay PowerSchool the remaining sum due to PowerSchool through the stated term of the contract as liquidated damages, as actual damages being impossible to calculate. This clause shall not apply in the event Licensee terminates this Agreement as a result of PowerSchool's breach in accordance with Subsection11.1 herein. Notwithstanding the foregoing, Licensee shall not be liable for said liquidated damages in the event that: (i) Licensee provides PowerSchool at least thirty (30) days' advance notice of termination prior to the effective date anniversary; and (ii) said termination is a result of the non-appropriation of funds for Licensee's contract. Licensee shall not utilize this clause as a right to terminate the contract for convenience. PowerSchool reserves the right to seek documentation evidencing the non-appropriation of funds.

12. **LIMITATION OF LIABILITY. POWERSCHOOL SHALL NOT BE LIABLE TO LICENSEE FOR ANY SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES; OR LOST PROFITS, LOST FUNDING, LOST SAVINGS, OR LOST OR DAMAGED DATA; OR FOR CLAIMS OF A THIRD PARTY; ARISING OUT OF THIS AGREEMENT, LICENSED PRODUCT, THIRD PARTY SOFTWARE, SUPPORT, SERVICES, OR OTHER ITEMS PROVIDED, OR THE USE OR INABILITY TO USE ANY OF THE FOREGOING, EVEN IF POWERSCHOOL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR THEY ARE FORESEEABLE. IN ANY EVENT, IN RESPECT OF ANY CLAIM, DEMAND OR ACTION ARISING OUT OF THIS AGREEMENT, LICENSEE SHALL BE LIMITED TO RECEIVING ACTUAL AND DIRECT DAMAGES IN A MAXIMUM AGGREGATE AMOUNT EQUAL TO THE CHARGES PAID BY LICENSEE TO POWERSCHOOL HEREUNDER FOR THE APPLICABLE LICENSED PRODUCT, ITEM OR SERVICE ON WHICH THE CLAIM IS BASED IN THE PREVIOUS TWELVE (12) MONTHS. IN ADDITION, IN NO EVENT WILL THE LIABILITY OF POWERSCHOOL RELATING TO SUPPORT SERVICES OR HOSTING SERVICES EXCEED THE TOTAL AMOUNT OF MONEY PAID BY LICENSEE TO POWERSCHOOL DURING THE IMMEDIATELY PRECEDING TWELVE (12) MONTH PERIOD WITH RESPECT TO THE PARTICULAR SUPPORT SERVICES OR HOSTING SERVICES ON WHICH THE CLAIM IS BASED.**

13. **GENERAL**

13.1 **Governing Law. THIS AGREEMENT SHALL BE GOVERNED BY THE LAWS OF THE STATE OF CALIFORNIA.** The United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement. This Agreement shall not be subject to the Uniform Computer Information Transactions Act.

13.2 **Compliance Verification.** During the term of the Agreement and for a period of one year following its termination, PowerSchool shall have the right to verify Licensee's full compliance with the terms and requirements of the Agreement. Licensee shall (A) provide any assistance reasonably requested by PowerSchool or its designee in conducting any such audit, including installing and operating audit software, (B) make requested personnel, records, and information available to PowerSchool or its designee, and (C) in all cases, provide such assistance, personnel, records, systems access and information in an expeditious manner to facilitate the timely completion of such compliance verification. If such verification process reveals any noncompliance, Licensee shall reimburse PowerSchool for the reasonable costs and expenses of such verification process incurred by PowerSchool (including but not limited to reasonable attorneys' fees), and Licensee shall promptly cure any such noncompliance; provided, however, that the obligations under this section do not constitute a waiver of PowerSchool's termination rights and do not affect PowerSchool's right to payment for Services and interest fees related to usage in excess of the quantities purchased.

13.3 **General Provisions.** Neither party shall be held liable to the other party for failure of performance where such failure is caused by supervening conditions beyond that party's control, including acts of God, civil disturbance, strikes or labor disputes. If any provision of this Agreement is invalid or unenforceable under any applicable statute or rule of law, this Agreement shall be enforced to the maximum extent possible to effectuate the original express intent of the parties. Licensee may bring no action arising out of this Agreement, regardless of form, more than one (1) year after the cause of action has arisen. In the case of notices to PowerSchool, such notices shall be sent to: PowerSchool Group LLC, Attn General Counsel, 150 Parkshore Drive, Folsom, CA 95630. In the case of notices to Licensee, such notices shall be sent to PowerSchool's address of record for Licensee. Either party may change its notice address by notifying the other in like manner. Licensee agrees that the terms of this Agreement, including all pricing for PowerSchool's products and services, shall be kept confidential and not disclosed to any third party without the prior written consent of PowerSchool.

13.4 **Facilities.** Licensee acknowledges that certain Services are intended to be performed by PowerSchool off-site (e.g., through remote communication capabilities). If any portion of the work will be performed on Licensee's premises, Licensee agrees to provide appropriate access to utilities, work space and other on-site accommodations reasonably necessary to enable PowerSchool to perform such work.

13.5 **Confidentiality.** PowerSchool agrees to use commercially reasonable efforts to maintain the confidentiality of Licensee confidential information that is disclosed to PowerSchool in connection with the performance of services, and to use such Licensee confidential information solely for purposes of performing services hereunder. PowerSchool shall require its employees, agents and subcontractors performing work hereunder to do likewise. For purposes of this Section, "Licensee confidential information" shall mean any student or personnel data belonging to Licensee, or any other Licensee information or data labeled or identified as confidential at the time of disclosure, provided, however, that this definition and the obligations of this Section shall not extend to any information that: (a) is or becomes publicly known through no fault or negligence of PowerSchool; (b) is or becomes lawfully available from a third party without restriction; (c) is independently developed by PowerSchool; or (d) is disclosed without restriction by Licensee to any third party at any time.

13.6 **Limited License**. Licensee grants to PowerSchool a non-exclusive, royalty free license, to use equipment, software, Licensee data or other material of Licensee solely for the purpose of performing its obligations under the Agreement. However, PowerSchool may use and distribute the Licensee data for any lawful purpose outside the scope of the Agreement, provided always that such Data must be aggregated and/or de-identified.

13.7 **Export.** Without in any way limiting the restrictions on transfer set forth elsewhere in this Agreement, Licensee specifically agrees that Licensee will not, directly or indirectly, export or transfer any export-controlled commodity, technical data or software: (a) in violation of any laws, regulations, rules or other limitations imposed by any government authority; or (b) to any country for which an export license or other governmental approval is required at the time of export, without first obtaining all necessary licenses or other approvals.

13.8 **U.S. Government Restricted Rights.** Licensed Product is a "commercial item" as that term is defined in 48 C.F.R. §2.101,

consisting of "commercial computer software" and "commercial computer software documentation" as such terms are defined in 48 C.F.R. §12.212 and 48 C.F.R. §227.7202, as applicable, and all as amended from time to time. Consistent with 48 C.F.R. §12.212, 48 C.F.R. §227.7202 and 48 C.F.R. §52.227-19, and other relevant sections of the Code of Federal Regulations, as applicable, and all as amended from time to time, all U.S. Government end users acquire Licensed Product only with those rights set forth herein.

13.9 **Entire Agreement.** This Agreement, inclusive of the Supplemental Terms and Conditions and the Support and Services Policies incorporated herein, or any addendums, amendments, and/or exhibits mutually executed and attached hereto, constitutes the complete and entire agreement between the parties with respect to its subject matter, and supersedes all prior discussions, understandings, arrangements, proposals and negotiations with respect to same. The terms and conditions of this Agreement shall prevail notwithstanding any variance with the terms and conditions of any purchase order or other documentation submitted by Licensee with respect to Licensed Product or any related support or services, and PowerSchool hereby refuses any such different or additional provisions in purchase orders or other documents. By mutual agreement of the parties, this Agreement is effective upon receipt and supersedes all prior Agreements entered into by the parties, the parties' agents, and/or the parties' previous affiliates. This Agreement shall not be modified or amended without the written agreement of both parties.

SUPPLEMENTAL TERMS AND CONDITIONS

1. **PRICING; ENROLLMENT INCREASES.** License pricing for Licensed Product is based on student enrollment at the Licensed Sites. If an increase in student enrollment in excess of five percent (5%) occurs at the Licensed Sites, then Licensee shall pay additional license and support fees to PowerSchool in accordance with PowerSchool's invoice. Such additional fees shall be computed by multiplying the then-current per student license and support fees for Licensed Product by Licensee's additional enrollment. Licensee's subsequent Support invoices will be based on the increased enrollment as well.

2. **TERMS RELATING TO EMBEDDED APPLICATIONS**

2.1 **Oracle.** The following terms are applicable to a certain Embedded Application known as Oracle Database Enterprise Edition (the "Oracle Software"):

(a) The Oracle Software may only be used in conjunction with the Licensed Product and solely for Licensee's internal business purposes.

(b) Oracle USA, Inc. ("Oracle") shall have no liability whatsoever to Licensee for any damages, whether direct, indirect, incidental, or consequential arising from Licensees use of Licensed Product or the Oracle Software.

(c) Licensee is prohibited from publishing the results of any benchmark tests run on the Oracle Software.

(d) Licensee shall be prohibited from timesharing, rental, facility management, or service bureau use of the Oracle Software.

(e) Licensee's records may be audited, by PowerSchool or Oracle, during normal business hours to verify compliance with the terms of this Agreement.

(f) Oracle shall be a third party beneficiary of this Agreement.

(g) Oracle shall have no performance obligation or liability to Licensee in connection with this Agreement.

(h) Should the Oracle Software contain any source code provided by Oracle, such source code shall be governed by the terms of this Agreement.

2.2 **GPL Software.** Certain Embedded Applications included with the Licensed Product may be free software licensed under the terms of the GNU General Public License (GPL). Licensee may obtain a complete machine-readable copy of the source code for such free software under the terms of the GPL, without charge except for the cost of media, shipping, and handling, upon written request to PowerSchool. The GPL software is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY, including even the implied warranties of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. A complete copy of the GPL is included within the Licensed Product.

3. **HARDWARE.** If, in conjunction with Licensee's licensure of Licensed Product, Licensee is purchasing any hardware through PowerSchool, Licensee acknowledges that such hardware purchase is being facilitated by PowerSchool as an accommodation to Licensee only. The warranties on any hardware not manufactured by PowerSchool will be limited to those provided by the manufacturers of such hardware and/or the vendors through which such hardware is being supplied. PowerSchool will pass through any manufacturer's or other vendor's warranty to the extent permitted by the manufacturer or other vendor, as applicable. Licensee agrees to look solely to the applicable manufacturer or other vendor, and not to PowerSchool, to fulfill any such warranties and any maintenance, repair, support, or other service obligations related to such hardware. Unless otherwise specifically agreed to in writing by PowerSchool, PowerSchool does not provide support for any of the hardware or third party software being purchased by Licensee through PowerSchool. Any requests for such support should be directed to the applicable hardware or software manufacturer. Licensee further agrees that any claims related to any such hardware, whether for breach of warranty or otherwise, must be made directly against the applicable manufacturer or other vendor, and not against PowerSchool, and that PowerSchool shall have no liability whatsoever in connection with such claims.

SUPPORT AND SERVICES POLICIES

I. SUPPORT SERVICES

1. **Definitions.** Capitalized terms not defined herein shall have the meanings assigned to them in the applicable Licensed Product Agreement ("Agreement") between Licensee and PowerSchool to which these Support and Services Policies ("Policies") are attached. In addition, for purposes of these Policies, the following definitions shall apply:

Errors shall mean a reproducible failure of Licensed Product to operate in accordance with its standard Documentation, despite the proper installation and use of Licensed Product in a proper operating environment and on hardware and system software sufficient to meet PowerSchool's then-current minimum requirements, which are subject to change as New Versions are released. User mistakes are not Errors within the meaning of these Policies. Errors may be due to problems in Licensed Product, the Documentation, or both.

Fix shall mean a patch, service pack or corrective update of Licensed Product that PowerSchool may prepare in its discretion on an interim basis, prior to issuance of a New Version, to correct programming Errors that prevent or obstruct normal operation of Licensed Product in accordance with the applicable then-current Documentation.

New Products shall mean new products, programs or modules developed by PowerSchool that provide features, functions or applications not included in the Licensed Product originally licensed by Licensee and for which additional license fees apply as determined by PowerSchool. A New Product may be usable with or in addition to the Licensed Product originally licensed by Licensee. New Products will be licensed to Licensee under the terms of PowerSchool's then-current license agreement only after payment of applicable fees.

New Version shall mean an updated version of Licensed Product issued by PowerSchool, which may include Fixes, together with such other modifications, updates, enhancements and improvements to Licensed Product that PowerSchool may, in its discretion, develop and deem ready for distribution and that PowerSchool standardly provides to all customers with a current support subscription to such Licensed Product.

Support Services shall mean those support services described in Section 3.1 below that will be provided hereunder with respect to Licensed Product during Licensee's Support Term.

Support Term shall mean the length of time Support Services are to be provided hereunder and for which Licensee has paid any applicable

Support Services fees, including any initial Support Term and any renewal Support Terms.

Telephone and E-mail Support shall mean telephone and e-mail support services, available Monday through Friday, during PowerSchool's normal business hours, exclusive of PowerSchool's holidays, regarding Licensee's use of Licensed Product and any problems that Licensee experiences in using Licensed Product.

2. **Support Term; Fees.** Support Services for Licensed Product are available at an additional cost. For Support Services purchased concurrently with Licensee's license to Licensed Product, Licensee's initial Support Term will begin upon shipment (FOB PowerSchool's place of shipment) of Licensed Product (or, in the case of Licensed Product made available for download electronically, upon PowerSchool's provision of the necessary licensing information to enable Licensee to download Licensed Product) and terminate one (1) year thereafter, unless a different Support Term is specified in PowerSchool's written acknowledgment of Licensee's order, or unless terminated earlier in accordance with the terms of these Policies or the Agreement. Either party may terminate the provision of Support Services as of the end of the then- current Support Term by providing written notice to the other party prior to the end of the then-current Support Term that such party does not wish to renew the Support Term. Licensee shall provide written notice of non-renewal at least thirty (30) days prior to the applicable Support Term. If no notice of non-renewal is given by either party, the Support Term will automatically renew for the applicable renewal term stated on PowerSchool's renewal invoice at the then current Support fees; otherwise, Licensee's Support Term will terminate at the end of Licensee's current paid-up Support Term. If Licensee's Support Term is so terminated due to non-payment, and then PowerSchool subsequently reinstates Licensee's access to support, such reinstated access shall remain subject to the terms of these Policies and payment of applicable reinstatement fees. PowerSchool reserves the right to charge reinstatement fees in the event deactivated licenses are reactivated. For the initial Support Term, Licensee shall pay the charges specified in PowerSchool's initial invoice. For renewal Support Terms, Licensee shall pay PowerSchool's then-current annual Support Services fees. PowerSchool may supply new or modified Support and Services Policies or other terms and conditions to Licensee related to the provision of Support Services in a renewal term, in which event such new or modified Support and Services Policies or other terms and conditions will govern PowerSchool's provision of Support Services in such renewal term.

3. **Support Services Scope.** PowerSchool, or an entity under contract with and authorized by PowerSchool to provide Support Services, will provide Support Services for Licensed Product during the Support Term. The scope of Support Services shall be as follows:

3.1 **Support.** Support Services shall include: (a) Telephone and E-mail Support; (b) access to an online support website, as maintained by PowerSchool for customers maintaining a current support subscription; (c) Fixes, as developed and made generally available by PowerSchool in its discretion to address Errors that Licensee is experiencing in using Licensed Product; and (d) New Versions, as developed and made generally available by PowerSchool. Support Services do not include New Products. PowerSchool determines, in its sole discretion, what constitutes a New Product (for which additional license fees apply), and what improvements and enhancements to existing Licensed Product functionality are to be included in a New Version (and are therefore provided at no charge to customers with a current support subscription).

3.2 **Custom Programs.** For any custom programs developed for Licensee by PowerSchool, Support Services are available only on a time and materials basis at PowerSchool's current rates and charges for these services; support for custom programs is not included in Support Services. In addition, to the extent that Licensed Product includes any functionality that allows Licensee to customize screens or reports, PowerSchool will support the application infrastructure utilized to create such customizations but will not be responsible for supporting any such customizations.

3.3 **Requisite Training.** In order to receive Support Services described herein, Licensee must purchase appropriate training regarding the use and operation of Licensed Product. Telephone and E-mail Support may be limited to a specified number of authorized representatives of Licensee who have been appropriately trained.

3.4 **Enhancements to SRC.** PowerSchool may provide certain enhancements to SRC to customers that are current in their payment of annual Support fees for the SRC to PowerSchool. However, PowerSchool reserves the right, in its discretion: (a) to require that additional fees be paid by customers desiring that SRC be updated in connection with new reporting requirements in their state, in the event that such state's education department or equivalent entity makes changes to the state's reporting requirements that were not anticipated at the time PowerSchool determined its applicable Support fees for the SRC in that state; or (b) not to make further changes or enhancements to SRC in a given state based on lack of market demand, the nature and scope of the changes required, or other factors.

4. **Authorized Representatives.** If Licensee has purchased Support Services for the Licensed Product from PowerSchool, then in order to receive such Support Services, Licensee shall identify to PowerSchool up to two (2) people who will contact PowerSchool with any technical and product questions ("Authorized Representatives"). If it is desired that additional Authorized Representatives be permitted to contact PowerSchool for Support, Licensee must pay additional Support fees for such additional Authorized Representatives. All such Authorized Representatives shall complete, at a minimum, PowerSchool's Initial Product Training for the Licensed Product. Licensee shall provide PowerSchool with a written list of its Authorized Representatives as part of the implementation process for the Licensed Product, and shall keep PowerSchool informed of replacements for Authorized Representatives as soon as possible after the replacements occur.

5. **Licensee's Other Responsibilities.** To receive Support Services, Licensee shall: (a) report Errors or suspected Errors for which Support Services are needed, and supply PowerSchool with sufficient information and data to reproduce the Error; (b) procure, install, operate and maintain hardware, operating systems and other software that are compatible with the most current supported version of Licensed Product; (c) establish adequate operational back-up provisions in the event of malfunctions or Errors; (d) maintain an operating environment free of any modifications or other programming that might interfere with the functioning of Licensed Product; (e) maintain hardware and system software consistent with PowerSchool's minimum requirements; and (f) timely install all Fixes and New Versions supplied by PowerSchool in the proper sequence, and have the most current version of Licensed Product installed. Licensee acknowledges that Fixes and New Versions may be made available electronically, and that, in some cases, PowerSchool may maintain e-mail distribution lists that are used to notify customers of the availability of Fixes and New Versions and to provide other information to customers that are maintaining a current support subscription. Licensee shall be responsible for including the appropriate Licensee personnel on any such e-mail distribution lists of PowerSchool so that Licensee receives such notifications and other information.

6. **Support For Prior Versions.** Licensee must timely install all Fixes and New Versions to receive Support Services. In some cases, it may not be practical for certain customers to install a New Version immediately upon release. Therefore, PowerSchool may, in its discretion, continue to provide Telephone and E-mail Support for the prior version of Licensed Product for a period of time after release of a New Version. Licensee acknowledges that Fixes and other code maintenance will not be available for prior versions of Licensed Product (including SRC) after the release of a New Version.

II. PROFESSIONAL SERVICES

1. **Fees and Expenses.** In addition to providing Support Services during the Support Term, PowerSchool will perform such other Professional Services (training, installation, consulting, project management, etc.) as may be specified in PowerSchool's written

acknowledgment of Licensee's order, or as may be subsequently agreed upon by the parties; provided that PowerSchool may, at its option, arrange for any such services to be performed by another entity on behalf of PowerSchool. Licensee agrees to pay for such services at the rates and charges specified in PowerSchool's written acknowledgment of Licensee's order, or, for work subsequently requested, at the rates agreed upon by Licensee and PowerSchool for such subsequent work. PowerSchool reserves the right to require a purchase order or equivalent documentation from Licensee prior to performing any such Services, or to require prepayment of certain Services. Unless otherwise specified, all rates quoted are for services to be performed during PowerSchool's normal business hours; additional charges may apply for evenings, weekends or holidays. Licensee shall also pay PowerSchool for travel expenses (lodging, meals, transportation and other related expenses) incurred in the performance of services. All such additional charges will be due and payable concurrently with payment for services. PowerSchool reserves the right to impose a minimum labor charge for each on-site visit. The rates and charges specified in PowerSchool's acknowledgment of Licensee's order shall apply to those services originally ordered; however, PowerSchool reserves the right to change service rates or other terms as a condition of entering into any subsequent service engagement. In the event that Licensee pays in advance for any services, all services must be scheduled and delivered within twelve (12) months of such payment, unless otherwise agreed in writing by PowerSchool; any portion of any prepaid services amount that has not been used by Licensee toward services actually rendered within such twelve (12) month period shall be forfeited.

2. **Training.** PowerSchool reserves the right to limit the number of persons permitted to attend any training class in accordance with PowerSchool's training standards.

3. **Services Cancellation.** Licensee shall pay a cancellation charge equal to fifty percent (50%) of the services fee and any non-refundable expenses incurred by PowerSchool if Licensee cancels any scheduled professional services less than fourteen (14) days before the occurrence of any service dates that PowerSchool has scheduled at Licensee's request.

4. **Ownership Of Materials.** PowerSchool shall be the owner of all copyrights, patent rights and other intellectual property rights in any software code, documentation, reports or other deliverables (collectively, "Deliverables") created for or provided to Licensee pursuant to Professional Services. Provided that Licensee pays PowerSchool all fees and expenses associated with the development and provision of such Deliverables, Licensee shall have a paid-up, royalty-free license to use such Deliverables for Licensee's internal use only, solely for the purpose for which such Deliverables were provided. Nothing in this Agreement shall prevent PowerSchool from providing any Deliverables to PowerSchool's other customers or third parties. Notwithstanding the foregoing, PowerSchool acknowledges and agrees that any Licensee confidential information (as defined in Section 13.5 of these Policies) that is incorporated into any Deliverable remains subject to the provisions of such Section.

III. HOSTING SERVICES

1. **Term; Fees.** Hosting Services are available at an additional cost. For Hosting Services purchased concurrently with Licensee's license to Licensed Product, Licensee's initial Hosting Term will begin upon PowerSchool's written acknowledgment of Licensee's order and terminate one (1) year thereafter, ("Hosting Term") unless a different Hosting Term is specified in PowerSchool's written acknowledgment of Licensee's order, or unless terminated earlier in accordance with the terms of these Policies or the Agreement. Either party may terminate the provision of Hosting Services with effect as of the end of the then-current Hosting Term by providing written notice to the other party prior to the end of the then-current Term that such party does not wish to renew the Hosting Term. PowerSchool will provide Licensee with at least sixty (60) days' notice if PowerSchool determines that it will no longer offer Hosting Services to Licensee (but in any event will continue providing Hosting Services for the balance of the current term for which Licensee has prepaid for such Services). If no notice of non-renewal is given by either party, then PowerSchool will invoice Licensee for the applicable renewal fees for a subsequent Hosting Term. If Licensee's Hosting Term is so terminated due to non-payment, and then PowerSchool subsequently reinstates Licensee's access to Hosting Services, such reinstated access shall remain subject to the terms of these Policies and payment of applicable reinstatement fees. For the initial Hosting Term, Licensee shall pay the charges specified in PowerSchool's initial invoice. For renewal Terms, Licensee shall pay PowerSchool's then-current annual Hosting Services fees. PowerSchool may supply new or modified Support and Services Policies or other terms and conditions to Licensee related to the provision of Hosting Services in a renewal term, in which event such new or modified Support and Services Policies or other terms and conditions will govern PowerSchool's provision of Hosting Services in such renewal term. Should Licensee decide to terminate hosting services, Licensee will retain its license to Licensed Product, subject to the terms of this Agreement.

2. **Availability**. Licensee acknowledges and agrees that the Licensed Product may be inaccessible or inoperable from time to time due to planned maintenance or to causes that are beyond the control of PowerSchool or are not reasonably foreseeable by PowerSchool, including, but not limited to: the interruption or failure of telecommunication or digital transmission links; hostile network attacks; network congestion; or other failures (collectively "Downtime"). PowerSchool shall use commercially reasonable efforts to minimize any disruption, inaccessibility and/or inoperability of the Licensed Product caused by Downtime, whether scheduled or not.

3. **Acceptable Use Policy.** Licensee acknowledges and agrees that PowerSchool does not monitor or police the content of communications or data of Licensee or its users transmitted through the Services, and that PowerSchool shall not be responsible for the content of any such communications or transmissions. Licensee shall use the Services exclusively for authorized and legal purposes, consistent with all applicable laws and regulations and PowerSchool's policies. Licensee agrees not to post or upload any content or data which (a) is libelous, defamatory, obscene, pornographic, abusive, harassing or threatening; (b) violates the rights of others, such as data which infringes on any intellectual property rights or violates any right of privacy or publicity; or (c) otherwise violates any applicable law. PowerSchool may remove any violating content posted or transmitted through the Hosting Services, without notice to Licensee. PowerSchool may suspend or terminate any user's access to the Hosting Services upon notice in the event that PowerSchool reasonably determines that such user has violated the terms and conditions of this Agreement.

4. **Security**. Licensee will not: (a) breach or attempt to breach the security of the Hosting Services or any network, servers, data, computers or other hardware relating to or used in connection with the Hosting Services, or any third party that is hosting or interfacing with any part of the Hosting Services; or (b) use or distribute through the Hosting Services any software, files or other tools or devices designed to interfere with or compromise the privacy, security or use of the Hosting Services or the operations or assets of any other customer of PowerSchool or any third party. Licensee will comply with the user authentication requirements for use of the Hosting Services. Licensee is solely responsible for monitoring its authorized users' access to and use of the Hosting Services. PowerSchool has no obligation to verify the identity of any person who gains access to the Hosting Services by means of an access ID. Any failure by any authorized user to comply with the Agreement shall be deemed to be a material breach by Licensee, and PowerSchool shall not be liable for any damages incurred by Licensee or any third party resulting from such breach. Licensee must immediately take all necessary steps, including providing notice to PowerSchool, to effect the termination of an access ID for any authorized user if there is any compromise in the security of that access ID or if unauthorized use is suspected or has occurred.

5. **Data.** Licensee has sole responsibility for the legality, reliability, integrity, accuracy and quality of the data it processes through and submit to the Hosting Services.

Draft A

WADSWORTH CITY SCHOOLS | 2020-2021 CALENDAR

AUGUST 2020

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 No School (Teacher Work Day)
18 No School (Teacher Work Day)
19 No School (Prof. Dev. In-service)
20 First Student Day

T-11 S-8

SEPTEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 No School (Labor Day)
25 No School (Prof. Dev. In-service)

T-21 S-20

OCTOBER 2020

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 No School (Teacher Comp. Day)

T-22 S-21

NOVEMBER 2020

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

13 No School (Prof. Dev. In-service)
26-30 No School (Thanksgiving Break)

T-18 S-17

DECEMBER 2020

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22-31 No School (Winter Break)

T-15 S-15

JANUARY 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 No School (Winter Break Cont'd.)
18 No School (M. L. King, Jr. Day)
29 No School (Prof. Dev. In-service)

T-19 S-18

15 No School (President's Day)

T-19 S-19

FEBRUARY 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

T-23 S-23

MARCH 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 No School (Good Friday)
5-9 No School (Spring Break)
12 No School for Gr. K-6 only

T-16 S-16

APRIL 2021

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	25	27	28	29	30	

xx Baccalaureate
xx Commencement
27 Last Student Day
28 Teacher Work Day

T-20 S-19

MAY 2021

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

T-0 S-0

JUNE 2021

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Grading Periods	Total No. of School Days
Gr. K-4 Trimesters:	Gr. K-6: 175 days
Gr. 5-12 Quarters:	Gr. 7-12: 176 days

If the district falls below the minimum hours required in a school year due to calamity day, hours will be added at the end of the school year, beginning May 27, 2021.

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 18th day of April 2018, pursuant to Article II and Appendices B and E 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 Article 2.04 describes the process to create a new classification;

WHEREAS, Appendix B lists the wage rate schedules and

WHEREAS, Appendix E lists the classification series.

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

1. A new classification, Assistant Cafeteria Manager, will be created.
2. The job description for Assistant Cafeteria Manager is attached.
3. The wage rate schedule for Assistant Cafeteria Manager, to be included in Appendix B, is attached.
4. The revised classification series, as found in Appendix E, is attached.
5. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.
6. 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

_____
JoNell Fox, President

For the Wadsworth City School District Board of Education

_____
Andrew J. Hill, Ed.D., Superintendent

Resolution Number:_____

WADSWORTH CITY SCHOOLS

ASSISTANT CAFETERIA MANAGER

JOB DESCRIPTION

Title: Assistant Cafeteria Manager

Reports To: Builing Cafeteria Manager, Food Service Supervisor, Building Administration, Superintendent, and/or the Superintendent Designee

Employment Status: Part-Time

W.E.S.P.A. Status: Non-Exempt

General Description:

Assists with managing the food service program of all buildings. Promotes safety practices and procedures consistent with OSHA, PERRA, O.R.C. and O.A.C. Teaches staff workers correct procedures for sanitation and orderly housekeeping.

Qualifications:

1. Possess a valid driver's license and be insurable
2. Be over 18 years of age
3. High school diploma or equivalent
4. Experience in the preparation of institutional cooking
5. Good health, high moral character, and good attendance record
6. Be clean and neat
7. Have the ability to organize and carry out lunchroom procedures
8. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community
9. Must be able to lift a minimum of 75 pounds
10. Physically able to perform all items as listed in the essential duties
11. Validation of qualifications as determined by an interview
12. Be able to drive the food service van in the absence of the light truck driver
13. Other relevant criteria as determined by the Board of Education, Superintendent and/or designee that they may find appropriate and acceptable

Required Knowledge, Skills, and Abilities:

1. Drive to remain current with knowledge, skills, and abilities as related to position
2. Physically able to perform all items as listed in this document

3. Ability to read small print with or without corrective lenses
4. Sufficient ability to compute mathematical skills with accuracy, without calculator assistance
5. Sufficient ability to follow written and oral instructions and procedures.

Essential Duties:

1. Unlock kitchen and turn on equipment.
2. Pick up teachers' salad and sandwich list and call in order to the high school.
3. When morning delivery from high school arrives, put items away adhering to all HACCP principles and documentation.
4. Assist with vending deposits when needed.
5. Maintain an efficient, well-organized food service program, ensuring all food and supplies necessary are readily available to the staff. Please note, this requires advance attention and communication to ensure time for transit on the food service van run.
6. Take necessary paperwork to administration, as needed, and pick up mail in office daily.
7. Rotate all food inventories, ensuring all items are properly labeled, dated, and stored according to HACCP principles and food code.
8. Train other staff members on the appropriate methods for all tasks related to the operation of a food service program.
9. Notify appropriate designee of any absence.
10. Lead other staff members in a fair, objective manner, ensuring accountability for all tasks, as they pertain to the preparation, serving, and cleaning for the food service program.
11. Supervise and help with any position during the lunch period.
12. Every two weeks, turn in time sheets to the cafeteria supervisor.
13. See that all health and safety regulations are observed.
14. Report any problems or accidents immediately to the cafeteria supervisor.
15. Responsible for proper cleaning and sanitation of dishes, cooking utensils, equipment, kitchen, and lunchroom.
16. Properly dispose of waste material.
17. Be responsible for correct storage and refrigeration of food and various supplies.
18. Assists the Food Service Supervisor, Cafeteria Manager, Cook, or any other food service worker, as needed, to ensure that the food service department may be an asset to the overall education process.
19. Safely operates and regulates kitchen equipment, simultaneously promoting safety practices and universal precautions. Follows established safety plan and reports and/or corrects unsafe working conditions, equipment repair and maintenance needs.
20. Maintains necessary paperwork, including but not limited to, food logs, holding temperature logs, cooking temperature logs, other logs, and is able to use email and respond to emails in a timely manner.
21. Attends all mandatory meetings and in-services, as deemed necessary by the Food Service Supervisor or district.

22. Reports any accidents, discrepancies, or problems as they arise to the Cafeteria Manager.
23. Performs any other duty as assigned.

Other Duties:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Help instill in students the belief in and the practice of ethical principles and democratic values.
3. Conduct other duties as assigned related to the Assistant Manager position.
4. Promote safety practices and procedures consistent with OSHA and PERRA standards, USDA, local health department and HACCP principles.

Equipment Operated:

Demonstrate use and care of all equipment. See that the equipment is properly operated and cleaned. Report any problems with the equipment to the Cafeteria Manager and/or Food Service Supervisor. Operate as directed all equipment related to position that may include but may not be limited to:

1. All kitchen equipment, e.g. oven, stove, slicer, steamer, mixer, knives, kettles, combi-ovens, dishwasher, and holding equipment.
2. Cashier equipment.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids and tissue.
2. Occasional interaction among unruly children.
3. Frequent lifting up to 75 pounds.
4. Continuous ability to stand, reach, lift, bend, kneel, stoop, climb, push and pull items.

Terms of Employment:

The Wadsworth City School District Board of Education, in accordance with the Collective Bargaining Agreement, determines salary, work year, and terms and conditions of employment. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Evaluation:

The administration/supervisor, in accordance with the provisions of the Wadsworth City School District Board of Education and the Collective Bargaining Agreement, will evaluate performance of this position.

Note: The above lists are not ranked in order of importance.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee.

_____ _____

Superintendent or Designee Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am aware of the location of the Wadsworth City School District Board of Education personnel policy manual and it is available for my review.

_____ _____

Employee Signature Date

Title: Assistant Cafeteria Manager

Cafeteria Assistant Manager:

Years	Index		2017-18	2018-19	2019-20
0	1.000			13.22	13.62
1	1.058	.058		13.99	14.41
2	1.144	.086		15.28	15.58
5	1.170	.026		15.63	15.93
7	1.205	.035		16.10	16.41
9	1.235	.030		16.50	16.82
14	1.265	.030		16.90	17.22
18	1.295	.030		17.30	17.63
25	1.320	.025		17.64	17.97

APPENDIX E
Classification Series

Clerical Series

- Secretary I *(grandfathered)*
- Secretary
- Clerk

Custodial Series

- Head Custodian I
- Head Custodian II
- Custodian III

Cafeteria Series

- Production Mgr/ Chef
- Cafeteria Manager
- Asst. Cafeteria Manager
- Baker/Cook
- Helper
- Light Driver

Aide Series

- Aides
- Crossing Guards

Paraprofessional Series

- Special Education Aides
- Special Education Attendants

Transportation Series

- Bus Driver
- Vehicle Driver
- Vehicle/Equip Head Mech I
- Vehicle/Equip Mech I

Special Education Aides in their position as of July 1, 2014 will be able to bump into the Aide Series if their Special Education Aide position is reduced according to Article XII of this agreement. Special Education Aides hired into their position after July 1, 2014 will not have this right.

Health Services Series

- Health Aides

Maintenance Series

- Maintenance Mechanic I
- Maintenance Mechanic II
- Maintenance/ Grounds I
- Maintenance/ Grounds II
- Adult Laborer

RETURN BY JULY 31, 2018

BOARD OF EDUCATION/GOVERNING BOARD RESOLUTION

Authorizing 2018-2019 Membership in the Ohio High School Athletic Association

WHEREAS, Wadsworth City Schools of

(SCHOOL DISTRICT NAME, Including City, Community, Local, Exempted Village, Parochial, Private)

524 Broad Street; Wadsworth 44281 , Medina County, Ohio

(Street Address/P.O.Box/City/Zip Code) (County)

has satisfied all the requirements for membership in the Ohio High School Athletic Association, a voluntary unincorporated association not-for-profit; and

WHEREAS, the Board of Education/Governing Board ("Board") and its Administration desire for the schools with one or more grades at the 7-12 grade level under their jurisdiction to be voluntary members of the OHSAA;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION /GOVERNING BOARD that all schools listed on the reverse side of this card do hereby voluntarily renew membership in the OHSAA and that in doing so, the Constitution, Bylaws, Regulations and Business Rules of the OHSAA are hereby adopted by this Board as and for its own minimum student-athlete eligibility requirements. Notwithstanding the foregoing, the Board reserves the right to raise student-athlete eligibility standards as it deems appropriate for the schools and students under its jurisdiction; and

BE IT FURTHER RESOLVED that the schools under this Board's jurisdiction agree to conduct their athletic programs in accordance with the Constitution, Bylaws, Regulations, Business Rules, interpretations and decisions of the OHSAA and to cooperate fully and timely with the Executive Director's Office of the OHSAA in all matters related to the interscholastic athletic programs of the schools. Furthermore, the schools under this Board's jurisdiction shall be the primary enforcers of the OHSAA Constitution, Bylaws, Regulations, Business Rules and the interpretations and rulings rendered by the Executive Director's Office. The administrative heads of these schools understand that failure to discharge the duty of primary enforcement may result in fines, removal from tournaments, suspension from membership and/or other such penalties as prescribed in Bylaw 11.

Date of Resolution May 14, 2018

_____

President of the Board of Education/Governing Board

LIST HIGH SCHOOLS AND GRADE 7-8 SCHOOLS ON REVERSE SIDE

_____

Superintendent

RETURN BY JULY 31, 2018

SCHOOL(S)

Lists all schools within your district that will abide by the resolution as printed on the front of this card in the appropriate column(s) listed below. Note: schools that operate as a 7-12 building must be listed in both columns if the 7th and 8th grade students are to be included in membership.

High Schools (9-12)	**Schools (7-8)**
Wadsworth High School	Wadsworth Middle School

Return to:
OHSAA
4080 Roselea Place
Columbus, OH 43214

Superintendent Name (print) Andrew J. Hill, Ed.D.

Superintendent Email ahill@wadsworthschools.org

OHSAA TOURNAMENT SITE AVAILABILITY AGREEMENT

"OHSAA"	"FACILITY"
OHIO HIGH SCHOOL ATHLETIC ASSOCIATION an unincorporated association 4080 Roselea Place Columbus, Ohio 43214	[facility name----next line] {Wadsworth HS Baseball Field} (Facility Name) {625 Broad St., Wadsworth, OH 44281} (Address)

This Tournament Site Availability Agreement is effective as of August 1, 2017, (the "Effective Date") and shall remain in effect for any and all tournament contest for the 2017-2018 school year.

Facility agrees to give and grant the OHSAA, including each District Athletic Board of the OHSAA, an exclusive license to use the **Facility's** premises/facilities for the purpose of conducting the OHSAA Sectional and/or District tournament contests in the sports indicated below in the event the OHSAA/DAB selects **Facility** as a host site.

✓ **Baseball** _____ **Boys Tennis**

_____ **Softball** _____ **Track & Field**

For those tournament events that are set up by the OHSAA/DAB for the "better seeded team" to host the tournament contest, the **Facility** shall not charge the OHSAA/DAB a rental/license fee and the **Facility** further agrees to staff the tournament within the staffing fees defined by the OHSAA/DAB for the specific sport/contest.

Prior to any and all tournament contest commencing at **Facility's** premises and facilities, **Facility** will cause the premises to be inspected for any and all latent or patent defects and shall certify the premises safe and free of defects for the contests to be conducted for the dates on which they are to be conducted.

The parties hereto incorporate herein the OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 as if fully rewritten herein. The parties represent and warrant that they have read the General Terms and Conditions prior to executing this Agreement. Notwithstanding the fact that copies of these General Terms and Conditions have been provided to **Facility**, these General Terms and Conditions are published on the OHSAA website at www.OHSAA.org.

District: Northeast

By: Larry Acker

_____

(Signature)

Its: Secretary

OHSAA/District Athletic Board:

By: Brad Musgrave

Tourney Manager-Print Name

Brad Musgrave

Tourney Manager Signature

Brad Musgrave, AD

CEO, CFO, Adm.;AD—Print Name

Its: Brad Musgrave

CEO; CFO; Adm. A.D.--Signature

Facility:_____

OHIO HIGH SCHOOL ATHLETIC ASSOCIATIO, 4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

----SITE CONFIRMATION AGREEMENT—SECTIONAL OR DISTRICT TOURNAMENT----

This ***CONFIRMATION OF TOURNAMENT SITE AGREEMENT*** is executed this 23rd day of April, 2018 by and between the Ohio High School Athletic Association, dba the Northeast District (hereinafter "DAB"), and Wadsworth City Schools located at 625 Broad St., Wadsworth, OH 44281 (hereinafter ("SCHOOL-"DISTRICT"1 or "FACILITY") {School or Facility– Site Address @ Location of Event}

Whereas, District has previously indicated its desire to host certain tournament events throughout the 2017-2018 school year; and

Whereas, as the fall/winter/spring tournaments are about to begin, tournament site selections have been made by the DAB and District's site has been chosen to host one or more of these tournament events; and

Whereas, all terms and conditions of the Tournament Site Agreement have been agreed to-- except the dates of the events and the financial terms of this license;

Now therefore, in order to confirm the terms of the ***Tournament Site Agreement*** and to identify the times, dates and financial terms of that agreement, the parties hereto agree as follows:

1. **LICENSE**
   a. DISTRICT agrees to license the premises known as Wadsworth HS Baseball Field, located at 625 Broad St., Wadsworth, OH 44281 (hereinafter the "Facilities").
      {Address of Event}
   b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker room(s), parking areas and press areas for the purpose of presenting the OHSAA (SECTIONAL) / DISTRICT (circle one) Tournament in the Sport of—List Specific Sport Baseball.
   c. The OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 are incorporated herein as if fully rewritten.
   d. The times and dates for these tournament events are listed below.

May 7, 2018	
May 8, 2018	

2. **LICENSE FEE**

As and for further consideration of the Tournament Site Agreement, DAB agrees to pay District the license fee of ——— ($ ———) per day/per event.

Northeast District Athletic Board

By: Larry Acker, Secretary

Signature

Site of Event Wadsworth HS

By: Brad Musgrave
Tourney Manager –Print Name

Brad Musgrave
Tourney Manager--Signature

Brad Musgrave, AD
Print----CFOI,CEO, Adm. Or A.D.

Brad Musgrave
Signature-- [CEO,CFO or AD, Administrator -

OHSAA TOURNAMENT SITE AVAILABILITY AGREEMENT

"OHSAA" "FACILITY"

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION an unincorporated association 4080 Roselea Place Columbus, Ohio 43214	[facility name----next line] {Wadsworth HS Softball Field} (Facility Name) {625 Broad St., Wadsworth, OH 44281} (Address)

This Tournament Site Availability Agreement is effective as of August 1, 2017, (the "Effective Date") and shall remain in effect for any and all tournament contest for the 2017-2018 school year.

Facility agrees to give and grant the OHSAA, including each District Athletic Board of the OHSAA, an exclusive license to use the **Facility's** premises/facilities for the purpose of conducting the OHSAA Sectional and/or District tournament contests in the sports indicated below in the event the OHSAA/DAB selects **Facility** as a host site.

_____Baseball _____Boys Tennis

__✓__Softball _____Track & Field

For those tournament events that are set up by the OHSAA/DAB for the "better seeded team" to host the tournament contest, the **Facility** shall not charge the OHSAA/DAB a rental/license fee and the **Facility** further agrees to staff the tournament within the staffing fees defined by the OHSAA/DAB for the specific sport/contest.

Prior to any and all tournament contest commencing at **Facility's** premises and facilities, **Facility** will cause the premises to be inspected for any and all latent or patent defects and shall certify the premises safe and free of defects for the contests to be conducted for the dates on which they are to be conducted.

The parties hereto incorporate herein the OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 as if fully rewritten herein. The parties represent and warrant that they have read the General Terms and Conditions prior to executing this Agreement. Notwithstanding the fact that copies of these General Terms and Conditions have been provided to **Facility**, these General Terms and Conditions are published on the OHSAA website at www.OHSAA.org.

District: Northeast

By: Larry Acker

_____

(Signature)

Its: Secretary

OHSAA/District Athletic Board:

By: Brad Musgrave

Tourney Manager-Print Name

Brad Musgrave

Tourney Manager Signature

Brad Musgrave, AD

CEO, CFO, Adm.;AD—Print Name

Its: Brad Musgrave

CEO; CFO; Adm. A.D.--Signature

Facility:_____

OHIO HIGH SCHOOL ATHLETIC ASSOCIATIO, 4080 ROSELEA PLACE ~ COLUMBUS, OHIO 43214

----SITE CONFIRMATION AGREEMENT—SECTIONAL OR DISTRICT TOURNAMENT----

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Whereas, District has previously indicated its desire to host certain tournament events throughout the 2017-2018 school year; and

Whereas, as the fall/winter/spring tournaments are about to begin, tournament site selections have been made by the DAB and District's site has been chosen to host one or more of these tournament events; and

Whereas, all terms and conditions of the Tournament Site Agreement have been agreed to-- except the dates of the events and the financial terms of this license;

Now therefore, in order to confirm the terms of the ***Tournament Site Agreement*** and to identify the times, dates and financial terms of that agreement, the parties hereto agree as follows:

1. **LICENSE**

   a. DISTRICT agrees to license the premises known as Wadsworth HS Softball Field located at 625 Broad St., Wadsworth, OH 44281 (hereinafter the "Facilities"). {Address of Event}

   b. This license includes, but is not limited to the competition area, public areas, spectator stands, locker room(s), parking areas and press areas for the purpose of presenting the OHSAA (SECTIONAL) / DISTRICT (circle one) Tournament in the Sport of—List Specific Sport Softball.

   c. The OHSAA Tournament Site Agreement General Terms and Conditions 2017-2018 are incorporated herein as if fully rewritten.

   d. The times and dates for these tournament events are listed below.

May 9, 2018	
May 10, 2018	

2. **LICENSE FEE**

   As and for further consideration of the Tournament Site Agreement, DAB agrees to pay District the license fee of _____ ($_____) per day/per event.

Northeast District Athletic Board

By: Larry Acker, Secretary

_____

Signature

Site of Event Wadsworth HS

By: Brad Musgrave

Tourney Manager –Print Name

Brad Musgrave

Tourney Manager--Signature

Brad Musgrave, AD

Print----CFOI,CEO, Adm. Or A.D.

Brad Musgrave

Signature-- [CEO,CFO or AD, Administrator -

Overlook Elementary

650 Broad St.
Wadsworth, Ohio 44281



Preschool Handbook

2018-2019

TABLE OF CONTENTS

Preschool Philosophy/Step Up to Quality
Goals
IMPACT OF PARENTAL SUPPORT
Wadsworth City Schools – Code of Conduct
GENERAL INFORMATION
Attendance
Cable TV Channel 16
Communicable Disease
Conferences
Days of Operation
Dressing for the Weather
    Other clothing concerns
Emergency Closings
Emergency Illness
Forms – Required
    Immunizations
    Physical Form
    Release Form
    Student Emergency Transport
    Student Roster
Instructional Fee
Licensing
Parking Lot
Parties
Safety
School Pictures
Snacks……12, 13
Staffing
Student Services
Toys
Visitors
Home/School Communication……...14
Admission Procedures……...15
Withdrawal Procedures……..15
Behavior Management/Discipline……..…15
Curriculum and Assessment…….16, 17

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.

Overlook Way – Code of Conduct

An Overlook Grizzly is SAFE.
An Overlook Grizzly is KIND.
An Overlook Grizzly is RESPONSIBLE.

Hallways:

Classrooms:

Playground:

GENERAL INFORMATION

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.

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. The person designated to pick up the child should report to the office to sign the 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.

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)
B. illness in the family necessitating the presence of the child
C. quarantine of the home
D. death in the family
E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
F. observation or celebration of a bona fide religious holiday
G. 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
H. 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.
2018-19 Conference dates are: October 17, 4:30 - 8:00 pm
October 18, 11:30 am - 7:00 pm
November 2, 8:10 am - 3:40 pm
February 7, 4:30 - 8:00 pm

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.

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

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
Briana Whited	Preschool Teacher

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 for order in the spring. Preschool is 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 included below. 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.

Jump Start Preschool
Snack Program Guidelines
Updated 4/2018

Through our participation in the Ohio Healthy Program, it is our goal to serve highly nutritious snacks to our preschool students. Snack time is a very important part of your preschooler's day. Preschoolers enjoy conversations with each other and trying new foods during this time. In order to eliminate confusion as to whose snack day it is or not having a snack because someone forgot, we are asking for each child to bring in enough snacks to cover 2 snack rotations. For example, if your child's class has 12 students you would send in 24 granola bars (or 12 granola bars and 12 cheese sticks). Here is how the snacks for the year will work:

1. Your first round of snacks will be due by the end of the first week of school. As supplies run low, we will send out a snack reminder asking everyone to send in more.
2. We are required by the Ohio Department of Education to request from parents, snacks that are a good source of Vitamin A and C. See some options below.
3. The Ohio Healthy Program requires that 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. **Please do not send in cookies, cupcakes, candy, or other unhealthy snacks. If we receive any of these items, we may need to return them to you for you to replace with one of the snack options below.**
4. If your snack option is something that requires spoons, such as yogurt or applesauce, please also send in enough spoons for the snack.
5. We will supply the napkins and cups for snacks. Water will be offered as the drink each day.

Suggested snack options:

- Yogurt
- Cheese
- Dry cereal with less than 6 grams of sugar per serving (i.e. Cheerios, Chex, Wheaties, Kix Alpha Bits, Corn Flakes)
- Cereal bars
- Cheese –Its
- Fruit cups- packaged in water or 100% fruit juice, not in syrup
- Applesauce
- Fruit chillers
- Fresh fruit (i.e. orange, apple, pear, peach, blueberries, etc.)
- Fresh veggies (i.e. celery, cucumber, carrots, etc.)
- Goldfish Crackers
- Whole grains (i.e. whole grain bread, tortilla shells, cereal, etc.)

Your Child's Birthday:

Student birthdays are recognized on our morning announcements each day. Students will receive a birthday pencil and certificate. Due to allergy needs, please do not send in food treats. You are welcome to send a non-food treat bag to send home or make a book donation to your child's class in honor of your child's birthday.

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.

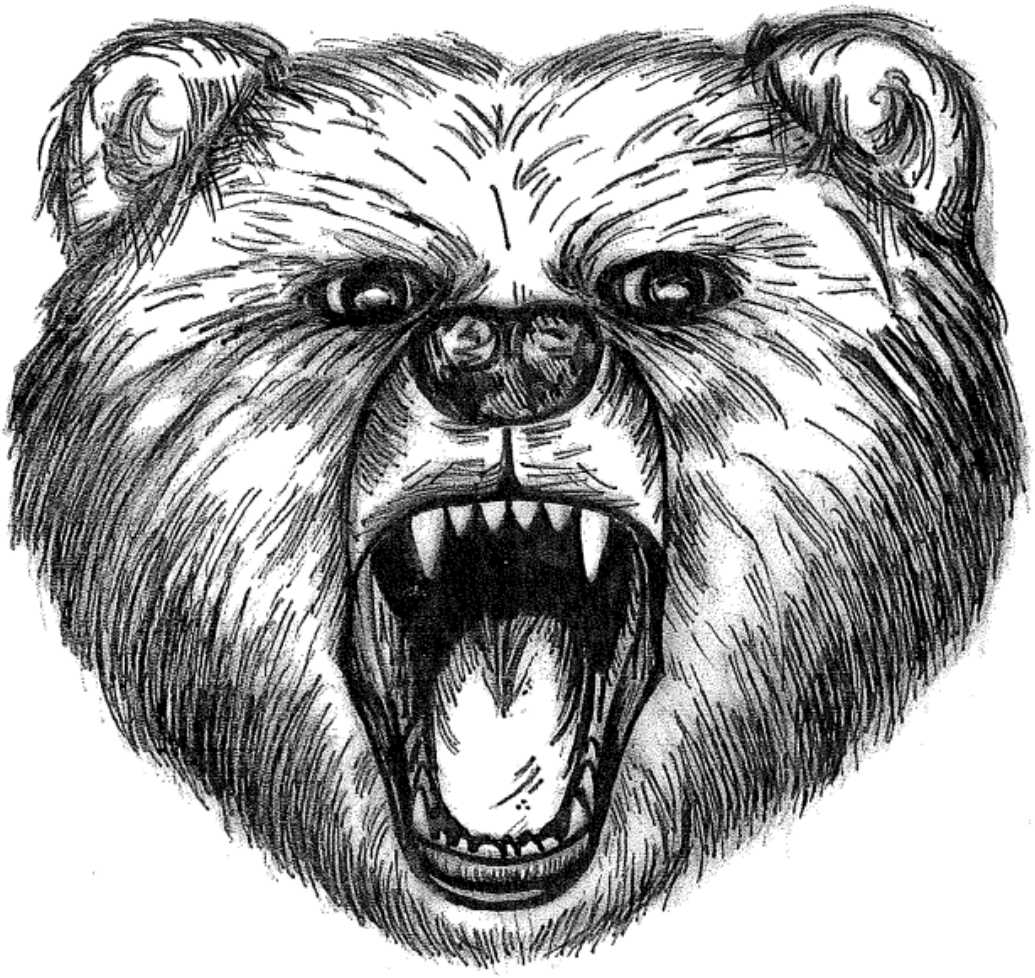
(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(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).



Wadsworth City Schools
ELEMENTARY
Student Handbook
2018 - 2019

ELEMENTARY BUILDINGS

Building	Principal	Secretary	Office Telephone	Attendance Telephone
Franklin	Roger Havens	Patti Keith	330-335-1470	330-335-1467
Isham	Nance Watts	Alicia Innocenti	330-335-1440	330-335-1333
Lincoln	Steve Brady	Michele Adams	330-335-1460	330-335-1461
Overlook	Erin Simpson	Cheryl Stoner	330-335-1420	330-335-1424
Valley View	Chris Roberts	Esther Miller	330-335-1430	330-335-1431

SCHOOL DAY

8:55 Students arrive in building

9:05 Tardy Bell – Grade K – 4

3:30 Dismissal

District Mission Statement

The Mission of the Wadsworth City Schools, in cooperation with families, school personnel, and community, is to provide a quality, well-rounded education in a safe environment that will enable all students to reach their highest potential.

- We believe that all students have a right to an education that provides an opportunity to reach their highest potential in an ever-changing global community.
- We believe that each student's education should help prepare them to be a productive and responsible citizen.
- We believe that education should be conducted in a safe environment – mentally, physically, emotionally, and socially.
- We believe families, school personnel, and community should work cooperatively to meet the educational needs of students.
- We believe that our schools should provide the best resources possible to meet the current and future needs of students.

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

VISITORS

We welcome parent involvement and encourage your support. For the safety of all children, visitors must enter the main doors by the office and report to the office to sign in. **PLEASE DO NOT GO DIRECTLY TO THE CHILDREN'S CLASSROOM, CAFETERIA, OR PLAYGROUND.**

All doors will be locked once school starts.

REPORTING ABSENCES

- Parents are required to call the school prior to 9:30 A.M. in order to report their child's absence.
- A written note signed by the parent or notification to the office is required if the child is dismissed during the school day.
- Parents must sign students in and out at the office if they arrive late or are dismissed early.
- If a parent doesn't call the school when the child is absent, that child will be required to bring a signed note from home explaining the absence.

ATTENDANCE REQUIREMENTS

- Students are urged to make doctor appointments, etc. outside of school hours.
- Vacation requests during the school year must be approved by the building principal. ~~At least two weeks prior, the~~ Parents must present prior notice in the form of a letter or e-mail to their child's principal noting dates of absence, destination, and return to school date. Vacation will not be approved during state-mandated test weeks.
- Vacation and unexcused absences do not require the teacher to furnish make up work and will be addressed on an individual basis.
- Parents may be required to present a physician's statement verifying the necessity of subsequent absences.

LATE STUDENTS

Please report to the office.

SUPERVISION IN THE A.M.

Students are not supervised until the following times:

Franklin	8:30 AM
Isham	8:30 AM
Lincoln	8:40 AM
Overlook	8:35 AM
Valley View	8:35 AM

Walkers and bikers are encouraged **not** to arrive until 5-10 minutes prior to the opening bell.

CAFETERIA

Wadsworth City Schools participates in the National School Lunch and Breakfast program. Some students may qualify for free or reduced-priced meals. Applications are available in each office. We encourage all families to apply to determine eligibility.

Lunch is served in all buildings to students in grades K-4. Breakfast is served at Franklin, Isham, and Lincoln Elementary buildings. Meal times are designated by each individual building. Menus and pricing information are posted on-line at www.wadsworthshools.org under "Lunch Menus".

Food services operates under a Point of Sale (POS) system, which means each student must type in their student ID# in order to purchase any item. Under POS, each student has an account. Line speed is greatly accelerated by having existing money on a student account. Therefore, parents are encouraged to send money in the form of checks to be placed on student accounts. Monies on an account are eligible for meals and à la carte items. However, this money is not available for vending machines. All money left on the account at the end of the school year stays with the student and will transfer to the next grade. Thus, refunds are only granted if a student withdraws. POS has the ability to block specific purchases or honor parental requests. Students can charge lunch when they do not have money on their account. ~~Under POS a student can charge two (2) lunches. After two charges the student will receive a peanut butter sandwich and white milk. Charge privileges are then discontinued until the balance is paid off.~~ Unpaid balances turn into student fees at the end of the school year.

Cafeteria Procedures

- Students are expected to use good manners and conduct themselves responsibly in the lunchroom.
- Students are to sit at the assigned tables for their grade levels.
- Students will be expected to clean up their area and raise their hands to request to be excused.
- Students are not to bring pop to school for lunch.
- For safety reasons no glass containers are permissible.
- Due to banks refusal we cannot accept Canadian coins.
- We encourage you to join us for lunch with your student, however, no outside food can be brought in for lunch. Example: McDonald's, Wendy's. If you would like to purchase a lunch to eat with your child, please contact the office by 9:30 AM.

EARLY DISMISSAL OF PUPILS

- Students, who must leave the building during the day, must bring a written excuse to that effect and present it to the school secretary upon arrival in

the morning.
- The parent will report to the office to call for the student.
- **All students are to be signed out and picked up at the office.**
- A note signed by the Doctor is needed to verify appointments.

BUS RIDERS
- Bus riders will be put on the bus unless the office is notified prior to the bus dismissal by note or phone call from the parents.
- Students not riding the bus will be released at dismissal and should be picked up and signed out at the office unless prior written notice has been given.
- If there is a change in transportation a written note by the parent/guardian must be submitted to the office early in the morning ***each*** day of a change in transportation. **IF NO NOTE IS RECEIVED, YOUR CHILD WILL BE SENT HOME BY REGULAR MEANS OF TRANSPORTATION.** If you send someone to pick up your child, please identify them in your note. The above also applies to walkers.

WALKERS
- We encourage children to walk home every day.
- Children are not permitted to play on the playground after school unless supervised by a parent.

Children that are walkers will be asked to walk on the sidewalks and designated walk ways. They will not be permitted to walk through the parking lot or between parked cars. They are expected to go directly home.

BIKE RIDERS
- Bike riders are encouraged to wear helmets.
- Bikes must be parked in the bike rack.
- Bike riders are expected to walk their bikes on school property.

TOYS

Toys, cell phones, electronic games or other electronic devices are not permitted in school. Items will be confiscated until a parent picks them up in the office.

Children should not bring toys from home unless permitted by teacher for special event. Cherished objects are easily lost, stolen, or broken and cause classroom distractions. School personnel cannot assume responsibility for missing items.

BIRTHDAY CELEBRATIONS:

In support of our district Health and Wellness policy, we ask that you **do not send in food treats** for birthdays. Stickers, pencils, erasers or other non-

edible treats are welcome to be distributed instead.

Also, please do not send birthday invitations in with your child to hand out in class unless every student receives one.

LOST & FOUND

Please check the lost and found periodically for missing items.

MEDICATIONS

Before any prescription medication may be given to a student by school personnel, a medical form requesting the administration of medication must be completed and signed by the doctor. This form is available in the office.
A similar medication form must be signed by the parent/guardian if over-the-counter medications need to be administered.

Children carrying their own inhalers or Epi-Pens must also have a medication form on file.

SCHOOL CLOSING

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 Schools are NOT part of the Medina County School system.

SPEECH AND LANGUAGE THERAPY

Individual and small group sessions are available to those students who qualify. All new Kindergarten students are screened to determine eligibility for these services.

I/SGI TUTORING

This special education program provides extra academic support for students with Specific Learning Disabilities.

SCHOOL HEALTH SERVICES

Screenings: This school year, vision and hearing screenings will be done in preschool, kindergarten, grades 1 and 3. These are state mandated screenings for all students in these grades. 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.wadsworthschools.org , click on “Departments”, 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: 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 330.335.1403, extension 55142, if you have questions or concerns about your child's medical condition.

OASIS TUTORS

Senior Citizen volunteers build literacy skills with teacher-selected first and second graders. The volunteers are trained and work with individual students.

PARENT/TEACHER CONFERENCES

Parent conference is an opportunity to arrive at a mutual understanding and a working relationship with school personnel.

Concerns need not wait until the conference days. It is desirable to discuss problems and concerns as they arise. Contact your child's teacher to make arrangements.

For dates and times, check our district calendar on our school website www.wadsworthcityschools.org.

GRADING PERIODS:

Aug 21, 2018 – Nov 16, 2018
Nov 19, 2018 – March 1, 2019
March 4, 2019 – May 30, 2019

GRADING SYSTEMS

Standards-Based Report Cards are used in Grades K-2 to share information about your child's progress toward Ohio Content Standards.

1 = Beginning Standard
2 = Approaches Standard
3 = Meets Standard
- (minus) = Area of concern

Grades 3 & 4 use traditional A-F scale

TECHNOLOGY

Students use technology tools to do research, practice skills, and to create projects.

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.

GUIDANCE COUNSELING

A counselor is available for classroom and small group counseling throughout the year. If you have concerns, please call your child's school.

STUDENT SERVICES

This department is at the Administrative Office (330-336-3571). It oversees special education, home instruction, tutoring, speech therapy, testing, and kindergarten screening for the district.

PARENT VOLUNTEERS

Any individual who wishes to volunteer in our Kindergarten through 4th grade classes *may* need to complete a background check and be Board approved. Ohio Revised Code requires both the BCI (Ohio) and FBI (National) checks. Parents who volunteer and have ***no*** unsupervised interaction with students do not need background checks. Parents who volunteer and have unsupervised interaction with students with no direct supervision by a WCS employee will need to complete a background check. Please notify your building principal if you are interested in being a parent volunteer.

STUDENT CODE OF CONDUCT - also applies as students travel to and from school (A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at http://www.wadsworth.k12.oh.us/administration/12.).

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.

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, at 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, nonmedically 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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Wadsworth City School District
Bylaws and 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:

   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 4/9/2018

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. 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.

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

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

Audio/Video Surveillance

This facility uses audio/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 audio/video surveillance/electronic monitoring system are directed to the Building Principal.

- Cut – Along Dotted Line

Wadsworth City Schools
Elementary Handbook
2018-2019

PARENT REVIEW

I have reviewed the Elementary Student Code of Conduct with my child.

Student Name: _____

Teacher Name: _____

_____

Parent/Guardian Signature **Date**

Please return ***this page only*** to your child's school by **September 7, 2018**

CENTRAL INTERMEDIATE SCHOOL

2018-2019

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 2018-2019 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

9:05-10:05..... Tardy
10:05-12:25..... Half Day AM
12:26-3:30..... Half Day PM

SCHOOL CALENDAR

August 16..... Teacher Work Day
August 17..... Teacher Work Day
August 20.....Prof. Dev. In-service
August 21.....First Student Day
September 3 .....Labor Day
September 28 .....Prof. Dev. In-service
October 19 .....Teacher Comp. Day
Nov. 9 .....Prof. Dev. In-service
Nov. 22-26.....Thanksgiving Break
Dec. 24 - Jan. 4 ..... Winter Break
January 21.....Martin Luther King Day
February 1.....Prof. Dev. In-service
February 18.....President's Day
April 1-5 … ……Spring Break
April 19……..…….....Good Friday
May 27.....Memorial Day
May 30..... Last Student Day
May 31..... Teacher Work Day
June 3..... 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 an account are eligible for meals and a la 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. Students who do not have a lunch will be permitted to charge their POS account for the cost of one. 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 levels 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. If you do not call, please send in 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.

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:

- 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 in advance.

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 parental 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
- Failure to contact the school when your child is not in attendance.

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.

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 Paws" 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 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. Students are not permitted to buy or sell personal items while at school.

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 for students before this time. When students arrive, they will be directed to come in the building to be supervised.

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.

1. After-school detention starts at 3:30 p.m.
2. Before school detentions begin at 8:15 a.m.
3. Students are expected to bring school-related materials for study.
4. Students must report with necessary supplies to study: paper, pencils, books, erasers, etc.
5. Students are **not** allowed to go to their lockers or use the telephone.
6. No food or beverages may be consumed during detention.
7. No recreational articles will be allowed in the room. (Radios, cards, toys, etc.)
8. 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. Parents are not permitted to appeal a detention assigned to a student by a teacher or principal.

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 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 on our website.

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 330.335.1403, extension 30116, 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.

Fifth and Sixth grade students will be screened for scoliosis. 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 330.335.1480, extension 40406. 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. Printed copies will not be sent home unless a parent requests. Instead, the report card is available electronically, through Progress Book. 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, 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 21 – October 19.....40 Days
October 22 – December 21.....40 Days
January 7 – March 15 .....47 Days
March 18 – May 30 .....47 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 the right-of-way. There is no dropping off students on S. Lyman Street. When crossing the street, students are expected to use the crosswalk.

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 will be directed to come in the building to be supervised. 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 CIS 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.
12. 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**.

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at http://www.wadsworth.k12.oh.us/administration/12.

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 at 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.**

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, at 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 hree (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 4/9/2018

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.

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

Audio/Video Surveillance

This facility uses audio/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 audio/video surveillance/electronic monitoring system are directed to the Building Principal.

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.

TABLE OF CONTENTS

TABLE OF CONTENTS	2
BELL SCHEDULE	3
CALENDAR	4
ABSENCES	5
ACADEMICS	7
ANNOUNCEMENTS AND BULLETINS	8
ASSEMBLIES	8
ATHLETIC PARTICIPATION REQUIREMENTS	8
ATHLETICS RISK OF PARTICIPATION	8
ATTENDANCE POLICIES/PROCEDURE	8
BULLYING – BE THE SOLUTION	9
BUS TRANSPORTATION	9
CAFETERIA REGULATIONS/PROCEDURES	9
CLASS ACTIVITIES AND CLASS FINANCES	9
CLOSING SCHOOL	9
CODE OF CONDUCT	10
DRESS CODE/STUDENT APPEARANCE	13
FEES—FINES	13
GUIDANCE DEPARTMENT	13
HALL PASS	14
HEALTH SERVICES (school)	14
INTERROGATIONS AND SEARCHES	14
LIBRARY—MEDIA CENTER	15
LOCKERS—SEARCHES—INVESTIGATIONS	15
LOST AND FOUND	16
REFERENCE GUIDE	16
RESTROOM POLICIES	16
SCHEDULE CHANGES	16
STUDENT ACTIVITY PROGRAMS	17
STUDENT CONDUCT	17
STUDY HALL PROCEDURES	21
TECHNOLOGY	21
VIDEO SURVEILLANCE	21
VISITORS	22
WITHDRAWING FROM A COURSE	22
ANNUAL NOTICES	23
WADSWORTH CITY SCHOOL DISTRICT – BYLAWS & POLICIES	25

BELL SCHEDULE 2018-19

	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
Period 1	**7:35 – 8:20**	9:35 – 10:09	7:35 – 8:23
Announcements	**2nd Period**	None	None
Period 2	**8:23 – 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 Lunch A Lunch B Lunch C	**11:25 – 12:55** **11:25 – 11:55** **11:55 – 12:25** **12:25 – 12:55**	11:51 – 1:21 11:51 – 12:21 12:21 – 12:51 12:51 – 1:21	10:40 – 12:10 10:40 – 11:10 11:10 – 11:40 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 (2018-19)

August 21	First Day of Classes
August 30	Open House (parents only) 6:30-8:00 p.m.
September 3	(No School) Labor Day
September 5	School Pictures – Individuals
September 6	2 Hour Delayed Start - Grizzly Time Bell Schedule
September 21	Interims Posted to Website
September 28	(No School) Prof. Dev. In-service
October 11	2 Hour Delayed Start - Grizzly Time Bell Schedule
October 19	End of 1st Quarter
October 19	(No School) Teacher Comp. Day
October 22	Begin 2nd Quarter
October 26	Grade Cards Posted in Progress Book
November 1	2 Hour Delayed Start - Grizzly Time Bell Schedule
November 1	Parent/Teacher Conferences (3:30-7:30 p.m.)
November 6	School Pictures – Retakes (a.m.)
November 9	(No School) Prof. Dev. In-service
November 16	Interims Posted to Website
November 22 – 26	(No School) Thanksgiving Break
December 6	2 Hour Delayed Start - Grizzly Time Bell Schedule
December 7	School Pictures – Candid Day
December 21	End of 2nd Quarter
December 24 - January 4	(No School) Winter Break
January 7	Begin 3rd Quarter
January 10	2 Hour Delayed Start - Grizzly Time Bell Schedule
January 11	Grade Cards Posted in Progress Book
January 21	(No School) Martin Luther King
February 1	(No School) Prof. Dev. In-service
February 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
February 8	Interims Posted to Website
February 18	(No School) Presidents Day
March 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
March 15	End of 3rd Quarter
March 22	Grade Cards Posted in Progress Book
April 1 - 5	(No School) Spring Break
April 11	2 Hour Delayed Start - Grizzly Time Bell Schedule
April 19	(No School) Good Friday
April 26	Interims Posted to Website
May 2	2 Hour Delayed Start - Grizzly Time Bell Schedule
May 27	(No School) Memorial Day
May 30	Last Day for Students
June 7	Grade Cards Posted in Progress Book

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.

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 voicemail; calls can be made anytime to report an absence.

**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.

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 th 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.

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.

LATE ARRIVALS – SIGNING OUT

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

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 or 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- Classwork for an unexcused absence is not able to be made up unless otherwise noted by school personnel. If a teacher decides the work will not be made up it will not count against the student's overall grade. T~~eachers 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 3 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.

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.

			Weighted grades
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 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.

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 is 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 your 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.

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at http://www.wadsworth.k12.oh.us/administration/12.

CAFETERIA REGULATIONS/PROCEDURES

Prices are available online 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 up on 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, sunglasses, slippers, flip-flops, bandanas/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.

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. Manos
8th Graders……..…… Mrs. Beal

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:

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 Central Intermediate to the middle school and from middle school to the high school.
4. Assisting students in selecting high school courses.
5. 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 paperwork 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. Breuers
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. Ryder
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
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
- Newspaper
- Peer Tutoring
- Model UN
- Dances
- Band
- Athletics
- Drama
- Fishing Club
- Choir – Show
- Peer Mediation
- Robotics
- Announcement Crew
- Lacrosse
- Academic Challenge
- 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.

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.

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.

SURVEILLANCE (Audio/Video)

This facility and its resources uses 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 surveillance system, both audio and video, are directed to the Building Principal.

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, staff, 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.

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 4/9/2018

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~~
STUDENT HANDBOOK RATIONALE

~~**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.**~~

The Wadsworth High School Student Handbook has been designed to meet the needs of all students in grades 9-12 who are enrolled in classes at Wadsworth High School, through our Four Cities Compact, or the College Credit Plus Program. Since all young men and women who attend this institution are considered students, they are all subject to the rules and regulations found in these pages regardless of age. The student handbook, its rules and regulations, applies to all Wadsworth City Schools' property, and vicinity, employees, employees' property, and all school related activities, both home and away. If an offense in this code occurs when school is not in session, or just before school (example: summer or vacations), the action or penalty will begin when school resumes if permissible.

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, 2018-2019

August 21	First day of school
August 29	Open House (7:00 – 9:00 p.m.)
September 3	Labor Day – NO SCHOOL
September 6	WMS/WHS 2-Hr. Delayed Start
September 22	First Nine Weeks Interim Reports Available
September 27	Parent Conferences (5:00-8:30 P.M.)
September 28 ……..	Professional Development – NO SCHOOL
October 11	WMS/WHS 2-Hr. Delayed Start
October 19	End of First Nine Weeks
October19 ……..	.....No School
November 1	WMS/WHS 2-Hr. Delayed Start
November 9	Professional Development—NO SCHOOL
November 17	Second Nine Weeks Interim Reports Available
November 22-26	Thanksgiving Break – NO SCHOOL
December 6	WMS/WHS 2-Hr. Delayed Start
December 21	End of Second Nine Weeks & First Semester
December 24 – January 4	Winter Break – NO SCHOOL
January 10	WMS/WHS 2-Hr. Delayed Start
January 21	Martin Luther King, Jr. Day – NO SCHOOL
February 1	Professional Development – NO SCHOOL
February 7	WMS/WHS 2-Hr. Delayed Start
February 8	Parent Conferences (5:00-8:30 P.M.)
February 18	President's Day – NO SCHOOL
February 21……	Third Nine Weeks Interim Reports Available
March 7	WMS/WHS 2-Hr. Delayed Start
March 16	End of Third Nine Weeks
April 1-5	Spring Break – NO SCHOOL
April 11	WMS/WHS 2-Hr. Delayed Start
April 19	Good Friday--NO SCHOOL
April 27	Fourth Nine Weeks Interim Reports Available
May 2	WMS/WHS 2-Hr. Delayed Start
May 24	Last Day for Schedule Changes
May 24	Baccalaureate
May 26	Commencement
May 27	NO SCHOOL (Memorial Day)
May 30	Student's Last Day and End of Fourth Nine Weeks & Second Semester
May 31	Teacher Work Day
June 3	Teacher Comp. 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)

Nine Week Grading Periods	Student Days In Session	Interim Reports
Aug. 21-Oct. 19	41	Sept. 21
Oct. 22-Dec. 21	41	Nov. 16
Jan. 7-March 15	47	Feb. 8
March 18-May 30	47	26-Apr

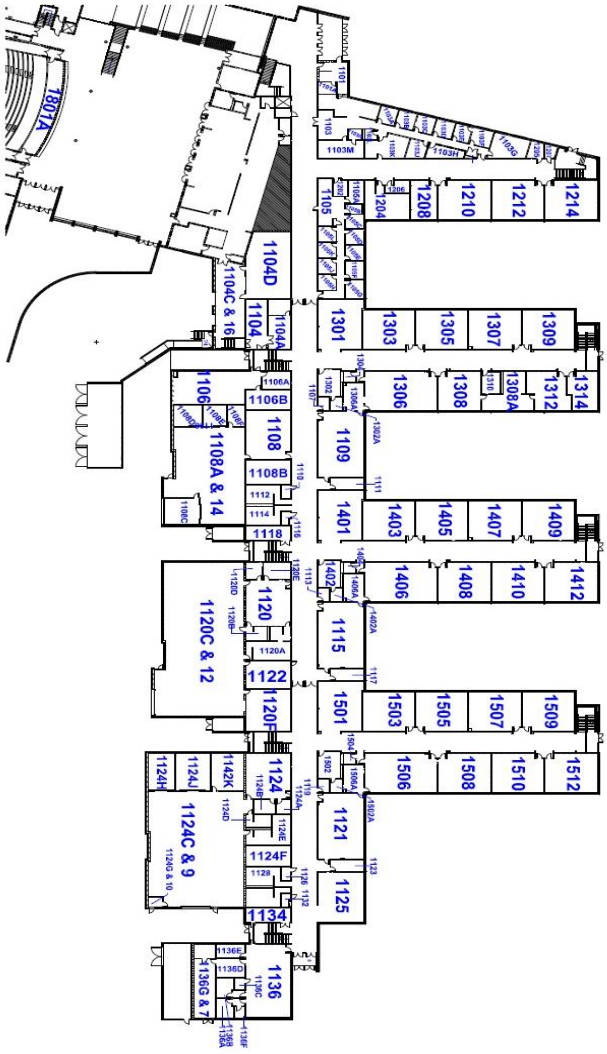
Report cards are issued electronically, but can be printed upon request by parents or guardians.

ALMA MATER

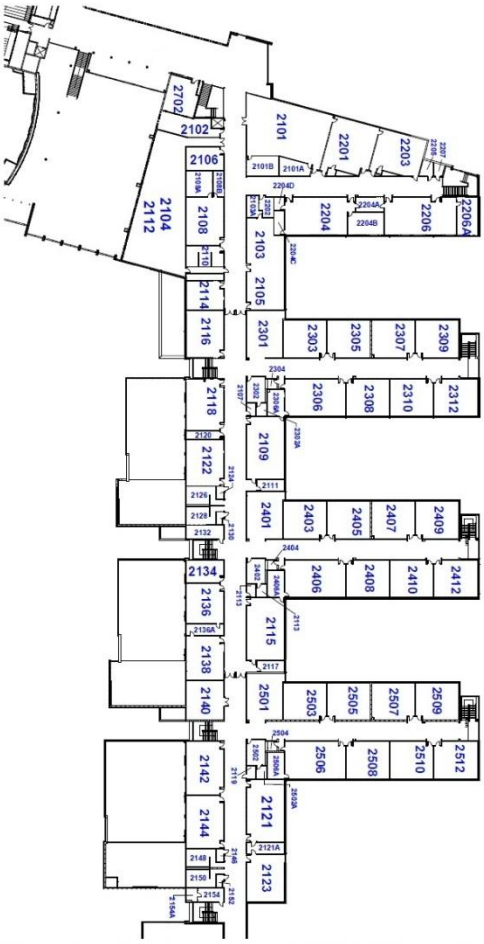
To you, Alma Mater,
We always will remain so true.
Our hearts and our loyalty
Will ever be in thought of you.
To you we owe our happiness
And all of our success.
Forever will your banner be our pride
Success to you, dear Wadsworth High.



WADSWORTH HIGH SCHOOL First Floor



WADSWORTH HIGH SCHOOL Second 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			
Tardy Bell	*7:35	*7:35	*9:35
PERIOD 0	6:30 - 7:20	6:30 - 7:20	8:45 - 9:15
PERIOD 1	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	

BELL SCHEDULE

	Regular Schedule 45 Minute Class			**2 Hour Delay Schedule** **Lunch will be 6th Period** Class
Warning Bell	7:25			9:25
Tardy Bell	*7:35	**IE Period**		*9:35
PERIOD 1	7:35 - 8:20		PERIOD 1	9:35 -10:05
PERIOD 2	8:24 -9:09		PERIOD 2	10:09 - 10:35
PERIOD 3	9:13 - 9:58		PERIOD 3	10:39 - 11:05
PERIOD 4	8:24 - 9:09		PERIOD 4	11:09- 11:35
PERIOD 5A	10:47 - 11:17	11:22 - 12:07 (45)	6A	11:40 - 12:10
PERIOD 5B	11:12 - 11:42	10:51 - 11:12 (41)	6B	12:15 - 12:45
		11:47 - 12:07	6C	12:50-1:20

PERIOD 5C	11:37 - 12:07	10:51 - 11:37 (46)	PERIOD 7	1:25-1:55
PERIOD 6	12:11 - 12:56		PERIOD 8	2:00-2:34
PERIOD 7	1:00 - 1:45			
PERIOD 8	1:49 - 2:34			

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

A.L.I.C.E. Safety Procedures

A- Alert: Admin will make an announcement to **ALERT** students about situation.

- Listen to instructions from the PA system and teachers.
- Knowing what is going on and being able to keep a level head will increase chances of survival.
- Do not panic, you only need to focus on staying safe for around five minutes before help to arrive.

L- Lockdown: If leaving is not safe or possible you must **LOCKDOWN**.

- If the threat is too close to evacuate, barricade the doors and windows.
- Turn off the lights.
- Remain both calm and quiet.

I- Inform: Staff will continue to **INFORM** students about the situation.

- As the situation evolves you will be informed via the PA system.
- Continue to make decisions as more information becomes available.

C- Counter: If your room is invaded, **COUNTER** and distract the attacker.

- If your room is invaded and you cannot escape throw items at the attacker.
- Stay low to avoid line of fire.
- A moving target is harder to hit.
- Remember countering an attacker should only be a last resort.

E- Evacuate: **EVACUATE** the building as soon as SAFE as POSSIBLE.

- Do not push or shove others. We are all in this together.
- If one exit is too crowded to evacuate find or create another one.
- Go to the predetermined rally point, if it is safe. If not, go to another safe spot.

Remember: it only takes 3-5 minutes for help to arrive! When law enforcement arrives it is better to show, not tell, you are not part of the threat. Put your hands in the air, fingers spread.

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
Flyers/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

TABLE OF CONTENTS

SECTION I
ATTENDANCE INFORMATION
This section begins on page 11

SECTION II
DISCIPLINE INFORMATION
This section begins on page 19

SECTION III
ACADEMIC INFORMATION
This section begins on page 38

SECTION IV
SCHOOL COUNSELING DEPARTMENT INFORMATION
This section begins on page 44

SECTION V
GENERAL INFORMATION
This section begins on page 52

SECTION VI
ATHLETICS & ACTIVITIES
This section begins on page 61

SECTION VII
DIRECTORY & CONTACT INFORMATION
This section begins on page 65

SECTION I
ATTENDANCE INFORMATION
TBD

SECTION II
DISCIPLINE INFORMATION
TBD

SECTION III
ACADEMIC INFORMATION
TBD

SECTION IV
SCHOOL COUNSELING DEPARTMENT INFORMATION
TBD

SECTION V
GENERAL INFORMATION
TBD

SECTION VI
ATHLETICS & ACTIVITIES
TBD

SECTION VII
DIRECTORY & CONTACT INFORMATION
TBD

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.~~ There is a direct correlation between attendance at school, and performance; therefore, it is imperative that a student be in attendance at school. ~~Consequently, all students will be urged~~ 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 given an excused absence for a legitimate reason. ~~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~~. During the school year letters of attendance will be sent out in the event a student has missed 38 hours in a month, or 65 hours of instruction for a year. In addition, letters will be sent to students who have been truant from school (absent without any notification) for 30 or more consecutive hours in a week, 42 hours or more hours in a month, of 72 or more hours in a year. The attendance office and administration will work with parents when appropriate to establish meetings to address attendance issues; and when necessary will employ the building's Absence Intervention Team (AIT) to assist students and parents dealing with attendance issues. 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 statues of the State of Ohio and the Wadsworth City Schools.

~~**Reasons for which absences may be excused 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**~~

~~**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.~~

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.

All absences will be counted in the attendance requirement (Excused, Unexcused, and Truant). Included are excused absences, ~~partial day's absence~~ absences for a doctor or dentist appointment, 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.

~~**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~~** with prior notice and approval from administration, the absence may be excused**).**
5. Missing class because of Dress Code violation
6. Failure to follow procedures for college visitation days
7. Other absences not listed as excused

When a student's absence(s) from school becomes chronic, a student may be referred to the building Attendance Intervention Team for 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.

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.~~ 10:47 a.m. or be in attendance at the high school by ~~10:15 a.m.~~ 10:02 a.m. for the rest of the day.

Students who wish to be eligible for extra-curricular activities with athletic teams, clubs, or

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(s). ~~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 to be unexcused absent from school, and deemed truant if the school receives no notification. ~~and dealt with accordingly.~~ If a parent or guardian does not report the absence of a student, and information is not provided regarding a student's absence, it could become a truancy. 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 may result in disciplinary action by the administration. Progressive discipline will be used in the event a student does not change their behavior. ~~(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 weekends 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.~~

Prior to visiting a college, a student must pick up a college visitation form from the Attendance Office. 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. **Permission for college visitations during the month of May, may be granted by the high school principal.**

EARLY DISMISSAL FROM SCHOOL

Any student who must leave school early (before ~~2:30~~ 2:34 p.m.) for appointments must bring a written request signed by parent or guardian to the ~~Attendance Officer~~ Attendance Office prior to the start of school, on the day you wish to have 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.~~ Upon returning to school, the student must present a verification form that has been filled out and returned to the Attendance Office.

~~Early dismissals will 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 1st period~~	~~Tardy~~
~~By end of 3rd Period.~~	~~1/2 absent~~
~~Beginning of 5th 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.~~

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 an ~~admit~~ admittance slip.
   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 unexcused, he/she is subject to disciplinary consequences.~~ Should a student's absence be classified as truant, that student maybe subject to the Absence Intervention Team, and possible intervention action, as well as discipline from the administration.

LEAVING THE BUILDING

Wadsworth High School is a "closed campus." Students entering the building prior to 7:35 may do so through the main entrance door (Door 1) and the bus entry door at the end of the 1100 hallway. Students leaving the campus prior to ~~2:30~~ 2:34 must exit through the attendance office and the main entrance door (Door 1). 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 or an Administrator. Again, all students must exit and enter the building during the school day (7:35 to 2:34) through the main entrance (Door 1). 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.~~ For absences (both excused and unexcused), it is the responsibility of each student with either absence upon their return to school to immediately make arrangements with his/her teacher(s) to make up the work, and assignments that have been missed. 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~~ absences of any length of time, and those absences/tardies that are excused and/or unexcused.

TARDINESS TO CLASS

Recommended Progressive Discipline Procedure for Tardiness to Class:

1st Tardy	Warning
2nd Tardy	Warning
3rd Tardy	Teacher assigned detention (20 minutes). Teacher contact with parent/guardian by phone
4th Tardy	Office referral – 30 minute detention
5th Tardy	Office referral – ~~Thursday~~ Saturday Detention
6th Tardy	~~One day of In-School Detention~~ In School Detention (1-3 days)

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~~ Attendance Office 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~~ to 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. This includes issues that involve tardies due to ~~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~~ class when the late bell rings. Any student who fails to sign in may be considered **truant** or unexcused.

Penalties –Late to school tardies

~~1st Tardy — Warning~~
~~2nd Tardy — Warning~~
~~3rd Tardy — Thursday Detention After school detention for one hour.~~
~~4th Tardy — Thursday Detention Saturday School Detention for two hours.~~
~~5th Tardy — 1-Hour Morning Detention Saturday School (Parent/Guardian is called by Attendance Officer)~~
~~6th Tardy — Thursday Discipline~~
~~7th Tardy — In-School Detention or Loss of Driving Privileges (3 weeks) if student drives to school.~~
~~8th Tardy — 2 Days In-School Detention or Loss of Driving Privileges (till end of semester, minimum of 6 weeks) if student drives to school.~~
~~9th 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.~~

Penalties –Late to school tardies

1st Tardy	Warning
2nd Tardy	Warning
3rd Tardy	Thursday Detention After school detention for one hour.
4th Tardy	Warning toward 5th tardy, recorded. (Parent/Guardian is called by Attendance Officer)
5th Tardy	Saturday School Detention for 1 hour. (Parent/Guardian is called by Attendance Officer).
6th Tardy	Saturday School Detention for 2 hours. (Parent/Guardian is called by Administrator).
7th Tardy	In-School Detention or Loss of Driving Privileges (3 weeks) if student drives to school.
8th Tardy	2 Days In-School Detention or Loss of Driving Privileges (till end of semester, minimum of 6 weeks) if student drives to school.
9th 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~~ legitimate excuse or notification by parent / guardian, 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)

1ST Truancy	2 Hour Thursday Detention (1) day.
2nd Truancy	Saturday School Detention, (1) day.
3rd Truancy	Saturday School / In-School Detention (2) days and meeting with parent/guardian. Referral to Attendance Intervention Team.
4th 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~~ parents / guardians must notify the building administration before leaving on vacation to receive approval.

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.~~ 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. 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) that are deemed unacceptable by the administration; 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~~ administration.

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 is to have zero tolerance for violent, disruptive, or inappropriate behavior, ~~including excessive truancy~~ including attendance issues. 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, staff member, 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~~ may receive 24 hour notice and will eat a sack lunch. Students may purchase a sack lunch or pack their own.

~~THURSDAY~~ ONE HOUR / TWO HOUR 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~~ after school. ~~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~~, principal, associate principal, or assistant principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal, associate 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, associate 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:~~ which discipline may be imposed based on the Wadsworth High School Code of Conduct:

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. Possession of and/or smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes whether they contain nicotine or not, are also 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 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~~ 3.7 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:

		College Prep	Honors	A.P.
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 ¼ credit P.E. course would be worth ¼ x 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	Mrs. Rapp
E-K	Mrs. Freund
L-Re	Mrs. McInnes
Ri-Z	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	

*Credits: 21 Total

10 Community Service Hours (Senior Year)

* 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. For the class of 2021, and beyond, you will have to obtain a ½ unit of World History.
****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.

Students must complete their required credits, along with one of the following paths towards graduation:

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, and 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.

WADSWORTH HIGH SCHOOL

FACT SHEET – DIPLOMA REQUIREMENTS
~~(Graduating Classes Beginning with the Class of 2018)~~

~~**DIPLOMA**~~ ~~**HONORS DIPLOMA – ACADEMIC**~~

21 Credits

Subject	Credits
English	4
*Math	4
**Science	3
***Social Studies	2
Government	½
Economics	½
Health	½
****Physical Education	½
Technology	½
*****Electives	5 ½

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.

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

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
C. Science	4 including two units of advanced science.
D. Social Studies	4
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 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

readiness score on the Work Keys assessment.

*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 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).

HONORS DIPLOMA – ART

Subject	**Credit**
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.
H. ACT Composite – 27 or SAT – 1280	
I. Additional	Achieve proficiency benchmark for the Ohio Career-Tech Assessment

Field Experience and Portfolio required

*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.

~~**A.** Fine Arts — 4 units~~
~~Electives — 2 units with focus on Arts.~~
~~GPA – 3.5 four year cumulative.~~
~~ACT Composite – 27 or SAT 1280~~
~~Field Experience and Portfolio Required.~~

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met. Dropping a course may impact your plans.

Criterion	Academic Honors Diploma	Career Tech Honors Diploma
Math	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course
Science	4 credits, including two units of advanced science	4 credits, including two units of advanced science
Social Studies	4 credits	4 credits
World Languages	3 credits of one world language, or no less than 2 credits of each of two world languages studied	2 credits of one world language studied
Fine Arts	1 unit	N/A
Electives	N/A	4 credits of Career-Technical minimum
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	27 ACT/1280SAT	27 ACT/1280 SAT/WorKeys (6 Reading for Information & 6 Applied Mathematics)
Field Experience	N/A	Requireed
Portfolio	N/A	Requireed
Additional Assessment	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career/Technical Competency Assessment or equivalent

(Old criteria can still be used for class of 2019 & 2020)

Criterion	Academic Honors Diploma	Career Tech Honors Diploma
English	4 credits	4 credits
Math	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course
Science	4 credits, including physics and chemistry	4 credits, including two credits of advanced science
Social Studies	4 credits	4 credits
World Languages	3 credits of one world language, or no less than 2 credits of each of two world languages studied	N/A
Fine Arts	1 credit	N/A
Electives	N/A	4 credits of Career-Technical minimum
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	27 ACT/1280SAT	27 ACT/1280 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

NEW Honors Diploma options for STEM, Arts, or Social Science & Civic Engagement.

Refer to Ohio Department of Education website: search Honors Diploma for latest criteria.

Criterion	**STEM Honors Diploma**	**Arts Honors Diploma (includes dance, drama/theatre, music, and visual art)**	**Social Science & Civic Engagement Honors Diploma**
Math	5 credits, Algebra I, Geometry, Algebra II, and one other higher level course	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course	4 credits, Algebra I, Geometry, Algebra II, and one other higher level course
Science	5 credits, including two units of advanced science	3 credits, including two units of advanced science	3 credits, including two units of advanced science
Social Studies	3 credits	3 credits	5 credits
World Languages	3 credits of one world language, or no less than 2 credits of each of two world languages studied	3 credits of one world language, or no less than 2 credits of each of two world languages studied	3 credits of one world language, or no less than 2 credits of each of two world languages studied
Fine Arts	1 unit	4 units	1 unit
Electives	2 credits with a focus in STEM courses	2 credits with a focus in fine arts course work	3 credits with a focus in social sciences and/or civics
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	27 ACT/1280SAT	27 ACT/1280SAT	27 ACT/1280SAT
Field Experience	Required.	Required.	Required.
Portfolio	Required.	Required.	Required.
Additional Assessment	N/A	N/A	N/A

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

Note: Requirements are subject to change by the 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~~

schedule changes must be complete by interim of the first semester. ~~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 on their respective college campus, must have a minimum of ~~5 classes or equivalent each semester~~ 13 credits. Remember, for purposes of athletic eligibility, consult with your guidance counselor and athletic director to ensure that your are taking the required number of classes per OHSAA eligibility guidelines.
6. Seniors taking AP or CCP may be permitted to take five courses if they are in good standing for graduation.

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 (2ndgrading 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~~
		~~*indicates dates that test~~
~~*October 28~~	~~*April14~~	~~will be administered at~~
~~*December 9~~	~~June 9~~	~~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 Exam ~~December, March, and April..~~

E. Advanced Placement Tests

Please refer to the WHS Guidance Page for updated testing dates and times.

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.*

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at http://www.wadsworth.k12.oh.us/administration/12.

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.

Students are permitted to charge lunches to their account if they do not have money. All charges owed at the end of the school year will be added to a student's outstanding fees.

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~~ four 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.

SURVEILLANCE (AUDIO / VIDEO)

This facility, its grounds, and its resources use surveillance / electronic monitoring equipment to observe, monitor and / or records 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 surveillance system, both audio or video are to be directed to the building administration, or superintendent's office.

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.~~ Students are prohibited from using cell phones to make calls during the school day.

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

ATHLETICS

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

Male		**Female**	
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~~

• Dr. Andrew J. Hill, Superintendent
• Assistant Superintendent, TBA
• Dr. Michelle D. Evans, Director of Instruction and Professional Development
• Mrs. Joyce Walker, Director of Pupil Services
• Mr. Doug Beeman, Treasurer
Mr. Roger Wright, Director of Career and Technical Education
Mrs. Debbie Miller, Transportation Supervisor
• Mr. Scott Larch, Maintenance / Custodial Supervisor
• Mrs. Kelly Gnap, Food Service 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.

Book	Policy Manual
Section	Ready for Production
Title	Copy of PROCUREMENT - FEDERAL GRANTS/FUNDS
Number	po6325
Status	
Adopted	April 11, 2016
Last Revised	March 13, 2017

6325 - **PROCUREMENT - FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures. Further, the District will implement said policy following the grace period as allowed under the uniform guidance. The effective date for compliance following the grace period is July 1, 2018.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3113 and Policy 4113 - Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

A. unreasonable requirements on firms in order for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive contracts to consultants that are on retainer contracts

D. organizational conflicts of interest

E. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement

F. any arbitrary action in the procurement process

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

A. Micro-purchases (< $3,000)

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $3,000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

B. Small Purchase Procurement ($3,000-$150,000) Small purchase procurement are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold ($3,000-$150,000). If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. The District quantifies an adequate number of sources to be two (2) or more.

C. Sealed Bids (> $150,000)

Sealed, competitive bids shall be obtained when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed $50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The district quantifies an adequate number of sources as two (2) or more. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.

3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.

5. The Board reserves the right to reject any or all bids for sound documented reason.

D. Competitive Proposals (>$150,000)

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

2. Proposals shall be solicited from an adequate number of sources.

3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications- based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

E. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source

2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation

3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District

4. after solicitation of a number of sources, competition is determined to be inadequate

The District shall perform a cost or price analysis in connection with every procurement action in excess of $150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $50.000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Legal 2 C.F.R. 200.317 - .326

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
INDEPENDENT CONTRACTOR DENTIST AGREEMENT
AND WAIVER OF LIABILITY AND RELEASE FORM

The Wadsworth City School District Board of Education ("Board") and the undersigned ("Contractor") enter into the following agreement for the provision of services as an independent contractor:

1. Authority: This agreement is entered into pursuant to R.C. 3313.17, R.C. 3313.68(C), and R.C. 3313.721. Specifically, in lieu of appointing or employing a school physician or dentist pursuant to R.C. 3313.68(A), the Board enters into this Agreement for the purpose of providing health care services to students. Contractor shall constitute a licensed health care provider for purposes of R.C. 3313.68(C) and R.C. 3313.721.

2. Engagement: The Board engages Contractor as an independent contractor for the performance of certain professional services. Specifically, Contractor shall make such examinations and diagnoses and render such remedial or corrective treatment for the school children as is prescribed by the Board – provided that all such remedial or corrective treatment shall be limited to the children whose parents cannot otherwise provide for same, and then only with the written consent of the parents or guardians of such children. Contractor may also conduct such oral hygiene educational work as is authorized by the Board.

3. Term: This Agreement is effective as for the 2017-2018 school year (i.e., July 1, 2017, through June 30, 2018) and is expressly contingent on the Contractor holding a license to practice in this state. Contractor understands that this Agreement shall terminate automatically if Contractor fails to hold a license to practice in this state. The Board may also terminate this Agreement whenever the Board determines that the services of Contractor are no longer needed. Contractor may terminate this Agreement at Contractor's option upon thirty (30) days prior written notice to the Board.

4. Payment: Contractor is providing the professional services outlined under this Agreement on a pro bono basis and without charge to the Board.

5. Other Compensation: Contractor agrees that under no circumstances shall Contractor accept compensation from any third party or source, including, but not limited to booster, parent, or other Board support organizations, for the performance of Contractor's duties under this Agreement.

6. Duties: Contractor shall hold himself/herself available to render, and shall render at the request of the Board, the services set forth in Paragraph 2 above for the benefit of the Board. Contractor shall devote such time as may be reasonably required to perform Contractor's duties under this Agreement. Contractor shall maintain, for the duration of this Agreement, any license required by law to perform the services required by this Agreement.

7. Independent Contractor: In consideration of this Agreement, Contractor acknowledges, recognizes, and defines himself/herself as being an independent contractor of the Board and not an employee of the Board. Any claims to employee status are hereby waived. The Board shall carry no Workers' Compensation insurance or any health or accident insurance to cover Contractor (or Contractor's employees, if any). Contractor shall not be a participant in any fringe benefits of the Board, including pension or profit sharing plans, life insurance, paid vacations, or paid holidays. The Board shall not pay any contribution to Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might be expected in an employer-employee relationship. Contractor agrees to report and pay any contributions for taxes, unemployment insurance, Social Security, and other benefits for Contractor and Contractor's employees, if any. Contractor shall determine the manner in which the work shall be performed and shall determine the specific procedures to be performed to render the services requested by the Board. Contractor shall exercise independent professional judgment in the rendering of services for the Board.

8. Instrumentalities and Tools: Contractor shall supply the instrumentalities and tools necessary for Contractor to perform the services under this Agreement. Contractor may donate such additional medical equipment and supplies to the Board and students as Contractor sees fit, provided such donation does not remove any portion of the Board's control over the donation.

9. Indemnity and Hold Harmless: Contractor shall indemnify and hold harmless the Board from any claim, demand, loss, liability or damage which may be suffered by the Board as a consequence of Contractor's actions or omissions.

10. Release and Waiver of Liability: Contractor shall perform work under this Agreement at Contractor's own risk. Accordingly, the Board requires as a condition of Contractor's service that Contractor fully release the Board and agree not to sue the Board for any claim that may arise out of the Contractor's service. By signing this Agreement, Contractor expressly agrees that, in consideration for being provided the opportunity to serve the public good on a pro bono basis, Contractor knowingly accepts the obligations described above and hereby **RELEASES, WAIVES, AND DISCHARGES** the Board, its members, employees, agents, personal representatives, successors and assigns, **FROM ANY AND ALL LIABILITY OR CLAIMS, KNOWN AND UNKNOWN, WHATSOEVER** arising out of this Agreement.

11. Confidentiality: As part of this Agreement, Contractor may be exposed to student personally identifiable information which is designated as confidential under the Family Educational Rights and Privacy Act ("FERPA"), Ohio law, and Board policy. *See* 20 U.S.C. § 1232g; 34 C.F.R. § 99.30; R.C. 3319.321. Pursuant to FERPA, R.C. 3319.321, and Board policy, Contractor agrees to keep confidential and not release or permit access to any and all student personally identifiable information to which Contractor is exposed to under this Agreement except as authorized by law.

12. Criminal Records Check: Contractor agrees that the services under this Agreement may require Contractor to work unsupervised with children on a regular basis. As a result, the

Board requires Contractor to provide a set of impressions of Contractor's fingerprints to the Board so that a criminal records check can be conducted at the Board's expense. This criminal records check will be done before Contractor begins Contractor's duties and as a condition of Contractor's continued service under this Agreement. Pursuant to Board Policy 8142, if a criminal records check indicates that Contractor has been convicted of or pleaded guilty to any of the offenses described in R.C. 3319.39(1) Contractor shall not be permitted to perform any services for the Board.

13. Compliance With Policies: Contractor agrees to abide by all Board policies as may be amended from time to time, Board administrative guidelines as may be amended from time to time, and any and all applicable laws of the State of Ohio while serving as a volunteer. Contractor agrees to display appropriate behavior at all times when providing services under this Agreement.

14. Entire Agreement: This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement, whether written or oral. This Agreement supersedes any prior written or oral agreements between the parties. Each of the parties hereby releases and discharges the other from any and all obligations and liabilities previously existing or now existing by reason of any prior agreement or relationship, it being the intention of the Board and Contractor that this Agreement shall supersede and be in lieu of any and all prior agreements or understandings between them.

15. Amendment: This Agreement may only be modified or amended if the amendment is in writing and signed by both parties.

16. Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds any provision of this Agreement is invalid or unenforceable, but by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.

17. Waiver of Contractual Right: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel compliance with every proviso of this Agreement.

18. Applicable Law: This Agreement shall be governed and construed accordance with Ohio law.

19. Counterparts: This Agreement may be executed in counterparts, each of which shall be an original, but all of which together shall constitute but one and the same instrument. Delivery of an executed counterpart of a signature page of this Agreement by electronic means shall be effective the same as the delivery of a manually executed counterpart.

Thank you for your interest in being a independent contractor dentist for the Wadsworth City School District. The service, effort, and time you devote to the students and schools are greatly appreciated. The successful operation of the District depends on individuals like you.

PLEASE READ CAREFULLY. THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

FOR THE WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION:

_____
Jody McDougal*
Board President (In Official Capacity Only)

_____
Douglas D. Beeman*
Treasurer (In Official Capacity Only)

Authorized Pursuant to Board Resolution No. _____
* This Agreement has no legal effect absent Board approval

FOR INDEPENDENT CONTRACTOR:

Alexander J. McIlvaine DMD



HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

August 1, 2017 to July 31, 2020

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Table of Contents

DECLARATION 4
WAGE RANGE & SCHEDULE 5
CALAMITY DAYS 6
CELL PHONES 6
COMPENSATION SYSTEM (YEARLY) 6
Concept: 6
Hiring Salaries/Hourly Rate: ..... 7~~6~~
Attainment of Performance Goals: 7
Salary/Hourly Rate Structure Analysis: 7
Rationale: 7
DISCIPLINARY PROCEEDINGS ..... 8~~7~~
EVALUATION 8
FBI CHECK 8
FLEX TIME 9
HOLIDAY PAY 9
INSURANCE 9
General Provisions 9
Preferred Provider Organization (PPO) 10
Wellness Rider ..... 15~~14~~
Term Life Insurance 17
Dental Insurance 17
LEAVE PROVISIONS ..... 21~~20~~
SICK LEAVE ..... 21~~20~~
PERSONAL LEAVE 22
UNPAID LEAVE ..... 23~~22~~
PAID ADOPTION LEAVE 23
UNPAID CHILD CARE LEAVE ..... 24~~23~~
JURY DUTY 24
LEAVE PURSUANT TO SUMMONS OR SUBPOENA ..... 25~~24~~

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HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

ASSAULT LEAVE 25
PROFESSIONAL LEAVE 27
FAMILY AND MEDICAL LEAVE 27
MILITARY LEAVE 31
MILEAGE REIMBURSEMENT 31
PAYROLL PRACTICES 31
PERSONNEL FILES 31
SEVERANCE PAY 32
VACATION DAYS 33

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DECLARATION

The following benefit provisions apply to all those persons employed by the Board of Education and officially classified as an Hourly Exempt Employee, "HEE". The following positions are classified as HEE for the purpose of this Benefit Provision:

Administrative Assistant to the Superintendent
Assistant to the Superintendent and Communication Specialist
Administrative Assistant to the Director of Instruction and Professional Development
Administrative Assistant to the Treasurer
Administrative Assistant to the Assistant Superintendent ~~Director of Facilities~~
Licensed Practical Nurse
Medical Assistant

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

WAGE RANGE & SCHEDULE

	2017-18		2018-19		2019-20			
Position	Low	High	Low	High	Low	High	Days	Hr/day
Administrative Assistant to the Superintendent	$22.27	$28.33	$22.83	$29.04	$23.51	$29.91	260	8
Administrative Assistant to the Treasurer, Assistant Superintendent ~~Facilities Director~~, Director of Instruction /PD	$20.97	$26.65	$21.49	$27.32	$22.13	$28.14	220, 260	8
Assistant to the Superintendent and Communication Specialist	$20.97	$26.65	$21.49	$27.32	$22.13	$28.14	197	8
Licensed Practical Nurse	$24.72	$30.48	$25.34	$31.24	$26.10	$32.18	As needed	
Medical Assistant	$18.54	$24.30	$19.00	$24.91	$19.57	$25.66	As needed	
*Hourly Employees with a 2 or 4 year degree applicable to their responsibilities will receive an additional $.45 per hour with the exception of licensed practical nurses who require a degree for the position.								

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

CALAMITY DAYS

A. Unless notified otherwise by supervisory personnel or administration, HEE who are contracted to work in excess of two hundred and thirty five (235) or more days are expected to report to work when the school(s) in which they are employed are closed owing to an epidemic or other public calamity. HEE required to work on these days shall be paid one (1) calamity day in addition to their regular pay for each hour actually worked for up to five (5) calamity days. Any calamity day beyond the first five (5) will be paid at straight time.

B. HEE who work in excess of two hundred and thirty five (235) days shall be paid for regular time lost if said epidemic or calamity prevents them from reporting, or causes them to be late.

C. HEE who work in excess of two hundred and thirty five (235) days are required to make every reasonable effort to be present to assist in the routine tasks to be performed and in coping with the emergency.

CELL PHONES

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Licensed Practical Nurses who float between buildings:

$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 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.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

DISCIPLINARY PROCEEDINGS

Appropriate discipline may include oral or written reprimand, suspension with or without pay, reduction, demotion and/or termination.

EVALUATION

A. All HEE will be formally evaluated at least once each year by May 15 for HEE with less than two hundred sixty (260) day contracts, and June 15 for HEE with two hundred sixty (260) day contracts (See Appendix A for a copy of the evaluation instrument).

B. The purpose of such an evaluation is to promote better understanding of the consistent requirements of each position and expectations of the Administration of the HEE's productivity and the specific performance objective or targets to be achieved in a period covered by the evaluation and to point out and to attempt to mutually correct any deficiencies the HEE may have in his/her job performance. Expectations will be communicated to the HEE sufficiently in advance of the evaluation to provide an opportunity to meet expectations. Copies of the written evaluation will be given to the HEE evaluated and a copy will be filed in the HEE's personnel file.

C. The evaluator shall give the HEE a signed copy of the evaluation at least two (2) workdays prior to the post-evaluation conference. The HEE shall have an opportunity to discuss the evaluation with the evaluator. Where appropriate, suggestions for improvement will be made to the HEE. No HEE shall be adversely evaluated without just cause.

D. The HEE shall sign the evaluation form, which signifies only that the HEE has seen and discussed the evaluation; the HEE's signature does not signify agreement with the evaluation. The HEE will have ten (10) workdays after the above conference to notify the evaluator that he/she will file a written response to the evaluation with the Superintendent or designee. The response will be attached to and made part of the evaluation.

E. An HEE will be evaluated on his/her work performance by his/her immediate supervisor/administrator.

FBI CHECK

The Board shall pay for the cost of any FBI check provided the HEE-initiated the background check through central office.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

FLEX TIME

Flex time should be used within the pay period it is accrued. If this is not possible, then every effort should be made to use it in the next pay period. The maximum flex time that can be accrued at any one time is twelve (12) hours.

HOLIDAY PAY

A. Any HEE who is required to work on the day observed as a holiday shall receive time and one half (1 1/2) for all hours worked in addition to pay for the holiday.

B. Holidays granted and paid are as follows: New Year's Day, Martin Luther King Day, Memorial Day, Fourth of July (for two hundred sixty (260) day HEE), Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day. Good Friday also shall be a paid holiday in years when school is not in session on that day. HEE assigned to work two hundred sixty (260) days or more will receive a floating holiday to be used on either Christmas Eve, New Year's Eve day, Presidents' Day or July 3 at the HEE's option.

C. In order to qualify for holiday pay, an HEE must be either working his/her last scheduled work day prior to the holiday and his/her first scheduled work day after the holiday, or be properly excused. Members on unpaid leave shall not be eligible for holiday pay.

D. In the event a holiday falls on Saturday, Friday will be the paid holiday. If it falls on Sunday, then, Monday will be the paid holiday.

INSURANCE

General Provisions

A. Right to Insurance Benefits

In addition to the salary and other payments, the compensation of full-time HEE shall include the insurance benefits provided herein. HEE who are scheduled to work less than seventy-five percent (75%) of full-time shall not be eligible for insurance benefits.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Distribution of Insurance Cards

Each HEE shall be issued a current insurance card.

Preferred Provider Organization (PPO)

A. Method of Payment
HEE shall pay a portion of the monthly premium according to the following schedule:

Single: 9%
Family: 6%

- Cap on premium share, as follows:
  - Year 1: Single: $70; Family: $100;
  - Year 2: Single: $70; Family: $110; and
  - Year 3: Single: $75; Family: $115.

B. Specifications

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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)**	$20/$20	30%
Including Office Surgeries and allergy serum:		
allergy injections (PCP and SCP)	20%	30%
allergy testing	20%	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, non-maternity related Ultrasounds and pharmaceutical products	20%	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)	$100	$100
Urgent Care Center Services	$25	30%
MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products	20%	30%
Allergy injections	20%	30%
Allergy testing	20%	30%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Covered Benefits	Network	Non-Network
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%
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% 20%	30% 20% 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%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Accidental Dental: Unlimited per accident (Network and Non-network combined)	Copayments/Coinsurance based on setting where covered services are received	30%
Behavioral Health: **Mental Illness and Substance Abuse[2]** • 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 Transplants[3] • 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.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- 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.
- 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

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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:

(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:

- 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.

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 $50,000 for each regular, full-time HEE 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 eligible HEE 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 $50,000 or One Hundred Thousand Dollars $100,000, at the option of the HEE. The right to purchase such additional coverage is subject to availability and to all requirements imposed by the insurance carrier.

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 for each full-time HEE now or hereinafter employed, and his/her family.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

B. Method of Payment of Coverage

The full cost of such insurance shall be paid by the Board.

C. Right to Change Coverage Status

An HEE may change coverage during the districts open enrollment period or when the employee has a "change in life event" as defined by the insurance carrier.

DELTA DENTAL®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

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.*

	PPO Dentist	Premier Dentist	Non-participating Dentist
	Plan Pays	Plan Pays	Plan Pays*
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%

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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.
- 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, frenulectomy, 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 reline and rebase of dentures are payable once in any calendar year. Lab reline and rebase of dentures are payable once in a three-year period. Adjustments of dentures are payable once in any calendar year.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

- 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.

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.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

LEAVE PROVISIONS

SICK LEAVE

A. HEE shall accrue sick leave as established by the Ohio Revised Code. Sick leave shall be charged as it is used in minimum increments of one-quarter (1/4) hours, with a maximum accumulation of two hundred eighty-four (284) days. The State mandated accumulation of Sick Leave is also established by the Ohio Revised Code. An HEE shall receive notification of his/her accumulated sick leave with each pay. An HEE who has not yet accumulated sufficient sick leave or who has exhausted sick leave and personal leave shall be credited up to five (5) days of sick leave.

B. HEE may use sick leave, upon approval of the responsible administrative officer of the employee, for absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and to illness, injury or death in the HEE immediate family. Sick leave may also be used as follows: (1) 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 child birth will not exceed six (6) weeks from date of delivery; (2) for care of a spouse with a newborn baby up to a maximum of five (5) days. If an HEE requires more than five days, he/she will provide written documentation to the Superintendent; and (3) for the death of an aunt or uncle up to a maximum of two days. Babysitting for the HEE children or grandchildren is an inappropriate use of sick leave. When the administration suspects an abuse in the use of sick leave, the administration has the right to require an affidavit from a physician to verify the use of sick leave. Any misuse, abuse, or unauthorized use of sick leave will result in disciplinary action up to and including termination.

C. Any HEE whose job requires the operation of machinery or motor vehicle and who is on prescription medication that might impact the HEE ability to perform those functions must immediately inform his/her supervisor and provide a physician's statement verifying the member's fitness to operate such machinery or motor vehicle.

D. The local definition of "immediate family" is:

Spouse of HEE
Children or grandchildren of HEE or of his/her spouse
Parents and stepparents of HEE and HEE's spouse
Brothers and sisters of HEE and HEE's spouse Grandparents of HEE and HEE's spouse

Son-in-law and daughter-in-law of HEE or of his/her spouse
In the event of death, "immediate family" also includes aunts and uncles.

Any person *in loco* of the above (e.g., anyone residing in the same home with the HEE or any relative who clearly stands in the same relationship with the HEE as any of those so specified). An HEE must provide a written description of the facts on the District absence report form supporting the *in loco* situation.

E. HEE shall not be charged sick leave when school is not in session or when the HEE is not required to report to work.

PERSONAL LEAVE

A. Right to Leave

1. HEE shall be eligible for three (3) unrestricted days per school year.
2. HEE 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 completing and delivering to the person the HEE directly reports to the prescribed form at least three (3) days in advance of the anticipated absence. If circumstances make advance notice impossible, the HEE shall notify the person they report to with his/her intent to use Personal Leave as soon as practicable.

C. Purpose of Leave

It is the intent of this Section to provide HEE 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 HEE may wish to request personal leave. Such requests shall be made in writing to the person the HEE reports to who may grant the personal leave on a paid or unpaid basis or may deny the request.

F. An HEE who abuses personal leave will be subject to discipline, up to and including termination.

G. Any unused personal leave hours at the end of the contract year (June 30) will be paid at the HEE's per diem rate. If the HEE desires to have unused personal leave converted to sick leave in lieu of receiving his/her per diem rate reimbursement

for unused personal leave hours, he/she must submit a letter to the Treasurer's office by June 15.

UNPAID LEAVE

A. Unpaid Leave – Short Term

Unpaid leave of up to ten (10) days at one time may be granted, in writing, by the Superintendent or his designee upon prior written request to the Superintendent or his designee by the HEE. In emergency cases, verbal requests and approval shall be reported, in writing, by the supervisor or administrator granting the request.

B. Unpaid Leave – Long Term

Upon the written request of an HEE, the Board may grant Unpaid Leaves up to two (2) years in length.

PAID ADOPTION LEAVE

A. Adoptions in the United States

An HEE 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 twelve (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 HEE 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 twelve (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 HEE 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. HEE will not be charged adoption leave on non-work days.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

UNPAID CHILD CARE LEAVE

A. Length of Leave

An HEE shall be granted unpaid child care leave to care for a newborn or an adopted child who is not yet school age. Unpaid child care leave and the absence (if any) charged to sick leave shall not exceed six (6) months. Unpaid child care leave shall start at the end of the use of sick leave (if any) and will expire no later than the end of the sixth month following the child's birth or date of adoption.

B. Eligibility for Leave

An HEE wishing to take unpaid leave for child care pursuant to this Section shall, as a prerequisite, file a letter of intent to use such leave, specifying its expected duration, not later than the end of the fifth (5th) month of pregnancy or within four (4) months of pending adoption date.

C. Right to Return from Leave

1. An HEE who has elected not to take additional leave shall return to work as soon as the period of actual physical disability has ended. The HEE will notify the Superintendent in writing, of the date of her expected return as far in advance as possible.

2. An HEE who uses an additional unpaid leave for child care shall return on the date specified in the notice of intent to use the unpaid leave.

D. Rights While on Leave

An HEE who is absent on unpaid child care leave shall have the same rights, and only those rights, while on leave and upon returning from leave as any other HEE who is absent on unpaid leave pursuant to Ohio Revised Code.

E. Insurance Coverage While on Leave

An HEE on unpaid child care leave may continue all insurance coverage provided. Such coverage will be at his/her own expense unless otherwise required by statute. Payment for such coverage shall be made monthly by the HEE to the Treasurer.

JURY DUTY

An HEE shall be granted time off for jury duty actually served during work hours and shall suffer no loss of pay. If an HEE has served on jury duty in excess of four (4) hours in a given day, the member need not report to work. Similarly, if an HEE has worked

four (4) hours of his/her shift prior to reporting to jury duty, the HEE need not return to work. The HEE may keep any payment received for jury duty. Documentation of jury duty actually served must be submitted to the appropriate supervisor.

LEAVE PURSUANT TO SUMMONS OR SUBPOENA

A. Right to Leave for a Summons or Subpoena

Any HEE 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 summons or subpoena. A summons or subpoena issued because of a student's custody issue is considered to be job related. A HEE receiving a subpoena to appear as a witness for a non-job related issue shall be eligible for leave under this section.

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 HEE 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 HEE is not eligible for leave under this Section if the HEE is a party to the legal proceeding.

D. Duty to Report

If the HEE responsibility under the summons or subpoena requires the HEE participation in excess of four (4) hours in a given day, the member need not report to work. Similarly, if the HEE has worked four (4) or more hours of his/her shift and the HEE requires leave due to a summons or subpoena, the HEE need not return to work following completion of that responsibility. Documentation of the HEE's obligations under this Section must be submitted to the appropriate supervisor.

ASSAULT LEAVE

A. Right to Leave

An HEE 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.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

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 HEE delivering to their immediate supervisor 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 HEE to cooperate with the Board if the Board chooses to pursue legal action against the assailant(s).

C. Rights While On Leave

1. An HEE on Assault Leave shall be maintained on full pay status during the period of his/her leave with the exceptions listed in D and E below.

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 section in the benefit provision plan.

D. Length of Leave

Assault Leave may be used for the period of the disability up to a maximum of one hundred (180) workdays.

E. Restrictions

1. If medical attention is required, the HEE shall supply a certificate from a licensed physician stating the nature of the disability and its duration.

2. The HEE must file a Workers Compensation claim with the Business Office. The pay of a HEE 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 HEE'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 HEE 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 HEE to obtain the opinion of a second healthcare provider designated by the Board. If the second opinion is in conflict with the member's first medical verification, the Board may request, at the Board's

expense, that the HEE 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.

5. HEE shall not be charged assault leave when school is not in session or when the member is not required to report to work.

F. Verbal Assault Leave

1. An HEE 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 HEE reports the threat to the police.

2. HEEs shall not be charged verbal assault leave when school is not in session or when the HEE is not required to report to work.

PROFESSIONAL LEAVE

A. Eligibility for Leave

An HEE may initiate a request or be assigned to attend professional conferences designed to improve the HEE's effectiveness in his/her assigned area(s).

B. Application for Leave

Application for professional leave shall be made by the HEE completing the form provided by the Board, and submitting it to his/her district supervisor.

C. Restriction

In determining whether to approve requests, the value of the conference relative to the costs of attendance shall be considered along with the availability of funds within the Board's annual appropriation.

FAMILY AND MEDICAL LEAVE

A. To be eligible for FMLA Leave, the HEE must:

1. Have been working for the Board for at least twelve (12) months before the leave request (these do not need to be consecutive months); and

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

2. Have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the FMLA Leave.

3. Provide the Board with thirty (30) days advance notice when the need is foreseeable and such notice is practicable.

B. An HEE may take up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for a covered service member who is the spouse, son, daughter, parent, or next of kin of the HEE.

C. An eligible HEE may take up to twelve (12) workweeks of paid (if sick leave is available) or unpaid leave ("FMLA Leave") in any school year (August 1st through July 31st) for one (1) or more of the following circumstances:

1. The birth of an HEE's child and to care for the child up to age one (1);

2. The placement of a child with an HEE for adoption or foster care, up to a twelve (12) month period after the placement;

3. To care for the spouse, child, or parent of an HEE when that family member has a serious health condition;

4. The HEE's inability to perform the functions of the position because of the HEE's own serious health condition.

5. For qualifying military situations arising when an HEE's spouse, son, daughter or parent is on active duty or is called to active duty status.

D. A "serious health condition" is defined as one that involves either inpatient care or one where the period of incapacity: (1) is more than three consecutive calendar days and involves treatment by a health care provider, (2) is due to incapacity due to pregnancy or prenatal care, (3) is a period of incapacity or treatment for such incapacity due to a chronic serious health condition, (4) is a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, or (5) any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider. Conditions for which cosmetic treatment are administered are not "serious health conditions" unless complications develop.

E. Spouses employed by the Board are jointly entitled to a combined total of twelve (12) weeks of FMLA Leave if the FMLA Leave is requested for the birth or placement of a child or to care for an ill parent (but not parent-in-law). Spouses employed by the board are jointly entitled to a combined total of twenty-six (26) of FMLA leave if the leave is requested to care for a covered service member.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

F. For purposes of this section, a qualifying military situation arises when an HEE's spouse, son, daughter, or parent is on active duty or called to active duty status (i.e., not on active duty in the Armed Forces) and includes, but is not limited to, the following situations:

1. Attendance at official military sponsored events
2. To provide or arrange for alternative child care or schooling
3. To make financial or legal arrangements to address the HEE address while on active duty
4. Counseling
5. Rest and recuperation, and
6. Post-employment activities.

For purposes of military caregiver leave, a covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury incurred in the line of active duty that renders a service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, therapy or otherwise in an out-patient status or on temporary disability retired list.

G. Sick leave taken shall be counted as FMLA Leave if the reasons for taking it qualify as FMLA reasons.

H. The Board shall maintain coverage under the group health plans and life insurance plans for the duration of the unpaid FMLA leave at the level and under the conditions that would have been provided if the employee had continued to work and not taken leave. Payment of the employee's required contribution toward the premium (if any) is due the first day of the month. Failure to make payment within thirty (30) days will result in termination of coverage during the unpaid FMLA Leave. The HEE shall accrue seniority but shall not accrue any other employment benefits during the unpaid FMLA Leave.

I. The Board shall notify the HEE of FMLA eligibility within three business days of learning of the need for the FMLA leave.

J. For unpaid FMLA Leave the Board retains the right, at its own expense, to require the member to obtain the opinion of a second health care provider designated by the Board. If the second opinion is in conflict with the first, the Board may request, at the Board's expense, the HEE to see a mutually agreed upon health care provider to give a final and binding opinion regarding eligibility for unpaid

FMLA leave. The HEE and Board must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. If the Board does not attempt in good faith to reach agreement, the Board will be bound by the first certification. If the HEE does not attempt in good faith to reach agreement, the HEE will be bound by the second certification.

K. Intermittent Leave and Reduced-Work Schedule

1. Intermittent leave means leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

2. When medically necessary, an HEE may take intermittent FMLA Leave or a reduced-work schedule to care for a spouse/child/parent who has a serious health condition. The HEE shall make reasonable efforts to schedule treatment so as not to unduly disrupt the regular operations of the Board.

3. Where FMLA Leave is taken because of birth or placement for adoption or foster care, an HEE may take leave intermittently or on a reduced-work schedule only if the Board agrees.

L. Return to Work

1. At the end of unpaid FMLA Leave, the Board shall restore the HEE to the same or to an equivalent position with equal benefits, pay, and other terms and conditions of employment.

2. When an HEE is medically able to return to work after using unpaid FMLA Leave because of a serious personal health condition, he/she shall provide the Board with a statement from his/her health care provider that the employee is able to resume the job functions for his/her position.

3. Should an HEE not return to work at the end of the unpaid FMLA Leave or contractual leave that is adjacent to the FMLA leave for reasons other than the continuation, recurrence, or onset of the serious health condition that gave rise to the FMLA Leave or for circumstances beyond the HEE's control, the HEE shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA Leave period. As HEE shall be required to support his/her claim of inability to return to work because of the continuation, recurrence, or onset of the serious health condition. Certification from the HEE's health care provider shall be provided in a timely manner, and no later than thirty (30) calendar days after the claimed

inability to return. If this certification is not provided in a timely manner, the Board may recover the health benefit premiums it paid during the period of unpaid FMLA Leave.

M. All terms which are not defined in this Article shall have the same meaning as those terms defined in the Family and Medical Leave Act of 1993, as amended January 16, 2009. If there are any inconsistencies between this Article of the Agreement and the Family and Medical Leave Act of 1993, the Family and Medical Leave Act of 1993 shall prevail.

MILITARY LEAVE

An HEE engaged in military service will receive leave and reinstatement rights in accordance with the requirements of applicable Federal and Ohio law.

MILEAGE REIMBURSEMENT

An HEE who is required by the Board to use his/her own automobile to perform his/her assigned duties shall be reimbursed for all such travel. Examples are: an HEE who is assigned to more than one (1) school building per day or attending mandatory training meetings that involve considerable distances. Rate of compensation is approved IRS rate.

PAYROLL PRACTICES

Paychecks will be biweekly on Friday, during the term of employment. HEE may elect to receive his/her wages in twenty-six (26) bi-weekly, substantially equal pays. In order to facilitate payroll procedures, pay will be one week in arrears. All HEE will be paid via direct deposit into the account in the financial institution of the HEE choice and will receive their pay stub via email.

PERSONNEL FILES

A. Right to Review

An HEE 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.

B. Right to See Copy of Material in File

If an Administration communication or a communication received from parents and other nonprofessionals regarding an HEE is intended to become a part of the HEE's file, it shall be reviewed by HEE's boss and the HEE involved and such

HEE shall be afforded the opportunity to file a written reply. After receiving the communication, the HEE shall sign it to acknowledge he/she has had the opportunity to review it. This signature shall not indicate agreement with the substance of the communication.

C. Right to Challenge Contents of File

1. An HEE will have the right to indicate which, if any, document(s) or other material(s) in his/her personnel file is obsolete or otherwise inappropriate for retention.

2. Such document(s) will then be reviewed by an appropriate member of the administrative staff.

3. In determining whether a document is "obsolete or otherwise inappropriate for retention," the standards set forth in ORC Section 1347.05 shall apply.

D. Maintenance of Files

Neither the Board nor any Administrator shall maintain confidential and separate files on personnel in the form of communications from parents or computerized information which the HEE has neither seen or had the right to challenge.

E. Public Request to View Personnel Files

In the event any person, other than the HEE's Supervisor or other Administrator or Board member, seeks to review the personnel file of an HEE, the HEE shall be notified of such request. Such notice shall include the name of the person making the request, the date the request was made and, if scheduled, the date and time of the review, if applicable.

SEVERANCE PAY

A. An HEE shall receive severance pay upon quitting his/her employment in the District and retiring from active service providing he/she; (1) is approved for retirement benefits by the State Employees Retirement System (SERS), or (2) is at least fifty (50) years old and has worked at least ten (10) full years in the District, or (3) has fifteen (15) or more years' service credit with the SERS and at least ten (10) full years of employment in the District.

B. A qualifying HEE shall receive severance pay equal to forty percent (40%) of two hundred (200) days; i.e., a benefit of up to eighty (80) days of his/her accumulated and unused sick leave. If a qualifying HEE does not have sufficient sick leave to qualify for maximum severance resigns or retires after fifteen (15) or more years employment in the district, then the severance pay to which he/she is entitled shall

be supplemented by one day's pay for each year of employment in the district, provided that the total severance pay shall not exceed the eighty (80) day cap.

C. The payment shall be based on average hours assigned for the last three (3) years of employment. Hours will be based on the last three (3) wage notices issued by June 30th of each year. Wages will be based on final wage rate at the time of retirement.

D. The payment will be made in one lump sum within ninety (90) calendar days of the last work day with the District. Alternatively, at the request of the HEE, payment may be delayed until the calendar year following retirement, providing the member takes full responsibility for taxes.

VACATION DAYS

A. HEE assigned to at least two hundred sixty (260) days of work per year (excluding paid holidays) will be granted paid vacations as follows:

- 11 days- less than six years
- 14 days- six years, less than nine years
- 17 days- nine years, less than fourteen years
- 22 days- fourteen years, less than twenty years
- 27 days-twenty years and over

For purposes of vacation accrual, the passage of each August 1 defines one year.

B. Vacation will be awarded on August 1 of each year for the year to be worked and may be taken upon accrual at times requested by the HEE and recommended and approved by his/her supervisor. Requests must be made at least three (3) days in advance, except: (1) this requirement can be waived by the administration and (2) a one-day or two-day vacation can be taken with one (1) workday's notice.

C. A maximum of ten (10) days of unused vacation will be carried forward to the next year.

D. When an HEE moves from a position that does not qualify for vacation to a vacation qualifying position, placement on the vacation schedule will be determined by the following formula:

(Total years in a nine month position) times (.75) example:

13 years as nine month employee moving to a twelve month position (13) x (.75) = 8.25 twelve month years, therefore, the SEE receives fourteen (14) prorated days of vacation and after one (1) year in the twelve month position, the SEE would be entitled to seventeen 17 days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

(Total years in a ten and one-half month [220 days] position) times (.85) example:

13 years as a ten and one-half month (220 days) employee moving to a twelve-month position (13) x (.85) = 11.05 twelve-month years, therefore the SEE receives seventeen (17) prorated days of vacation and after three (3) years in the twelve (12) month position, the SEE would be entitled to twenty-two (22) days of vacation.

HOURLY EXEMPT EMPLOYEE BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. _____ POSITION _____ DATE _____

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
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)		

HOURLY EXEMPT EMPLOYEE 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 _____

ADMINISTRATOR BENEFIT PROVISIONS

AUGUST 1, 2017 TO JULY 31, 2020

ADMINISTRATOR BENEFIT PROVISIONS

Table of Contents

DECLARATION 4
SALARY RANGES AND WORK DAYS PER YEAR 5
ADMINISTRATORS SCHEDULES 6
ANNUITIES 7
DISCIPLINARY PROCEEDINGS 7
CELL PHONES 7
COMPENSATION SYSTEM (YEARLY) 7
EVALUATION OF ADMINISTRATORS 9
HOLIDAY PAY 10
FBI CHECK 10
INSURANCE 10
- General Provisions 10
- PREFERRED PROVIDER ORGANIZATION (PPO) 11
- Term Life Insurance 18
- Accidental Death and Dismemberment 18
- Professional Liability Insurance 18
- Dental Insurance 18
- Physical Examination 22

LEAVE PROVISIONS 22
- SICK LEAVE 22
- EXTENDED ILLNESS LEAVE 24
- PERSONAL LEAVE 25
- PAID ADOPTION LEAVE 26
- JURY DUTY 26
- LEAVE PURSUANT TO SUMMONS OR SUBPOENA 26
- ASSAULT LEAVE 27
- PROFESSIONAL LEAVE 29
- UNPAID CHILD CARE LEAVE 29
- OTHER UNPAID LEAVES 30
- FAMILY AND MEDICAL LEAVE 30
- BENEFITS WHILE ON LEAVE 30

ADMINISTRATOR BENEFIT PROVISIONS

MILITARY LEAVE 30
MILEAGE REIMBURSEMENT 31
PAYROLL PRACTICES 31
PERSONNEL FILES 31
RETIREMENT BENEFITS 31
SEVERANCE PAY 32
Vacation Days 33
Professional Organization Membership 33

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
Assistant Superintendent
~~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
Assistant Superintendent			$114,243	$128,559	$116,024	$131,723	260
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
Director of Technology	77,834	89,641	80,169	92,330	82,173	94,638	260

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.
Assistant Superintendent ~~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.
Director of Technology	24	7:30 a.m.-4:00 p.m.	7:30 a.m.-4:00 p.m.

*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:

Assistant Superintendent, 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

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

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: o allergy injections (PCP and SCP) o allergy testing o 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 o 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** o **facility/other covered services** (copayment waived if admitted) **Urgent Care Center Services** o MRAs, MRIs, PETS, C-Scans, Nuclear Cardiology Imaging Studies, Non-maternity related Ultrasounds and pharmaceutical products o Allergy injections o Allergy testing	 $100 $25 20% 20% 20%	 $100 30% 30% 30% 30%
Inpatient and Outpatient Professional Services Include but are not limited to: o 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: o 60 days for physical medicine/rehab (limit includes Day Rehabilitation Therapy Services on an outpatient basis) o 180 days for skilled nursing facility	20%	30%
Outpatient Surgery Hospital/Alternative Care Facility o Surgery and administration of general anesthesia	20%	30%
Other Outpatient Services including but not limited to: o Non Surgical Outpatient Services for example: MRIs, C-Scans, Chemotherapy, Ultrasounds, and other diagnostic outpatient services. o Home Care Services 30 visits (excludes IV Therapy) (Network/Non-Network combined) o Durable Medical Equipment, Orthotics and Prosthetics o Physical Medicine Therapy Day Rehabilitation programs o Hospice Care o Ambulance Services	20% 20% 20%	30% 20% 20%
Outpatient Therapy Services (Combined Network & Non-Network limits) o Physician Home and Office Visits (PCP/SCP) o Other Outpatient Services @ Hospital/Alternative Care Facility Limits apply to: o Cardiac Rehabilitation Unlimited o Pulmonary Rehabilitation Unlimited o Physical Therapy: 60 visits o Occupational Therapy: 60 visits o Manipulation Therapy: 12 visits o Speech therapy: 20 visits o 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 Abuse[2]** • 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 Transplants[3] • 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:

- 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

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®

Delta Dental of Michigan, Ohio, Indiana QUALITY ISO 9001 CERTIFICATION

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, frenulectomy, 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 reline and rebase of dentures are payable once in any calendar year. Lab reline 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.

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;

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 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

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.

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.

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 contribution 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
Assistant Superintendent ~~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.

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.

ADMINISTRATOR BENEFIT PROVISIONS

Wadsworth City Schools Evaluation Instrument
Administrators and Exempt Employees

EMPLOYEE _____ EVALUATOR _____

DEPT. POSITION DATE

Performance Traits	*Rating (Numerical Score)*	*Numerical Score (from previous column)*	*Comments*
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)		

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 _____

Class of 2018 Diploma LIst

Madeline Alexis Aberth
Aaron Timothy Allington
Nicki Lynne Almes
Sara Elizabeth Anderson
Eric Michael Andrews
Emily Rose Arellano
Benjamin Hampton Arnold
Kateryn Nicole Arnold
Kyle James Arrowsmith
Brianna Marie Arthur
Nicholas John Arvay
Daniel Lewis Ash
Grant Harrison Baker
Victoria Anne Baker
Jonathan Matthew Ball
Amanda Lyn Banic
Peyton Alexa Banks
Nathaniel Oliver Barnett
Tyler Denton Barnhart
Amanda Brooke Bartone
Joseph Alan Baughman
Alyssa Catherine Baxley
Lakota Lynn Baysinger-Shields
Connor James Beheydt
Ariel Ann Benya
Reid Gerald Black
Mitchell Ray Blackburn
Matthew Robert Blackert
Kassandra Lynn Blackwood
Eric Michael Blair
Hunter Michael Blaz
Katelynn M. Blevins
Taylor Katherine Blubaugh
Rachel Lauren Bode
Dominic Edward Boland
Sophie Elizabeth Boulter
Molly Elizabeth Boyes
Camdyn Nicole Brady
Kaylie Marie Brooks
Payton Adele Brooks
Katie Maye Brown
Ryan H. Bruening
Joshua Adam Burkhart
Regan McKenzie Burridge
Michael A. Burson
Jenna Marie Calderón
Katrine Grace Callow
Anna Gabrielle Carlson
Lindsay Noelle Carr
Mikaela Marie Cart
Madeleine Clare Cavanaugh
Joseph Patrick Chamier
Kaylee Renaye Chastain
Dominic Anthony Cistone
Randall Lee Clark
Kristina Jean Clem
Nathan Andrew Coard
Alexander Forrest Coiner
Zachary Charles Collier
Anika Marie Conley
Mary Bernadette Connor
Valerie Hope Connor
Cody Bryon Cool
Alaina Marie Coote
Kurt Ryan Cossick
Noel J. Costa
Zachary Patrick Coughlin
Sean Jacob Craft
Kayla Anne Cramblett
Griffin Gray Croghan
Collin Patrick Croley
Laura Arlene Crookston
Loryn Nicole Crum
Jeffrey Cayne Csatlos
Jennifer Alexandra Cullum
Kaitlyn Elizabeth Cummings
Jordyn Taylor Daerr
Ryan Christopher Dammarell
Adam M. Darwich
Ahmed Y. Darwich
Hannah Marie Daulbaugh
Jacob Scott Daulbaugh
Nathaniel Jacob Davis
Patricia De Minon Garcia
Hannah Michelle Deemer
Thomas Allan Demrovsky
Emily Jane Dennison
Jacob Tyler Dennison
Gabrielle Rose DePamphilis
Andrew Joseph DePero
Mitchell Gary DiPolito
Andrew Scott Doepker
Claire MacKenzie Doyle
Michael Alan Duncan
Brooke Nicole Eagon-Martin
Jordan Patrick Earnest
Matthew Stephen Edurese
Amily Christine Effler
Clayton Daniel Egleston
Angelique Victoria Elia
Cheyanne Nicole Ennis
Ryanne Paige Ennis
Nicholas Michel Erb
Avery Renea Erbland
Eryn Marie Eshelman
Alexis Marie Farnsworth
Tyler Paul Federico
Joseph Allen Fernholz
Jonathon Michael Ferry
Anna Terese Fick
Riley Anne Finegan
Severine Marie Ford
Blake Alexander Fortner
Sophia Helena Ann Fortner
Elizabeth Jean Franks
Ryan Bennett Frato
Britnee Marilyn Gabbert
Austin Scott Gabel
Thomas Matthew Gaeckle
Robert Stephen Gairing
Karen Nicole Gaither
Jessica Ann Galford
Anthony Oliver Gannon
Kelsey Nicole Garner
Kathryn Veach Gaume
Braden James Gerspacher
Sydney Nicole Good
Sierra Lynn Grazier
Makenzie Nichole Grice
Quentin Wilson Griffin
Payton Breann Grigsby
Matthias Hudson Gruich
Joshua Thomas Hagans
Laccie Ann Hall
Tyler John Hapney
David Andrew Hardy
Brandon Reese Harrod
Katherine Anna Hart
Heidi Renee Hartzler
Payton Victoria Harvey
Emily Rose Heckler

Nicholas Anthony Hemann
Spencer James Steven Heppner
Christian James Hershberger
Anthony David Hewitt
Katelyn Mary Hibinger
Jerry Michaelle Hoke
Malik Darrell Hollis
Cassandra Lois Holzworth
Lucas James Holzworth
Allyson Paige Honnold
Jenna Elizabeth Hopkins
Julia Josephine Horner
Chelsea Maria Houk
Cristie Maria Houk
Abbee Elizabeth Huff
Matthew Lowell Huffine
Margaret Jean Humes
Kailin Monique Hurrle
Benjamin Russell Huskins
Kassandra Marie Hutchinson
Jalen Avery Jackson
Andrew Michael Jariga
Hannah Nicole Jarolim
Taylor Lee Jira
Katie Marie Johnson
Kathrine Marie Jones
Tyler Ryan Jones
Michael Felix Juscak
Jacob Richard Justice
Jenna Lee Kaczynski
Sarah Michelle Keating
Emily Grace Kellner
Trent Michael Keller
Austin Tyler Kerns
Victoria Jade Kessler
MacKenzie Rae Kimes
Kayla Marie Kinney
Rececca Lynn Kinzel
Alexis Lynn Kirby
Dillon Shane Kirkpatrick
Shane Christopher Anthony Kirvel
Olivia Marie Kirven
Matthew Scott Klein
Devon Kendal Knapp
Alanna Marie Knight
Matthew Hunter Kochman
Elizabeth Megan Kovacs
Ethan Robert Kowalski
Derek John Kraft
Gabriel Verna Kries
Dylan Brecker Kubilus
Victoria Chundi LaDu
Alyssa Ann Laikos
Alexis Grace Keyauna Lance
Colin Denver Landals
Samuel Joseph-Boyd Lang
Letizia Lanzi
Ryan Michael Larj
Ashley Marie Leatherman
Lindsey Ellen Leatherman
Julia Michelle Lee
Brooke Lauren Leimeister
Paige Nicole Lepley
Collin Michael Libby
Eric Andrew Ligas
Alexis Taylor Lloyd
Sarah Nicole Long
Bailey Keith Luntsford
Jocelyn Hope Magons
Abigail Micayla Magyar
Nicholas Timothy Maiden
Austen Nelson Manix
Natasha Nicole Marrone
Grant Michael Martinez
Fred Thomas Massarelli
Holly Elise McAnlis
Clayton Nathaniel McComas
Tianna Amanda McCormick
Mikayla Ann McGeorge
Shelly Renee McKenzie
Connor Gregory Mendel
Cameron Ryan Merle
Alexis Rose Marie Merlo
Rachel Katherine Mierzejewski
Jordan Mackenzie Miksch
Austin Cole Miller
Ava Gwendolyn Miller
Dylan Zachary Miller
Nicholas Landon Miller
Payge Nickolle Miller
Lucas Brian Mills
Kyle Michael Mitchell
Hailey Ann Montgomery
Maxwell Alan Mooney
Corin Ariel Moore
Matthew Brian Moore
Hunter Reese Morrison
Madilyn Ann Movsesian
Elise Alexandra Muhl
Nathan Christopher Murach
Paul Edward Nash
Chase Everett Neffenger
Hunter Daniel Nelson
Nicholas Ryan Nida
Emily Rae Oatman
Devanne Marie O'Connor
Brandon Charles Osborne
Rachel Marie Osterhouse
Colt Anthony Owens
Molly Maria Palecek
Kelsey Nicole Palmer
Richard Allen Papay
Casey Nicole Parrish
Sophia Adele Peebles
Olivia Rose Perebzak
Gina Marie Perry
Laurente Antonio Perry
Dennis Jacob Petit
Hailee Christianna Pickering
Teon Lydell Pickett Jr.
Cameron Shea Piekarski
Rachel Jennifer Pilat
Sydney Renee Points
Mitchell Peter Pudelski
Benjamin William Punchak
Ashley Marie Quinn
Colin Andrew Quinn
Allan James Nelson Rady
Zachary Noah Ramsay
Tyler Weston Randolph
Nathan Russell Reed
Faith Tempero Reeling
Cameron Allen Riggenbach
Logan Vaughn-Adam Rinehart
Andrew Karsan Robinson
Ashley Lynn Rogers
Aidan Connor Rooks
Rand Alexander Rubsam
Aliesabeth Payge Sadzewicz
David James Sanders
Tino Jose Santiago
Alexis Elizabeth Saylor
Anna Marie Saylor
Nathaniel Steven Schickler
Lauren Carol Schlauch
Adam Edward Schloss
Olivia Grace Seiberling
Morgan Jean Shafer
Macy Christine Shaeffer
Madelyn Elizabeth Shaeffer
Zachary Nathan Shaeffer
Carson Thomas Sherrill
Jocelyn Josephine Shroka
Hannah Noel Sieber
Mason Logan Simmons
Dakota Auston Singleton
Carter Leigh Skelly
Colin James Skolnicki
Degan Godfrey Sterling Sloan

Chase Richard Smith
Hannah Elizabeth Smith
Hailee Renee Smith
Alice Clemence Christelle Soler
Maggie Allison Sonntag
Mathias Carl Sovine
Josiah David Sovine
Courtney Marie Sowul
Morgan Taylor Spencer
Luke Alexander Staley
Paul Jonathan Staley
Ryan Joseph Starling
Cameron Glen Edward Stedman
Ryan Joseph Storad
Matthew Robert Studenic
Trent Andre Stull
Cole David Stupak
Christafer Anthoni Suarez
Andrew Murray Swanson
Daniel Stephen Switter
Christian Michael Szalay
Gabriel John Szalay
Jordan Layne Taylor
Luke Augustine Taylor
Grace Elizabeth Thompson
Lauren Casey Thompson
Rachel Allison Thompson
Hailey Nichole Tierney
Joshua Alden Tinney
Tyler Richard-Vincent Tisci
Shawn Michael Tittle
Hannah Scott Toolis
Jacqueline Dawn Toth
Miranda Nicole Trumblak
Zachary Charles Tubbert
Megan Riley Tyler
Brittany NicoleRose Ullom
Blake Charles Umbaugh
Mariah Ann Van Eck
Jayson DeWitt Vess
Madison Renee Vidmar
Faith Marie Wadding
Alexander James Wagner
Clay Michael Wagner
Grace Marilyn Waldow
Tia Cheyenne Walters-Leone
Jason Scott Weaver
Austin Scott Webb
Jacob Paul Weisman
Alexis Marie Whitten
Joel Adam Wichterman
Quintin Noah Wiese
Hannah Marie Willard
Tayah Marie Williams
Stacy Irene Witschey
Jakeb Evan Woodward
Colin James Wright
Louis John Wright
Austin Danger Wrobel
Patrick Robert Wyant
Thomas Monroe York IV
Kallie Summer Young
Brandon Adam Zarobinski
Drake Lestat Zaveson
Yulia Zbarsky
Katelyn Jo Zeitz
Abigail Rose Zembas
Cheyenne Marie Zurski

Book	Policy Manual
Section	Ready for Production
Title	Special Update - April 2018 Revised COLLEGE CREDIT PLUS PROGRAM
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Status	
Adopted	November 19, 2007
Last Revised	November 20, 2017

2271 - **COLLEGE CREDIT PLUS PROGRAM**

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment established under ~~R.C. 3345.06(f)~~ R.C. 3345.061(F)or meet alternative criteria under the law.
The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program, and notify the underperforming student, his/her parents, and each IHE in which the student is enrolled of his/her status. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in the Program while on probation:

A. The student shall only enroll in one college course during any term.

B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

C. If the student had registered for more than one college course for the next term prior to being placed on probation, the student shall request each IHE in which he/she is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.

1. If a student elects to remain enrolled in one course for the next term, he/she shall inform the IHE of the course in which the student would like to remain enrolled.

2. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth

below.

D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless he/she is declared to be an underperforming student again.

E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in the College Credit Plus Program, he/she will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her parents, and each IHE in which the student is enrolled of his/her dismissal. The ineligible student and his/her parents shall also be notified that the student shall not take any college courses through the Program following his/her dismissal.

If the student had registered for more than one college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which he/she is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her dismissal from the Program, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

~~Reinstatement on Probation: In order to be reinstated to the College Credit Plus Program on probation, the student must meet the following academic progress criteria:~~

A. ~~( ) _____~~

B. ~~( ) _____~~

C. ~~( ) _____~~

~~Reinstatement without Restriction: In order to reinstated without any restrictions, the student must meet the following academic progress criteria:~~

A. ~~( ) _____~~

B. ~~( ) _____~~

C. ~~( ) _____~~

If the student fails to demonstrate academic progress ~~as defined above~~, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision to the Superintendent. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

A. allow the student to participate in the Program without restrictions;

B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;

C. allow the student to participate in the Program on probation; or

D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final, and he/she shall immediately provide notification of the decision to each IHE in which the student is enrolled.

A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.

B. If the Superintendent fails to issue a timely decision after the date the appeal is made, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program outlined in AG 2271.

The Board ~~( ) shall~~ **(X-)** may deny high school credit for the College Credit Plus Program courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as the College Credit Plus Program credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (College Creidt Plus Program) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a College Credit Plus Program.

R.C. 3313.613, 3365.01 through 3365.09
A.C. 3333-1-65.13

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Legal R.C. 3313.613, 3365.01 through 3365.09
A.C. 3333-1-65.13

Last Modified by Andrew Hill on May 4, 2018

Book	Administrative Guideline Manual
Section	Ready for Production
Title	Special Update - April 2018 Revised COLLEGE CREDIT PLUS PROGRAM
Number	ag2271
Status	
Adopted	November 19, 2007
Last Revised	November 20, 2017

2271 - **COLLEGE CREDIT PLUS PROGRAM**

The following guidelines are established in accordance with Board policy and the rules of the State Department of Education.

Each year, prior to February 1st, the District shall provide information regarding the College Credit Plus Program to the students currently enrolled in grades six (6) through eleven (11) and to their parents (Form 2271 F6). This information should be provided through multiple and easily accessible resources, including, but not limited to, the District's website, student assemblies, written communications to students (either electronically or through hard copy), and joint communication events with institutions of higher education.

The institutions of higher education ("IHE") to which the College Credit Plus Program applies are: both public colleges as defined in R.C. 3365.01 and participating private colleges as defined in R.C. 3365.01.

All courses offered under the College Credit Plus Program must be the same courses included in the partnering IHE's course catalogue for college-level, nonremedial courses, and must apply to at least one (1) degree or professional certification at the partnering college or university.

All instructors teaching a course under the College Credit Plus Program must meet the credential requirements set forth in guidelines and procedures established by the chancellor of the Ohio Board of Regents. If the guidelines require high school teachers to take any additional graduate-level coursework in order to meet the credential requirements, that coursework will be applicable to continuing education and professional development requirements for the renewal of the teacher's educator license. For high school teachers that are teaching courses for the college at a secondary school under the College Credit Plus Program, the participating IHE will provide at least one (1) professional development session per school year for such teachers and conduct at least one (1) classroom observation per school year for each course that is authorized by the college and taught by a high school teacher to verify that the course meets the quality of a college-level course.

Eligibility (see Form 2271 F2 and Form 2271 F3)

A. Students must be bona fide seventh graders, eighth graders, freshmen, sophomores, juniors, or seniors for the year in which participation is sought. In addition, the student must meet the standards for admission, enrollment, and course placement of the IHE and relevant academic programs.

B. Students must be remediation-free in one of the assessments established under R.C. 3345.061(F) (i.e., uniform statewide standards in mathematics, science, reading, and writing established by college presidents). A student who scores within one standard error of measurement below the remediation-free threshold for one of those assessments is considered to have met this requirement if the student also either:

   1. has a cumulative high school grade point average of at least 3.0. If the student is seeking to participate in seventh or eighth grade, the student must have an equivalent cumulative grade point average in the applicable grade levels;

   2. receives a recommendation from a school counselor, Principal, or career-technical program advisor.

C. **(X)** A student who has been expelled by this Board is ineligible to enroll during the period of expulsion. The Board ~~**( ) shall**~~ **(X) may** deny high school credit for the College Credit Plus Program any portion of which are taken during the period of a student's expulsion. If the student has elected to receive both high school and college credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

Students participating in the College Credit Plus Program must elect at the time of enrollment in each course whether s/he is enrolling under **OPTION #1** or **OPTION #2** as outlined below:

[ ] OPTION #1]

The student is responsible for all tuition, textbooks, materials, and fees associated with the course, and must choose whether to receive only college credit, or high school and college credit for the course; or

[ ] [OPTION #2]

The student will have the participating college reimbursed by the Ohio Department of Education for all tuition, textbooks, materials, and fees associated with the course, and the student will receive both college credit and high school credit for the course.

During the time a student attends a course under **OPTION #1**, the student is not considered attending or enrolled in school anywhere. During the time a student attends a course under **OPTION #2**, the student is considered attending or enrolled in the District.

[END OF OPTIONS]

[ ] A student may not enroll in courses to receive credit toward high school graduation for more than the equivalent of:

A. four (4) academic school years, if the student so enrolls for the first time in grade nine (9);

B. three (3) academic school years, if the student so enrolls for the first time in grade ten (10);

C. two (2) academic school years, if the student so enrolls for the first time in grade eleven (11);

D. one (1) academic school year, if the student so enrolls for the first time in grade twelve (12).

Enrollment

A. ( ) By April 1st of each year, a student or his/her parent must complete and submit the Letter of Intent to Participate in College Credit Plus Program Form 2271 F1 to the Principal which signifies the student's intent to participate in the program for the following school year. Prior to completing this form the student and his/her parents must participate in the special counseling sessions described below and confirm receipt of these counseling services by signing the Statement of Responsibility Form 2271 F7.

B. ( ) Failure to meet this deadline shall exclude the student from the program for that school year unless written consent is granted by the Principal and the Principal notifies the department of education of the student's intent to participate within ten (10) days of the date the student seeks consent. If the Principal does not grant consent, the student may appeal the Principal's decision to the Superintendent. The decision of the Superintendent is final. Participation may be withdrawn by the student or parent at any time upon written notification to the high school administration.

C. ( ) Students must identify which credit option, either **OPTION #1** or **OPTION #2** above, they wish to pursue prior to the start of the first class session of the fall quarter or semester at the college. Once the first class session of the fall term has been held, the student may not change the option selected during the period of that school year, regardless of the number of courses taken.

Expulsion Notices to IHE

When a student is expelled, the Superintendent will send a written notice to any IHE in which the expelled student is enrolled under a College Credit Plus Program at the time the expulsion is imposed. This notice must indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for college courses taken during an expulsion. If the expulsion is later extended, the Superintendent again must notify the IHE.

Annual Information Session

The District will schedule at least one (1) informational session per school year to allow each partnering IHE that is located within thirty (30) miles of the school to meet with interested students and parents. The session will include the benefits and consequences of participation, as well as information concerning eligible courses, and will outline any changes or additions to the requirements of the program. The session will also include information concerning the probation, dismissal, and appeal procedures for underperforming and ineligible students as set forth in Board policy. If there are no partnering IHEs located within thirty (30) miles of the school, the District will coordinate with the closest partnering college to offer an informational session. Multiple high schools within a district and multiple districts may participate together in a combined event, as long as in each instance parents and students have an opportunity to interact with a representative of and receive information from each participating College Credit Plus Program institution and their secondary school, so they will understand their College Credit Plus Program opportunities.

Program Requirements

Students can choose to enroll in (1) courses taught at the college or university, (2) online courses, if available, or (3) College Credit Plus Program courses taught within the District, if available, or in a combination of the three (3). All students who have enrolled in the IHE under the College Credit Plus Program must be assessed with the same standard of achievement and held to the same grading standards, regardless of where the course is delivered.

For College Credit Plus Program classes taught within the District, such classrooms will consist of students who all follow the same course syllabus, use the same textbook and materials, aspire to achieve the same learning outcomes, and are assessed using the same methods as the college course delivered on the college campus. A District student who is not enrolled in the IHE, but who is in the College Credit Plus Program classroom must, along with the student's parents, be provided written notice (Form 2271 F5) stating the student is not earning college credit and would likely be required to retake the course upon enrollment at an institution of higher education if college credit is desired.

The District will verify that none of its students participating in the College Credit Plus Program is taking more than thirty (30) college credit hours during an academic year and not more than the equivalent of four (4) academic years or 120 college credit hours total through the College Credit Plus Program.

The District will determine the number of college credits a student earned through the College Credit Plus Program by using the following calculation:

A. ~~(·)~~ Take the number of high school units scheduled by the District for which the student receives only high school credit, then multiply that number by three (3) and then subtract the result from thirty (30). The resulting number shall be the total number of college credits a student participant may earn under the College Credit Plus Program in an academic year.

OR

B. ~~(·)~~ Under the College Credit Plus Program, postsecondary quarter hours are equal to .67 semester hours rounded to the nearest whole number.

The District will determine the amount of high school credit earned through participation in the College Credit Plus Program by using the following calculation:

A. ~~(·)~~ A College Credit Plus Program course transcripting three (3) or more semester credit hours shall count as one (1) full high school unit.

OR

B. ~~(·)~~ A College Credit Plus Program course transcripting less than three (3) semester hours shall count as the proportional fraction of a high school unit.

The District will ensure that enrollment in a College Credit Plus Program course for which an end-of-course examination is required under Section 3301.0712 of the Ohio Revised Code does not circumvent the participating student's obligation to take the required end-of-course examination.

Course Eligibility

A student participating in the College Credit Plus Program shall complete fifteen (15) semester credit hours of Level I courses that may be applied toward a certificate or degree prior to taking a Level II course, except as follows:

A. A student may take a Level II course in the same subject prior to completing the required fifteen semester credit hours upon successful completion of a Level I course.

B. A student may take a Level II course that has a Level I course as a prerequisite if the student, in accordance with the course placement guidelines of the IHE in which the student enrolls, has demonstrated by an assessment or other means that the student is academically prepared for the course.

C. A student may count an advanced placement course or international baccalaureate diploma course completed in the District toward the fifteen semester credit hours of courses with evidence that the student attained the required score on an examination covering the coursework. In the case of an advanced placement course, the required score shall be the passing score set forth in the standards adopted under R.C. 3333.163. In the case of an international baccalaureate diploma course, the required score shall be the passing score specified by the IHE in which the student enrolls that the IHE considers sufficient to award college credit for the course.

After successfully completing fifteen semester credit hours as set forth above, the student may enroll in a Level II course that may be applied toward a certificate or degree.

Non-Allowable Courses

A. an applied course that involves one-on-one private instruction such as instruction in instrumental music, voice, or art;

B. a course for which the fees (as defined in the rules and R.C. 3345.49) exceed an amount established by the chancellor of the Ohio Board of Regents;

C. a study abroad course or similar course;

D. a physical education course;

E. a course that is graded on a pass/fail or satisfactory/unsatisfactory basis rather than using letter grades, with the exception of an internship course. This section does not apply to a transferable course that is graded on a pass/fail basis for all students not participating in the College Credit Plus Program;

F. a remedial or non-college-level course as prohibited by R.C. 3365.02;

G. a sectarian course as prohibited by R.C. 3365.02.

If a non-allowable course as set forth above is a part of a predetermined pathway or required sequence of courses leading to a certificate or degree, an IHE, on behalf of one or more students who are enrolled in the IHE through the College Credit Plus Program and have shown progress on that pathway or sequence of courses through their previous coursework, may request the chancellor of the Ohio Board of Regents to allow payment for the course under R.C. 3365.07.

Notifications

Upon receipt of a student's pre-term notice of admission, the District shall verify that the student is enrolled in an appropriate level of course as defined in the course eligibility rules adopted by the Department of Education. If the student is not enrolled in an appropriate level of course, the District shall notify the student and the student's parents that the student must either withdraw from the course prior to the IHE's prescribed no-fault waiver date or pay all tuition, fees, and textbook costs for the course.

The District will work with each IHE in which the District's students are enrolled under the College Credit Plus Program to verify that the required notifications concerning course eligibility are provided to students.

Home-Schooled Students

Any home-schooled student participating in the College Credit Plus Program shall be required to comply with the course eligibility rules adopted by the Department of Education. The student's parents, however, shall be responsible for verifying that the student is enrolled in an appropriate level of course as defined in the course eligibility rules adopted by the Department of Education, and that the student is not enrolled in a non-allowable course.

Development of Model Course Pathways

The District will develop, in consultation with at least one (1) public partnering college or university, two (2) model pathways for courses offered under the College Credit Plus Program. The model pathways will serve as samples of the courses that a student can take toward a specified degree or certificate. One (1) of the model pathways will be a fifteen-credit hour pathway and one (1) will be a thirty (30) credit hour pathway. Each pathway shall include courses which, once completed, all apply to at least one (1) degree or professional certification offered at the IHE. The pathways may be organized by desired major or career path or may include various core courses required for a degree or professional certification by the IHE. The Board will publish the pathways among the school's official list of course offerings.

Counseling Services (see Form 2271 F4)

~~[ ]~~ The student and parents must participate in the following counseling services provided by the District. The counseling session may be incorporated into the annual information session provided the District makes alternative dates available for those unable to attend the annual information session. If the counseling session is held separately from the informational session, it will include information concerning the probation, dismissal, and appeal procedures for underperforming and ineligible students as set forth in Board policy, as well as information concerning eligible courses.

~~( )~~ **Program Eligibility and Credit Options**

( ) Potential Risks and Consequences

Among the potential risks of participation the student must be willing to accept are:

A. increased student responsibility for learning because of less instructional guidance;

B. reduced opportunities to participate in high school co-curricular and extra-curricular activities;

C. increased financial obligations for tuition, books, materials, and fees, if college credit only is sought;

D. potential loss of after-school employment opportunities;

E. possible effect on grade point average and class standing;

F. possible delay of graduation;

G. increased time for travel, study, etc.

( ) Potential benefits are:

A. expanded curriculum offerings;

B. opportunities to study in more depth those areas of special interest or need;

C. opportunities to earn college credits while still in high school;

D. opportunities for financial support for taking college courses while still in high school;

E. opportunities to experience college level work and life prior to making final decisions about whether and/or where to attend college.

( ) College Acceptance and Scheduling

Participation is contingent upon admission to the IHE. The District will assist the student in gaining admission by providing transcripts and other related documents but will accept no responsibility if the student is not accepted by the IHE. Students who are awaiting acceptance should register for District classes as if they were not participating in the program. Schedule changes will then be made prior to the start of each semester for those students who receive notice of admission which must be provided by the IHE, in writing, to the student, the District, and the Department of Education within ten (10) days of acceptance.

( ) Participating Institutions of Higher Education

The District will maintain a list of all IHEs that currently participate in the program.

A. ( ) In the event that the student withdraws from the college class for high school credit within the first two (2) weeks of the college course, the student will be re-enrolled in the high school class(es) that were previously dropped.

B. ( ) Reasonable efforts will be made in scheduling to accommodate the needs of students who will be leaving the school campus in order to participate in this program. However, scheduling conflicts are not the responsibility of the District. Revising the master schedule and/or unduly overloading classes are not required in order to accommodate schedule requests.

( ) Financial Arrangements

Students who elect to take the college course for college credit only will have the financial responsibility for tuition, textbooks, materials, and fees. The Board accepts no financial responsibility for those students who will be paying for their own tuition, fees, or textbooks. Those arrangements are between the college and the student and/or his/her parents.

Students assume no financial obligations if they elect to take the college course for college and high school credit. Tuition, textbooks, materials, and fees are assumed by the Board. Should students fail to complete a course taken for credit (whether through a formal "class drop" process or through nonattendance reasons other than those normally accepted by the school administration) any and all financial obligations assumed by the Board will default to the students and their parents.

Unless the student was expelled by the school, the Superintendent or chief administrator will not seek reimbursement from a participant or a participant's parent if the participant is identified as economically disadvantaged according to rules adopted by the Department of Education and these guidelines.

~~( )~~ **Process for Granting Academic Credits**

When students elect to receive high school credit for college courses, credit will be awarded for successful completion of courses in accordance with the following guidelines:

A. **(X)** The Principal shall require the student to submit a course syllabus or detailed description of each college course taken so that a comparison can be made with existing high school courses.

B. **(X)** If the Principal determines that the college course is comparable to one (1) offered by the high school, the equivalent high school credit shall be granted.

C. **(X)** If the Principal determines that the college course is not comparable to one (1) offered by the high school, credit shall be granted in a subject area similar to that taken by the student at the college.

D. **(X)** In the event that the student or parents contest the credit, the Superintendent shall determine the appropriate credit. The Superintendent's decision may be appealed to the Ohio Department of Education, whose decision in the matter shall be final and binding.

E. **(X)** Students who enroll in a college course for both high school and college credit will receive on their high school transcript the grade issued by the college. While the course will be clearly designated on transcripts as a college course taken for high school credit, the grade will be computed in the grade point average as if issued by the high school faculty.

F. **(X)** If a student is expelled from the District's schools, the Principal ~~**( ) shall**~~ **(X) may** deny high school credit for any College Credit Plus Progeram courses taken during the expulsion.

G. **(X)** If a college withdraws its acceptance of an expelled student who elected to take courses for high school credit only, the District shall not award high school credit for the college courses in which the student was enrolled at the time the college withdrew its acceptance.

H. **(X)** The policy for awarding grades and the calculation of class standing for College Credit Plus Program courses shall not disadvantage students who choose to participate in the College Credit Plus Program rather than in other advanced standing programs. All courses within the same academic subject area will provide the same value for all advanced standing courses, including College Credit Plus Program, advanced placement, international baccalaureate, and honor courses.

~~( )~~ **Criteria for Transportation Aid**

All students participating in the College Credit Plus Program will be responsible for their transportation to and from their homes and the college or to and from the district school and the college.

If the District provides transportation to its students in grades eleven and twelve, the parent of a student participating in College Credit Plus may apply to the Board for full or partial reimbursement for the necessary costs of transporting the student between the secondary school the student attends and the IHE in which the student is enrolled.

~~( )~~ **Available Student Services**

Students enrolled in the College Credit Plus Program will be entitled to all student services provided to any other of the District's school students (counseling, health, etc.). However, these services will be provided only while the students are on the school campus and only upon request. It is also the students' responsibility to keep themselves informed of academic and other requirements for all students who attend the school.

~~( )~~ **Consequences of Failing or Not Completing a Course**

A. If students withdraw from the college course(s) within the first two (2) weeks of the course, they will be rescheduled for the appropriate District course(s), and no record of the college course will appear on the transcript. However, if students withdraw from the college course(s) after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.

B. Any course taken for high school credit at an IHE and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the IHE where the work was undertaken.

~~( )~~ **Effect on Completion of Graduation Requirements**

Students ~~using~~ may use college courses for credit toward high school graduation ~~may do so~~. However, it is the responsibility of participating students and parents to be sure that the courses undertaken will meet the graduation requirements for the students. Upon acceptance by the IHE, students should schedule an appointment with a high school counselor to develop a written schedule

showing courses to be taken at the high school and at the IHE as well as all graduation requirements remaining to be met. No high school graduation requirements shall be waived for any student as a result of participation in this program.

( ) Academic and Social Responsibilities of Students and Parents

A. ( ) When attending either regular classes or co-curricular/extra-curricular activities at the high school, students participating in this program will be expected to abide by all Board policies and the Student Code of Conduct. Students and their parents assume all responsibility and liability related to attendance at an IHE and must agree to hold harmless the Board of Education, the administration, and the staff for any incidents arising out of participation in this program.

B. ( ) Students must meet all requirements and standards established by the college and assume responsibility for attendance and behavior.

( ) Information and Encouragement to Use College Counseling Services

The school counselors, during the individual counseling sessions, shall make available any information provided by the IHE concerning its counseling services. In addition, counselors should encourage students and their parents to utilize counseling services available at the college to better ensure successful completion of the college courses.

( ) Grade Point Computation and Reporting of Grades

A. ( ) For those college courses taken for high school credit, the grade for that course will be computed at the end of the next regular grading period at the high school following the receipt of an official transcript from the IHE. All grades to be entered on the high school transcript must be taken from an official transcript from the IHE. Should there be an urgent need for a letter grade, notification on official letterhead from the college instructor advising of the grade will be accepted to verify the grade.

B. ( ) Eligibility for co-curricular and extra-curricular activities in accordance with Board Policy 2430, and Policy 2431, will be affected if courses are taken for high school credit. Students will be provided Form 2271 F2 and asked to have their instructor fill it out. This form should be submitted **( ) weekly ( ) bi-weekly** prior to the close of high school classes each _____. Eligibility will be checked at the end of each college quarter or semester. A failing grade will result in an ineligibility for the next full school semester.

C. ( ) The student and parents must receive the standard packet of information for the College Credit Plus Program developed by the chancellor of the Ohio Board of Regents pursuant to R.C. 3365.15.

Economically Disadvantaged Students

No student considered to be economically disadvantaged shall be charged for anything related to College Credit Plus Program participation.

A student will be considered economically disadvantaged for the purpose of the College Credit Plus Program participation if the student is either: a member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to 185% of Federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758; or a member of a household that participates in at least one (1) of the following programs:

~~( ) a member of a household that meets the income eligibility guidelines for free or reduced-price meals, less than or equal to 185% of federal poverty guidelines under the provisions of the National School Lunch Act, 42 U.S.C. 1758;~~

~~**OR**~~

~~( ) a member of a household that participates in at least one (1) of the following programs:~~

A. Medicaid;

B. food stamps;

C. supplementary security income (SSI);

D. Federal public housing assistance or Section 8 (a federal housing assistance program administered by the department of housing and urban development);

E. low income home energy assistance program.

Once the District determines that a student is economically disadvantaged, any of the student's siblings who attend school within the District will automatically be considered economically disadvantaged by the District without the District collecting its own data on that family.

R.C. 3313.613, 3365.01 through 3365.09
A.C. 3333-1-65.13

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Legal	R.C. 3313.613, 3365.01 through 3365.09
	A.C. 3333.1-65.13

Last Modified by Andrew Hill on May 4, 2018

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Wadsworth City School District as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.

2. Nutrition education standards and benchmarks shall be age- appropriate and culturally relevant.

3. The standards and benchmarks for nutrition education shall be behavior focused.

4. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.

5. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

6. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.

7. Nutrition education posters~~, such as the Food Pyramid Guide,~~ will be displayed in the cafeteria.

8. The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.

9. Nutrition education shall extend beyond the school by engaging and involving families and the community.

10. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.

11. Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.

12. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

13. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the District shall:

1. **Physical Education**

a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.

d. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

e. The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.

f. Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.

g. Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education.

h. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

i. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

j. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying or harassment of any kind.

k. Planned instruction in physical education shall include cooperative as well as competitive games.

l. Planned instruction in physical education shall take into account gender and cultural differences.

m. On an annual basis, physical education teachers shall review and affirm receipt of the Ohio Department of Health's concussion information sheet.

n. Physical Education teachers shall remove from class participation any student who exhibits signs, symptoms, or behaviors consistent with having sustained a concussion or head injury. The Principal and/or teacher shall notify parents or guardians about the possible concussion or head injury.

o. Any student who has been removed from physical education class participation because s/he has exhibited signs, symptoms, or behaviors consistent with having sustained a concussion or head injury shall not be permitted to return to physical education class until the student's condition is assessed by a physician, and the physician gives the student written clearance that it is safe to return to class.

2. **Physical Activity**

a. Physical activity should not be employed as a form of discipline or punishment.

b. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

c. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.

d. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

e. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.

f. The school shall provide students in grades 9 - 12 with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy physical activity requirements.

g. Schools shall discourage extended periods of student inactivity, without some physical activity.

C. With regard to other school-based activities the District shall:

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

2. The school shall provide attractive, clean environments in which the students eat.

3. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

4. An organized wellness program shall be available to all staff.

5. The schools may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

6. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

7. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;

2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.

D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

F. The school food service program may involve students, parents, staff, school officials in the selection of competitive food items to be sold in the schools.

The Board designates the Building Principals/Director of Facilities as the individual(s) charged with operational responsibility for measuring and evaluating the District's implementation and progress under this policy. The Superintendent shall develop administrative guidelines necessary to implement this policy.

The Superintendent shall appoint a District-wide Wellness Committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public, and school administrators to oversee development, implementation, evaluation and periodic update of this policy. The Wellness Committee shall be an ad hoc committee with members recruited and appointed annually.

The Wellness Committee shall be responsible for:

A. assessment of the current school environment;

B. review of the District's Wellness policy;

C. presentation of the Wellness policy to the Board for approval;

D. measurement of the implementation of the policy; and

E. recommendation for the revision of the policy, is necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the Wellness Committee's progress and on its evaluation of the policy's implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining the policy's goals.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the policy's implementation.

The District shall assess the Wellness Policy at least once every three years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.

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Revised 11/17/14
Revised 4/10/17

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Legal

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

7 C.F.R. Parts 210 and 220

Reading and Writing Workshop I
.5 Credit

Course Description:
Students will develop and strengthen reading techniques needed to successfully navigate the academic and work setting. Students will learn about and apply specific techniques to use when reading, comprehending and reflecting on reading passages assigned for both learning and pleasure. Before reading strategies will include an anticipatory guide, mnemonics, concept sorts and think alouds. During the reading process students will incorporate concept maps, direct reading/thinking activities, inferential reading, paired reading, inquiry-based reading and predicting. After reading students will develop summarizing, paraphrasing, reflecting and predicting skills. Throughout the reading process students will benefit from explicit vocabulary instruction, word attack/phonemic awareness instruction and exposure to latin roots and word origin studies. Students will practice these skills through chosen literature texts, as well as class texts assigned by the teacher.

Students will develop and strengthen writing techniques needed to successfully develop their ideas in writing. Students will strengthen their ability to develop strong paragraphs that are written in support of a strong thesis statement and supporting details. Students will plan, draft, revise and edit in support of developing strong writing habits. Vocabulary and word origin will be incorporated in support of improving the complexity of vocabulary and description used when completing a writing assignment.

Curriculum and Resources used:
WHS writing curriculum
WHS ELA curriculum
Literacyworldwide.org
Orton-Gillingham Instruction
Books TBD by instructor

Reading and Writing Workshop II
.5 Credit

Course Description:
Students will strengthen reading techniques needed to successfully navigate the academic and work setting. Students will apply specific techniques when reading, comprehending and reflecting on reading passages assigned for both learning and pleasure. Throughout the reading process students will benefit from explicit vocabulary instruction, word attack/phonemic awareness instruction and exposure to latin roots and word origin studies. Students will practice these skills through chosen literature texts, as well as class texts assigned by the teacher.

Students will develop and strengthen writing techniques needed to successfully develop their ideas in writing. Students will strengthen their ability to develop strong paragraphs that are written in support of a strong thesis statement and supporting details. Students will plan, draft, revise and edit in support of developing strong writing habits. Vocabulary and word origin will be incorporated in support of improving the complexity of vocabulary and description used when completing a writing assignment.

Curriculum and Resources used:
WHS writing curriculum
WHS ELA curriculum
Literacyworldwide.org
Orton-Gillingham Instruction

Wadsworth City Schools

COST/BENEFIT ANALYSIS

Description of new program, course, or service:

Reading and Writing Intervention Course designed to strengthen and supplement reading and writing skills predominantly for students with IEP's. The course will be an elective course taught by an Intervention Specialist.

Clearly stated goals and objectives:

Students will develop and strengthen reading techniques needed to successfully navigate the academic and work setting. Students will learn about and apply specific techniques to use when reading, comprehending and reflecting on reading passages assigned for both learning and pleasure. Before reading strategies will include an anticipatory guide, mnemonics, concept sorts and think alouds. During the reading process students will incorporate concept maps, direct reading/thinking activities, inferential reading, paired reading, inquiry-based reading and predicting. After reading students will develop summarizing, paraphrasing, reflecting and predicting skills. Throughout the reading process students will benefit from explicit vocabulary instruction, word attack/phonemic awareness instruction and exposure to latin roots and word origin studies. Students will practice these skills through chosen literature texts, as well as class texts assigned by the teacher.

Students will develop and strengthen writing techniques needed to successfully develop their ideas in writing. Students will strengthen their ability to develop strong paragraphs that are written in support of a strong thesis statement and supporting details. Students will plan, draft, revise and edit in support of developing strong writing habits. Vocabulary and word origin will be incorporated in support of improving the complexity of vocabulary and description used when completing a writing assignment.

Impact on staffing:

No additional staff will be needed as the staffing plan for 2018-19 will be sufficient.

Provisions for In-service:

2 days given during the summer for the teachers to prepare the new curriculum. This only needs to be done the first year.

Impact on other programs, services, courses:

The impact will be positive as they will be acquiring skills specifically to help in all classes and outside of school

Description of the evaluation process:

Building Administrator will work closely with the Department Head and each Intervention Specialist to evaluate and adjust the course as needed given students enrolled.

Involvement of those affected by the implementation:

This is being implemented based on recommendations from the Special Ed Department.

Tangible/Intangible Costs:

2 days given during the summer for the teachers to prepare the new curriculum. This only needs to be done the first year.

Tangible/Intangible Benefits:

Teachers will have the opportunity to prepare for the upcoming school year for the new course.

Organization and Study Skills Elective I
.5 Credit

Course Description:
Students will practice specific skills to develop and improve the executive function skills needed to successfully navigate the academic and work setting. These skills will include planning and achieving goals, discriminating between long and short term goals and how to plan accordingly, metacognition, organization and prioritization, self-monitoring and dealing with setbacks. Techniques will be scaffolded and will be practiced in a supportive setting where feedback is specific and timely as students strengthen their skills.

Curriculum Supporting this course:
7 Habits of Highly Effective Teens Steven Covey
www.mindinthemaking.org website

Organization and Study Skills Elective II
.5 Credit

Course Description:
Students will hone specific skills to improve the executive function skills needed to successfully navigate the academic and work setting. These skills will include planning and achieving goals and adapting those goals based on changing expectations and/or life demands. Students will learn how to deal with the stress of setbacks while monitoring their response to those stressors and setbacks. Students will practice working memory techniques to strengthen their study skills. Techniques will be scaffolded and will be practiced in a supportive setting where feedback is specific and timely as students strengthen their skills.

Curriculum Supporting this course:
7 Habits of Highly Effective Teens Steven Covey
www.mindinthemaking.org website

Wadsworth City Schools

COST/BENEFIT ANALYSIS

Description of new program, course, or service:

Students will practice specific skills to develop and improve the executive function skills needed to successfully navigate the academic and work setting. These skills will include planning and achieving goals, discriminating between long and short term goals and how to plan accordingly, metacognition, organization and prioritization, self-monitoring and dealing with setbacks. Techniques will be scaffolded and will be practiced in a supportive setting where feedback is specific and timely as students strengthen their skills.

Clearly stated goals and objectives:

Students will be able to plan and achieve goals, discriminating between long and short term goals and how to plan accordingly, metacognition, organization and prioritization, self-monitoring and dealing with setbacks

Impact on staffing:

No new staff needed as it fits within the new model

Provisions for In-service:

2 days given during the summer for the teachers to prepare the new curriculum. This only needs to be done the first year.

Impact on other programs, services, courses:

The impact will be positive as they will be acquiring skills specifically to help in all classes and outside of school

Description of the evaluation process:

Building Administrator will work closely with the Department Head and each Intervention Specialist to evaluate and adjust the course as needed given students enrolled.

Involvement of those affected by the implementation:

This is being implemented based on recommendations from the Special Ed Department.

Tangible/Intangible Costs:

The only cost we foresee is the purchase of 3 classroom sets of 7 Habits of Highly Effective Teens book and workbook. Approximate cost of $27 for the books combined and would need 60 books total. $1,600 which would be an initial cost and would only be on an as needed replacement basis in subsequent years. Also the cost of 2-3 teachers paid 2 days in the summer to prepare for the new course.

Tangible/Intangible Benefits:

The tangible benefits are a consistent course guide to be used by multiple teachers. The intangible is the life skill benefits along with the academic benefits of improving in the area of organization and study skills. We have an ever increasing need for Executive Funtioning skills to be addressed.

FinalForms Agreement

This FinalForms Agreement ("Agreement") is made and entered into on 7/1/18, by and between BC Technologies Company, doing business as FinalForms ("FinalForms" or "Party"), an Ohio corporation, and the Wadsworth City Schools ("Customer" or "Client" or "Subscriber" or "Party"), (collectively, "the Parties").

The Support Services ("Services") contemplated by this Agreement shall be set forth in an Exhibit, which shall be attached to and made a part of this Agreement.

The Parties hereto agree as follows:

1. Contract Period

This Agreement is effective when signed by Customer and FinalForms representatives ("Effective Date"). The initial term of this Agreement begins on the Effective Date and ends one calendar year from the Effective Date.

2. Billing and Payment

Payment Dates: Payments for services rendered between March 16th and September 15th will be invoiced on September 15th in each year of this Agreement. Payments for Services rendered between September 16th and December 15th will be invoiced on December 15th in each year of this Agreement. Payments for Services rendered between December 16th and March 15th will be invoiced on March 15th in each year of this Agreement.

Payment Terms: Payment for the Services under this Agreement shall be set forth in an Exhibit, which shall be attached to and made a part of this Agreement. Payment is due within thirty (30) days of Customer's receipt of an invoice from FinalForms. Services will be suspended for up to seven (7) days if payment is not received when due. Should Customer fail to pay FinalForms the complete agreed upon consideration within the seven (7) day suspension period, FinalForms shall have the right to terminate the Agreement, effective immediately.

3. Representations and Warranties

Compliance with the Laws. Each Party shall, at its own expense, comply with all laws, regulations and other legal requirements that apply to it and this Agreement. The Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g, applies to an "educational agency or institution" that receives federal funds under any program administered by the Secretary of Education. FinalForms is not an "educational agency or institution" under 20 U.S.C. §1232g. Rather, Finalforms is a for profit corporation existing under the laws of the State of Ohio. Consequently, FinalForms is not bound by FERPA. It is the obligation of all applicable educational agencies and institutions to comply with the requirements imposed by FERPA, including those requirements that pertain to student educational records.

Acceptable Use. Customer is solely responsible for the content of any postings, data, or transmissions using the Services, or any other use of the Services by Customer or by any person or entity Customer permits to access the Services. Customer represents and warrants that it will not violate or tamper with the security of any FinalForms computer equipment or program. If FinalForms has reasonable grounds to believe that Customer is utilizing the Services for any illegal or disruptive purpose, FinalForms may suspend the Services immediately with or without notice to Customer. FinalForms may terminate the Agreement as contemplated in Section 4 if FinalForms determines that Customer failed to adhere to the foregoing acceptable use standards.

DISCLAIMER. THE WARRANTIES SET FORTH IN THIS SECTION 3 ARE THE ONLY WARRANTIES MADE BY FINALFORMS. FINALFORMS MAKES NO OTHER WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES, ANY RELATED SERVICE, OR SOFTWARE. FINALFORMS HEREBY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR IMPLIED WARRANTIES ARISING FROM A COURSE OF DEALING OR COURSE OF PERFORMANCE. NO ORAL OR WRITTEN INFORMATION GIVEN BY FINALFORMS, ITS EMPLOYEES OR LICENSORS WILL CREATE A WARRANTY. FINALFORMS MAKES NO WARRANTY EXPRESSED OR IMPLIED, REGARDING THE ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY OR USEFULNESS OF ANY FORM OR DATA THAT IT CONVERTS INTO ELECTRONIC FORMAT FOR CUSTOMER, OR THIRD PARTIES SUCH AS PARENTS OR STUDENTS, AT CUSTOMER'S REQUEST, PURSUANT TO THIS AGREEMENT

Foreign Language Translations. FinalForms may provide translations of data it receives from Customer into languages other than English, through a third-party external translation service, which is intended solely as a convenience to the non-English-reading public. Due to the inherent nuances of translating a foreign language, FinalForms cannot guarantee the accuracy, reliability, or performance of the third-party external translation service nor the limitations provided by this service, such as the inability to translate specific files or data. Therefore, FinalForms expressly disclaims liability for any direct, indirect, incidental, special, or consequential damages that may result from or relate to an inaccuracy in the translation of Customer data into a language other than English.

4. Termination

Either Party may give notice of termination of the Agreement at least thirty (30) days prior to the expiration of the original term. If Customer terminates this Agreement, then, in addition to amounts due for use of the Software based on the number of students whose data has been converted into electronic format in accordance with this Agreement, and the Support Services ("Services") actually rendered prior to the termination of this Agreement, there shall be immediately due and payable by Customer an amount equal to one-hundred percent (100%) of the fees that would have been paid for the remainder of the term but for the termination.

If a Party fails to perform or observe any material term or condition of this Agreement, and the failure continues un-remediated for seven (7) days after receipt of written notice of noncompliance, the other Party may terminate this Agreement, or, where the failure is a nonpayment by Customer of any charge when due, FinalForms may, at its option, terminate or suspend Services in accordance with Section 2 of this Agreement.

This Agreement may be terminated immediately upon written notice by FinalForms if it becomes insolvent or involved in a liquidation or termination of business, files a bankruptcy petition, has an involuntary bankruptcy petition filed against it (if not dismissed within thirty days of filing), becomes adjudicated bankrupt, or becomes involved in an assignment for the benefit of its creditors.

5. Licenses

FinalForms hereby grants to Customer a personal, nonexclusive, nontransferable license during the term of this Agreement to use, in object code form, all software and related documentation provided by FinalForms ("Software"), which may be furnished to Customer under this Agreement. Customer agrees to use commercially reasonable efforts to ensure that its employees and users of all Software hereunder comply with this Agreement. Customer also agrees to refrain from taking any steps, such as reverse assembly or reverse compilation, to derive a source code equivalent to the Software. All Software furnished to Customer under this Agreement shall be used by Customer only for Customer's internal business purposes, and shall not be reproduced or copied in whole or in part.

6. Customer Data

Customer is the custodian of all data that it supplies to FinalForms, which is to be strictly held as confidential. FinalForms will not access, delete or alter Customer data within FinalForms or within any other software or application employed by Customer without the express consent of Customer.

Customer hereby consents to the use by FinalForms of Customer's name, logo, and other identifying information in marketing materials that contain a list of representative customers. FinalForms will grant Customer administrators access to the application and data for a minimum of seven (7) years after contract termination. Customer has the option to receive a backup of data prior to deletion, per Section 10 of this Agreement.

All right, title, and interest in and to the Software, and all copyrights, patents, trademarks, service marks, or other intellectual property or proprietary rights relating thereto, belong exclusively to FinalForms. Any modification to the Software performed by Customer directly or indirectly extending the current capabilities shall be the property of FinalForms, and all copyrights and other rights are hereby assigned to FinalForms.

7. Limitation of Liability

As set forth below, under no circumstances will FinalForms, its executives, employees, or designees be liable for any indirect, incidental, special, or consequential, damages that result from Customer's use of or inability to use the Services, including but not limited to: loss of revenue or lost profits, or damages that result from mistakes, omissions, interruptions, deletion of files or email, errors, defects, viruses, delays in operation or transmission, theft, destruction, or unauthorized access to FinalForms' records, programs or services, even if such Party has been advised of the possibility of such damages. In the event of any breach by FinalForms of this Agreement, FinalForms' liability to Customer will not exceed the amount paid to FinalForms by Customer during the previous three (3) months.

No Infringement: FinalForms warrants the Software will not infringe any patents, trademarks, copyright, or any proprietary rights of a third party or constitute a misuse or misappropriation of a trade secret.

Customer shall notify FinalForms promptly in writing of any known action brought against Customer based on an allegation that Customer's use of any materials infringes any patent, trademark, copyright, or infringes any right of a third party, or constitutes misuse or misappropriation of a trade secret ("Infringement"). FinalForms may agree to defend, indemnify, and hold Customer harmless from any such action at FinalForms' sole expense, provided that FinalForms shall have the sole control of the defense of any such action, all negotiations and/or its settlement, and Customer reasonably cooperates with FinalForms in such defense, negotiations and/or settlement.

8. Customer Responsibility

For purposes of Section 8 of this Agreement, "communications" shall mean all electronic correspondence generated or received by Customer and its employees and designees, excluding such correspondence between Customer and FinalForms, through the use of any Service provided by FinalForms to Customer under this Agreement.

Customer is solely responsible for the content of communications transmitted by Customer using the Services. **Customer is solely responsible for the content of all documents, data, and student records FinalForms converts into electronic format and makes available to Customer online, at the request of Customer.**

Customer is not permitted to resell the Services.

To the extent deemed necessary by Customer, Customer shall implement security procedures necessary to limit access to the Services to Customer's authorized users and shall maintain a procedure external to the Services for reconstruction of lost or altered files, data, or programs.

Customer is responsible for establishing designated points of contact to interface with FinalForms.

9. Confidential Information

Definition. For purposes of this Agreement, "Confidential Information" shall mean information including, without limitation, all Customer data, computer programs, code, algorithms, names and expertise of employees and consultants, know-how, formulas, processes, ideas, inventions (whether patentable or not), schematics, and other technical, business, financial, and product development plans, forecasts, strategies and information marked "Confidential," or if disclosed orally, is identified as confidential at the time of disclosure. In addition to the foregoing, Confidential Information shall include third party software, if any, that may be provided to Customer under this Agreement, including any related source or object codes, technical data, data output of such software, documentation, or correspondence owned by the applicable licensor.
Confidential Information excludes information that: (i) was or becomes publicly known through no fault of the receiving party; (ii) is independently developed by the receiving party without the participation of individuals who have had access to the Confidential Information; (iii) is approved by the disclosing party for disclosure without restriction in a written document which is signed by a duly authorized representative or designee of such disclosing party; and (iv) the receiving party is legally compelled to disclose, provided, however, that prior to any such compelled disclosure, the receiving party will (a) assert the privileged and confidential nature of the Confidential Information against the third party seeking

disclosure, and (b) cooperate fully with the disclosing party in protecting against any such disclosure and/or obtaining a protective order narrowing the scope of such disclosure and/or use of the Confidential Information. In the event that such protection against disclosure is not obtained, the receiving party will be entitled to disclose the Confidential Information, but only as and to the extent necessary to legally comply with such compelled disclosure.

Each Party agrees to use the other Party's Confidential Information solely for the purposes of carrying out its obligations under this Agreement, and to refrain from disclosing that Confidential Information to any third-party, unless and to the extent: (a) any disclosure is necessary or appropriate in connection with the performance of its obligations or exercise of its rights under this Agreement; (b) any disclosure is required by applicable law including public records law (O.R.C. §149.43, *et seq.*) or open meetings law (O.R.C. §121.22, *et seq.*); provided that, if practicable, the party required to make such disclosure uses reasonable efforts to give the party to whom the relevant Confidential Information relates reasonable advance notice thereof (i.e., so as to afford that party an opportunity to intervene and seek an order or other appropriate relief for the protection of its Confidential Information from any unauthorized use or disclosure) and the Confidential Information is only disclosed to the extent required by law; (c) any disclosure is made with the consent of the disclosing party; or (d) to employees, consultants or agents to whom disclosure is necessary to realize the benefit of this Agreement and who agree to be bound by the terms hereof.

Nondisclosure. During the term of this Agreement and for a period of two (2) years thereafter, each Party agrees to maintain all Confidential Information in confidence to the same extent that it protects its own similar Confidential Information, but in no event using less than reasonable care, and to use such Confidential Information only as permitted under this Agreement. Each Party agrees to only disclose the other Party's Confidential Information to its employees: (a) with a need to know to further permitted uses of such information; and (b) who are informed of the nondisclosure/non-use obligations imposed by Section 9 of this Agreement. Both Parties shall take steps each determines appropriate to implement and enforce such non-disclosure/non-use obligations.

10. Back-up of Data

FinalForms will deliver a full back-up of Customer Data in .BAK format in a CD by US priority mail, if Customer pays a charge of $100 per back-up copy in advance of receiving the CD(s).

11. General Provisions and Force Majeure

(a) This Agreement, including any amendments and attachments hereto that are incorporated herein, constitute the entire agreement between the Parties and shall be binding on the Parties. No modification, termination, or waiver of any provisions of this Agreement shall be binding upon a Party unless evidenced in writing signed by authorized representatives of the Parties. No provision of any purchase order or other document issued by Customer, which purports to alter, vary, modify, or add to the provisions of this

Agreement, shall be binding upon FinalForms or effective for any purpose, unless expressly accepted by FinalForms in a signed writing by an authorized representative.

It is further expressly understood and agreed that, there being no expectations to the contrary between the Parties, no usage of trade or other regular practice or method of dealing, either within the computer software industry, FinalForms' industry, or between the Parties shall be used to modify, interpret, supplement, or alter in any manner the express terms of this Agreement or any part thereof.

(b) Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or employment relationship between the Parties.

(c) The Software shall not be exported or re-exported in violation of any export provisions of the United States or any other applicable jurisdiction.

(d) This Agreement may not be assigned, sublicensed, or transferred, in whole or in part, by Customer without the prior written consent of FinalForms. Any attempted assignment, subletting or transfer shall be void.

(e) If any provision or provisions of this Agreement shall be held to be invalid, illegal, or unenforceable by a court of competent jurisdiction, the validity, legality, and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

(f) No delay or failure of FinalForms or Customer in exercising any right herein, and no partial or single exercise thereof shall be deemed of itself to constitute a waiver of such right or any other rights herein. Any waiver by FinalForms or Customer of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent or other breach.

(g) In the event that either Party is unable to perform any of its obligations under this Agreement or to enjoy any of its benefits because of natural disaster, terrorism, fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts or omissions of carriers or suppliers, acts of regulatory or governmental agencies, actions or decrees of governmental bodies or communication line failure not the fault of the affected Party, or other causes beyond such Party's reasonable control (a "Force Majeure Event"), the Party who has been so affected shall immediately give notice to the other Party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds seven (7) days from the receipt of notice of the Force Majeure Event, the Party whose ability to perform has not been so affected may, by giving written notice, immediately terminate this Agreement as provided in Section 11 of this Agreement.

(h) At FinalForms' request, no more frequently than annually, Customer shall furnish FinalForms with a signed certification verifying that the Software is being used pursuant to the terms of this Agreement and listing the locations where the Software is being used.

(i) This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, and each of which together shall constitute a single instrument.

(j) This Agreement shall be governed by and construed under the laws of the State of Ohio applicable to contracts made in and wholly to be performed in the State of Ohio.

12. Signatures

Signature below by an authorized representative confirms a Party's consent to the terms and conditions of this Agreement.

CUSTOMER	**FINALFORMS**
By: _____	By: _____
Position: _____	Position: _____
By: _____	
Position: _____	
Date: _____	Date: _____

EXHIBIT A

This Exhibit shall be attached to and made a part of the FinalForms Agreement between FinalForms and Wadsworth City Schools ("Customer").

The following definition shall apply to the FinalForms Agreement:

Support Services ("Services") – includes, but is not limited to: conversion of Customer-approved forms and data into electronic format; web hosting for online forms; data storage; provision of access to stored Customer data; access to electronic communication tools using online email system, manual notifications or automatic notifications; access to features that allow filtering, sorting, printing and emailing data; email and phone Customer support; on-line and in-person training.

PAYMENT OPTIONS AND PAYMENT PLANS

1. Development Fee. The Development Fee covers the development of the FinalForms system, including customization, for Academics and/or Athletics and/or Staff. (select all that apply)

____	***Academic Development***	***$1,000.00***	***$1,000.00***
____	***Athletic Development***	***$1,000.00***	***$1,000.00***
____	***Staff Development***	***$1,000.00***	***$1,000.00***
TOTAL			**$**_____

The Total Development Fee will be invoiced upon signing the Agreement and will be due within thirty (30) days of signing the Agreement.

2. Registration Fees. Your District will be billed at the rate of Four Dollars and Twenty Five Cents ($4.25) per Student/Staff. The Registration fees may be billed in one of two ways.

____ ***Bill me now based on Student enrollment or participation last year.***

____ ***Bill me on September 15th, December 15th, and April 15th, and shall be due within thirty (30) days of receipt of such invoice.***

Signatures
Signature below by an authorized representative confirms a Party's consent to the terms set forth above.

CUSTOMER

By: _____
Position: _____

By: _____
Position: _____
Date: _____

FINALFORMS

By: _____
Position: _____

Date: _____

Meeting 5/9 10:00

YOUTH WORKSITE AGREEMENT

This Worksite Agreement is entered into between the Jobs for Ohio's Graduates (hereinafter "Employer of Record") having its principal place of business located at 55 East Cuyahoga Falls Ave. Akron, Ohio 44310 and INSERT WORKSITE PROVIDER NAME HERE (hereinafter "Worksite Provider") having its principal place of business located at INSERT WORKSITE ADDRESS HERE who is a Employer of Record participating in the 2018 Summer Comprehensive Career Management Employment Program/ Temporary Assistance for Needy Families (CCMEP/TANF) Summer Work Experience Program.

INTRODUCTION

WHEREAS, the State of Ohio has made available funds through the Comprehensive Case Management and Employment Program and Temporary Assistance for Needy Families (CCMEP/TANF) and has allocated a portion of these funds to the County of Medina Department of Job and Family Services ("CMDJFS"); for the purpose of subsidizing summer Work Employment Program and

WHEREAS, CMDJFS has made said funds available to Youth Providers to act as a Sub-Grantee of CMDJFS; and

WHEREAS, the Employer of Record desires to facilitate the CCMEP/TANF Programs for the benefit of its Youth Participants and agrees to work together with the Worksite Provider to facilitate the CCMEP/TANF Programs;

WHEREAS, the Worksite Provider desires to accept the services provided by Youth Participant(s) eligible for the TANF/CCMEP Programs and agrees to provide a worksite pursuant to the Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, Worksite Provider and the Employer of Record, (collectively referred to as the "parties") agree as follows:

AGREEMENT

SECTION 1: DUTIES AND RESPONSIBILITIES OF PARTIES

1.1 WORKSITE PROVIDER. Worksite Provider shall provide a work experience worksite for eligible Youth Participants in the CCMEP/TANF and/or WIOA Programs (hereinafter "Participants").

Worksite name:
Worksite Address:_____
Department Head:_____
Number of youth requested:_____
Description of duties:_____

The Worksite Provider agrees to:

A. Comply with all the legal and safety provisions in strict accordance with applicable Federal and State Minor Labor Laws.
B. Provide Participants with a sanitary and safe work environment.
C. Provide age appropriate and worthwhile work experiences to the Participants.
D. Provide written work experience job description(s) for Participants to understand work responsibilities.
D. Provide written work experience job description(s) for Participants to understand work responsibilities.
E. Provide sufficient equipment and/or materials for Participants to be able to carry out work assignments.
F. Provide adequate supervision and instruction for each Participant at each worksite.
E. Provide sufficient equipment and/or materials for Participants to be able to carry out work assignments.
F. Provide adequate supervision for each Participant at each worksite when the Employer of Record's Supervisor is absent.

G. Provide adequate and accurate time records for each Participant to the Employer of Record. No Participant shall be paid for un-worked hours, recreational activities or school attendance. All time records shall be submitted promptly to the Employer of Record at the Jobs for Ohio's Graduates Medina office at: 257 S. Court St. Suite 1, MEDINA, OHIO 44256.

H. Provide Participants with an adequate and age appropriate training orientation regarding all aspects of expected work duties and responsibilities.

I. Cooperate with the Employer of Record staff assigned to monitor the CCMEP/TANF summer program.

J. If there is a dress code make sure the Participant is aware of the dress code.

K. Notify the Employer of Record immediately of concerns or incidents with Participant(s) involved in theft, fighting or substance abuse, or any violation of the rules and regulations of the Worksite.

L. Provide the Employer of Record with a detailed incident report for any Participant injured at the worksite within 24 hours of the incident.

M. Acknowledge that Youth involvement in sectarian activities are expressly prohibited.

N. Ensure that no permanent employees shall be displaced or suffer a reduction in hours worked in the service of this Agreement.

O. Acknowledge that Youth involvement in campaign, election and advocacy related activities are expressly prohibited.

1.2 EMPLOYER OF RECORD agrees to:

A. Authorize and facilitate all payment(s) to the Participants only for time worked, which shall exclude holidays, sick leave, and any other non-worked hours. **Worker Compensation Coverage included.

B. Provide adequate and skilled personnel for supervising Youth Participants and monitoring the CCMEP/TANF Program.

C. Provide all CCMEP/TANF Program staff with an orientation and training program regarding their respective duties and responsibilities.

D. Submit accurate and timely reports as may be necessary to the Worksite Provider and Medina County Workforce Development (MCWD) and/or CMDJFS.

E. Ensure, as a Sub Grantee of MCWD/CMDJFS, that the funds used to pay for the supervision and training of Year Round and Summer Youth Participants are not being claimed as a match for another federal program, or are not federal funds from another program.

F. Information about Participant activity shall be provided monthly to CMDJFS so that the CMDJFS may meet reporting requirements set by the state of Ohio in order for the State to claim training and supervision costs of the employer to help meet the CCMEP/ TANF maintenance of effort requirements.

SECTION 2: TERMS AND CONDITIONS

2.1 Term. The term of this Agreement will commence upon execution of this Agreement and continue for the duration of the CCMEP/TANF Program or until September 30, 2018, whichever occurs first.

2.2 Monitoring and Evaluation. Worksite Provider must monitor the manner in which the terms of this Agreement are carried out and allow access for Federal, State and local monitoring.

2.3 Independent Contractor. The Worksite Provider will exercise its duties and responsibilities under this Agreement as an independent contractor, and not as an employee of County of Medina.

2.4 Confidentiality. Worksite Provider acknowledges that during this Agreement it may have access to and become acquainted with various information including private academic Participant information/records and other personally identifiable information regarding Participants that are protected under Federal and State privacy laws. The Worksite Provider understands that it shall not disclose or re-disclose any of the aforesaid, directly or indirectly, or use any such information in any manner, either during the term of this Agreement or at any time thereafter. The Worksite Provider acknowledges and agrees to maintain strict confidentiality at all times regarding the aforesaid private information unless it is required to disclose such confidential information by operation of the law. Any research or writing based in whole or in part upon information obtained during this Agreement shall not be published without the written consent of the Worksite Provider. All files, records, documents, information, letters, notes, and similar items in relation to the business of Worksite Provider Record, its Board, staff, agents, employees and/or Participants, whether prepared by the Worksite Provider or otherwise coming into its possession shall remain the exclusive property of

Worksite Provider. The Worksite Provider shall not retain any copies of the foregoing without prior written permission of Worksite Provider.

To the extent permitted by law, the Worksite Provider may be required pursuant to a lawfully issued subpoena, or pursuant to Federal or State law to disclose confidential Participant information, in which case the Worksite Provider shall immediately notify the Participant's parent or guardian, as well as the Worksite Provider, in writing. Such notice shall include a copy of such request, subpoena, etc., at least ten (10) days prior to any disclosure.

2.5 Compensation. Upon authorization from the Worksite Provider, the Worksite Provider shall provide all monetary compensation for services rendered by the Participants in the CCMEP/TANF Program.

2.6 Maintenance of Records and Reports. The Worksite Provider must maintain and provide to the Employer of Record upon demand the following records and reports:

2.6.1 Accounting and fiscal records adequate to enable the County of Medina or the State of Ohio or any duly-appointed law enforcement agency to audit and otherwise verify that funds provided for students participating in the CCMEP/TANF Program, pursuant to this Agreement, are used for the purpose stated in this Agreement and in accordance with the various sections in this Agreement.

2.6.2 Other records and reports as required by the Worksite Provider and/or County to enable County to comply with local, state and federal statutes and regulations.

2.7 Retention of Records. The Worksite Provider must maintain all records related to this Agreement for five (5) years after the termination of this Agreement. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five-year (5-year) period, the Worksite Provider must retain the records until completion of the action and all issues that arise from it or until the end of the five-year (5-year) period, whichever is later.

SECTION 3: EQUAL OPPORTUNITY EMPLOYMENT; NON-DISCRIMINATION; EMPLOYMENT OF MINORS; COMPLIANCE WITH FEDERAL AND OHIO LAW.

3.1 Non-Discrimination. Neither the Worksite Provider, its employees, agents, or representatives may discriminate in any manner in the performance of duties and responsibilities under this Agreement by reason of race, handicap, color, religion, sex, age or national origin, disability, or any other factor as specified in Title VI of the Civil Rights Act of 1964 or Section 504 of the Rehabilitation Act of 1983 and subsequent amendments. The Employer of Record, its employees, agents, representatives must comply with all appropriate federal and state laws regarding discrimination. Further, in compliance with County Codified Ordinance 169.04, Executive Order 2007-10S (Strickland), and County Ordinance 2009-475 (a) Provider shall not discriminate against any job applicants or employees in any manner or against any individual regardless of sexual orientation and/or gender identity or veteran status.

3.2 Equal Opportunity Employer of Record. The Worksite Provider expressly represents that it is an Equal Employment Opportunity Employer of Record and is in compliance with all Equal Employment Opportunity statutes, rules, regulations, including all applicable executive orders and amendments.

3.3 Employment of Minors. The Worksite Provider agrees to comply with all applicable requirements of Federal and State law concerning the employment of minors, including, but not limited to, Chapter 4109 of the Ohio Revised Code and any related sections of the Ohio Administrative Code.

3.4 Compliance with Federal and Ohio law. The Worksite Provider recognizes that it is providing a worksite for students that may be under the age of eighteen (18). The Employer of Record agrees to comply with all applicable Federal and Ohio laws, rules and regulations related to the licensing and operation of its business or organization, including, but not limited to conducting background checks of its employees, and, as applicable, for those who will have unsupervised access to students. The Worksite Provider understands that it is responsible for providing a safe and adequately supervised work environment for students participating in the CCMEP/TANF Summer Employment

Program for Youth.

SECTION 4: TERMINATION

4.1 Termination. Either party may terminate this Agreement immediately upon written notice to the other party.

4.2 Termination of Services. If a Participant willfully breaches or habitually neglects the duties which he/she is required to perform under the terms of this Agreement, the Worksite Provider may at his option, terminate by giving written notice of termination, with cause, to the Participant and the Youth Provider without prejudice to any other remedy to which the Worksite Provider may be entitled under law, in equity, or under this Agreement.

In the event that changes in state or federal policy render the Participant ineligible for continued CCMEP/TANF Youth Employment Program participation under the existing terms of the Agreement, the Worksite Provider may terminate the Agreement by giving written notice of termination to the Employer of Record and the Employer of Record will inform the Participant. If the Participant's eligibility for the program can be re-established, this Agreement may be renegotiated.

SECTION 5: GENERAL

~~**5.1 Indemnification.** The Worksite Provider agrees to defend and indemnify Employer of Record and its officials, agents, and employees, and the County and its elected officials, agents, and employees, against all claims, actions, demands, judgments, settlements, damages, liabilities, losses, and costs of any kind, including but not limited to reasonable fees of attorneys and experts, arising from or related to any of the following by the Worksite Provider or its representatives, employees, contractors, or agents: (1) negligent, reckless, willful, and/or malicious act(s) or omission(s); (2) unauthorized use or disclosure of confidential information; or (3) any breach of this Agreement.~~

MR 5/7/18

5.2 Employee Compliance. Worksite Provider shall ensure that all representatives, employees, contractors, and/or agents of the Worksite Provider are fully informed of and agree to abide by all applicable terms of this Agreement.

5.3 No Authority to Bind. No party to this Agreement has the power or authority to bind the other party to contracts or other obligations.

5.4 Governing Law. This Agreement is to be governed by and construed in accordance with the laws of the State of Ohio. Any claim brought to enforce any provision of this Agreement or arising from this Agreement must be brought in the County of Medina, State of Ohio.

5.5 Publicity. The Worksite Provider shall not use the name of the Youth Provider or Summit/Medina WIB for any commercial purpose without prior written consent.

5.6. Assignment. No party may assign rights or delegate any obligations created by this Agreement without the prior written consent of the other party. Any assignment in violation of this Agreement is void.

5.7 Force Majeure. Neither party shall be considered in default in the performance of any obligation in this Agreement, to the extent that the performance of such obligation is prevented or delayed by fire, flood, explosion, strike, war, insurrection, embargo, government requirement, civil or military authority, act of God, or any other event, occurrence or condition which is not caused, in whole or in part, by that party, and which is beyond the reasonable control of that party.

5.8 Severability. If any provision in this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, or upon the agreement of the parties, the remainder of this Agreement shall continue in full force and effect.

5.9 Reservation of Rights. A delay or failure in enforcing any right or remedy afforded in this Agreement or by law must not prejudice or operate to waive that right or remedy or any other right or remedy, including any remedy for a future breach of this Agreement, whether of a like or different character.

5.10 Review by Legal Counsel. Each party has had the opportunity to review this Agreement with the assistance of legal counsel. Accordingly, the rule of construction that any ambiguity in this Agreement is to be construed against the drafting party shall not be applicable.

5.11 Notices. Every notice and demand required under the terms of this Agreement must be in writing and must be sent by certified mail, return receipt requested, or by other means of delivery requiring a signed receipt, to the other party's address set forth below. All notices are effective upon receipt. A party may change its address by giving written notice to the other party.

5.12 Amendment and Waiver. This Agreement may not be amended, supplemented, or waived except by a writing signed by the parties. The waiver of any particular right or claim must not constitute a waiver of any other right or claim. This Agreement may be extended to achieve additional goals of the CCMEP/TANF Program with the written consent of the parties.

5.13 Entire Agreement. This Agreement states the complete, final, and exclusive agreement of the parties concerning the subject hereof and supersedes all prior oral or written agreements, representations, promises, negotiations, and other communications between the parties.

SECTION 6: No Conflict of Interest.

Worksite Provider represents and warrants that no elected official, officer, employee, or agent of the County who has any responsibility in connection with this Agreement has any personal financial interest, direct or indirect, in this Agreement. The Worksite Provider represents and warrants that it is not a party to any contract or subject to any other obligation which precludes it from providing a worksite or performing its duties and responsibilities stated in Section 1.1.

The Employer of Record will ensure that the funds used by the employer to pay supervision and training of the year-round work experience program are not being claimed as a match for another federal program, or are not federal funds from another program. Employer of Record agrees to provide information and data concerning the program as determined by the Summit/Medina County Workforce Development and the Medina County Department of Job and Family Services. The information shall be provided monthly to Summit/Medina County Workforce Development and the Medina County Department of Job and Family Services so that the Summit/Medina County Workforce Development and the Department of Job and Family Services may meet reporting requirements and so that the state of Ohio may claim training and supervision costs of the employer to help meet the CCMEP/TANF maintenance of effort requirements.

By signing below, the undersigned represent that they have full authority to enter into this binding Agreement.

ON BEHALF OF WORKSITE PROVIDER:

_____

PRINT NAME AND ADDRESS OF YOUTH PROVIDER

_____ _____ _____

Signature Date Title

ON BEHALF OF THE EMPLOYER OF RECORD:

_____

Jobs For Ohio's Graduates (Main Office) - 55 E. Cuyahoga Falls Ave, Akron, Ohio 44310
Medina Office - 3711 Pearl Road, Medina, Ohio 44256

_____ _____

Signature Date Title

Worksite Plan
2018

JOG JOBS FOR OHIO'S GRADUATES

Summit County
Summer Youth Employment Program (SYEP)

SECTION 1:				SECTION 2:	
Agency Name:				Department or Worksite:	
Address:				Address:	
City:		Zip:		City:	
Phone:		Fax:		Zip:	
Contact Person:				Work Experience Supervisor:	
Email:				Email:	
Tax ID #:				Total # of workers requested:	

SECTION 3:			
Check:	☐ Non-Profit	☐Public/ Government Agency	☐ Private Enterprise

SECTION 4:			
Has your company had any recent health or safety violations from the federal, state, or local officials; including: OSHA, the Ohio Division of Safety and/or the local fire department?			
Check:	☐ Yes	☐ No	If yes, please explain:

SECTION 5:					
Position 1	# of youth requested	Work Days	Hours To-From	Supervisor	Phone Number
Duties:					
Dress Code:					
Skills or special requirements :			Worksite Location (if different from above)		

Position 2	# of youth requested	Work Days	Hours To-From	Supervisor	Phone Number
Duties:					
Dress Code:					
Skills or special requirements :			Worksite Location (if different from above)		

Position 3	# of youth requested	Work Days	Hours To-From	Supervisor	Phone Number
Duties:					
Dress Code:					
Skills or special requirements :			Worksite Location (if different from above)		

SECTION 6: The Organization and Department(s) named on page 1 agree(s) to:

1.) Provide experienced supervision with a ratio of at least one (1) supervisor to every (10) youth. Jobs for Ohio's Graduates (J.O.G.) does not provide worksite supervision. A J.O.G staff member will visit worksites to communicate with the employer and young adults to assure success. Your organization assures that participants will be evaluated on their performance during the program duration.

2.) Provide safe and healthy work environments with sufficient equipment and materials to carry out assignments that will occupy the participants during their working time.

3.) Abide by all Federal, State and Local labor laws and Civil Rights provisions, as well as regulations and policies established by the Ohio Department of Human Services. Your organization further certifies that participants WILL NOT be placed in positions currently affected by hiring freezes, lay-off and/or labor disputes.

4.) Your organization additionally agrees to provide and/or assume:

- **a.) All expenses related to background checks, health screenings and any other related fees (neither Jobs for Ohio's Graduates, our funders or the youth adults will be responsible for any fees).**
- **b.) Orientation to the job and assurance that there will be sufficient work available to occupy the number of hours assigned.**
- **c.) Accurate time/attendance records, assurance that participants will not be paid for absences, unknown hours or recreational activities, and the assurance than none of the paid work assignments will include sectarian instruction, religious worship, political activity or work in any area that promotes such activity.**
- **d.) Facilitate the ease of monitoring visits and ease of access to files and information for Jobs for Ohio's Graduates staff and/or their agents.**

Name/Title of Agency's Authorized Representative	Signature	Date
Name/Title of Agency's Authorized Representative	Signature	Date

Union Concurrence

☐ Applicable ☐ Non-Applicable **If applicable:**

Programs using worksites where collective bargaining or working agreements exist, must have written concurrence of the labor organizations and employer. The undersigned representative of the collective bargaining agency concurs in the use of this worksite for the sole purpose of providing work experience to year round and/or summer youth through Medina County Workforce Development, Medina County Department of Job and Family Services and the Year Round and Summer Youth Employment Program.

As the Representative of Local #_____, _____, _____
Name/Signature Date

I hereby submit my concurrence to Jobs for Ohio's Graduates for the Year Round and/or Summer Youth Employment Program.

PLEASE NOTE: Submission of this request does not guarantee selection as a JOG Worksite.

When completed, please fax or email this agreement to Jen Brenner at 330-725-2919 or jbrenner@jogworks.org.

WADSWORTH CITY SCHOOL DISTRICT
INDEPENDENT CONTRACTOR AGREEMENT
~~FOR STRS/SERS COVERED SERVICES~~ 5/7/18

This Agreement is made by the Wadsworth City Board of Education ("Board") and Shelley Mack ("Contractor") (collectively "Parties").

WHEREAS, the Contractor has expertise in providing services sought by the Board; and

WHEREAS, the Board wishes to utilize the Contractor's services and abilities during the term of this Agreement and the Contractor is willing to offer such services upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the promises contained herein, the Parties agree as follows:

1. ENGAGEMENT AND DUTIES

   a. During the term of this Agreement, the Board hereby engages the Contractor and the Contractor hereby agrees to serve the Board as an independent contractor. The Contractor shall be available to work at reasonable times and for reasonable periods of time to perform services required by the Board.

   b. The Contractor hereby represents and warrants to the Board that it has the necessary expertise, licenses, permits, and capability to provide the services and covenants to furnish its best skill and judgment in performing the services as set forth herein.

   c. The Contractor's duties shall be as follows:

      To provide Teacher of the Visually Impaired services, consultation, inservice training activities, and limited braille transcription services to benefit students whose district of residence is Wadsworth City Schools and who are identified as visually impaired on their Evaluation Team Report and are requiring such services as determined by the IEP team.

2. TERM

   This Agreement shall begin on August 1, 2018 and end July 31, 2019. This Agreement shall not renew unless agreed to in writing by the Contractor and the Board, pursuant to a board resolution.

3. COMPENSATION

   The Contractor is paid hourly for the delivery of services as required by students' Individual Education Plans. For all services rendered by the Contractor under this Agreement, the Contractor shall be paid as follows, which shall include a breakdown of each employee's

rate of pay for services rendered to the Board pursuant to this Agreement. The Contractor has provided evidence to the Board that they are considered an Independent Contractor by STRS and are exempt from participation.

Service	Employee	Billed Rate	Total Due To Contractor By Board
TVI Services	Shelley Mack	$66.00/hr	$66.00/hr

4. INDEPENDENT CONTRACTOR RELATIONSHIP

a. The Board and the Contractor acknowledge that the Contractor is acting as an independent contractor and nothing contained herein shall be construed to create the relationship of employer and employee or principal and agent between the Board and the Contractor. The Board is relying on the Contractor's own training and expertise to provide the services in a competent, efficient, professional and satisfactory manner. Neither Party shall have authority to create, alter, or amend any agreement or representations on behalf of the other Party or to incur liabilities on behalf of the other Party.

b. The Contractor shall assume sole responsibility for the payment or withholding of all federal, state or local income taxes, Social Security taxes, and unemployment taxes or liabilities arising from the Contractor's compensation pursuant to this Agreement and shall be solely responsible for the compensation, benefits, contributions and taxes, if any, of its employees, agents and subcontractors under this Agreement. Moreover, the Contractor solely assumes responsibility for compliance with the Fair Labor Standards Act, including, but not limited to, minimum wage and overtime requirements. Further, the Contractor shall indemnify and hold the Board harmless from any claims covered by this Paragraph pursuant to Paragraph 11 of this Agreement.

5. ADHERENCE TO APPLICABLE POLICIES AND LAWS

The Contractor agrees that it will adhere to all applicable Board policies, guidelines, and standards, including, without limitation, all safety guidelines and programs, as well as all applicable state, local, and federal laws, including, but not limited to the Family Education Rights and Privacy Act ("FERPA"), any applicable sexual offender/predator laws and all applicable background check requirements, in providing the services under this Agreement. The Contractor further agrees that its staff will adhere to all applicable Board policies and regulations regarding proper behavior on Board premises and treatment of Board property. The Contractor further agrees to pay all costs for any damage to any Board property caused by the Contractor's staff.

6. LICENSURE/CERTIFICATION

The Contractor shall ensure that all individuals providing services under this Agreement obtain and maintain all necessary licensure and/or certification.

7. CRIMINAL RECORDS CHECKS ON EMPLOYEES

The Contractor shall ensure that all applicable criminal records/background check laws and any hiring restriction imposed by those laws, including but not limited to those set forth in R.C. Chapter 3319, are adhered to and satisfied. A copy of all background/criminal records checks shall be maintained by the Contractor for inspection by the Board, upon request.

8. DUTY TO REPORT CHILD ABUSE

The Contractor shall ensure that any employee, agent or representative who provides services under this Agreement complies with all applicable laws regarding reporting of known or suspected child abuse.

9. NONDISCRIMINATION

The Contractor covenants that it does not and will not discriminate against any individual on the basis of race, color, religion, sex, military status, national origin, disability, age, genetic information or any other reason prohibited by law.

10. INDEMNIFICATION

The Contractor will defend, indemnify and hold the Board, its current and former employees, agents, officers, administrators and each of them, harmless from any and all claims, liabilities, actions, suits, damages and/or losses of whatsoever nature sustained and/or incurred by the Board in connection with the provision of services under this

Agreement, including but not limited to such claims, liabilities, actions, suits, damages and/or losses resulting from actions taken by and care given by the Contractor in providing the services under this Agreement, as well as any losses, costs and attorneys fees incurred in responding to any such claims arising from or connected with the provision of services under this Agreement.

11. LIABILITY INSURANCE

At all times during the term of this Agreement, the Contractor shall maintain and keep in full force and effect, liability insurance, at its sole cost, as follows: Professional liability insurance, $1,000,000.00 per occurrence. The Contractor shall provide the Board with a certificate or certificates of insurance evidencing compliance with the Paragraph 12. If coverage changes, the Contractor must forward evidence of new coverage within ten (10) days of the change. The Board shall be named as Additional Insured for all policies except workers' compensation. The insurances shall be carried by insurance companies authorized and licensed to transact business in Ohio, as selected by the Contractor.

Contractor shall also maintain at all times during the term of this Agreement workers' compensation coverage per statutory requirements and shall provide the Board with appropriate certificate(s) evidence such coverage.

Contractor shall also maintain at all times during the term of this Agreement unemployment coverage per statutory requirements and shall provide the Board with appropriate certificate(s) evidence such coverage.

12. CONFIDENTIALITY/EDUCATIONAL AND STUDENT RECORDS

Student education records will only be released to the Contractor as provided by all applicable laws, including but not limited to FERPA, and Board policy and guidelines. Additionally, the Contractor will adhere to FERPA requirements and all other applicable laws regarding the use, maintenance and/or disclosure of such education records. The Contractor, including its officers, agents, and employees, shall not use or disclose student records in any manner prohibited by FERPA or any other applicable federal or state law, or contrary to the purposes of this Agreement. The duty to maintain the confidentiality of student personally identifying information shall survive the termination of this Agreement. The Contractor shall immediately report to the Board any unauthorized use or disclosure of student records or information by the Contractor or its officers, agents or employees, of which the Contractor becomes aware. In addition to the confidentiality obligations it has regarding student records, the Contractor acknowledges that any information obtained regarding the Board's operations, products, services, policies or any other aspect of its business is confidential and shall not be revealed or disclosed to any person, company or other entity without express written permission of the Board.

13. NOTICES

All notices, requests, demands and other communications provided for by this Agreement shall be in writing and (unless otherwise specifically provided herein) shall be deemed to have been given at the time when delivered via registered or certified mail, postage prepaid, and addressed to the Party at the address set forth below, or to such changed address as a Party may have fixed by notice to the other Party hereto; provided, however, that any change of notice of address shall be effective only upon receipt.

Such notices shall be provided to:

If to the Contractor:	If to the Board:
Shelley Mack	Andrew Hill
	524 Broad St.
	Wadsworth, OH 44281

14. TERMINATION

This Agreement may be terminated without cause by either Party on thirty (30) calendar days written notice of said intent, delivered by certified or registered mail upon the other Party at the address provided in Paragraph 14 of this Agreement. Additionally, the Board may terminate this Agreement immediately and without penalty if otherwise required by law, if the amount of service required by a student's IEP to whom the Contractor is providing such service is reduced or eliminated, or if the Contractor engages in illegal conduct or other conduct that is contrary to the educational mission of the Board.

15. GOVERNING LAW

The laws of the State of Ohio shall govern this Agreement with venue in Medina County, Ohio. If any provisions of this Agreement are invalid or inoperative under law, the remaining provisions of this Agreement shall continue in full force and effect.

16. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement of the Parties, and supersedes any previous agreements they may have made, whether orally or in writing.

17. BENEFIT AND ASSIGNMENT

This Agreement may not be assigned or subcontracted by either Party without the prior written consent of the other Party.

18. AMENDMENT

Except as otherwise provided herein, this Agreement shall not be amended except in writing signed by both Parties hereto and this Agreement may not be discharged except by performance in accordance with its terms or by writing signed by the Party to be charged. However, if the Board is required to amend the Agreement pursuant to a change in the Ohio Department of Education guidelines or other federal, state, or local health, safety, or civil rights law, it is agreed that this Agreement can be amended pursuant to such mandate by the Board without written consent of the Contractor.

19. WAIVER OF BREACH

The waiver by any Party of breach or violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach hereof, or as to any Party hereto.

20. SURVIVAL

All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the Board and the Contractor shall survive the completion of services hereunder and the termination of this Agreement, including without limitation provisions on indemnity.

21. COUNTERPARTS

This Agreement may be signed by the Parties hereto in counterparts, and, taken together, shall constitute one and the same Agreement. This Agreement shall be binding when executed by both Parties.

22. SUNSHINE LAW COMPLIANCE

The Parties expressly acknowledge and agree that all formal actions of the Board concerning and relating to the adoption of this Agreement were conducted in an open meeting of the Board, and that all deliberations of the Board that resulted in such formal actions were adopted in meetings open to the public, in accordance to the law.

IN WITNESS THEREOF, the Parties hereto have set their hands.

Shelley Mack

_____ _____

Contractor* Date

*The signatory expressly warrants that he/she has authority to bind the Contractor to the terms of this Agreement.

WADSWORTH CITY
BOARD OF EDUCATION

By _____ _____

President (In his/her official capacity only) Date

And by _____ _____

Superintendent (In his/her official capacity only) Date

And by _____ _____

Treasurer (In his/her official capacity only) Date

Attachments: Board Resolution No. _____

R.C. 5705.41 and R.C. 5705.412 Certificate

We certify that the Board has in effect for the remainder of the fiscal year and succeeding fiscal years the authorization to levy taxes including the renewal or replacement of existing levies, which when combined with the estimated revenues from all other sources available to the district at the time of certification, are sufficient to provide operating revenues necessary to enable the Board to maintain all personnel and programs for all the days set forth in its adopted school calendars for the current fiscal year and for a number of days in succeeding fiscal years equal to the number of days instruction was held or is scheduled for the current fiscal year. We additionally certify that the amount required to meet the obligation of the fiscal year in which the attached contract is made has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrances.

_____
Treasurer
(In his/her official capacity only)

_____
Date

_____
Superintendent
(In his/her official capacity only)

_____
Date

_____
Board President
(In his/her official capacity only)

_____
Date

OTIS MAINTENANCE

DATE: 02/09/2018

TO:
Wadsworth City School District Board of Education
524 Broad Street
Wadsworth, OH 44281

FROM:
Otis Elevator Company
1450 Firestone Pkwy
Akron, OH 44301

David Blatter-Akron BSM
David.blatter@otis.com
Cell: (216) 214-1199

EQUIPMENT LOCATION(S):

Wadsworth High School- (2 Units)
625 Broad Street
Wadsworth, OH 44281

Franklin Elementary School- (1 Unit)
200 Tackas Dr.
Wadsworth, OH 44281

Lincoln Elementary School- (1 Unit)
268 N. Lyman St.
Wadsworth, OH 44281

Overlook Elementary School- (1 Unit)
650 Broad street
Wadsworth, OH 44281

Wadsworth Middle School- (1 Unit)
150 Silvercreek Drive
Wadsworth, OH 44281

Central Intermediate School- (3 Units)
151 Main Street
Wadsworth, OH 44281

Valley View Elementary School- (1 Unit)
625 Orchard Street
Wadsworth, OH 44281

Isham Elementary School- (1 Unit)
325 Sunset Blvd.
Wadsworth, OH 44281

PROPOSAL NUMBER: AKM458

EQUIPMENT DESCRIPTION:

No Of Units	Type Of Units	Manufacturer	Customer Designation	Machine Number
FOUR (4)	HYDRAULIC	DOVER	WADS MIDDLE, CIS LULA OJ STAGE LIFT , CIS #2 (2 STOP), CIS #1 (5 STOP)	F43018, F43014, F43016, F43017
TWO (2)	HYDRAULIC	MOTION CONTROL ENG. (MCE)	FRANKLIN ELM, LINCOLN ELM	F43021, F43022
FIVE (5)	HYDRAULIC	THYSSEN (TAC 32)	HIGH SCHL(X2), VALLEY VIEW, ISHAM ELM, OVERLOOK ELM	F42924, F42925, F43012, F43013, F42929

OTIS MAINTENANCE

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We propose to furnish Otis Maintenance on the equipment ("Units") described above. Otis Maintenance is a full preventive maintenance service intended to protect your investment, extend equipment life, and provide a high level of performance and reliability.

OTIS MAINTENANCE MANAGEMENT SYSTEM℠

We will use the Otis Maintenance Management System preventive maintenance program to deliver service tailored to your specific building needs. Equipment type, component life, equipment usage, and building environment will be taken into account by the OMMS® scheduling system, which will be used to plan maintenance activities in advance. The Units will be provided with devices to monitor equipment usage. We will use OMMS standard work processes developed and continuously improved by Otis.

Under this Contract, we will maintain the Units on the following terms and conditions:

PERFORMANCE

MAINTENANCE

We will maintain the Units using trained personnel directly employed and supervised by us. The maintenance will include inspection, lubrication, and adjustment of the following parts:

- Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps, and position indicating equipment.
- Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms, car and counterweight guide shoes including rollers and gibs, and emergency car lighting.
- Hoistway door interlocks and hangers, bottom door guides, and auxiliary door closing devices.
- Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings, and component parts.
- Motors, brushes, brush holders, and bearings.
- Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies, and compensating sheave assemblies.
- Pumps, pump motors, operating valves, valve motors, leveling valves, plunger packings, exposed piping, above ground plungers and cylinders, and hydraulic fluid tanks.
- Escalator handrails, handrail drive chains, handrail brush guards, handrail guide rollers, alignment devices, steps, step treads, step wheels, step chains, step axle bushings, comb plates, floor plates, tracks, external gearing, and drive chains.
- Escalator upper drives, upper drive bearings, tension sprocket bearings, upper newel bearings and lower newel bearings, demarcation lights, and comb lights.

RELIABILITY

PARTS COVERAGE

If necessary, due to normal usage and wear, Otis will repair or replace any of the parts specified above at their sole discretion, unless specifically excluded elsewhere in the contract. Any parts under this Contract requiring replacement will be replaced with parts selected by Otis.

PARTS INVENTORY

We will during the term of this Contract maintain a supply of frequently used replacement parts and lubricants selected by Otis to meet the specific routine requirements of the Units. Any replacement parts stored in the machine room remain our property until installed in the Units. We further agree to maintain a supply of routine replacement parts available for express delivery in case of emergencies.

QUALITY CONTROL

We will periodically conduct field audits of our personnel and the Units to maintain quality standards. Otis field engineers will provide technical assistance, technical information, and Code consultation to support our maintenance

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organization.

RESPONSIVENESS

24-HOUR DISPATCHING

We will, at your request, provide you with access to eService and our OTISLINE 24-hour, year-round dispatching service. In the event a Unit malfunction occurs between regular examinations, you will be able to place a service call on eService or through an OTISLINE customer service representative, who will, at your request, dispatch an examiner to perform service. In the event Otis receives an emergency call from the phone in the elevator and a passenger indicates a need for assistance, Otis shall attempt to contact a building representative for an assessment of the situation and authorization to respond to the call. If Otis is unable to reach a building representative, Otis shall respond to the emergency call from the phone in the elevator. The visit will be treated as a Callback. It is your responsibility to: (a) have a representative available to receive and respond to OTISLINE calls; and (b) maintain working telephone equipment.

COMMUNICATION

CUSTOMER REPRESENTATIVE

As a service to you, and at your request an Otis representative will be available to discuss with you your elevator needs in the areas of modernization, traffic handling ability, recommendations and requirements of Code authorities, proper use and care of the Units, and the OMMS program. There is no additional charge for this consulting service, but by making this service available to you, Otis does not assume any duty to warn.

REPORTS – eSERVICE

We will use the OMMS program to record completion of maintenance procedures. We will, at your request, provide you access to eService. You will be able to access twelve (12) months of repair, completed maintenance procedure and service call history for the Unit(s). You will be responsible for obtaining Internet access to use eService.

SAFETY AND ENVIRONMENT

SAFETY TESTS – HYDRAULIC ELEVATORS

We will conduct an annual no load test and annual pressure relief valve test.

FIREFIGHTERS' SERVICE TEST

If the equipment has firefighters' service, you assume responsibility for performing and keeping a record of any Code required tests and for the maintenance, functioning and testing of the smoke and/or heat detectors.

If during the initial firefighters' service test any elevator firefighters' service is found to be inoperable, the building will be responsible for all of the cost associated with the repairs necessary to bring the unit in compliance with the applicable Codes.

If any applicable Code or governing authority mandates that such required tests be performed by a licensed elevator mechanic, Otis will provide such testing and service on an Open Order basis. You will be responsible for the costs associated with such testing and service.

SAFETY TRAINING

We will instruct our personnel to use appropriate personal protection equipment and follow safe work practices.

ENVIRONMENTAL PROTECTION

Otis endeavors to reduce generation of waste materials, to minimize risks to the environment, customers, the general public and Otis employees, and to comply with all federal and state environmental laws and regulations. Material Safety Data Sheet (MSDS) Manuals are available for review at your request.

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You assume responsibility for removal of wastes, including but not limited to hydraulic oil, spoils, asbestos, etc., as it is not part of this Contract.

MAINLINE DISCONNECTS

You agree to engage a qualified electrician to service at least once annually the elevator mainline disconnects located in the elevator equipment room.

SHARED RESPONSIBILITY

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located and to keep all machine rooms and pit areas free from water, stored materials, and debris. You agree to provide a safe work place for our personnel, and to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations.

If any Unit is malfunctioning or is in a dangerous condition, you agree to immediately notify us using the 24-hour OTISLINE service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by (1) clicking on "The Americas" tab on the left side of the website; (2) choosing "US/English" to take you to the "USA" web page; (3) clicking on the "Otis Safety" link on the left side of the page; and (4) downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," both of which are in .pdf format on the right side of the website page. Customer agrees that it will disseminate these procedures throughout its organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at Customer's facility.

WORK SCHEDULE

NORMAL HOURS

All maintenance procedures and repairs will be performed during our regular working hours of our regular working days for the examiners who perform the service. All lamp and signal replacements will be performed during regular examinations.

For purposes of this Contract, a Callback is a response by Otis to a request for service or assistance made (a) by the customer or customer representative, (b) by the building or building representative; (c) by emergency personnel; (d) through the ADA phone line, and/or (e) through REM® monitoring system, for service or assistance, on an as needed basis, excluding regularly scheduled maintenance.

Regular working hours: 8:00 AM – 4:30 PM.

Regular working days: Monday – Friday excluding holidays.

OVERTIME

Callbacks outside of regular working hours will be billed at standard overtime rates.

OWNERSHIP AND LICENSES

WIRING DIAGRAMS

You agree to provide us with current wiring diagrams reflecting all previously made changes for Units covered by this Contract to facilitate proper maintenance of the equipment. We shall maintain the wiring diagrams so that they properly reflect any changes made by Otis to the equipment. These diagrams will remain your property.

OTIS SERVICE EQUIPMENT

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Any counters, meters, tools, remote monitoring devices, or communication devices which we may use or install under this Contract remain our property, solely for the use of Otis employees. Such service equipment is not considered a part of the Units. You grant us the right to store or install such service equipment in your building and to electrically connect it to the Units. You will restrict access to the service equipment to authorized Otis personnel. You agree to keep the software resident in the service equipment in confidence as a trade secret for Otis. You will not permit others to use, access, examine, copy, disclose or disassemble the service equipment or the software resident in the service equipment for any purpose whatsoever. If the service is terminated for any reason, we will be given access to your premises to remove the service equipment, including the resident software, at our expense.

OTIS SOFTWARE

Software owned by Otis may be embedded in parts or otherwise provided by Otis as part of this maintenance agreement. You have the right to use this software only for operation of the units for which the part was provided. You may also make a backup or archival copy of the software, provided you reproduce the copyright notice and any other legend of ownership on the copy. You may not otherwise copy, display, adapt, modify, distribute, reverse assemble, reverse compile, or otherwise translate the software. You will not transfer possession of the software except as part of a transfer of ownership of the Units and the assumption of the rights and obligations under this agreement by the transferee.

NON-OTIS SOFTWARE

You retain your rights to any software not provided by Otis contained in the Units and agree to allow Otis to make one backup or archival copy for you.

SERVICE TOOLS

You are responsible to secure our right to use any special service tools required to maintain your non- Otis equipment. These tools must be provided prior to us beginning maintenance on such equipment.

THE UNITS

It is agreed that we do not assume possession or control of the Units, that such Units remain yours solely as owner and operator, lessee, or agent of the owner or lessee, and that you are solely responsible for all requirements imposed by any federal, state, or local law, Code, ordinance or regulation.

CLARIFICATIONS

This Contract does not cover car enclosures (including, but not limited to, wall panels, door panels, car gates, plenum chambers, hung ceilings, lighting, light diffusers, light tubes and bulbs, handrails, mirrors and floor coverings), rail alignment, hoistway enclosures, hoistway gates, hoistway inserts and brackets, mainline disconnect switches, doors, door frames, sills, swing door hinges and closing devices, below ground or unexposed hydraulic cylinders and plungers, buried or unexposed piping, escalator balustrades, escalator lighting or wedge guards. Without affecting our obligation to provide service under this Contract, you agree to permit us to train our personnel on the Units. This Contract does not cover computer and microcomputer devices, such as terminal keyboards and display units that are not exclusively dedicated to the elevator system. This Contract does not cover telephones installed by others, intercoms, heat sensors, smoke sensors, communications equipment, or safety signaling equipment, or instructions or warnings in connection with use by passengers.

We will not be required: (i) to make any tests other than that as specifically set forth herein; (ii) to make any replacements with parts of a different design or type; (iii) to make any changes in the existing design of the Units; (iv) to alter, update, modernize or install new attachments to any Units, whether recommended or directed by governmental authorities or by any third party; (v) to make repairs or replacements necessitated by failures detected during or due to testing of the Units or buried or unexposed hydraulic cylinders or piping and (vi) to replace or repair any component or system utilizing obsolete or discontinued parts, including parts for which the original design is no longer manufactured by the original equipment manufacturers, or parts where the original item has been replaced by an item of different design or is replaceable only by fabrication; (vii) to provide reconditioned or used parts; (viii) to make any replacements, renewals, or repairs necessitated by reason of any cause beyond our control including, but not limited to, fire, explosion, theft, floods, water, weather, earthquake, vandalism, misuse, abuse, mischief, or repairs by others.

You assume responsibility for the cost of correcting all Elevator Code violations existing on the date we enter into this Contract. If such Code violations or other outstanding safety violations are not corrected in accordance with this Contract, Otis may with respect to the equipment not meeting Code requirements cancel this Contract without penalty by providing thirty (30) days written notice.

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Should you require us to interface with a third party work order, insurance or safety systems, Otis will add an appropriate fee to cover the additional cost associated with this service.

Neither party shall be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, vandalism, misuse, abuse, mischief, or acts of God.

~~We agree that we shall be liable for accidents and injuries to person or property when adjudged to have been caused by the sole negligence or willful misconduct of Otis or our employees. In all other instances, Customer shall indemnify, defend and hold us harmless against all claims, damages, losses, costs, and expenses (including attorney's fees and other litigation costs) arising out of or connected with the use, repair, maintenance, operation or condition of the Equipment. We shall maintain worker's compensation and employers' liability insurance covering our liability for injury or death sustained by our employees, and comprehensive general liability insurance. You shall insure that all risk insurance upon the full value of the Work and material delivered to the job site is maintained at no cost to us. If either party so requires, in writing, the other party shall furnish certificates of insurance evidencing the above insurance coverages.~~

~~Notwithstanding any other agreement or provision to the contrary, under no circumstances will either party be liable for any indirect, special or consequential damages of any kind, including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financial costs, or loss of use of any equipment or property, whether in contract, tort, warranty or otherwise.~~ Dr. Andrew Hill 4-19-2018 AH

Otis BM_____

You agree to provide us unrestricted ready and safe access to all areas of the building in which any part of the Units are located, to keep all machine rooms and pit areas free from water, stored materials, and debris, to provide a safe work place for our personnel, to remove and remediate any waste or hazardous materials in accordance with applicable laws and regulations, and to provide a grounded, 3-prong electrical system and proper lighting in the machine rooms and pits. We shall not be obliged to perform until such unsafe condition has been remedied.

If any Unit is malfunctioning or is in a dangerous condition, you agree to notify us as soon as possible using the 24-hour OTISLINE® service. Until the problem is corrected, you agree to remove the Unit from service and take all necessary precautions to prevent access or use.

You will provide written notice within twenty-four hours after occurrence of any accident in or about the elevator (s) and/or escalator(s) to us and if required by law, to any local authorities. You further agree to preserve replaced parts.

Escalator Units are designed only for transporting passengers. For escalator Units, you agree to take all necessary measures to prevent other items from being conveyed, so that features designed to protect passengers and prevent property damage are not damaged. When stationary, escalators are to be properly barricaded and not to be used as steps.

You agree to properly post, maintain, and preserve any and all instructions or warnings to passengers in connection with the use of any Units.

In the event of an entrapment, Customer will call Otis and wait for a trained and licensed elevator mechanic to arrive, except for a medical emergency situation where it may be appropriate to summon a professional first responder such as police or firemen. Customer agrees that its agents, contractors, employees or representatives shall not attempt to extricate any passengers from an elevator that becomes stalled within the hoistway.

Otis will not be required to make renewals or repairs necessitated by fluctuations in the building AC power systems, adverse hoistway or machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit), excessive humidity, adverse environmental conditions, water damage, rust, fire, explosion, acts of God, misuse, or vandalism.

If this Agreement is terminated prematurely for any reason, other than our own default, you agree to pay as liquidated damages, and not as a penalty, one-half (50%) of the remaining amount due under this Agreement.

Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

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We will not be liable for any claim, injury, delay, death or loss or property resulting from telephone equipment failure, false alarms, interruption of telephone service, or "no voice calls", i.e. calls from inside the equipment to Otisline where there is no verbal response to the Otisline operator.

Otis will waive this clause if it is a phone Otis installed. Dr. Andrew Hill 4-19-2018

Otis BM_____

ALTERATIONS

You will not allow others to make alterations, additions, adjustments, or repairs to the equipment.

SPECIAL PROVISIONS

Notwithstanding any other provision herein to the contrary, the following provisions shall be applicable and govern in the event of conflict:

Franklin Elementary School

State ID# 42456

Installed 10-4-1999

Upgrade Recommendation:

New Electronic Door Edge with Permit and Inspection $2,750.00 (Discounted Price, Good for two years)

New Solid State Starter $3,500.00 (Discounted Price, Pricing good till 12-312019)

Lincoln Elementary School

State ID# 42457

Installed 10-4-1999

Upgrade Recommendation:

New Electronic Door Edge with Permit and Inspection $2,750.00 (Discounted Price, Pricing good till 12-312019)

New Solid State Starter $3,500.00 (Discounted Price, Pricing good till 12-312019)

Special Billing Rates:

Regular Time Mechanic: $225.00 an hour

Overtime Mechanic: $450.00 an hour

Included with the maintenance contract at no additional cost:

-Otis e*Service for maintenance records

-Otis e*Service mobile app for smartphone (needs to be downloaded to smart phone)

-Otis Note for texting mobile phone

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Local Account Manager Contact Information:

David Blatter-Cleveland / Akron Branch Sales Manager

David.blatter@otis.com

Cell: (216) 214-1199 / E-Fax:(860) 353-2634

Otis Address Locations:

Otis-Cleveland	**Otis-Akron**
9800 Rockside Road, Suite 1200	1450 Firestone Parkway, Suite A
Cleveland, OH 44125	Akron, OH 44301
Cleveland (216) 674-5060	Akron (330) 724-9702 Ext. 106

CONTRACT PRICE AND TERM

CONTRACT PRICE

One thousand five hundred ninety-five dollars ($ 1,595.00) per month, payable Annually

PRICE ADJUSTMENT

The Contract Price will be adjusted on the effective date of any labor rate adjustment under Otis 's contract with the International Union of Elevator Constructors (IUEC Contract) to reflect increases or decreases in material and labor costs. The percentage increase of the Contract will not exceed 3.00 %.

A. Material

One hundred fifty-nine dollars and fifty cents ($ 159.50) of the original Contract Price will be increased or decreased by the percent increase or decrease shown by the index of "Producer Commodity Prices for Metals and Metal Products" published by the U. S. Department of Labor, Bureau of Statistics for the price adjustment month compared with the index on **12/01/2017** which was **211.000** .

B. Labor

One thousand four hundred thirty-five dollars and fifty cents ($ 1,435.50) of the original Contract Price will be increased or decreased by the percent increase or decrease in the straight time hourly labor cost under the IUEC contract on **01/01/2018** which was **86.881** . The phrase "straight time hourly labor cost" means the sum of the straight time hourly labor rate plus the hourly cost of fringe benefits paid to elevator examiners in the locality where the equipment is to be maintained.

TERM

The Commencement Date will be 07/01/2018.

The Term of this Contract unless modified under the extended term below, will be for five (5) years beginning on the Commencement Date.

In the event that you sell the building or your interest is terminated prior to the expiration of the Contract, you agree to assign the Contract to the new owner or successor and to cause the new owner to assume your obligations under this agreement. If the new owner or successor fails to assume your obligations under the Contract, then you agree to pay to Otis all sums due for the unexpired Term.

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PAYMENTS

Beginning on the Effective Date, payments will be due and payable on or before the first day of the contract year in which services are rendered beginning on the Commencement Date.

Electronic Funds Transfer Payments (ACH/EFT)

Transmission Format

Accepting CTX (Corporate Trade Exchange) format only. This format allows for up to 9,999 invoices per payment and supports detailed remittance data. It allows the combining of multiple invoices on a single payment and will ensure automatic credit to your accounts, as long as the entire Otis invoice number(s) is transmitted in the exact Otis format (examples below). **Please use the IV (which stands for invoice number) Qualifier when providing the Otis invoice number.**

Minimum Payment Information

The following information is required with each transmission:

- Payment Amount
- Use the IV Qualifier to provide the ENTIRE INVOICE NUMBER (minimum 10 characters, maximum 12 characters in exact Otis format).
- Example NKG05678 101 or NKG38062001.
- Payment Date

Depository Information

Depository Institution: JP Morgan Chase

Depository Address PO Box 31339-33631-3339, Tampa, FL 33631-3339

Account Name: Otis Elevator Company

Account Number: 55-20622

Bank routing Number: 071000013

If a wire transfer use this routing number: 021000021

Remittance Information

For each transmission, please send remittance notification to Otis Elevator Company via email at

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REMITTANCE@OTIS.COM or fax to 860-353-5145.

ACCEPTANCE

This proposal, when accepted by you below and approved by our authorized representative, will constitute the entire and exclusive contract between us for the services to be provided and your authorization to perform as outlined herein. All prior or contemporaneous oral or written representations or agreements not incorporated herein will be superseded. Any purchase order issued by you in connection with the services to be provided will be deemed to be issued for your administrative or billing identification purposes only, and the parties hereto intend that the terms and conditions contained herein will exclusively govern the services to be provided. We do not give up rights under any existing contract until this proposal is fully executed. This Contract may not be changed, modified, revised or amended unless in writing signed by you and an authorized representative of Otis. Further, any manual changes to this form will not be effective as to Otis unless initialed in the margin by an authorized representative of Otis.

THIS QUOTATION is valid for ninety (90) days from the proposal date.

Submitted by: David Blatter
Title: Branch Sales Manager
E-mail: David.Blatter@otis.com

Accepted in Duplicate

CUSTOMER
Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: _____

Title _____

E-mail: _____

Name of Company _____

Otis Elevator Company
Approved by Authorized Representative

Date: _____

Signed: _____

Print Name: Mike Pytash

Title Akron Branch Manager

□ Principal, Owner or Authorized Representative of Principal or Owner

□ Agent: _____
(Name of Principal or Owner)

OTIS MAINTENANCE

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OTIS MAINTENANCE

BILL TO INFORMATION

Company Name: _____

Address: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

ACCOUNTS PAYABLE CONTACT

Name: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

TAX STATUS

Are you tax exempt? Yes No

If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? Yes No

If yes, please provide contact info for PO renewal:

Name: _____

Fax: _____

Phone: _____

E-Mail: _____

Would you like Otis to automatically debit your bank account for your maintenance invoices? Yes No

If yes, please provide blank check for bank routing and account information.

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BUSINESS COMMUNICATION SPECIALISTS

162 Main Street, Wadsworth, OH 44281
P: 330.335.7276 • F: 330.335.7275
www.bcsip.com

QUOTE

Number AAAQ10946

Date Apr 10, 2018

Sold To	Ship To	Your Sales Rep
Wadsworth City Schools (BCS) Phil Luthman 625 Broad Street Wadsworth, OH 44281 United States **Phone** 330-335-1406 **Fax**	**Wadsworth City Schools (BCS)** Phil Luthman 625 Broad Street Wadsworth, OH 44281 United States **Phone** 330-335-1406 **Fax**	*Bryon Palitto* 330-335-7271 bryonp@palittoconsulting.com

Qty	Description	Unit Price	Ext. Price
18	Connect Onsite Courtesy License: Includes Extension Only with no Connect client capability.	$64.35	$1,158.30
1	ShoreCare Partner Support - Prorated until anniversary date (3 Year No Phones plan)	$231.00	$231.00

This quote has been created based on the facts as Business Communication Specialists knows them regarding the environment being quoted at the time of the quote. The Client agrees to be responsible for the cost of any additional hardware, software, licenses and labor that are a result of a client change request to this quote.

Due to the rapidly changing nature of the computer and IT industry, quotes are guaranteed for 15 days.

SubTotal	$1,389.30
Tax	$0.00
Shipping	$0.00
Total	**$1,389.30**

See Standard Terms and Conditions for Payment Terms

Signature of Acceptance

Print Name: _____ *Date:* _____

Signature: _____

Signatory has authority to execute the contract and hereby acknowledges and agrees that the terms and conditions contained within this Quote and Standard Terms and Conditions provided herewith, shall apply to all Customer-executed PO's. The parties agree that facsimile signatures shall be as effective as originals.

BUSINESS COMMUNICATION SPECIALISTS

162 Main Street
Wadsworth, OH 44281
Phone: 330.335.7276 Fax: 330.335.7275
www.bcsip.com

Standard Terms and Conditions

Thank you for considering Business Communication Specialists (BCS) for your Voice Technology needs. The following are the specific terms of this proposal, with the responsibilities of each party noted. Any of the following terms or conditions that are addressed on this Standard Terms and Conditions will be superseded by the details as specified on the face of the proposal.

Payment Terms

1. *Hardware and Software:* 75% of quote paid upon signing of the proposal, with the final 25% due upon completion of implementation.
2. *ShoreTel Support Renewals:*
    a. Hardware and software can usually be implemented within 10-14 working days after receipt of payment and signed proposal. BCS is not responsible for vendor delivery delays and out of stock items. BCS is not affiliated with or responsible for delays or mishandling of local or long distance services from the Client's preferred service provider(s).
    b. All returned items are subject to up to a 25% restocking fee plus "as used" service time cost, with the exception of licenses and support and maintenance costs, which are non-refundable and non-returnable.
3. *Fixed Price Service Projects:* 50% of quote paid upon signing the proposal, remaining amount billed upon completion of installation, payable under BCS's standard terms of Net 20 days. A fixed price project is any project that does not have a hours estimate included in the quote.
4. *Time and Materials Projects:* 50% of quote paid upon signing the proposal, remaining amount billed on a weekly basis as cost is incurred, payable under BCS's standard terms of Net 20 days. An estimate with a quoted labor amount is when there is a line item that includes an estimate of hours. Service time is estimated based upon our experience and may exceed or be less than quoted.

Rescheduling Fee

BCS reserves the right to charge a rescheduling fee for scheduled implementations that are postponed by the customer on short notice. If the rescheduling occurs within 7 days of the scheduled time, the fee is $1,000. If the rescheduling occurs between 8-14 days of the scheduled time, the fee is $500.

Warranty & Additional Notes

BCS sells only the highest quality of products. All items sold do not have a BCS warranty. Only the manufacturer's warranty will apply. Labor required to facilitate obtaining the warranty replacement will be invoiced according to current standard rates. *Keep all original boxes for the length of warranty per each manufacturer's user manual. BCS is not responsible to refund warranty items without the original box and all accessories. BCS disclaims any and all warranties, express or implied, including but not limited to all warranties of merchantability and fitness for use for a particular purpose with respect to any and all goods/services that are the subject of this contract.*

Technical Support

Additional customer support is provided in a variety of ways depending on the nature of the need. This includes personal assistance over the telephone, on-site visits, remote connection to the users system through telecommunication software, fax back communication and by written documentation. This support is invoiced weekly in 15-minute increments using the applicable rate schedule, with a minimum of one hour for onsite visits. When incidental expense, including, but not limited to, travel, lodging, meals, etc., is incurred for the additional support, customer agrees to reimburse all reasonable costs.

License Agreement

All licenses are a one-time fee with no recurring charges for use of the software as purchased and supplied.

Limit of Remedy:

BCS's entire liability is limited to the amount paid by the customer under the terms of this Agreement and customer hereby waives any and all rights to consequential and/or punitive damages. This contract shall be construed in accordance with the laws of the State of Ohio without resort to conflict of laws principles. In the event that a claim/dispute arises between the parties with respect to this contract, at the request of either party, the same shall be submitted to arbitration to take place in Medina County, Ohio, by the American Arbitration Association (AAA), Commercial Division. Any decision rendered by the AAA shall be binding upon the parties hereto and enforcement thereof may be entered in any court of competent jurisdiction.

ShoreTel Support Agreements

ShoreTel Support Agreements are an agreement between the customer and ShoreTel. All labor completed by BCS is not covered by the ShoreTel Support Agreement. The ShoreTel Support Agreement covers the following items:

1. Covered defective equipment is replaced next day
2. Software upgrades are included (labor to install upgrades is not included)
3. ShoreTel Support Agreement allows BCS to engage ShoreTel Technical Support (TAC) on behalf of the customer

OARnet Connect. Aggregate. Collaborate

1224 Kinnear Road Columbus, Ohio 43212 • **Phone:** (614) 292-9191 • **Fax:** (614) 292-9390 • www.oar.net

TO: Phil Luthman
Technology Supervisor
Wadsworth City Schools
625 Broad Street
Wadsworth, OH 44281

EMAIL: wadc_pluthman@wadsworthschools.org
PHONE: (330) 335-1406 FAX:

FROM: Emmalee Amundson
Business Relationship Manager
1224 Kinnear Rd
Columbus, OH 43212

EMAIL: eamundson@oar.net WEB: www.oar.net
PHONE: (614) 292-7293 FAX: (614) 292-9390

TERMS: OARnet-VMware ELA
Remit to: The Ohio State University - OARnet
1224 Kinnear Rd, Columbus, Ohio 43212
Payment Terms: Net 30 (On Approved Credit)
Credit Cards: VISA/MasterCard/AMEX/DISCOVER

***PLEASE SEE QUOTE TERMS BELOW FOR MORE INFORMATION**

QUOTE NO: 9309136
QUOTE DATE: 03/31/2018
QUOTE EXPIRES: 04/30/2018

TOTAL QUOTE: $3,427.45

LINE NO.	PRODUCT SKU	DESCRIPTION	PRODUCT PRICE	CO-TERM COST	QTY	SUBTOTAL
1	VCS6-STD-P-SSS-C	Production Support/Subscription VMware vCenter Server 6 Standard for vSphere 6 (Per Instance) for 1 year Start Date: 06/26/2018 End Date: 06/25/2019 Contract #: 30638758	$811.85	$811.85	1	$811.85
2	VS6-EPL-P-SSS-C	Production Support/Subscription VMware vSphere 6 Enterprise Plus for 1 processor for 1 year Start Date: 06/26/2018 End Date: 06/25/2019 Contract #: 30638758	$568.10	$568.10	4	$2,272.40
3	FUS-PRO-P-SSS-C	Production Support/Subscription VMware Fusion Pro for 1 year Start Date: 06/26/2018 End Date: 06/25/2019 Contract #: 322925264	$19.50	$19.50	5	$97.50
4	VS6-STD-P-SSS-C	Production Support/Subscription VMware vSphere 6 Standard for 1 processor for 1 year Start Date: 06/26/2018 End Date: 06/25/2019 Contract #: 322925264	$122.85	$122.85	2	$245.70
		SUBTOTAL:				$3,427.45

TOTAL QUOTE: **$3,427.45**

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LINE NO.	PRODUCT SKU	DESCRIPTION	PRODUCT PRICE	CO-TERM COST	QTY	SUBTOTAL

***QUOTE TERMS**

CREDIT CARD PAYMENT: Credit Card payment is accepted at time of order placement for a maximum of $10,000. Provide credit card information to the OARnet Business Office (614-292-9381) prior to order submission.

PO: Quote number should be referenced on Purchase Order. Vendor address on PO must state OARnet's address at OSU: 1224 Kinnear Rd, Columbus, OH 43212

TO ORDER: Submit Quote Copy along with a PO (or Credit Card payment) to:

State: vmware-stateofohio@oar.net
K12: vmware-k12@oar.net
Higher Ed: vmware-higher-education@oar.net

OARnet Terms and Conditions:

The software and services quoted above are subject to the terms and conditions of the OARnet VMware ELA Partner Program. All software & services quoted herein are subject to the VMware Master End User License Agreement ("EULA") located on the OARnet website (https://oar.net/sites/oar.net/files/services/vmware/docs/Ohio_EULA.pdf). The terms of the EULA published on the OARnet website supersede any click to accept EULA embedded in the software downloaded from VMware.

1. Payment Terms

Failure to Pay: OARnet may terminate this Agreement or EULA and demand End User to no longer use the Product, upon the failure of End User to pay charges when due. Such termination or denial will not relieve End User of responsibility of the payment of all accrued charges, plus reasonable interest and any collection fees.

2. Term and Termination The initial term of this Agreement shall commence on the date this Agreement is executed by both parties and shall continue for the term set forth in Attachment 1 or is otherwise terminated pursuant to the Agreement or the terms of the EULA. OARnet may terminate this agreement upon 30 days' notice for End User's failure to pay invoices when due or immediately for material breach of any other term of this agreement and demand End User no longer uses the Product.

3. Limitation of Liability

OARnet shall not be liable to End User for any damage arising out of any event that is beyond the control of OARnet. OARnet shall not be liable to End User for any indirect, special, incidental, exemplary, consequential or other form of money damages, including but not limited to lost profits or damages of any kind, however caused, arising out of or in connection with the use or provision of the Product, whether based in contract, tort or any other legal theory, and whether or not OARnet has been made aware of the possibility of those damages.

4. Compliance with Applicable Law and Other Obligations

End User must comply with all laws, regulations, and policies applicable to their use of the Product, including, without limitation, U.S. export laws concerning use of the Product.

5. Governing Law and Jurisdiction

This agreement shall be subject to and construed in accordance with Ohio law. Any action based in whole or in part on this agreement must be brought in an Ohio court of competent jurisdiction.

6. Entire Agreement; Amendments

This agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings with respect to the same subject matter. This agreement may not be modified by, and shall supersede any additional or contradictory term or condition of, any current or future purchase order from End User unless OARnet expressly agrees otherwise in writing. No amendment or modification of this agreement shall be effective unless in writing and signed by both parties.

OARnet

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LINE NO.	PRODUCT SKU	DESCRIPTION	PRODUCT PRICE	CO-TERM COST	QTY	SUBTOTAL

IN WITNESS WHEREOF, each party hereto warrants and represents that this Order Form has been executed by a duly authorized representative of such party, and it constitutes the legal, valid and binding obligation of such part.

END USER:_____

SIGNATURE:_____

NAME:_____

TITLE:_____

DATE:_____

END USER CONTACT INFORMATION

Entity / Customer / End User Name: _____

Portal Folder Name *(If known)*: _____

Technical Contact (Primary):		**Billing Contact**	
Name:		**Name:**	
Address:		**Address:**	
City/State/Zip:		**City/State/Zip:**	
Phone:		**Phone:**	
Email:		**Email:**	

TRAVELING CLASSROOMS TOUR CONTRACT

PO Box 9568. Canton, Ohio 44711 (Phone: 330-284-1362 Fax: 330-454-3617)
Email: travelingclassrooms@gmail.com Website: travelingclassrooms

DATE: April 20, 2018

TOUR SPONSOR: Wadsworth City School District Board of Education

EMERGENCY PHONE: N/A

DISTRICT CONTACT PERSON: Eric Jackson, Principal

REPRESENTING: Wadsworth Middle School 8th Grade

BUSINESS PHONE: 330-335-1410

EMAIL ADDRESS: ejackson@wadsworthschools.org

GROUP ADDRESS: 150 Silver Creek Rd. Wadsworth, Ohio

TOUR DESTINATION: Washington DC-Gettysburg

TOUR DATES: March 20-21-22, 2019

TOUR TRANSPORTATION: 6/7 Barons Bus Lines 56 Passenger Motorcoaches (44 students/4 chaperones per motorcoach)

TOUR LODGING: Hilton Rockville Hotel (Students Quad when available/Chaperones Double)

MEALS: 2 Hotel Buffet BREAKFASTS
3 LUNCHES
3 DINNERS (Including Medieval Times)

PAID ADMISSIONS: Custom Wadsworth Hoodie pp
Gettysburg Visitor Center
* Film, Cyclorama, Museum
* Battlefield Tour (GB Guides)
Nations Photo PP
Private Hotel Security
$1000.00 Donation for scholarship students

SPECIAL SCHEDULING AREAS: Holocaust Timed Tickets

TOTAL PRICE PER STUDENT: $ 410.00 per student

$100.00 *Non-Refundable Deposit Due: November 20-21, 2018 (at school)
$310.00 * Balance Payment Due: February 5-6, 2019 (at school)* See Refund Policy
*** Complimented Chaperones: 1 per every 10-12 paid students
*** Complete Rooming List Due 4 Weeks Prior To Departure

*** TOUR CANCELLATION POLICY: If deposits are not received by a Traveling Classrooms on or before the deposit date the tour can be cancelled by the tour sponsor or Traveling Classrooms. If tour sponsor cancels tour after deposits are received, Traveling Classrooms maintains the right to keep all tour deposits. If Traveling Classrooms cancels the tour the group will receive a full refund including all deposits or group may reschedule to another date. The tour sponsor will make that decision. Refund Balance Policy: 22+ days prior to tour departure full balance, less than 22 days $50. Traveling Classrooms will not be held financially liable for cancellations due to acts of war, terrorism or other reasons beyond it's control. Traveling Classrooms will reschedule the tour via tour vouchers for all participants. No refunds will be issued for those unable to attend the rescheduled tour.

TOUR DEPARTURE LOCATION: Wadsworth Middle School DATE: March 20, 2019 TIME: 6:30am

TOUR RETURN LOCATION: Wadsworth Middle School DATE: March 22, 2019 TIME: 9:00pm

PRE-TOUR MEETING LOCATION: Wadsworth Middle School DATE: October 9, 2018 TIME: 6:30pm

TOUR SPONSOR ACCEPTANCE SIGNATURE: (X) _____ DATE: 4/20/18

TRAVELING CLASSROOMS SALES REP. SIGNATURE: R. John _____ DATE: 4/20/18

TRAVELING CLASSROOMS OFFICE ACCEPTANCE SIGNATURE: _____ DATE: _____

Thank you from ...***Traveling Classrooms !***

TRAVELING CLASSROOM TOURS

"Specialists in Student Travel Since 1986"

Wadsworth Middle School Washington DC/Gettysburg 2019

Wednesday, March 20

6/7 x 56 Passenger Barons Bus Lines Arrive Wadsworth Middle School. 6am, Depart 6:30am * Confirmed
Restroom Stop Enroute (Oakmont Plaza, Pa. Turnpike)
Lunch /Restroom Stop MD. Welcome Center South Mountain 12 Noon
* Distribute Subway Subs (Roast Beef/Cheese or Turkey/Cheese), Chips, Apple Slices, Cookie, Water)
* Group Will Eat Box Lunches Enroute to DC or Use Picnic Area Weather Permitting
Arrive Udar-Hazy Smithsonian 1:30-2:45pm
WWII, Vietnam, Lincoln, Korea, MLK,FDR, Jefferson Memorials 3:15-6:00pm
* All Buses Begin at Vietnam Wall (TC will supply flowers)
All buses meet at White House 6:15pm * Penn. Ave (Depart DC at 6:45pm)
Check-In Hilton Rockville Md. * Confirmed 7:30pm
* Dominos Pizzas, Wings, Bread Sticks 7:30pm
* Students will check into rooms after dinner, approx. 8:30pm
Room Check & Goodnight 9pm (11pm-6am Private Security)

Thursday, March 21

Hot Buffet Breakfast At Hotel 7am Depart Hotel by 7:45am-8am
Nation's Photo 9am
Capitol Building Tours (Arrive Capitol Building 9:30am) Capitol Tours Begin 10:30am (requesting)
* Visit Capitol Museum prior to building tour
Lunch at Capitol Dining Cafeteria *11:45-12:30pm (Lunch Voucher)
Flex Time Smithsonian Sightseeing on the Mall: Chaperones will select dropoff-pickup points 12:45-3:30pm
* Holocaust Timed Tkts Included
All Buses Meet at Arlington Cemetery Visitor Center 4pm
* Visit President JFK Gravesite, See 5pm Changing of the Guard at Tomb of Unknown Soldiers
* Marine Statue Iwo Jima 5:30pm
Depart For Medieval Times 5:45pm arrive 7:00pm
Medieval Times Dinner Tournament 7:30pm
Arrive Back at Hotel 10:00pm – Hotel Security 11pm-6am

Friday, November 9

Hot Buffet Breakfast at Hotel 7:30am Depart Hotel 8:30am
Arrive Gettysburg Visitor Center (Film, Cyclorama, Museum) 10:30am (All restrooms & Gift Shop)
* Buses 1-2-3 Film, Cyclorama, Museum 10:30, Lunch at General Pickett's 11:45am-12:30pm
4-5-6 Museum, Film, Cyclorama 10:45, Lunch at General Pickett's 12 Noon-12:45pm
* Buses 1-6 Battlefield Tour 1-2:30pm
Restroom Break/Gift Shop Time 2:30-3pm * Pick Up Gettysburg Box Dinners 3:15pm & Depart
Dinner/Restroom Stop Somerset, Pa Turnpike 6:00pm (Dinner via Box Sandwich Menu from Gettysburg Center
Arrive Back At North Canton Middle School 10:00pm

** Transportation, Hotel are confirmed. All others are tentative pending requested reservation times.

TRAVELING CLASSROOM TOURS

"Specialists in Student Travel Since 1986"

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* Buses 1-6 Battlefield Tour 1-2:30pm
(DOBBIN'S)
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Dinner/Restroom Stop Somerset, Pa Turnpike 6:00pm (Dinner via Box Sandwich Menu from Gettysburg Center
Arrive Back At North Canton Middle School 10:00pm

** Transportation, Hotel are confirmed. All others are tentative pending requested reservation times.

WASHINGTON DC/GETTYSBURG 2019

March 20-21-22

6th Annual! (Last year 282 students participated)

Wadsworth 8th Grade Students have the opportunity to tour Washington DC/Gettysburg. The tour will depart Wednesday, March 20th at 6:30am and return Friday, March 22nd at 9pm

THE PRICE PER STUDENT: $410.00 Tour Includes: Roundtrip Barons Motorcoach Transportation, 2 nights lodging-Hilton/Sheraton Hotel, (4 Students per room)., 8 Meals (2 Wednesday, 3 Thursday, 3 Friday) , Professional Group Picture Per Individual, Medieval Times Dinner Tournament, 1 Custom Wadsworth Hoodie, ~~Arlington Ceremony Wreath~~, Guide Fees, All taxes & gratuities,

*Chaperones Will Be Wadsworth Middle School Teachers/Administrators (1-10/12 ratio)

*** Parent Pre-Trip Meeting: October 9 at 6:30pm at our school cafeteria**

* Traveling Classrooms & Wadsworth Staff Members Will Discuss Various Aspects of Schedule, Procedures etc.

Registration/Payment/Refund Policies

* $ 100.00 Non-Refundable Deposit Due November 20th -November 21st, 2018
* $ 310.00 *Refundable Balance Due February 5th-February 6th,2019
* Checks/Money Orders Are Payable To TRAVELING CLASSROOMS
* Payments/Forms Will Be Accepted By Traveling Classrooms Staff Upon Arrival In School Gymnasium. * Cash will also be accepted (a cash receipt will be given to the student)

**** Payments also may be mailed to: Traveling Classrooms PO Box 9568 Canton, Ohio 44711. Please do not send them to the school office.**

*** Refund Policy:** The deposit is Non-Refundable. This deposit secures partial transportation, lodging, and meals for each student. **Balance Refund Policy:** Cancellation 22 + days from trip departure - Full Balance Refund . Cancellation 21-0 days from departure ($50), **All refund requests must be presented to school office in writing & dated.** Traveling Classrooms will issue tour vouchers for all tour participants if tour is rescheduled due to conditions beyond its control. This refund policy has been selected from various aspects of the ASTA (American Society Of Travel Agents) & NTBA(National Tour Brokers Association). **** View our website: travelingclassrooms.com***

SIGHTSEEING AREAS:

Lincoln Memorial	Capitol Building	Gettysburg Visitor Center
Jefferson Memorial	American History Smithsonian	Visitor Center Film
Roosevelt Memorial	Air Force Memorial	Visitor Center Cyclorama
Arlington Cemetery	WW II Memorial	Visitor Center Museum
Air & Space Smithsonian	Vietnam Veterans Wall	Gettysburg Battlefield Tour
White House * Outside Only	Natural History Smithsonian	Medieval Times Dinner
MLK Memorial	National Archives	Korean Memorial
Marine Iwo Jima Statue	Holocaust Building	Ford's Theater * Outside Only

PARENTS: PLEASE KEEP THIS PAGE FOR REFERENCE

For More General Information Please visit Traveling Classrooms.com Website and Facebook Page

Thank You from Traveling Classrooms Since 1986 !

STUDENT PERMISSION, PARENT REFUND ACCEPTANCE SIGNATURE, DEPOSIT FORM

RETURN WITH DEPOSIT

(Student) _____ has my permission to participate in this activity.
I have read, understand & accept all refund policies.

(Parent/Guardian)_____ Date:_____

SCHOOL: Wadsworth 8th Grade DC/GB Tour March 20-21-22. 2019

AMOUNT: $100.00 DEPOSIT: --Due November 20-21, 2018 at school.

CHECK PAYABLE TO: Traveling Classrooms

* Please write student name on memo area of check

CK # _____ Cash:_____

RETURN WITH PAYMENT

TRAVELING CLASSROOMS Balance Form

SCHOOL: Wadsworth 8th Grade DC/GB Tour March 20-21-22, 2019

STUDENT NAME:_____

AMOUNT: $310.00 Due February 5-6, 2019 at school

CHECK PAYABLE TO: Traveling Classrooms

* Please write student name on memo area of check

CK # _____ Cash:_____

* Advance Deposit-Balance Payments mailed to
Traveling Classrooms
PO Box 9568 Canton, Ohio 44711

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

This Memorandum of Understanding is entered into this 4th day of May 2018, pursuant to 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 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"); and

WHEREAS, Appendix D of the Agreement details the Supplemental Salary Schedule.

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

1. For the 2018-2019 season, Mr. John Burton will serve as the head cross country coach for both the boys' and girls' teams.

2. Because the practices and meets will be combined at the same time, Mr. Burton will receive the compensation equal to one and a half (1.5) supplemental contracts.

3. The remaining half (0.5) supplemental contract will be split equally between both the boys' and girls' assistant coach. This payment will be in addition to the assistant coach supplemental contract.

4. This Memorandum of Understanding shall not be utilized in any manner to establish a precedent or practice in any future school year.

5. 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

_____
Stephine Schmeltzer, WEA Co-President

For the Wadsworth City School District Board of Education

_____
Andrew J. Hill, Ed.D., Superintendent

Resolution Number:_____

Connection Education Services Inc.

Leap Program - Central Office
168 Second Street NW, Barberton Ohio 44203
Phone: (234) 678-5488 **Fax:** (234) 678-5489 **Website:** www.theleapprogram.net

Day Treatment-Purchase Service Agreement

2018-2019 School Year

THIS AGREEMENT is entered into between the Wadsworth School District (hereafter "Placing District") and **Connection Education Services Inc.**, a special needs education company, for the sole purpose of providing education services in accordance with placement at the "Leap Program".

WHEREAS, Ohio Revised Code 3323.08 authorizes a district to place a child in a private school or private residential treatment center.

WHEREAS, Students identified and referred by Wadsworth Schools will be attending Connection Education Services, Inc. "Leap Program".

THE PARTIES AGREE AS FOLLOWS:
The Placing District will pay Connection Education Services Inc. a per diem rate of ***$135*** per student, after services rendered, including teacher in service and calamity days.

1. Connection Education Services Inc. and the Placing District agree to exchange all relevant records pertaining to the identified student, including but not limited to Multifactored Evaluation, re-evaluations, current and past IEP's, report cards, progress reports, transcripts, assessments, discipline records, and any other information/ records needed for Connection Educational Services Inc. and/or their placing school district to fulfill their educational obligations to the above identified student.

2. The Placing District will have access to the above-identified student's education records for the purpose of monitoring the students' educational progress. At minimum, Connection Education Services Inc. will provide any changed and or/updated IEP information, student attendance, Discipline records, assessment data, interim progress monitoring and other relevant information on a quarterly basis to the above named district contact.

3. The term of this agreement will not exceed one (1) year and will automatically expire at the end of the 2018/2019 school year (5/31/19).

4. In the event the students educational needs are no longer the responsibility of the above named placing school district, the parties respective obligations under this agreement for the student above will cease as of the last day the student is attending the Leap Program, providing the Placing District notifies Connection Education Services Inc. in writing Ten (10) Business days prior this event.

Advance quarterly payment will be refunded to the school district provided ten day notification provision falls within the first 30 quarterly days of the above named quarter excluding the per diem rate calculated based on number of days student attends within the quarter. Program credit may be issued and applied to other students at the request of the Placing District in place of a refund.

5. Connection Education Services Inc. acknowledges and agrees the above identified students will not be considered "enrolled" in the Leap Program for the purpose of average daily membership or federal or state funding and the above identified student will be enrolled with the above identified Placing District.

6. Connection Education Services Inc. and Placing District will collaborate on the development of an IEP acceptable to all IEP team members and parties.

7. Connection Education Services Inc. reserves the right to take immediate action, without district permission, in situations where a student, by act or omission, poses a risk of injury, harm or other danger to him/herself or others. Such action may include, but is not limited to immediate dismissal from Connection Education Services Inc. Leap Program, emergency referral to psychiatric or other institutional healthcare providers, and/or securing assistance from local law enforcement authorities. The Placing District will be promptly informed of such an event.

8. Additional Services, ie: Speech Therapy, Occupational Therapy and Physical Therapy will be provided by an outside agency that will be invoiced separately.

IN WITNESS WHEROF, the parties have executed this Agreement on the day and year indicated below.

Placing District Representative: _____ Date: ___/___/___

Connection Education Services Inc.
George C. Linberger, Program Director, Co-Founder 

Date: 5/01/18

Wadsworth City Schools

For the Fiscal Years Ended June 30, 2015, 2016 and 2017 Actual;
Forecasted Fiscal Years Ending June 30, 2018 Through 2022

		Actual				Forecasted				
		Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Average Change	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
	Revenues									
1.010	General Property Tax (Real Estate)	$18,602,371	$19,315,179	$20,708,171	5.5%	$21,832,530	$22,050,855	$22,602,127	$23,167,180	$23,398,852
1.020	Tangible Personal Property Tax		661							
1.030	Income Tax									
1.035	Unrestricted State Grants-in-Aid	17,740,637	18,514,262	$18,902,460	3.2%	18,902,460	18,902,460	18,993,824	19,085,645	19,177,925
1.040	Restricted State Grants-in-Aid	583,108	557,368	$532,591	-4.4%	517,775	492,775	492,775	492,775	492,775
1.045	Restricted Federal Grants-in-Aid - (SFSF -532) (Ed jobs Bill-504)									
1.050	Property Tax Allocation	3,177,832	2,573,899	$2,508,075	-10.8%	2,508,075	2,508,075	2,508,075	2,508,075	2,508,075
1.060	All Other Revenues	1,834,571	1,874,612	$1,823,877	-0.3%	1,881,784	1,892,786	1,833,272	1,795,379	1,782,607
1.070	*Total Revenues*	41,938,519	42,835,981	44,475,174	3.0%	45,642,625	45,846,951	46,430,073	47,049,054	47,360,234
	Other Financing Sources									
2.010	Proceeds from Sale of Notes									
2.020	State Emergency Loans and Advancements (Approved)									
2.040	Operating Transfers-In									
2.050	Advances-In	2,200,465	2,287,123	2,336,017	3.0%	3,963,017	4,000,000	100,000	100,000	100,000
2.060	All Other Financing Sources	656,431	70,097	61,052	-51.1%	66,069	8,000	8,000	8,000	8,000
2.070	*Total Other Financing Sources*	2,856,896	2,357,220	2,397,069	-7.9%	4,029,086	4,008,000	108,000	108,000	108,000
2.080	*Total Revenues and Other Financing Sources*	44,795,415	45,193,201	46,872,243	2.3%	49,671,711	49,854,951	46,538,073	47,157,054	47,468,234
	Expenditures									
3.010	Personnel Services	23,076,988	23,412,084	24,501,781	3.1%	26,011,511	27,720,204	29,007,418	30,318,236	31,773,511
3.020	Employees' Retirement/Insurance Benefits	8,304,849	8,889,154	9,136,849	4.9%	9,575,968	10,481,860	11,185,775	12,000,600	12,933,801
3.030	Purchased Services	5,554,089	5,906,708	6,282,032	6.4%	6,507,973	6,756,355	6,974,701	7,195,982	7,430,512
3.040	Supplies and Materials	1,190,523	1,486,958	1,338,133	7.4%	1,947,595	1,965,177	2,013,168	2,062,928	2,114,527
3.050	Capital Outlay	956,129	751,400	812,676	-6.6%	681,815	709,913	737,905	767,200	797,860
3.060	Intergovernmental									
	Debt Service:									
4.010	Principal-All (Historical Only)									
4.020	Principal-Notes									
4.030	Principal-State Loans									
4.040	Principal-State Advancements									
4.050	Principal-HB 264 Loans	100,000								
4.055	Principal-Other									
4.060	Interest and Fiscal Charges	2,625								
4.300	Other Objects	447,860	477,480	434,902	-1.2%	468,297	452,962	486,028	499,506	513,412
4.500	*Total Expenditures*	39,633,063	40,923,784	42,506,373	3.6%	45,193,159	48,086,471	50,404,994	52,844,452	55,563,622
	Other Financing Uses									
5.010	Operating Transfers-Out	5,000	19,416	15,960	135.3%	47,000	70,000	20,000	20,000	20,000
5.020	Advances-Out	2,309,123	2,314,017	3,963,017	35.7%	4,000,000	100,000	100,000	100,000	100,000
5.030	All Other Financing Uses									
5.040	*Total Other Financing Uses*	2,314,123	2,333,433	3,978,977	35.7%	4,047,000	170,000	120,000	120,000	120,000
5.050	*Total Expenditures and Other Financing Uses*	41,947,186	43,257,217	46,485,350	5.3%	49,240,159	48,256,471	50,524,994	52,964,452	55,683,622
6.010	*Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses*	2,848,229	1,935,984	386,893	-56.0%	431,552	1,598,481	3,986,921-	5,807,398-	8,215,388-
7.010	Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	8,430,201	11,278,430	13,214,414	25.5%	13,601,307	14,032,859	15,631,340	11,644,419	5,837,021
7.020	*Cash Balance June 30*	11,278,430	13,214,414	13,601,307	10.0%	14,032,859	15,631,340	11,644,419	5,837,021	2,378,367-
8.010	*Estimated Encumbrances June 30*	1,402,578	1,121,566	1,077,489	-12.0%					
10.010	*Fund Balance June 30 for Certification of Appropriations*	9,875,852	12,092,848	12,523,818	13.0%	14,032,859	15,631,340	11,644,419	5,837,021	2,378,367-

Wadsworth City Schools
Fiscal Year 2018 – Five-Year Forecast
May 2018
EXECUTIVE SUMMARY

The first three pages of this report comprises the Executive Summary, which is intended to provide a summary of the Five-Year Forecast and highlight changes.

For a complete understanding of the Forecast, readers are encouraged to read the Assumptions that follow the Executive Summary.

- Key forecast components that maintain a positive cash balance through FY 2021:

  - Local Property Taxes: collections increased 5.43% between FY 2017 and FY 2018. Collections included $94,000 from the City of Wadsworth in TIF reimbursements. Property taxes were projected to increase a conservative 4.2% for FY 2018. As noted above actual was 5.43%

  - House Bill 49: The FY 2018-2019 Biennial Budget was finalized last summer in Columbus. At the time of the forecast in October Wadsworth was a "formula district". However, subsequently the district's enrollment decreased by over 100 students from FY 2017 and Wadsworth moved to a "guarantee district". In February, the Treasurer updated the Board of Education with the impact of the decrease in state aid on the forecast.

  - Federal Grants:

    - IDEA-B: Six (6) special education teachers' salaries are funded by the IDEA-B Special Education Grant. This year the District had to transfer three (3) of the teachers' benefits to the general fund (total of four IDEA funded teachers with benefits charged to the general fund). Personnel costs (salaries and benefits) are increasing and our IDEA-B allocation decreased nearly 1%.

    - Title: The Title I Grant primarily funds the Districts K-8 tutors. In addition, for two years we funded 1½ teachers at Lincoln Elementary. Beginning with FY 2019 the ½-time literacy coach at Lincoln will move to Title IIA. The Title I Lincoln teacher's salary will continue to be funded by Title I but her health care benefits will need to be absorbed by the general fund. In addition, the current teacher's salary paid by Title IIA will need to be moved to the General fund. In summary, due to the decreases in federal funds and an increase in staffing cost, the general fund will absorb an additional teacher and benefits in FY 2019 prior to any staffing changes. The Forecast accounts for this change beginning next year.

  - Healthcare Renewal:

- FY 2018: 2.33% increase in health care premiums (see health care in the Assumptions for more detail).
- FY 2019: Health care renewal with the SRHCC was 4.85%. The renewal and staffing changes for FY 2019 are accounted for in the forecast

- FY 2018 Advances In /Out: There is a $3.9M advance into the general fund because of the advance out in FY 2017. This large advance is a product of our construction project and the negative balance in the Building Fund (004). Once close out is completed with the OFCC and the City of Wadsworth, the 004 fund will be made whole by the 010 OFCC fund and the City of Wadsworth. The October forecast did not account for the construction fund advance in FY 2018. However, the May forecast has been updated and now accounts for this advance.

REVENUE:

- Property tax revenue for FY 2018 was projected to increase 4.2% (actual 5.43%) for the following reasons:

  - 12.7% increase in property values for 2016 (tax year 2017).
  - Fall 2017 property tax collections were 9.4% greater than the same period last year.
  - 2016 Medina County Triennial update. 2019 Medina County Reappraisal.

- State Aid was projected to increase 1.4% in FY 2018 - HB 49 (see Biennial Budget discussion); however, due to enrollment decreasing the district transitioned to a guarantee district and state aid is equal to FY 2017.

- HB 64 (2016-2017 Biennial Budget) phased out the TPP reimbursements resulting in a decrease from $653,311 in FY 2015 to $57,556 in FY 2016 (a total loss of $595,755). The phase out continues in FY 2017 and the District's reimbursements are reduced to $0.00. A loss of over $2 million from five (5) years ago.

- **State Funding Summary**:

  - FY 2017 (actual):
    - Basic Unrestricted State Aid increase $ 388,198
    - Restricted State Aid decrease ($ 24,777)
    - Property Tax Allocations ($ 65,824) TPP Reimbursement reductions
    - Net Change in State Aid $ 297,597

  - FY 2018 (projected):
    - Basic Unrestricted State Aid increase $ -0-

EXPENDITURES:

- The District has a net increase of 2.8 FTE certified staff in FY 2018.

  - WHS:

        - Reduce Medical Assisting teacher (-.5 FTE)
        - One new Career Tech Technology teacher (+1 FTE)
    - WMS:
        - One new Intervention Specialist (+1 FTE)
    - Elementary:
        - One new CIS Technology teacher (+1 FTE)
    - Speech:
        - Increase Speech teacher from .5 FTE to .8 FTE (+.3 FTE)

- The District is projecting a net increase of 5.5 FTE certified in FY 2019
    - WHS
        - Two new Intervention Specialists (+2 FTE)
    - WMS
        - New Part Time Health (.5 FTE)
    - Elementary
        - Two new Intervention Specialists (+2 FTE)
        - New Part Time Preschool Teacher (.5 FTE)
    - Speech:
        - New Part Time Speech teacher (+.5 FTE)
    - In addition 1 FTE at the elementary level moved to the general fund from Title IIA

- **Purchased Services**:
    - $370,000 for substitute teachers and support staff (Renhill Contracted services).
    - Reductions due to two contracted employees from TCCSA now hired as Wadsworth City Schools employees (offset in increased personnel costs).
    - FY 2019 one additional School Resource Officer

- **Supplies:**
    - Textbooks: The increase in supplies is due to the textbooks adoption planed for FY 2018 ($655,000) vs. the $271,000 textbook adoption last year (see detail in supplies section of the Assumptions).

- **Capital:**
    - Bus replacement (2) and Vehicle (maintenance or student transportation) replacement (2).
    - Technology replacement.
    - Additional capital expenditures will come from the Medina County Sales Tax Fund.

- **Total Expenditures:**
    - In following is a summary of FY 2018 total expenditures projection by Forecast
        - May 2017 $45.511M.
        - October 2017 $45.28M (decrease of .45%)
        - May 2018 $45.33 (change due to textbooks)

Wadsworth City Schools
Fiscal Year 2018 - Five-Year Forecast
May 2018
ASSUMPTIONS

Overview

This financial report is published by the Treasurer of the Wadsworth City School District in good faith and within the scope of his employment. Said Forecast and the underlying assumptions will be presented to the Wadsworth City Board of Education at its Regular Meeting on May 14, 2018.

The Forecast and Assumptions are intended to provide the Board of Education and the Wadsworth Community with information about the current financial status of the District, as well as the projected future. The information presented in the Five-Year Forecast is supported by the underlying assumptions. In order for the Board and Community to better understand the Forecast, they are encouraged to read and understand the supporting assumptions.

The Forecast is in the first year of HB 49 (the biennial budget) passed by the legislation during the summer of 2017. The current biennial budget once again tweaked the formula from previous years.

Funding formulas, referred to as the SF-3, PASS and the Bridge Formula for Ohio's public school districts were eliminated in previous budget bills. Under the PK-12 education funding formula, school districts are either on the guarantee, the formula or are a capped district. Schools on the guarantee receive the same State Aid as the previous year; schools on the formula receive the amount of funding the formula calculates primarily based on their enrollment and "state share index". Schools that are capped were scheduled to receive additional aid but were capped at a certain percentage above what they received in the previous fiscal year. The Biennial Budget along with a decrease in enrollment puts Wadsworth City Schools on the guarantee in FY 2018. See the Unrestricted Aid Section for more information on the 2018-19 Biennial Budget and State Aid.

This Forecast includes the General Fund only. Information related to all other funds of the District can be found on the Certificate of Revenue and the Annual Appropriations Resolution. In this fiscal year, the general fund is projected to account for 56% of all expenditures.

As with any projection, accuracy diminishes the further one speculates into the future. There are three State biennial budgets within the five years of this projection.

General Fund Revenue

1.010 Property Tax (Real Estate)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
1.010 General Property Tax (Real Estate)	$21,832,530	$22,050,855	$22,602,127	$23,167,180	$23,398,852

Property tax collections are a stable revenue source and less dependent on the economy than other revenue sources. Tax collections increased 7.2**%** in FY 2017 and are projected to increase 5.43% in FY 2018 for the following reasons:

- In the fall of 2017, property tax collections were 9.4% higher than the same period in 2016.
- 2017 Assessed Valuation (property values) increased 12.7%.

Nexus Gas Pipeline:
A Nexus gas transmission pipeline is being constructed in Medina County and should bring significant new property tax revenue to the Wadsworth Schools. There is still uncertainty regarding the Nexus gas pipeline as it relates to the property values associated with the pipeline and the timing of when the pipeline will hit the tax duplicate. Therefore, professionals are advising district to refrain from including new revenue from the pipeline in the Forecast. Therefore, the current forecast does not account for this new revenue source. The forecast will be updated once more information regarding the pipeline is known.

Real estate taxes account for 47.8% of our projected revenue (last year = 46.5%) in the general fund. Our assessed valuation is the core component of real estate taxes and an involved part of the State funding formula. Medina County experienced a reappraisal in 2013 and a triennial update in 2016. Wadsworth City Schools assessed valuation (AV) decreased 5% for 2013 (tax year 2014) because of the reappraisal. Total assessed valuation increased 2.3% for 2014 (tax year 2015), 1.6% for 2015 (tax year 2016) and 12.7% for 2016 (tax year 2017). However, due to HB 920, districts see very little additional (or loss of) revenue from a reappraisal or triennial update years. HB 920 rolls back the effective millage on voted levies, thus the District receives no additional or loss of revenue because of reappraisal on voted levies. However, the District will gain revenue on the inside millage and new construction.

Key components of line 1.010 of the Forecast are:

- 5.43% increase in FY 2018 (Fall 2016 vs. 2017 collections up a net of 8.4%
- Fiscal Years 2018-2021 have been adjusted from the May forecast to account for the increase in calendar year 2017 collections (spring and fall settlement).
- FY 2019 and 2022 account for a 1% increase in Property Taxes
- FY 2020 and 2021 account for a 2.5% increase in Property Taxes (reappraisal)

1.020 Tangible Personal Property Tax (TPP)

The 2009 Biennial Budget eliminated the Tangible Personal Property (TPP) tax on the business community and thus began phasing out a major source of local revenue to school districts throughout the State of Ohio. Beginning in FY 2012, the Wadsworth City Schools local TPP revenue had been eliminated. The District continued to receive TPP reimbursements from the State through FY 2016.

During the previous Biennial Budget, the phase out was suspended and the District received the same reimbursements for three straight years. The current Biennial Budget restarts the phase out of the TPP reimbursements. Wadsworth City Schools TPP reimbursements (Line 1.050) are outlined below:

FY 2015	$653,311
FY 2016	$ 57,556
FY 2017	$ 0.00
FY 2018	$ 0.00

1.035 Unrestricted Grants in Aid (State Aid)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
1.035 Unrestricted State Grants-in-Aid	18,902,460	18,902,460	18,993,824	19,085,645	19,177,925

The previous Biennial Budget (passed in the summer of 2015) changed the way we receive funding from the State. The major changes to the formula included the addition of capacity aid, a change in the formula "Caps" and the restart of the TPP phase out (referenced above). Wadsworth City Schools are not impacted by capacity aid and the District was no longer capped by the formula beginning in FY 2016. Due to the new biennial budget and the Districts decrease in enrollment Wadsworth CSD is now a guarantee District. Therefore, the Districts State Aide for FY 2018 is "guaranteed" to be the same as it was in FY 2017

The current funding formula does not change Unrestricted State Aid to Wadsworth in FY 2018, this was the first time in four years State Aid did not increase.

Key components of line 1.035 of the Forecast are:

- 0% increase in FY 2018
- 0% increase in FY 2019
- .5% increase in FY 2020 through 2022 (new biennium)

The Forecast assumes the Ohio Casino Tax will remain consistent at $233,116 in all five years. The law mandates the casinos will pay a 34% tax rate and 33% of the tax is to go to school districts in Ohio to be distributed on a per student basis. The law also implies that this money goes to education outside the funding formula and should not be part of the SFPR but is included on line 1.035.

- $1,165,580 in revenue projected over the life of the Forecast from the Ohio Casino tax.

1.040 Restricted State Grants in Aid

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
1.040 Restricted State Grants-in-Aid	517,775	492,775	492,775	492,775	492,775

There are two primary sources of revenue on this line: Career Tech (CT) weighted funds and Special Education Catastrophic Cost rebates. Every year, we are required to spend all of the money we received

in weighted CT funds or return it to the State (i.e. restricted to these programs). It is similar to having a grant within the general fund. Historically, other sources of revenue on this line include Lead School (CT) and Transportation. Again, this money is "restricted" because it must be spent in the specified areas.

- Two years ago, the District added additional Career Tech programs at the Middle School (WMS). These classes generate additional Restricted State Aid for the Career Tech programs in both years of the biennium.
- In years 2019-2022 the Forecast is not projecting an increase in restricted State Aid.

The second primary source of revenue is Catastrophic Cost reimbursements for Special Education students. Catastrophic Costs are reimbursements from ODE for qualifying special needs students the District provides services for above a certain price point depending on their disability. Catastrophic costs are difficult to project therefore are, projected at a conservative $90,000 in FY 2018 and $65,000 in the remaining years of the Forecast.

1.050 Homestead Exemption, 10% Rollback and Tangible Personal Property Reimbursement

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
1.050 Property Tax Allocation	2,508,075	2,508,075	2,508,075	2,508,075	2,508,075

Homestead Exemption: The 10% and 2.5% rollback of property taxes changed with the 2009/2010 Biennial Budget. The State increased the eligibility of seniors for this credit. In addition, HB 59 (2014-15) eliminated this reimbursement on future levies. All current levies will continue to receive this reimbursement.

- The Forecast projects a 0% increase in Homestead Exemption for each year.

Tangible Personal Property Reimbursements from the State are recorded on this line (1.050) of the Forecast. See discussion in section 1.020 TPP related to TPP reimbursements.

1.060 All Other Revenues (Local Income)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
1.060 All Other Revenues	1,881,784	1,892,786	1,833,272	1,795,379	1,782,607

There are five primary revenue sources to All Other Revenues:

1. Tuition (open enrollment, special education, preschool and summer school)
2. Extracurricular activities assessment
3. Student paid fees and fines
4. Investment income
5. Medicaid reimbursements
6. Revenue sharing agreements with the City of Wadsworth related to Tax Abatements

- The activity assessment fee is projected to be stable over the life of the Forecast. There are currently no plans to increase or eliminate the activity assessment fee.

- Fines and other fees are projected to remain consistent over the life of the Forecast with no plan to increase fees.

- Investment income is projected to remain consistent the first few years and then drop of as fund balances decrease affecting cash flow and funds available for investing.

- Medicaid reimbursements are projected to remain consistent.

    - The District chose to contract with a different Medicaid billing vendor for the 2016-17 school year. This along with the change in the law requiring a Doctor to write the prescriptions to bill for Medicaid services. These may account for some changes in the revenue generated.

2.050 Advances – In

- Advances In reflected on line 2.050 are a result of the advances to 004 LFI Construction Fund in FY 2017. These advances are needed until the OFCC releases the money in the 010 fund to cover these deficits. The advance in directly impacts total revenue and line 6.010 excess revenue and other financing sources. It appears on line 6.010 the District is bringing in 4.37M more in revenue than expenditures. However, when you remove the Advance In, the net change is only $390,000. It is important to account for the Advance In when analyzing FY 2018 in the attached Forecast.

2.060 Other Financing Sources

- Other Sources includes Sale of District Assets and refunds of Prior Year Expenditures. The District already received a BWC rebate of $55,665 in FY 2018 and itis included in the projection. We are not projecting significant revenue sources in future years of the forecast.
- Medina County Auditor Mike Kovack is projecting to distribute a refund of Auditor Fees collected in calendar year 2018. The amount and timing of the refund is unknown and therefore not included in the forecast.

Revenue Summary

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
2.080 *Total Revenues*	49,671,711	49,854,951	46,538,073	47,157,054	47,468,234

Decrease in revenue due to "Advance"

HB 49 results in an increase in revenue for FY 2018 for the fifth time since FY 2009. The District is not planning a new operating levy in the near future and projects State Aid to remain relatively consistent after FY 2018.

Major revenue issues affecting the Forecast:

- State Aid, the current Biennial Budget – "Guarantee District".
- Phase out of the Tangible Personal Property Tax reimbursements
- Local property tax increase of 5.34% due to slight increase in A.V., new construction and delinquent tax payments
- Advance In

General Fund Expenditures

3.010 Salaries and Wages

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
3.010 Personnel Services	26,011,511	27,720,204	29,007,418	30,318,236	31,773,511

Salaries and wages projected to **increase** 6.2% over FY 2017 expenses (as compared to a 4.7% increase for the same period last year). The District added three positions this year to address special education and technology. The complete analysis of the Districts teaching staff is outlined below.

Beginning in FY 2017 (last year), the District contracted with Renhill and the Summit County ESC for substitute teacher services. Therefore, our substitute services moved from the Salaries (line 3.010) to the Purchased Services (line 3.030) of the Forecast.

- The District and the Wadsworth Education Association (WEA) are in the first year of a three-year contract that continues through June 30, 2020. The Agreement includes step increases for eligible employees and a base increase in each year of the contract. In addition, employees pay 9% of the cost for health care insurance in the first year and increases 1% each year after.

- The District and the Wadsworth Education Support Personnel Association (WESPA) are in the first year of a three-year contract that continues through June 30, 2020. The WESPA Agreement includes step increases for eligible employees and a base increase in each year of the contract. In addition, employees will pay 6% / 9% (Family / Single) of the cost for health care insurance.

- The 2017-18 salaries and benefits are projected to be 78.8% of general funds expenditures (compared to 79.1% last year).

- The Districts 2017-18 teaching staff consists of 254 full-time (248) last year) and 10 part-time (14 last year) professionals. We have 13 licensed professionals working as tutors in the District (10 tutors are funded with grant money and are not part of this Forecast), 20 Licensed Administrators and 16 Exempt Supervisors.

- The Forecast accounts for the following staffing changes:

    - **2017-18**
        - WHS:
            - Reduce Medical Assisting Teacher (-.5 FTE)
            - One new Career Tech Technology Teacher (+1 FTE)
        - WMS:

- One new Intervention Specialist (+1 FTE)

- Elementary:
  - One new CIS Technology Teacher (+1 FTE)
- Speech:
  - Increase Speech teacher from .5 FTE to .8 FTE (+.3 FTE)

- **2018-19**
  - WHS
    - Two new Intervention Specialists (+2 FTE)
  - WMS
    - New Part Time Health (.5 FTE)
  - Elementary
    - Two new Intervention Specialists (+2 FTE)
    - New Part Time Preschool Teacher (.5 FTE)
  - Speech:
    - New Part Time Speech teacher (+.5 FTE)

  - In addition 1 FTE at the elementary lever moved to the general fund from Title IIA

- **FY 2020, 2021 and 2021:**
  - A small allowance for staffing additions planned in the last three years of the Forecast, as well as step increases and an allowance for base salary increases.

3.020 Employee Retirement / Insurance Benefits

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
3.020 Employees' Retirement/Insurance Benefits	9,575,968	10,481,860	11,185,775	12,000,600	12,933,801

The largest expense outside of salaries and wages is the Board's share of healthcare benefit premiums. In FY 2011, the District began participating in the Summit Regional Healthcare Consortium (SRHCC) to pool administrative fees with Barberton, Copley-Fairlawn, Norton and Revere Schools. Beginning in FY 2015, Cuyahoga Falls joined of the SRHCC. In addition, the SRHCC continues to maximize resources and implement best practices related to healthcare and wellness. The Consortium works with Be-Well Solutions to provide wellness support to all six districts in order to encourage employees to make healthy lifestyle changes. Employees enrolled in the District's healthcare plan are encouraged to participate in the annual biometric screenings, health risk assessment, as well as the many Grizzly Challenge Wellness programs offered throughout the year. Non-union and WESPA employees are rewarded with a credit to an HRA card based on positive results on their biometric screening.

The Board of Education and members of both the teachers (WEA) and support staff (WESPA) unions agreed to a new three-year contract that began July 1, 2017. The new contract increases employee deductibles and out of pocket expenses by 100% resulting in a projected savings of $150,000 annually.

Therefore, due to the plan design changes and the Districts' membership in the SRHCC, the health insurance rates for the 2017-18 school year increased a minor 2.33%. In addition, members of the WEA will pay an additional 1% of the premium in the second year of the contract and an additional 1% (total of 2%) in the third year of the contract. These insurance changes are reflected in the Forecast and Assumptions below:

- Healthcare premiums are projected to increase 2.3% in FY 2018.
- The healthcare renewal with the SRHCC was 4.85% for FY 2019. However, due to the staffing increases the total cost for healthcare is projected to increase 11% for FY 2019.
- Premiums are projected to increase 8% (net 7% - WEA's additional 1% contribution) in FY 2020.
- Healthcare premiums are projected to increase 9% in FY 2021 and FY 2022.
- In addition, there is an allowance in each year for two additional healthcare positions
- The Forecast accounts for additional staffing outlined above related to health care assuming each new staff elects a family plan.
- There is a $40,000 allowance for changes in health care plans (single to family) during the 2017-18 school year.
- The Forecast also accounts for costs associated with the Affordable Care Act (A.C.A.). the District pays fees (taxes) associated with the ACA as well as covering employees that work more than 30 hours that would not otherwise have insurance under the collectively bargained WEA and WESPA contracts.

- Language in the WEA contract requires retirees age 55 or older to contribute 100% of their severance payment to a 403(b) annuity as an employer contribution. Employer contributions to a 403(b) are considered a fringe benefit. Therefore, 85% of the certified severance is now paid from of benefits (line 3.020), instead of salaries and wages (line 3.010).

Currently, by State law, the Board contributes 14% of the salaries and wages to two retirement systems. Members of STRS are required to pay 14% of their earnings to the retirement system. The Board pays 10% of the Administrators' 14% employee share of STRS (10% of their salary). In addition, the Board pays a surcharge to SERS for all support staff employees whose annual income is less than $35,800. That is, for any employee making less than $35,800 annually, the District must pay the 14% on $35,800 and not what they actually earn. SERS does have a cap of 2% percent of total SERS wages to be paid to the surcharge. We are above the cap. Therefore, we pay 16% of our total SERS payroll to the retirement system. A large percentage of the surcharge is paid by the Food Service Fund (006), which is not part of this Forecast. All but one employee in the Food Service Department earns less than $35,800.

The other two items that make up our employee benefits are Medicare Tax and Workers' Compensation. Our District pays 1.45% Medicare tax on all employees hired after 1986.

3.030 Purchased Services

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
3.030 Purchased Services	6,507,973	6,756,355	6,974,701	7,195,982	7,430,512

This category covers all our contracted services including tuition to other schools, legal services, copier leases, property/fleet insurance, gifted services from the Medina County ESC, special education services (such as occupational and physical therapy) and the School Resource Officer in collaboration with the City of Wadsworth. In addition, it also covers professional development, utilities, contracted services as well as College Credit Plus (CCP) tuition for high school students.

FY 2018:

- The projection increases Purchased Services 3.6% in FY 2018.
- Includes tuition paid to community and charter schools. The Grizzly Digital Academy is helping to offset some students leaving our District for alternate educational choices.
- Tuition (open enrollment, community schools and CCP) and utilities (natural gas, electric, water and sewer) account for over 50% of this category.
- Tuition costs related to "Evolve" and "LEAP" for special needs students have been reduced due to the addition special education staffing at WMS (FY 18) and CIS (FY 17).
- Teacher substitute expenses for the second year are included in Purchased Services because we now contract substitute services with the Summit County ESC / Renhill. See note in the Salaries section as the offset.

FY 2019:

- The projection increases Purchased Services 3.9% in FY 2019.
- The forecast accounts for an additional School Resource Officer (SRO) for the 2018-19 school year. The District anticipates working with the City of Wadsworth to secure a second SRO.
- An average 3 – 4% increase in Purchased Services in the later years of the Forecast.
-

FY 2020 – 2022

- An average 3 – 4% increase in Purchased Services in the later years of the Forecast.

3.040 Supplies and Materials (500)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
3.040 Supplies and Materials	1,947,595	1,966,177	2,013,168	2,062,928	2,114,527

Supplies and materials in FY 2018 are projected to be substantially higher in FY 2018 for the following reasons:

- Textbooks:

- Last year adoption was small ($271,000) compared to a normal adoption of $500,000. See textbook adoption cycle below.
- College Credit Plus Textbooks costs continue to grow.
- Replacement textbooks.

- The District reduced Directors' and Principals' budgets multiple times (by over 75%) from 2010-2012. Many budgets continue to be funded at this same level. Directors' budgets were adjusted for the 2017-18 school year.

- Bus fuel is included in supplies and can be very difficult to project. Bus fuel accounts for 12.8% of the Supplies Category. Fuel costs have been down the past few years. If fuel costs rise, a budget adjustment may be needed.

- Weighted Career Tech (CT) funds from the State account for a portion of the expenses. We are required to spend CT money on CT programs within the school year (see discussion under Restricted Revenue above).

The District plans the following curriculum cycle and related textbook adoption. The up and down in the Forecast for supplies is primarily related to textbook purchases. The Forecast does allow for a textbook adoption in each year.

Text Book Adoption Cycle

Fiscal Year	Subject	Grade Level	First Year of Use	Projected Cost
2015	Math (except AP Stats)	K-12	2015-16	$500,000
2016	English/Lang. Arts	K-6	2016-17	$250,000
2017	World Language Fine Arts Business AP Stats Health	9-12 K-12 9-12 11-12 7-12	2017-18	$175,000 $150,000 $150,000 $15,000 $20,000
2018	Science	K-12	2018-19	$500,000
2019	Social Studies	K-12	2019-20	$500,000
2020	English/Lang. Arts	K-12	2020-2021	$500,000
2021	Math	K-12	2021-2022	$500,000
2022	Intervention	K-12	2022-2023	*$250,000
2023	World Language Fine Arts Business	9-12 K-12 9-12	2023-24	$175,000 $150,000 $150,000

	AP Stats Health	11-12 7-12		$15,000 $20,000
2024	Science	K-12	2024-2025	$550,000
2025	Social Studies	K-12	2025-2026	$500,000

An additional $100,000 per year is projected for College Credit Plus textbooks and textbook replacement and/or additions.

3.050 Capital Outlay (600 & 700)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
3.050 Capital Outlay	681,815	709,913	737,905	767,200	797,860

The General Fund and the Sales Tax Fund support capital needs in the District. The majority of the sales tax proceeds go to pay debt service related to the construction of the new Valley View and Isham Elementary Schools, as well as the 1/2 mill maintenance levy requirement of the OFCC. This amounts to $1,464,000 annually from the Sales Tax Fund. Because of the commitments of the sales tax to the construction project, the District will continue to support capital improvements to buildings, technology and buses from the General Fund.

- The Forecast allows for the purchase of two new school buses per year.
- Thirty-seven percent (36%) of the projected capital expenditures for FY 2018 are technology related.
- The District has developed a five-year technology and facilities plan. The expenses associated with these plans are NOT included in this Forecast. These expenses will come from the Sales Tax Fund or the Construction Fund when the funds are released by the OFCC.
- The District has allocated a total of $681,815 for capital improvement for the 2017-18 school year.
- Future years of the Forecast allow for an average 4% per year increase.
- If any major capital improvements funded by the general fund are needed it would adversely affect the Forecast. In addition, there are reserves in the Sales Tax fund to assist with any unplanned capital needs.

4.050 / 4.060 HB 264 Principal and Interest

The final payment on the debt service requirement related to the Central Intermediate School HB 264 program was made in FY 2015. There are currently no general fund debt issues.

4.300 Other Objects (Miscellaneous)

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
4.300 Other Objects	468,297	452,962	486,028	499,506	513,412

This area covers County Auditor and Treasurer Fees, election expenses, liability insurance and membership dues for the Board. County fees charged by the County Auditor and Treasurer are the primary expense (74%) in this category. In addition, election expenses (projected in FY 18) are included in "other objects".

7.020 Ending Cash Balance

	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022
7.020 *Cash Balance June 30*	14,032,859	15,631,340	111,644,419	5,837,021	2,378,367-

The District projects a balanced budget for FY 2018. In addition, the Forecast projects a positive cash balance through FY 2021. As time progresses and circumstances change, the forecasted assumptions will change the ending cash balance will fluctuate.

Fund # Fund Description Begin Balance	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	1,951,778.12	45,103,893.84	3,691,846.65	37,133,778.60	21,551,182.00	2,656,962.77	18,894,219.23	
001 9001 GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT								
20,240.63	4,574.45	39,184.31	3,986.36	11,986.36	47,438.58	6,750.00	40,688.58	
TOTAL FOR Fund 001 - GENERAL:								
13,601,307.39	1,956,352.57	45,143,078.15	3,695,833.01	37,145,764.96	21,598,620.58	2,663,712.77	18,934,907.81	
002 0000 BOND RETIREMENT SERIES 98,99,00 ISSUES								
2,594,271.58	17,933.31	2,415,590.32	22,623.38	2,126,783.62	2,883,078.28	0.00	2,883,078.28	
002 9300 BOND RETIRE LIBRARY 2001								
419,935.14	2,803.92	434,591.43	2,619.76	369,338.79	485,187.78	0.00	485,187.78	
002 9400 BOND RETIRE: 2008 BONDS ($65,650,000)								
1,945,883.11	33,058.12	18,048,661.72	30,913.21	16,926,038.23	3,068,506.60	0.00	3,068,506.60	
TOTAL FOR Fund 002 - BOND RETIREMENT:								
4,960,089.83	53,795.35	20,898,843.47	56,156.35	19,422,160.64	6,436,772.66	0.00	6,436,772.66	
003 900C COMMUNITY CENTER ENTERPRISE FUND								
117,946.71	0.00	37,345.59	0.00	0.00	155,292.30	1,000.00	154,292.30	
003 900S SUMMA HOSPITAL ENTERPRISE FUND								
39,650.22	0.00	7,149.40	0.00	8,452.00	38,347.62	0.00	38,347.62	
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:								
157,596.93	0.00	44,494.99	0.00	8,452.00	193,639.92	1,000.00	192,639.92	
004 0000 CONSTRUCTION FUND								
685,316.39-	0.00	0.00	80.22	1,358,981.68	2,044,298.07-	195,458.11	2,239,756.18-	
004 900C BUILDING FUND: CITY OF WADS. COMM. CENTER								
2,110,197.91	0.00	0.00	0.00	3,805,489.55	1,695,291.64-	169,476.72	1,864,768.36-	
TOTAL FOR Fund 004 - BUILDING:								
1,424,881.52	0.00	0.00	80.22	5,164,471.23	3,739,589.71-	364,934.83	4,104,524.54-	
006 0000 FOOD SERVICES								
900,763.39	71,664.30	653,168.66	78,715.69	643,840.49	910,091.56	205,801.62	704,289.94	
006 9001 FOOD SERVICE FEDERAL AWARD:								
0.00	0.00	237,778.46	29,801.16	378,739.31	140,960.85-	0.00	140,960.85-	
TOTAL FOR Fund 006 - FOOD SERVICE:								
900,763.39	71,664.30	890,947.12	108,516.85	1,022,579.80	769,130.71	205,801.62	563,329.09	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
009 0000 UNIFORM SCHOOL SUPPLIES FUND	16,404.68	589.70	60,346.00	1,735.20	10,117.21	66,633.47	63,595.22	3,038.25	
TOTAL FOR Fund 009 - UNIFORM SCHOOL SUPPLIES:	16,404.68	589.70	60,346.00	1,735.20	10,117.21	66,633.47	63,595.22	3,038.25	
010 900L OSFC LOCAL SHARE	6,258,328.37	0.00	0.00	0.00	25,788.34	6,232,540.03	79,970.22	6,152,569.81	
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	0.00	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	0.00	137,125.68	5,367,607.39	177,700.36	5,189,907.03	
011 0000 VOCATIONAL EDUCATION CUSTOMER SERVICE FUND	118,835.23	1,893.40	21,276.96	4,584.96	24,306.45	115,805.74	16,399.61	99,406.13	
TOTAL FOR Fund 011 - ROTARY-SPECIAL SERVICES:	118,835.23	1,893.40	21,276.96	4,584.96	24,306.45	115,805.74	16,399.61	99,406.13	
013 900C COMMUNITY CENTER/WHS OPERATING FUND	16,505.49	0.00	40,131.02	0.00	31,173.82	25,462.69	19,438.00	6,024.69	
TOTAL FOR Fund 013 - RECREATION:	16,505.49	0.00	40,131.02	0.00	31,173.82	25,462.69	19,438.00	6,024.69	
014 0000 FOUR CITIES CAREER TECH COMPACT FUND	62,706.08	0.00	159,997.10	18,055.65	233,167.05	10,463.87-	14,064.98	24,528.85-	
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	196,975.20	18,055.65	233,167.05	10,463.85-	14,064.98	24,528.83-	
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	322.68	0.00	125.69	4,642.32	52.85	4,589.47	
018 974B DISTRICT SPIRIT COMMITTEE FUND	5,952.50	0.00	116.00	0.00	0.00	6,068.50	5,175.00	893.50	

Fund # Fund Description Begin Balance	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	93.00	16,395.83	1,660.51	21,100.06	13,442.51	11,225.41	2,217.10	
018 974T TRANSPORTATION 018 ACCOUNT								
632.59	61.14	679.10	0.00	65.50	1,246.19	375.50	870.69	
018 975F FRANKLIN SCHOOL PRINCIPAL'S FUND								
4,591.65	2,040.26	21,824.96	315.41	11,521.41	14,895.20	15,458.34	563.14-	
018 976I ISHAM SCHOOL PRINCIPAL'S FUND								
4,974.61-	3,397.75	23,457.91	1,654.00	13,396.03	5,087.27	5,545.53	458.26-	
018 977L LINCOLN SCHOOL PRINCIPAL'S FUND								
9,507.41	2,375.01	11,739.94	1,347.45	10,663.63	10,583.72	6,045.98	4,537.74	
018 978O OVERLOOK SCHOOL PRINCIPAL'S FUND								
7,838.10	46.25	19,563.51	990.36	18,982.74	8,418.87	2,948.07	5,470.80	
018 979V VALLEY VIEW PRINCIPAL'S FUND								
7,351.71	1,186.95	5,311.09	380.60	4,654.68	8,008.12	1,984.03	6,024.09	
018 980D WMS: DOLLARS FOR DENIM PAY IT FORWARD								
490.32	0.00	820.00	0.00	727.36	582.96	300.00	282.96	
018 980M WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND								
4,399.96	500.00	12,960.16	1,420.20	12,835.74	4,524.38	6,551.84	2,027.46-	
018 981D WHS: DOLLARS FOR DENIM PAY IT FORWARD								
1,465.04	545.00	2,279.00	0.00	500.00	3,244.04	0.00	3,244.04	
018 981H HIGH SCHOOL PRINCIPAL'S FUND								
2,891.92	642.00	22,477.76	814.34	24,662.12	707.56	8,679.27	7,971.71-	
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:								
62,740.97	10,887.36	137,947.94	8,582.87	119,234.96	81,453.95	64,341.82	17,112.13	
019 9017 TECH PREP: NURSING - EQUIPMENT								
249.60	0.00	0.00	0.00	249.60	0.00	250.00	250.00-	
019 9024 TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING								
1,213.25	0.00	0.00	0.00	35.74	1,177.51	0.00	1,177.51	
019 9101 MHJ GRANT:C. JOHNSON READING STRATEGIES THAT								
349.22	0.00	0.00	0.00	0.00	349.22	0.00	349.22	
019 9106 LUKE ENG GRANT: MAKERS SPACE V.V.								
0.00	0.00	6,000.00	1,053.54	2,683.41	3,316.59	2,256.05	1,060.54	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9107 MHJ GRANT: STEM CAMP								
7,980.67-	0.00	33,112.95	0.00	25,377.28	245.00-	0.00	245.00-	
019 9108 STEM CAMP LOCAL GRANTS / DONATIONS								
22,874.48	0.00	5,170.00	0.00	28,044.48	0.00	0.00	0.00	
019 9109 ALCOA STEM CLUB GRANT FY2017								
4,517.10	0.00	0.00	0.00	4,517.10	0.00	0.00	0.00	
019 9114 BELIEVE IN OHIO GRANT WHS (FY2016)								
858.71	0.00	100.00	0.00	322.59	636.12	183.65	452.47	
019 9131 DEPARTMENT OF NATURAL RESOURCE - GRANT								
500.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	
019 917M MCDAC GRANT FY 2017								
6,512.41	0.00	0.00	0.00	6,512.41	0.00	0.00	0.00	
019 918M MCDAC FY 2018 GRANT								
0.00	19,530.25	78,121.00	6,551.37	61,778.24	16,342.76	545.88	15,796.88	
019 9202 SPECIAL ED WORKFORCE: SCHROCK FY 2012								
1,810.68	0.00	0.00	0.00	0.00	1,810.68	0.00	1,810.68	
019 9308 ISHAM WEATHER CLINICAL RESEARCH GRANT								
1,336.17	0.00	0.00	0.00	375.88	960.29	124.12	836.17	
019 9404 TECH PREP: NETWORKING TECHNOLOGY								
2,835.34	0.00	0.00	0.00	0.00	2,835.34	0.00	2,835.34	
019 9407 TECH PREP: ATHLETIC, HEALTH CARE GRANT								
5,653.10	0.00	0.00	0.00	0.00	5,653.10	0.00	5,653.10	
019 9501 WMS PRINCIPALS GROUP: JACKSON								
1,585.06	0.00	1,275.00	294.36	678.99	2,181.07	1,795.96	385.11	
019 9604 TECH PREP: FY06 AUTOMOTIVE TECH PREP								
2,435.00	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								
1,170.45	0.00	0.00	0.00	42.77	1,127.68	0.00	1,127.68	
019 9803 TECH PREP: MARKETING - BARBERTON								
4,000.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	
019 9804 WMS: CARE TEAM AFTER SCHOOL PROGRAM								
141.12-	0.00	8,000.00	0.00	4,735.00	3,123.88	3,265.00	141.12-	

Fund # Fund Description	Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
019 9806 TECH PREP: FY08 MARKETING WADSWORTH	1,004.49	0.00	0.00	0.00	0.00	1,004.49	0.00	1,004.49	
019 9901 TECH PREP: FY09 J VANKIRK COMPUTER TRAINING	383.08	0.00	0.00	0.00	0.00	383.08	0.00	383.08	
019 9905 LOWES GRANT--VALLEY VIEW	268.81	0.00	0.00	0.00	267.97	0.84	0.00	0.84	
TOTAL FOR Fund 019 - OTHER GRANT:	51,435.16	19,530.25	131,778.95	7,899.27	135,621.46	47,592.65	8,420.66	39,171.99	
020 0000 BEAR CUB ACADEMY	95,206.82	11,928.99	186,355.96	18,493.03	226,207.54	55,355.24	16,397.60	38,957.64	
TOTAL FOR Fund 020 - SPECIAL ENTERPRISE FUND:	95,206.82	11,928.99	186,355.96	18,493.03	226,207.54	55,355.24	16,397.60	38,957.64	
022 901H JOHN AUL MEMORIAL	61.99	0.00	0.00	0.00	0.00	61.99	0.00	61.99	
022 9090 L & J FUND ORIGINAL CONTRIBUTIONS	5,760.47	75.00	8,566.43	0.00	3,536.62	10,790.28	700.00	10,090.28	
022 9091 L & J FUND: FIELD TRIP FUND	8,474.91	0.00	10,000.00	0.00	10,208.74	8,266.17	2,216.43	6,049.74	
022 9512 OHSAA TOURNAMENT: BOYS BASKETBALL	79.41	0.00	1,547.00	0.00	1,491.90	134.51	10.00	124.51	
022 9513 OHSAA TOURNAMENT: BOYS SOCCER	146.65-	0.00	7,393.00	0.00	5,711.21	1,535.14	20.00	1,515.14	
022 9516 OHSAA TOURNAMENT: FOOTBALL	0.00	0.00	27,091.00	0.00	1,704.93	25,386.07	0.00	25,386.07	
022 9528 OHSAA TOURNAMENT: WRESTLING	699.53	1,133.85	8,291.85	0.00	7,932.77	1,058.61	1,004.00	54.61	
022 9532 OHSAA TOURNAMENT: GIRLS BASKETBALL	92.38	0.00	0.00	0.00	1,140.44	1,048.06-	10.00	1,058.06-	
022 9533 OHSAA TOURNAMENT: GIRLS SOCCER	656.98	0.00	5,623.00	0.00	31,017.52	24,737.54-	2,997.20	27,734.74-	
022 9536 OHSAA TOURNAMENT: GIRLS LACROSSE	45.36	0.00	0.00	0.00	0.00	45.36	0.00	45.36	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
TOTAL FOR Fund 022 - DISTRICT AGENCY:								
15,724.38	1,208.85	68,512.28	0.00	62,744.13	21,492.53	6,957.63	14,534.90	
024 0000 WCSD EMPLOYEE BENEFITS INSURANCE FUND								
80,744.10	16,815.84	153,598.95	7,537.04	184,617.93	49,725.12	69,949.06	20,223.94-	
TOTAL FOR Fund 024 - EMPLOYEE BENEFITS SELF INS.:								
80,744.10	16,815.84	153,598.95	7,537.04	184,617.93	49,725.12	69,949.06	20,223.94-	
029 0000 FRANK H. CLOSE SCHOLARSHIP FUND								
182.60	0.00	0.00	0.00	0.00	182.60	0.00	182.60	
029 9001 BERNADINE H. KOVALCHIN SCHOLARSHIP FUND								
41,529.14	0.00	0.00	1,500.00	4,500.00	37,029.14	1,500.00	35,529.14	
029 9002 MARK SCHERBA MEMORIAL SCHOLARSHIP								
1.66	0.00	0.00	0.00	0.00	1.66	0.00	1.66	
029 9005 KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP								
2,784.59	0.00	2,000.00	0.00	630.00	4,154.59	2,122.00	2,032.59	
029 9006 MACKEY SCHOLARSHIP								
23,057.60	0.00	0.00	0.00	0.00	23,057.60	0.00	23,057.60	
029 9007 DANIEL VAN AUKEN SCHOLARSHIP FUND								
25,568.11	0.00	0.00	136.00-	1,153.64	24,414.47	571.99	23,842.48	
029 9008 DAVID SLADKY SCHOLARSHIP FUND								
10,453.35	0.00	0.00	0.00	0.00	10,453.35	0.00	10,453.35	
029 9009 GEORGE ZITO SCHOLARSHIP								
0.00	0.00	2,355.00	0.00	0.00	2,355.00	0.00	2,355.00	
TOTAL FOR Fund 029 - EDUCATION FOUNDATION FUND:								
103,577.05	0.00	4,355.00	1,364.00	6,283.64	101,648.41	4,193.99	97,454.42	
034 0000 CLASSROOM FACILITIES MAINTENANCE FUND								
1,991,458.41	0.00	0.00	0.00	170,521.80	1,820,936.61	0.00	1,820,936.61	
TOTAL FOR Fund 034 - CLASSROOM FACILITIES MAINT.:								
1,991,458.41	0.00	0.00	0.00	170,521.80	1,820,936.61	0.00	1,820,936.61	
071 0000 SALES TAX: PERM. IMPROVEMENTS FUND								
1,753,787.12	568,480.44	2,228,461.03	0.00	1,036,864.66	2,945,383.49	0.00	2,945,383.49	
TOTAL FOR Fund 071 - CAPITAL GRANTS:								
1,753,787.12	568,480.44	2,228,461.03	0.00	1,036,864.66	2,945,383.49	0.00	2,945,383.49	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
200 907H WEB PROGRAMMING AND DESIGN								
2,289.68	0.00	0.00	124.77	2,383.85	94.17-	804.97	899.14-	
200 908H ROTARY INTER-ACT: YOUTH ROTARY CLUB								
70.99	0.00	0.00	0.00	0.00	70.99	0.00	70.99	
200 909H CADD STUDENT ACTIVTY ACCOUNT								
1.00	0.00	888.00	287.50	287.50	601.50	0.00	601.50	
200 910W CLASS OF 2010								
215.44	0.00	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	0.00	20.00	0.00	20.00	
200 912W CLASS OF 2012								
20.00	0.00	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	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	0.00	192.38-	0.00	192.38-	
200 914M TAGG - WADSWORTH MIDDLE SCHOOL								
1,355.81	0.00	0.00	0.00	251.88	1,103.93	0.00	1,103.93	
200 914W CLASS OF 2014:								
122.04	0.00	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	0.00	198.07	0.00	198.07	
200 916H LATIN CLUB								
2.60	0.00	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	0.00	1,368.72-	0.00	1,368.72-	
200 917H H.S. SCIENCE CLUB								
309.68	0.00	0.00	0.00	0.00	309.68	0.00	309.68	
200 917W CLASS OF 2017								
1,909.44	0.00	25.00	0.00	0.00	1,934.44	1,043.00	891.44	
200 918H ACADEMIC CHALLENGE								
1,809.47	0.00	0.00	0.00	871.00	938.47	0.00	938.47	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
200 918W CLASS OF 2018 1,058.16	1,065.00	7,403.00	0.00	1,500.00	6,961.16	25,551.00	18,589.84-
200 919H SPEECH AND DEBATE TEAM 3,401.52-	6,755.00	22,507.55	6,090.69	18,982.52	123.51	1,647.68	1,524.17-
200 919W CLASS OF 2019 1,449.40	10,050.00	10,080.10	700.00	700.00	10,829.50	7,620.00	3,209.50
200 920H N. H. S. 112.24-	0.00	1,200.25	0.00	703.30	384.71	828.50	443.79-
200 920W CLASS OF 2020 1,477.75	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 397.87	179.00	179.00	0.00	0.00	576.87	0.00	576.87
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 875.38	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	4,060.25	92.96	434.45	6,086.23	670.85	5,415.38
200 923W CLASS OF 2023 0.00	0.00	0.00	0.00	0.00	0.00	350.00	350.00-
200 924C CENTRAL INTERMEDIATE STUDENT COUNCIL 3,969.09	1,020.25	4,324.35	631.60	4,532.49	3,760.95	870.14	2,890.81
200 924H STUDENT COUNCIL 11,554.73	160.00	21,072.50	2,540.07	15,943.82	16,683.41	15,882.29	801.12
200 924I ISHAM STUDENT COUNCIL 680.99	0.00	0.00	0.00	0.00	680.99	152.96	528.03
200 924M WADSWORTH MIDDLE STUDENT COUNCIL 400.46	0.00	560.52	0.00	247.50	713.48	167.50	545.98
200 926H D. E. C. A. 272.35-	807.00	5,346.00	410.00	4,251.77	821.88	11,724.25	10,902.37-

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
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	96.93	798.93	0.00	1,106.74	187.72	0.00	187.72	
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	10,899.00	75.00	9,759.89	7,351.31	1,315.21	6,036.10	
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY: 38,352.22	20,133.18	89,344.45	10,952.59	61,956.71	65,739.96	68,738.43	2,998.47-	
300 0000 WHS ATHLETICS 29,190.12-	19,571.76	182,453.73	18,509.19	185,249.92	31,986.31-	35,188.72	67,175.03-	
300 900A WHS ATHLETICS: BENEFIT GAMES/COMM SERVICE 0.00	0.00	8,350.45	0.00	8,349.50	0.95	0.00	0.95	
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	1,892.00	53,630.21	4,549.25	55,057.87	457.84-	2,009.26	2,467.10-	
300 902H WHS JOURNALISM / BRUIN FUND 1,548.96	0.00	9,037.00	587.00	5,330.45	5,255.51	7,790.76	2,535.25-	
300 910H WHS DRAMA FUND 10,633.54	3,053.00	26,352.52	8,405.67	24,315.63	12,670.43	3,192.88	9,477.55	
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	2,140.00	0.00	516.00	2,306.87	0.00	2,306.87	
300 918H WHS MUSIC-VOCAL GENERAL CHOIR 2,165.25	430.00	53,118.18	5,622.99	45,400.10	9,883.33	14,944.99	5,061.66-	
300 918M WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT 3,506.14	190.00	50,949.00	172.49	44,197.88	10,257.26	20,129.47	9,872.21-	

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
300 918S WHS SHOW CHOIR							
420.57	0.00	2,573.70	3,993.28-	0.00	2,994.27	800.00	2,194.27
300 9511 ATHLETIC CAMPS: BASEBALL							
3,917.01	0.00	5,035.00	1,866.00	7,210.77	1,741.24	5,191.60	3,450.36-
300 9512 ATHLETIC CAMPS: BOYS BASKETBALL							
15,132.35	650.00	650.00	1,775.62	10,918.83	4,863.52	1,424.03	3,439.49
300 9513 ATHLETIC CAMPS: B SOCCER							
300.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
300 9516 ATHLETIC CAMPS: FOOTBALL							
23,605.85	29,642.38	62,564.37	130.00	50,093.07	36,077.15	17,308.52	18,768.63
300 9523 ATHLETIC CAMPS: CROSS COUNTRY							
1,025.65	0.00	0.00	0.00	0.00	1,025.65	0.00	1,025.65
300 9528 ATHLETIC CAMPS: WRESTLING							
698.14	1,000.00	1,879.00	770.00	4,131.34	1,554.20-	1,886.66	3,440.86-
300 9532 ATHLETIC CAMPS: GIRLS BASKETBALL							
21,590.73	2,235.00	9,866.00	81.47	13,483.82	17,972.91	2,206.41	15,766.50
300 9534 ATHLETIC CAMPS: SOFTBALL CAMP							
741.78	0.00	0.00	0.00	0.00	741.78	0.00	741.78
300 9535 ATHLETIC CAMPS: VOLLEYBALL							
6,993.23	0.00	0.00	0.00	2,675.94	4,317.29	475.00	3,842.29
300 9544 ATHLETIC CAMPS: GIRLS GOLF FUND							
995.00	0.00	0.00	0.00	0.00	995.00	0.00	995.00
300 9546 ATHLETIC CAMPS: GIRLS TENNIS							
2,866.43	510.00	1,060.00	316.00	1,489.50	2,436.93	346.00	2,090.93
300 9553 ATHLETIC CAMPS: CHERLEADING							
2,993.55-	0.00	8,466.83	0.00	3,455.85	2,017.43	580.90	1,436.53
300 9555 ATHLETIC CAMPS: WMS CHEER							
1,692.45	0.00	116.50-	0.00	223.13	1,352.82	0.00	1,352.82
300 988H WHS YEARBOOK/WHISPERER FUND							
22,262.94	0.00	4,095.00	26.65	6,479.90	19,878.04	12,895.61	6,982.43
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
148,909.21	59,174.14	482,104.49	38,819.05	468,579.50	162,434.20	126,370.81	36,063.39

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Fund Balance Code
401 9017 AUX SERVICES FY17: SACRED HEART							
19,279.65	0.00	0.00	0.00	19,279.65	0.00	0.00	0.00
401 9018 AUX SERVICES FY 2018 SACRED HEART							
0.00	0.00	221,619.13	30,961.35	182,198.53	39,420.60	38,718.04	702.56
TOTAL FOR Fund 401 - AUXILIARY SERVICES:							
19,279.65	0.00	221,619.13	30,961.35	201,478.18	39,420.60	38,718.04	702.56
432 9090 EMIS SUBSIDY OHIO DEPT OF EDUCATION							
0.00	0.00	0.00	0.00	285.00	285.00-	378.00	663.00-
TOTAL FOR Fund 432 - MANAGEMENT INFORMATION SYSTEM							
0.00	0.00	0.00	0.00	285.00	285.00-	378.00	663.00-
451 9018 ONE NET FY 2018							
0.00	0.00	14,400.00	0.00	0.00	14,400.00	0.00	14,400.00
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:							
0.00	0.00	14,400.00	0.00	0.00	14,400.00	0.00	14,400.00
499 9017 OHIO CAREER COUNSELING GRANT: FY2017							
42,085.00	0.00	320.23	0.00	13,945.00	28,460.23	3,754.78	24,705.45
TOTAL FOR Fund 499 - MISCELLANEOUS STATE GRANT FUN							
42,085.00	0.00	320.23	0.00	13,945.00	28,460.23	3,754.78	24,705.45
516 9017 IDEA-B FED GRANT FY 2017							
8,736.61	132,060.36	132,060.36	0.00	140,796.97	0.00	0.00	0.00
516 9018 IDEA-B FED GRANT FY 2018							
0.00	132,060.36-	281,260.80	69,871.72	620,651.74	339,390.94-	17,323.28	356,714.22-
TOTAL FOR Fund 516 - IDEA PART B GRANTS:							
8,736.61	0.00	413,321.16	69,871.72	761,448.71	339,390.94-	17,323.28	356,714.22-
524 9017 CARL PERKINS: FY 2017							
0.00	21,295.96	21,295.96	0.00	21,295.96	0.00	0.00	0.00
524 9018 CARL PERKINS FY 2018							
0.00	21,295.96-	0.00	13,653.59	99,149.76	99,149.76-	0.00	99,149.76-
TOTAL FOR Fund 524 - VOC ED: CARL D. PERKINS - 198							
0.00	0.00	21,295.96	13,653.59	120,445.72	99,149.76-	0.00	99,149.76-
572 9017 TITLE ONE FY 2017							
0.00	0.00	170,087.54	0.00	170,087.54	0.00	0.00	0.00

Fund # Fund Description Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
572 9018 TITLE I: FY 2018								
0.00	133,464.86	258,095.01	30,160.33	275,809.75	17,714.74-	0.00	17,714.74-	
TOTAL FOR Fund 572 - TITLE I DISADVANTAGED CHILDRE								
0.00	133,464.86	428,182.55	30,160.33	445,897.29	17,714.74-	0.00	17,714.74-	
590 9017 IMPRV. TEAC. QUALITY: FY 2017								
0.00	32,213.67	32,213.67	0.00	32,213.67	0.00	0.00	0.00	
590 9018 IMPRV. TEAC. QUALITY GRANT								
0.00	32,213.67-	29,723.40	6,984.30	64,645.05	34,921.65-	1,621.12	36,542.77-	
TOTAL FOR Fund 590 - IMPROVING TEACHER QUALITY:								
0.00	0.00	61,937.07	6,984.30	96,858.72	34,921.65-	1,621.12	36,542.77-	
GRAND TOTALS:								
31,138,882.23	2,925,919.23	71,939,628.06	4,130,241.38	67,312,309.79	35,766,200.50	3,953,812.61	31,812,387.89	

WADSWORTH CITY SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
APRIL 2018

General Fund
Budget to Actual Report

	FY 2018 Budget	FY 2018 Actual to Date	Variance	Variance %	Target %
Beginning Cash Balance	**$ 13,601,307**	**$ 13,601,307**			
Total Revenue	**$ 49,673,946**	**$ 45,143,078**	**$ (4,530,868)**	**90.9%**	83.3%
Expenditures:					
Salaries and Wages	$ 26,011,511	$ 21,825,656	$ (4,185,855)	83.9%	84.62%
Employee Fringe Benefits	$ 9,575,968	$ 7,966,158	$ (1,609,810)	83.2%	83.3%
Purchased Services	$ 6,507,973	$ 5,164,991	$ (1,342,982)	79.4%	83.3%
Supplies and Materials	$ 1,893,595	$ 1,168,153	$ (725,442)	61.7%	83.3%
Capital Outlay	$ 681,815	$ 571,402	$ (110,413)	83.8%	83.3%
HB 264 Payments	$ -	$ -	$ -		
Other	$ 468,297	$ 424,061	$ (44,236)	90.6%	83.3%
Transfers/ Advances out	$ 147,000	$ 25,343	$ (121,657)	17.2%	83.3%
Total Expenditures	**$ 45,286,159**	**$ 37,145,765**	**$ (8,140,394)**	**82.0%**	83.3%
Revenue over (under) Expenditures	**$ 4,387,787**	**$ 7,997,313**			
Ending Cash Balance	**$ 17,989,094**	**$ 21,598,620**			
Encumbrances		**$ 2,663,563**			87.91%
Available Unencumbered Balance		**$ 18,935,057**			

Financial Summary - All Funds

Cash Flow Summary:

Total Revenue Current Month All Funds	**$ 2,875,213.97**
Total Expenditures Current Month All Funds	**$ 4,130,241.38**
Total Month End Cash Balance	**$ 35,766,200.50**

Appropriation Summary:

Total Appropriations Current Year All Funds	**$ 81,138,132.68**
Prior Fiscal Year Carryover Encumbrances	**$ 2,993,081.95**
Total Available All Funds	**$ 84,131,214.63**
Fiscal Year To Date Expenses All Funds	**$ 67,312,309.79**
Fiscal Year To Date % expended All Funds	**80.0%**