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Monthly Financial Update

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION

WADSWORTH, OHIO

REGULAR STATED MEETING
MONDAY, DECEMBER 9, 2024, 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. December Students of the Month

Student	Grade	School
*Aniyah Lyons	04	Franklin Elementary School
Jillian Maag	04	Isham Elementary School
Skyler Bates	04	Lincoln Elementary School
Tyler Harsh	04	Overlook Elementary School
**Mya Latten	04	Valley View Elementary School
Everly Mollenshott	05	Central Intermediate School
Brycen Scott	08	Wadsworth Middle School
Carissa Napier	11	WHS Career-Technical
Olivia Smith	12	Wadsworth High School

*Aniyah Lyons will be recognized at the January Board of Education meeting.
**Marshelle Ornberg, Valley View Elementary School's Nov. Student of the Month, will also be recognized.

VI. Administrative Discussion Items, Presentations, and Updates

A. Discussion: Review Board of Education Policy 5136, Personal Communication Devices, Including Compliance With New Requirements Enacted Into Law Through Ohio House Bill 250

B. Request for Board of Education Special Meetings in January of 2025

VII. Public Participation

VIII. Administrative Items

A. Personnel Consent Items

1. Employments (Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education, with a license effective date of July 1, 2024, if he/she does not already have the said license and successfully meeting all other pre-employment requirements of the board.)

a) Non-teaching Employees

(1) Melinda Hershberger
(2) Juli Horvat, eff. 12/5/2024
(3) Veronica Thombs, eff. 12/9/2024
(4) Justin Vincell, eff. 12/9/2024

b) Classified Substitutes

(1) Christine Minard, eff. 11/20/2024

c) Supplemental Contracts

(1) Derek McCune, Asst. Wheelchair Basketball Coach, eff. 11/21/2024
(2) Michelle Neiser, Asst. Wrestling Coach (volunteer), eff. 12/3/2024
(3) Christian Rodriguez, Varsity Asst. Swim Coach, eff. 11/20/2024
(4) Samantha Voitko, Varsity Asst. Cheerleading Coach (volunteer), eff. 12/3/2024

d) Volunteers

(1) Jenny Brothers
(2) Nathan Brothers
(3) Lynette Francis
(4) Kimberly Hewit
(5) Stayce Lueders
(6) Katie Pavlich
(7) Tyler Shaffer
(8) Emily Smith
(9) Dawn Tonge

e) Charles Berg, Home Instructor, eff. 11/25/2024

B. Action Consent Items

1. Recommendation to accept the following donations:

    a) 200 Buehler's gift cards ($20 each) from Minutemen Ohio Comp
    b) $500 from Martin Waung and Anita Heyden-Waung
    c) Food donation, valued at $630, from Ben Erjavec and Blue Heron Restaurant
    d) $800 from Medina County Arts Council

2. Recommendation to approve a second reading and adoption of the following Board of Education bylaws and policies:

    a) Bylaw 0100, Definitions (revised)
    b) Bylaw 0142.1, Oath (revised)
    c) Bylaw 0151, Organizational Meeting (revised)
    d) Bylaw 0152, Officers (revised)
    e) Bylaw 0155, Committees (revised)
    f) Bylaw 0163, Residing Officer (revised)
    g) Bylaw 0164, Notice of Meetings (revised)
    h) Bylaw 0165, Board Meetings (new)
    i) Bylaw 0165.1, Regular Meetings (rescind)
    j) Bylaw 0165.2, Special Meetings (rescind)
    k) Bylaw 0166, Agendas (new)
    l) Bylaw 0167.2, Executive Session (renumbered)
    m) Bylaw 0167.7, Use of Personal Communication Devices (renumbered/revised)
    n) Bylaw 0173, Board Officers (rescind)
    o) Policy 1130, Conflict of Interest (revised)
    p) Policy 3113, Conflict of Interest (revised)
    q) Policy 4113, Conflict of Interest (revised)
    r) Policy 4120.08, Employment of Personnel for Co-Curricular/Extra-Curricular Activities (revised)
    s) Policy 4121, Criminal History Record Check (revised)
    t) Policy 5131, Student Transfers (revised)
    u) Policy 5136.01, Electronic Equipment (revised)
    v) Policy 5200, Attendance (Revised)
    w) Policy 5500, Student Conduct (revised)
    x) Policy 5512.01, Random Alcohol, Drug, and Nicotine Testing of Wadsworth City School District Students (revised)
    y) Policy 5780, Student/Parent Rights (revised)
    z) Policy 6110, Grant Funds (revised)
    aa) Policy 6111, Internal Controls (revised)
    bb) Policy 6112, Cash Management of Grants (revised)
    cc) Policy 6114, Cost Principles-Spending Federal Funds (revised)

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ee) Policy 6325, Procurement-Federal Grants/Funds (revised)
ff) Policy 6460, Vendor Relations (revised)
gg) Policy 6550, Travel Payment & Reimbursement/Relocation Costs (revised)
hh) Policy 7310, Procurement-Federal Grants/Funds (revised)
ii) Policy 7450, Property Inventory (revised)
jj) Policy 7530.01, Cellular Phone Allowance (revised)
kk) Policy 7530.02, Staff Use of Personal Communication Devices (revised)
ll) Policy 7540.03, Student Technology Acceptable Use and Safety (revised)
mm) Policy 7540.04, Staff Technology Acceptable Use and Safety (revised)
nn) Policy 8310, Public Records (revised)
oo) Policy 9160, Public Attendance at School Events (revised)

3. Recommendation to approve the memorandum of understanding between the Wadsworth Educational Support Personnel Association OEA/NEA and the Wadsworth City School District Board of Education

4. Recommendation to approve the memorandum of understanding between Wilkens Family Counseling, LLC and the Wadsworth City School District Board of Education

5. Recommendation to approve the Midstates Recreation Quotation and Terms and Conditions

6. Recommendation to approve the Agreement between Buehler's and the Wadsworth City School District Board of Education

7. Recommendation to approve the following Change Orders between Hammond Construction and the Wadsworth City School District Board of Education:

    a) Doors, Frames, and Hardware
    b) Orchestra Shell & Ceiling Hoist in Auditorium

8. Recommendation to approve the Maths Circle LTD General Conditions and the Wadsworth City School District Student Data Privacy Agreement for Technology Providers between Maths Circles LTD and the Wadsworth City School District Board of Education

9. Recommendation to approve a first reading of new Wadsworth City School District Policy 2265, Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology

10. Recommendation to approve the Educational Service Center of Northeast Ohio Cooperative Purchasing Consortium Rosetta Stone for Schools (Silver) Agreement between the Educational Service Center of Northeast Ohio and the Wadsworth City

School District Board of Education for the period of January 6, 2025 through December 31, 2025

11. Recommendation to approve the Wadsworth City School District Board of Education Independent Contractor Agreement for Non-STRS/SERS Covered Services between Nicole Regula and the Wadsworth City School District Board of Education for the period of November 25, 2024 through June 30, 2025

12. Recommendation to approve the following courses to be offered as options to students at Wadsworth High School, starting in the 2025-2026 school year:

    a) Home/Car Maintenance
    b) Sports in American History Since 1865
    c) Choir: Encore
    d) Choir: Rising Sound
    e) Choir: New Edition
    f) Choir: Royal Sensations
    g) Choir: Rhythm in Red

13. Recommendation to rename the Applied Algebra Course at Wadsworth High School as Algebra I, effective the 2024-2025 school year

14. Recommendation to approve the following revised 2024-2025 Student Handbooks:

    a) Wadsworth Middle School
    b) Wadsworth High School

15. Recommendation to approve the memorandum of understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education

IX. Items of the Treasurer

A. Action Items

1. Recommendation for the Wadsworth City School District Board of Education to renew its membership in the Ohio School Boards Association for calendar year 2025

2. Call for the 2025 organizational meeting of the Wadsworth City School District Board of Education to be held January ??, 2025, at 7:00 p.m. in the Wadsworth High School Performing Arts Center and to appoint Jill Stevens as president pro tem to open the meeting

3. Recommendation to accept the November 2024 financial reports as presented and subject to audit

X. Legislative Update

XI. Board Member Items

A. Ratification of Resignations

1. John Johnson, retirement, eff. 6/1/2025
2. Laura Nagy, retirement, eff. 7/1/2025

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 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, and E as listed above.

XIII. Adjournment

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings.

Upon request to the Superintendent, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity.

WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Stated Meeting
December 9, 2024

Agenda Detail Sheet

VIII. Administrative Items

A. Personnel Consent Items

1. Employments

a) Non-teaching Employees

(1) Melinda Hershberger: Ms. Hershberger is being recommended to fill the special education aide position at Lincoln Elementary School, a new position that is required due to the needs of a student as identified in the student's Individual Education Program.

(2) Juli Horvat: Ms. Horvat is being recommended to fill the classroom/ playground aide position at Franklin Elementary School that was left open when Ms. Tina Headrick resigned.

(3) Veronica Thombs: Ms. Thombs is being recommended to fill the clerk position at Sacred Heart School that was left open when Ms. Jerri Shultz accepted another position within the district.

(4) Justin Vincell: Mr. Vincell is being recommended to fill the custodian III position at Wadsworth High School that was left open when Mr. Greg Sonntag accepted another position within the district.

B. Action Consent Items

2. Board of Education Bylaws and Policies: With the exception to revisions to Board Policy 5512.01 (see below), the Board of Education bylaws and policies being recommended for a second reading and adoption were recommended by our policy provider, Neola, and align our bylaws and policies with current law and best practices.

The revision to Policy 5512.01, Random Alcohol, Drug, and Nicotine Testing of Wadsworth City School District Students, allows for an alternative approach to split sample testing if a result is being contested by the student and parent/guardian.

3. **WESPA MOU:** The memorandum of understanding between the Wadsworth Educational Support Personnel Association OEA/NEA and the Wadsworth City School District Board of Education being recommended for approval addresses the bidding and awarding of the transportation required for zero (0) period at Wadsworth High School for the remainder of the 2024-2025 school year.

4. **Wilkens Family Counseling, LLC MOU:** The memorandum of understanding between Wilkens Family Consulting, LLC and the Wadsworth City School District Board of Education being recommended for approval will allow Wilkens Family Consulting, LLC to provide behavioral health services during the school day to students whose parent/guardian(s) have given permission for the said services.

5. **Midstates Recreation Quotation and Terms and Conditions:** The Midstates Recreation Quotation and Terms and Conditions being recommended for approval will allow us to purchase and to have installed an inclusive playground at Valley View Elementary School. We recently received $300,000.00 in funding from the state of Ohio through House Bill 2, the capital budget, to be used towards the purchase and installation of an inclusive playground at Valley View Elementary School. Mrs. Haley Duerr, middle school assistant principal and past teacher at Valley View Elementary School, was instrumental in working with our local state representative, Ms. Sharon Ray, to get our playground project included in the capital budget bill. In addition to the funding from the state, Mrs. Duerr secured an additional $15,000.00 in grants to go towards the total cost of the project. Collins Excavating and Construction LLC has agreed to complete the excavation work for free. You can view the final renditions of the playground by clicking here. If approved, the playground will be installed in June of 2025.

6. **Buehler's Agreement:** The Agreement between Buehler's and the Wadsworth City School District Board of Education being recommended for approval will allow our high school bowling team to hold a 90-second shopping spree fundraiser at Buehler's.

7. **Hammond Construction Change Order:** The Change Orders between Hammond Construction and the Wadsworth City School District Board of Education being recommended for approval are for the new intermediate school building and are necessary due to the following resolution that the Board of Education approved on August 8, 2022:

   "*Recommendation to permit authorization of construction change orders for the intermediate school building project using the following parameters:*

   - *Up to $25,000.00 may be approved by the Assistant Superintendent*
   - *$25,000.01 to $50,000.00 may be approved by the Superintendent*
   - *$50,000.01 and up must be approved by the Board of Education*"

The first change order being recommended reflects changes to doors, frames, and hardware, as detailed in the supporting documents to this agenda.

The second change order being recommended reflects the addition of the orchestra shell and ceiling host in the auditorium. These items were bid as alternatives with the understanding that they would need to be added at some point during the construction process in order to make the auditorium fully functional.

8. **Maths Circle LTD General Conditions and the Wadsworth City School District Student Data Privacy Agreement for Technology Providers:** The Maths Circle LTD General Conditions and the Wadsworth City School District Student Data Privacy Agreement for Technology Providers between Maths Circles LTD and the Wadsworth City School District Board of Education being recommended for approval will allow schools in our district to purchase and use Maths Circle LTD programs.

9. **First Reading of New Policy:** The first reading of new Wadsworth City School District Policy 2265, Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements and Ideology, being recommended for approval is recommended by our policy provider, Neola, and is required to comply with the recent enactment of Ohio House Bill 214.

10. **ESC of NE Ohio Cooperative Purchasing Consortium Rosetta Stone for Schools (Silver) Agreement:** The Educational Service Center of Northeast Ohio Cooperative Purchasing Consortium Rosetta Stone for Schools (Silver) Agreement between the Educational Service Center of Northeast Ohio and the Wadsworth City School District Board of Education for the period of January 6, 2025 through December 31, 2025 being recommended for approval will allow the purchase of five (5) Rosetta Stone licenses to be used by students who require the program.

11. **Nicole Regula Independent Contractor Agreement:** The Independent Contractor Agreement for Non-STRS/SERS Covered Services between Nicole Regula and the Wadsworth City School District Board of Education for the period of November 25, 2024 through June 30, 2025 being recommended for approval is necessary due to the needs of students, as identified in their individual education programs (IEPs).

12. **WHS Course Offerings:** The option to include Home/Car Maintenance; Sports in American History Since 1865; Choir - Encore; Choir - Rising Sound; Choir - New Edition; Choir - Royal Sensations; and Choir - Rhythm in Red as course offerings at Wadsworth High School, starting in the 2025-2026 school year, is being recommended for approval to allow our high school to continue to expand learning opportunities for students.

13. **Applied Algebra Course Renaming:** The renaming of the Applied Algebra course at Wadsworth High School to Algebra I, effective for the 2024-2025 school year, being recommended for approval aligns the course name to more accurately reflect the content being taught in the course.

14. **Revised WMS and WHS 2024-2025 Student Handbooks:** The revised Wadsworth Middle School and Wadsworth High School 2024-2025 student handbooks being recommended for approval adds language that clarifies that if the league or sponsoring agency of the co-/extracurricular activity requires a minimum grade point average that is higher than the minimum grade point average established by the Wadsworth City School District Board of Education, as detailed in the Student Handbook, a student may not participate in contests of the co-/extracurricular activity if the league or sponsoring agency grade point average is not met. The change can be found on page forty-nine (49) of the Wadsworth High School Student Handbook and on page six (6) of the Wadsworth Middle School Student Handbook, both of which are found in the supporting documents to this agenda.

15. **WEA Memorandum of Understanding:** The memorandum of understanding between the Wadsworth Education Association and the Wadsworth City School District Board of Education being recommended for approval moves the retirement notification date to qualify for the severance enhancement for Association members from March 1 to May 1, 2025 due to a recent change in the ability to retire with unreduced benefits made by the State Teachers Retirement Board of Trustees.

RECORD OF PROCEEDINGS
WADSWORTH CITY BOARD OF EDUCATION

Minutes of Regular Meeting Date: November 18, 2024

The Wadsworth City Board of Education met in Regular Session on Monday, November 18, 2024, at 7:00 P.M at James R. McIlvaine Performing Arts Center, 625 Broad Street.

ROLL CALL

Present	**Batey, Gordon, Stevens, Beck, McComas**
Absent	
Administrators	**13**
Staff	**6**
Visitors	**63**
Liaison	**Connor Gaugler**

24-11-126 APPROVAL OF BOARD MINUTES

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

Regular Meeting October 14, 2024

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

STUDENT / STAFF RECOGNITION

A. November Students of the Month

Student	Grade	School
Deacon Pearson	4	Franklin Elementary
Brynn Villers	4	Isham Elementary
Arlo Sondles	4	Lincoln Elementary
River Hill	4	Overlook Elementary
Marshelle Ornberg	4	Valley View Elementary
Jaxson Jenkins	5	Grizzly Academy
Ian Burke	6	Central Intermediate
Kai Shepard	8	Middle School
Cayden Sponsler-Mason	12	Career-Technical
Claire Harig	12	High School

ADMINISTRATIVE DISCUSSION ITEMS, PRESENTATIONS AND UPDATES

A. Presentation by Doug Beeman, Treasurer: Five-Year Financial Forecast.

B. Presentation by Sara Kopacko, Student Well-Being/Mental Health Coordinator, representing the Whole Child Team: Summary of Themes in the WCS Employee Survey.

C. Discussion: Review Board of Education Policy 5136, Personal Communication Devices, Including Compliance With New Requirements Enacted Into Law Through Ohio House Bill 250.

D. Nutrition Standards

E. Special Education Rating

F. Varsity Boys Soccer Recognition

G. November 8, 2024 - Professional Development Day

H. Special Meeting with PTO Presidents on Wednesday, November 20, 2024.

PUBLIC PARTICIPATION

Regenia Spoerndle: She introduced herself as the local coordinator for foreign exchange students. She thanked the Board for supporting international foreign exchange students along with three students. The students expressed their support for cultural exchange programs. She stated that this is International Education Week.

Matthew Asente: He addressed the Board of Education regarding the Lifewise Academy and why he believes this is a violation of church and state. He called upon the Board to eliminate any part of this program that requires school assistance and removal from the school website.

ADMINISTRATIVE ITEMS

24-11-127 Upon the recommendation of Superintendent Hill, the motion was made by **Gordon**, seconded by **McComas**, to adopt the Personnel Consent Items. from the November 18, 2024, Regular Meeting, as presented:

A. PERSONNEL CONSENT ITEMS

1. Employments

(Recommendations are contingent upon each individual receiving his/her license from the Ohio Department of Education with a license effective date of July 1, 2024, if he/she does not already have the said license and successfully meeting all other pre-employment requirements of the Board.)

a) Non-Teaching Employees

Chrissy Minard	(eff. 11/04/2024)
Halle Sterrett	(eff. 10/29/2024)
Lura Watkins	(eff. 10/24/2024)
Michelle Wooley	(eff. 10/28/2024)
Ashlee Hamrick	
Renee Kozma	

b) Certified Substitutes

Victoria Albanese	(eff. 10/28/2024)
Karen Hamilton	(eff. 08/19/2024)
Marta Moore	(eff. 11/11/2024)

c) Classified Substitutes

Chandra Anstine	(eff. 10/30/2024)
Kelly Borden	(eff. 10/22/2024)
Christopher Brown	
Karla Gipson	(eff. 10/18/2024)
Jeffery Jenkins	(eff. 11/18/2024)

d) Supplemental Contracts

Richard (Brody) Adams	7th Grade Boys Basketball Coach
Cindy Beeman	WMS Esports (Fall)
Anna Bowling	National Forensic Asst. Coach (All Events)

Stephanie Colecchi	WMS Asst. Cheerleading Coach (Vol.) (eff. 11/11/2024)
Scott Formhals	WMS Esports (Winter)
Heidi McCune	Wheelchair Basketball Head Coach
Kayla VanKirk	Power of the Pen Asst. Coach

e) Volunteers

Elizabeth Antal
Bonnie Cork
Menetta Craddock
Nicole Doyle
Kristin Elchico
Christina Feiler
Paul Grant
Roger Havens
Katie Heiple
Julie King
Brittani Kinnan
Brittany Livingston
Kristen McShane
Andrea Mottice
Jessica Pfahler
Melissa Pipa
Jennifer Robinson
Lorie Saiben
Tiffany Shriver
Sara Steinkerchner
Ola Thuestad
Tracie VanArnam
Mark Wapenaar
Rebecca Williams
Danielle Zuidema

f) Athletic Contest Workers

Patti Allen
Cindy Beeman
Dana Berlin
Dave Cutting
Jen Garcia
Aaron Gnap
Kelly Gnap
Kristen Highland
Phil Horrisberger
Alicia Innocenti
Tom Jackson
Darla Jenkins
April Jira
Kirk Kresowaty
Jan Lauer
Cheryl Miller
Bonnie Montoni
Don Moore
Sherri Moore
Charlie Ries
Chris Roberts
Bob Schoonover
Carolyn Schoonover
Gail Sheffield
Tina Vukovic
Paul Vukovic
Mindy Workman

2. Recommendation to approve unpaid leave for Debbie Crites (playground position only) for the 2024-2025 school year.

3. Recommendation to approve unpaid leave for Angela Massarelli from September 30 through December 1, 2024.

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

24-11-128 Upon the recommendation of Superintendent Hill, the motion was made by **Batey**, seconded by **Beck**, to adopt the Action Consent Items from the November 18, 2024, Regular Meeting, as presented:

B. ACTION CONSENT ITEMS

1. Recommendation to approve the first reading of the following Board of Education bylaws and policies:

a)	Bylaw 0100	Definitions (revised)
b)	Bylaw 0142.1	Oath (revised)
c)	Bylaw 0151	Organizational Meeting (revised)
d)	Bylaw 0152	Officers (revised)
e)	Bylaw 0155	Committees (revised)
f)	Bylaw 0163	Residing Officer (revised)
g)	Bylaw 0164	Notice of Meetings (revised)
h)	Bylaw 0165	Board Meetings (new)
i)	Bylaw 0165.1	Regular Meetings (rescind)
j)	Bylaw 0165.2	Special Meetings (rescind)
k)	Bylaw 0166	Agendas (new)
l)	Bylaw 0167.2	Executive Session (renumbered)
m)	Bylaw 0167.7	Use of Personal Communication Devices (renumbered/revised)
n)	Bylaw 0173	Board Officers (rescind)
o)	Policy 1130	Conflict of Interest (revised)
p)	Policy 3113	Conflict of Interest (revised)
q)	Policy 4113	Conflict of Interest (revised)
r)	Policy 4120.08	Employment of Personnel for Co-Curricular/ Extra-Curricular Activities (revised)
s)	Policy 4121	Criminal History Record Check (revised)
t)	Policy 5131	Student Transfers (revised)
u)	Policy 5136.01	Electronic Equipment (revised)
v)	Policy 5200	Attendance (Revised)
w)	Policy 5500	Student Conduct (revised)
x)	Policy 5512.01	Random Alcohol, Drug, and Nicotine Testing of Wadsworth City School District Students (revised)
y)	Policy 5780	Student/Parent Rights (revised)
z)	Policy 6110	Grant Funds (revised)

aa)	Policy 6111	Internal Controls (revised)
bb)	Policy 6112	Cash Management of Grants (revised)
cc)	Policy 6114	Cost Principles-Spending Federal Funds (revised)
dd)	Policy 6320	Purchasing and Bidding (revised)
ee)	Policy 6325	Procurement-Federal Grants/Funds (revised)
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mm)	Policy 7540.04	Staff Technology Acceptable Use and Safety (revised)
nn)	Policy 8310	Public Records (revised)
oo)	Policy 9160	Public Attendance at School Events (revised)

2. Recommendation to approve the Agreement for Admission of Open Enrollment Non-Handicapped Pupils Pursuant to Section 3301.48, 3313.97, and 3313.98 O.R.C. between the Barberton City Schools Board of Education and the Wadsworth City Schools Board of Education. **(ATTACHED)**

3. Recommendation to approve the Agreement for Excess Cost for Children with Disabilities Pursuant to Sections 3313.981 O.R.C., 3323.14 O.R.C., and Rule 3301-48-02(F) between the Barberton City Schools Board of Education and the Wadsworth City Schools Board of Education. **(ATTACHED)**

4. Recommendation to approve the Four Cities Compact fiscal year 2025 advisory list. **(ATTACHED)**

5. Recommendation to approve the End User Agreement between Verkada Inc. and the Wadsworth City School District Board of Education. **(ATTACHED)**

6. Recommendation to approve the Wadsworth City School District Board of Education Independent Contractor Agreement for Non-STRS/SERS Covered Services between Hope Meadows Foundation and the Wadsworth City School District Board of Education for the period of October 28, 2024 through June 30, 2025. **(ATTACHED)**

7. Recommendation to approve the Contract Addendum between the Medina City School District Board of Education and the Wadsworth City School District Board of Education for the 2024-2025 school year. **(ATTACHED)**

8. Recommendation to approve renewal of our District's membership in the Medina County Economic Development Corporation for the period of December 1, 2024 through November 30, 2025.

9. Recommendation to approve the OHSAA Tournament Site Agreement between the Ohio High School Athletic Association and the Wadsworth City School District Board of Education for Regional Girls Basketball. **(ATTACHED)**

10. Recommendation to approve the Agreement between Franklin University and the Wadsworth City School District Board of Education. **(ATTACHED)**

11. Recommendation to approve the Preventive Maintenance Agreement between Speer Mechanical and the Wadsworth City School District Board of Education for the period of January 1, 2025 through December 31, 2025. **(ATTACHED)**

12. Recommendation to approve the Agreement between Bob Rogers Travel and the Wadsworth City School District Board of Education, effective November 4, 2024. **(ATTACHED)**

13. Recommendation to approve the Memorandum of Understanding between the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) and the Wadsworth City School District Board of Education. **(ATTACHED)**

14. Recommendation to approve the OARnet Terms and Conditions, effective October 22, 2024. **(ATTACHED)**

15. Recommendation to approve the following revised documents:

    a) Hourly Exempt Employee Benefit Provisions Manual
    b) Salary Exempt Employee Benefit Provisions Manual
    c) Four Cities Compact Hourly Exempt Employee Benefit Provisions Manual
    d) Four Cities Compact Salary Exempt Employee Benefit Provisions Manual

16. Recommendation to set the following pay rates for the 2024-2025 school year, unless a different effective date is listed below next to the rate:

Certified Substitutes:

a)	Assistant Principal	$230.00/day
b)	School Counselor	$200.00/day (eff. October 25, 2024)
c)	Speech and Language Pathologist	Hourly rate of pay of BA-01 found in the *Negotiated Agreement* between the Wadsworth Education Association and the Wadsworth City School District BOE
d)	School Psychologist	$ 45.00/hour
e)	Teacher	$105.00/day
f)	Teacher (Retired WCS Employee)	$110.00/day
g)	Teacher (at least 15 consecutive days in same position)	$150.00/day (eff. August 19, 2024)
h)	Tutor	$15.00/hour

Classified Substitutes:

a)	Aides/Attendants	$13.00/hour
b)	Bus Driver	$20.00/hour (eff. November 19, 2024)
c)	Carpentry Assistant	$14.40/hour
d)	Cafeteria Helper	$13.00/hour
e)	Crossing Guard	$13.00/hour
f)	Custodian	$15.00/hour
g)	Health Aide	$15.00/hour (eff. November 19, 2024)
h)	Licensed Practical Nurse	$20.27/hour
i)	Maintenance	$15.90/hour
j)	Mechanic	$17.25/hour
k)	RBT Aide	$13.96/hour
l)	Secretary/Clerk	$15.00/hour
m)	Security Monitor	$14.19/hour
n)	Vehicle Driver	$17.95/hour
o)	Retired Wadsworth City School employee serving as a classified substitute	Hourly rate of pay at the zero (0) year experience of the starting wage for the position, as found in the *Collective Bargaining Agreement* between the Wadsworth Educational Support Personnel Association OEA/NEA (WESPA) and the Wadsworth City School District Board of Education (eff. August 6, 2024)

Other:

a)	Athletic Contest Worker	$40.00/contest
b)	Athletic Contest Worker (WMS)	$15.00/event
c)	Athletic Contest Parking Lot Attendant	$30.00/contest
d)	Concert/Performance Event Worker	$40.00/event
e)	Formal Dance Monitor	$50.00/dance
f)	Home instruction	$25.00/hour
g)	Language Interpreter	$25.00/hour
h)	Speech and Debate Judge	$10.00/round
i)	Theatre Technicians	$10.45/hour for WCS events (eff. October 1, 2024) $20.00/hour for Non-WCS events

17. Recommendation to approve the student activity assessment fee for wheelchair basketball as follows:

Elementary (through 6th grade)	$ 50.00
Middle School	$ 75.00
High School	$100.00

18. Recommendation to approve the Agreement between Wraparound Experts, LLC and the Wadsworth City School District Board of Education for the 2024-2025 school year, effective November 11, 2024. **(ATTACHED)**

19. Recommendation to approve the Interagency Agreement/MOU between Chippewa Local Schools and Wadsworth City Schools-Sacred Heart of Jesus Catholic School for the 2024-2025 school year. **(ATTACHED)**

20. Recommendation to approve the TimeClock Plus Services Agreement, Hardware Support and Maintenance Agreement-Addendum, Service Level Agreement, and Global Data Privacy Policy. **(ATTACHED)**

21. Recommendation to approve the Esports Ohio School Program Membership Application and Waiver and Release of Liability for the 2024-2025 school year. **(ATTACHED)**

22. Recommendation to accept a $4,000 donation from the Central Intermediate School PTO.

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

ITEMS OF THE TREASURER

24-11-129 Upon the recommendation of Treasurer Beeman, the motion was made by **Batey**, seconded by **McComas**, to adopt the Action Items of the Treasurer from the November 18, 2024, Regular Meeting, as presented:

A. **ACTION ITEMS**

1. Recommendation to adopt the FY 2025 Five-Year Forecast and Assumptions for submission to the Ohio Department of Education and Workforce. **(ATTACHED)**

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

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

LEGISLATIVE UPDATE

AMANDA GORDON: The legislature is back in session:

SB 104: Passed by the Senate. Is designed to address matters related to CCP and protect all students and students' access to restrooms related to their gender assigned at birth.

SB 208: Revises open enrollment policies for military children.

HB 216: Requires development of a process for requesting an investigation into district compliance with bullying prevention.

HB 445: Regards school policies for release for religious instruction (3rd hearing).

HB 470: Requires audits of assessment spending.

BOARD MEMBER ITEMS

24-11-130 The motion was made by **Gordon**, seconded by **Batey**, to adopt the Board Member Items Ratification of Resignations from the November 18, 2024, Regular Meeting, as presented:

A. Ratification of Resignations

1.	Dana Berlin	(eff. 12/04/2024)
2.	Scott Callaghan	(retire 06/01/2025)
3.	Mark Postak	(retire 06/01/2025)
4.	Joseph Suppan	(retire 06/01/2025)
5.	Nancy Baldwin	(eff. 11/01/2024)

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

CONNOR GAUGLER: Academics

For those unaware, this week is Kindness Week at Wadsworth High School. Students, don't forget to bring a dollar this Thursday so you can help tape a principal to the wall, with all donations going to the Salvation Army.

On December 4, College Now and the WHS counseling department will host a scholarship search presentation at the Media Center during academic lab A. This will help students learn how to locate scholarships and discuss the WHS local scholarship effectively.

Fine Arts

This upcoming Saturday, our high school will host our Wadsworth Speech and Debate tournament, with competition being spread across both the high school and middle school.

Our band will be performing in the Dunkin Donuts Thanksgiving Day parade in Philadelphia later this month. You can watch the parade at 8:30 am Thanksgiving morning, which can be streamed on Hulu and Disney Plus.

Coming soon, from December 5 through 7, Wadsworth Off-Broad Street Players will present A Christmas Carol in the PAC.

On December 12 and 13, the high school choir department will host its annual holiday concerts in the PAC. Tickets go on sale on December 4.

Sports

The Grizzlies football team played their final game of the season last Friday against Avon in the regional semi-final game. In the end, the team finished 11-2, 1st in our conference and 33rd in the state.

The boys' soccer team reached the regional championship game for the first time since 1993 and overall finished 3rd in the conference.

For the second year in a row, our girls' cross-country team qualified for the state finals, finishing 8th in the state.

Our girls' volleyball team reached the final four in the state, marking their highest placement in the program's history.

Tomorrow night at 6:30 pm, the high school will host a winter sports preview at The Galaxy. Tickets will be available for $10, and all winter sports head coaches will help those in attendance get an understanding of the upcoming season.

TIM BECK: Thanked Eric Jackson for allowing him to participate in the literacy and trauma-informed care programs. Enjoyed a great play this past weekend and is looking forward to the upcoming fine arts productions.

JULIE BATEY: Announced Kindness Week and the Salvation Army drives. Mentioned the Friendsgiving events that are occurring in the elementary schools. Grateful that the students are learning about gratitude.

AMANDA GORDON: Congratulated the fall sports teams, including Volleyball, Girls CC, Soccer, and Football. Thrilled about the winter sports preview tomorrow night at The Galaxy. Excited about the band trip to Philadelphia. Speech and Debate Team hosting a big tournament this weekend. Looking forward to the holiday shows.

GARY MCCOMAS: Congratulated the Students of the Month. Acknowledged the great fall sports season and all the teams that made tournament runs.

JILL STEVENS: Thanked everyone for hosting the Speech Tournament this weekend. Congratulated the Bowling Team for winning their first tournament. Congratulated Dr. Christopher Roberts for completing his doctorate.

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, B and E as listed above.

EXECUTIVE SESSION

24-11-131 The motion was made by **Gordon,** seconded by **McComas**, to enter Executive Session at **8:35** p.m.

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

EXECUTIVE SESSION recessed at **9:51** p.m.

ADJOURNMENT

24-11-132 The motion was made by **Gordon**, seconded by **McComas**, to adjourn at **9:51** p.m.

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

(Signed)_____
Jill Stevens, President

(Attested)_____
Douglas D. Beeman, Treasurer

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	
Adopted	November 19, 2007
Last Revised	November 20, 2017

5136 - **PERSONAL COMMUNICATION DEVICES**

Students may use personal communication devices (PCDs) according to the rules established in their school as ~~and~~ identified in the school's student handbook. The said rules shall apply during school hours and/or during extra-curricular activities. The said rules must emphasize personal communication device use be as limited as possible during school hours in an effort to reduce personal communication device-related distractions in classroom settings. The said rules may allow a student to use personal communication devices as part of a class for student learning when approved by the student's teacher. In addition, students will be permitted to use personal communication devices to monitor or address a health concern, or other uses as identified in a student's individual education program developed under Chapter 3323 of the Revised Code or plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.
For purposes of this policy, "personal communication device" (PCD) is defined in Bylaw 0100 - Definitions. ~~includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), smartwatches, and/or other web-enabled devices of any type.~~ Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

~~During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.~~

~~Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.~~

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, and during extra-curricular activities to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

~~Students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.~~

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

This policy shall be posted prominently on the District's website and in a central location in each school building and made publicly available upon request.
Revised 7/14/09
Revised 10/14/13

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Book	Policy Manual
Section	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 OH
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 OVERVIEW
Code	01 - OVERVIEW
Status	From Neola

OHIO LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 43 NUMBER 1 - UGG/EDGAR REVISIONS

OCTOBER 2024

This UGG/EDGAR Revisions Update is issued to Neola Clients in response to the April 2024 release of revisions to the Uniform Grant Guidance regulations.

The Office of Management and Budget ("OMB") revised several parts of the OMB Guidance for Grants and Agreements, now called the OMB Guidance for Federal Financial Assistance, located in Title 2 of the Code of Federal Regulations ("CFR"). When the Office of Management and Budget ("OMB") officially released revisions to the Uniform Guidance all Federal agencies, including the Department of Education ("ED"), were to ensure the 2024 revisions were effective for all Federal awards issued on or after October 1, 2024. However, per ED's guidance, recipients of Federal fiscal year 2024 State-administered formula grants (such as Title I and IDEA-B) issued on or after July 1, 2024, could implement the revised 2024 Uniform Guidance effective July 1, 2024, provided that they have revised any applicable State policies and procedures.

The Ohio Department of Education & Workforce ("DEW") has indicated that July 1 is the 2024 Uniform Guidance revision’s effective date.

For Federal grants issued prior to July 1, 2024, and the close-out spending and reporting, the earlier regulations and policies should remain in effect through September 30, 2024, unless notified otherwise by the awarding agency or DEW.

OMB revised its guidance and the regulations in 2 C.F.R. for the purpose of:

- incorporating statutory requirements and administration priorities;
- reducing agency and recipient burden;
- clarifying sections that recipients or agencies have interpreted in different ways; and
- rewriting applicable sections in plain language, improving flow, and addressing inconsistent use of terms within the guidance.

OMB's revisions are intended to improve Federal financial assistance management, transparency, and oversight through more accessible and easily understandable guidance.

Neola has conducted a thorough review of policy and administrative guideline templates and is providing appropriate revisions and additions in this special update to assist districts in meeting compliance standards put forth by OMB. Policy documents in this special update have been reviewed by Brustein & Manasevit, PLLC Attorneys at Law, and by Ennis Britton Co., L.P.A. for consistency with Federal and State law, respectively.

Significant work, however, will be necessary for each district to draft and/or revise the required procedures for a variety of functions. Neola will, upon request, process and post districts' procedures/manuals as electronic links to provide for convenient flow from policy to administrative guidelines to district procedure.

This Update includes the following documents:

Policy 1130/3113/4113 – Conflict of Interest

Policy 6110 – Grant Funds
Policy 6111 – Internal Controls
Policy 6112 – Cash Management of Grants
Policy 6114 – Cost Principles – Spending Federal Funds
Policy 6325 – Procurement – Federal Grants/Funds
Policy 6550 – Travel Payment & Reimbursement/Relocation Costs

Policy 7310 – Disposition of Surplus Property
Policy 7450 – Property Inventory

AG 6325 - Procurement - Federal Grants/Funds
AG 6550 - Travel Payment and Reimbursement/Relocation Costs

AG 7450 - Property Inventory

If you have questions about any of these Update materials, please contact your Neola Associate. All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: accounts@neola.com).

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised DEFINITIONS
Code	po0100
Status	
Adopted	November 19, 2007
Last Revised	May 13, 2019

Revised Bylaw - Vol. 43, No. 1

0100 - **DEFINITIONS**

Whenever the following items are used in these ~~( ) bylaws and policies~~ **(x)** bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services ("apps/services") are software (i.e., computer programs and applications) that support the interaction of personal communication devices (as defined in Bylaw 0100, below~~above~~) or technology resources (as defined by Bylaw 0100, below) or information resources (as defined by Bylaw 0100, below) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from, and among and between~~,~~ staff, students~~,~~ and parents, Board members and/or other stakeholders, and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified Employee

An employee who provides support to the District's program and whose position does not require a professional license.

Compulsory School Age

A child between six (6) and eighteen (18) years of age or a child under six (6) years of age who has been enrolled in kindergarten unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

District

The School District.

Due Process

The safeguards to which a person is entitled in order to protect their rights.

Educational Service Center Superintendent [LOCAL]

The Superintendent of Schools for the _____Medina County___ Educational Service Center Schools.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual, or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes, but is not limited to, electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting, or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any prearranged discussion of the Board's public business by a majority of Board members.

Parent

The natural, adoptive, or surrogate parents or the party designated by the courts as the legal guardian or custodian of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise. When a student is the subject of a power of attorney or caretaker authorization affidavit executed by the student's grandparent(s), the term parents shall also refer to the grandparent designated as the attorney-in-fact under the power of attorney or the grandparent who executed the affidavit.

[DRAFTING NOTE: MAKE ONE (1) CHOICE UNDER OPTION #1 (REGARDING GRANDPARENT RIGHTS UNDER POWER OF ATTORNEY) AND ONE (1) CHOICE UNDER OPTION #2 (REGARDING GRANDPARENT RIGHTS UNDER A CARETAKER AUTHORIZATION AFFIDAVIT)

[OPTION 1]~~OPTION #1~~

X] Although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to obtain from the District educational or behavioral information about the student, consent to all school-related matters, and consent to medical, psychological, or dental treatment for the student, the power of attorney does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the parent, guardian, or custodian of the student in any future proceeding concerning the custody of the student or allocation of parental rights and responsibilities for the care of the student.

~~**OR**~~

~~**[ ]** Although the grandparent is authorized to provide consent in all school-related matters and to obtain from the school district educational and behavioral information about the student, the power of attorney does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.~~

[END OF OPTION 1]

[OPTION 2]~~OPTION #2~~

~~[Likewise, although the grandparent shall have rights and responsibilities with regard to the care, physical custody, and control of the student, including the ability to enroll the student in school, to discuss with the District the student's educational progress, consent to all school related matters, and consent to medical, psychological, or dental treatment for the student, the caretaker authorization affidavit does not convey legal custody of the grandchild to the grandparent and does not affect the rights of the student's parents, guardian or custodian regarding the care, physical custody, and control of the child.~~

~~OR~~

X] Likewise, although the grandparent is authorized to provide consent in all school-related matters and to discuss with the school district the student's educational progress, the caretaker authorization affidavit does not preclude the parent, guardian or custodian of the child from having access to all school records pertinent to the child.

[END OF OPTION 2]

~~NOTE:~~ END OF OPTIONS]

R.C. 3313.64, 3109.52, 3109.65

Personal Communication Devices

Personal communication devices ("PCDs") are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones~~cellular/mobile phones~~, smartphones, gaming devices, smartwatches and other wearable technology, and~~( ) telephone paging devices (e.g., beepers or pagers), ( ) and/or~~ other web-enabled devices used to communicate~~of any type~~. R.C. 3313.753

Policy

A general, written statement by the Board of Education which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The President~~chief executive officer~~ of the Board of Education. (See Bylaw 0152 - Officers~~0173 - Board Officers~~)

Principal

The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies delegation of designated responsibilities to appropriate members of the principal's staff.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the Ohio State Board of Education~~Division of Teacher Education and Licensing~~.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

~~Secretary~~

~~The chief clerk of the Board of Education.~~

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Snapchat, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. In policy, implies delegation of responsibilities to appropriate staff members.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Textbook

This word is used to describe the learning material duly adopted and required as standard work for the study of a particular subject. It may be bound and printed with a hard or soft cover, or it may be electronic, e.g., computer software, interactive videodisc, magnetic media, CD ROM, computer courseware, online service, electronic medium, or other means of conveying information.

Treasurer

The chief fiscal officer of the District.

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0152 - Officers~~0173 - Board Officers~~)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes. R.C. 3313.18, 3313.20

Citations to Ohio Statute are noted as R.C. (Revised Code). Citations to Rules of the State Board of Education are noted as A.C. (Administrative Code). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

R.C. 3109.52, 3109.65
R.C. 3313.18, 3313.20, 3313.64, 3313.753

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Legal R.C. 3109.52, 3109.65
R.C. 3313.18, 3313.20, 3313.64, 3313.753

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised OATH
Code	po0142.1
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0142.1 - **OATH**

Each member of the Board shall, before entering the~~his/her~~ duties of office, take an oath to support the Constitution of the United States and the Constitution of the State of Ohio and to ~~perform~~ faithfully and impartially perform the duties of the~~his/her~~ office.

~~X] The oath of office shall be administered to new members by the Treasurer or a member of the Board.~~

[Cross References:
po0151
po0152]

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Legal	R.C. 3313.10
Cross References	po0151 - ORGANIZATIONAL MEETING po0152 - OFFICERS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised ORGANIZATIONAL MEETING
Code	po0151
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0151 - **ORGANIZATIONAL MEETING**

The Board of Education shall organize annually at a meeting held during the first fifteen (15) days of January. No later than December 31st of the previous year, the Treasurer shall survey the members of the new Board and establish the date, time, and place of the organizational meeting~~on a date set by the Treasurer, no later than December 31st of the previous year~~. The Board shall appoint a President Pro Tem who shall serve as presiding officer until the election of the **(** X**)** Board President ~~**( )** Board President and Vice President~~~~for the organizational meeting~~. The Board shall organize by electing one of its members the President and another the Vice-President. (See Bylaw 0152 - Officers)~~R.C.3313.14~~

[Cross References:
po0142.1
po0152
po0163]

R.C. 3313.14

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Legal	R.C. 3313.14
Cross References	po0142.1 - OATH po0152 - OFFICERS po0163 - PRESIDING OFFICER

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised OFFICERS
Code	po0152
Status	
Adopted	November 19, 2007

Revised Bylaw - Vol. 43, No. 1

0152 - **OFFICERS**

The Board of Education shall elect, from among its members, a President and Vice-President. Such election shall occur at the annual organization meeting. (See Bylaw 0151 - Organizational Meeting)

A. The President of the Board shall:

1. preside at all public meetings of the Board; (See Bylaw 0163 - Presiding Officer)
2. call special meetings of the Board (R.C. 3313.16);
3. appoint all committees;
4. sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called (R.C. 3313.51, 3315.08);
5. assist in the preparation of the Board agenda.

B. The Vice-President shall assume and discharge the duties of the President in the event of absence, disability, or disqualification.

C. A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.

Board Officers shall be elected by a majority vote of all members. Any member of the Board may nominate either themselves or another member for office.

~~The organizational meeting shall be called to order by the President Pro Tem who shall act as presiding officer.~~

~~**[ ]** The oath of office shall be administered to new members by the Treasurer or a member of the Board. R.C. 3313.10~~

~~The Board shall then proceed to the election of a President~~

~~**( )** who may then take the chair.~~

~~and a Vice-President.~~

~~**( )** The President shall then take the chair.~~

~~Elections of officers shall be by roll call majority vote of members physically present taken by the Treasurer.~~

~~Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who receive the greatest number of votes.~~

Officers shall serve for one (1) year and until their respective successors are elected and shall qualify~~.~~ (R.C. 3313.14).

In the event that the office of President becomes vacant, the Vice-President shall succeed the President and the position of Vice-President shall be filled in the same manner as the election conducted at the organizational meeting.

[Cross References:
po0100
po0151
po0163
po0165]

R.C. 3313.14, 3313.16, 3313.51
R.C. 3315.08

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Legal	R.C. 3313.14, 3313.16, 3313.51 R.C. 3315.08
Cross References	po0100 - DEFINITIONS po0151 - ORGANIZATIONAL MEETING po0163 - PRESIDING OFFICER po0165 - BOARD MEETINGS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Technical Correction COMMITTEES
Code	po0155
Status	
Adopted	November 19, 2007

Technical Correction Bylaw - Vol. 43, No. 1

0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board. Whenever a majority of a committee and/or sub-committee meets for any pre-arranged discussion of public business of that committee or sub-committee, it shall abide by the Sunshine Law (R.C. 121.22). The law requires that the committee or sub-committee give public notice of each meeting as well as prepare, file, and maintain minutes of the proceedings. Such minutes shall also be available for inspection by the public. A committee may meet in executive session in accordance with the provisions of Bylaw 0167.2~~0166~~ - Executive Session.

~~] Committees shall consist of no more than _____ (__) members.~~

~~[ ] Members shall be appointed by the President.~~

~~[ ] A member may request (or refuse) appointment to a committee.~~

~~[ ] Refusal to serve on any one committee shall not be grounds for lack of appointment to another committee.~~

~~[ ] Each Board committee shall be convened by a chairperson, who shall report for the committee.~~

~~[ ] The President shall appoint:~~

~~( ) at the organizational meeting~~

~~( ) as soon after the organizational meeting as practicable~~

~~members of the Board to standing committees where they shall serve a term of one (1) year.~~

Ad hoc committees may be created and changed at any time by the President.

~~( ) or a majority of the members present at any meeting at which the need for a committee becomes evident.~~

~~( ) or the Superintendent with the approval of the Board.~~

Members of ad hoc committees shall serve until the committee is discharged.

[Cross Reference:
po0167.2]

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Legal	R.C. 3313.16

Cross References po0167.2 - EXECUTIVE SESSION

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Technical Correction PRESIDING OFFICER
Code	po0163
Status	
Adopted	November 19, 2007

Technical Correction Bylaw - Vol. 43, No. 1

0163 - **PRESIDING OFFICER**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

[Cross Reference: po0152]

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Cross References	po0152 - OFFICERS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised NOTICE OF MEETINGS
Code	po0164
Status	
Adopted	November 19, 2007
Last Revised	August 14, 2023

Revised Bylaw - Vol. 43, No. 1

0164 - **NOTICE OF MEETINGS**

A. A schedule of the time and place of **( )** all **( )** each **[END OF OPTION]** regular meeting(s) shall be posted annually on the District website ~~and in the District office., published in the official newspaper(s), and posted at~~

~~**( )** each school.~~

~~**( )** the public library.~~

~~**( )** the District office.~~

~~**( )** _____. **[END OF OPTION]**~~

The notice shall also contain the following statement: "Upon request to the _Superintendent_____, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

B. Notice of the time, place, and purpose of each special meeting shall be given to the news media twenty-four (24) hours in advance of the meeting, except that when an emergency requires the immediate official action of the Board, the member(s) calling the meeting shall immediately notify the media requesting such notice of the time, place, and purpose of the meeting, and shall post the notice on the District's website.

C. Notice of meetings at which any specific type of public business is to be discussed shall be sent to all persons requesting such notice **(X)**, provided that such persons supply the Board with stamped, addressed envelopes for the purpose **[END OF OPTION]**.

D. Notice of the time, place, and purpose of meetings of any Board committees/commissions, such as the Records Commission, will be publicized in accordance with the special meeting notice procedures, and meetings will be conducted in accordance with rules adopted by the committees/commissions.

E. The Treasurer/CFO~~Treasurer~~ shall notify all Board members of each Board meeting in writing no later than two (2) days in advance of the meeting. Such notice shall include the time, place, and purpose of the meeting.

F. Posting such meeting material to the District's website shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

R.C. 121.22
R.C. 3313.16

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Legal	R.C. 121.22

R.C. 3313.16

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 New BOARD MEETINGS
Code	po0165
Status	

New Bylaw - Vol. 43, No. 1

0165 - **BOARD MEETINGS**

Regular Meetings

Regular meetings of the Board of Education shall be public and held at least once every two (2) months. The time of such meetings shall be fixed at the organization meeting. R.C. 121.22, 3313.15

Special Meetings

Special meetings of the Board shall be public. R.C. 121.22

A. Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16

B. The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty-four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.

Emergency Meetings

Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.

[Cross Reference:
po0166]

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Cross References	po0166 - AGENDAS

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind REGULAR MEETINGS
Code	po0165.1
Status	
Adopted	November 19, 2007
Last Revised	November 19, 2018

Rescind Bylaw - Vol. 43, No. 1

~~0165.1 **REGULAR MEETINGS**~~

~~Regular meetings of the Board shall be public and held at least once every two (2) months. The time of such meeting shall be fixed at the organization meeting. R.C. 121.22, 3313.15~~

A. ~~It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.~~

B. ~~The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.~~

   ~~Each agenda shall contain the following statement:~~

   ~~"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda item _____."~~

C. ~~The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than _____ days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.~~

D. ~~The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any regular meeting by a majority vote of the members present.~~

E. ~~**Consent Agenda**~~

   ~~The Board shall use a consent agenda to keep routine matters within a reasonable time frame.~~

   ~~The following routine business items may be included in a single resolution for consideration by the Board.~~

   1. ~~minutes of prior meetings~~
   2. ~~bills for payment~~
   3. ~~hiring of personnel~~
   4. ~~resolutions that require annual adoption, such as bank signatories, association membership(s), etc.~~
   5. ~~resignations and leaves~~

6. _____

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

F. Rescheduled Regular Meeting

The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to "regular meeting" procedures detailed in Bylaw 0165.1 - Regular Meetings.

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind SPECIAL MEETINGS
Code	po0165.2
Status	
Adopted	November 19, 2007
Last Revised	August 8, 2022

Rescind Bylaw - Vol. 43, No. 1

~~0165.2 **SPECIAL MEETINGS**~~

~~Special meetings of the Board shall be public. R.C. 121.22~~

A. ~~Special meetings, which include emergency meetings, shall be called by the President or the Treasurer or by two (2) members of the Board by serving a written notice of the time and place of such meeting upon each Board member at least two (2) days in advance of the meeting. The notice shall be signed by the official or members calling the meeting. R.C. 3313.16~~

B. ~~The agenda for a special meeting is limited to the purpose(s) set forth in the public notice that is provided at least twenty four (24) hours in advance of the meeting. At the special meeting, the Board may only discuss those issues set forth on the agenda, whether in open session or executive session.~~

C. ~~**( )** Emergency meetings are a subset of special meetings of the Board and may be called by the President, Treasurer, or by two (2) members of the Board. Notice of the time, place, and purpose(s) of an emergency meeting will be given immediately to Board members and to the news media that have requested notification. The agenda for an emergency meeting is confined to the announced purpose(s) of the meeting.~~

~~**DRAFTING NOTE: Emergency meetings are not addressed in State law; however, case law suggests that public bodies may convene this type of special meeting when a situation requires immediate official action. If such action is not actually necessary, eg., where a Board has waited until the last minute to act on a matter that could have been addressed earlier, courts have and may well again invalidate the action as a violation of the Open Meeting law. As such, emergency meetings should be carefully considered and we recommend consultation with legal counsel prior to calling one.]**~~

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 New AGENDAS
Code	po0166
Status	
Adopted	November 19, 2007
Last Revised	November 19, 2018

New Bylaw - Vol. 43, No. 1

0166 - **AGENDAS**

Agenda

A. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board of Education at each regular meeting.

B. The agenda of the regular monthly meeting or special meetings may include a report from the Superintendent on information relating to the District with such recommendations the Superintendent shall make.

C. Each agenda shall contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. Public participation is governed by Board Bylaw 0169.1 - Public Participation at Board Meetings."

D. The agenda for each regular meeting shall be provided to each Board member in advance within a reasonable period of time. ~~Generally, the agenda should be provided no later than _____ (__)~~ **[ENTER AMOUNT]** ~~days prior to the meeting. The agenda for a special meeting shall be provided at least twenty-four (24) hours before the meeting.~~

E. The Board shall transact business according to the agenda. The agenda may be modified in accordance with the Board's adopted parliamentary procedures at any regular meeting.

Consent Agenda

~~**[DRAFTING NOTE: Use of consent agenda should be limited to routine items. This is an often litigated area of the Open Meetings Act. It is advised that you consult with legal counsel with specific questions about use of consent agendas.]**~~

The Board may use a consent agenda to efficiently address routine matters. Items on the consent agenda will be reviewed during the meeting prior to action being taken.

~~Items on the consent agenda shall be limited to routine matters. The following routine business items may be included in a single resolution for consideration by the Board:~~

A. ~~minutes of prior meetings~~

B. ~~bills for payment~~

C. ~~hiring of personnel~~

D. ~~resolutions that require annual adoption, such as bank signatories, association membership(s), etc.~~

E. ~~resignations and leaves~~

F. ~~_____ [OTHER]~~

A member of the Board may request any item be removed from the consent resolution. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion.

Rescheduled Regular Meeting Agenda

The agenda for a rescheduled regular meeting shall be the agenda that had been established for that regular meeting and the agenda may be modified pursuant to agenda procedures detailed in this policy.

[Cross References:
po0165
po0169.1
po0169.2]

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Cross References

po0165 - BOARD MEETINGS

po0169.1 - PUBLIC PARTICIPATION AT BOARD MEETINGS

po0169.2 - OPEN MEETINGS/SUNSHINE LAW

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Renumbered EXECUTIVE SESSION
Code	po0167.2
Status	
Adopted	November 19, 2007
Last Revised	October 14, 2013

Renumbered Bylaw - Vol. 43, No. 1

0167.2~~0166~~ - **EXECUTIVE SESSION**

The Board and its committees and subcommittees reserve the right to enter into executive session solely to discuss one (1) or more of the ~~following~~ issues that are exempted from public sessions, as found in Ohio Revised Code 121.22, Public Meetings - Exceptions. ~~:~~

A. ~~consideration of the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, or official~~

B. ~~investigation of charges or complaints against a public employee, official, licensee, or student unless such employee, official, licensee, or student requests a public meeting; except that consideration of the discipline of a Board member for conduct related to the performance of theirhis/her duties or theirhis/her removal from office shall not be held in executive session~~

C. ~~consideration of the purchase of property for public purposes, or sale or other disposition of unneeded, obsolete, unfit for use property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest~~

D. ~~discussion with the Board's legal counsel, of disputes involving the Board that are the subject of pending or imminent court action~~

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

F. ~~matters required to be confidential by Federal law or regulations or State statutes~~

G. ~~specialized details of security arrangements and emergency response protocols where disclosure might reveal information that could jeopardize the District's security~~

H. ~~consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:~~

1. ~~the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and~~

2. ~~an unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project~~

No official action may be taken in executive session. R.C. 121.22

Collective bargaining meetings between employers and employee organizations are private and not subject to R.C. 121.22. R.C. 4117.21

Audit conferences conducted by the Auditor of State or independent certified public accountants with District officials concerning the District's audit are exempt from R.C. 121.22.

An executive session will be held only at a regular or special meeting. After the meeting is convened, any member may make a motion for an executive session and must state the purpose or purposes of the session by citing one (1) or more of the reasons set forth above. If the session is to discuss a personnel matter listed in paragraph A above, the particular subject for which the session has been called must be identified in the motion. The motion does not need to name the person. Upon receiving a second to the motion and a majority roll-call vote of those present and voting, the chairperson shall declare the Board in executive session.

[X] In keeping with the confidential nature of executive sessions, no member of the Board, committee, or subcommittee shall disclose the content of discussions that take place during such sessions. **[END OF OPTION]**

All members of the Board, committee(s), or subcommittee(s) are entitled to attend executive sessions. The Board, committee, or subcommittee may invite any other person to attend an executive session.

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Renumbered/Revised USE OF PERSONAL COMMUNICATION DEVICES
Code	po0167.7
Status	

Renumbered/Revised Bylaw - Vol. 43, No. 1

0167.7~~0167.2~~ - **USE OF PERSONAL COMMUNICATION DEVICES**

When performing ~~their~~ duties as a Board of Education member, regardless of whether the Board member is~~they are~~ using ~~a~~personally owned or Board owned personal communication device~~devices~~ ("PCD")~~(PCDs)~~ (as defined by Bylaw 0100) or District technology resources (as defined by Bylaw 0100), a Board member's~~members~~ use of PCDs or District technology resources~~PCDs~~ shall be in accordance with the following policies ~~**( )** and administrative guideline~~ ~~**[END OPTION]**~~:

A. **( )** Policy 7530.01 - ___Cellular Telephone Allowance_____ ~~**[DRAFTING NOTE: Insert the title of the policy based on which version the District selected at Policy 7530.01.]**~~

B. Policy 7530.02 - Staff Use of Personal Communication Devices

C. Policy 7540.04 - Staff Technology Acceptable Use and Safety

D. Policy 7542 - Access to District Technology Resources and/or Information Resources from ~~Personally Owned~~ Personal Communication Devices

E. ~~**( )** Policy 7530.01 - Board Owned Personal Communication Devices~~

F. ~~Policy 7540.04 - Staff Education Technology Acceptable Use and Safety~~

G. ~~**( )** AG 7540.04 - Staff Education Technology Acceptable Use and Safety~~

~~For purposes of this Bylaw, PCDs shall be defined as set forth in the above-identified policies.~~

[Cross References:
po0100
po7530.01
po7530.02
po7540.04
po7542]

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Cross References	po0100 - DEFINITIONS
	po7530.01 - TITLE WILL DEPEND ON CHOICE OF V1 OR V2
	po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES
	po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
	po7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Rescind BOARD OFFICERS
Code	po0173
Status	
Adopted	November 19, 2007

Rescind Bylaw - Vol. 43, No. 1

~~0173 **BOARD OFFICERS**~~

A. ~~The President of the Board of Education shall:~~

1. ~~preside at all public meetings of the Board;~~
2. ~~call special meetings of the Board; R.C. 3313.16~~
3. ~~appoint all committees;~~
4. ~~sign notes, minutes, conveyances, contracts, and other legal instruments for which the signature of the President is called; R.C. 3313.51, 3315.08~~
5. ~~assist in the preparation of the Board agenda.~~

B. ~~The Vice President shall assume and discharge the duties of the President in his/her absence, disability, or disqualification.~~

C. ~~A committee chairperson shall call meetings of the committee, keep informed on developments in activities under the committee's jurisdiction, and report to the Board for the committee.~~

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Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po1130
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

1130 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~and agents~~.

1. No employee, officer, agent or Board member~~or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers agents, and Board members~~and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's agent's, or Board member's~~or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, or Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift iswhen an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $___ or less. **[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43
	Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03
	2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po3113
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

3113 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~officers and agents~~.

1. No employee, officer, agents, or Board member~~officer or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers, agents, and Board members~~officers and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, agent's, or Board member's~~officer's or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, and Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift is~~when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $_____ or less. ~~**[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43 Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03 2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised CONFLICT OF INTEREST
Code	po4113
Status	
Adopted	November 19, 2007
Last Revised	April 11, 2016

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

4113 - **CONFLICT OF INTEREST**

A. The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by the Board of Education's members, and the District's employees, officers, and agents. Further, such characteristics are essential to the Board's commitment to earn and keep the public's confidence in the School District. For these reasons, the Board adopts the following guidelines to assure that conflicts of interest do not occur. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees, officers, agents, and Board members~~officers and agents~~.

1. No employee, officer, agents, or Board member~~officer or agent~~ shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ duties and responsibilities in the school system.

2. Employees, officers, agents, and Board members~~officers and agents~~ shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the ~~School~~ District.

   Included, by way of illustration rather than limitation are the following:

   a. the provision of any private lessons or services for a fee

   b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's, officer's, agent's, or Board member's~~officer's or agent's~~ employment or professional relationship with the District through the employee's, officer's, agent's, or Board member's~~his/her~~ access to ~~School~~ District records

   c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

   d. the requirement of students or clients to purchase any private goods or services provided by an employee, officer, agent, or Board member~~officer or agent~~ or any business or professional practitioner with whom any employee, officer, agent, or Board member~~officer or agent~~ has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

3. Employees, officers, agents, and Board members~~officers and agents~~ shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Exceptions to Part A of this policy shall be approved by the Superintendent **before** entering into any private relationship.

C. No employee, officer, agent, or Board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or Board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract~~Employees, officers and agents can not participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract~~.

An employee, officer, agent, and Board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors~~Employees, officers and agents can not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts~~.

~~**[ ]** However, pursuant to Federal rules and in accordance with State law and regulations, the School District has set standards for situations where the financial interest is not substantial or the gift iswhen an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of $_____ or less. **[END OF OPTIONAL LANGUAGE]**~~

~~**[DRAFTING NOTE: Section 200.318 allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. The Ohio Licensure Code of Professional Conduct stipulates that no educator shall accept gifts of $25 or more. The Ohio Ethics Commission does not list a monetary limit. Rather, it states that no public official shall accept a gift of value that could exert a substantial and improper influence upon a public official. The commission determines whether the value is "substantial" or "improper" on a case-by-case basis. The commission requires disclosure of gifts of $75 or more each year by public officials.]**~~

D. If~~To the extent that~~ the District has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the ~~School~~ District may not conduct a procurement action involving the parent, affiliate, or subsidiary organization if the ~~School~~ District is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

E. Employees, officers, agents, and Board members~~officers and agents~~ must promptly disclose any potential conflict of interest which may lead to a violation of this policy to the ~~School~~ District. Upon discovery of any potential conflict of interest, the ~~School~~ District will promptly disclose, in writing, the potential conflict of interest to the appropriate Federal ~~awarding~~ agency or, if applicable, the pass-through entity.

The District will also promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity. The District is also required to report matters related to recipient integrity and performance in accordance with Appendix XII of 2 C.F.R. Part 200~~disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity~~.

F. Employees, officers, agents, and Board members~~officers and agents~~ found to be in violation of this conflict of interest policy will be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and may also face criminal charges and/or risk loss of State-issued licenses/permits.

~~**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**~~

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Legal	R.C. Chapter 102, 2921.42, 2921.43 Ohio Ethics Commission Advisory Opinions No. 92-014 and 2001-03 2 C.F.R. 200.112, 200.113, 200.318

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po4120.08
Status	
Adopted	January 12, 2009
Last Revised	September 26, 2023

4120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the District's support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board. Before hiring or allowing any individual employed directly, or pursuant to a contract with a public or private entity for the provision of services to direct, to supervise or coach a pupil activity program that involves athletics, routine or regular physical activity or health and safety considerations, the hiring authority shall assure that the individual has obtained a pupil-activity permit issued by the state board of education.

Each coach or activity sponsor shall hold a valid Pupil Activity Program Permit issued by the State Board of Education under R.C. 3319.303(A), have any other necessary qualifications, have been properly interviewed, and shall sign an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. Such qualifications shall include completion of a sudden cardiac arrest training course approved by the Department of Health, in accordance with R.C. 3319.303. The qualifications shall also include completion of a student mental health training course approved by the Department of Mental Health and Addiction Services. The mental health training course may be combined with or part of another training course. Such training must be completed each time the individual applies for or renews a Pupil Activity Program Permit.

No staff member employed in a position for which licensure or permit is required may be paid until evidence of such appropriate licensure or permit valid for the effective dates of such services has been received by the Superintendent and transmitted to the Treasurer.

Personnel must also pass a background check performed by the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation and be enrolled in the State's Rapback System as required by State law (see Policy 4121). (see Policy 4121).

The Board may renew the contract of any nonlicensed individual, currently employed by the Board for one (1) or more years, without first offering the position held by that individual to employees of the District who are licensed individuals or advertising the position as available to any qualified licensed individuals who are not currently employed by the Board unless otherwise prohibited by a collective bargaining agreement.

Revised 10/14/13
Revised 4/13/20
Revised 8/8/22

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Legal	A.C. 3301-27-01, Ohio Ethics Commission Advisory Opinion 2008-01 R.C. 3313.53, 3319.291, 3319.303, 3319.36, 3319.39

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised CRIMINAL HISTORY RECORD CHECK
Code	po4121
Status	
Adopted	November 19, 2007
Last Revised	April 9, 2018

Revised Policy - Vol. 43, No. 1

4121 - **CRIMINAL HISTORY RECORD CHECK**

In accordance with State law, the Board of Education requires a criminal background check including information from the Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) of each applicant the Superintendent recommends for employment on the District's non-teaching staff as well as for all current non-teaching employees on a periodic basis. These requirements apply to any non-teaching employee, including individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, and all substitutes and persons employed on a part-time basis such as coaches or activity supervisors.

Specific rules relating to employees engaged in the operation of a vehicle for student transportation (bus/van drivers) and non-teaching employees who are also licensed by the Ohio Department of Education (e.g. aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) shall be implemented as prescribed by law and applicable administrative code.

A criminal background check is not required of any currently-employed staff member who is a candidate for another position in the District, unless otherwise required by law and/or this policy.

~~**[ ]** The Board authorizes the Educational Service Center to undertake the criminal history check for individuals the Board may employ.~~

The Superintendent shall establish administrative guidelines that require an appropriate records check that complies with the law.

Any information and records obtained from such inquiries are not public records and shall be kept confidential and not released or disseminated.

Should it be necessary to employ a person to maintain continuity of the District's operations, prior to receipt of the criminal history record, the Superintendent may, except in the case of a bus driver, employ the person on a provisional basis until the report is received.

Enrollment in the State Rapback System

The Board will ensure that all employees and contractors whose work duties involve routine interaction with a child or who are regularly responsible for the care, custody, or control of a child are enrolled in the State Rapback System. Licensed employees are enrolled in Rapback by the State Board of Education's Office of Professional Conduct upon approval of their license. School bus and van drivers, and all other unlicensed employees and contractors who do not have a license or permit issued by the State Board of Education, are expected to complete the necessary steps to enroll in Rapback through the State Board as required by law. Employees and contractors may need to complete a new BCI background check ~~**( )** at their expense **[END OF OPTION]**~~ upon initial enrollment in Rapback. Enrollment in Rapback is considered a mandatory condition of employment and is not optional. **[DRAFTING NOTE: House Bill 33 (effective July 4, 2023) mandated that all nonlicensed employees and contractors, including bus and van drivers, were required to be enrolled in Rapack. Senate Bill 168 (effective October 24, 2024) modified this requirement to only those unlicensed employees and contractors who the District determines will have routine interaction with a child or be responsible for the care, custody, or control of a child.]**

Effect of Guilty Plea and/or Conviction of Enumerated Crimes - All Non-Teaching Employees

Non-teaching employees who are also licensed by the Ohio Department of Education (e.g., aides with a permit, paraprofessionals with a license, and those individuals who do not hold a valid educator's license but who are employed by the Board under a student activity permit) who engage in conduct unbecoming the teaching profession and/or who it is determined to have pled guilty to or have been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, are subject to the mandatory reporting requirements set forth in Policy 8141, in addition to an action by the Board to terminate their employment. In addition, consistent with State law and Policy 4138, the Superintendent shall immediately suspend such licensed non-teaching employees from all duties that require the care, custody, or control of a child during any pending criminal action for which that licensed, non-teaching staff member has been arrested, summoned and/or indicted for any crimes set forth in R.C. 3319.31(C).

~~**[ ]** A comprehensive list of crimes which must result in a suspension isare set forth in AG 4121.~~

All other non-teaching employees who are the subject of a criminal records check including applicants hired provisionally in advance of a completed criminal records check, as well as student transportation employees (bus/van drivers, preschool and special needs bus aides), and/or individuals employed by a private company under contract with the Board to provide essential school services in accordance with Policy 8142, who it is determined to have pled guilty to or been convicted of any offense enumerated under R.C. 3319.39(B)(1), including a judicial finding for intervention in lieu of conviction and/or participation in a pre-trial diversion program relating to any of the offenses listed therein, shall not be hired or shall be released from employment, as applicable, unless such individual meets the rehabilitation standards adopted by the Ohio Department of Education under division (E) of that section at the time of the hiring and/or upon discovery of such plea or conviction by the Board.

In the case of employees hired by the Board to operate a vehicle used for student transportation (i.e., bus/van drivers), a guilty plea or conviction of a crime to any offense listed in R.C. 3319.31(C) or A.C. 3301-83-23(A)(6)(c) will serve as a bar to further employment with the Board and the rehabilitation standards will not apply.

Suspension From Duties Involving Care, Custody or Control of a Child for Arrest, Summons and/or Indictment for Certain Crimes

In accordance with State law and Policy 4138, the Superintendent (or Treasurer in the case of an employee whose duties are assigned by the Treasurer) shall immediately suspend any non-licensed, non-teaching employee from all duties that require the care, custody, or control of a child during any pending criminal action for which that staff member has been arrested, summoned and/or indicted for any crimes listed under R.C. 3319.39(B)(1).

~~**[ ]** A comprehensive list of the crimes which must result in a suspension of such non-licensed employees isare set forth in AG 4121.~~

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Legal	R.C. 109.57, 109.572, 2950, 2953.32, 3319.39, 3301.541, 3319.291, 3319.31
	R.C. 3319.311, 3319.391, 3319.392, 3319.40, 3327.10
	A.C. 3301-83-06 (B)(10), 3301-83-06 (F)(2), 3301-83-06 (F)(5)
	A.C. 3301-83-10 (F), 3301-20-01, 3301-83-23, 4501-1-05

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT TRANSFERS
Code	po5131
Status	
Adopted	November 19, 2007

Revised Policy - Vol. 43, No. 1

5131 - **STUDENT TRANSFERS**

The Board of Education recognizes the value to a student to participate in the interscholastic athletic program providing it does not interfere with the student's~~his/her~~ academic program and the student~~s/he~~ meets all of the requirements of the Ohio High School Athletic Association.

~~**[ ]** The Board will send the necessary release to the Commissioner of the OHSAA for a student who has transferred to another district but resides in this District, providing the student meets all other eligibility requirements.~~

~~**[ ]** The Board, however, does not condone a student transferring to another district, while still residing in this District, for the express purpose of participating in the other district's athletic program. Therefore, it will not take the necessary formal action to release the student from the district.~~

The Superintendent may grant any home-educated student or any student enrolled in a qualifying school or a different school district, regardless of whether the Superintendent's district is the student's resident district, the opportunity to participate in interscholastic athletics at a school in the District, if the student was subject to any of the following by a school official, employee, or volunteer, or another student, from the district or school in which the student is enrolled or the district in which the student is participating in interscholastic athletics under R.C. 3313.537, 3313.5311, or 3313.5312:

A. harassment, intimidation, or bullying;

B. a qualifying offense for which the school official, employee, or volunteer, or another student, has been either of the following:

    1. charged with, indicted for, convicted of, or pled guilty to committing;

    2. alleged to be or is adjudicated a delinquent child for committing;

C. conduct by a school official, employee, or volunteer that violates the licensure code of professional conduct for Ohio educators developed by the state board of education.

The Superintendent will document the reason(s) for granting participation under this policy. To be eligible, a student who is enrolled in a nonpublic, community, or other public school must be of the appropriate age and grade level, as determined by the Superintendent, and must fulfill the same academic, nonacademic, and financial requirements as any other participant. Home-educated students will be subject to the same rules of participation and the same fees that are applied to any other participant. The District will not penalize or restrict eligibility to participate in District interscholastic athletics for students who cease to participate in interscholastic athletics elsewhere during the school year and begin to participate in District programs after being subject to bullying or any other types of offenses listed in this Policy.

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Legal	R.C. 3313.20 Handbook of the Ohio High School Athletic Association, Bylaw 4, Student Eligibility

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised ELECTRONIC EQUIPMENT
Code	po5136.01
Status	
Adopted	July 14, 2009
Last Revised	November 20, 2017

Revised Policy - Vol. 43, No. 1

5136.01 - **ELECTRONIC EQUIPMENT**

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting, and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use **( )** or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of ~~**( )** the principal~~ **(X)** the classroom teacher ~~**( )** _____~~.

~~Examples of prohibited devices **[INSERT THOSE ITEMS APPLICABLE TO YOUR DISTRICT; CONSIDER IN LIGHT OF DEVICES AUTHORIZED PURSUANT TO POLICY 5136]** include, but are not limited to:~~

A. ~~**( )** cameras (photographic and/or video),~~

B. ~~**( )** laptops,~~

C. ~~**( )** tablets (e.g., iPad-like devices),~~

D. ~~**( )** smartphones,~~

E. ~~**( )** e-readers (e.g., Kindle-like devices),~~

F. ~~**( )** personal digital assistants (PDAs),~~

G. ~~**( )** lasers,~~

H. ~~**( )** laser pens or pointers,~~

I. ~~**( )** radios,~~

J. ~~**( )** "boom boxes",~~

K. ~~**( )** headphones,~~

L. ~~**( )** portable CD/MP3 players,~~

M. ~~**( )** portable TV's,~~

N. ~~**( )** electronic games/toys,~~

O. ~~**( )** pagers/beepers, other paging devices,~~

P. ~~( ) recording devices, or other devices with one- or two-way audio communication technology,~~

Q. ~~( ) _____,~~

R. ~~( ) _____.~~

~~[ ] Students may use the following electronic equipment/devices on school property for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision: **[delineate approved devices]**~~

A. ~~( ) cameras (photographic and/or video)~~

B. ~~( ) laptops~~

C. ~~( ) tablets (e.g., iPad-like devices)~~

D. ~~( ) smartphones~~

E. ~~( ) e-readers (e.g., Kindle-like devices)~~

F. ~~( ) personal digital assistants (PDAs)~~

G. ~~( ) portable CD/MP3 players ( ) with headphones~~

H. ~~( ) _____~~

~~[ ] Students may use the following electronic equipment/devices while riding to and from school on a school bus or other vehicle provided by the Board ( ) or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the ( ) bus driver, ( ) classroom teacher, ( ) sponsor/advisor/coach, ( ) building principal: **[delineate approved devices]**~~

A. ~~( ) cameras (photographic and/or video)~~

B. ~~( ) laptops~~

C. ~~( ) tablets (e.g., iPad-like devices)~~

D. ~~( ) smartphones~~

E. ~~( ) e-readers (e.g., Kindle-like devices)~~

F. ~~( ) personal digital assistants (PDAs)~~

G. ~~( ) portable CD/MP3 players with headphones~~

H. ~~( ) electronic games/toys~~

I. ~~( ) recording devices, or other devices with one- or two-way audio communication technology~~

J. ~~( ) _____~~

K. ~~( ) _____~~

Distracting behavior that creates an unsafe environment will not be tolerated.

~~[ ] However, the use of any communication functionality that is a part of or attached to the above approved electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.~~

~~[ ] The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.~~

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including sexual orientation/transgender identity), age, disability, religion, or political beliefs; and 2) send, share, view or possess pictures, text messages, e-mails, or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without the individual's ~~his/her~~ consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, **( )** classrooms, **[END OF OPTION]** and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

~~**[ ]** If a camera or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.~~

Any electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Board Policy 5771 - Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Accessing and Monitoring School-Issued Devices and Accounts

While students have no right or expectation of privacy when using District technology resources, the District and third party technology providers that provide services through a contract with the District are prohibited by State law from electronically accessing or monitoring certain features on school-issued devices provided to students unless a legally permissible exception exists. School-issued devices are defined as any hardware, software, devices, or accounts that a School District provides to an individual student for that student's personal use. The prohibited features include location-tracking features of a school-issued device, audio or visual receiving, transmitting, or recording features of a school-issued device, and student interactions with a school-issued device including, but not limited to, keystrokes and web-browsing activity.

However, the District and third party providers are permitted to access and monitor student devices in the following circumstances:

A. The activity is limited to non-commercial educational purposes for instruction, technical support, or exam proctoring by School District employees, student teachers, staff contracted by a District, a vendor, or the Department of Education, and notice is provided in advance;

B. The activity is permitted under a judicial warrant;

C. The District or a technology provider is notified or becomes aware that the device is missing or stolen;

D. The activity is necessary to prevent or respond to a threat to life or safety, and the access is limited to that purpose;

E. The activity is necessary to comply with Federal or State law; and

F. The activity is necessary to participate in Federal or State funding programs.

Annually, the Board provides notice to parents and guardians of enrolled students that it generally monitors student devices in one (1) or more of the permitted circumstances. In the event that one (1) of the permissible circumstances listed above prompts access to a student's device, the District will notify parents in writing within seventy-two (72) hours of accessing the device. The notice will include an explanation of the circumstances which prompted the access, what features were accessed, and a description of the threat posed, if applicable. If the notice itself would cause a threat to life or safety, the District will provide the notice within seventy-two (72) hours after the threat has ceased.

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Book	Policy Manual
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Revised Policy - Vol. 43, No. 1

5200 - **ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

~~**( )** or during the attendance sessions to which a students/he has been assigned.~~

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a ~~**( )** written **[END OF OPTION]**~~ statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

In accordance with **Ohio Administrative Code 3301-69-02,** the Board considers the following factors to be reasonable excuses for time missed at school:

A. Illness of the child. The approving authority may require the written statement of a physician/mental health professional if it is deemed appropriate;

B. Illness in the family necessitating the presence of the child. The approving authority may require the written statement of a physician and an explanation as to why the child's absence was necessary, if it is deemed appropriate;

C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as determined by the proper health officials;

D. Death of a relative. The absence arising from this condition is limited to a period of eighteen school hours unless a reasonable cause may be shown by the applicant child for a longer absence;

E. Medical, behavioral or dental appointment. The approving authority may require the written statement of a physician, mental health professional or dentist if it's deemed appropriate;

F. Observance of religious holidays.~~religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty~~. Any child shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs;

G. College visitation. The approving authority may require verification of the date and time of the visitation by the college, university, or technical college;

H. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the

reporting

I. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;

J. Absences due to a student being homeless;

K. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code;or

L. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

Medical excused absences are those listed in reasons A, B, C and E above.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

~~**[ ]** 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. ~~appointment with a health care provider~~

C. ~~illness in the family necessitating the presence of the child~~

D. ~~quarantine of the home~~

E. ~~death in the family~~

F. ~~necessary work at home due to absence or incapacity of parent(s)/guardian(s)~~

G. ~~religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penaltyobservation or celebration of a bona fide religious holiday~~

H. ~~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~~

~~Any classroom assignment missed due to the absence shall be completed by the student.~~

~~If the student will be absent for twenty four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.~~

I. ~~such good cause as may be acceptable to the Superintendent~~

J. ~~medically necessary leave for a pregnant student in accordance with Policy 5751~~

K. ~~**( )** service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725~~

L. ~~college visitation~~

~~**[ ]** The District requires verification of the date and time of the visitation by the college, university, or technical college.~~

M. ~~absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status~~

N. ~~absences due to a student being homeless~~

~~**[ ]** Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.~~

~~**[ ]** The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that the students/he reports to such staff member the students/he is assigned for guidance at the place in which the students/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.~~

~~**[ ]** The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for the student'shis/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.~~

~~At the discretion of the Superintendent, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)~~

~~**[ ]** Attendance shall be taken at the beginning of every block/period in buildings with block/period based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.~~

~~**[ ]** Attendance shall be taken at the commencement of the school day in buildings with non-period based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.~~

Contacting the Parent/Guardian of an Absent Student

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law ~~(see AG 5200)~~.

Excessive Absences

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered excessively absent from school. Religious expression days that have been approved by the Principal in accordance with this policy will not be considered for the purpose of determining whether a student is excessively absent. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

~~A student may have an excused absence for medical reasons, such as personal illness or medical visit, subject to the following rules. A student may have up to **( )** ten (10) **( )** _____ **[ENTER AMOUNT]** medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond **( )** ten (10) **( )** ___ **[ENTER AMOUNT]** days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic. A medical excuse for personal illness will be accepted in the form of a doctor's note within **( )** five (5) **( )**____ **[ENTER AMOUNT]** school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit.~~

~~The following "medical excuses" will not count toward a student's excessive absence hours: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school. **[DRAFTING NOTE: Use the last option to permit an excused medical absence for student mental health (e.g., school phobia, anxiety, emotional disability) or for students whose chronic conditions could be impacted by recognized pandemic/epidemic (COVID-19) or other causes. Document the reason for the medical excuse.]**~~

~~A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of doctor's note within **( )** five (5) **( )**____ school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to **( )** ten (10) **( )** _____ medically excused absences without a doctor's note, but with a phone call from a parent/guardian. This policy will be extended beyond **( )** ten (10) **( )** ___ days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.~~

Religious Expression Days

The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or guardian. Religious expression days may be used to take holidays for reasons of faith or religious or spiritual belief system or participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system. However, the Principal may verify the authenticity of a request by contacting the parent or guardian to confirm they signed it. The Principal may deny the request for religious expression days if the parent or guardian indicates that the signature is not authentic. Once the days have been approved, the Principal will ensure that each teacher schedules a time and date for alternative examinations or other academic requirements that conflict with the student's absence. Students may participate in interscholastic athletics or other extracurricular activities on days in which the student is absent for religious expression.

The District has adopted the following procedure for a student, parent, or guardian to notify the District of any grievance with regard to the implementation of this policy. A grievance must be submitted in writing to the **(**X **)** Superintendent ~~**( )** _____~~. The **(X)** Superintendent ~~**( )** _____~~will review the grievance and issue a written determination of whether the policy has been violated. The decision of the **(X)** Superintendent ~~**( )** _____~~ is final and not subject to further appeal.

The District will notify parents and guardians annually about this policy and the procedures that they must follow to request accommodations for religious expression days.

The policy will be placed in a prominent location on the District's website and will include the contact information for an individual who can provide further information about the policy. The District will also publish a non-exhaustive list of major religious holidays, festivals, and religious observations ~~**( )** as published by the State Superintendent for which an absence will not be unreasonably withheld or denied **[END OF OPTION]**~~. ~~**[DRAFTING NOTE: Districts are required to publish a non-exhaustive list of religious holidays, festivals, and observances. At the beginning of the school year, the State Superintendent is required to provide each District with a non-exhaustive list of holidays and festivals for the next two (2) years. Each district must either adopt the State Superintendent's list or develop and adopt a list of its own.]**~~ The list will be provided whenever the policy is posted, printed, or distributed, and will be accompanied by a statement that declares the list is non-exhaustive and may not be used to deny accommodations to a student for a holiday, festival, or observation that is not included in the list. Nothing in this policy, and no inclusion or exclusion of a religious holiday or festival on the list posted by a District, shall preclude a student from full and reasonable accommodations for any sincerely held religious beliefs and practices with regard to all examinations or other academic requirements and absences for reasons of faith or religious or spiritual belief system.

Habitually Truant

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

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

A. the student was enrolled in another school district;

B. the student was excused from attendance in accordance with R.C 3321.04; or

C. the student has received an age and schooling certificate.

Absence Intervention Team

~~**[DRAFTING NOTE: A school district with a chronic absenteeism percentage that is less than five percent (5%), as displayed on the district's most recent report card, and the school buildings within that district, shall be exempt from the following requirement to assign habitually truant students to an absence intervention team for the following school year and shall instead take any appropriate action as an intervention strategy listed in this policy. Should those intervention strategies fail, within sixty-one (61) days after their implementation, the attendance officer shall determine whether criteria are met to file a complaint against the student in juvenile court, and if so, shall file the complaint. The language "to the extent required by law as determined on an annual basis" refers to this exemption.]**~~

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the ~~**( )** Superintendent~~ **(X)** Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

~~**[ ]** As part of the absence intervention plan, the **( )** Superintendent **( )** Principal may, in theirhis/her discretion, contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G). **[DRAFTING NOTE: Any school that chooses this option must develop a written policy regarding the use of, and selection process for, offering alternatives to adjudication to ensure fairness.]**~~

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a **(X)** school psychologist, **(X)** counselor, **(X)** social worker, or **(X)** representative of a public or nonprofit agency designed to assist students and their families in reducing absences. ~~**[DRAFTING NOTE: Schools must obtain written permission to release confidential information about a student to third parties, such as a representative of an outside agency on an intervention team.]**~~

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the ~~( ) Superintendent~~ **(X)** Principal shall make at least three (3) meaningful, good-faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the ~~( ) Superintendent~~ **(X)** Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

A. **(X)** provide counseling to the student

B. **(X)** request or require the student's parent to attend a parental involvement program

C. **(X)** request or require a parent to attend a truancy prevention mediation program

D. **(X)** notify the Registrar of Motor Vehicles of the student's absences

E. **(X)** take appropriate legal action

F. ~~**( )** assignment to an alternative school **[DRAFTING NOTE: If the District has established an alternative school, it must appear as an alternative intervention strategy.]**~~

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the ~~**( )** Superintendent~~ **(X)** Principal may, in their~~his/her~~ discretion, assign the __school employee_____ ~~**[one (1) school official]**~~ to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

[DRAFTING NOTE: Choose one of the following options]

~~**[ ]** The plan shall be implemented not later than seven (7) days prior to the first day of instruction of the next school year.~~

~~**OR**~~

X] The absence intervention process shall commence upon the first day of instruction of the next school year.

[END OF OPTIONS]

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

A. The student is habitually truant.

B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.

C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, **(X)** the absence intervention team ~~**( ) the attendance officer [END OF OPTIONS]**~~ may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth-class misdemeanor if found guilty.

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, the student~~s/he~~ will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and the student's~~his/her~~ parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status. ~~**[DRAFTING NOTE: The term "habitually absent" as used here refers to the level of unexcused absences that will trigger notice to the Registrar of Motor Vehicles and Juvenile Court Judge under R.C. 3321.13(B)(2). It is not to be confused with "excessively absent" or "habitually truant" as those terms are defined above.]**~~

~~**[DRAFTING NOTE: A student is designated a habitual truant only through the measurement of unexcused absences. Schools must initiate intervention procedures for habitually truant students. If the interventions fail, the school must file a complaint against the habitually truant student in juvenile court. Excessive absenteeism is marked by an accumulation of both excused and unexcused absences. Intervention strategies may be implemented for students designated excessively absent, but a notice to parents is required. No further action toward the excessively absent student is required unless the student becomes habitually truant. The parent notice is purely a warning that the child has missed an excessive amount of school hours, both with and without a legitimate excuse.]**~~

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, the student~~s/he~~ may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education and Workforce, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;

B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;

C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;

D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of _____Medina_____ County/Counties, with the parents, guardians, or other persons having care of the students attending school in the District, and with appropriate State and local agencies.

[X] Tracking Remote Attendance

Consistent with the District's remote learning plan (e.g., Blended Learning, Online~~On-Line~~ Learning, etc.), the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data. ~~**( )** Teachers are encouraged to verify meaningful attendance in a method selected by the teacher, such as an ungraded quiz at the close of a lesson, a survey or poll questions (unrelated to the lesson and unpredictable) at the end of the lesson, or asking students questions at random throughout a session.~~

~~In addition to the reasons listed at the beginning of this policy, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with **( )** written **[END OF OPTION]** notice from a parent/guardian:~~

A. ~~**( )** temporary internet outage for individual students or households;~~

B. ~~**( )** unexpected technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led remote learning lesson;~~

C. ~~**( )** computer/device malfunction;~~

D. ~~**( )** malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.~~

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

A. daily logins to learning management systems;

B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats, or other formats that enable teachers to engage with students; and

C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher **(X)** may ~~**( )** should~~ adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge. ~~**[DRAFTING NOTE: If a teacher knows that a regular education student or special education student took "significantly" longer (i.e., more than a de minimis additional amount of time) than the "typical" amount of time to complete an assignment, the student should be given additional attendance "credit." The administration will need to determine how it intends to verify the amount of time the student or parent reports it took the child to complete the assignment from the time a "typical" student would be expected to take to complete the assignment.]**~~

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Legal

R.C. 2151.011, 3313.668, 3317.034, 3321.01 et seq., 3321.13(B)(2), 3321.19, 3321.191

R.C. 3321.22, 3321.38, 3323.041

A.C. 3301-35-03, 3301-47-01, 3301-69-02

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STUDENT CONDUCT
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Revised Policy - Vol. 43, No. 1

5500 - **STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

A. allows teachers to communicate effectively with all students in the class;

B. allows all students in the class the opportunity to learn;

C. has consequences that are fair, and developmentally appropriate;

D. considers the student and the circumstances of the situation; and

E. enforces the Student~~student~~ Code of Conduct/Student Discipline Code accordingly.

Academic Honesty

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

A. plagiarism (of ideas, work, research, speech, art, music, etc.);

B. forgery of another's work;

C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;

D. downloading or copying information from other sources and presenting it as one's own;

E. using language translation work of someone else or using technology when the expectation is doing one's own translation;

F. copying another person's work;

G. allowing another person to copy one's own work;

H. stealing another person's work;

I. doing another person's work for them;

J. distributing copies of one's work for use by others;

K. distributing copies of someone else's work for use by others for academic gain or advantage;

L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;

N. distributing or receiving questions from quizzes, tests, assessments, etc.;

O. **( )** _____;

P. **( )** _____.

~~**[OPTIONAL LANGUAGE – ARTIFICIAL INTELLIGENCE]**~~

~~**[ ] Use of Artificial Intelligence Tools For School Work**~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **( )** (See Policy 7540.09 – Artificial Intelligence ("AI")) **[END OF OPTION]**~~

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

~~A. Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying unseen aspects, and suggesting other perspectives.~~

~~B. Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

~~C. Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

~~D. Writing assistance: AI tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

~~E. Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can help to supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~**[END OF OPTIONAL LANGUAGE – AI]**~~

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

~~**[ ]** All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity. **( )** Such education shall reference this Board policy. **[END OF OPTION]**~~

Students who violate this policy are subject to disciplinary consequences.

~~**[ ]** Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation. **[END OF OPTION]**~~

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made based on the appeals process documented in the student handbook.

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 that 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 Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Student Code of Conduct/Student Discipline Code shall be reviewed ~~**( )** annually~~ **(X)** periodically **[END OF OPTION]**.

~~**[ ]** A summary of this policy shall be included in the Student Handbook and the Employee Handbook.~~

[Cross References:
po7540.03
po7540.04
po7540.09]

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Legal	R.C. 3313.20, 3313.534, 3313.66, 3313.661
Cross References	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of RANDOM ALCOHOL, DRUG, AND NICOTINE TESTING OF WADSWORTH CITY SCHOOL DISTRICT STUDENTS
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5512.01 - **RANDOM ALCOHOL, DRUG, AND NICOTINE TESTING OF WADSWORTH CITY SCHOOL DISTRICT STUDENTS**

Overview

The procedure for initial and random alcohol, drug, and nicotine testing of participating students is accomplished in conjunction with an independent testing Vendor selected by the Board of Education. The Vendor will be provided, by the Designated Official, a full list of eligible students and, in turn, the Vendor will randomly select students for testing at regular intervals. The Vendor will send qualified collectors to the school who will oversee the collection of all specimens as outlined in 6(b). The Vendor will provide Medical Review Officer (MRO) services for interpretation and verification of results. Results will be reported to the Designated Official by the MRO. Specimens are collected as split specimens which requires the Vendor to separate the specimen in two (2) separate containers. One (1) specimen will be tested and the other will be held for a second test, if required.

A. A STATEMENT OF NEED AND PURPOSE

Recognizing that the use of alcohol, drugs, and nicotine by students involved in activities is a national problem, and with the support from the U.S. Supreme Court, the Wadsworth City School District implements this program of deterrence and identification, as a proactive approach to a truly safe and alcohol, drug, and nicotine-free school. Likewise, through participation in activities, students using harmful substances pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold:

1. to provide for the health and safety of all students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use alcohol, drug, and/or nicotine;
3. to encourage students who use alcohol, drug, and/or nicotine to participate in treatment programs; and
4. to prevent the impact alcohol, drugs, and nicotine use have on the learning centers of the brain, allowing each student to achieve full academic potential while the student is involved in activities within the Wadsworth City School District.

This program is designed to create a safe alcohol, drug, and nicotine-free environment for students and assist them in getting help when needed. The program does not affect the current policies, practices, or rights of the District regarding student alcohol, drug, and/or nicotine possession or use, where reasonable suspicion is established by means other than testing through this policy.

Any student in grades seven (7) through twelve (12) and their parent/guardian/custodian(s) must first sign a testing registration/consent form in order to be eligible to participate in any one (1) or combination of the following:

1. Purchasing a parking pass, which allows a student to drive to/from school;
2. Athletics; and/or

3. Extra-curricular activities (that are not tied to an academic grade) other than athletics.

B. SUPPORTING DATA

Random testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of Vernonia School District 47J (Oregon) v. Wayne and Judy Acton, and Pottawatomie v. Earls.

C. DEFINITIONS

Adulterant/Adulteration - Any attempt to alter the outcome of the test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposefully over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Banned Substance - A substance defined by school policy as being banned from use by students.

Chain-of-Custody Form - A preprinted form provided by the testing laboratory that records all contact with the provided specimen. The form is initialed by the collector and donor and then stays with the specimen until the results are certified by the testing scientist and forwarded to the MRO for final certification.

Designated Official(s) - The individual hired and/or identified by the District to oversee programs of the school or District. There may be one (1) Designated Official in each school building that participates in testing of students.

Illicit Substance - A drug classified by the Drug Enforcement Administration (DEA) as being available only by prescription from a physician or classified as being controlled and having no therapeutic use.

Medical Review Officer (MRO) - A licensed physician trained and certified in the process and interpretation of drug testing results.

Quantitative Levels - The measurement levels of specific chemicals in the urine, reported usually in nanograms per milliliter (ng/ml).

SAMHSA - The Substance Abuse and Mental Health Services Administration, a governmental agency that certifies toxicology laboratories that perform alcohol, drug, and nicotine testing following strict guidelines and constant quality assurance programs.

Student Participant - A qualified student participating on a sanctioned activity as defined by OSHAA/or in a qualifying activity recognized by the Board of Education.

Testing Year - The testing year begins August 1 and continues for 365 days thereafter.

Vendor - The medical office or company selected by the Board of Education to carry out the procedure identified in this policy.

D. PROCEDURES FOR STUDENT PARTICIPANTS

1. Informed Consent for Testing

   At the beginning of each season/year, student participants and their respective parent/guardian/custodian will complete and sign the testing registration/consent form. No student may participate until this form is properly executed and on file with the Designated Official.

2. Alcohol, Drug, and Nicotine Testing Frequency

   All eligible student participants will be tested at a minimum of one (1) time during current school year regardless of when they join the activity. This testing will be completed on a specified date and time.

   Subsequent testing will be done on a random basis throughout the school year. All students wishing to participate may be subject to testing for illicit or banned substances as specified in Paragraph 6(c) below. Eligible students will be randomly tested, on up to a bi-weekly basis, anytime during the testing year. This program continues until the student graduates. Any student that has completed their activity and does not intend on participating in any other activity for the remainder of the student's time at Wadsworth Middle or High School may be removed from the program with a signed parent/guardian/custodian letter to the Designated Official. If no letter is submitted, and the parent/guardian/custodian submits the testing

registration/consent form yearly, then the student will remain in the program for the remainder of the student's school year. If the student decides to rejoin an activity after submitting the letter of removal, then the student will be treated as an initial entrant into the Wadsworth City School District Drug Testing policy/procedures. Any student who refuses to submit to testing, or does not submit a completed testing registration/consent form, will not be allowed to purchase a parking pass or participate in athletics or non-academic extracurricular activities in the Wadsworth City School District.

3. Sample Collection

   Samples will be collected as outlined under Paragraph 4(d) below. Any eligible student selected randomly for testing who is not in school on the day of testing will be tested at the next available testing time. Students not able to provide an adequate urine specimen at the testing time will be offered the opportunity to consent to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample. If the Student voluntarily consents to a saliva sample after it is determined by the Vendor and Designated Official that the student has adequately attempted to provide a urine sample, the saliva sample will be collected as outlined in Paragraph D(4). Otherwise, the Student will be unable to participate until the proper specimen is provided.

   Arrangements may be made for special collections at a Vendor Collection site with prior approval of the Designated Official.

4. Procedures

   Selected students will be released from their current location to go to the collection site. The student will be required to have a picture identification or be identified by the Designated Official and complete necessary form(s). A specimen of urine, or in rare circumstances where consent is given, saliva is collected following the process utilized by the vendor selected by the District. The details of this process will always be posted on the District website and will always be designed to require a level of privacy for each student (e.g. the collector of the specimen will always remain outside of the closed bathroom stall while the specimen is produced).

E. CONFIDENTIALITY OF RESULTS

All test results are considered confidential information and will be handled accordingly. Those persons having results reported to them as set forth by this policy must sign a Confidentiality Statement for the Random Testing Program.

F. VENDOR REQUIREMENTS

At a minimum, the Vendor must be able to provide the following services:

1. Random Selection of Student Participants

   Once provided a list of eligible students, the Vendor must select the required number of students in a random and confidential manner. Up to bi-weekly, the Vendor will arrange with the Designated Official a day and time to do the collection of specimens. The schedule will not follow any recognizable pattern. The selected students' names will be given to the Designated Official, who will arrange for these students to report to the collection area.

2. Collection of Specimens

   The Vendor will oversee the collection of specimens as outlined in paragraph 4(d). Chain-of-Custody forms will be provided by the Vendor that meet the criteria of this policy and that of the testing laboratory.

3. Testing of Specimens

   The Vendor will have all specimens tested for the specified illicit or banned substances by a qualified laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) following the guidelines of the Department of Health and Human Services (HHS).

   The testing laboratory must be able to test for the following drug classes, substances, or their metabolites in collected urine specimens. The Designated Official may request testing of substances including, but not limited to, the following list:

Alcohol	Amphetamines	Anabolic Steroids
Barbiturates	Benzodiazepines	Cocaine Metabolites
LSD	Marijuana Metabolites	Methadone
MDMA (Ecstasy)	Nicotine	Opiates (painkillers, heroin)
Phencyclidine	Propoxyphene	K2 / Spice
Other synthetic drugs (Bath Salts)		Synthetic Cannabinoids

4. Medical Review Officer (MRO) Services

   The Vendor will provide MRO services by a licensed physician who is certified by the Medical Review Office Certification Council (MROCC) or the American Association of Medical Review Officers as having proven by examination to have had the appropriate medical training to interpret and evaluate test results and thus qualified for certification as a Medical Review Officer. Additionally, the MRO must demonstrate a willingness to abide by this policy, as to the evaluation of positive tests and reporting findings to the Designated Official in a timely and confidential manner. Test results will be maintained by the Designated Official for a period of seven (7) years from the date of the test. These records will not be maintained as part of a student's record.

5. Reporting of Random Test Results by Vendor

   The MRO will certify all screens as negative or positive and report, by telephone, positive findings in a confidential manner to the parent/guardian/custodian first. The MRO will also notify the Designated Official, once the positive result is confirmed, by phone and in writing, that a test returned positive.

6. Statistical Reporting and Confidentiality of Test Results

   The Vendor, testing laboratory, or MRO may not release any statistics on the rate of positive tests to any person, organization, news publication, or media without the express written consent of the Wadsworth City School District Board of Education.

   However, the Vendor will provide the Designated Official with an annual report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens. This report will not contain any student names, though the positive results would have been disclosed prior, as outlined in this policy.

G. PROCEDURES IN THE EVENT OF A POSITIVE RESULT

1. Whenever a student's test result indicates the presence of alcohol, drugs, and/or nicotine or adulteration, as determined by the MRO, the following will occur (Note: with a positive test result for nicotine, if a student is of legal age to buy nicotine, the positive result will be excluded. Outside of this policy, the Wadsworth City School District Code of Conduct and other policies apply if tobacco/nicotine products are found or used on campus or at a school-related activity, regardless of a student's age.):

   a. The parent/guardian/custodian is initially notified of the result by the MRO.

   b. The Designated Official is notified once the positive result is confirmed and will notify the parent/guardian/custodian and student of implementation of this policy and of any positive results.

   c. The student will be subjected to the appropriate action based on the student's circumstances.

   d. If the parent/guardian/custodian or student wishes to contest the results, one (1) of the following will occur:

   e.

   f. 1. The Vendor will arrange for the split portion of the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the parent/guardian/custodian or student. Such a request must be made to the Designated Official, in writing, within five (5) calendar days from first notification of positive test results. If the contested test is reported as negative by the second laboratory, the first result will be nullified and the cost will be incurred by the District.

g. 2. The parent/guardian/custodian will work with the Designated Official to determine a different, alternative testing method (e.g. hair follicle sample), where the alternative testing will occur and when the alternative testing will occur. Permission to use the alternative testing method must be given by the Designated Official. The Designated Official must verify the method of testing, the timeline the test will occur and the chain of command procedure with the testing company prior to determining if approval is granted. The cost for the alternative test will be incurred by the parent/guardian/custodian.

h. The MRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

2. First Positive Result

A positive result from the MRO or ruling of adulteration will constitute a first positive. The student will have two (2) options:

Option A) For Alcohol and Drugs: The student will receive treatment based on an assessment from a certified alcohol and/or drug treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian/custodian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will be allowed to continue participating as long as the treatment plan is being followed and/or completed, as evidenced by the submission of the required documentation to the Designated Official.

Option A) for Nicotine: The student will participate in the nicotine education program offered at Wadsworth High School.

Option B) For Athletics: The student refuses treatment and will be suspended from fifty percent (50%) of the season. The amount of suspension is based on the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

For either option, the student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from sports and activities.

3. First Positive Result Due to Ruling of Adulteration

If the student's first positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a first offense. As an example, if the student chooses Option A above, the suspension will be a total of twenty percent (20%) of the season or three (3) weeks from the activity/parking. If the student chooses Option B above, the suspension will be a total of seventy percent (70%) of the season or twelve (12) weeks of the activity/parking. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

4. Second Positive Result

A second positive result from the MRO or ruling of adulteration will result in a second offense. Students in the

second offense will have one (1) of the following consequences based upon the choice from first consequence:

If the student was in Option A above, then the student must continue or re-enter the treatment/intervention plan as designed by the assessment counselor and submit the required documentation to the Designated Official. The student also forfeits fifty percent (50%) of the athletic season contests (season or tournament) based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for a nine (9) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

In lieu of the suspension detailed above in option A for a second positive result, a student can choose to be tested bi-weekly at the expense of the parent/guardian/custodian for a period of six (6) months. If the bi-weekly tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. The results of the said tests must be submitted to the designated official. A student whose bi-weekly test produces a positive result will have the suspension detailed in option A for a second offense reinstated.

If the student chose Option B above, then the student will receive treatment based on the student's assessment from a certified drug/alcohol treatment program. While the ultimate decision rests with the parent/guardian/custodian, a list of potential providers will be provided by the District. The parent/guardian must provide the date the assessment will take place and the program selected within five (5) calendar days of notification of the positive result. The student will also forfeit seventy-five percent (75%) of the contests/events/activities (season or tournament), based upon the number of regular-season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which the student is a regular participant. Students (except freshmen) suspended under this rule may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e., one in which the student is not a regular participant). In such cases, the suspension applies to the next sport or activity in which the student is a regular participant.

For extracurricular activities/parking: The student will be suspended from the activity/parking for an eighteen (18) week period beginning with the date of violation. Athletic/Extracurricular Activity/Parking consequence will run concurrently.

If the student chooses to not be in any intervention/treatment plan, then the student will no longer be allowed to purchase a parking pass or participate in athletics or extracurricular activities for the remainder of the student's WHS career.

The student will also be required to submit up to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. Failure to comply with this requirement will result in an indefinite suspension from contests/events/activities.

5. Second Positive Result Due to Ruling of Adulteration

If the second positive result arises from adulteration, the student will be automatically suspended for twenty percent (20%) of the season or three (3) weeks from the activity/parking, in addition to what is outlined in Option A or Option B above for a second offense. A student whose test result is positive due to adulteration will also be subjected to random test(s) each month at the expense of the parent/guardian/custodian for a period of six (6) months. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory.

If a student's second positive result arises from the student's second adulteration offense, the student will be held to the consequences detailed in the "Third Positive Result" section of this policy.

6. Third Positive Result

   A third positive result from a MRO or ruling of adulteration will result in the student being barred indefinitely from purchasing a parking pass or participating in athletics or extracurricular activities. The student will be able to earn eligibility back by having no positive test results for one (1) year from the date of the third offense. As part of the process to earn eligibility back, the student will be subjected to random test(s) each month at the expense of the parent/guardian. If the random tests are not able to be completed at the student's school through the process described in this policy, the tests must be completed by a facility that follows chain-of-custody procedures and uses a SAMHSA-certified toxicology laboratory. If the student earns eligibility back after one (1) year and then has another positive test result, the student will be barred indefinitely from purchasing a parking pass or participating in athletic or extracurricular activities and will be subject to the same one (1) year process, as described earlier in this paragraph, to regain eligibility.

7. Self-Referral

   A student who refers themself prior to receiving a positive result from the MRO will comply with the requirements in Paragraph 7(b) Option A. Self-referrals may be used on a first offense only. Subsequent positives following a referral will continue to actions stated in Paragraphs 7(c) and 7(d). For the purpose of this policy, a student may only self-refer one (1) time while a student in the Wadsworth City School District.

8. Middle School to High School Transition

   When a student transitions from middle school to high school, the student will start at the first offense level (7b above) if the student has a positive test result, regardless of the level the student was on upon conclusion of the student's middle school years. But, consequences given to a student as a result of an offense in middle school, as described above, will carry into high school until they are completed. Once the consequences are completed, the student will start at the first offense level (7b above) if the student has a positive test result.

H. NO ACADEMIC CONSEQUENCES

No student will be penalized academically for testing positive. The results of tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wadsworth City School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s parent/legal guardian/custodian will be notified before a response is made by the Wadsworth City School District Board of Education, to the extent permitted by such subpoena or legal process.

Revised 6/28/18
Revised 2/10/20
Revised 4/10/23

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Book	Policy Manual
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Title	Vol. 43, No. 1 - October 2024 Revised STUDENT/PARENT RIGHTS
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Revised Policy - Vol. 43, No. 1

5780 - **STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and the student's~~his/her~~ constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

X] The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for the student's~~his/her~~ education.

Since a student who has reached the age of majority possesses the full rights of an adult, the student~~s/he~~ may authorize those school matters previously handled by the student's~~his/her~~ parents, but the student~~s/he~~ also assumes the responsibility for their~~his/her~~ performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

Parent Right to Inspect Instructional Materials

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

Right to Inspect Technolgy Provider Contract

The District shall provide parents and students with an opportunity to inspect a complete copy of each technology provider contract.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act.

[Cross Reference:

po8310]

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Legal	R.C. 3109.01 20 U.S.C. 1232h
Cross References	po8310 - PUBLIC RECORDS

Book	Policy Manual
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Last Revised	March 14, 2022

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6110 - **GRANT FUNDS**

It is the objective of the Board of Education to provide equal educational opportunities for all District students. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit~~benefits~~ students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance the educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs the Superintendent~~s/he~~ deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used to:

A. develop or distribute materials, or operate programs or courses of instruction directed at youths, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;

B. distribute or aid in the distribution by any organization of legally obscene materials to minors on school grounds;

C. provide sex education or HIV-prevention education in schools unless that instruction is age-appropriate~~age appropriate~~ and includes the health benefits of abstinence; or

D. operate a program of contraceptive distribution in schools.

Grant Proposal Development

A. All grant proposals must support at least one (1) District goal or priority.

B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

B. ~~**( )** The Superintendent shall present the following proposals to the Board for approval:~~

1. ~~**( )** government-funded proposals, regardless of the amount;~~

2. ~~( ) proposals with budgets exceeding $_____.00; or~~

3. ~~( ) multi-school or District-wide proposals.~~

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the civil False Claims Act (2 C.F.R. 200.113) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1411/3211/4211 - Whistleblower Protection and Policy 8900 - Anti-Fraud.

Grant Administration

A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.

B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.

C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations and objectives, and the terms and conditions of the grant award.

D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.

E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

   Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

F. **(X)** The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

G. ~~( ) Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.~~

H. ~~( ) Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.~~

I. **(X)** Program reports including but not limited to audits, site visits, and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity~~Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance ("CFDA") title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable~~.

B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

C. Records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.~~Records that identify adequately the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~

D. Effective control over and accountability for all~~over, and accountability for, all~~ funds, property, and ~~other~~ assets. The District must adequately safeguard all assets and ensure~~assure that~~ they are used solely for authorized purposes.

   Further, the District must:

   1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;

   2. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;

   3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award; and

   4. take prompt action when instances of noncompliance are identified~~, including noncompliance identified in audit findings;~~

   5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~

E. Reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality~~Comparison of expenditures with budget amounts for each Federal award~~.

F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

G. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability~~,~~ including, but not limited to, the following areas:

   1. cash management in accordance with 2 C.F.R. 200.305

   2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award

   3. conflict of interest

   4. procurement

   5. equipment management

6. conducting technical evaluations of proposals and selecting recipients

7. compensation and fringe benefits

8. travel

H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends $1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than $1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;

B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;

C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and

D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and similar~~other such~~ revenues raised by a recipient are not program income~~ unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income~~. Proceeds~~Finally, proceeds~~~~ from the sale of real property, equipment, or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless the District~~it~~ has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal ~~awarding~~ agency or pass-through entity.

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307
2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.332, 200.343(b)&(e), 200.501-511
20 U.S.C. 7906
31 U.S.C. 3729-3733
34 C.F.R. 75.707, 76.563, 76.565, 76.707
Compliance Supplement for Single Audits of State and Local Governments

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Legal

2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.332, 200.343(b)&(e), 200.501-511

20 U.S.C. 7906

31 U.S.C. 3729-3733

34 C.F.R. 75.707, 76.563, 76.565, 76.707

Compliance Supplement for Single Audits of State and Local Governments

Book	Policy Manual
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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6111 - **INTERNAL CONTROLS**

The Superintendent shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all awards in compliance with the U.S. Constitution,~~applicable~~ statutes, regulations,~~regulations~~ and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

A. effectiveness and efficiency of operations;

B. reliability of reporting for internal and external use; and

C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award~~awards~~;

B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;

C. take prompt action when instances of noncompliance are identified~~ including noncompliance identified in audit findings~~; and

D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality~~"personally identifiable information" (PII) and other information the awarding agency or pass-through entity designated as sensitive or the District considers sensitive consistent with applicable Federal, State, local, and tribal laws and District policies regarding privacy and obligations of confidentiality~~.

PII is defined at 2 C.F.R. 200.1~~200.79~~ as "information that can be used to distinguish or trace an individual's

identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not attached~~anchored~~ to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;

B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;

C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and

D. Internal control guidance issued by the U.S. Department of Education.

~~2 C.F.R. 200.61 61~~
2 C.F.R. 200.1~~200.79~~
2 C.F.R. 200.303

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Legal 2 C.F.R. 200.1

2 C.F.R. 200.303

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6112 - **CASH MANAGEMENT OF GRANTS**

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the Federal agency~~United States Treasury~~ or the Ohio Department of Education & Workforce ("DEW")~~(ODE)~~ (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Treasurer ~~Superintendent~~ is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. See~~requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the~~ Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

A. The timing and amount of the advance payment requested must~~will~~ be as close as is administratively feasible to the actual disbursements by the District~~disbursement~~ for direct program or project costs and the proportionate share of any allowable indirect costs.

B. The District shall make timely payments~~payment~~ to contractors in accordance with contract provisions.

C. Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or DEW.

D. If~~To the extent~~ available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on Federal~~such~~ funds before requesting additional cash payments. **~~[DRAFTING NOTE: It is generally recommended that the District request program income be added to their total award, but separating program income out and then noting how applicable credits are addressed.]~~**

E. The District shall account for the receipt, obligation, and expenditure of funds.

F. Advance payments will be deposited and maintained in insured accounts whenever possible.

G. Advance payments will be maintained in interest-bearing~~interest-bearing~~ accounts unless the following apply:

1. The District receives less than $250,000~~120,000~~ in Federal funding~~awards~~ per year.

2. The best ~~reasonably~~ available interest-bearing account would not reasonably be expected to earn interest in excess of $500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. A foreign government or banking system prohibits or precludes interest-bearing~~interest bearing~~ accounts.

5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).

H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to $500 per year for administrative costs. Any additional interest earned on Federal funds must be returned~~advance payments deposited in interest-bearing accounts must be remitted~~ annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either the Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. ~~Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number ("PAN") if the payment originated from PMS, or Agency information if the payment originated from Automated Standard Application for Payment ("ASAP"), National Science Foundation ("NSF") or another Federal agency payment system.~~

I. All interest in excess of $500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at https://pms.psc.gov/grant-recipients/returning-funds-interest.html.

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Legal 2 C.F.R. 200.305

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   To determine whether a cost is reasonable, consideration shall be given to:

   1. whether a cost is ~~a type~~ generally recognized as ordinary and necessary for the operation ~~of the District~~ or the proper and efficient performance of the Federal award;

   2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;

   3. market prices for comparable costs~~goods or services~~ for the geographic area;

   4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and

   5. the degree to which the cost represents a deviation from the Board of Education's established written policies and procedures for incurring costs~~whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense~~.

   While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

   When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;

2. the cost is identified in the approved budget or application;

3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the cost is~~goods or services involved are chargeable or~~ assignable to that~~the~~ Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;

2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; or~~and~~

3. is necessary to the overall operation of the District and is assignable, in part, to the Federal award in accordance with these cost principles~~ mentioned here~~.

B. Conform to any limitations or exclusions set forth in the cost principles in 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.

C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.

E. Be determined in accordance with generally accepted accounting principles.

F. Be representative of actual cost, net of all applicable credits, or offsets.

The term applicable credits refers to those transactions that offset or reduce direct or indirect costs~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the District~~State~~ relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

G. Be not included as a match or cost-share requirements of any other Federally-financed program in either the current or a prior period, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ensure~~assure~~ that only permissible personnel expenses are allocated;

2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

All other costs must be~~Be~~ incurred during the approved budget period. At its discretion, the Federal agency is

authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to incur financial obligations of~~carry out authorized work and expend~~ the funds awarded, including any funds carried forward or other revisions pursuant to 2 C.F.R. 200.308~~the law~~. Prior written approval from the Federal ~~awarding~~ agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

A. Capital expenditures for general-purpose~~general purpose~~ equipment, buildings, and land are allowable~~unallowable~~ as direct charges, but only~~except~~ with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $10,000~~5,000~~ or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment that~~which~~ materially increase their value or useful life are allowable~~unallowable~~ as a direct cost but only~~except~~ with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.

D. All Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.

F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.

G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.

H. If the District is instructed by the Federal ~~awarding~~ agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

I. Equipment and other capital expenditures are unallowable as indirect costs.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

   These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal ~~awarding~~ agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than $10,000~~5,000~~.

   If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

   These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

   Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

   The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

   1. Administrative or clerical services are integral to a project or activity.
   2. Individuals involved can be specifically identified with the project or activity.
   3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
   4. The costs are not also recovered as indirect costs.

   Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

   Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Ohio Department of Education and Workforce ("DEW")~~(ODE)~~ or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

   ~~Equipment and other capital expenditures are unallowable as indirect costs.~~

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award. ~~This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.~~

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.

B. Personal services by an employee of the District - when the services are performed.

C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.

D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.

E. Public utility services - when the District receives the services.

F. Travel - when the travel is taken.

G. Rental of property - when the District uses the property.

H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods~~. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN")~~(GAN)~~. As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the ~~awarding~~ agency or the pass-through entity (e.g., DEW~~ODE~~) to reimburse for pre-approval expenses.

If a Federal ~~awarding~~ agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the conclusion of the period of performance of the award (or an earlier date as agreed upon by DEW and the District)~~end of the funding period unless an extension is authorized~~. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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Legal	2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2) 2 C.F.R. 200.458 34 C.F.R. 76.707-.708(a), 75.703

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6320 - **PURCHASING AND BIDDING**

Limitations

All purchases that are within the amount contained in the object of the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Superintendent.

Then and Now Certificate

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than $3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

The Board should be advised of all nonbid purchases when the amount exceeds the amount of the appropriation.

"Super Blanket" Certificates

The Treasurer may issue "super blanket" purchase orders (certificates) for any amount for expenditures and contracts from a specific line-item appropriation account in a specified fund for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. Such a purchase order (certificate) shall not extend beyond the fiscal year.

Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. 9.33 - 9.335 and R.C. 153.65 - 153.71 as applicable, as well as any relevant provisions of the Ohio Administrative Code.

Competitive Bidding

When the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce~~$50,000~~, or for the purchase (or lease-purchase) of school buses, the Board of Education shall obtain competitive bids.

In accordance with statute, the Board may elect to forego the bidding for contracts in any of the following situations if:

A. the Board elects and declares by resolution to participate in purchase contracts, in accordance with R.C. Chapter 125 and the terms and conditions prescribed by the Department of Administrative Services

B. the Board determines and declares by resolution adopted by two thirds (2/3's) of its members that any item is available and can be acquired only from a single source

C. the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)

D. the Board finds and determines that an urgent necessity exists (as defined by statute) with respect to a particular improvement'

E. pursuant to R.C. 9.48, the Board participates in a joint purchasing program, operated by or through a national or State association of political subdivisions in which the Board is eligible for membership or through the Federal government or another political subdivision

The Superintendent shall verify that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

A. enter into agreements with labor organizations on said public improvement; or

B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bidding shall be conducted in accordance with R.C. 3313.46 and related statutes.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsible bidder. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

A. the experience (type of product or service being purchased, etc.) of the bidder;

B. the financial condition;

C. the conduct and performance on previous contracts (with the District or other agencies);

D. the bidder's facilities;

E. management skills;

F. the ability to execute the contract properly;

G. a signed affidavit affirming that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail.

Purchase of School Buses and Certain Other Motor Vehicles

The Board shall use competitive bidding to enter into an agreement for the purchase or lease-purchase of a school bus unless an exception to bidding applies. The term "school bus" includes any vehicle designed to carry more than nine (9) passengers excluding the driver. Bids shall indicate that prior to delivery the bus must comply with all applicable State laws and regulations, including the Ohio Pupil Transportation Operation and Safety Rules. No bid bonds will be required unless requested by the Board during the competitive bidding process. The Board is not required to use competitive bidding to rent or lease a school bus as long as the agreement does not include a provision for purchase of the bus.

For the purchase of motor vehicles other than school buses, the Board will follow the adopted procedures to obtain price quotations prior to purchase when applicable. Standardized purchasing procedures of the District shall be followed when purchasing a motor vehicle other than a school bus.

Lease-Purchase Agreements

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of one-year renewable lease terms totaling not more than thirty (30) years, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

Purchases from the State

In accordance with State law (R.C. 4115.31 - 4115.35), the Superintendent shall, in accordance with rules of the State Committee for the purchase of products and services provided by persons with severe disabilities, procure products or services at the fair market price established by the committee from a qualified nonprofit agency for persons with severe disabilities, if the product or service is on the procurement list and is available within the period required by the District, notwithstanding any law requiring the purchase of products and services on a competitive bid basis.

Requirement

Before an employee places a purchase order, the employee ~~s/he~~ shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;

B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

C. where the requisitioner has recommended a supplier, the supervisor may make alternate suggestions to the requisitioner if, in the supervisor's ~~his/her~~ judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase and the purchase complies with applicable law and Board policy.

Reverse Auctions

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement and/or which are not subject to a competitive selection procedure required by law.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines.

Procurement - Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a compliance 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 this policy. (See Policy 6325)

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Revised 5/13/19

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Legal

R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 125.04, 153.02, 153.12, 153.54

R.C. 2909.33, 3313.37, 3313.375, 3313.46, 3313.172, 3327.08, 4115.32 et. seq.

R.C. 4116.02, 4116.03, 4511.76, 5705.41, 5705.45

A.C. 3301-83

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

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.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses,~~and~~ minority businesses, ~~and~~ women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight 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.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

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. Consideration~~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~~. When appropriate, an analysis shall be made between leasing and purchasing property or equipment 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 under the~~for the acquisition of property or services required under a~~ Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides~~encourages~~ full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice,~~practice~~ and sound business judgment. To ensure~~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~~bids, or requests for proposals~~ from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to~~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 pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. 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

G. 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.~~

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources ~~as~~ to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list __during the solicitation period_____. **[insert frequency. See Drafting Note]**

~~DRAFTING NOTEDrafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]~~

The District shall require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition~~acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition~~. The District shall not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R 200.319(d)) that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured~~material, product, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition~~. The description may include a statement of the property, equipment,~~qualitative nature of the material, product,~~ or service to be procured. When necessary, the description must ~~and, when necessary, shall~~ set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform~~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 clearly and accurately describe~~make a clear and accurate description of~~ the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals~~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 have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when~~When~~ the value of the procurement transaction~~for property or services~~ under a Federal award does not exceed the simplified acquisition threshold or a lower threshold established by the State~~, formal procurement methods are not required~~. ~~The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost.~~ The informal procurement methods ~~used for procurement of property or services at or below the simplified acquisition threshold~~ include:

1. **Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed $_10,000.00_____ **[not to exceed $10,000]**. To the ~~maximum~~ extent practicable, the District should 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 based on research, experience, purchase history, or other relevant information, and maintains documents to support its concluson~~documents are filed accordingly~~. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

~~**[ ]** Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations.~~

An eligible District may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334~~A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to $50,000. An eligible District may self-certify the increased micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks~~. The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following:~~the qualifications listed above.~~

a. a qualification as a low-risk auditee in accordance with the criteria in 2 C.F.R. 200.520;

b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

c. for public institutions, a higher threshold is consistent with State law.

~~**[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.] [END OF OPTION]**~~

2. **Small Purchases**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $_250,000.00_____ **[not to exceed $250,000]**. Small purchase procedures require that price or rate quotations shall be obtained from X**( )** _more than one (1)___ ~~(__)~~ **~~[OR] ( )~~** ~~an adequate number of~~ **~~[END OF OPTION]~~** qualified sources. **~~[DRAFTING NOTEDrafting Note: Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]~~**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal

controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR")~~(FAR)~~. When applicable, a lower simplified acquisition threshold used by the District~~non-Federal entity~~ must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $250,000.00____ **~~[the lesser of the established Small Purchase threshold or $250,000]~~** and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed ~~$50,000~~the amount to be determined and published by the Ohio Director of Commerce **~~[DRAFTING NOTE: the bidding threshold for 2024 is $75,000, and automatically increases each year by 3% thereafter]~~**.

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

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as~~are~~ willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on ~~the basis of~~ price.

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from **~~( )~~** ____ (__) **~~[OR]~~** **(x)** an adequate number of **[END OF OPTION]** qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond~~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~~.

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

d. A firm fixed-price contract is awarded~~award will be made~~ in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids~~Where specified in bidding documents~~, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must~~may~~ only be used to determine the low bid when the District determines they are a valid factor based on prior experience~~ indicates that such discounts are usually taken~~.

e. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects~~for sound documented reason(s)~~.

2. **Proposals**

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement ~~type~~ contract is awarded. This method is~~Proposals are 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. **~~[DRAFTING NOTEDrafting Note: Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/District may set a lower threshold for sealed bids and competitive proposals.~~**

~~**Ohio law requires sealed bids when the Board seeks to build, repair, enlarge, improve, or demolish a school building/facility if the cost will exceed the amount to be determined and published by the Ohio Director of Commerce per R.C. 9.17$50,000 (see Policy 6320).]**~~

If this method is used, the following requirements apply:

a. Requests for proposals require public notice and must~~shall be publicized and~~ identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered~~Any response to the publicized requests for proposals shall be considered to the maximum extent practical~~.

b. Proposals shall be solicited from ~~**( )** _____ (__) **[OR]**~~ **(x)** an adequate number of ~~**[END OF OPTION]**~~ sources.

c. The District must have written procedures~~shall use its written method~~ for conducting technical evaluations and for making selections~~of the proposals received and for selecting recipients~~.

d. Contracts must~~shall~~ be awarded to the responsible offeror~~firm~~ whose proposal is most advantageous to the District considering price and other factors~~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 the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure~~in procurement of~~ A/E professional services. The method~~It~~ cannot be used to purchase other ~~types of~~ services provided by~~though~~ A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

Procurement by noncompetitive proposals ~~allows for solicitation of a proposal from only one (1) source and~~ may be used only when one (1) or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold~~micro-purchases~~;

b. the procurement transaction can only be fulfilled by~~the item is available only from~~ a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of~~publicizing~~ a competitive solicitation;

d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or~~the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District~~

e. after soliciting several~~solicitation of a number of~~ sources, competition is determined to be inadequate.

4. **(X) Noncompetitive Purchases Through Educational Service Centers (ESCs)**

Under State law, the Board may enter into a contract with an educational service center ("ESC")~~(ESC)~~ that authorizes the ESC to make purchases for supplies, materials, equipment, and services or the delivery of services on the District's behalf. These contracts promote operational efficiency and cost savings, and further enhance the educational experience for our students. Purchases made through such contracts are exempt from competitive bidding. ~~**[DRAFTING NOTE: This provision applies to R.C. 3313.843, 3313.844, and 3313.845 contracts. A District with a student enrollment of less than 16k must enter into a contract with an ESC in accordance with R.C. 3313.843.]**~~

The District may apply for approval from the Department of Education and Workforce ("DEW")~~ODE~~ to use a noncompetitive purchasing method to procure personnel-based services from an ESC only when the following criteria are met:

a. the ESC posts a list of all services it provides, including costs of these services, on its website;

b. the ESC has been designated as "high performing" by the DEW~~Ohio Department of Education~~; and

c. DEW~~ODE~~ as the pass-through state entity has determined that the ESC was substantially in compliance with all audit rules and guidelines during the most recent audit conducted by the Auditor of State.

The Treasurer/CFO will submit an application and any required documentation to DEW~~ODE~~ on the designated form requesting approval for use of a noncompetitive purchasing method for personnel services. Purchases will not be made until the application is approved. Notice of approval will be maintained by the Treasurer/CFO.

Domestic Preference for Procurement

The District should~~As appropriate and to the extent consistent with law, the District shall~~, to the extent practicable and consistent with law~~under a Federal award~~, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts,~~subawards including all contracts~~ and purchase orders ~~for work or products~~ under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals~~in connection with every procurement action in excess of $250,000, 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 District must not use the "cost plus a percentage of cost" and "percentage of construction costs" methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.~~The method and degree of analysis are 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. A 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.

BecauseSince 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 that possesspossessing the ability to perform successfully under the terms and conditions of the proposed contractprocurement. 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) compliance; 4) proper classification of employees; 5) record of past performance; and 6)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 C.F.R. 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 C.F.R. 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 C.F.R. 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 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company that is debarred or suspended. For contracts over $25,000, 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 C.F.R. 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")(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 shall maintain 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).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

2 C.F.R. 200.317 - .326, Appendix II to Part 200
2 C.F.R. 200.334 - 200.336
2 C.F.R. 200.520
R.C. 3313.843 - 3313.846

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2 C.F.R. 200.317 - .326, Appendix II to Part 200

2 C.F.R. 200.334 - 200.336

2 C.F.R. 200.520

R.C. 3313.843 - 3313.846

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Revised Policy - Vol. 43, No. 1

6460 - **VENDOR RELATIONS**

The Board of Education shall not enter into a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which the person~~s/he~~ is the author and which has been properly approved for use in the schools of this District.

Board members and school personnel shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services. Furthermore, Board members and school personnel shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, Board members or school personnel who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the District, or a vendor with whom the District is doing business, whereby an individual board member or member of the school staff receives compensation in any form for services rendered.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a Board member or member of the school staff receives such compensation, albeit unsolicited, from a vendor, the Board member or school staff member shall notify the Treasurer, in writing, that the staff member~~s/he~~ received such compensation and shall thereafter promptly transmit said compensation to the Treasurer at the staff member's~~his/her~~ earliest opportunity.

[X] Employee accrual of personal frequent-flyer miles, hotel "bonus points", credit card "rewards", or any other reward under such affinity programs (including credit points or rewards directed to non-profit organizations) or other merchant "rewards" programs as a result of a District purchase is strictly prohibited.

Nothing herein shall prevent a school employee, who is not in a position to negotiate or authorize a contract with a vendor, from accepting a discount on goods purchased for personal use from a vendor with whom the Board does business (i.e., that has a contract with the Board) provided the vendor (a) extends the same discount to all of its customers and does not limit it to officials and employees of the District, (b) offers a uniform discount to all eligible school officials and employees, without limiting the offer to employees with official duties or responsibilities affecting the vendor's financial interest, and (c) does not offer the discount to school officials and employees in exchange for the performance of their public duties. Board members and/or school personnel who negotiate or authorize a vendor's contract are prohibited from accepting any discount offered by the vendor for the Board member's or school personnel's~~his/her~~ personal use. Such individuals also shall not suggest that the vendor offer an employee discount as part of the public contract.

All sales persons, regardless of the product, shall make contact~~clear~~ with the Superintendent's office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service as a factor if all other considerations are equal.

Requirements for Certain Technology Provider Contracts

Any person or entity who contracts with a School District to provide a school-issued device for student use and creates, receives, or maintains educational records pursuant or incidental to its contract with the District must meet certain requirements as outlined in State law. For the purpose of this policy, the term "school-issued device" includes hardware, software, devices, and accounts that the District or technology provider, at the direction of the District, provides to an individual student for their dedicated personal use.

As a condition of doing business with the District, technology providers who maintain educational records as part of their contract to provide school-issued devices are required to comply with Chapter 1347 of the Revised Code to the same extent that the District is with regard to the collection, use, and protection of the records. Upon discovering that any of the District's educational records are subject to a breach of security, a technology provider must promptly notify the District and provide all of the information that the District needs to notify individuals whose personal information has been compromised as required by R.C. 1347.12. All educational records created, received, maintained, or disseminated by a technology provider remain the sole property of the District. Unless renewal of the contract is reasonably anticipated, all educational records must be returned to the District or destroyed using industry-standard destruction protocols within ninety (90) days of the contract's expiration. Technology providers are prohibited from selling, sharing, or disseminating educational records unless part of a valid delegation or assignment of its contract, or unless State law otherwise authorizes such action. Technology providers may not use educational records for commercial purposes, including for marketing or advertising goods or services to students or parents. Technology providers may use educational records which have been stripped of all personally identifiable information for the purposes of improvement, maintenance, development, support, or diagnosis of its site, services, or operations.

All contracts between the District and technology providers must ensure that appropriate industry-recognized security measures are used to safeguard educational records. Contracts must also include provisions that technology providers will 1) only grant access to educational records to those employees and contractors who need access to fulfill their official duties; and 2) will take measures to restrict unauthorized access of educational records by employees and contractors.

By August 1st each school year, the District will provide parents and students with direct and timely notice by mail, electronic mail, or another method of direct communication of any contracts the District has with a provider of curriculum, testing, or assessment technology that affects a student's educational records. The notice will:

A. identify each curriculum, testing, or assessment technology provider with access to educational records;

B. identify the educational records affected by the curriculum, testing, or assessment provider contract;

C. notify parents and students that they may request an opportunity to inspect a complete copy of any contract; and

D. provide contact information for the school department or employee that a parent or student should direct any questions or concerns regarding any program or activity that allows curriculum, testing, or assessment technology provider access to a student's education records.

~~**[DRAFTING NOTE: This notice is a new requirement adopted through Senate Bill 29 (135th General Assembly), which took effect October 24th, 2024. Since the bill's effective date did not occur until after August 1, 2024, it is reasonable to conclude that Districts are not required to send the notice for the 2024-2025 school year. However, all Districts should be prepared and ready to send the notice by August 1, 2025.]**~~

Criminal Background Checks

In accordance with State law, Policy 4121, and Policy 8142, a criminal background check is required of any non-teaching employee, including individuals employed by a private company/vendor under contract with the Board to provide essential school services who will work within the District in a position which does not require a license issued by the State Board of Education, is not for the operation of a vehicle for student transportation, but does involve routine interaction with a child or regular responsibility for the care, custody, or control of a child.

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Legal R.C. 2909.33, 3319.391, 3319.392

Auditor's Bulletin 2000-006

Ohio Ethics Commission Opinion No. 2011-08 (effective Nov. 3, 2011)

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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

~~**[DRAFTING NOTE: Travel charges must be consistent with the District's established written policies. The District must allow costs for "above and beyond regular dependent care" if consistent with established written policy for all travel.]**~~

6550 - **TRAVEL PAYMENT & REIMBURSEMENT/RELOCATION COSTS**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance~~, in accordance with administrative guidelines~~. Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates **(X)** in accordance with ~~**( )** not exceeding **[END OF OPTION]**~~ the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include, but are not limited to, alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

~~**[ ]** Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.~~

~~**[ ]** Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that (1) the costs are a direct result of the individual's travel for the Federal award; (2) the costs are consistent with the District's documented administrative guidelines for all entity travel; and (3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal awarding agency. **[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]**~~

~~**[ ]** The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

~~**[ ]** Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.~~

~~**[DRAFTING NOTE: This draft policy includes the Federal rules for commercial airfare and temporary dependent care costs. Based on State or local laws and policies, School Districts may decide that all temporary dependent care costs or commercial airfare costs in excess of the basic least expensive unrestricted accommodations class are unallowable under any circumstance.]**~~

~~**[ ] Relocation Cost Reimbursement**~~

~~**[ ] [OPTION 1]**~~

~~Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than twelve (12) months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable and reimbursable, subject to the limitations of 2 C.F.R. 200.464 and any other conditions or limits approved by the Board in advance.~~

~~**[END OF OPTION 1]**~~

~~**[OR]**~~

~~**[ ] [OPTION 2]**~~

~~The Board does not reimburse for relocation costs.~~

~~**[END OF OPTION 2]**~~

~~**[END OF OPTIONS]**~~

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates ~~that~~ (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in Board Policy 6114~~the administrative guidelines~~. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or the President's designee) must apply to travel under Federal awards.

2 C.F.R. 200.464
2 C.F.R. 200.474
2 C.F.R. 200.475

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2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

Book	Policy Manual
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Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Board of Education requires the Superintendent to review the property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy (see Policy 7300).

A. **Instructional Material**

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current, or
3. worn beyond salvage

B. **Equipment**

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds $_1000.00 ~~500.00~~____ **(**~~X~~ **)** ~~to replace **( )** as a single unit **[END OF OPTIONS]**~~ as a single unit and does not lose its identity when incorporated into a more complex unit.

The District shall inspect the equipment used in the educational program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available;
2. repair records indicate equipment has no usable life remaining;
3. obsolete and/or no longer contributing to the educational program;
4. some potential for sale at a school auction; or
5. creates a safety or environmental hazard.

C. **Disposition**

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and

200.314.

When there is a residual inventory of unused supplies exceeding $10,000 in aggregate value at the end of the period of performance and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal ~~awarding~~ agency, the District shall request disposition instructions from the Federal ~~awarding~~ agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal ~~awarding~~ agency.

Except as provided in §200.313~~200.312~~ Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current ~~per unit~~ fair market value in excess of $10,000~~5,000~~ (per unit) may be retained by the non-Federal entity or sold. The Federal ~~awarding~~ agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale ~~by the Federal awarding agency's percentage of participation in the cost of the original purchase~~. If the equipment is sold, the Federal ~~awarding~~ agency may permit the non-Federal entity to deduct and retain from the Federal share $1,000~~500~~ or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment~~for its selling and handling expenses~~.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize DEW to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

R.C. 3313.40~~,~~
R.C. 3313.41
~~2 C.F.R. 200.312,~~
2 C.F.R. 200.313
2 C.F.R. 200.314

[Cross Reference: po7450]

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Legal	R.C. 3313.40
	R.C. 3313.41
	2 C.F.R. 200.313
	2 C.F.R. 200.314
Cross References	po7450 - PROPERTY INVENTORY

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - UGG EDGAR Revisions - October 2024 Revised PROPERTY INVENTORY
Code	po7450
Status	
Adopted	November 19, 2007
Last Revised	April 12, 2021

Revised Policy - Vol. 43, No. 1 - UGG/EDGAR Revisions

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall **(X)** conduct a complete inventory ~~**( ) maintain a continuous inventory [END OF OPTION**~~ of all Board-owned equipment and supplies and the results reconciled with the property records at least once ~~**( ) annually**~~ **(x)** every _four__ (_4_) years (items purchased with Federal money require at least once every two (2) years). ~~**[specify number; Federal regulations require at least once every two (2) years] ( )** at such intervals as will coincide with property insurance renewal **( )** and G.A.A.P. reporting requirements **[END OF OPTIONS]**~~.

For purposes of this policy,~~policy~~ equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds~~ costs at least~~ $_1000.00 ~~500.00~~_____ **[ENTER AMOUNT]**, ~~**( )** to replace~~ **(X)** as a single unit ~~**[END OF OPTION]**~~ and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than $_500.00_____ ~~**[ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a $10,0005,000 threshold. Capital expenditures with a unit cost of $10,0005,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]**~~

It shall be the duty of the ~~**( )** Superintendent **( )** Business Manager~~ **(X)** __Treasurer/Designee_____ ~~**[END OF OPTIONS]**~~ to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

~~**[ ]** Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.~~

X] Property records of consumable supplies shall be maintained on a continuous inventory basis.

[ ] The ___Treasurer/Designee_____ shall maintain a system of property records which shall show, as appropriate to the item recorded~~, the~~:

A. ~~**( )**~~ description and identification (serial number of other identification number);

B. **(X)** manufacturer;

C. **(X)** year of purchase;

D. ~~**( )** initial cost;~~

E. ~~**( )** location;~~

F. ~~( ) condition and depreciation;~~

G. **(X)** evaluation in conformity with insurance requirements.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired in whole or in part under a Federal award will vest upon acquisition to the District, subject to the following conditions:

A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity~~The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity~~.

C. The equipment may only be used and disposed of in accordance with the provisions of the Federal ~~awarding~~ agency or the pass-through entity and Policy 7300 - Disposition of Real Property/Personal Property and Policy 7310 - Disposition of Surplus Property~~, **( )**, and AG 7310 - Disposal of Nonfixed Asset Property **[END OF OPTION]**~~.

D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.

E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:

1. activities under other Federal awards from the Federal agency that funded the original program or project; then

2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.

F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.

G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")~~FAIN~~), title holder~~entity~~, acquisition date, cost of the property~~equipment~~, percentage of Federal agency contribution towards the original purchase~~participation in the project costs for the award under which the equipment was acquired~~, the location, use, and condition of the property~~equipment~~, and ultimate disposition data, including date of disposal and sale price of the property~~equipment~~.

I. A physical inventory of the property must be conducted~~taken~~ and results reconciled with property records at least once every two (2) years.

J. A control system shall be in place~~developed~~ to provide ~~adequate~~ safeguards for preventing~~to prevent~~ loss, damage, or theft of the property. Any such loss, damage, or theft of the property must~~shall~~ be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

K. Regular~~Adequate~~ maintenance procedures shall be implemented to keep the property in proper working~~good~~ condition.

L. Proper sales procedures shall be established to ensure the highest possible return~~return,~~ in the event the District is authorized or required to sell the equipment/property.

M. When ~~original or replacement~~ equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal ~~awarding~~ agency, ~~and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions,~~ the District shall request disposition instructions from the Federal ~~awarding~~ agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

[Cross Reference: 7310]

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Legal	2 C.F.R. 200.313, 200.439(b)(2)
Cross References	po7310 - DISPOSITION OF SURPLUS PROPERTY

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised CELLULAR TELEPHONE ALLOWANCE
Code	po7530.01V1
Status	

Revised Policy - Vol. 43, No. 1

7530.01 - **CELLULAR TELEPHONE~~CELL PHONE~~ ALLOWANCE**

Version # 1

Eligibility for Cellular Telephone~~Cell Phone~~ Allowance

Personal communication devices ("PCDs") (as defined by Bylaw 0100)~~Mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), **( )** telephone paging devices (e.g., beepers and pagers)) (collectively, "cell phones")~~ enable communication whenever a situation arises necessitating immediate contact, regardless of the person's location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cellular telephone ("cell phone") and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

C. their jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)

D. ~~**( )** safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;~~

E. ~~**( )** more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;~~

F. **(X)** the employee is required to be contacted on a regular basis outside regular work hours;

G. **(X)** the employee is required to be on-call 24/7.

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly cell phone allowance ("allowance"), up to an amount approved annually by the Board to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance.

Amount of the Allowance

X] The allowance shall consist of the following:

~~**( )** a monthly allowance of up to a specific dollar amount for cellular telephone service;~~

~~**OR**~~

~~( ) a monthly allowance of up to a specific dollar amount for cellular telephone service and a wireless Internet/data connection;~~

~~**OR**~~

~~( ) a monthly amount (as set forth in either of the two (2) preceding options) plus a prorated amount (i.e., usually spreading the cost of the device over twenty-four (24) months) to cover the cost of the cell phone~~ ~~**[Comment: Remember, simple cellular telephones are significantly less expensive than smartphones that include a wireless Internet/data connection];**~~

~~**OR**~~

(X) a monthly allowance up to a specific dollar amount for cellular telephone service (~~possibly~~ including wireless Internet/data service) and a one-time stipend to cover the employee's cost of acquiring the cell phone (equipment allowance). The equipment allowance will occur no more than once every two (2) years. ~~**[Comment: If either of the latter options is selected, include language limiting the equipment allowance to no more than once every two (2) years, or some other reasonable period of time.]**~~

The allowance shall not reimburse the employee's dollar-for-dollar costs for the cellular telephone service, and shall not exceed the expenses the employee actually incurs in maintaining the employee's~~his/her~~ personally-owned cell phone.

The allowance shall not serve as a substitute for a portion of the staff member's regular wages, and does not constitute an increase to base pay and will not be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance. If the amount of the allowance needs to be changed because of documented business purposes, the employee should notify the Superintendent by submitting a new Cell Phone Allowance Request Form (Form 7530.01 F1).

~~**[DRAFTING NOTE: START OF FIRST SET OF OPTIONS – CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A]Option A**~~

~~No allowance will be paid when the employee is on an unpaid leave status, or is on an extended paid leave during which timely, essential business communications are not likely to be necessary.~~

[X] [OPTION B]~~**Option B**~~

If an employee is absent for more than _thirty_____ (30__) **[insert time-frame - e.g. thirty (30)]** days on either a paid or unpaid leave of absence, the allowance will be temporarily discontinued (i.e. it will be prorated during the period of absence) unless:

A. ~~**( )** the employee can demonstrate the employees/he needs the cell phone for essential business communications during the period of absence, and/or~~

B. **(X)** the Superintendent approves the continuation of the allowance.

[~~**NOTE: END OF FIRST SET OF OPTIONS]**~~

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage **(X)** and wireless Internet/data plan that is reasonably related to the employee's~~his/her~~ job responsibilities. Beginning no later than _September_____ ~~**[insert month]**~~ annually, each covered administrator and staff member making application for the allowance~~allowance,~~ must submit to the Superintendent a Cell Phone Allowance Request Form ~~(Form 7530.01 F1)~~, including a copy of the employee's~~his/her~~ most recent monthly invoices for the employee's~~his/her~~ cellular telephone service ~~plan~~ to substantiate the amount of the allowance and a document identifying the employee's~~his/her~~ cell phone number (including any pin number associated with a BlackBerry device) so that the employee may be contacted as the need arises. ~~**( )** If the employee receives either a one-time equipment allowance or a part of the employee'shis/her monthly allowance is attributable to the cost of acquiring the cell phone, the employee must also include documentation of the cost of the cell phone with the Form.~~ ~~**[END OF OPTION]**~~ ~~The employee must maintain an active cellular telephone service contract while the allowance is being provided.~~

[X The Superintendent should use knowledge of each employee's duties (e.g., the projected number of minutes of monthly business-related calls, and whether the employee requires wireless Internet/data service) and budget considerations to determine the amount of monthly allowance to recommend to the Board for each employee. In determining the amount of

the allowance to recommend to the Board, the Superintendent may take into consideration the cost of the basic equipment, whether wireless Internet/data service is needed, and the cost of the employee's monthly cellular telephone service plan.

In order to continue to receive the allowance, administrators are required to answer all business-related calls they receive on theirhis/her cell phone and promptly respond to any messages. **(X) [Select this optional language if non-exempt employees (for Fair Labor Standard Act ("FLSA") purposes) receive the allowance. See Policy 6700.]** In order to continue to receive the allowance, non-exempt employees are required to answer during their regular work hours all business-related calls on theirhis/her personally-owned cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their personally-owned cell phone outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours. **[END OF OPTION]**

Allowance Is Not Considered Taxable Income

Provided the employee maintains and uses ahis/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e., the allowance will be treated as a non-payroll reimbursement of a business expense - similar to mileage reimbursements - and no payroll taxes will be withheld from the employee's paycheck for the amount of the allowance and the amount of the allowance will not be reported as wages on the employee's year-end W-2 statement). Additionally, staff members who receive an allowance are not required to submit a log documenting their business-related use of the cell phone; non-exempt employees, however, must comply with the timekeeping requirements set forth above. For determination of individual taxability, employees should check with their tax advisor.

Employee's Responsibilities

The employee is responsible for choosing thehis/her cell phone, the voice and/or wireless data plan, and the service provider. Since the cell phone is the employee's personal property, the cell phone may be used for personal calls (see below concerning the making of personal calls during work time) and be combined or enhanced with other personal plans (i.e., the employee may also, at the employee'shis/her own expense, add extra services or equipment features, as desired). The employee is responsible for paying all monthly service charges in full and on time. The Board does not accept any liability for claims, charges, or disputes between the service provider and the staff member. Because the employee is personally responsible for the cell phone, any replacement for loss or damage will be at the expense of the employee. Such replacement or repair must be completed promptly and the Superintendent must be notified if the employee will not be available by the emloyee'shis/her cell phone for a period of time.

Employees should contact the vendor/carrier through which they purchased their cell phone and their cellular telephone service (including wireless Internet/data service, if applicable) for support.

X] Employees may contact the District's IT Department/Support Staff for consultation on the type of equipment to purchase if they are obtaining wireless Internet/data service in order to enable e-mail and calendar support through the District's servers (e.g., through Microsoft Exchange, Google MailNovell GroupWise, etc.) and to obtain assistance in setting up their device to connect to the District's servers. The District's IT Department/Support Staff will assist employees who have wireless Internet/data service with e-mail and calendar functionality.

Changing or Ending a Cellular Telephone Service Contract Early

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, a personal decision by the employee results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the employee's misconduct, or misuse of the cell phone, results in the need to end or change the contract, the employee will bear the costs of any fees associated with the change or cancellation.

If prior to the end of a cellular telephone and/or wireless Internet/data service contract, the Board determines to reduce or cancel (unrelated to employee misconduct) the employee's monthly allowance, the Board will bear the cost of any fees associated with the change or cancellation. For example, if the employee is reassigned and/or the employee'shis/her duties are changed, and the cell phone is no longer needed for business purposes, if the employee does not want to retain the current contract, changes or cancellation fees will be reimbursed by the Board.

When selecting the duration of the employee's~~his/her~~ cellular telephone and/or wireless Internet/data service contract, the employee should take into consideration the length of the employee's~~his/her~~ Board-approved employment contract and not select a duration of the service contract that exceeds the employment contract. If the employee is non-renewed or voluntarily resigns while the service contract is still in effect, the Board will not be responsible for any fees associated with the employee's decision to subsequently change or cancel the contract.

Once the allowance is given to the employee to purchase a device, the cell phone remains the employee's personal property. However, upon termination, nonrenewal or resignation, the Board will immediately discontinue the monthly allowance.

Safe and Appropriate Use of Cell Phones

Employee safety is a priority of the Board, and responsible use of cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their cell phones. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Potential Disciplinary Action/Termination of the Cell Phone Allowance

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

~~**[ ] Reimbursement for Business-Related Calls on a Personally-Owned Cell Phone**~~

~~**[ ]** If a Board employee's job duties do not include frequent need for a cell phone, the employee is not eligible for a cell phone allowance or a Board-provided cell phone. Such employees, however, may request reimbursement for the actual extra expenses of business-related calls that are made/received on their personally-owned cell phones. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the employee's personal plan will not be reimbursed. The employee should make personal payment to the provider, and then submit a request for reimbursement, which details the date/time of the call, to whom the call was placed or from whom the call was received, and a brief description of the purpose of the call. A copy of the employee's cellular telephone service bill must be attached to the request for reimbursement (the employee **( )** may **( )** should redact any personal calls from the bill prior to submitting it). Business-related calls made on school property should be made from traditional land-line phones, when readily accessible, and therefore will not be reimbursed if made on a personally-owned cell phone.~~

~~**[ ]** When authorized in writing by the Superintendent, the cost of using a personally-owned cell phone for official business may be reimbursed to the employee. Having a personally-owned cell phone is a choice the employee makes, and if the device is used for business purposes, any reimbursement will be for reasonable costs in excess of the base service plan plus any additional charges such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instances will the employee be reimbursed more than the monthly cost to the employee. To receive the reimbursement, the employee must document the inbound/outbound telephone number, name of person called, texted, or e-mailed or the individual who called, texted, or e-mailed the employee, and the date and purpose of the communication along with the original service plan bill.~~

~~**[ ] Employee Use of Board-Owned Cell Phones**~~

~~The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and expect never to use these devices for personal use. The Superintendent must approve such exceptions. Employees who qualify for this exception must submit to the Treasurer's Office monthly documentation in the form of a copy of their respective cell phone usage logs, verifying business use. The log must note the date/time of the phone call, to whom the call was placed or from whom the call was received, a brief statement of the purpose of the call, **( )** and if the cell phone has wireless Internet/data service, a statement that all use of the wireless Internet/data service was business-related. The employee's immediate supervisor will be required to approve all charges, attesting that all calls were business-related, by initialing the copy of the usage logs. If an employee fails to keep current with this documentation requirement, the employees/he will be required to return the Board-owned cell phone.~~

~~**[DRAFTING NOTE: SELECT ONE OF THE FOLLOWING]**~~

~~**[ ]** If a personal call inadvertently occurs, restitution must be made to the District.~~

~~**[ ]** If the employee uses the Board-owned cell phone for personal business,~~

> ~~**( )** a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.~~
>
> ~~**( )** the employee will be required to reimburse the District for a prorated portion of that month's bill, which is related to the employee's personal use of the device.~~

~~**[END OF OPTIONS]**~~

The Board reserves the right to switch an employee to the cell phone allowance program if excessive calls are made or if required documentation is not submitted in a timely manner.

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Legal I.R.S. Notice 2011-72 (effective December 31, 2009)

R.C.Code 4511.204

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised STAFF USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	
Adopted	October 14, 2013
Last Revised	April 9, 2018

Revised Policy - Vol. 43, No. 1

7530.02 - **STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCDs") (as defined in Bylaw 0100) has become pervasive in the workplace. RegardlessFor purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), **( )** telephone paging devices (e.g., beepers or pagers), **[NOTE: END OF OPTION]** and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays anthe employee an allowance for the employee'shis/her use of their PCDthe device, the Board reimburses the employee on a per use basis for their business-related use of the employee'shis/her PCD, or the employee receives no remuneration for the employee'shis/her use of their PCDa personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones/Smartphones

NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION A AND/OR OPTION B OR OPTION C]

[ ] [OPTION A

[ ] Employees whose job responsibilities include regular or occasional driving and thewho use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

[ ] In situations where job responsibilities include regular driving and accepting of business calls, the employee should consider the use of hands-free equipment to facilitate the provisions of this policy.

[END OF OPTION A]

[X] OPTION B

[X] Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

[END OF OPTION B]

[ ] OPTION C

[ ] Using a cellularcell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, GPS navigation destination set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cellularcell phone or other PCD while driving).

[END OF OPTION C]

NOTE: END OF FIRST SET OF OPTIONS]

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using the individual'shis/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 - Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 - Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold. Staff may not delete or otherwise destroy any public records and/or education records that only reside/exist on the employee's PCD, without first making sure the record is properly transferred/saved to and stored on District Technology Resources (i.e., the record is confirmed to be in the District's custody). Further, staff are required to retain all communications that reside/exist on their PCDs so long as the communication is subject to a litigation hold. If an employee has any questions concerning this responsibility, the employee should ask their Principal or the Superintendent.

[NOTE: START OF SECOND SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

[X] [OPTION A - [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V1]

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from the employee'shis/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee'shis/her PCD before the Board will issue any final compensation that is owed to the individualemployee.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally owned PCD on which the employees/he has maintained public records, student records, and/or ESI that is subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally owned PCD. Failure to comply with these requirements may result in disciplinary action.

[END OF OPTION A]

[ ] [OPTION B - [TO BE SELECTED IF BOARD ADOPTED POLICY 7530.01 V2]

~~At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records, and ESI subject to a Litigation Hold that is maintained on District technology resources that were provided by the District (i.e. assigned) to the employee during their employmentthe employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.~~

~~**[ ]** If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records, and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of the employee'shis/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from the employee'shis/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from the employee'shis/her personally-owned PCD before the Board will issue any final compensation that is owed to the individualemployee.~~

~~**[END OF OPTION B]**~~

[~~NOTE:~~ END OF SECOND SET OF OPTIONS]

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

~~The Board prohibits employees from maintaining the following types of records and/or information on their PCDS, including cellular telephones**( )** PCDs **( )** cell phones:~~

A. ~~**( )** social security numbers~~

B. ~~**( )** driver's license numbers~~

C. ~~**( )** credit and debit card information~~

D. ~~**( )** financial account numbers~~

E. ~~**( )** student personally identifiable information~~

F. ~~**( )** information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)~~

G. ~~**( )** personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)~~

H. ~~**( )** _____~~

~~**[ ]** If an employee maintains records and/or information on a PCD, including a cellular telephone,**( ) PCD ( ) cell phone** that is confidential, privileged, or otherwise protected by Statestate and/or Federal law, the employee is required to encrypt the records and/or information.~~

~~**[ ]** It is **( )** required **( )** suggested that employees lock and password-protect their PCDs when not in use.~~

[X Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

~~NOTE:~~ START THIRD SET OF OPTIONS - CHOOSE OPTION A OR OPTION B OR OPTION C]

~~**[ ] [OPTION A**~~

~~The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in **( )** classrooms, **( )** gymnasiums, locker rooms, shower facilities, rest/bathrooms **( )** and/or swimming pool.~~

~~**[END OF OPTION A]**~~

~~**[ ] OPTION B**~~

~~The use of PCDs in **( )** classrooms, **( )** gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or **( )** swimming pool is prohibited.~~

~~**[END OF OPTION B]**~~

[X] OPTION C

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, ~~**( )** classrooms, **( )** gymnasiums,~~ locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

~~**[END OF OPTION C]**~~

~~**NOTE: END OF THIRD SET OF OPTIONS]**~~

Personal Use of PCDs While at Work

~~**[NOTE: START OF FOURTH SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A**~~

~~During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or District technology resource (e.g. network computer), can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.~~

~~**[END OF OPTION A]**~~

[X] OPTION B

Board employees may carry PCDS, including cellular telephones,~~**( ) PCDs ( ) cell phones**~~ with them while at work **( )** including while operating Board equipment, but are subject to the following restrictions:

A. Excessive use of a PCD, including a cellular telephone,~~**( ) PCD ( ) cell phone**~~ for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.

B. Employees are personally and solely responsible for the care and security of their ~~personally owned~~ PCDs. The Board assumes no responsibility for theft, loss, ~~or~~ damage to, or misuse or unauthorized use of~~, personally owned~~ PCDs brought onto its property, or the unauthorized use of such devices.

~~**[END OF OPTION B]**~~

~~**NOTE: END OF FOURTH SET OF OPTIONS]**~~

Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action, up to and including termination. Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action, up to and including termination.

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Legal	R.C. 4511.204

Book	Policy Manual
Section	Ready for Production November 2024
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Revised Policy - Vol. 43, No. 1

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes apps and services (as defined by Bylaw 0100)~~online educational services/apps~~ to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy ~~and its related administrative guidelines~~ and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices ("PCDS") when they are connected to District Information & Technology Resources, including apps/services~~online educational services/apps~~, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy ~~and its related administrative guidelines~~ and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access apps/services~~online educational services/apps~~ and other resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services~~online educational services/apps~~.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the

technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or _____designee_____ may temporarily or permanently unblock access to websites or apps/services~~online educational services/apps~~ containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or apps/services~~services/apps~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor, in accordance with Federal and State law, the online activities of students while they are at school.

[X Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place. ~~**[END OF OPTION]**~~

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures ~~**( ) including, but not limited to, the use of multi-factored authentication for which they have been trained [END OF OPTION]**~~. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

X] Students will be assigned a District-provided school email account that they are required to use~~utilize~~ for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. **(X)** Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various apps/services~~online educational services/apps~~. ~~**[END OF OPTION]**~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior

and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~**DRAFTING NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.]**~~

~~**[ ]** Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.~~

~~**[ ] Use of Artificial Intelligence/Natural Language Processing Tools For School Work**~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~ **~~( )~~** ~~(See Policy 7540.09 – Artificial Intelligence ("AI"))~~ **~~[END OF OPTION]~~**

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

A. ~~Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.~~

B. ~~Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

D. ~~Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.~~

E. ~~Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

A. ~~Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~

D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

[END OF OPTION]

Users who disregard this policy ~~and its accompanying guidelines~~ may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and/or designee~~-~~_____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

[Cross References:
po5500
po7540.04
po7540.09]

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 C.F.R. 54.500 - 54.523
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
Cross References	po5500 - STUDENT CONDUCT

po7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
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Revised Policy - Vol. 43, No. 1

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for educational purposes only and utilizes apps and services (apps/services) (as defined by Bylaw 0100)~~online educational services/apps~~ to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy ~~and its related administrative guidelines **( ),** Policy 7544 and AG 7544, **[END OF OPTION]**~~ and any applicable employment contracts and collective bargaining agreements govern the staff's use of District Information & Technology Resources and personal communication devices when they are connected to the District's Information & Technology Resources, including apps/services~~online educational services/apps~~, regardless of whether such use takes place on or off school property (see Policy 7530.02).

~~**[DRAFTING NOTE: Choose the option in the preceding paragraph if the Board adopts Policy 7544.]**~~

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy ~~and its related administrative guidelines~~ (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology ~~Technology and Information~~ Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Staff members have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Staff members are expected to use District Information & Technology Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and apps/services~~online educational services/apps~~ will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with people throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access apps/services~~online services/apps~~ and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen all materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of apps/services~~online educational services/apps~~.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined, up to and including termination.

The Superintendent or __designee_____ may temporarily or permanently unblock access to websites or apps/services~~online educational services/apps~~ containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. **(X)** The Superintendent or _____designee_____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the inherent danger of students disclosing personally identifiable information online;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information ("PII") regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school.

X] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs. ~~The District will provide parents with appropriate notice – to the extent required by State law – when such monitoring takes place.~~ ~~**[END OF OPTION]**~~

The disclosure of personally identifiable information about students online is prohibited.

All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.04 F1.

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures **(X)** including, but not limited to, the use of multi-factored authentication (MFA), for which they have been trained. Principals

are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

[X Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District. **[END OF OPTION]**

X] With prior approval from the Superintendent or _____designee_____, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various apps/services~~online educational services/apps,~~ that the students will utilize for educational purposes under the teacher's supervision. ~~**[END OF OPTION]**~~

Staff members are responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy ~~and its accompanying guideline **(x)** and Policy 7544 and its accompanying guideline **[END OF OPTION]**~~.

~~**[DRAFTING NOTE: Choose the preceding option if the Board adopts Policy 7544.]**~~

~~**[DRAFTING NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language]**~~

~~**[ ]** Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes. **[END OF OPTION]**~~

~~**[ ]** Staff members' use of District Information & Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline. **[END OF OPTION]**~~

~~**[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]**~~

[X] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. **[END OF OPTION]**

~~**[ ] Use of Artificial Intelligence/Natural Language Processing Tools**~~

~~Staff are permitted to use Artificial Intelligence ("AI")and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to PIIpersonally identifiable information, etc.).~~

~~To ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) tools is strictly prohibited for the completion of school work. The use of AI tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **( )** (See Policy 7540.09 – Artificial Intelligence ("AI")) **[END OF OPTION]**~~

~~Notwithstanding the preceding, students can use AI tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI tools for the following uses:~~

A. ~~Research assistance: AI tools can be used to help students quickly and efficiently identify background information, including locating relevant information and sources for their school projects and assignments, suggesting research questions, providing opposing viewpoints, identifying blind spots, and suggesting other perspectives.~~

B. ~~Data Analysis: AI tools can be used to help students with pattern identification and to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language. AI tools can also remove abstract language from a text, adjust text complexity, and provide background information about a culture to help a student understand texts.~~

D. ~~Writing assistance: AI tools can provide feedback on a student's writing, including grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Similarly, AI tools can offer suggestions to modify tone and voice, organize a student's thinking, identify bias, suggest additional topics, and ask questions to expand the student's thinking on a topic.~~

E. ~~Accessibility: AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).~~

~~When AI tools are used responsibly and effectively, they can supplement, not replace, traditional learning methods. If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher.~~

~~In accordance with their teacher's direction, students are required to cite/identify work generated/created with the use of AI tools and explain/demonstrate how the AI tools were used in the creation of the work.~~

~~With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

A. ~~Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~

B. ~~Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~

C. ~~Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~

D. ~~Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

E. ~~Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.~~

~~As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.~~

[END OF OPTION]

Users who disregard this policy ~~and its accompanying guidelines~~ may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____designee_____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Information & Technology Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting PII~~personally identifiable information~~ about students is not permitted. Staff members who violate State and Federal confidentiality and/or privacy laws related to the disclosure of student or employee PII~~personally identifiable information~~ may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

[Cross References:
po5500
po7540.03
po7540.09]

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
	47 C.F.R. 54.500 - 54.523
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
Cross References	po5500 - STUDENT CONDUCT
	po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
	po7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

Book	Policy Manual
Section	Ready for Production November 2024
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	October 5, 2007
Last Revised	April 10, 2017

8310 - **PUBLIC RECORDS**

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, educational support services data as defined in R.C. 3319.32, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43. No public records, including~~,~~ but not limited to personnel records, personnel files, ~~or~~ staff directories, and/or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Secretary of State. Such public records and student records shall only contain the address designated by the Secretary of State to serve as the student's, parent's or employee's address.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide the requestor's ~~his/her~~ identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

A. an estimated number of business days necessary to satisfy the request

B. an estimated cost if copies are requested

C. any items within the request that may be exempt from disclosure

The Superintendent is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for the said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 – "Information Management" and/or AG 8315 – "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of the Board member's ~~his/her~~ official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer/CFO, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

Revised 1/12/09
Revised 7/12/10

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Legal

R.C. 9.01, 102.03(B), 111.41, 111.42,111.43, 111.46, 111.47, 111.99

R.C. 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26

R.C. 3319.32, 3319.321

20 U.S.C. 1232g

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 C.F.R. Part 1635

Book	Policy Manual
Section	Ready for Production November 2024
Title	Vol. 43, No. 1 - October 2024 Revised PUBLIC ATTENDANCE AT SCHOOL EVENTS
Code	po9160
Status	
Adopted	November 19, 2007
Last Revised	September 26, 2023

Revised Policy - Vol. 43, No. 1

9160 - **PUBLIC ATTENDANCE AT SCHOOL EVENTS**

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy 7440 and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

For all school-affiliated events where admission is charged, cash shall be accepted as a method of payment. If concessions are offered, there will be at least one (1) concession stand that will accept cash. If concessions are sold on multiple floors, then at least one (1) location on each floor will accept cash. The cost of admission for school-affiliated events shall not vary based on payment method, except that the District may charge a processing fee for any ticket purchased online or by credit card. The cost of admission for a student enrolled in any school participating in the school-affiliated event shall be less than the cost of admission for an adult at the same event. Persons who receive cash at designated collection points will deposit the cash with the Treasurer/CFO on the next business day of receipt in accordance with Board Policy 6600.

[X] No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed ~~**( )** at any function sponsored by the District~~ **(X)** at any function occurring on Board property. ~~**[END OF OPTION]**~~

[X] Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with Board Policy 9211 - District Support Organizations and Board Policy 9700 - Relations with Special Interest Groups. ~~**[END OF OPTION]**~~

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See Board Policy 8390)

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco or nicotine (including synthetic nicotine), in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, and any other smoking devices for burning tobacco or any other substances (see Board Policy 7434).

Such prohibition also applies to

~~**( )** school grounds~~

~~**( )** and any school-related event,~~

~~**( )** except at designated times~~

(X) and in designated areas as defined in statute and by Ohio's Smoke-Free Workplace Program.

~~**[END OF OPTIONS]**~~

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, a recording can be made if the appropriate license authorizing such a recording has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event must obtain prior permission from the Superintendent.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"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."

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Legal

R.C. 955.43, 1716.02, 1716.03

R.C. 3313.5319

28 C.F.R. Part 35

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S. C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

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 27th day of November 2024, pursuant to Article XIII, Transportation, 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").

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

1. As part of the annual route selection in August of 2024, students needing to be transported to zero period at Wadsworth High School were included as part of the regular AM route for two (2) routes, per the Agreement.

2. The Association, while recognizing that the way the Board included zero period as part of the regular AM route for two (2) routes is compliant with the Agreement, would like the zero period portion of the routes to be bid as a separate route.

3. Due to unanticipated vacancies within the Transportation Department, the Board is willing to bid the zero period portion of a current vacant route as a separate route with the understanding that doing so does not establish a past practice that would prohibit the Board from bidding the zero period as described in #1 above and as in the Agreement, in future school years.

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 Educational Support Personnel Association OEA/NEA

_____
Michael Burkhart, President

For the Wadsworth City School District Board of Education

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

Resolution Number:_____

Memorandum of Understanding
Between
Wadsworth City School District Board of Education
&
Wilkins Family Counseling LLC.

This Memorandum of Understanding sets forth the mutual understanding between Wilkins Family Counseling, a mental health private practice, with an office located at 140 Wadsworth Road, Wadsworth OH 44281 and Wadsworth City School District Board of Education located at 524 Broad Street, Wadsworth Ohio 44281. This Memorandum of Understanding is effective as of the date signed below.

Purpose:

The purpose of the collaboration between WCSDBE and Wilkins Family Counseling is to improve the psychosocial functioning of the student population by providing behavioral health services within the school setting.

A. WCSDBE Responsibilities

1. Provide space for clinician to meet with students throughout all Wadsworth school settings. Clinician can be flexible and will communicate with building staff prior to arrival to the building.

2. Refer enrolled students for services with Wilkins Family Counseling for determination of insurance and/or payment eligibility and services.

3. Ensure that the parents/legal guardians of enrolled students have signed applicable forms authorizing release of confidential and/or protected health information of enrolled students prior to releasing it to Wilkins Family Counseling.

4. Facilitate integration of WCSDBE staff into planning, monitoring, and evaluating behavioral health services provided by Wilkins Family Counseling.

B. Wilkins Family Counseling's Responsibilities

1. Wilkins Family Counseling 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 Wilkins Family Counseling for inspection by the Board, upon request.

2. Wilkins Family Counseling 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.

3. At all times during the term of this Agreement, Wilkins Family Counseling 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. Wilkins Family Counseling shall provide the Board with a certificate or certificates of insurance evidencing compliance with this. If coverage changes, Wilkins Family Counseling must forward evidence of new coverage within ten (10) days of the change.

4. Student education records will only be released to Wilkins Family Counseling upon parent/guardian approval and as provided by all applicable laws, including but not limited to FERPA, and Board policy and guidelines. Additionally, Wilkins Family Counseling will adhere to FERPA requirements and all other applicable laws regarding the use, maintenance and/or disclosure of such education records. Wilkins Family Counseling, 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 MOU. The duty to maintain the confidentiality of student personally identifying information shall survive the termination of this MOU. Wilkins Family Counseling shall immediately report to the Board any unauthorized use or disclosure of student records or information by Wilkins Family Counseling or its officers, agents or employees, of which Wilkins Family Counseling becomes aware. In addition to the confidentiality obligations it has regarding student records, Wilkins Family Counseling 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.

C. Funding

Funding for the services is provided by third party reimbursement, including private insurance, Medicaid and direct party payments.

The Parties have signed the Memorandum of Understanding as of this _____ Day of _____, 2024

IN WITNESS WHEREOF:

Wadsworth City School District Board of Education

Wilkins Family Counseling LLC.

By: _____

By: _____

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

Sold To	Ship To
Wadsworth City Schools Administration Building 360 College Street Wadsworth, OH, 44281 United States	Valley View Elementary School 625 Orchard St Wadsworth, OH, 44281 United States

Date	Quote #	Terms	Rep	Project	Ship Contact
2024-11-06	QTN-17012 **Valid Until** 12-11-2024	Net 10	Corporate	2023 09 Valleyview Elementary School New Inclusive Playground - Oh Wadsworth City Schools	

Item Code	Description	Qty	Rate	Amount
Notes	Quotation for entire play area with poured in place surfacing	1.0 Unit	$ 0.00	$ 0.00
Drawing #	Drawing # 23-4781D - Option 1 Playground Structure	1.0 Unit	$ 182,202.00	$ 182,202.00
ZZTP2017M	GATOR CLIMBER	1.0 Unit	$ 7,697.00	$ 7,697.00
ZZXX0483	COZY COCOON - SPINNING	1.0 Unit	$ 4,145.00	$ 4,145.00
ZZXX0666	CONCERTO VIBES	1.0 Unit	$ 5,929.00	$ 5,929.00
ZZXX0667	CONCERTO CHIMES	1.0 Unit	$ 5,945.00	$ 5,945.00
ZZXX0882	PLAYHOUSE	1.0 Unit	$ 13,125.00	$ 13,125.00
Freight	Shipping Charges are estimated and are subject to actual shipping charges incurred at time of shipment.	1.0 Unit	$ 4,667.00	$ 4,667.00
Independence Design Part #	Communication Board, includes freight.	1.0 Unit	$ 3,801.75	$ 3,801.75
Installation Charges	Installation Charges for above playground equipment per drawing. Includes concrete for footings. Includes hauling away/disposing of dirt created by equipment footers.	1.0 Unit	$ 103,342.34	$ 103,342.34
Labor	Site Restoration, includes seed & straw of disturbed areas.	1.0 Unit	$ 1,000.00	$ 1,000.00

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

Item Code	Description	Qty	Rate	Amount
Poured In Place	Provide & Install up to 4519SF of Standard color Perma Play (50% Color / 50% Black) • Perma Play: 2.00 in (4 ft Critical Fall Height) - 4060 Sq ft • Perma Play: 2.5 in (5 ft Critical Fall Height) - 415 Sq ft • Turn Down - 44 Sq ft Perma Play • Provide & Install Compacted Sub-Base for 4519sf of Compacted Sub-Base at 6 inch depth not to exceed 141 tons. Includes dumpster for product waste/packaging/etc	1.0 Each	$ 104,223.18	$ 104,223.18
Labor	Utility Marking by Blood Hound, LLC: Private Utility Locators - includes 4 hours. If needed, each additional hour billed at $300/hour.	1.0 Unit	$ 1,500.00	$ 1,500.00
Sourcewell Customer Discount - Member ID #	Sourcewell Customer Discount - Wadsworth City Schools Member ID #171413 PlayPower Member ID #010521-LTS-8	1.0 Unit	$ -43,808.60	$ -43,808.60

Subtotal	$ 393,768.67
OH - Medina 6.75%	$ 0.00
Total	$ 393,768.67

2024 Pricing - Subject to change at or near start of 2025.
Equipment is currently on an 8 week lead time; subject to change
Additional charges may apply for excessive debris found in work area. – Added charge not customer pre-approved. MM 11/27/24
Installation charges include accepting delivery; delivery will be scheduled to arrive on the day we begin installation. No additional mobilization to accept delivery is included.
Excavation/site prep is not included in this proposal. Excavator should coordinate with Midstates Recreation to ensure the site is excavated to -7" and within 2% slope tolerance for ADA accessibility (less slope is preferred)
Additional stone charges may be incurred if hardpan is not reached at -7". This can be an unpredictable situation until excavation is started. – Added charge not customer pre-approved. MM 11/27/2024
Midstates Recreation is not responsible for drainage or altering existing drain grates; coordinate with Midstates for final elevations of drain grates. The drain grates in the play area will need to be raised.
Not responsible for damage to tree root systems, though we will work as carefully as possible and are intentionally avoiding existing trees as much as possible. Tree root systems can disturb poured in place sub base, which leads to system failures.
Bloodhound only marks public utilities; Customer to locate private utilities
No saw cutting/core drilling of asphalt included
Prevailing wage rates not included/Assumes not a prevailing wage job
Permits not included
Inspections not included
Customer to provide dumpster for trash/waste disposal
If tax exempt - please provide tax exempt form at time of order
Not responsible for/if damage incurred when crossing sidewalks; Midstates works as carefully as possible to avoid

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

damage
Prepayment may be required for some vendors

Acceptance of Proposal

(Please be sure you have read, signed, and initialed and understand the terms and conditions) The items, prices, and conditions listed herein are satisfactory and are hereby accepted.

Signature (Approval)	_____
Printed Name	_____
Title	_____
Date	_____

TERMS AND CONDITIONS

QUOTE CONDITIONS AND ACCEPTANCE:

This quote is only valid for 30 days.

***_____(Pls Initial) It is the Buyer's responsibility to verify quantities and description of items quoted. Once your order has been placed, any changes including additions, deletions, or color changes, could result in price increases, additional fees and could cause delays.

EXCLUSIONS : Unless specified, this quote excludes all of the following but not limited to:

Required Permits/Inspections, Background Checks, Davis Bacon, Prevailing Wage or Certified Payroll
Performance/Payment Bonds
Site Restoration
Site work, saw cutting/core drilling, and landscaping.
Removal of existing equipment
Unloading; Receiving of inventory or equipment; Storage of equipment.
Equipment assembly and/or installation
Safety surfacing; Borders or drainage requirements
Landscaping Repairs DUE to poor access or in climatic weather

FREIGHT AND DELIVERY: (if applicable)

Shipping is FOB Origin (means the buyer accepts the title of the goods at the shipment point and assumes all risk once the seller ships the product). All equipment will arrive unassembled.

***_____(Pls Initial) Buyer is responsible to meet and provide adequate personnel/equipment to unload truck

A Check List, detailing all items shipped, will be included with the shipment. Unless taking delivery is specifically included in quote.

Buyer is responsible for ensuring the Sales Order Breakdown and Item Numbers on all boxes and pieces match the Check List.

***_____(Pls Initial) Shortages or damages must be noted on the driver's delivery receipt. Shortages or damages not noted become the buyers financial responsibility.

Please notify Midstates Recreation immediately of any damages.

Shortages and Concealed Damage must be reported to Midstates Recreation within 10 days of delivery.

A reconsignment fee will be charged for any changes made to delivery address after order has been placed.

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

TAXES:

All orders are subject to applicable sales tax unless a tax exemption form is on file at the time the order is placed.

PAYMENT TERMS:

An approved Credit Application is required for new customers or customers that haven't been active in the last 18 months. Terms are check with order, or 50% down payment with approved credit (terms do vary based on references). Balance of product & freight will be invoiced upon shipment, due Net 10 days. 100 % prepayment required on Replacement Parts. A 3% charge will be added to all credit card orders over $ 3,000.

For all non-taxpayer-funded entities: A 1.5% monthly service charge will be assessed on all balances over 30 days.

RESTOCKING: Items canceled, returned or refused will be subject to a minimum 25% restocking fee. All return freight charges are the responsibility of the Buyer.

MAINTENANCE/WARRANTY:

Manufacturer's standard product warranties apply and cover equipment replacement and freight costs only; labor is not included.

Midstates Recreation offers no additional warranties.

Maintenance of the equipment and safety surfacing is the responsibility of the customer.

Any unauthorized alterations or modifications to the equipment (including layout) will void your warranty.

INSTALLATION: (if applicable)

Spoils are to remain onsite.

Permits/inspections are the owner's responsibility and associated costs.

Customer must locate all underground private utilities before your scheduled installation a third-party private utility service can be provided at an additional cost if necessary. Additional charges may apply if obstruction(s) are encountered beneath the surface. Not responsible for damaged/broken parts on existing playground equipment. Not responsible for crossing sidewalks.

Acceptance of Terms & Conditions

Acceptance of this proposal, made by an authorized agent of your company, indicates agreement to the above terms and conditions.

Customer Signature	Printed Name and Title	Date
Updated:		

Buehler's Fresh Foods

FUN!DRAISER

90 SECOND SHOPPING SPREE



Sell tickets for a 90-second shopping spree at Buehler's! Your group sells tickets and one lucky winner gets to shop - loading as many groceries as possible into their cart!

Organization Name: Wadsworth High School Bowling

Ticket Price: $10.00 **Drawing Date:** 2/12/25 (Wednesday)

Shopping Spree Week of: 2/16/25 – 2/22/25

Buehler's Store Location: Wadsworth **Store #** _____

Your Name: _____

Street Address: _____

City: _____ **State/Zip:** _____

Phone Number: _____ **Email:** _____

Rules: We will provide your organization with 500 shopping spree tickets, which you sell for any denomination you choose, then you choose a drawing date. The shopping spree will be 90 seconds - your organization is liable for the groceries obtained by the winning shopper (usually $300 - $500) and your organization keeps the rest of the profit. The winning shopper can pick any two of one item. The contest excludes: medications, alcohol, tobacco, Ace Hardware, gift cards, lottery, post office, small appliances, floral & gift department items. One participant only per shopping spree.

I have read and understand the guidelines for the shopping spree and will share with winner. A representative of our organization will be present when the shopping spree occurs and will provide payment for the total cost of the grocery spree.

_____ _____

Signature **Date**

---------- FOR OFFICIAL USE ONLY ----------

Community Relations Specialist/Manager Approval: _____

Actual Shopping Spree Date & Time: _____ Shopping Spree Total: _____

Buehler's Fresh Foods

FUN!DRAISER

90 SECOND SHOPPING SPREE



Winner of 90 second shopping spree agrees to following guidelines:

1. Shopping spree will be timed to 90 seconds beginning at the front of the store. At the end of the 90 seconds, the winner will immediately stop placing items in the cart and the items will be tabulated.

2. Winner may only take any two of a like kind. For instance, two bags of shrimp, two hams, two bags of dog food, etc. If more than two are taken, those items will be excluded from the total received.

3. The following items are NOT included in the spree: medications, alcohol, tobacco, Ace Hardware, gift cards, lottery, post office, small appliances, floral and gift department items.

4. Only one participant per shopping spree. Winner will shop alone and not receive any assistance from any other person including Buehler's employees.

5. Winner agrees to allow their name/likeness to be used by Buehler's for promotional purposes.

6. Winner is not permitted to shop in store rooms, walk-in coolers, prep area or any other area designated for Buehler's employees.

7. Buehler's is not responsible for any injuries the winner may bring upon themselves during the shopping spree. These would include falling or strains due to lifting.

8. No items from the shopping spree may be returned or exchanged. Items are not available for cash value.

9. Weekly sale prices and Rewards will be applied with the use of winner's Buehler's Advantage Card at the checkout. Coupons are not part of the shopping spree.

10. Buehler's will work with group to arrange best date/time of shopping spree for both parties.

Buehler's helps groups promote their Shopping Spree:

- Groups participating in Buehler's Shopping Spree Fundraiser will be permitted to sell their Shopping Spree Tickets on <u>one Saturday for a 4-hour period</u> at Buehler's front-end. The group <u>must preschedule</u> the date and time with Buehler's Community Relations Specialist as per availablity.
- Buehler's will promote the day/time of the group's Shopping Spree Event on the Digital Community Board.

As the winner of the 90 second shopping spree, I have read the above rules and agree to abide by these guidelines.

_____ _____

Signature **Date**

_____

Printed Name

November 19th, 2024

Project: Wadsworth City Schools – Central Intermediate School

Re: COR-049R1: Bulletin 006R3 – Changes to Doors, Frames and Associated Hardware

This change order request includes labor, material, equipment, and tool costs associated with the work to make changes to the doors, frames and hardware scope of work. The work includes the construction of additional metal stud furred walls, miscellaneous electrical adjustments and rough-in pathways to doors, addition of 6 automatic door operators with their associated access cables and controllers. The work is to be completed according to the revised details outlined by the design team in Bulletin 006R3 issued on 10/1/24.

Price: $59,013.87

Please feel free to contact me should you have any questions or concerns.

Sincerely,

[redacted]

Jesse Tim-Efobi
Project Manager
Hammond Construction
1550 Corporate Woods Pkwy
Uniontown, OH 44685

[redacted]
330.455.7039 Office
330.455.9460 Fax

CHANGE ORDER PRICING REVIEW

Date: 19-Nov-24

Project No.: [redacted]

Client: Wadsworth City Schools

County: Medina

Project: Intermediate School

Description: Cost Add per Bulletin 006R3

CM-R: Hammond Construction

Architect: Holabird & Root

Input in gray boxes only

A. SUBCONTRACTOR WORK

(reasonable cost for all labor & material)

Company	Work Performed	Amount
Enertech Electrical	Bulletin 006R3	$ 2,753.29
Hammond Construction	Bulletin 006R3	$ 41,913.58
Horizon Information Services	Bulletin 006R3	$ 12,673.24
	Subcontractor Subtotal:	$ 57,340.11

B. CONSTRUCTION MANAGER COSTS

(reasonable cost for all labor & material)

Description	Amount
	$ -
	$ -
	$ -
	$ -
Construction Manager Subtotal:	$ -

C. CONSTRUCTION MANAGER FEE	1.90%	$	1,089.46
	Subtotal (A, B, C):	$	58,429.57
D. BOND EXTENSION	1%	$	584.30
	CHANGE TOTAL COST (A thru D):	$	59,013.87

***See attached for subcontractor, labor, and material pricing back-up**

ENERTECH ELECTRICAL, INC.

Customized Solutions to *Electrify* your Profits

Proposal

10/2/2024

Hammond Construction, Inc.
1278 Park Ave SW
Canton, OH 44706

Attn: **Jesse Tim-Efobi**

RE Wadsworth Intermediate (Bulletin #006REV3)

Please accept this proposal for the Labor and Material to:

Included:

Make the misc. electrical R/I adjustments to the door in the areas listed below and in Bulletin #006

DRAWINGS ATTACHED
G1-3 – ARCHITECTURAL SYMBOLS & ABBREVIATIONS
A2-1a – 100 LEVEL FLOOR PLAN – AREA A
A2-1b – 100 LEVEL FLOOR PLAN – AREA B
A2-1d – 100 LEVEL FLOOR PLAN – AREA D
A2-1e – 100 LEVEL FLOOR PLAN – AREA E
A2-1f – 100 LEVEL FLOOR PLAN – AREA F
A2-2a – 200 LEVEL FLOOR PLAN – AREA A
A2-2b – 200 LEVEL FLOOR PLAN – AREA B
A7-5 – PARTITON TYPES & DETAILS
A7-8 – FIRE WALL SECTION AND DETAILS
A7-10 – DOOR SCHEDULE AND GENERAL NOTES
A8-8 – ENLARGED INTERIOR PLANS & ELEVATIONS – 100 AREA D

E1-1d – 100 LEVEL LIGHTING PLAN – AREA D
E2-1d - 100 LEVEL POWER PLAN - AREA D
E2-1f – 100 LEVEL POWER PLAN – AREA F
E3-2a – 200 LEVEL SYSTEMS PLAN – AREA A
E3-2b – 200 LEVEL SYSTEMS PLAN – AREA B

T1-1a – 100 LEVEL TECHNOLOGY PLAN – AREA A
T1-1b – 100 LEVEL TECHNOLOGY PLAN – AREA B
T1-1c – 100 LEVEL TECHNOLOGY PLAN – AREA C
T1-1d – 100 LEVEL TECHNOLOGY PLAN – AREA D
T1-1e – 100 LEVEL TECHNOLOGY PLAN – AREA E

T1-1f – 100 LEVEL TECHNOLOGY PLAN – AREA F
T1-2a – 200 LEVEL TECHNOLOGY PLAN – AREA A
T1-2b – 200 LEVEL TECHNOLOGY PLAN – AREA B

Not Included:

- Prevailing Wage Rate
- All door hardware and the installation of the door hardware is by others
- All Security equipment and the installation of the Security equipment is by others
- All Security wiring is by others

FOR THE TOTAL COST OF $ 2,699.30

Our pricing is based on commodity price levels as of 9/4/2020. Due to the volatility in the commodities such as copper, steel, resins (PVC) etc. (Enertech Electrical, Inc.) reserves the right to adjust proposal for commodity increase for changes in work not approved or accepted prior to proposal termination date. This proposal will remain valid for a maximum of (30days)

WE PROPOSE to furnish labor and material – complete in accordance with above specifications, and subject to conditions found on both sides of this agreement, for the sum of:

Dollars $2,699.30

Payment to be made as follows: Invoiced monthly, payments made within 30 days._____

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Respectfully submitted,

Enertech Electrical, Inc.

*Date of Acceptance*_____ *BY*_____

*By*_____

*By*_____

Note: This proposal may be withdrawn by us if not accepted within 15 days

CHANGE ORDER PRICING REVIEW

Date: 02-Oct-24

Project No.: [redacted] Client: Wadsworth City Schools County: Medina

Project: Wadsworth Intermediate 5-6 Subcontractor: Enertech Electrical Inc.

CM-R: Hammond Construction Description: Bulletin #006REV3

Architect: Holabird & Root

Input in gray boxes only

A. LABOR:

Labor classification	Hours	Straight Time Rate	Straight Time Extension	Fringe Benefits Rate	Fringe Benefits Extension	Payroll Expenses Rate	Payroll Expenses Extension	Total for classification
Foreman	10	$ 37.24	$ 372.40	$ 22.29	$ 222.90	$ 11.18	$ 111.80	$ 707.10
J1	10	$ 33.46	$ 334.60	$ 22.29	$ 222.90	$ 10.04	$ 100.40	$ 657.90
J2	8.78	$ 32.15	$ 282.28	$ 22.29	$ 195.71	$ 9.65	$ 84.73	$ 562.71
J3	0	$ 31.24	$ -	$ 22.29	$ -	$ 9.38	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Regular Totals	28.78		$ 989.28		$ 641.51		$ 296.93	$ 1,927.71

Aa. APPROVED OVERTIME LABOR:

*Must be approved by CMR prior. The premium portion is excluded from receiving CMR Fee and Subcontractor OH&P per General Conditions 7.7.2.12.

Labor Classification	Premium Portion Hours	Premium Portion OT Rate	Total for classification
	0		$ -
	0		$ -
	0		$ -
	0		$ -
Premium Total	0		$ -

$ 1,927.71 Labor Subtotal

B. EQUIPMENT RENTALS

(Heavy/specialized equipment)

0 dy $ - = $ - Rental Subtotal

hour,day,week x rate =

C. OWNED EQUIPMENT

(Heavy/specialized equipment re: AED Blue Book)

0 dy $ - = $ - Owned Subtotal

hour,day,week x rate =

D. TRUCKING: (no pick-up truck charges allowed)

(Delivery charge or per mile trucking)

0 mi $ - = $ - Trucking Subtotal

hour,day,week x rate =

E. MATERIALS

(Actual cost of materials only)

Description	Quantity	UOM	Unit Cost	Total
Every Day Material	1	EA	$ 419.51	$ 419.51
	1	CY		$ -
	1			$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -

$ 419.51 Material Subtotal

$ 2,347.22 Subtotal (A thru E)

F. CONTRACTORS OH&P:

15% (on items A thru E; excluding premium*) $ 352.08

Subtotal (A thru F): $ 2,699.30

G. SUBCONTRACTOR

(reasonable cost for all labor & material)

Company	Work Performed	Labor	Material
		$ -	$ -
		$ -	$ -
		$ -	$ -

H. MARKUP ON SUBCONTRACTORS

15% (on items in G above) $ -

Subtotal (G & H): $ -

I. BOND EXTENSION

2.00% (on subtotal (A thru F)+(G & H)) $53.99

CONTRATOR TOTAL COST (A thru F) + (G & H) + (I): $ 2,753.29

All items must be approved by both owners, CM and A/E prior to work being performed.

Additional back-up is required for all costs including labor justifications, quantity take offs, subcontractor quotes, and vendor material quotes.

Cost Breakdown	
Labor	Material
$2,216.87	$536.42

Breakdown applies bond as material

Rev. 2021-11-09

Phase Code	Item #	Item Name	Price 1	xt Price 1	Bid Lbr	Bid Lbr Ext	Ext Price
	Combined->Combinec			$419.51		28.78	$419.51
	01 Underground			$0.00		8.00	$0.00
01	47,535	1 HOUR LABOR (SAW CUT)	$0.00 X	$0.00	**1.00** E	8.00	$0.00
	02 Branch Conduit			$410.00		20.42	$410.00
02	1,120	3/4 EMT	**$100.06** C	$260.16	**3.90** C	10.14	$260.16
02	1,225	3/4 EMT CONN S/S	**$36.75** C	$9.56	**6.50** C	1.69	$9.56
02	1,394	3/4 EMT 1 HOLE STP/STL	**$19.50** C	$9.36	**3.90** C	1.87	$9.36
02	1,443	3/4 EMT CHNL STRAP W/BOLT	**$200.93** C	$4.02	**5.20** C	0.10	$4.02
02	3,045	3/4 BUSH PLASTIC	**$10.66** C	$2.56	**6.37** C	1.53	$2.56
02	4,156	BOX TO STUD HANGER	**$272.76** C	$62.73	**6.50** C	1.50	$62.73
02	18,446	4/S BOX 2-1/8" DEEP	**$264.43** C	$47.60	**13.00** C	2.34	$47.60
02	18,449	4/S SG MUD RING 5/8"DP	**$76.97** C	$13.08	**6.50** C	1.11	$13.08
02	18,462	4/S BLANK COVER	**$40.85** C	$0.41	**6.50** C	0.07	$0.41
02	19,615	GROUND SCREW/#12 PIGTAIL	**$52.36** C	$0.52	**7.80** C	0.08	$0.52
	05 Branch Wire			$9.52		0.37	$9.52
05	70	12 THHN CU STRANDED	**$200.00** M	$9.00	**5.20** M	0.23	$9.00
05	6,862	RED 3M WIRE NUT	**$17.18** C	$0.52	**4.42** C	0.13	$0.52
				$419.51		**28.78**	**$419.51**

CHANGE ORDER PRICING REVIEW

Date: 12-Sep-24

Project No.: [redacted] Client: Wadsworth City Schools County: Medina

Project: Intermediate School Subcontractor: Hammond Construction, Inc.

CM-R: Hammond Construction Description: Bulletin-006 - Doors, Frames, and Hardware Revisions & Removal of furred-out fire walls in area D.

Architect: Holabird & Root

Input in gray boxes only

A. LABOR:

Labor classification	Hours	Straight Time Rate	Straight Time Extension	Fringe Benefits Rate	Fringe Benefits Extension	Payroll Expenses Rate	Payroll Expenses Extension	Total for classification
Carpenter	-22	$ 39.71	$ (873.62)	$ 27.05	$ (595.10)	$ 10.81	$ (237.82)	$ (1,706.54)
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Regular Totals	-22.00		$ (873.62)		$ (595.10)		$ (237.82)	$ (1,706.54)

Aa. APPROVED OVERTIME LABOR:

*Must be approved by CMR prior. The premium portion is excluded from receiving CMR Fee and Subcontractor OH&P per General Conditions 7.7.2.12.

Labor Classification	Premium Portion Hours	Premium Portion OT Rate	Total for classification
	0		$ -
	0		$ -
	0		$ -
	0		$ -
Premium Total	0		$ -

$ (1,706.54) Labor Subtotal

B. EQUIPMENT RENTALS

(Heavy/specialized equipment)

0 dy $ - = $ - Rental Subtotal

hour,day,week x rate =

C. OWNED EQUIPMENT

(Heavy/specialized equipment re: AED Blue Book)

0 dy $ - = $ - Owned Subtotal

hour,day,week x rate =

D. TRUCKING: (no pick-up truck charges allowed)

(Delivery charge or per mile trucking)

0 mi $ - = $ - Trucking Subtotal

hour,day,week x rate =

E. MATERIALS

(Actual cost of materials only)

Description	Quantity	UOM	Unit Cost	Total
Cleveland Vicon Added Cost	1	LS	$ 38,998.00	$ 38,998.00
Framing & Drywall Material	1	LS	$ (1,547.52)	$ (1,547.52)
Commercial Activity (CAT) Tax	1	LS	$ 108.65	$ 108.65
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -

$ 37,559.13 Material Subtotal

$ 35,852.59 Subtotal (A thru E)

F. CONTRACTORS OH&P:

15% (on items A thru E; excluding premium*) $ 5,377.89

Subtotal (A thru F): $ 41,230.48

G. SUBCONTRACTOR

(reasonable cost for all labor & material)

Company	Work Performed	Labor	Material
Level 5	Drywall Finishing	$ 594.00	$ -
		$ -	$ -
		$ -	$ -

H. MARKUP ON SUBCONTRACTORS

15% (on items in G above) $ 89.10

Subtotal (G & H): $ 683.10

I. BOND EXTENSION

0% (on subtotal (A thru F)+(G & H)) $0.00

CONTRATOR TOTAL COST (A thru F) + (G & H) + (I): $ 41,913.58

All items must be approved by both owners, CM and A/E prior to work being performed.
Additional back-up is required for all costs including labor justifications, quantity take offs, subcontractor quotes, and vendor material quotes.

Cost Breakdown	
Labor	Material
-$1,279.42	$43,193.00

Breakdown applies bond as material

Bulletin-006 Notes:

Bulletin 006 modifies doors, frames, and hardware as well as adds 6 automatic operators at openings X100.8.3, 100.8.2, 100.3.1, 100.3.9, X100.3.3 and X100.3.5. Bulletin-006 also changes two F18.2 furred out/infill walls (54 LF) to wall type B1.1 veneer walls. It should be noted that with the removal of these metal studs that are to infill the structural steel, the veneer wall B1.1 will not have anything to tie back to except the CMU fire wall beyond the structural steel. This would require these prick ties to have an open span of 8-7/8". ***It would be recommended to not eliminate the 3-5/8" metal stud infill.***

Material cost associated with change directive: **$37,450.48**

Labor cost associated with change directive (-22 HRs @ $77.57/HR) **($1,706.54)**

Subcontractor cost associated with change directive: **($594.00)**

Commercial Activity (CAT) Tax: .26%: **$108.65**

Overhead & Profit: 15%: **$5,466.99**

Total cost associated with change directive: $41,913.58

Material Breakdown:

Doors, Frames, & Hardware changes (Cleveland Vicon) **$38,998.00**

3-5/8" Studs: 54 @ 14' (756 LF @ $.88/LF) **($665.28)**

3-5/8" Slotted Top Track (54 LF @ $1.44/LF) **($77.76)**

3-5/8" Bottom Track (160 LF @ $.87/LF) **($139.20)**

5/8" Abuse-Resistant Gyp. Board (594 SF @ $1.12/SF) **($665.28)**

Labor Breakdown:

Frame wall (-14 HRs @ $77.57/HR) **($1,085.98)**

Hang Drywall (-8 HRs @ $77.57/HR) **($620.56)**

Finish Drywall (594 SF @ $1.00/SF) **($594.00)**

CLEVELAND VICON
SINCE 1961

ORDER TOLL FREE: 800.589.5895
CLEVELAND | 4550 Willow Pkwy, Cleveland, OH 44125: 216.341.3300, fax: 216.341.1872
AKRON-CANTON | 7505 Freedom Ave, N. Canton, OH 44720: 330.494.7255, fax: 330.494.7284

HOLLOW METAL DOORS AND FRAMES / WOOD DOORS / BUILDERS HARDWARE / TOILET ACCESSORIES / TOILET PARTITIONS / ACCESS CONTROL / SHOP FABRICATION

BID PROPOSAL

Date:	**August 15, 2024**	**Quote #:**	[redacted]
Project:	**Wadsworth Automatic Operators**	**Quoted By:**	**Jared Moritz**
To:	**Hammond Construction**	**Direct #:**	[redacted]
Attn:	**Matthew Hunt**	**Email:**	jared_moritz@clevelandvicon.com
Email:	MHunt@hammondconstruction.com	**Page(s):**	**1 of 1**

QTY	Revision
6	**Add LCN 4642 Senior Swing Operator/corresponding hardware/actuators at opening #'s X100.8.3, 100.8.2, 100.3.1, 100.3.9, X100.3.3, & X100.3.5**

Total: $38,998.00
(excl. tax)

TERMS AND CONDITIONS

NET 30 DAYS** **NO TAXES ARE INCLUDED

This quotation is valid for a period of 30 days and is based on delivery of all goods within 9 months after approval of the schedule. No installation is included in this quotation unless stated in the quotation. Price quoted is with the understanding that an approved schedule is received by us within 30 days after submittal, including all key requirements, or this quotation is subject to change. We will not accept backcharges unless agreed to in writing prior to a backcharge being made. Delivery and payment must be made as materials are received from our suppliers. Invoices not paid within 30 days shall be subject to 1 1/2% (18% Annual) service charge.

We will endeavor to meet your delivery requirements but cannot be liable for unavailability of materials through causes beyond our control. If your job is not ready for delivery of material, we will store and insure the goods at our warehouse at no additional cost provided you agree to make payment in full within 30 days from the date you are invoiced. Reasonable doubt of purchaser's financial responsibility shall entitle us to stop or decline the shipment or stop material in transit without liability until purchaser shall have paid for the material or satisfied us of his responsibility.

We thank you for the opportunity of submitting this proposal and hope we have the opportunity of fulfilling these requirements for you!

THE CLEVELAND VICON CO., INC.

ACCEPTANCE: PLEASE FILL IN COMPLETELY AND RETURN

The undersigned agrees to accept the above proposal that will create a binding contract.

First deliveries will be accepted on or after _____. Deliveries to be completed by _____.

COMPANY: _____ **BY:** _____ **DATE:** _____

CHANGE ORDER PRICING REVIEW

Date: 24-Oct-24

Project No.: [redacted] Client: Wadsowrth City Schools County: Medina

Project: Intermediate School Subcontractor: Horizon Information Services

CM-R: Hammond Construction Description: Bulletin 6

Architect: Holabird & Root

Input in gray boxes only

A. LABOR:

Labor classification	Hours	Straight Time Rate	Straight Time Extension	Fringe Benefits Rate	Fringe Benefits Extension	Payroll Expenses Rate	Payroll Expenses Extension	Total for classification
Standard Labor	80	$ 76.00	$ 6,080.00	$ -	$ -	$ -	$ -	$ 6,080.00
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Regular Totals	80.00		$ 6,080.00		$ -		$ -	$ 6,080.00

Aa. APPROVED OVERTIME LABOR:

*Must be approved by CMR prior. The premium portion is excluded from receiving CMR Fee and Subcontractor OH&P per General Conditions 7.7.2.12.

Labor Classification	Premium Portion Hours	Premium Portion OT Rate	Total for classification
	0		$ -
	0		$ -
	0		$ -
	0		$ -
Premium Total	0		$ -

$ 6,080.00 Labor Subtotal

B. EQUIPMENT RENTALS

(Heavy/specialized equipment)

0 dy $ - = $ - Rental Subtotal

hour,day,week x rate =

C. OWNED EQUIPMENT

(Heavy/specialized equipment re: AED Blue Book)

0 dy $ - = $ - Owned Subtotal

hour,day,week x rate =

D. TRUCKING: (no pick-up truck charges allowed)

(Delivery charge or per mile trucking)

0 mi $ - = $ - Trucking Subtotal

hour,day,week x rate =

E. MATERIALS

(Actual cost of materials only)

Description	Quantity	UOM	Unit Cost	Total
Controller	1	EA	$ 2,020.00	$ 2,020.00
Expansion Board	1	EA	$ 1,050.00	$ 1,050.00
request to exit	6	EA	$ 109.00	$ 654.00
Door Position Switch	4	EA	$ 21.00	$ 84.00
Access Control Cable-1000ft	1	EA	$ 765.00	$ 765.00
Jhooks	50	EA	$ 5.27	$ 263.50
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -

$ 4,836.50 Material Subtotal

$ 10,916.50 Subtotal (A thru E)

F. CONTRACTORS OH&P:

15% (on items A thru E; excluding premium*) $ 1,637.48

Subtotal (A thru F): $ 12,553.98

G. SUBCONTRACTOR

(reasonable cost for all labor & material)

Company	Work Performed	Labor	Material
		$ -	$ -
		$ -	$ -
		$ -	$ -

H. MARKUP ON SUBCONTRACTORS

15% (on items in G above) $ -

Subtotal (G & H): $	**-**

I. BOND EXTENSION 1% (on subtotal (A thru F)+(G & H)) $119.26

CONTRATOR TOTAL COST (A thru F) + (G & H) + (I): $ 12,673.24

All items must be approved by both owners, CM and A/E prior to work being performed.
Additional back-up is required for all costs including labor justifications, quantity take offs, subcontractor quotes, and vendor material quotes.

Cost Breakdown	
Labor	**Material**
$6,992.00	**$5,681.24**

Breakdown applies bond as material

WESCO | ANIXTER
CSC

QUOTATION

Date: 10/25/2024
Quote #: [redacted]
Customer: [redacted]

Anixter Inc. (a WESCO Company)
Send Purchase Orders to Anixter Inc.
2301 Patriot Blvd. Glenview, IL 60026

Customer
HORIZON INFORMATION SERVICES
1659 E.SUTTER ROAD
GLENSHAW, PA 15116
TRAVIS Prindle
Phone: 412-487-7071
Fax: --
Email: TPrindle@horizonis.com

Wadsworth CO

Line	Quantity	Part Number and Description	UM	Unit Price	Extended Price
1	1	10124248 HNWLL BUIL PRO42IC PRO4200 INTELLIGENT CONTROLLER Lead Time: 1-2 WEEK LEAD TIME ARO	EA	2020.00	2,020.00
2	1	10124249 HNWLL BUIL PRO42IN PRO42 INPUT BOARD Lead Time: 1-2 WEEK LEAD TIME ARO	EA	1050.00	1,050.00
3	6	KAN-TREXLT2 KANTECH TREX-LT2 T.REX REQUEST TO EXIT DETECTORW/ TAMPER, TIMER AND 2 RELAYS WHITE Part Availability: STOCK	EA	109.00	654.00
4	4	CS431316 SECURITRON DPS-M-WH DPS-M-WH DOOR POSITION SWITCH Part Availability: STOCK	EA	21.00	84.00
5	1000	WPAC251822BYE1000 WEST PENN AC251822BYE1000 COMPOSITE CABLE: 18-4C+22-2C +22-4C+22-3PR W/ FOIL SHD YLW CMP JKT 1000FT Lead Time: 7-14 DAY LEAD TIME ARO	MF	765.00	765.00
6	50	221885 B-LINE BCH32 CABLE HOOK 2"	EA	5.27	263.50

Wesco may charge you storage and transportation fees if you do not take possession or accept delivery of the above products within ninety (90) days or agreed upon terms from such products being available for delivery or pick-up

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE TERMS AND CONDITIONS OF SALE PUBLISHED AT WWW.ANIXTER.COM/TERMSANDCONDITIONS ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

WESCO | ANIXTER

CSC

QUOTATION

Date: 10/25/2024
Quote #: [redacted]
Customer: [redacted]

Anixter Inc. (a WESCO Company)
Send Purchase Orders to Anixter Inc.
2301 Patriot Blvd. Glenview, IL 60026

Wadsworth CO

Line	Quantity	Part Number and Description	UM	Unit Price	Extended Price

Quote Total: **4,836.50**

TERMS NET60
Freight Terms: PREPAID
Shipment: MATERIAL IN ANIXTER INVENTORY IS SUBJECT TO PRIOR SALE
Notes: ORDER ACCEPTANCE BASED UPON PRIOR CREDIT APPROVALALL MATERIAL NON-RETURNABLE WITHOUT RETURN AUTHORIZATION
Currency: USD

Please refer all inquiries to:

Lisa Crummie
Phone:
Mobile: [redacted]
Fax: --
lisa.crummie@anixter.com

135 Meadow Lane
CANONSBURG, PA 15317
US

Comments:

QUOTE VALID FOR 20 DAYS FROM DATE OF ISSUE
OVERAGE FOR SHIPING & BILLING IS -0/PLUS 5%. ALL RETURNS REQUIRE A RETURN AUTHORIZATION AND A RESTOCK FEE MAY APPLY

Wesco may charge you storage and transportation fees if you do not take possession or accept delivery of the above products within ninety (90) days or agreed upon terms from such products being available for delivery or pick-up

BY ACCEPTING THIS QUOTE, YOU AGREE THAT THE TERMS AND CONDITIONS OF SALE PUBLISHED AT WWW.ANIXTER.COM/TERMSANDCONDITIONS ARE EXPRESSLY INCORPORATED INTO AND SHALL GOVERN THIS TRANSACTION.

HOLABIRD & ROOT
CREATE PRESERVE TRANSFORM

140 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60603

T 312.357.1771
F 312.357.1909

WWW.HOLABIRD.COM

BULLETIN

006R2

TO: Joe Swantek
Hammond Construction
1278 Park Avenue SW
Canton, Ohio 44706

DATE: 10/1/2024

PROJECT: Wadsworth Intermediate School
675 Broad Street
Wadsworth, OH 44281

PROJECT NO. [redacted]

OWNER: Wadsworth City School
New Intermediate School
649 Broad Street
Wadsworth, OH 44281

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1. This Bulletin defines proposed revisions to the Contract Documents. The Work described in this Bulletin, if authorized, shall be performed in accordance with the Contract Documents except as modified herein.
2. These proposed revisions to the Contract Documents shall NOT be started without the Owner's written authorization.
3. The Contractor shall submit an itemized Change Order proposal for all Work described in this Bulletin within 10 business days of owner's approval. The Change Order proposal shall indicate impact on the Contract Sum and Contract Time. A Change Order, authorizing the Contractor to proceed with the Work described herein, shall be issued if the Owner accepts the proposal.
4. When Project Manual pages are reissued, modifications are indicated as follows: Added text is shown in **bold face type**. Deleted text is shown as ~~strikethrough~~.

DESCRIPTION

This bulletin outlines changes to the doors, frames, and hardware scope of work.

DRAWINGS ATTACHED

G1-3 – ARCHITECTURAL SYMBOLS & ABBREVIATIONS
A2-1a – 100 LEVEL FLOOR PLAN – AREA A
A2-1b – 100 LEVEL FLOOR PLAN – AREA B
A2-1d – 100 LEVEL FLOOR PLAN – AREA D
A2-1e – 100 LEVEL FLOOR PLAN – AREA E
A2-1f – 100 LEVEL FLOOR PLAN – AREA F
A2-2a – 200 LEVEL FLOOR PLAN – AREA A
A2-2b – 200 LEVEL FLOOR PLAN – AREA B
A7-5 – PARTITON TYPES & DETAILS
A7-8 – FIRE WALL SECTION AND DETAILS
A7-10 – DOOR SCHEDULE AND GENERAL NOTES
A8-8 – ENLARGED INTERIOR PLANS & ELEVATIONS – 100 AREA D

E1-1d – 100 LEVEL LIGHTING PLAN – AREA D
E2-1d - 100 LEVEL POWER PLAN - AREA D
E2-1f – 100 LEVEL POWER PLAN – AREA F
E3-2a – 200 LEVEL SYSTEMS PLAN – AREA A
E3-2b – 200 LEVEL SYSTEMS PLAN – AREA B

T1-1a – 100 LEVEL TECHNOLOGY PLAN – AREA A
T1-1b – 100 LEVEL TECHNOLOGY PLAN – AREA B
T1-1c – 100 LEVEL TECHNOLOGY PLAN – AREA C
T1-1d – 100 LEVEL TECHNOLOGY PLAN – AREA D
T1-1e – 100 LEVEL TECHNOLOGY PLAN – AREA E

T1-1f – 100 LEVEL TECHNOLOGY PLAN – AREA F
T1-2a – 200 LEVEL TECHNOLOGY PLAN – AREA A
T1-2b – 200 LEVEL TECHNOLOGY PLAN – AREA B

PROJECT MANUAL SECTIONS ATTACHED:
None

DISTRIBUTION
Andrew J. Hill (Wadsworth City School District)
Douglas D. Beeman (Wadsworth City School District)
Steve Moore (Wadsworth City Schools)
Joe Swantek (HC)
Jesse Tim-Efobi (HC)
Matthew Weaver (HC)
Eric Risinger (H&R)
Barb Dickson (H&R)
Bryan Hadley (H&R)
Max Hanisch (H&R)

PREPARED BY
Lu Yuan
Holabird & Root, LLC

December 4th, 2024

Project: Wadsworth City Schools – Central Intermediate School

Re: COR-062 – Alternates 19A & 19B – Provide Orchestra Shell & Ceiling Hoist in Auditorium

This change order request includes labor, material, equipment, and tool costs associated with the work to provide the Orchestra Shell and motorized shell ceiling hoist in the auditorium. The work is to be completed according to the details outlined by the design team in the bid set of plans and specifications issued on 10/16/23.

Price: $580,262.60

Please feel free to contact me should you have any questions or concerns.

Sincerely,

Jesse Tim-Efobi
Project Manager
Hammond Construction
1550 Corporate Woods Pkwy
Uniontown, OH 44685

330.455.7039 Office
330.455.9460 Fax

CHANGE ORDER PRICING REVIEW

Date: 04-Dec-24

Project No.: [redacted] **Client:** Wadsworth City Schools **County:** Medina

Project: Intermediate School **Description:** Alternates: #19A: Provide Orchestra Shell Ceiling Hoist As Indicated #19B: Provide Orchestra Shell Ceiling At Auditorium Stage As Indicated

CM-R: Hammond Construction

Architect: Holabird & Root

Input in gray boxes only

A. SUBCONTRACTOR WORK

(reasonable cost for all labor & material)

Company	Work Performed	Amount
Pittsburgh Stage	Alternate #19A: Orchestra Shell Hoist	$ 82,450.00
Pittsburgh Stage	Alternate #19B: Orchestra Shell (Sightline PLAM Finish Option)	$ 480,922.00
Enertech Electrical	Install 208V Power Breakers in Panel R1C for Alt #19A	$ 433.13
	Subcontractor Subtotal:	**$ 563,805.13**

B. CONSTRUCTION MANAGER COSTS

(reasonable cost for all labor & material)

Description	Amount
	$ -
	$ -
	$ -
	$ -
Construction Manager Subtotal:	**$ -**

C. CONSTRUCTION MANAGER FEE	1.90%	$	10,712.30
	Subtotal (A, B, C):	**$**	**574,517.43**
D. BOND EXTENSION	1%	$	5,745.17
	CHANGE TOTAL COST (A thru D):	$	580,262.60

***See attached for subcontractor, labor, and material pricing back-up**

Tim-Efobi, Jesse

From: Jim Logan <logan@pittsburghstage.com>
Sent: Wednesday, October 2, 2024 2:18 PM
To: Tim-Efobi, Jesse
Cc: Dave Seifert; Weaver, Matthew
Subject: RE: Orchestra Shell Quote

Jesse,

Please see revised pricing for alternate 19A: $82,450.00

Thanks,

Jim Logan project manager
Pittsburgh Stage, Inc.
2 South Avenue · Sewickley PA 15143
TEL: 412-534-4500 Ext. 118
logan@pittsburghstage.com
www.pittsburghstage.com

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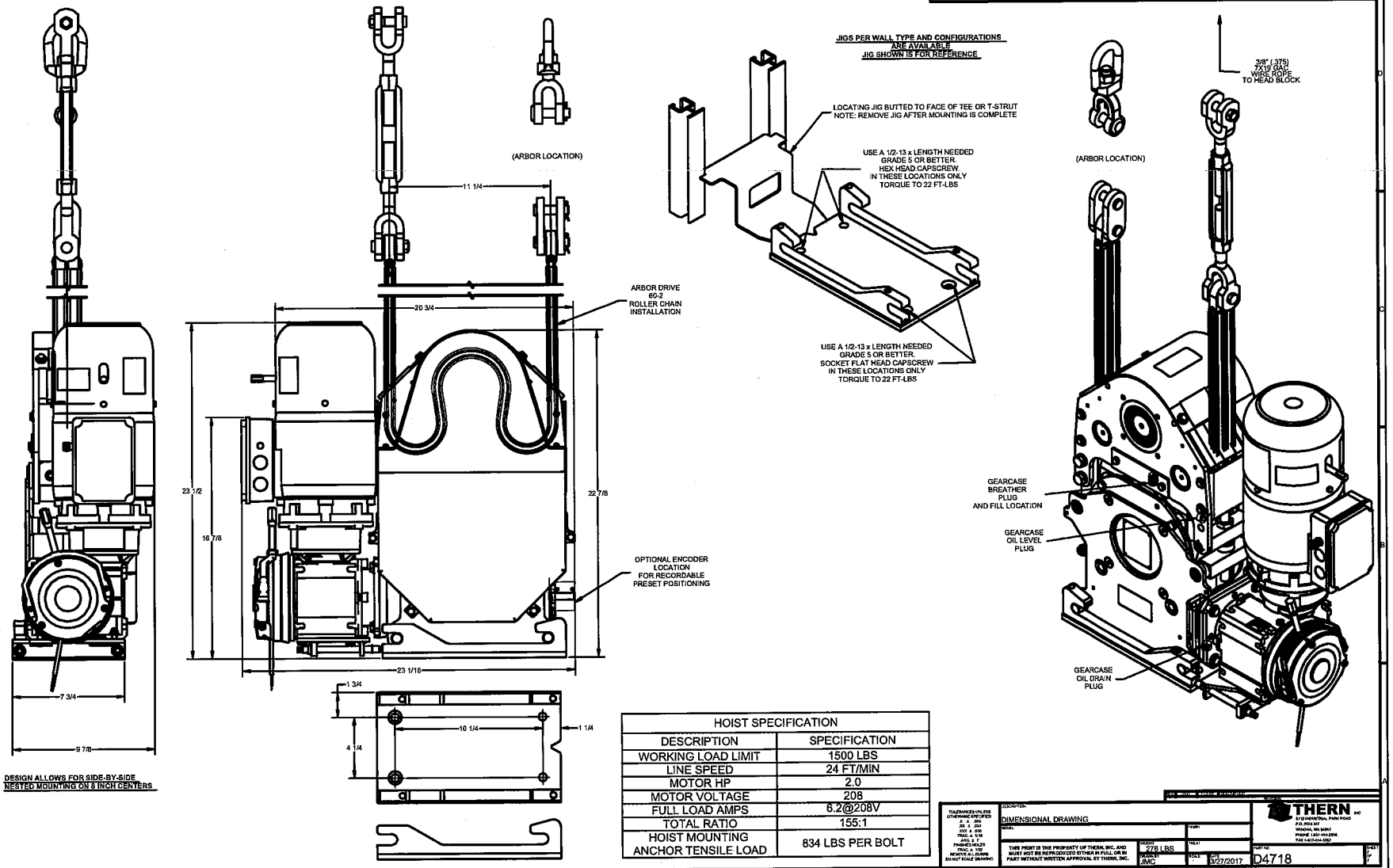
From: Jim Logan
Sent: Wednesday, October 2, 2024 12:58 PM
To: Tim-Efobi, Jesse <JTimefobi@hammondconstruction.com>
Cc: Dave Seifert <daves@pittsburghstage.com>; Weaver, Matthew <mweaver@hammondconstruction.com>
Subject: RE: Orchestra Shell Quote

Jesse,

This is for ONLY the 19B and does not include the 19A as discussed. We will have to reach out to the hoist manufacturer for revised pricing and their lead times. I will try and get this over to you by 2:00pm. The lead time for the sound shells only is 20 weeks from reviewed submittals returned.

Thanks,

Jim Logan project manager
Pittsburgh Stage, Inc.
2 South Avenue · Sewickley PA 15143
TEL: 412-534-4500 Ext. 118



HOIST SPECIFICATION	
DESCRIPTION	SPECIFICATION
WORKING LOAD LIMIT	1500 LBS
LINE SPEED	24 FT/MIN
MOTOR HP	2.0
MOTOR VOLTAGE	208
FULL LOAD AMPS	6.2@208V
TOTAL RATIO	155:1
HOIST MOUNTING ANCHOR TENSILE LOAD	834 LBS PER BOLT

DIMENSIONAL DRAWING

THIS PRINT IS THE PROPERTY OF THERN, INC. AND MUST NOT BE REPRODUCED EITHER IN FULL OR IN PART WITHOUT WRITTEN APPROVAL BY THERN, INC.

WEIGHT: 278 LBS
DRAWN BY: JMC
DATE: 3/27/2017
PART NO: D4718

THERN INC
3721 INDUSTRIAL PARK ROAD
P.O. BOX 347
WINONA, MN 55987
PHONE 1-800-344-2256
FAX 1-800-648-5262

PITTSBURGH STAGE INC
COMMITMENT TO QUALITY

PROPOSAL

October 30, 2024

Hammond Construction
Attn: Jesse Tim-Efobi

REFFERENCE: Wadsworth Intermediate School

Per specifications: 116113 Drawings: T1.01, TO201, Addenda:

Qty	Description	Line Total
	Alternate No. 19B - Orchestra Shell at Auditorium	
Sightline Commercial Solutions (Bravado Series)		
3.00	Three (3) Rows of Bravado Ceiling Clouds, 50' R Panels, Standard Non-Sequential Maple Veneer	
6.00	Six (6) Bravado Towers, 5' R Panels, Standard Non-Sequential Maple Veneer	
2.00	Two (2) Bravado Tower Movers	
50.00	Fifty (50) ETC D40 LED's with Connectors	
3.00	Pantographs for cable management of the electrical cable	
1.00	Total	$ 509,234.00
Sightline - Option No. 1 - Remove One (1) ETC D40 LED Light Fixtuure with Connector Shell Prep		
-1.00	Delete One (1) ETC D40 LED's with Connector	
-1.00	Deduct Total - Option 1	$ (3,400.00)
Sightline - Option No. 2 - Change the Bravado Shells and Towers surface material from Wood Veneer to a Standard Hard Plastic Laminate Finish		
3.00	Three (3) Bravado Ceiling Rows, 50' R Panels, with a Wilson Art HPL Panel Finish in lieu of wood	
6.00	Six (6) Bravado Towers, 5' R Panels, with a HPL FinishSwith a WilsonArt	$ (28,312.00)
-1.00	Total Deduct - Option 2	
StageRight Corporation (Opus Series)		
3.00	Three (3) Rows of Custom Opus II Concert Shell Ceiling Clouds, 6' R Panels, with a Wood Veneer Surface	
6.00	Six (6) Opus Sound Shell Tower System, 12' Wide x 25' High, 6' R Panels, with a Wood Veneer Surface	
2.00	Two (2) Opus Sound Shell Tower Movers	
50.00	Fifty (50) ETC D40 LED's including Electrical Chases and Hardware	
3.00	Pantographs for cable management of the electrical cable	
1.00	Total	$ 537,896.00
StageRight - Option No. 1 - Remove One (1) ETC D40 LED Light Fixtuure with Connector		
-1.00	Delete One (1) ETC D40 LED's with Connector	
-1.00	Deduct Total - Option 1	$ (3,400.00)
StageRight - Option No. 2 - Change the Bravado Shells and Towers surface material from Wood Veneer to a Standard Hard Plastic Laminate Finish		
3.00	Three (3) Rows of Standard Opus II Concert Shell Ceiling Clouds, 6' R Panels, with a Formica Surface with Matt Finish	
6.00	Six (6) Opus Sound Shell Tower System, 12' Wide x 25' High, 6' R Panels, with a a Formica Surface with Matt Finish	
-1.00	Deduct Total - Option 2	$ (92,000.00)

Bravado™

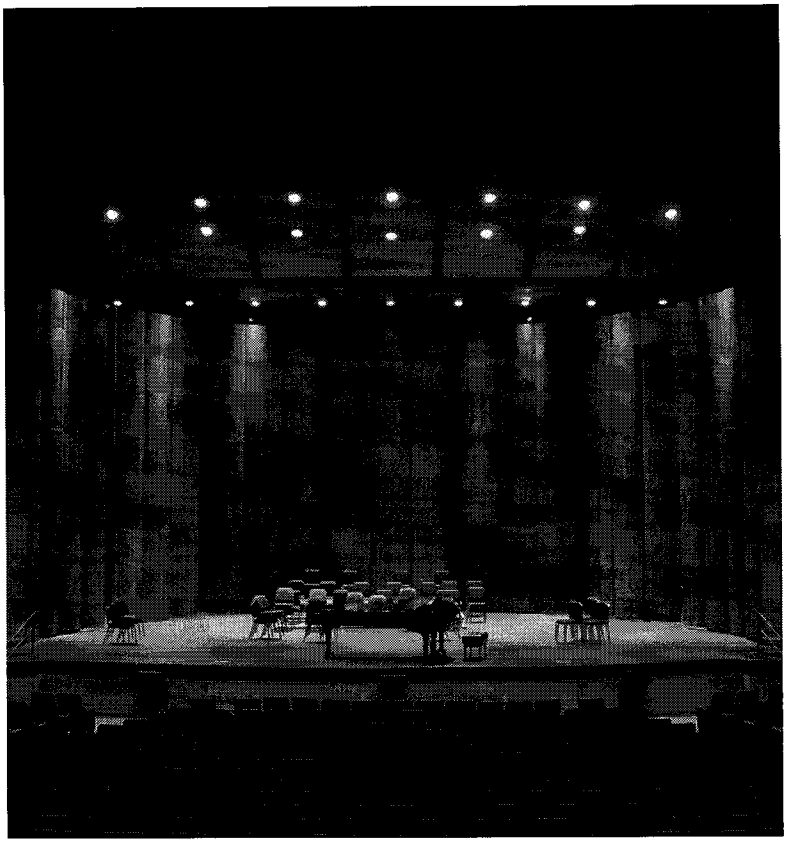
Acoustical Shell

SIGHTLINE
COMMERCIAL SOLUTIONS

The unrivaled Bravado™ Acoustical Shell System features elegant mobile towers and ceiling panels that collaborate to form a resounding performance space. Designed for grand spaces that require a full-stage acoustical shell system, the Bravado™ offers an extremely customizable design that can be perfectly crafted to meet both the visual and acoustical needs of your venue. Each tower in the system is comprised of movable panel wings that lock into place, allowing for configurations that can accommodate groups of varying sizes. Its all-aluminum, lightweight construction combined with an easy-to-use wheeled mover makes transporting and storing towers a simple and efficient process. Let the vibrant sounds resonate in your venue with a high-end acoustical shell system that enhances each performance.

Tower

- The Bravado's towers are constructed with a lightweight aluminum alloy frame to minimize point loading on the stage floor. Standard tower frame heights go up to 32 feet (9.7 m). Included counterweights offer significant stability.
- Tower wings utilize Delrin® bearings for pivoting, allowing for smooth rotation.
- Entrance doors can be designed into the system to provide access for performers and equipment. (Door location and quantity can be defined by the customer.)
quantity can be defined by the customer.)
- Standard tower panel offerings include: 5' (1.5m) radius or flat panel.



Panel Construction

The standard acoustical panel construction consists:

- 3/16 inch (5 mm) tempered hardboard face and back skins laminated to 1.5 inch (38 mm) thick phenolic impregnated honeycomb core
- Integral extruded aluminum edging
- Face finish options: painted, high pressure laminate, wood veneer
- Back finish options: black laminate or painted

Base panel weight is approximately 2.7 pounds per square foot (13.2 kg/m²).

7008 Northland Drive, Minneapolis, Minnesota 55428 p: 1-877-215-7245 w: sightlinecommercial.com
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PITTSBURGH STAGE INC
COMMITMENT TO QUALITY

PROPOSAL

October 30, 2024

Hammond Construction
Attn: Jesse Tim-Efobi

REFFERENCE: Wadsworth Intermediate School

Per specifications: 116113 Drawings: T1.01, TO201, Addenda:

Qty	Description	Line Total
1.00	Field Measure	
1.00	Installation of the above referenced equipment (all electrical installation by EC)	
1.00	Drawings and Submittals	
1.00	O&M Manuals (As-built drawings)	
1.00	Warranty as Specified	
1.00	Clean-up	
1.00	Toal	

EXCLUSIONS: **Permits; Fees; Bonds; Tax; Electrical Installation**

Sincerely;

Louis Munk

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To accept this quotation, sign here and return: _____

Thank you for your business!

2 South Ave - Sewickley, PA 15143 TEL: 412-534-4500 FAX: 412-534-4505

www.pittsburghstage.com

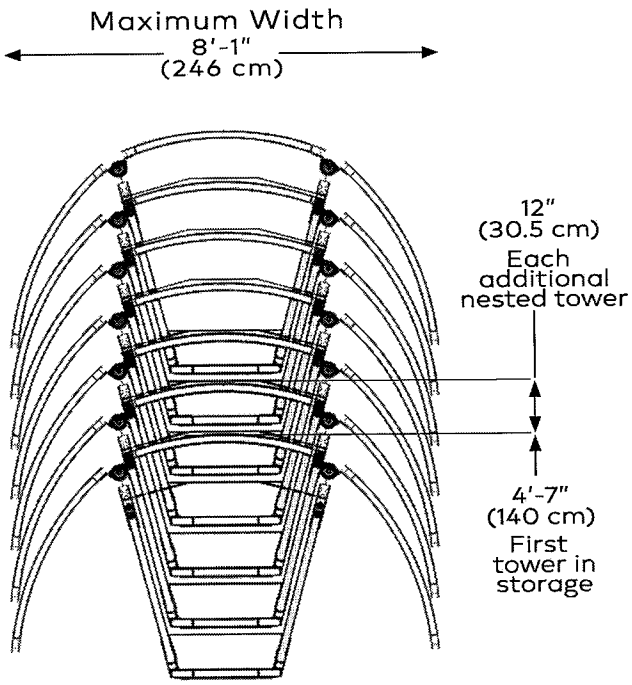
Bravado™

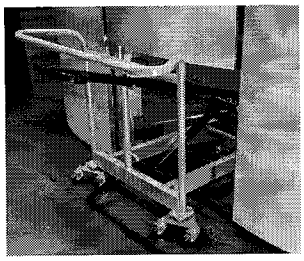
Acoustical Shell

SIGHTLINE
COMMERCIAL SOLUTIONS

Transport & Storage

Sightline Commercial Solutions designed its Bravado™ Acoustical Shell with supreme elegance in mind. Easily move and reconfigure your shell using the system's wheeled mover. The mover is constructed with tri-casters, allowing for easy positioning of towers. Users lightly move a bar up and down to transition the towers from a raised position to a sturdy locked position, making transporting and storing towers practical and safe. Towers can be designed to accommodate many different storage options.





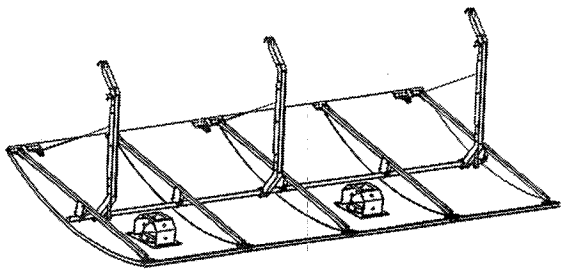


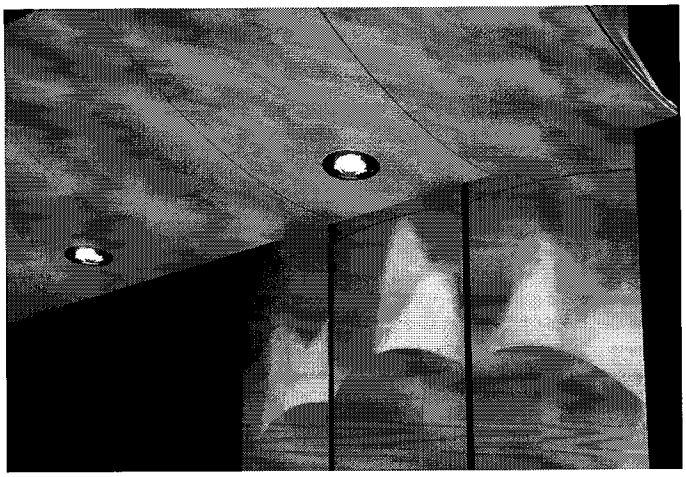
Ceiling Panels

Ceiling panels for the Bravado™ are constructed in the same manner as the towers and are available with various lighting and design options. The ceiling panels' flexible design lends itself to easy integration with a wide variety of rigging systems. Panels can be easily tilted and stored in the fly space or on carts.

Standard ceiling panel offerings include: 5 feet (1.5 m), 10 feet (3 m), and 20 feet (6.1 m) radius curves.

Lighting Options:
ETC Source Four PAR EA and MCM
ETC Desire LED Series
ETC Colorsource PAR Fixtures





7008 Northland Drive, Minneapolis, Minnesota 55428 p: 1-877-215-7245 w: sightlinecommercial.com
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ENERTECH ELECTRICAL, INC.

Customized Solutions to *Electrify* your Profits

Proposal

12/4/2024

Hammond Construction, Inc.
1278 Park Ave SW
Canton, OH 44706

Attn: **Jesse Tim-Efobi**

RE Wadsworth Intermediate (ALT #19)

Please accept this proposal for the Labor and Material to:

Included:

- Relocate the feeds from the 480v Panel M to the 208v Panel R1C
- Install 3-30amp breakers into Panel R1C
- Make final terminations in Panel R1C

Not Included:

- Prevailing Wage Rate

FOR THE TOTAL COST OF $ 433.13

Our pricing is based on commodity price levels as of 9/4/2020 . Due to the volatility in the commodities such as copper, steel, resins (PVC) etc. (Enertech Electrical, Inc.) reserves the right to adjust proposal for commodity increase for changes in work not approved or accepted prior to proposal termination date. This proposal will remain valid for a maximum of (30days)

WE PROPOSE to furnish labor and material – complete in accordance with above specifications, and subject to conditions found on both sides of this agreement, for the sum of:

Dollars $433.13

Payment to be made as follows: Invoiced monthly, payments made within 30 days._____

ACCEPTED. The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above.

Respectfully submitted,

Enertech Electrical, Inc.

*Date of Acceptance*_____

*BY*____*Mark Stanovcak*_____

*By*_____

Note: This proposal may be withdrawn by us if not accepted within 15 days

*By*_____

CHANGE ORDER PRICING REVIEW

Date: 04-Dec-24

Project No.: [redacted] Client: Wadsworth City Schools County: Medina

Project: Wadsworth Intermediate 5-6 Subcontractor: Enertech Electrical Inc.

CM-R: Hammond Construction Description: ALT. 19

Architect: Holabird & Root

Input in gray boxes only

A. LABOR:

Labor classification	Hours	Straight Time Rate	Straight Time Extension	Fringe Benefits Rate	Fringe Benefits Extension	Payroll Expenses Rate	Payroll Expenses Extension	Total for classification
Foreman	2	$ 37.24	$ 74.48	$ 22.29	$ 44.58	$ 11.18	$ 22.36	$ 141.42
J1	0	$ 33.46	$ -	$ 22.29	$ -	$ 10.04	$ -	$ -
J2	0	$ 32.15	$ -	$ 22.29	$ -	$ 9.65	$ -	$ -
J3	0	$ 31.24	$ -	$ 22.29	$ -	$ 9.38	$ -	$ -
A2	0	$ 18.75	$ -	$ 19.04	$ -	$ 5.63	$ -	$ -
	0	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Regular Totals	2.00		$ 74.48		$ 44.58		$ 22.36	$ 141.42

Aa. APPROVED OVERTIME LABOR:

*Must be approved by CMR prior. The premium portion is excluded from receiving CMR Fee and Subcontractor OH&P per General Conditions 7.7.2.12.

Labor Classification	Premium Portion Hours	Premium Portion OT Rate	Total for classification
	0		$ -
	0		$ -
	0		$ -
	0		$ -
Premium Total	0		$ -

$ 141.42 Labor Subtotal

B. EQUIPMENT RENTALS (Heavy/specialized equipment) — 0 dy $ - — $ - Rental Subtotal

hour,day,week x rate =

C. OWNED EQUIPMENT (Heavy/specialized equipment re: AED Blue Book) — 0 dy $ - — $ - Owned Subtotal

hour,day,week x rate =

D. TRUCKING: (no pick-up truck charges allowed) (Delivery charge or per mile trucking) — 0 mi $ - — $ - Trucking Subtotal

hour,day,week x rate =

E. MATERIALS

(Actual cost of materials only)

Description	Quantity	UOM	Unit Cost	Total
Every Day Material	1	EA	$ -	$ -
Mars Quote	1	CY	$ 227.83	$ 227.83
	1		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -
	0		$ -	$ -

$ 227.83 Material Subtotal

$ 369.25 Subtotal (A thru E)

F. CONTRACTORS OH&P: 15% (on items A thru E; excluding premium*) $ 55.39

Subtotal (A thru F): $ 424.64

G. SUBCONTRACTOR

(reasonable cost for all labor & material)

Company	Work Performed	Labor	Material
		$ -	$ -
		$ -	$ -
		$ -	$ -

H. MARKUP ON SUBCONTRACTORS 15% (on items in G above) $ -

Subtotal (G & H): $ -

I. BOND EXTENSION 2.00% (on subtotal (A thru F)+(G & H)) $8.49

CONTRATOR TOTAL COST (A thru F) + (G & H) + (I): $ 433.13

All items must be approved by both owners, CM and A/E prior to work being performed.
Additional back-up is required for all costs including labor justifications, quantity take offs, subcontractor quotes, and vendor material quotes.

Cost Breakdown	
Labor	Material
$162.63	$270.50

Breakdown applies bond as material

Rev. 2021-11-09

MARS ELECTRIC CO.
6655 BETA DRIVE SUITE 200
MAYFIELD VILLAGE OH 44143
440-946-2250 Fax 440-683-1515

Quotation

QUOTE DATE	QUOTE NUMBER
12/04/24	S005467144

ORDER TO:	PAGE NO.
CDC - MARS ELECTRIC CO. 6655 BETA DRIVE SUITE 200 MAYFIELD VILLAGE OH 44143	1

QUOTE TO:
ENERTECH ELECTRICAL, INC.
101 YOUNGSTOWN LOWELLVILLE RD.

LOWELLVILLE, OH 44436

SHIP TO:
ENERTECH WADSWORTH INTERMEDIAT
675 BROAD STREET
WADSWORTH, OH 44281

ORDERED BY	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON
MARK S	WADSWORTH		NAP

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
NAP	06 MEDINA	Net Due 30 Days-No S/C	12/04/24	No

ORDER QTY	DESCRIPTION	NET PRC	UOM	EXT PRC
3ea	EATON BAB3020H THERMAL-MAGNETIC CIRCUIT BREAKER, 20A	75.944	ea	227.83

This is a Quotation.

Quotes are subject to change at any time based on manufacturer revisions.

Subtotal	227.83
S&H CHGS	0.00
Total Due	227.83

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GMP ATTACHMENT 2 / Alternates

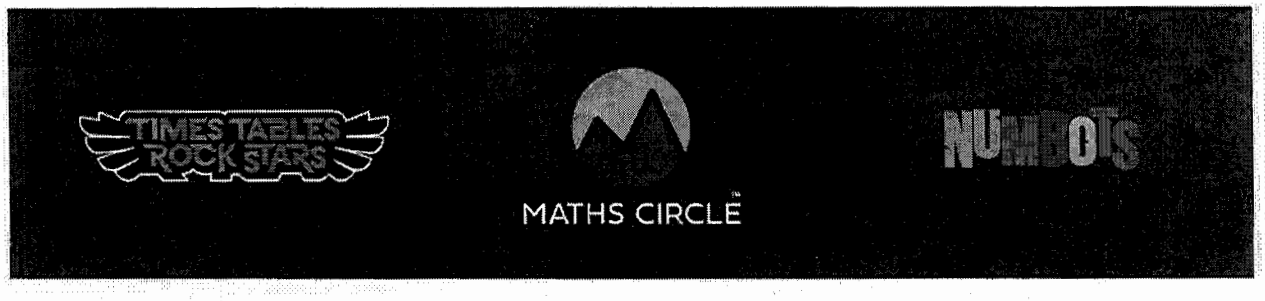
Although not included in the GMP totals, the following bid alternates have been solicited. All Bid Values are applicable through May 17, 2024.

#	Item	Bid Value	District Decision
#2	Provide artificial turf at outdoor courtyard. TO BE BID WINTER OF 2025.	TBD in 2025	Pending
#3	Provide artificial turf at lawn play space. TO BE BID WINTER OF 2025.	TBD in 2025	Pending
#7	Provide operable IGU where indicated within exterior storefront systems	$77,660.62	Pending
#9A	Provide marker boards as shown within classrooms on opposite wall from teaching wall	$17,474.10	Pending
#10	Provide 0.063" aluminum parapet coping	$60,253.93	Pending
#13	Provide residential appliances indicated in D207 Kitchenette	$7,252.29	Pending
#14A	Provide SBS modified bitumen roof assembly in lieu of TPO membrane roof assembly. Price includes cold applied system	$475,513.57	Pending
#14B	Provide ½" coverboard on top of rigid insulation in roof assembly R1	$139,286.46	Pending
#14C	Provide acoustic TPO roofing system R2 for auditorium and fly house roofs (Area C)	$98,752.84	Pending
#18	Provide concession room equipment as indicated in QF series drawings	$12,859.73	Pending
#19A	Provide orchestra shell ceiling hoist at auditorium stage	$80,661.74	Pending
#19B	Provide orchestra shell ceiling at auditorium stage	$421,967.90	Pending
#20	Provide company switch at auditorium back of house	$18,525,42	Not Accepted
#22	Provide automated rigging system at auditorium back of house	$27,582.29	Not Accepted
#23A	Provide whole building electrical and mechanical meters. Tie into BAS and programming as required per demand response	$20,336.79	Not Accepted
#23B	In addition to #23A above, provide electric and gas sub-meters. Tie into BAS (advanced energy metering)	$80,832.58	Not Accepted

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FOR REFERENCE ONLY

#24A	Provide conduit and wiring for electric vehicles option 2 (electric vehicle ready infrastructure)	$43,740.58	Not Accepted
#24B	Provide electric vehicle charging stations option 1 (electric vehicle supply equipment)	$97,875.97	Not Accepted
#25	Provide automatic receptacle control for private offices, open offices, and computer classrooms	$5,660.55	Not Accepted
#26	Provide (2) countertop receptacles and associated conduit per typical classroom	$1,543.79	Accepted
#27	Provide roof paver system. (1) Type BA4 lighting fixture above door, (1) WP/GFI duplex receptacle and (1) WP fire alarm speaker/strobe for rooftop accessible from ELA space on 200 level. Typical to both areas A and B	$80,128.10	Pending
#28	Remove lightning protection	($68,955.73)	Pending
#30	Provide ballistic rated laminated security glass in lieu of standard glass at all exterior first floor glass entry doors, first floor interior glass vestibule doors, and adjacent host storefront or curtainwall. Glass up to door head height (or next closest horizontal mullion above door head if adjacent lites do not have a horizontal mullion aligning to door head)	$44,597.89	Pending
#31	Provide lighting pipe rail system at auditorium balcony	$15,437.85	Pending
#32	Provide interior aluminum dimensional letters at east wall of D101 and at 100 level ceiling soffit to south and west of column H-8	$21,559.78	Pending



MATHS CIRCLE LTD SERVICE AGREEMENT

(TIMES TABLES ROCK STARS AND NUMBOTS)

1. **PARTIES**

1.1 Maths Circle Ltd (a company registered in the UK under Company Number 09861676) whose registered office is at Ossory Offices, Hazelwood Lane, Ampthill, MK45 2HF ("**We**" or "**us**");

1.2 Wadsworth City School District of 524 Broad St. Wadsworth, OH 44281, United States of America ("**Wadsworth District**")

2. **SCOPE**

This bespoke Agreement details the licence Maths Circle Ltd ("**we**" or "**us**") grant users (to include students, teachers, tutors and/or parents (**Users**)) in Schools within Wadsworth District and governs their use of the following learning platforms:

(a) the Times Tables Rock Stars educational programme, including the paper-based worksheets and resources, the Times Tables Rock Stars websites ("**TTRS Site**") and Times Tables Rock Stars apps ("**TTRS Apps**") (together all known as "**TTRS**").

(b) the NumBots educational programme, including all paper-based worksheets resources, the NumBots websites ("**NumBots Site**") and NumBots apps ("**NumBots Apps**") (together all known as "**NumBots**");

together known as the "**Platforms**".

For the purposes of this Agreement, all references to the "**Sites**" includes the TTRS Site and the NumBots Site (where applicable) and all references to "**Apps**" includes the TTRS Apps and the NumBots Apps (where applicable).

By subscribing (whether on a paid for, gifted and/or trial basis) to and/or using the Platforms, Users are agreeing to the terms that appear below.

3. **GENERAL**

3.1 Users' access to and use of the Platforms is conditional on their acceptance and compliance with the terms, conditions, notices and disclaimers contained within this Agreement, the Sites and the Apps (**General Conditions**).

3.2 User's access to and use of the Platforms constitutes their agreement to be bound by the General Conditions. If you do not agree to any of the General Conditions, you must immediately cease using the Platforms.

3.3 We reserve the right to revise and update the General Conditions at any time effective on the date of posting to the Sites the new and/or revised provisions, but only with pre-approval of the Users.

3.4 All Users must agree to our Privacy Notice. Access to and use of the Platforms constitutes the User's agreement to be bound by the Privacy Notice and constitutes the User's consent to the collection, storage, use and dissemination of the User's personal information in accordance with the Privacy Notice.

3.5 The Schools agree to comply with the Wadsworth City School District Student Data Privacy Agreement for Technology Providers, attached to these General Conditions. Access to and use of our products and services, including the Platforms constitutes the School's consent to the processing and handling of their Users' personal data by us in accordance with the Wadsworth City School District Student Data Privacy Agreement for Technology Providers and our Privacy Notice.

3.6 We agree to comply with the Wadsworth City School District Student Data Privacy Agreement for Technology Providers, attached to these General Conditions.

4. SUBSCRIPTIONS

4.1 In order to access and use the Platforms, all Users must have a valid subscription or trial. All access and use of the Platforms is strictly limited to the User's subscription period (or where applicable, trial period). If a subscription period (or where applicable, trial period) expires and the User has not applied for a new subscription, the User's account will be immediately terminated.

4.2 All student/child data will be automatically deleted by us on the date 90 days after the date of expiry of a trial or subscription, if the school, tutor or family has not subsequently renewed their subscription or trial. Please note that subscriptions are not renewed automatically upon expiry.

4.3 Subscriptions to the Platforms are for non-commercial use only. Subscriptions are not transferable.

4.4 Unless expressly agreed with us in advance, each school must have their own separate subscription to the Platforms, and subscriptions cannot be shared by multiple schools, whether within the same ownership, academy trust or federation or otherwise. If a school is found to be sharing its subscription to the Platforms with any other school without our prior permission it's account may be immediately terminated by us.

4.5 We reserve the right to temporarily suspend and/or cancel unpaid subscriptions.

4.6 For family subscriptions, we offer a no-questions-asked 30 day money back guarantee. To request a refund within this period of time, please contact us at support@mathscircle.com. No refunds will be offered after this time except in the event the goods/services are faulty and cannot be repaired or replaced, or otherwise in accordance with applicable statutory consumer protection laws.

4.7 Schools are entitled to one 4 week free trial of each of the Platforms prior to subscribing the school to the Platforms for the first time. To request a free trial for your school, please go to the TTRS Site or the NumBots Site accordingly. Once a subscription is taken out, or a purchase is made, by a School or organisation, no refunds will be offered except in the event the goods/services are faulty and cannot be repaired or replaced, or otherwise in accordance with applicable statutory consumer protection laws.

4.8 Users of the Sites and/or Apps are liable for their own internet usage and mobile device charges. It is the responsibility of Users to ensure their computers, mobile devices and internet access is sufficient to access the Platforms.

4.9 Any User found to be intentionally misusing the Sites or Apps (e.g. hacking or sending fraudulent results) will have their subscriptions revoked without refund. Users are not to use rude or inappropriate words as part of their avatar names.

4.10 Users must protect their usernames and passwords from unauthorised use.

4.11 We reserve the right to change our subscription prices upon any renewal, and also to levy additional charges for access to resources beyond the scope of the initial subscription with pre-approval of the Schools and/or Users. In some cases, additional subscription charges may apply for premium additional content, bolt-ons, printed content (where applicable), training, mobile app access, as well as special educational events, rock wrangles or maths competitions (whether online or in person). Discounts may be available to Users who also subscribe to other products operated by us, albeit these are offered entirely at our discretion. Please contact us at support@mathscircle.com for further details.

5. CONSUMER DATA POLICY

5.1 After payment, no credit card details are retained or stored.

5.2 Stringent physical and technological measures are taken to protect User's payment information, in accordance with Applicable Data Protection Law.

6. OWNERSHIP OF CONTENT

6.1 All materials including paper based resources, and all materials displayed on the Sites and the Apps, including without limitation all information, text, materials, graphics, software, tools, results derived from the use of software and tools, advertisements, names, logos and trade marks on the paper based version, the Sites and the Apps (**Content**) are protected by copyright, trade mark and other intellectual property laws unless otherwise indicated.

6.2 Copyright in the Platforms, Sites an Apps (including text, graphics, logos, icons, sounds recordings, computer code and software) and the Content is owned or licensed by Maths Circle Ltd (Company Number 09861676). Except as expressly authorised by these General Conditions, or by legislation or statute, Users must not in any form or by any means:

6.2.1 adapt, copy, reproduce, store, distribute, print, display, perform, publish or create derivative works from any part of the Content; or

6.2.2 commercialise any information, products, or services obtained from any part of the Content.

6.3 Users must not modify, copy, reproduce, republish, frame, download onto a computer, upload to a third party, post, transmit, share or distribute this Content in any way except as expressly provided for in these General Conditions or with our express prior written consent.

6.4 Users must not use the Content for commercial purposes without first obtaining our prior written consent.

7. ACCESS TO AND USE OF THE PLATFORMS

7.1 Schools on an active subscription or active trial may print and use the paper-based worksheets and classroom resources available via the Platforms for school subscribers for use by their staff and students only.

7.2 Parents on an active subscription may print and use the downloads and resources available via the Platforms for their own private use by their family only.

7.3 Tutors on an active subscription may print and use the downloads and resources available via the Platforms for their own private use for their tutees only as part of their tuition business and are not to share, re-distribute or sell the resources for commercial gain.

7.4 Schools may print, and save electronic copies of, the staff training resources, certificates, posters, displays, logos, guides and other resources specifically available on the Sites for Users, for use by their staff, students and parents only, but only if they can keep all Content intact and in the same form as presented on the Sites (including without limitation all copyright, trade mark and other proprietary notices and all advertisements).

7.5 Users must not access or use the Sites or the Content in any manner or for any purpose which:

7.5.1 is illegal or prohibited by any laws that apply to the User;

7.5.2 violates our rights in any way;

7.5.3 is prohibited by the General Conditions.

7.6 Users must take their own precautions to ensure that the process, which they employ for accessing the Sites and the Apps, does not expose them to the risk of viruses, malicious computer code, or other forms of interference, which may damage their own computer system or mobile device. We do not accept responsibility for any interference or damage to users' own computer systems, mobile devices or data, which arises in connection with their access and/or use of the Sites and/or Apps.

8. TERMINATION

8.1 We may terminate access to the Platforms, the Sites and the Apps at any time but only after having given prior written notice. These General Conditions will nevertheless survive any such termination.

9. ADVERTISING AND LINKS TO OTHER WEBSITES

9.1 The Sites and Apps *may* contain links to third party sites (**Linked Sites**) such as YouTube where some of our help and resource videos are stored. Linked Sites are not under our control and we are not responsible for the content of any Linked Sites. We provide these hyperlinks to you as convenience only, and the inclusion of any link does not imply any endorsement of the Linked Sites by us or our directors, officers, agents, employees and contractors. Users link to any Linked Sites entirely at their own risk.

9.2 Neither we nor our directors, officers, agents, employees or contractors give any representation or warranty as to the reliability, accuracy, or completeness of any Linked Sites, nor do we accept any responsibility arising in any way for any errors in, or omissions from, any Linked Sites.

10. GENERAL

10.1 If any of the General Conditions are held to be unenforceable, invalid or illegal for any reason, the remaining terms and conditions will nevertheless continue in full force.

ATTACHMENT

Wadsworth City School District Student Data Privacy Agreement for Technology Providers

Wadsworth City School District

Student Data Privacy Agreement for Technology Providers

As used in sections 3319.325, 3319.326, and 3319.327 of the Revised Code:

(A) "Educational records" means records, files, documents, and other materials that contain information directly related to a student and are maintained by a school district board of education or by a person acting for the school district. "Educational records" does not include any of the following:

- (1) Records of instructional, supervisory, and administrative personnel and educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other person except a substitute teacher;

- (2) In the case of persons who are employed by a school district, records made and maintained in the normal course of business that relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose;

- (3) Records on a student who is eighteen years of age or older, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the person's professional or paraprofessional capacity, or assisting in that capacity, and that are made, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice. Sub. S. B. No. 29 135th G.A. 22

(B) "Educational support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a school district board of education or an entity under contract with a school district designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services.

(C) "School-issued device" means hardware, software, devices, and accounts that a school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use.

(D) "Student" means an individual currently or formerly enrolled in a school district and applicants for enrollment.

(E) "Technology provider" means a person who contracts with a school district to provide a school-issued device for student use and creates, receives, or maintains educational records pursuant or incidental to its contract with the district. Sec. 3319.326.

A technology provider shall comply with Chapter 1347. of the Revised Code with regard to the collection, use, and protection of data as if it were a school district.

(A) Educational records created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a school district are solely the property of the school district.

(B) If educational records maintained by the technology provider are subject to a breach of the security of the data, as described in section 1347.12 of the Revised Code, the technology provider shall, following discovery of the breach, disclose to the school district all information necessary to fulfill the requirements of that section.

(C) Unless renewal of the contract is reasonably anticipated, within ninety days of the expiration of the contract, a technology provider shall destroy or return to the appropriate school district all educational records created, received, or maintained pursuant or incidental to the contract.

(D) A technology provider shall not sell, share, or disseminate educational records, except as provided by this section or as part of a valid delegation or assignment of its contract with a school district.

(E) A technology provider shall not use educational records for any commercial purpose, including, but not limited to, marketing or advertising to a student or parent. A commercial purpose does not include providing the specific services contracted for by a school district. Nothing in this division prohibits the technology provider from using aggregate information removed of any personally identifiable information for improving, maintaining, developing, supporting, or diagnosing the provider's site, service, or operation.

(F) A contract between a technology provider and a school district shall ensure appropriate security safeguards for educational records and include both of the following:

- (1) A restriction on unauthorized access by the technology provider's employees or contractors; Sub. S. B. No. 29 135th G.A. 23
- (2) A requirement that the technology provider's employees or contractors may be authorized to access educational records only as necessary to fulfill the official duties of the employee or contractor.

For the Technology Provider (Maths Circle Ltd):

[redacted]

27 November 2024

Signature Date

For the Wadsworth City School District Board of Education:

Signature of Treasurer Date

Book: Ohio Local Policies for Update
Section: Special Update - H.B. 214 - November 2024
Title: Special Update - November 2024 Overview
Number: 01 - OVERVIEW

LOCAL SPECIAL UPDATE – NEW POLICY 2265

NOVEMBER 2024

OVERVIEW AND COMMENTS

This Special Update is issued to Neola Clients in response to the recent enactment of H.B. 214 regarding specific beliefs, affiliations, ideals, or principles. The Act requires each school district to adopt and post a policy, by January 22, 2025, prohibiting the use of statements of commitment to, or soliciting or requiring specified individuals to affirmatively ascribe to, specific beliefs, affiliations, ideals, or principles concerning political movements or ideology.

The district is prohibited from:

- Soliciting or requiring an employee or applicant for employment or academic admission to affirmatively ascribe to, or opine about, specific beliefs, affiliations, ideals, or principles concerning political movements or ideology;

- Soliciting or requiring a student to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology;

- Using statements of commitment to specific beliefs, affiliations, ideals, or principals concerning political movements or ideology as part of the evaluation criteria for employees, applicants for employment, or employees seeking career progression or benefits;

- Using statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology as part of the academic evaluation of students.

This new policy is provided for districts to comply with these provisions.

The new requirement that students be excused for Religious Expression Days was included in Policy 5200 - Attendance revisions in the latest Volume 43, Number 1 Update.

This Update includes the following document:

- **Policy 2265 - Protections of Individual Beliefs, Affiliations, Ideals, or Principles of Political Movements or Ideology (New)**

This document may be downloaded from the Local Policy Update menu in your BoardDocs console. If you have questions about any of these Special Update materials, contact your Neola Associate.

All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email: accounts@neola.com).

Book	Policy Manual
Section	Ready for Production November 2024
Title	PROTECTIONS OF INDIVIDUAL BELIEFS, AFFILIATIONS, IDEALS, OR PRINCIPLES OF POLITICAL MOVEMENTS AND IDEOLOGY
Code	po2265
Status	

2265 - **PROTECTIONS OF INDIVIDUAL BELIEFS, AFFILIATIONS, IDEALS, OR PRINCIPLES OF POLITICAL MOVEMENTS AND IDEOLOGY**

The Board of Education is committed to establishing a school and work environment that supports the free exchange of ideas and allows employees and students to maintain their own beliefs, affiliations, ideals, political opinions, and ideology without fear of repercussion.

To that end, the Board will not solicit or require employees or job applicants to affirmatively ascribe to or express opinions about specific beliefs, affiliations, ideals, principles concerning political movements, or ideology. The Board shall not use statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology as part of any evaluation criteria for employees or job applicants, or as a factor in determining an employee's career advancement, assignment, or job benefits.

Likewise, the Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance.

The Board maintains its authority to take disciplinary and other types of action against employees and students who violate State and Federal laws, including anti-discrimination laws, in accordance with Board Policy, administrative guidelines, ~~(~~ ~~the provisions of an adopted collective bargaining agreement,~~ ~~**[END OF OPTION]**~~ and the student code of conduct where applicable.

Nothing in this policy is intended to modify or limit an educator's academic freedom, or an educator's ability to research or write publications about specific beliefs, affiliations, ideals, or principles concerning political movements, ideology, or social actions.

This policy shall not prohibit, limit, or restrict the Board's authority to consider a job applicant's scholarship, teaching, or subject matter expertise in the applicant's given field of study, nor does it limit the Board's authority to offer an established character education program.

The Board shall make all policies, District guidance, and training materials used for students and employees on all matters regarding specific beliefs, affiliations, ideals, or principles concerning political movements or ideology publicly available unless such documents or materials contain protected legal communications or guidance.

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Legal	R.C. 3313.207, .208, .209
	R.C. 3319.614
	R.C. 5104.0112

Educational Service Center of Northeast Ohio
Cooperative Purchasing Consortium
Rosetta Stone for Schools (Silver)
Monday, November 18, 2024 – Friday, December 20, 2024

Dear Colleagues,

The Educational Service Center of Northeast Ohio (ESCNEO) is working in partnership with Rosetta Stone to offer school districts in Ohio a consortium price on bulk purchasing of the **Rosetta Stone for Schools (Silver).**

The consortium bulk purchasing will be coordinated by the ESCNEO, with the consortium price of **$92** per student subscription if the consortium compiles **300** or more subscriptions. **This is a savings of $73 per student subscription ordered.**

Rosetta Stone for Schools (Silver) is an upgrade over the Version 3 program offered in previous years. This new version includes learner access to Stories and Audio Companion to complement and enrich what they are learning through their lessons, and the learning Language App., so they can continue to learn anywhere, at any time, and even when they may not have Wi-Fi/Cellular connection with the new Offline Mode. Many districts have already made this upgrade and are experiencing significant increases in learner adoption, usage, language acquisition, and confidence.

Districts are considering multiple options of use for Rosetta Stone software that include:

- Limited English Proficient (LEP) students to learn the English language through speaking, reading, grammar and writing activities.
- School personnel who work with other language learners and/or their family members to acquire functional skills of the student's native language.
- For districts to provide web-based language acquisition supplemental support (review, enrichment or intervention) for Middle or High School students who are participating in High School credited Foreign Language courses.

If your district is interested in participating in the cooperative purchasing consortium through the ESC of Northeast Ohio, please review the following ordering guidelines.

1. **The bulk ordering schedule will be from Monday, November 18, 2024 – Friday, December 20, 2024, 4:00 PM for the final order cut-off date.**

2. **Complete the information below and submit prior to Friday, December 20, 2024, 4:00 PM to Steve Rogaski, Director of Human Resources & Pupil Services, at the Educational Service Center of Northeast Ohio by email at steve.rogaski@escneo.org or FAX (216) 524-3683.**

The _____ Board of Education hereby agrees to pay the Educational Service Center of Northeast Ohio for each Rosetta Stone student subscription ordered for said district through the cooperative purchasing consortium for the subscription dates: January 6, 2025 – December 31, 2025.

_____ _____

Superintendent or Designee Date

School District / ESC	**Contact Person**	**Mailing Address**	**Phone**	**Email Address**	**Number of Subscriptions #**	**Total Cost $92.00 each**
Wadsworth City	Mrs. Joyce Walker	524 Broad Street Wadsworth, Ohio 44281	330-336-3571	jwalker@wadsworthschools.org	5	$460.00

After December 20, all orders will be processed, Sandra Romero or a representative from Rosetta Stone will contact the lead person designated by the district to initiate access, manager set up and to begin use of the software for each district/building in effect beginning January 6, 2025 – December 31, 2025.

If your district is interested in professional development training, they are available at an additional cost – please refer to the Rosetta Stone PD Training Catalog 2024.

Feel free to contact Sandra Romero at, sromero@rosettastone.com or steve.rogaski@escneo.org regarding questions related to ordering or implementation.

Sincerely,

Steve Rogaski

Steve Rogaski, Executive Director of Human Resources & Pupil Services
Educational Service Center of Northeast Ohio
steve.rogaski@escneo.org
[redacted] Mobile

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
INDEPENDENT CONTRACTOR AGREEMENT
FOR NON-STRS/SERS COVERED SERVICES

This Agreement is made by and between the Wadsworth City School District Board of Education ("Board") and Nicole Regula ("Contractor") (collectively "Parties").

WHEREAS the Contractor has expertise in providing services and abilities 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 both qualified to provide such services and 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 the Contractor has the necessary expertise, licenses, permits, and capabilities to provide the services and covenants to furnish the Contractor's best skill and judgment in performing the services as set forth herein.

C. The Contractor's duties shall be as follows:

The Contractor will provide Structured Literacy Services to students at Wadsworth City Schools. The Contractor will provide services per the IEP team decision. The Contractor will collaborate with the Intervention Specialist, the Director of Student Services and/or the Coordinator of Special Education in support of collaborative communication, instruction and data collection. The Contractor will provide instruction, progress reports and/or individual assessments. Services will be based on current IEP needs and/or compensatory services, as deemed appropriate by the District. Specific hours will be agreed upon between the Director and the Contractor. The sessions will take place virtually or in person, based on the agreement between the Contractor and the family.

2. TERM

This Agreement shall begin on November 25th through June 30, 2025. This Agreement shall not renew unless agreed to, in writing, by the Parties and pursuant to a duly approved resolution of the Board.

3. COMPENSATION

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, agent, representative, and subcontractor's rate of pay for services rendered to the Board pursuant to this Agreement:

Monthly invoices will be submitted to the Student Services office for review and payment based on the payment structure noted below:

Example:

Service	Employee	Billed Rate	Total Due to Contractor by Board
Wilson Reading Services	Nicole Regula	$75.00/hr.	$17,062.50

4. NON-STRS/SERS SERVICES

A. Upon good faith and belief, the Parties agree that the services provided under this Agreement are exempt from State Teacher's Retirement System of Ohio ("STRS"), School Employees Retirement System of Ohio ("SERS"), and/or any successor retirement system(s) to STSR and/or SERS.

B. In the event STRS, SERS, and/or any successor retirement system(s) determine that the Board owes any contributions, penalties, and/or interest to STRS, SERS, any successor retirement system(s), and/or any current and/or former employees, agents, representatives, and/or subcontractors of the Contractor based on the employees, agents, representatives, and/or subcontractors' provision of services to the Board pursuant to an agreement between the Parties, the Contractor expressly agrees that the Contractor shall indemnify and hold the Board harmless from any such obligation(s) previously described in Paragraph 4 of this Agreement.

5. INDEPENDENT CONTRACTOR RELATIONSHIP

A. The Contractor is self-employed.

B. The Contractor is acting as an independent contractor, and nothing contained herein shall be construed to create the relationship of employer and employee and/or principal and agent between the Parties.

C. The Board is relying on the Contractor's own training and expertise to provide the services in a competent, efficient, professional, and satisfactory manner.

D. While the Board has the right to control and/or direct the result of the services performed under this Agreement, only the Contractor has the right to determine what will be done and how it will be done.

E. The Contractor does not perform services that can be controlled by the Board (e.g., what will be done and how it will be done) as only the Contractor has the legal right to control the details of how the services are performed under this Agreement.

F. Neither party shall have authority to create, alter, and/or amend any agreement and/or representations on behalf of the other party and/or to incur liabilities on behalf of the other party.

G. The Contractor shall assume sole responsibility for the payment and/or withholding of all federal, state, and/or local taxes and/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 the Contractor's employees, agents, representatives, and/or subcontractors under this Agreement.

H. The Contractor solely assumes responsibility for compliance with the Fair Labor Standards Act including, but not limited to, minimum wage and overtime requirements.

I. The Contractor shall indemnify and hold the Board harmless from any claims covered by this Agreement pursuant to Paragraph 11 of this Agreement.

6. ADHERENCE TO APPLICABLE POLICIES AND LAWS

A. The Contractor agrees that the Contractor shall adhere to all applicable Board policies, guidelines, and standards, 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.

B. The Contractor further agrees that the Contractor's employees, agents, representatives, and/or subcontractors shall adhere to all applicable Board policies and regulations regarding proper behavior on Board premises and treatment of Board property.

C. The Contractor further agrees to pay all costs for any damage to any Board property caused by the Contractor's employees, agents, representatives, and/or subcontractors.

D. Nothing in this Agreement shall be construed to limit the Contractor's sole right to determine what will be done and how it will be done to provide the services under this Agreement.

7. LICENSURE/CERTIFICATION

The Contractor shall ensure that all individuals providing services under this Agreement obtain and maintain all necessary licensure and/or certification.

8. CRIMINAL RECORDS CHECKS

A. The Contractor shall ensure that all applicable criminal records/background check laws and any hiring restrictions imposed by those laws including, but not limited to, those set forth in R.C. Chapter 3319 are adhered to and satisfied in full.

B. A copy of all background/criminal records checks shall be maintained by the Contractor for inspection by the Board upon request.

9. DUTY TO REPORT CHILD ABUSE

The Contractor shall ensure that any employee, agent, representative, and/or subcontractor who provides services under this Agreement complies with all applicable laws regarding reporting of known and/or suspected child abuse.

10. NONDISCRIMINATION

The Contractor covenants that the Contractor does not and shall not discriminate against any individual based on race, color, religion, sex, military status, national origin, disability, age, genetic information, and/or any other reason prohibited by law.

11. INDEMNIFICATION

The Contractor shall defend, indemnify, and hold the Board, as well as the Board's current and former employees, agents, representatives, and/or subcontractors, 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 and/or care given by the Contractor in providing the services under this Agreement, as well as any losses, costs, and attorney's fees incurred in responding to any such claims arising from and/or connected with the provision of services under this Agreement.

12. LIABILITY INSURANCE

A. At all times during the term of this Agreement, the Contractor shall maintain and keep in full force and effect, liability insurance, at the Contractor's 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.

B. The Board shall be named an Additional Insured for all insurance policies except workers' compensation.

C. The insurance coverage shall be carried by insurance companies authorized to transact business in Ohio as selected by the Contractor and approved by the Board.

13. CONFIDENTIALITY, EDUCATIONAL, AND STUDENT RECORDS

A. Confidential, educational, and student records shall only be released to the Contractor as provided by all applicable laws including, but not limited to FERPA, board policies, and administrative guidelines.

B. The Contractor shall adhere to FERPA requirements and all other applicable laws regarding the use, maintenance, and/or disclosure of all confidential, educational, and student records.

C. The Contractor including, but not limited to the Contractor's employees, agents, representatives, and/or subcontractors, shall not use and/or disclose any confidential, educational, and student record in any manner prohibited by local, state, federal laws and/or contrary to the purposes of this Agreement.

D. The duty to maintain the confidentiality of student personally identifying information shall survive the termination of this Agreement.

E. The Contractor shall immediately report to the Board any unauthorized use and/or disclosure of confidential, educational, and student records and/or information by the Contractor and/or the Contractor's employees, agents, representatives, and/or subcontractors of which the Contractor becomes aware.

F. In addition to the confidentiality obligations the Contractor has regarding educational and student records, the Contractor acknowledges that any information obtained regarding the Board's operations, products, services, policies, and/or any other aspect of the Board's business is confidential and shall not be revealed and/or disclosed to any person, company, and/or other entity without express written permission of the Board.

14. 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:

Nicole Regula
[redacted]

If to the BOARD:

Board President, Treasurer, **and** Superintendent
Wadsworth City School District Board of Education
524 Broad Street
Wadsworth, Ohio 44281

15. TERMINATION

A. This Agreement may be terminated without cause and without penalty 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.

B. This Agreement may also be terminated immediately and without penalty the Board may terminate this Agreement immediately and without penalty for the following reasons:

1) If required by law,

2) If the service the Contractor is providing is reduced and/or eliminated upon the sole discretion of the Board,

3) If the Contractor engages in illegal conduct and/or other conduct that is deemed contrary to the educational mission of the Board as determined in the sole discretion of the Board.

16. GENERAL PROVISIONS

A. The terms of this Agreement shall prevail over any contrary term in any current and/or any future agreement between the Parties.

B. Nothing in this Agreement shall be construed to constitute past, current, and/or future practice between the Parties and this Agreement is non-precedent setting.

C. The terms of this Agreement shall only be modified in writing with the mutual agreement of the Parties.

D. This Agreement shall not be assigned and/or subcontracted by either party without the prior written consent of the other party.

E. The terms and provisions of the Agreement shall be binding upon and shall inure to the benefit of the respective Parties hereto and their respective heirs, successors, and assigns.

F. The waiver by any party of breach and/or violation of any provision of this Agreement shall not operate as and/or be construed to be a waiver of any subsequent breach hereof, or as to any party.

G. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility and/or liability between the Parties shall survive the completion of services hereunder and the termination of this Agreement, including, without limitation, provisions on indemnity.

H. The only consideration for signing this Agreement are the terms stated herein and no other promises and/or agreements of any kind have been made to cause the Parties to execute this Agreement.

I. The Parties fully understand the meaning and intent of this Agreement including, but not limited to, its final and binding effect.

J. The Parties executed this Agreement freely and voluntarily, after the opportunity for explanation, review, and approval by legal counsel.

K. 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.

L. 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.

M. Any person signing this Agreement for a party represents and warrants that such person has the express authority to sign this Agreement for that party and to bind that party to the Agreement.

N. 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 with the law.

O. No presumption or construction shall be made either in favor of or against any party based on the authorship of this Agreement.

[Signature Page to Follow]

IN WITNESS THEREOF, the Parties hereto have set their hands.

FOR Nicole Regula, Wilson Reading Instructor:

_____ _____

Contractor* Date

*The signatory expressly warrants that he/she has authority to bind the Contractor to the terms of this Agreement.

FOR WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION:

_____

Jill Stevens*
Board President (In Official Capacity Only)

_____

Dr. Andrew J. Hill*
Superintendent (In Official Capacity Only)

_____

Douglas Beeman*
Treasurer (In Official Capacity Only)

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

[Treasurer Certificate to Follow]

WADSWORTH CITY SCHOOL DISTRICT BOARD OF EDUCATION
R.C. 5705.41 AND R.C. 5705.412 CERTIFICATES

We certify that the Wadsworth City School District Board of Education 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 Wadsworth City School District Board of Education 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 years 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.

_____
Jill Stevens*
Board President (In Official Capacity Only)

_____
Dr. Andrew J. Hill*
Superintendent (In Official Capacity Only)

_____
Douglas Beeman*
Treasurer (In Official Capacity Only)

Template Prepared By:
McGown & Markling Co., L.P.A.
1894 North Cleveland-Massillon Road
Akron, Ohio 44333
1.330.670.0005
www.mcgownmarkling.com

Wadsworth City Schools

COST/BENEFIT ANALYSIS

Description of new program, course, or service:

Home/Car maintenance course will be an excellent feeder course for Carpentry, Automotives, Masonry, and possibly Engineering. The course will focus on light car repair and maintenance including checking fluids, changing filters, and changing a tire. The home maintenance side of the course will focus on light framing, electrical, drywall, plumbing, and trim.

Clearly stated goals and objectives:

Promoting Inclusivity: Create an inclusive class where students of all backgrounds feel welcome to participate, regardless of gender, race, or physical ability.
Developing Skills: Help students develop skills such as teamwork, communication, problem-solving, and strategic thinking through completing tasks and building a module. This will also help students with the skills that are associated with owning and maintaining a car as well as a house.
Evaluation and Improvement: Continuously evaluate the program's effectiveness, gather feedback from students, parents, and teachers, and make adjustments as needed to ensure continuous improvement and relevance.

Impact on staffing:

The class will be taught by the individual who is selected for the Tech Ed Position at the High School

Impact on other programs, services, and courses:

The Home/Car Maintenance class would be replacing the current blueprint reading class and electricity class. However, there will still be some of the electricity curriculum incorporated into the class.

Description of the evaluation process:

The curriculum can be somewhat flexible. The instructor can add/subtract certain tasks based on teacher input as well as student input. The current Auto and Carpentry teachers can provide input on the tasks that are given to students. Students could also be surveyed to see what other items they want to learn about that involve Home and Car Maintenance.

Involvement of those affected by the implementation:

N/A

Tangible/Intangible Costs:

Tangible costs would be the materials/tools needed for a group of two students to build a module for the home maintenance part of the course . Some of these could be items the district already has within the Industrial Arts classroom and the Carpentry Class. The Car maintenance side of the class would not cost anything. All tools and vehicles could be borrowed from the Auto Classroom. Also the Auto program has 23 textbooks, cd with curriculum, and workbooks. There is a new edition available. Could maybe buy a few more textbooks if more than 23 students are signed up for the class.

Cost per Module for Home Maintenance: $75.00
Quantity: 12 if you paired students and had 24 Enrolled in one class
Total Cost: 900 for one class.

*It was discussed that we would run two sections of this class

Additional Cost. $1000 for multiples of tools that Industrial Arts may not have.

Furniture and Setup: NONE

Course Fee: Recommendation would be $40 per student to cover the cost of the module.

Auto Upkeep Text/Workbook: Optional for first year.

Hardback: $75/ea
Paperback: $30/ea
Workbook: $35/ea
Instructor Resources Curriculum: Free
Online Academy: $20 per student

Quote #2779 – Print Books – Qty 30 hardcover textbooks, 30 paperback workbooks, 1 instructor packet = $3960

Quote #2780 – eBooks – Qty 100 eTextbook/Workbook Sets, 1 instructor packet = $1815

Quote #2781 – Online Academy – Qty 100 licenses = $1800

Tangible/Intangible Benefits:

Tangible Benefits:

Skill Development: Hands-on Class that students can build a module that they can learn from.
Academic Integration: Applied Math Skills. basic addition, subtraction, and multiplication and division. Measuring Skills
College Opportunities: None.

Career Pathways: Presents a path for students to enter the construction, automotive, or engineering trades.

Intangible Benefits:

Inclusivity: Home/Car Maintenance can provide a space for students who may not be interested in traditional Academic subjects to work with their hands.
Personal Growth: Participation in Home/Car can boost students' confidence, self-esteem, and social skills as they work with fellow students, overcome challenges, and achieve a finished product.
Diverse Communities: All students can participate.

Wadsworth City Schools

COST/BENEFIT ANALYSIS

Sports in American History Since 1865

Description of new program, course, or service:

In cooperation with the Social Studies Department, Wadsworth high School would like to propose a new course called **'Sports in American History since 1865'.** The course will be an elective to acquire social studies credit needed to graduate. Students will be asked to distinguish between sports and American History by dealing with topics including the rise of commercial (professional) sports, the social class system, technology, urbanization, ideological beliefs, the growth of the bureaucracy, racial relations, gender ideologies, economic growth and modernization.

Clearly stated goals and objectives:

- Students will describe the history of play, games, and sporting pastimes and acknowledge that these games are as old as the record of history and the human race.
- Students will examine how sports have been used as preparation for war.
- Students will prove that the understanding of American History is incomplete without some knowledge of its sporting activities.
- Students will analyze how sports have developed, prospered, changed, and corrected themselves within the context of other factors or themes in the nation's past.
- Students willrecognize that sports reflect the societies in which they operate.
- Students will analyze the rise of corporate, organized sports in an increasingly modern American society.
- Students will describe the nature, evolution, and expansion of sports within the context of various developments in American history.
-

Impact on staffing: There are minimal staffing needs. The Social Studies Departmant teachers will fit this into the master schedule in order to teach this course at least one period each semester.

Provisions for In-service: There is little to no inservice required to teach this course and should not require specific training.

Impact on other programs, services, courses: Since WHS has discontinued making Economics a required course for graduation, Sports History would give students seeking a social studies credit more flexibility and choice.

Description of the evaluation process: The Social Studies Department will work closely with the High School Administration team and the Guidance department to evaluate the success and future needs of the Social Studies Department.

Involvement of those affected by the implementation: The WHS Administration team and the WHS Guidance Department are recommending and planning the implementation of the course with the assistance of the WHS Social Studies Department.

Tangible/Intangible Costs: This course can be taught at a minimal to no cost. There is a text book available but it is not a necessity to teach the course effectively.

Tangible/Intangible Benefits:

- Gives students more flexibility to schedule a different social studies class that can be used to meet graduation requirements.
- Allows for students to have more choice when it comes to scheduling classes in the Social Studies Department.
- Will help prepare the potential college bound student to be exposed to special topic history classes that are often taught at the college level.

WHS Choir Structure for 2025-2026

I'd like to restructure the choir department back to 5 choirs. We have sat consistently over 200+ students for 10 years and I believe we work best in 5 separate sections. With that said I would need to take theory/musical theatre off my current schedule. Not much interest and I'd like to put my efforts into the choir program.

All students in Grades 8-11 will audition in January 2025 (this is our current routine, just adding the 8th graders to the mix)

Beginning Level Choirs:

***This will replace the former men's & women's chorus and the current concert choir of 90.*

- Encores (mixed show choir)- more advanced freshmen students. SAB/SATB music. 9th grade only
- Rising Sound (mixed show choir)- lower level ability freshmen, and lower level ability for students from all grade levels 9-12. The goal is to teach basic musical fundamentals. 2-part music.

Intermediate Level Choir:

- New Edition (mixed show choir)- this group is made up of auditioned students in grades 10-12 with intermediate ability levels. SAB music.

Advanced Level Choirs:

- Rhythm in Red (mixed show choir) SATB music. Grades 10-12
- Royal Sensations (unisex female show choir) SSA music. Grades 10-12

Five Choir Course Titles : Finalized by 1/10/25
Encore (Freshman A)
Rising Sound (9-12 B)
New Edition
Royal Sensations
Rhythm in Red

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. Chris Roberts, Principal
Mrs. Haley Duerr, Assistant Principal

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

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

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BELL SCHEDULE (2024-2025)

Regular Bell Schedule
First Bell 7:20
Tardy Bell 7:35
Announcements 7:35 – 7:40
Period 1 7:40 – 8:24
Period 2 8:27 – 9:11
Period 3 9:14 – 9:58
Period 4 10:01 – 10:45
8th grade A Lunch 7th grade IE 10:48 – 11:23
7th grade B Lunch 8th grade IE 11:34 – 12:09
Period 5 12:12 – 12:56
Period 6 12:59 – 1:43
Period 7 1:46 – 2:30
First Dismissal 2:30
Last Dismissal 2:32

Grizzly Bell Schedule
First Bell 9:20
Tardy Bell 9:35
Announcements 9:35 – 9:40
Period 1 9:40 – 10:07
Period 2 10:10 – 10:37
Period 3 10:40 – 11:07
Period 4 11:10 – 11:37
8th grade A Lunch 7th grade IE 11:40 – 12:15
7th grade B Lunch 8th grade IE 12:24 – 12:59
Period 5 1:02 – 1:29
Period 6 1:32 – 1:59
Period 7 2:02 – 2:30
First Dismissal 2:30
Last Dismissal 2:32

AM Assembly Bell Schedule
First Bell 7:20
Tardy Bell 7:35
Announcements 7:35 – 7:40
Assembly 7:40 – 8:28
Period 1 8:31 – 9:08
Period 2 9:11 – 9:48
Period 3 9:51 – 10:28
Period 4 10:31 – 11:08
8th grade A Lunch 7th grade IE 11:11 – 11:46
7th grade B Lunch 8th grade IE 11:55 – 12:30
Period 5 12:33 – 1:10
Period 6 1:13 – 1:50
Period 7 1:53 – 2:30
First Dismissal 2:30
Last Dismissal 2:32

PM Assembly Bell Schedule
First Bell 7:20
Tardy Bell 7:35
Announcements 7:35 – 7:40
Period 1 7:40 – 8:17
Period 2 8:20 – 8:57
Period 3 9:00 – 9:37
Period 4 9:40 – 10:17
Period 5 10:20 – 10:57
8th grade A Lunch 7th grade IE 11:00 – 11:35
7th grade B Lunch 8th grade IE 11:44 – 12:19
Period 6 12:22 – 12:59
Period 7 1:02 – 1:39
Assembly 1:42 – 2:30
First Dismissal 2:30
Last Dismissal 2:32

ABSENCES – ATTENDANCE POLICY/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.

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. Illness of the child (administration may require a physician's written statement if deemed appropriate)
2. Illness in the family necessitating the presence of the child (administration may require a physician's written statement if deemed appropriate)
3. Quarantine of the home
4. Death of a relative
5. Medical or dental appointment
6. Observance of religious holidays
7. College Visitation
8. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
9. Absences due to a student being homeless
10. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from the school.

Both excused and unexcused absences are counted with the attendance requirement. The distinction is made between "excused" and "unexcused" absences for attendance purposes. All absences will be counted in the attendance requirement. Included are excused absences, partial day absences 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. 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 the parent/guardian that a student is not in school.

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

Students must be in attendance 4 periods to be eligible for extra-curricular activities. 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.

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

1. Excused/unexcused 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. Classwork for an unexcused absence is able to be made up. 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.
2. Please contact the teacher directly OR check Google Classroom for work that can be made up during prolonged absences. Questions or concerns can be directed to the teacher.

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.

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/email to the principal prior to departure of the absence in order for the absence to be reviewed. Student attendance will be reviewed prior to approval granted.

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. Violations may result in lowering of one's grades or disciplinary 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, students must pass four (4) courses the preceding grading period to make them eligible according to the Ohio High School Athletic Association eligibility requirements. In addition, the Wadsworth City School District Board of Education requires students who participate in extracurricular activities to obtain, at minimum, a grade point average that makes them eligible for participation according to the Ohio High School Athletic Association requirements.

Please note, that if the league or sponsoring agency of the co-/extracurricular activity requires a minimum grade point average that is higher than the minimum grade point average established by the Wadsworth City School District Board of Education, as detailed above, a student may not participate in contests of the co-/extracurricular activity if the league or sponsoring agency grade point average is not met.

PLAGIARISM

Because plagiarism is intellectually dishonest and therefore a form of stealing, it is an extremely serious offense and can result in severe penalties.

ANNOUNCEMENTS AND BULLETINS

All regular announcements will be made each morning over the public address system or Clever Touch Screen. Announcements must be signed by a faculty member or principal and turned in to the main office.

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, 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.

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 - suspension language

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/WQMX. 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

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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs").

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, hemp and hemp products, 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 may also be in violation of this policy forbidding alcohol and drug use.

   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.

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

*5511 - **DRESS AND GROOMING***

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

A. present a hazard to the health or safety of the student himself/herself or to others in the school;
B. materially interfere with school work, create disorder, or disrupt the educational program;
C. cause excessive wear or damage to school property;
D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

In regards to dress code, the following apply:

A. the principal is designated as the arbiter of student dress and grooming in his/her building;
B. the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy is desired;
C. staff members are instructed to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
D. all rules implementing this policy shall impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules may not be admitted to class and may be suspended from school.

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……..……**Mr. Zsoldos**

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 their planner as a hall pass. There should be no exceptions to this rule. All students must sign out of class electronically before leaving.

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 330.335.1410 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, call the WMS main office.

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 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.

LIBRARY—MEDIA CENTER

Rules and regulations regarding conduct are posted in library.

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 NOT 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. Kip Shipley
Attendance Officer	Mr. Sieber
Attendance	TBA, Mr. Sieber
Class Change Request	Guidance Counselors
Community Agency Referrals	Guidance Office
Discipline	TBA
Educational Planning for Students	Guidance Counselors
Entry or Withdrawal of Students	Guidance
Field Trips	Mr. Roberts
Food Service	Mrs. Breuers
Fund Raising	Mr. Roberts
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	TBA
Records	Guidance Counselors, Main Office
Scheduling Events & Building Use	TBA
Scheduling Students	Guidance Counselors
Stolen Materials & Theft	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	Dances	Fishing Club	Announcement Crew
Newspaper	Band	Choir – Show	Academic Challenge
Peer Tutoring	Athletics	Peer Mediation	
	Drama	Robotics	

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 not allowable. Students using poor judgment in this matter may face disciplinary consequences and may be referred to the office. Parents may be notified.

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. Teachers are encouraged to call parents when a detention is assigned. Teachers can also have students serve a ½ hour detention at lunch. Student may bring their lunch to the assigned room.

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 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.

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" 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 ongoing threat of disrupting the educational process provided by the District. (See Policy 5610.03 "Emergency Removal")

SUSPENSION

“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.

EXPULSION

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".
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.

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.

*Possible consequences could range from a warning to possible suspension, dependent upon severity and number of offenses.
**Students may face suspension and possibly expulsion for using an electronic device of any kind inappropriately. 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, including school grounds, events, and transportation.

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 people have been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of Student Services
330-335-1316
524 Broad St.
Wadsworth OH 44281

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

Wadsworth High School Principal
330-335-1400
625 Broad St.
Wadsworth, OH 44281

Wadsworth Middle School Principal
330-335-1410
150 Silvercreek Road
Wadsworth, OH 44281

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”.

5611 - **DUE PROCESS RIGHTS**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

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. 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. 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.

While a hearing before the Board may occur in executive session, the Board must act in public.

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. Within one (1) school day of the expulsion, 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, if it is held before the Board.

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 or its designee 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:**
Student whose conduct warrant 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.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

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 in a supervised learning environment 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.

Revised 5/11/09

Revised 4/9/18

Revised 11/19/18

5516 - **STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, and other people contracted directly or indirectly (through a third-party provider) with the board of education or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

STUDENT HANDBOOK

WADSWORTH HIGH SCHOOL

2024-2025 SCHOOL YEAR

"Where Quality Education is a Community Tradition"

WELCOME TO WADSWORTH HIGH SCHOOL
Administrative Team

Dr. Vincent Suber, Principal
Mr. Rich Berlin, Associate Principal
Mrs. Allison Romano, Assistant Principal
Mr. Richard Sullivan, Assistant Principal
Mr. Tim Campbell, 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 RATIONALE

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 Wadsworth High School.

WADSWORTH HIGH SCHOOL WEB PAGE

https://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

District Calendar

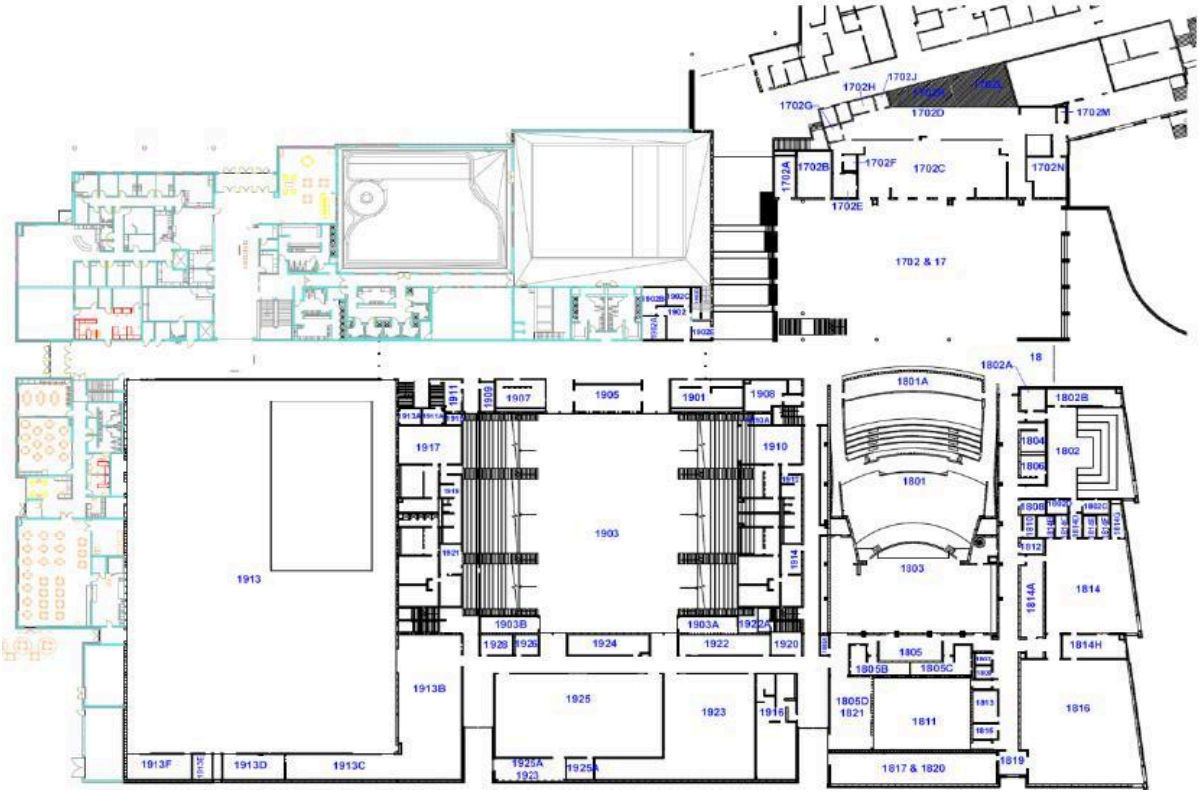
https://www.wadsworth.k12.oh.us/Content2/322

ALMA MATER

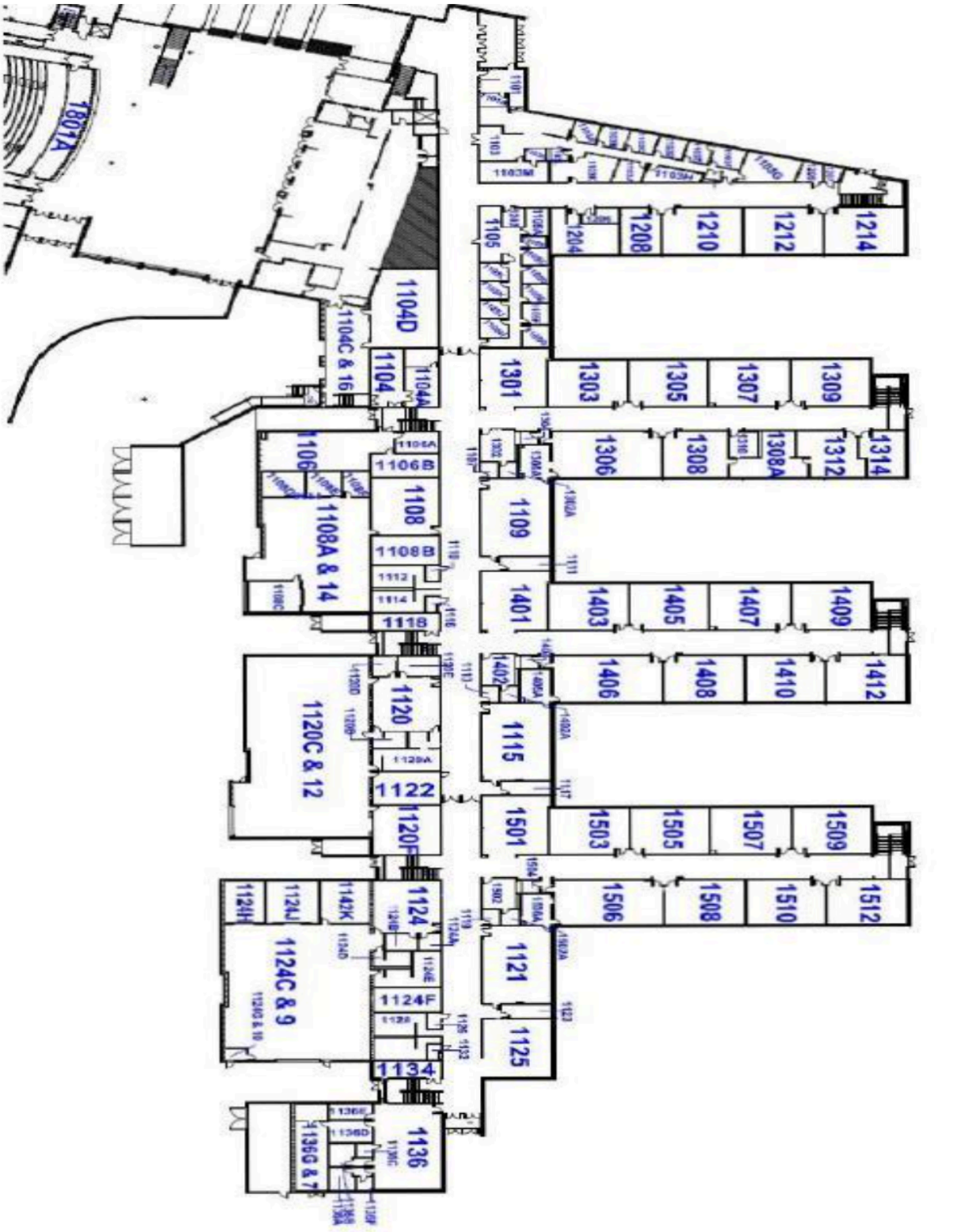
To you, Alma Mater,
We always will remain so true.
Our hearts and our loyalty
Will ever be in thought of you.
To you we owe our happiness
And all of our success.
Forever will your banner be our pride
Success to you, dear Wadsworth High.

Wadsworth High School
Building Locations

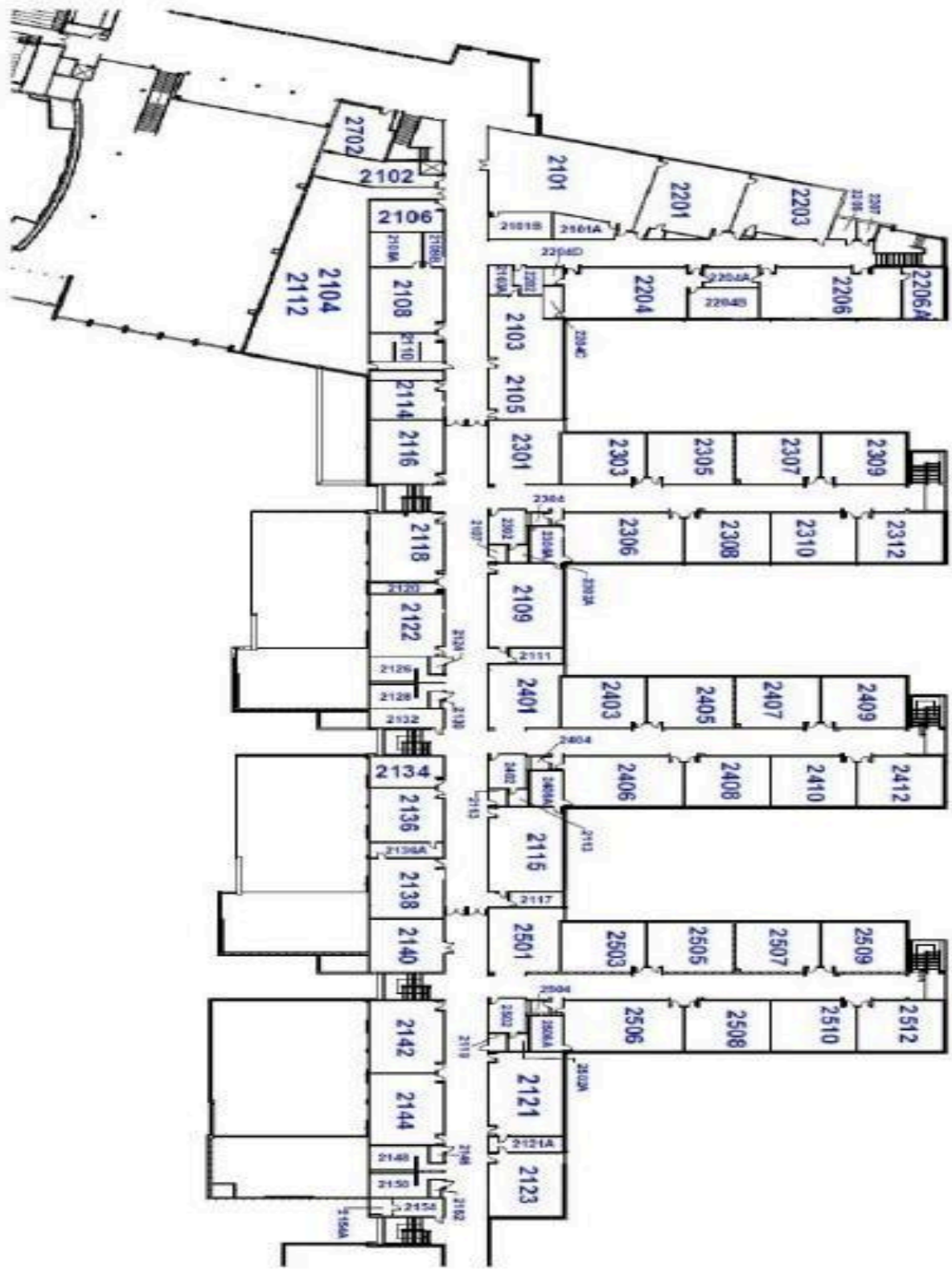
WHS Fine Arts/Music, Gym/Field House, Athletics



WADSWORTH HIGH SCHOOL, First Floor



WADSWORTH HIGH SCHOOL, Second Floor



LOCKER LOCATIONS

First Floor		Second Floor	
1000 to 1092	1200 Hallway	2000 to 2099	2200 Hallway
1100 to 1325	1300 Hallway	2100 to 2331	2300 Hallway
1400 to 1631	1400 Hallway	2400 to 2631	2400 Hallway
1700 to 1931	1500 Hallway	2700 to 2931	2500 Hallway

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

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

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 the 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	Teachers, Administration
Activities Account	Mr. Berlin
Activities Assessment	Athletic Office
Athletic Program	Mr. Campbell
Attendance Secretary	Mrs. Workman
Awards Policy	Dr. Suber
Career Tech Information	School Counselors
Class Change Request	School Counselors
Co-Curricular Activities	Mrs. Hamsher
College Applications	School Counselors
College Day Procedures	Mrs. Workman
Community Agency Referrals	School Counselors
Compact Student/CCP Release Form	Mrs. Caskey
Credits/Transcripts	School Counselors
Discipline	Mr. Berlin (11,12) Mrs. Romano (10) Mr. Sullivan (9)
Educational Planning for Students	School Counselors
Entry or Withdrawal of Students	Administration
Extracurricular Program	Mr. Berlin
Field Trips	Mr. Berlin
Flex Pass	Dr. Suber
Fliers/Signs	Dr. Suber
Food Service	Mrs. Gnap
Fund Raising	Dr. Suber
Grade Changes	Classroom Teachers
Home Instruction	School Counselors
Homeroom Assignments	School Counselors
Injuries/Medical	Teacher, Administration
Locker Assignment/Maintenance	Guidance Office
Locker Policy	Mr. Sieber
Lost and Found	Attendance Office
Parking Permit	Main Office
Policy Clarification	Administration
Psychological Referrals	School Counselors
Receipt & Disbursement of Monies	Activity Advisors
Records	School Counselors
Scheduling Events & Use of Building	Mr. Berlin
Scheduling Students	School Counselors
School Counselor Programs and Policies	School Counselors
Security	Mr. Wyrick
Stolen Materials & Theft Report	Administration
Student Council	Mr. Hamilton, Mrs. Davis
Summer School	Mr. Berlin
Traffic Control	Mr. Wyrick/Officer Smith
Tutors	School Counselor
Vacation Requests	Dr. Suber
Work Permits	Main Office

SECTION I
ATTENDANCE INFORMATION

SECTION II
DISCIPLINE INFORMATION

SECTION III
ACADEMIC INFORMATION

SECTION IV
SCHOOL COUNSELING DEPARTMENT INFORMATION

SECTION V
GENERAL INFORMATION

SECTION VI
ATHLETICS & ACTIVITIES

SECTION VII
DIRECTORY & CONTACT INFORMATION

SECTION 1 - ATTENDANCE

(BOE Policy 5200)

REPORTING ABSENCES FROM SCHOOL
ATTENDANCE OFFICE PHONE NUMBER
(330) 335 - 1370

or

We have started to implement a new attendance system, in which you can report your child's absences, to help us keep better track of attendance. To help this process along, please download an app to your cell phone (you can use your student ID but the app goes a lot quicker). The app is from our partner VisitU and can be found at this link:

PARENT OR GUARDIAN MUST CALL (OR USE THE VISITU APP) TO REPORT STUDENT ABSENCE BEFORE 9:30 a.m.

ATTENDANCE POLICIES/PROCEDURES

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 Board of Education.

REQUIREMENTS

Regular attendance by all students of the Wadsworth City School District is very important. There is a direct correlation between attendance at school, and performance; therefore, it is imperative that a student be in attendance at school. 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.

NOTIFICATION LETTERS

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Please review Excessive Absences in the board policy in the link below.

(BOE Policy 5200)

ABSENCES

Types of Absences:

Excused Absence: an absence that fits into category 4, 6, 7, 8, 9 or 10 above;

Medical Excused*: an absence that fits into category 1, 2, 3 or 5 above.

Medical Partial Excused*: an absence for part of a school day that fits into category 1, 2, 3 or 5 above.

Unexcused Absence: an absence that is reported by the parent/guardian but does not fit into one (1) of the ten (10) categories described above or an out-of-school suspension that does not involve us providing instruction to the student;

Truant: an absence that was not reported by the parent/guardian or there is no follow-up by the parent/guardian when contacted about their child's absence;

Tardy: a student is late to school per the details found in the Student Handbook for the building in question; and

Non-Absence: alternative placement of a student; field trip; home instruction; and in-school detention.

*For Medical Excused and Medical Partial Excused, a written statement from a physician or other official may be needed, but is not required for these codes to be used. If a parent/guardian gives a reason for the student's absence that falls into a category under these codes (1, 2, 3, 5), the student should be marked excused with the correct code. The principal will decide when written documentation is required for a particular student. In making the determination if written documentation is required, the principal will consider factors like a student's attendance history, the amount of time that a student will miss due to the illness, etc.

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 7:25 to 7:35 a.m. to pick up an 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. 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.

EXCUSED

Absence from school may at times be necessary. Below are acceptable reason to be excused for missing school as prescribed by statues of the State of Ohio and the Wadsworth City School Schools.

1. Illness of the child.
2. Illness in the family necessitating the presence of the child.
3. Quarantine of the home.
4. Death of a relative.
5. Medical or dental appointment.
6. Observance of religious holidays.
7. College visitation.
8. Absences due to a students' placement in foster care or change in foster care placement or any court proceedings related to their foster care status; or
9. Absences due to a student being homeless; or
10. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school
11. Children of military families. Children of military families. Absences due to deployment activities of a parent, legal guardian, or custodian consistent with section 3301.60 of the Revised Code.
12. Pre-Enlistment reporting to the military. Pre-enlistment reporting to military enlistment processing station. The approving authority may require verification of the date and time of the reporting.

UNEXCUSED

When a student's absence(s) from school becomes chronic, a student may be referred to the building Attendance Intervention Team and 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 must be present for four (4) full class periods.

CLASSROOM ATTENDANCE - CLASS CUTTING

Students are expected to attend classes daily. Teacher passess to go to another classroom, media center, or study hall are valid for only one (1) class period. Failure to report to a designated area will count as truancy. Skipping or cutting class may result in disciplinary action by the administration. Progressive discipline will be used in the event a student does not change their behavior.

COLLEGE VISITATION PROCEDURE

Prior to visiting a college, the student's parent or guardian should use the Visitu app to call their student off of school for the date of the visit and select the reason "College Visitation", or contact the attendance via phone call or email. In order for an absence to be excused for this reason, proof of the visit must be submitted to the Attendance Office. Proof of the visit should include the student's name, the name of the school, and the date of the visit. Please note that absences during testing or finals may require additional approval from the Administration.

EARLY DISMISSAL FROM SCHOOL

Any student who must leave school early (before 2:34 p.m.) for appointments must call (330) 335-1370, bring a written request by a parent or guardian, or report in the VisitU app on the day you wish to have early dismissal. This request should state the reason for, time of desired dismissal, tentative time of return, and phone number where the parent may be reached.

EARLY RELEASE/LATE ARRIVAL/FLEX PASS

To be eligible for a Flex Pass (early release/late arrival) students must first be considered in good standing (see good standing requirements below) and have the flex pass completed and signed by both the student and their parent/guardian. Please review and sign the Flex Pass in the link provided.

FLEX PASS

Flex Pass privileges must be approved by the administration. Any student who receives the early release or late arrival privilege must have transportation home and **MUST LEAVE AND ARRIVE SCHOOL PROPERTY AT THE DESIGNATED TIME**, unless approved by an administrator. A student who obtains a Flex Pass **MAY NOT COME BACK** to school to ride the bus. Any student who does not follow these guidelines may lose the privilege. Once in school, students are encouraged to complete the day.

GOOD STANDING

In order to apply for a Flex Pass and attend extracurricular activities (homecoming, prom, etc…), students must be in good standing. Good standing is defined as:

1. Completed Final Forms
2. Passing 5 Classes
3. Past Due School Fees Paid
4. Discipline Served
5. Met attendance requirements for excessive absences and/or tardies.

ENTERING/LEAVING THE BUILDING

Students entering the building prior to 7:35 may do so through the main entrance doors (Door 1 and Door 18) and the bus entry door at the end of the 1100 hallway (Door 6). Students leaving the campus prior to 2:34 must exit through the attendance office. Students who have a Flex Pass, enrolled in Compact or CCP courses must exit through the main entrance door (Door 1) using the VisitU app.

Students having valid reasons to be excused during school hours must bring a note from a parent or guardian, or complete the VisitUapp to the attendance office before the start of school. **Students must be in attendance for four (4) full periods to be eligible for practice and/or competition.**

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 Wadsworth High School 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 - 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.**

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

1. 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 their 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 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 absences they are excluded from the missed work. The grades computed for nine (9) weeks can only reflect the work completed.
3. Please contact the School Counseling 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 24 hours to respond.

TARDINESS TO CLASS

Students will be given a demerit for each tardy (see Demerit System below). Beyond six (6) tardies the administration will consider additional consequences.

TARDINESS TO SCHOOL

The 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 five (5) or more times per grading period may be subject to disciplinary action.

Students who come to school later than their normal start time will be required to sign in at the Attendance Office. You are considered tardy to school if you are not in your assigned class when the late bell rings.

VACATION

Students are permitted to go on vacation during the school year without penalty. Please avoid taking vacation 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 the student will be in the company of their 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, they will be considered an unexcused absent from school. 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, parents / guardians must notify the principal 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.

Students may obtain the permission form for driving through this link:

Compact Driving Form

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 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. 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 in 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. 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.

Board Policy 5136 **- CELL PHONE/PERSONAL COMMUNICATION DEVICES(PCDs)**

1. RESEARCH

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

2. APPLICABILITY

This policy applies to the use of cell phones by students while on school property during school hours.

3. USE OF CELL PHONES

Students are prohibited from using cell phones at all times except during lunch. This is subject to change at any time due to the level of disruption within the school.

4. EXCEPTION

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program (IEP) developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

A student may use a cell phone when a teacher approves for a specific learning activity or educational purpose in the classroom.

5. CELL PHONE STORAGE

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district administration, at all times when cell phone use is prohibited.

6. DISCIPLINE

If a student violates this policy, students are subject to discipline based upon the Student Code of Conduct and the Positive Behavior Incentive and Supports (PBIS) matrix.

DRESS AND GROOMING

Refer to Board Policy 5511**.**

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 the student's 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 determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. 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 ongoing 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. When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information

Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

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 capable of causing serious bodily injury 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 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 capable of causing serious bodily injury 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, 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 (1/4) ounce, mine, or other similar device.

   A knife capable of causing serious bodily injury 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 the Superintendent's 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. the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

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 capable of causing serious bodily injury and/or

c. 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);

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 the Superintendent's 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 the Superintendent's 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:

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.

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.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01- Permanent Exclusion of Nondisabled Students)

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 the student's parents/guardians 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.

Suspension or Expulsion of Students in Grades Pre-Kindergarten through Three (3)

Except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three unless the student has committed the following acts:

A. The student brings a firearm or knife capable of causing serious bodily injury 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 any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.

B. The student commits an act at school, on other school property, an interscholastic competition, an extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) 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).

C. The 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.

D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, and/or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through three (3), the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through three (3) is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through three (3) shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through three (3), provided that the in-school suspension is served in a supervised learning environment.

If the Superintendent or other designated District personnel determines that a student's behavior on a school vehicle violates school rules, the Superintendent may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.

The Board authorizes the Superintendent to provide 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.

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 the College Credit Plus Program 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.

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. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs").

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, hemp and hemp products, 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 may also be in violation of this policy forbidding alcohol and drug use.

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 parent/guardian(s) upon request. Key provisions of the policy should also be included in the student handbook.

5610.01 - PERMANENT EXCLUSION OF NONDISABLED STUDENTS

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board

B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board

C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

A. rape, gross sexual imposition or felonious sexual penetration

B. murder, manslaughter, felonious or aggravated assault

C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

Board Policy 5611 - DUE PROCESS RIGHTS

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

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. 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. 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.

While a hearing before the Board may occur in executive session, the Board must act in public.

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. Within one (1) school day of the expulsion, 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, if it is held before the Board.

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 or its designee 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:

Student whose conduct warrant 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.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

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 in a supervised learning environment 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 non-interscholastic extracurricular activities.

Board Policy 5516 - STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, and other people contracted directly or indirectly (through a third-party provider) with the board of education or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

DISCIPLINARY CONSEQUENCES

TEACHER DEMERITS: Students may be assigned a demerit by a teacher for violations of the Wadsworth High School Code of Conduct. Consequences may be given based upon the following:

Number of Demerit:	Disciplinary Consequence:
3, 4 or 5	Half hour detention
6, 7 or 8	One (1) hour detention
9 or 10	Two (2) hour detention
11 and beyond	Saturday detention or in-school detention

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 assigned a lunch detention will serve in room 1208 during the student's lunch period.

HALF HOUR/ ONE HOUR / TWO HOUR DETENTION: Students may be assigned a detention. This detention is served after school. ***Twenty-four (24) hour notice will be given***. Students are responsible to arrange their own way home.

IN-SCHOOL DETENTION: See Board Policy 5610.02

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.
Students are required to bring study materials with which to work quietly.

Additional Disciplinary Concerns

HARASSMENT/HAZING/SEXUAL HARASSMENT - See Board Policy 5517 - ANTI HARASSMENT

BULLYING AND AGGRESSIVE BEHAVIOR GUIDELINE

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student(s), staff or third parties exhibit toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s), staff or third parties exhibit toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

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 independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or

anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

SECTION III – ACADEMIC

Wadsworth High School Academic Integrity Policy
(Cheating and Plagiarism Policy)

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 an item from the 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 may be considered to have violated the policy.

NOTE: Any form of cheating, plagiarism, or academic dishonesty may lead to removal from leadership positions and/or membership in the National Honor Society, and other student organizations from which the person is a member.

Each instance of cheating, plagiarism or academic dishonesty will be reviewed by the classroom teacher and then reported to the school's administration.

The lowering of a student's grade as a means of disciplinary action cannot take place. However, if a student receives a zero (0) on an assignment in which they have cheated, or plagiarized, and that results in a grade being lowered, this is permitted.

Our consequences for cheating, plagiarism, and academic dishonesty are:

First Offense: The student may receive a zero (0) for the assignment.
Parent contact by the teacher involved--must be a phone call.
Refer the situation to the student's appropriate administrator.
Possible action taken by the administration could include: After School Detention, Saturday School Detention, or In School Detention.
Document incident in Progress Book / DASL.

Second Offense: The student may receive a zero (0) for the assignment. Disciplinary action will be taken by the administration. A second offense may receive a Saturday School Detention, In School Detention, or Out of School Suspension. This will be determined by the administrator investigating the issue. In addition, there may be a loss of leadership roles

in student organizations, as well as membership in student organizations or honor societies (this could impact potential scholarship opportunities). This would include both academic, as well as athletic positions of leadership. Document incident in Progress Book / DASL. The parent will be notified by the administrator of the consequences received. In addition, there will be a call made from the student's teacher.

Third Offense: The student may receive a zero (0) for the assignment. Disciplinary action will be taken by the administration. A third offense may receive an In School Detention, Out of School Suspension, and/or up to a Recommendation for Expulsion. In addition, there may be a loss of leadership roles in student organizations, as well as membership in student organizations or honor societies (this could impact potential scholarship opportunities). This would include both academic, as well as athletic positions of leadership. Document incident in Progress Book / DASL. The parent will be notified by the administrator of the consequences received. In addition, there will be a call made from the student's teacher.

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 3.7 average for the school year.

CALCULATION FOR RECOGNITION

Honor's Diploma recognition is calculated at the end of the 7th semester. Senior graduation honors cords are calculated at the end of the 8th 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	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	.7	.7	.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 $^1/_4$ credit P.E. course would be worth $^1/_4$ 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 FINAL 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)

UNDERCLASSMEN FINAL EXAM POLICY

Underclassmen who demonstrate a passing score of 684 on Algebra, English Language Arts (ELA) II Writing, and/or English Language Arts (ELA) II Reading will be exempt from their final exam in that same course. Students in Geometry, Biology and/or Government who demonstrate a passing score of 700 will be exempt from their final exam. Students can still take the exam if they choose. Some students may elect to take the exam to improve their final grade.

If English Language Arts (ELA) II scores are not back in time, in that case, Sophomores, who are our highest-tested population, will still have an opportunity to be exempt from their final exam if they are passing the class in the fourth grading period.

HIGH SCHOOL ACADEMIC ELIGIBILITY

To be academically eligible for participation in co-/extracurricular activities, students must pass the required number of courses the preceding grading period to make them eligible according to the Ohio High School Athletic Association eligibility requirements. In addition, the Wadsworth City School District Board of Education requires students who participate in extracurricular activities to obtain, at minimum, a grade point average that makes them eligible for participation according to the Ohio High School Athletic Association requirements. **Refer to the Curriculum Guide**.

Please note, that if the league or sponsoring agency of the co-/extracurricular activity requires a minimum grade point average that is higher than the minimum grade point average established by the Wadsworth City School District Board of Education, as detailed above, a student may not participate in contests of the co-/extracurricular activity if the league or sponsoring agency grade point average is not met.

A. IEP students must meet this standard in all adjusted coursework or comply with specifications of IEP.
B. Students who receive an incomplete may be ineligible until they meet the academic standard outlined above.
C. 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).
D. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
E. All athletes are expected to attend school at least $^1/_2$ day in order to participate in practice sessions or game contests. Exceptions must be approved by an administrator.
F. It is the student's responsibility to select a course schedule which meets eligibility requirements.
G. Computer based credit 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 the 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. Announcements are made informing the students of their eligibility and time of an informational meeting.
3. Students will get an activity sheet at the information meeting. If a student is interested in becoming nominated, they will fill out this sheet listed extracurricular activities. If a student does not complete an Activity Sheet, they will not be considered for membership.
4. The completed Activity Sheet must be returned to the School Counselor Office or to the National Honor Society advisor. The students are given two (2) 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 appeaks 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

Curriculum Guide

Please refer to the school counseling webpage:

https://www.wadsworth.k12.oh.us/1/Department/24

SECTION V – GENERAL

ANNOUNCEMENTS AND BULLETINS

All regular announcements will be made on a consistent basis. Announcements are also posted on the school 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.-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.

BREAKFAST

Breakfasts are served each school day from 7:10-7:30 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 into the lunchroom. All food and drinks purchased in the cafeteria must be consumed in that area, unless given special permission from a staff member. Snacks and drinks purchased in

the commons should be consumed in the commons. No glass containers are to be brought to school. Each student must use their own ID # to be provided with a lunch. Students are not permitted to share their ID numbers with each other.

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 DISMISSAL

Classes are dismissed by the teacher and not the bell. There are 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.

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 their 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 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. Announcements will be made only when our school will be closed. Should the Superintendent determine school will be delayed two hours refer to Two Hour Delay Bell schedule.

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.

The student parking lot is located on the north 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 crosswalk 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. If students park in a prohibited area or refuse to purchase a parking pass, they will first be given a warning. Subsequent violations may result in receiving a wheel locking device that renders the vehicle unmovable. You must speak with a principal to get the device removed.

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 $30. Lost or stolen permits will be reissued at a cost of $5.

Failure to park in the appropriate area or refusal to purchase a parking permit will result in the consequences below.

1st offense - warning
2nd offense - phone call home
3rd offense - wheel locking device that renders the vehicle unmovable/ "boot"

ELECTRONIC DEVICES

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 Main Office; no cash or checks should be given to any of your teachers.

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.

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 Board Policy 5771) 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.

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.

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.

RESTROOM POLICIES

Loitering in the restrooms is not permitted. **If ill, report to the clinic; do not stay in the restroom.** Disciplinary action may 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 and 11th grade. 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 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 "Departments", then click on "Health Services" on the district main web page.

Screening Exemption

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that they have 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 they have 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 330.335.1400, extension 21009, 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 (VIDEO SURVEILLANCE AND ELECTRONIC MONITORING)

Wadsworth School District has video surveillance and/or electronic monitoring 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. Recorded video surveillance and / or electronic monitoring may be stored by the school system on their secure server for future reference. Only necessary authorized staff will observe video surveillance and / or electronic monitoring.

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 video surveillance and / or electronic monitoring warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

Law enforcement agencies may request viewing of video surveillance and / or electronic monitoring to assist them in their investigative responsibilities after completion of the proper request form.

Questions about the surveillance system, both audio or video are to be directed to the building administration, or superintendent’s office.

SENIOR COMMONS

The Senior Commons of the high school is a reserved section of the building for members of the Senior Class only. Underclassmen are not allowed to eat lunch, attend study hall, or to loiter in this section of the building during the school day.

STUDY HALL PROCEDURES

Freshman, Sophomore and Junior Study Hall

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.

Senior Study Hall

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. 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**.
d. **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**.
e. **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.

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. 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.

VISITORS

All visitors to Wadsworth Senior High School are required to report to the attendance 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 the school web page. Included on this form is a listing of sports clubs activities and their associated costs.

ACTIVITIES

The following activities are available (depending on student interest) to Wadsworth High School students. We strongly encourage students to become involved in the extracurricular activities such as:

Academic Challenge
Athletics
Art Club
Band – Marching & Concert
Cheerleading
Chess Club
Choir - Concert & Show
Off Broad Street Players
Grizzly Leader Academy
Huddle
International Club
Interact
Intramural Athletics
Mentoring
NFL - Speech & Debate
Peer Tutoring
Spectrum
Student Council

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

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 (https://web3.ncaa.org/ecwr3). 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 Website (https://web3.ncaa.org/ecwr3) 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 themself, but also 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 who 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, they 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 their parent(s)/guardian(s) 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
Mr. Steve Moore, Assistant Superintendent
Mr. Eric Jackson, Director of Instruction and Professional Development
Mrs. Joyce Walker, Director of Pupil Services
Mr. Doug Beeman, Treasurer
Mr. William DiMascio, Director of Career and Technical Education
Mrs. Jessica Widmer, Transportation Supervisor
Mr. Brett Tanner, Supervisor of Facilities and Grounds
Mrs. Kelly Gnap, Food Service Supervisor

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:

Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.

Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

The qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parent **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 nondiscrimination 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.

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

This Memorandum of Understanding is entered into this 6th day of December 2024, pursuant to the *Negotiated Agreement* (hereinafter referred to as "the Agreement"), between the Wadsworth City School District Board of Education (hereinafter referred to as "the Board"), and the Wadsworth Education Association (hereinafter referred to as "the Association").

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

WHEREAS, Section 5.05 F, Severance Enhancement, states the following:

"*Any bargaining unit member who (1) is eligible to retire under the STRS regulations, (2) retires at the end of school year when he/she first qualifies for unreduced benefits, as determined by STRS, and (3) submits a resignation and notice of retirement no later than March 1 of that year, will receive an enhanced severance of sixty percent (60%) of accumulated sick leave, up to sixty percent (60%) of 200 days; i.e., a benefit of up to one hundred twenty (120) days. This enhanced severance is in lieu of the standard severance referenced in Paragraphs B(2) or B(3) above.*"

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

1. On November 14, 2024, the State Teachers Retirement System Board of Trustees voted affirmatively to allow members with thirty-three (33) years of service to retire with unreduced benefits during the period of June 2025 through July 2027 (prior to the vote, a member had to have thirty-four (34) years of service to retire with unreduced benefits).

2. The Board recognizes that Association members who are now eligible to retire with unreduced benefits after the said vote on November 14, 2024 may need more time to make a decision on how to proceed.

3. As a result, the date in Section 5.05 F (see above), will be changed from March 1 to May 1, 2025. The remainder of Section 5.05 F will remain unchanged.

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

_____
Rob Earle, WEA Co-President

_____
Patti Back, WEA Co-President

For the Wadsworth City School District Board of Education

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

Resolution Number:_____

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**001**								
001-0000	GENERAL FUND:	$ 21,020,960.48	$ 3,144,975.57	$ 30,030,462.32	$ 6,232,500.93	$ 27,567,690.85	$ 23,483,731.95	$ 6,362,157.19	$ 17,121,574.76
001-9000	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9001	GENERAL FUND: ADVERTISING /FACILITIES ACCOUNT	69,896.41	0.00	35,574.63	0.00	0.00	105,471.04	11,589.37	93,881.67
001-9002	GENERAL FUND: FOOD SERV. DONATIONS	(14,578.18)	33.20	2,743.90	0.00	0.00	(11,834.28)	0.00	(11,834.28)
001-9094	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-920R	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 21,076,278.71	**$ 3,145,008.77**	**$ 30,068,780.85**	**$ 6,232,500.93**	**$ 27,567,690.85**	**$ 23,577,368.71**	**$ 6,373,746.56**	**$ 17,203,622.15**
Fund:	**002**								
002-0000	BOND RETIREMENT SERIES 98,99,00 ISSUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9000	BOND RETIREMENT (1997)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9100	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9200	BOND RETIREMENT - ENERGY CONSERVATION 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9300	BOND RETIRE LIBRARY 2001	114,069.79	0.00	0.00	0.00	0.00	114,069.79	0.00	114,069.79
002-9400	BOND RETIREMENT: 2008 ($65,650,000)	4,749,368.56	203,488.11	1,809,884.92	1,031.31	23,750.31	6,535,503.17	3,419,330.88	3,116,172.29
002-9500	BOND RETIREMENT: 2021 ($41,000,000)	3,001,710.11	17,093.58	1,076,153.96	86.65	13,595.35	4,064,268.72	997,450.00	3,066,818.72
002-9600	BOND RETIREMENT: 2021 ($8,000,000) COP's	649,500.01	0.00	0.00	0.00	0.00	649,500.01	216,500.00	433,000.01
		$ 8,514,648.47	**$ 220,581.69**	**$ 2,886,038.88**	**$ 1,117.96**	**$ 37,345.66**	**$ 11,363,341.69**	**$ 4,633,280.88**	**$ 6,730,060.81**
Fund:	**003**								
003-0000	PERMANENT IMPROVEMENT LEVY FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003-900C	COMMUNITY CENTER ENTERPRISE FUND	250,966.47	0.00	0.00	0.00	3,526.00	247,440.47	4,166.60	243,273.87
003-900S	SUMMA HOSPITAL ENTERPRISE FUND	40,293.48	0.00	0.00	0.00	22,856.12	17,437.36	16,028.65	1,408.71
		$ 291,259.95	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 26,382.12**	**$ 264,877.83**	**$ 20,195.25**	**$ 244,682.58**
Fund:	**004**								
004-0000	CONSTRUCTION FUND: OFCC - LFI	1,424,167.20	0.00	0.00	0.00	3,526,723.93	(2,102,556.73)	0.00	(2,102,556.73)
004-900C	CONSTRUCTION FUND: CITY OF WADS. COMM. CENTER	(1,697,088.92)	0.00	0.00	0.00	6,666.98	(1,703,755.90)	1,596.14	(1,705,352.04)
004-900H	BUILDING FUND: WRH SUMMA MED. OFFICE BLDG.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
004-900I	CONSTRUCTION FUND: INTERMEDIATE SCHOOL	37,996,628.47	114,368.90	1,158,981.95	3,198,333.19	9,717,071.30	29,438,539.12	28,150,420.12	1,288,119.00
004-901I	CONSTRUCTION FUND: INTERMEDIATE SCHOOL COP's	3,213,246.84	0.00	0.00	0.00	3,213,246.84	0.00	0.00	0.00
		$	**$ 114,368.90**	**$ 1,158,981.95**	**$ 3,198,333.19**	**$**	**$**	**$**	**$**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		40,936,953.59				**16,463,709.05**	**25,632,226.49**	**28,152,016.26**	**(2,519,789.77)**
Fund:	**006**								
006-0000	FOOD SERVICES	$ (930.62)	$ 87,062.86	$ 278,730.14	$ 73,110.27	$ 295,221.94	$ (17,422.42)	$ 529,360.03	$ (546,782.45)
006-9001	FOOD SERVICE FEDERAL AWARD:	2,368,816.49	0.00	100,877.87	93,047.24	298,537.64	2,171,156.72	43,000.00	2,128,156.72
006-9002	FOOD SERVICE SUPPLY CHAIN ASSISTANCE FEDERAL AWARD:	175,834.59	0.00	0.00	3,421.46	20,263.56	155,571.03	68,736.44	86,834.59
		$ 2,543,720.46	**$ 87,062.86**	**$ 379,608.01**	**$ 169,578.97**	**$ 614,023.14**	**$ 2,309,305.33**	**$ 641,096.47**	**$ 1,668,208.86**
Fund:	**007**								
007-0000	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-900S	SAFETY TOWN FUND	9,777.15	1,000.00	1,000.00	0.00	7,689.57	3,087.58	1,734.16	1,353.42
007-9091	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-9092	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
007-955C	SPECIAL TRUST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 9,777.15	**$ 1,000.00**	**$ 1,000.00**	**$ 0.00**	**$ 7,689.57**	**$ 3,087.58**	**$ 1,734.16**	**$ 1,353.42**
Fund:	**009**								
009-0000	UNIFORM SCHOOL SUPPLIES FUND	36,168.82	12,952.00	47,175.08	4,105.16	9,543.94	73,799.96	45,712.90	28,087.06
		$ 36,168.82	**$ 12,952.00**	**$ 47,175.08**	**$ 4,105.16**	**$ 9,543.94**	**$ 73,799.96**	**$ 45,712.90**	**$ 28,087.06**
Fund:	**010**								
010-0000	CLASSROOM FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
010-900L	OSFC LOCAL SHARE	6,224,811.13	0.00	0.00	0.00	0.00	6,224,811.13	0.00	6,224,811.13
010-900Q	OSFC: QSCB BONDS (ISHAM / VALLEY VIEW)	(543,055.88)	0.00	0.00	0.00	0.00	(543,055.88)	0.00	(543,055.88)
010-900S	OSFC STATE SHARE	(321,876.76)	0.00	0.00	0.00	14,272.02	(336,148.78)	3,416.86	(339,565.64)
		$ 5,359,878.49	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 14,272.02**	**$ 5,345,606.47**	**$ 3,416.86**	**$ 5,342,189.61**
Fund:	**011**								
011-0000	C.T. CUSTOMER SERVICE FUND (Sr House)	64,409.31	0.00	238,287.29	23,648.58	206,706.90	95,989.70	177,984.59	(81,994.89)
011-9001	C.T. CUSTOMER SERV AUTOMOTIVES	2,283.50	522.31	557.66	797.37	797.37	2,043.79	10,202.63	(8,158.84)
011-9002	C.T. CUSTOMER SERV JR CARPENTRY	(6,068.91)	2,000.00	12,272.56	5,094.20	16,369.18	(10,165.53)	31,794.62	(41,960.15)
011-9003	C.T. CUSTOMER SERV CARPENTRY SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 60,623.90	**$ 2,522.31**	**$ 251,117.51**	**$ 29,540.15**	**$ 223,873.45**	**$ 87,867.96**	**$ 219,981.84**	**$ (132,113.88)**
Fund:	**012**								
012-0000	ADULT/COMMUNITY EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**013**								
013-0000	RECREATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
013-900C	COMMUNITY CENTER/WHS OPERATING FUND	33,482.99	0.00	0.00	7,433.97	19,190.65	14,292.34	41,881.58	(27,589.24)

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 33,482.99	**$ 0.00**	**$ 0.00**	**$ 7,433.97**	**$ 19,190.65**	**$ 14,292.34**	**$ 41,881.58**	**$ (27,589.24)**
Fund:	**014**								
014-0000	FOUR CITIES CAREER TECH COMPACT FUND	$ 107,724.09	$ 0.00	$ 0.00	$ 28,048.22	$ 124,147.84	$ (16,423.75)	$ 35,371.74	$ (51,795.49)
014-9001	FOUR CITIES: FIRST PROGRAM (NORTON)	(22,500.01)	0.00	22,500.00	0.00	0.00	(0.01)	0.00	(0.01)
014-9089	ROTARY-INTERNAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 85,224.08	**$ 0.00**	**$ 22,500.00**	**$ 28,048.22**	**$ 124,147.84**	**$ (16,423.76)**	**$ 35,371.74**	**$ (51,795.50)**
Fund:	**017**								
017-0000	LIBRARY CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**018**								
018-0000	PUBLIC SCHOOL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	6,830.72	192.30	791.75	(10.00)	150.03	7,472.44	4,502.63	2,969.81
018-974B	DISTRICT SPIRIT COMMITTEE FUND	6,098.50	0.00	0.00	0.00	0.00	6,098.50	0.00	6,098.50
018-974C	CENTRAL INTERMEDIATE PRINCIPAL FUND	8,350.36	6,554.52	6,554.52	182.00	1,125.68	13,779.20	9,787.68	3,991.52
018-974K	HURRICANE KATRINA RELIEF FUND (2005)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-974T	TRANSPORTATION 018 ACCOUNT	865.69	0.00	0.00	0.00	141.96	723.73	389.16	334.57
018-975F	FRANKLIN SCHOOL PRINCIPAL'S FUND	6,696.62	3,419.80	8,353.35	1,070.84	3,026.32	12,023.65	9,766.75	2,256.90
018-976I	ISHAM SCHOOL PRINCIPAL'S FUND	5,248.39	1,560.38	6,819.93	712.31	3,012.89	9,055.43	7,104.71	1,950.72
018-977L	LINCOLN SCHOOL PRINCIPAL'S FUND	12,440.16	1,312.71	9,437.72	531.50	3,472.63	18,405.25	12,901.57	5,503.68
018-978D	OVERLOOK: SUNSHINE FUND	261.45	0.00	0.00	0.00	0.00	261.45	0.00	261.45
018-978O	OVERLOOK SCHOOL PRINCIPAL'S FUND	4,522.21	2,495.37	3,180.17	52.00	2,097.70	5,604.68	5,007.61	597.07
018-979L	PUBLIC SCHOOL SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
018-979V	VALLEY VIEW PRINCIPAL'S FUND	7,209.52	1,759.41	2,174.41	0.00	1,712.16	7,671.77	3,595.47	4,076.30
018-980D	WMS: DOLLARS FOR DENIM PAY IT FORWARD	1,500.30	0.00	0.00	150.00	150.00	1,350.30	50.00	1,300.30
018-980M	WADSWORTH MIDDLE SCHOOL PRINCIPAL FUND	17,249.72	1,446.29	2,849.29	358.02	1,830.98	18,268.03	7,659.71	10,608.32
018-981D	WHS: DOLLARS FOR DENIM PAY IT FORWARD	1,243.02	50.00	1,670.00	0.00	0.00	2,913.02	214.61	2,698.41
018-981H	HIGH SCHOOL PRINCIPAL'S FUND	8,102.13	903.60	14,332.60	848.40	5,326.04	17,108.69	7,611.68	9,497.01
018-982G	GRIZZLY ACADEMY PRINCIPAL'S FUND	3,479.51	577.55	5,842.55	258.74	2,672.39	6,649.67	1,587.63	5,062.04

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 90,100.61	**$ 20,271.93**	**$ 62,006.29**	**$ 4,153.81**	**$ 24,718.78**	**$ 127,388.12**	**$ 70,179.21**	**$ 57,208.91**
Fund:	**019**								
019-0000	MHJ GRANT: S KURT MATH WHS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9001	VALLEY VIEW PLAYGROUND 2025 STATE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9006	MEDINA CTY SHARE CLUSTER (S. KOPACKO)	21,977.97	0.00	5,500.00	1,216.31	4,472.31	23,005.66	3,964.15	19,041.51
019-9007	MED CTY CRISES RESPONSE TEAM (S. KOPACKO)	10,010.27	0.00	0.00	147.89	147.89	9,862.38	357.11	9,505.27
019-9008	ADAM H BOARD: PREVENTION GRANT	1,305.00	0.00	0.00	132.00	132.00	1,173.00	228.35	944.65
019-9010	BE KIND WADSWORTH (S KOPACKO)	4,352.04	0.00	0.00	0.00	696.37	3,655.67	693.86	2,961.81
019-9012	LUKE MANUFACTURING: FRESHMAN ACADEMY GRANT (2023)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9016	LUKE MANUF FOUNDATION GRANT: HS HYDOPONIC LAB SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9017	LUKE MANUF FOUNDATION GRANT: PHYSICS (MACDOWELL)	(557.80)	0.00	1,491.63	0.00	780.42	153.41	153.40	0.01
019-9018	TECH PREP: FIRE/EMT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9019	TECH PREP: NURSING PICNIC / OTHER PICNIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-901G	WGCF: MINDFUL MUSIC CLOONON 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9020	GPD FOUNDATION: FRANKLIN SENSORY GARDEN	3,365.00	0.00	0.00	0.00	0.00	3,365.00	0.00	3,365.00
019-9024	TECH PREP: FIRE, ATH/HLTH TRAINING, NURSING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-902G	WGCF: WORKBENCH/TOOLKIT CROOKES 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-903G	WGCF: GRAPH CALC WHS MATH 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-904G	WGCF: SUMMER READING SCHMELTZER 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-905G	WGCF: FLEX SEATNG LINN 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-906G	WGCF: 3M GRANT STEM CLUB FRANKLIN	6,500.00	0.00	0.00	0.00	0.00	6,500.00	0.00	6,500.00
019-907G	WGCF: WELL BEING STUDIO GUNN ISHAM 2020	503.87	0.00	0.00	0.00	0.00	503.87	0.00	503.87
019-908G	WGCF: SENSORY ROOM WILSON 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9090	DOLLAR GENERAL SUMMER READING GRANT 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9091	VALLEY VIEW PLAYGROUND	14,870.00	0.00	0.00	0.00	0.00	14,870.00	0.00	14,870.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	GRANT								
019-9092	OTHER GRANT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9093	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9094	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9097	MCDAC GRANT FY 97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9098	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-909G	WGCF: STEAM VV LIBRARY OWENS VV 2020	134.57	0.00	0.00	0.00	0.00	134.57	0.00	134.57
019-9101	MHJ GRANT: C JOHNSON READING STRATEGIES THAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9102	MHJ GRANT: TITUS READING GRANT FY15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9103	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9104	GPD STEM GRANT: JESSICA CHADA FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9105	MHJ GRANT: 7 MINDSETS PD 5-8 GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9106	LUKE ENG GRANT: MAKERS SPACE V.V.	3,121.81	0.00	0.00	0.00	0.00	3,121.81	0.00	3,121.81
019-9107	MHJ GRANT: STEM CAMP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9108	STEM CAMP LOCAL GRANTS / DONATIONS	140.71	0.00	0.00	0.00	2,747.39	(2,606.68)	500.00	(3,106.68)
019-9109	STEM CLB GRATN ALCOLA FY2017	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-910G	WGCF: ROBOTICS CAMP SHALALA 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9110	PIZZA HUT BOOK IT GRANT: E PETIT (2017)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9111	FOOD SERVICE: AMERICAN DAIRY ASSOC GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9114	BELIEVE IN OHIO GRANT WHS (FY2016)	1,625.84	0.00	0.00	0.00	0.00	1,625.84	0.00	1,625.84
019-911G	WGCF: LIBRARY CLAYPOOL LINCOLN 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-912G	WGCF: ELA BOOKS L.SMITH WHS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9131	DEPARTMENT OF NATURAL RESOURCE - GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-913G	WGCF: WMS COURTYARD P JURY WMS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-914G	WGCF: GRIZZLY GRP MENTORING GOOD WHS 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-915G	WGCF: CIS MUSIC A MUHL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-916G	WGCF: V.V. SENSORY ROOM H DUERR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-917G	WGCF: OVERLOOK READING A ZWISLER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-918G	WGCF: CIS P.E. M MINICK	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-918M	MCDAC GRANT FY 18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9191	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9192	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9198	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9199	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-919G	WGCF: V.V. STEAM J MARINI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-919M	MCDAC GRANT FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9201	TECH PREP: MARKETING BARBERTON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9202	SPECIAL ED DONATIONS GRANT	55.90	0.00	0.00	0.00	0.00	55.90	0.00	55.90
019-9203	MHJ GRANT: 6+1 TRAITS BENNETT/JOHNSON	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9204	MHJ GRANT: POWER READING CROOKES -FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9205	V.V. OSLN STEM Classroom Grant (FY 2022)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-920G	WGCF: ISHAM 100 YR MURAL S. LUCAS	355.74	0.00	0.00	0.00	0.00	355.74	0.00	355.74
019-921G	WGCF:OVERLOOK BRAINBALL B. NOLIN	57.51	0.00	0.00	0.00	0.00	57.51	0.00	57.51
019-9225	WMS CLINICAL RM ECOSYSTEM GRANT P. JUREY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9226	GPD GRANT: V.V SENSORY ROOM - HASSINGER 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-922G	WGCF: CIS STUDENT INVESTIGATORS S. LUCHKA	13.16	0.00	0.00	0.00	0.00	13.16	0.00	13.16
019-923G	WGCF: WHS BRUIN PHOTO STUDIO E HEFFINGER	455.90	0.00	0.00	0.00	0.00	455.90	0.00	455.90
019-924G	WGCF: FRANKLIN SHARED BOOKROOM K,. MARIAS	0.45	0.00	0.00	0.00	0.00	0.45	0.00	0.45
019-925G	WGCF: WMS THINKING MATH B. LAWRENCE	1,013.84	0.00	0.00	0.00	181.11	832.73	0.00	832.73
019-926G	WGCF: WHS CALMNIG CORNER SPACE C DiPAOLO	1,710.27	0.00	0.00	0.00	0.00	1,710.27	0.00	1,710.27
019-927G	WGCF: VALLEY VIEW H DUERR SENSORY MAGIC ROOM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-928G	WGCF: CIS C. WOLF CIS STEM ROOM	16.29	0.00	0.00	0.00	0.00	16.29	0.00	16.29
019-9299	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-929G	WGCF: WHS K HAMSHER ALTERNATIVE LEARNING ENVIRONMENT	4,270.05	0.00	0.00	0.00	0.00	4,270.05	570.05	3,700.00
019-9301	SENSORY ROOM GPD GRANT_ HALEY DUERR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9302	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-9303	OTHER GRANT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
019-9304	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9305	TECH PREP: MARKETING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9306	GENE HAAS: FOUNDATION CAREER TECH SCHOLARSHIP	5,600.00	0.00	0.00	0.00	0.00	5,600.00	0.00	5,600.00
019-9307	HAAS FOUNDATION PD GRANT (FY20)	9,748.82	0.00	0.00	0.00	0.00	9,748.82	4,123.82	5,625.00
019-9308	ISHAM WEATHER CLINICAL RESEARCH GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9309	GENE HAAS: FOUNDATION GRANT APRIL 2022	3,477.00	0.00	0.00	1,177.22	1,177.22	2,299.78	576.38	1,723.40
019-930G	WGCF: WHS L SMITH GRAPHIC & VERSE NOVELS	13.96	0.00	0.00	0.00	0.00	13.96	0.00	13.96
019-931G	WGCF: WMS K WILSON HYDROPONIC GARDEN	1,072.06	0.00	0.00	0.00	0.00	1,072.06	116.42	955.64
019-932G	WGCF: S SCHMELTZER KINDERGARTEN FINE MORTOR INITIATIVE	42.00	0.00	0.00	0.00	0.00	42.00	0.00	42.00
019-933G	WGCF: FRANKLIN K LAIB KEVA PLANKS 2ND GRADE 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-934G	WGCF: FRANKLIN M SIMMONS STEM LAB REDESIGN 2023	143.44	0.00	0.00	0.00	0.00	143.44	0.00	143.44
019-935G	WGCF: FRANKLIN K AUERBACH OUTDOOR LEARNING SPACE	32.12	0.00	0.00	0.00	0.00	32.12	0.00	32.12
019-936G	WGCF:OVERLOOK B LAINO CLASSROOM CALMING SENSORY BINS	1.65	0.00	0.00	0.00	0.00	1.65	0.00	1.65
019-937G	WGCF: LINCOLN J SHALALA 3D PRINTING 2023	0.10	0.00	0.00	0.00	0.00	0.10	0.00	0.10
019-938G	WGCF: ISHAM V FUGATE LIBRARY REFRESH	208.26	0.00	0.00	0.00	193.21	15.05	0.00	15.05
019-939G	WGCF: VALLEY VIEW J SORRENT CLAY RELIEF DISPLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9401	MHJ GRANT: SCHMELTZER LITERATURE FY 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9402	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9403	SME PRIME: SCHOOL GRANT	29,142.72	0.00	0.00	0.00	0.00	29,142.72	3,276.18	25,866.54
019-9404	SME EDUCATIONAL FOUNDATION: $10,000 GRANT 2024 (SHIPLEY)	0.64	10,000.00	10,000.00	0.00	0.00	10,000.64	0.00	10,000.64
019-9405	TECH PREP: BUSINESS TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9406	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9407	TECH PREP: ATHLETIC, HEALTH CARE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9408	TECH PREP: ADVANCEMENT TO NURSING GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
019-940G	WGCF: WMS BUILDING READERS BOOK CLUB GOODRICH/HOFENER	$ 62.03	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 62.03	$ 0.00	$ 62.03
019-941G	WGCF: FRANKLIN EMPOWERING STEM LEARNING J. MARINI	325.98	0.00	0.00	0.00	0.00	325.98	95.92	230.06
019-942G	WGCF: UNIVERSAL CALM DONW CORNER C. BRADY	4,041.53	0.00	0.00	0.00	3,600.03	441.50	0.00	441.50
019-943G	WGCF: WMS HYDROPONIC GARDEN K WILSON	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00
019-9501	WMS PRINCIPALS GROUP: JACKSON	2,384.72	0.00	0.00	0.00	0.00	2,384.72	0.00	2,384.72
019-9502	SAFE ROUTE TO SCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9503	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9504	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9505	WADSWORTH SCHOOLS: 135TH FY 2006 (1870)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9506	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9507	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9508	TECH PREP: FIRE/EMT-CRIM. JUSTICE (BARB.)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9509	HEALTH EDUC. MINI GRANT (C.COLLINS) WELLNESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9601	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9602	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9603	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9604	TECH PREP: FY06 AUTOMOTIVE TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9605	TECH PREP: FY06 WEB PROGRAMING TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9606	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9607	CAMP CAN DO: S SCHROCK SUMMER 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9701	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9702	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9703	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-976I	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-977L	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-978O	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-979V	VV MD UNIT DONATION (FY2025)	0.00	0.00	3,000.00	0.00	2,925.14	74.86	0.00	74.86
019-9801	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9802	TECH PREP: MARKETING ALL SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9803	TECH PREP: MARKETING -	9.99	0.00	0.00	0.00	0.00	9.99	0.00	9.99

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	BARBERTON								
019-9804	WMS: CARE TEAM AFTER SCHOOL PROGRAM	$ 6,078.37	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 6,078.37	$ 0.00	$ 6,078.37
019-9805	ODNR FISHING CLUB GRANT (SHIARLA)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9806	TECH PREP: FY08 MARKETING WADSWORTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9807	TECH PREP: FY08 MARKETING COPLEY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9808	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9809	TECH PREP: FY08 TEACHER AID PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9810	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9811	TECH PREP: IT CISCO GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9812	TECH PREP: MARKETING (WADS / NORT / COP)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9813	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-981H	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9901	TECH PREP: FY09 J VANKIRK COMPUTER TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9902	TECH PREP: COMPASS TESTING - TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9903	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9904	OHIO DEVELOPMENT DISABILITIES COUNCIL-SAYRE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9905	LOWES GRANT--VALLEY VIEW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
019-9906	OTHER GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 139,683.78	**$ 10,000.00**	**$ 19,991.63**	**$ 2,673.42**	**$ 17,053.09**	**$ 142,622.32**	**$ 14,655.64**	**$ 127,966.68**
Fund:	**020**								
020-0000	BEAR CUB ACADEMY	1,483.40	31,716.80	106,649.19	35,557.24	115,898.84	(7,766.25)	14,407.32	(22,173.57)
		$ 1,483.40	**$ 31,716.80**	**$ 106,649.19**	**$ 35,557.24**	**$ 115,898.84**	**$ (7,766.25)**	**$ 14,407.32**	**$ (22,173.57)**
Fund:	**022**								
022-0000	C.I./A.I.M.S PROJECT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-900S	L & J FUND SWIMM AND DIVE TEAM SUB ACCOUNT	100.00	0.00	100.00	0.00	0.00	200.00	0.00	200.00
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	12,027.46	0.00	4,000.00	627.25	6,265.19	9,762.27	1,035.81	8,726.46
022-9091	L & J FUND: FIELD TRIP FUND	5,703.58	0.00	0.00	0.00	0.00	5,703.58	0.00	5,703.58
022-9511	OHSAA TOURNAMENT: BASEBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9512	OHSAA TOURNAMENT: BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9513	OHSAA TOURNAMENT: BOYS SOCCER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9516	OHSAA TOURNAMENT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	FOOTBALL								
022-9517	OHSAA TOURNAMENT: BOYS LACROSSE	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
022-9528	OHSAA TOURNAMENT: WRESTLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9532	OHSAA TOURNAMENT: GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9533	OHSAA TOURNAMENT: GIRLS SOCCER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9534	OHSAA TOURNAMENT: SOFTBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9535	DISTRICT CUSTODIAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9536	OHSAA TOURNAMENT: GIRLS LACROSSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-9543	OHSAA TOURNAMEN: VOLLEYBALL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-974C	L&J FUND CIS FIELDTRIPS	4,588.43	0.00	0.00	0.00	0.00	4,588.43	0.00	4,588.43
022-975F	L&J FUND FRANKLIN FIELDTRIPS	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
022-976I	L&J FUND ISHAM FIELDTRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
022-977L	L&J FUND LINCOLN FIELDTRIPS	1,218.24	0.00	0.00	0.00	0.00	1,218.24	0.00	1,218.24
022-978O	L&J FUND OVERLOOK FIELDTRIPS	941.78	0.00	0.00	0.00	0.00	941.78	224.00	717.78
022-979V	L&J FUND VALLEY VIEW FIELDTRIPS	1,839.33	0.00	0.00	0.00	0.00	1,839.33	50.00	1,789.33
022-980M	L&J FUND WMS FIELDTRIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 36,480.81	**$ 0.00**	**$ 4,100.00**	**$ 627.25**	**$ 6,265.19**	**$ 34,315.62**	**$ 1,309.81**	**$ 33,005.81**
Fund:	**024**								
024-0000	WCSD EMPLOYEE BENEFITS INSURANCE FUND	56,294.13	36,546.33	157,494.96	32,880.35	245,296.56	(31,507.47)	267,967.77	(299,475.24)
		$ 56,294.13	**$ 36,546.33**	**$ 157,494.96**	**$ 32,880.35**	**$ 245,296.56**	**$ (31,507.47)**	**$ 267,967.77**	**$ (299,475.24)**
Fund:	**025**								
025-9096	COMPUTER NETWORK CLASS 'A'SIT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**029**								
029-0000	FRANK H. CLOSE SCHOLARSHIP FUND	6.60	0.00	0.00	0.00	0.00	6.60	0.00	6.60
029-9001	BERNADINE H. KOVALCHIN SCHOLARSHIP FUND	21,791.48	0.00	0.00	0.00	0.00	21,791.48	3,000.00	18,791.48
029-9002	MARK SCHERBA MEMORIAL SCHOLARSHIP	1.82	0.00	0.00	0.00	0.00	1.82	0.00	1.82
029-9003	PERFORMING ARTS FOUNDATION FUND	0.00	0.00	321,248.22	0.00	825.00	320,423.22	1,500.00	318,923.22
029-9004	EDUCATION FOUNDATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
029-9005	KAHL, WILLIAM SR AND RUTH WHS SCHOLARSHIP	$ 155.98	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 155.98	$ 0.00	$ 155.98
029-9006	MACKEY SCHOLARSHIP	17,534.39	0.00	0.00	0.00	0.00	17,534.39	0.00	17,534.39
029-9007	DANIEL VAN AUKEN SCHOLARSHIP FUND	12,164.01	0.00	0.00	689.52	1,627.08	10,536.93	2,358.37	8,178.56
029-9008	DAVID SLADKY SCHOLARSHIP FUND	491.64	0.00	0.00	0.00	0.00	491.64	0.00	491.64
029-9009	GEORGE ZITO SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
029-9010	SHAWN RILEY VAN DYKE SCHOLARSHIP FUND	11,238.48	0.00	0.00	0.00	0.00	11,238.48	0.00	11,238.48
029-9011	MARK D LANGE SCHOLARSHIP FUND	6,306.14	0.00	0.00	0.00	0.00	6,306.14	0.00	6,306.14
029-9012	SCHOLARSHIPS_WHS_REVOLVING_ACCOUNT	(1,000.00)	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
029-9013	JOE GAINS SCHOLARSHIP FUND	49.01	0.00	0.00	0.00	0.00	49.01	0.00	49.01
029-917H	EDUCATION FOUNDATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 68,739.55	**$ 0.00**	**$ 322,248.22**	**$ 689.52**	**$ 2,452.08**	**$ 388,535.69**	**$ 6,858.37**	**$ 381,677.32**
Fund:	**034**								
034-0000	CLASSROOM FACILITIES MAINTENANCE FUND	2,831,771.36	0.00	0.00	5,558.76	128,250.15	2,703,521.21	90,163.71	2,613,357.50
		$ 2,831,771.36	**$ 0.00**	**$ 0.00**	**$ 5,558.76**	**$ 128,250.15**	**$ 2,703,521.21**	**$ 90,163.71**	**$ 2,613,357.50**
Fund:	**071**								
071-0000	SALES TAX: PERM. IMPROVEMENTS FUND	3,620,503.90	0.00	1,535,219.15	0.00	407,032.50	4,748,690.55	2,233,623.35	2,515,067.20
		$ 3,620,503.90	**$ 0.00**	**$ 1,535,219.15**	**$ 0.00**	**$ 407,032.50**	**$ 4,748,690.55**	**$ 2,233,623.35**	**$ 2,515,067.20**
Fund:	**200**								
200-900W	CLASS OF 2000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-901W	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-902H	GRIZZLY RPG CLUB (ROLL PLAYING GAME)	153.76	0.00	0.00	0.00	0.00	153.76	0.00	153.76
200-902W	CLASS OF 2002	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-903H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-903W	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-904H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-904W	CLASS OF 2004	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-905W	CLASS OF 2005	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-906H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-906W	CLASS OF 2006	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-907H	WEB PROGRAMMING AND DESIGN	249.86	0.00	(249.86)	0.00	0.00	0.00	0.00	0.00
200-907W	CLASS OF 2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-908H	ROTARY INTER-ACT: YOUTH ROTARY CLUB	70.99	0.00	0.00	0.00	0.00	70.99	0.00	70.99

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200-908W	CLASS OF 2008	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
200-909H	CADD STUDENT ACTIVTY ACCOUNT	(325.84)	0.00	325.84	0.00	0.00	0.00	0.00	0.00
200-909W	CLASS OF 2009	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-910H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-910W	CLASS OF 2010	215.44	0.00	0.00	0.00	0.00	215.44	0.00	215.44
200-911H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-911W	CLASS OF 2011	20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00
200-912H	FRENCH CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-912W	CLASS OF 2012	20.00	0.00	0.00	0.00	0.00	20.00	0.00	20.00
200-913A	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913B	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913C	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913D	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-913W	CLASS OF 2013	156.48	0.00	0.00	0.00	0.00	156.48	0.00	156.48
200-914C	ROOTS AND SHOOTS CENTRAL INTERMEDIATE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-914H	S.A.D.D. WADSWORTH HIGH SCHOOL	(192.38)	0.00	192.38	0.00	0.00	0.00	0.00	0.00
200-914M	SADD - WADSWORTH MIDDLE SCHOOL	659.92	0.00	0.00	0.00	0.00	659.92	0.00	659.92
200-914W	CLASS OF 2014:	122.04	0.00	0.00	0.00	0.00	122.04	0.00	122.04
200-915H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	(49.98)	0.00	49.98	0.00	0.00	0.00	0.00	0.00
200-917W	CLASS OF 2017	1,934.44	0.00	0.00	0.00	0.00	1,934.44	0.00	1,934.44
200-918H	ACADEMIC CHALLENGE	1,382.83	0.00	0.00	0.00	0.00	1,382.83	0.00	1,382.83
200-918T	WHS: TRI M MUSIC HONOR SOCIETY	649.10	0.00	850.00	0.00	645.00	854.10	2,785.00	(1,930.90)
200-918W	CLASS OF 2018	1,669.08	0.00	0.00	0.00	0.00	1,669.08	0.00	1,669.08
200-919H	SPEECH AND DEBATE TEAM	(34,975.03)	0.00	35,011.03	0.00	9,651.60	(9,615.60)	7,878.54	(17,494.14)
200-919W	CLASS OF 2019	3,195.57	0.00	0.00	0.00	0.00	3,195.57	0.00	3,195.57
200-920H	N. H. S. NATIONAL HONOR SOCIETY	1,043.76	71.00	71.00	0.00	0.00	1,114.76	0.00	1,114.76
200-920W	CLASS OF 2020	(1,860.98)	0.00	0.00	0.00	0.00	(1,860.98)	0.00	(1,860.98)
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	3,596.27	0.00	(318.34)	0.00	0.00	3,277.93	0.00	3,277.93
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	1,256.15	0.00	0.00	0.00	0.00	1,256.15	0.00	1,256.15
200-923H	INTERNATIONAL CLUB (FOREIGN LANGUAGES)	4,479.34	0.00	0.00	0.00	55.00	4,424.34	1,200.00	3,224.34

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200-923W	CLASS OF 2023	$ 1,559.02	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 1,559.02	$ 0.00	$ 1,559.02
200-924C	CENTRAL INTERMEDIATE STUDENT COUNCIL	5,396.71	1,161.75	1,682.35	0.00	1,059.47	6,019.59	1,203.35	4,816.24
200-924H	STUDENT COUNCIL	9,594.04	0.00	20,301.58	1,330.88	11,382.04	18,513.58	5,750.60	12,762.98
200-924I	ISHAM STUDENT COUNCIL	875.38	0.00	426.00	0.00	0.00	1,301.38	0.00	1,301.38
200-924M	WADSWORTH MIDDLE STUDENT COUNCIL	691.45	73.00	73.00	78.95	364.76	399.69	0.00	399.69
200-924W	CLASS OF 2024	(807.15)	0.00	1,256.38	0.00	0.00	449.23	0.00	449.23
200-925H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-925W	CLASS OF 2025	2,114.40	270.00	4,083.00	0.00	0.00	6,197.40	27,545.00	(21,347.60)
200-926H	D. E. C. A.	8,029.09	0.00	0.00	0.00	0.00	8,029.09	0.00	8,029.09
200-926W	CLASS OF 2026	124.00	0.00	0.00	0.00	0.00	124.00	0.00	124.00
200-927H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-927W	CLASS OF 2027	286.00	0.00	0.00	0.00	0.00	286.00	0.00	286.00
200-928H	C.B.I.P.	179.82	0.00	0.00	0.00	0.00	179.82	0.00	179.82
200-928W	CLASS OF 2028	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-929H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-929W	CLASS OF 2029	194.15	0.00	0.00	0.00	0.00	194.15	0.00	194.15
200-930H	GRIZZLY GRIND COFFEE CLUB	1,590.27	767.00	1,062.50	102.17	379.96	2,272.81	620.04	1,652.77
200-930W	CLASS OF 2030	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-931H	MEDIA COMMUNICATIONS WHS	294.99	0.00	0.00	0.00	0.00	294.99	0.00	294.99
200-932H	WHS SPECTRUM CLUB	42.03	0.00	0.00	0.00	0.00	42.03	0.00	42.03
200-932S	inactive STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-933H	TEACHER AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-934H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-935H	GRIZZLY LEADER ACADEMY (WHS)	1,985.49	0.00	209.69	37.45	118.35	2,076.83	381.65	1,695.18
200-936H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-941H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-945H	AUTOMOTIVES	1,177.36	0.00	0.00	0.00	170.85	1,006.51	0.00	1,006.51
200-946H	CARPENTRY	1,608.32	0.00	0.00	0.00	0.00	1,608.32	0.00	1,608.32
200-947H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-948H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-9512	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-951C	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-952C	MIDDLE SCHOOL DRAMA	15,447.96	0.00	7,844.00	6,546.04	15,591.64	7,700.32	3,535.99	4,164.33
200-953C	MIDDLE SCHOOL USERVE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-953P	MIDDLE SCHOOL POWER OF THE PEN	0.00	0.00	0.00	0.00	450.00	(450.00)	0.00	(450.00)
200-988H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-993H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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200-994H	STUDENT MANAGED ACTIVITY	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
200-995H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-996H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-997H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-998H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
200-999H	STUDENT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 33,968.94	**$ 2,342.75**	**$ 72,870.53**	**$ 8,095.49**	**$ 39,868.67**	**$ 66,970.80**	**$ 50,900.17**	**$ 16,070.63**
Fund:	**300**								
300-0000	WHS ATHLETICS	4,044.34	10,700.00	120,371.54	15,041.40	49,690.27	74,725.61	95,045.64	(20,320.03)
300-900A	WHS ATHLETICS: BENEFIT GAMES/COMM SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-900C	WMS ATHLETICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-900H	WHS BAND UNIFORM REPLACEMENT	56,147.54	0.00	0.00	0.00	0.00	56,147.54	0.00	56,147.54
300-900R	WHS ATHLETICS-ROTARY	4,746.10	0.00	1,292.62	635.40	2,392.40	3,646.32	26,048.38	(22,402.06)
300-901H	WHS CHOIR ROBE REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-902H	WHS JOURNALISM / BRUIN FUND	8,102.30	3,172.20	10,675.95	954.00	2,350.00	16,428.25	10,800.00	5,628.25
300-910H	WHS DRAMA FUND	65,369.10	4,932.00	4,932.00	1,489.46	20,401.00	49,900.10	9,915.84	39,984.26
300-911M	WMS FISHING CLUB	95.42	0.00	0.00	0.00	0.00	95.42	0.00	95.42
300-917H	WHS MUSIC-INSTRUMENTAL	9,775.80	0.00	300.00	0.00	0.00	10,075.80	0.00	10,075.80
300-918H	WHS MUSIC-VOCAL GENERAL CHOIR	8,769.06	9,916.25	39,115.25	13,000.09	54,943.94	(7,059.63)	17,393.72	(24,453.35)
300-918M	WMS VOCAL MUSIC STUDENT ACTIVITY ACCOUNT	1,719.60	0.00	15,587.25	2,057.00	13,975.82	3,331.03	23,782.93	(20,451.90)
300-918S	WHS SHOW CHOIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-947M	WMS INSTRUMENTAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-948C	WMS VOCAL MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-9500	ATHLETIC CAMPS: WEIGHT ROOM	107.27	0.00	0.00	0.00	0.00	107.27	0.00	107.27
300-950M	ATHLETICS: WMS "CAMP" ACCOUNT ALL SPORTS	529.13	0.00	0.00	0.00	0.00	529.13	0.00	529.13
300-9511	ATHLETIC CAMPS: BASEBALL	589.61	0.00	0.00	0.00	0.00	589.61	0.00	589.61
300-9512	ATHLETIC CAMPS: BOYS BASKETBALL	2,616.56	0.00	0.00	0.00	300.00	2,316.56	952.20	1,364.36
300-9513	ATHLETIC CAMPS: B SOCCER	312.00	0.00	0.00	0.00	0.00	312.00	84.98	227.02
300-9516	ATHLETIC CAMPS: FOOTBALL	3,614.47	0.00	2,368.35	0.00	9,096.77	(3,113.95)	773.01	(3,886.96)
300-9517	ATHLETIC CAMPS: BOYS LAX	1,884.60	0.00	2,045.00	0.00	710.00	3,219.60	0.00	3,219.60
300-9523	ATHLETIC CAMPS: CROSS COUNTRY	1,480.12	0.00	182.67	0.00	0.00	1,662.79	0.00	1,662.79
300-9527	ATHLETIC CAMPS: BOYS TRACK	3,483.85	0.00	0.00	0.00	0.00	3,483.85	0.00	3,483.85
300-9528	ATHLETIC CAMPS: WRESTLING	(623.43)	0.00	0.00	0.00	0.00	(623.43)	3,200.00	(3,823.43)
300-9532	ATHLETIC CAMPS: GIRLS	12,478.17	0.00	0.00	0.00	2,286.61	10,191.56	1,081.92	9,109.64

WADSWORTH CITY SCHOOL DISTRICT

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	BASKETBALL								
300-9534	ATHLETIC CAMPS: SOFTBALL CAMP	$ 2,104.77	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 2,104.77	$ 0.00	$ 2,104.77
300-9535	ATHLETIC CAMPS: VOLLEYBALL	9,859.06	0.00	2,104.00	0.00	2,027.89	9,935.17	776.68	9,158.49
300-9536	ATHLETIC CAMPS: GIRLS LAX	1,163.00	0.00	0.00	0.00	243.42	919.58	0.00	919.58
300-9544	ATHLETIC CAMPS: GIRLS GOLF FUND	789.46	0.00	0.00	0.00	0.00	789.46	0.00	789.46
300-9546	ATHLETIC CAMPS: GIRLS TENNIS	4,042.18	0.00	0.00	0.00	691.65	3,350.53	0.00	3,350.53
300-9547	ATHLETIC GIRLS TRACK	3,324.14	0.00	0.00	0.00	0.00	3,324.14	0.00	3,324.14
300-9551	ATHLETIC CAMPS: WHEELCHAIR BASKETBALL	100.00	231.00	231.00	0.00	0.00	331.00	0.00	331.00
300-9552	ATHLETIC CAMPS: BOWLING	5,441.08	0.00	0.00	0.00	937.38	4,503.70	1,187.00	3,316.70
300-9553	ATHLETIC CAMPS: WHS CHEER	451.97	175.00	8,544.58	1,200.00	4,516.53	4,480.02	1,395.40	3,084.62
300-9555	ATHLETIC CAMPS: WMS CHEER	2,811.32	0.00	182.42	0.00	633.38	2,360.36	0.00	2,360.36
300-980M	DISTRICT MANAGED ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
300-988H	WHS YEARBOOK/WHISPERER FUND	21,713.85	0.00	1,173.00	0.00	5,919.73	16,967.12	7,989.96	8,977.16
		$ 237,042.44	**$ 29,126.45**	**$ 209,105.63**	**$ 34,377.35**	**$ 171,116.79**	**$ 275,031.28**	**$ 200,427.66**	**$ 74,603.62**
Fund:	**401**								
401-9000	AUXILIARY SERVICES (SACRED HEART)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9001	AUXILARY SERVICES (SACRED HEART)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9004	AUXILIARY SERVICES - SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9005	AUX SERVICE: SACRED HEART FY05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9006	AUXILIARY SERV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9009	AUX SERV SAC HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9019	AUX SERVICES FY19: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9020	AUX SERVICES FY 2020 SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9021	AUX SERVICES FY 2021: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9022	AUX SERVICES FY 2022: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9023	AUX SERVICES FY 2023: SACRED HEART	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
401-9024	AUX SERVICES FY 2024: SACRED HEART	13,711.31	0.00	0.00	0.00	48,972.65	(35,261.34)	0.00	(35,261.34)
401-9025	AUX SERVICES FY 2025: SACRED HEART	0.00	50,188.81	100,601.41	484.85	68,622.12	31,979.29	142,899.83	(110,920.54)
401-9107	AUXILIARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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401-9108	AUXILIARY SERVICES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
401-9109	AUXILIARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 13,711.31	**$ 50,188.81**	**$ 100,601.41**	**$ 484.85**	**$ 117,594.77**	**$ (3,282.05)**	**$ 142,899.83**	**$ (146,181.88)**
Fund:	**402**								
402-9090		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9091		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9095		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-9190		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**409**								
409-9097		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
409-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**412**								
412-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
412-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**416**								
416-9089	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9090	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9091	TEACHER DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
416-9096	PROFESSIONAL DEVELOPMENT BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**420**								
420-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**422**								
422-9089		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9090		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9091		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9189		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9190		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9285		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
422-9488		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**425**								
425-9000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
425-9099		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**432**								
432-9090	EMIS SUBSIDY OHIO DEPT OF EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**440**								
440-0000	ENTRY YEAR PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**447**								
447-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
447-9094		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
447-9095		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**450**								
450-9000	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9001	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9003	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9005	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9098	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
450-9101	SCHOOLNET EQUIP/INFRASTRUCTURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**451**								
451-0000	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9002	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9003	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9004	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9006	ONE NET K-12 NETWORK SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9007	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9008	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9009	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9010	DATA COMMUNICATION FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9019	ONENET: FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9020	ONE NET FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9021	ONE NET FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9022	ONE NET FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
451-9023	ONE NET FY 2023	0.80	0.00	0.00	0.00	0.00	0.80	0.00	0.80

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451-9024	ONE NET FY 2024	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
451-9025	ONE NET FY 2025	0.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	9,000.00
		$ 0.80	**$ 9,000.00**	**$ 9,000.00**	**$ 0.00**	**$ 0.00**	**$ 9,000.80**	**$ 0.00**	**$ 9,000.80**
Fund:	**452**								
452-0000	SCHOOLNET PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9002	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9004	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9005	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9006	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
452-9007	SCHOOLNET PROFESS. DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**455**								
455-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
455-9099		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**459**								
459-9004	OHIOREADS VOL COORDINATOR GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9005	OHIOREADS VOL COORDINATOR GRANT FY 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9006	OHIOREADS VOL COORDINATOR GRANT OV,IS,LN,VV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9007	OHIOREADS VOL COOR GRANT: FY 07 OV,LN,FR,VVIS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9105	OHIOREADS GRANT: FY 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9750	OHIOREADS VOLUNTEER - FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9752	OHIOREADS CLASSROOM FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9755	OHIOREADS GRANT FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-975F	OHIOREADS - FRANKLIN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9760	OHIOREADS VOLUNTEER - ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9762	OHIOREADS - ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-9765	OHIOREADS GRANT ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-976I	OHIOREADS GRANT ISHAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-976O	OHIO READS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-977L	OHIO READS LINCOLN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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459-9782	OHIOREADS OVERLOOK	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
459-9785	OHIO READS GRANT OVERLOOK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
459-978O	OHIO READS OVERLOOK VOLUNTEER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**460**								
460-9001	SUMMER INTERVENTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460-9004	STUDENT INTERVENTION GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
460-9005	STUDENT INTERVENTION GRANT:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**461**								
461-9000	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9004	CAREER DEVELOPMENT (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9005	CAREER DEVELOPMENT (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9105	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9106	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9107	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
461-9108	VOCATIONAL EDUC. ENHANCEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**467**								
467-9020	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
467-9021	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
467-9022	STUDENT WELLNESS & SUCCESS FUNDS STATE AIDE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**499**								
499-9000	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9003	CONFLICT MANAGEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9007	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9016	OHIO CAREER COUNSELING GRANT (COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9017	OHIO CAREER COUNSELING	18,219.40	0.00	0.00	0.00	0.00	18,219.40	0.00	18,219.40

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	GRANT: FY2017								
499-9018	SECONDARY TRANSITION STUDENT W/ DISABILITIES	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
499-9022	OH SCHOOL SAFETY GRANT: FY22 $24,184.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9099	LEAD SCHOOL GRANT - VOCATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9116	SCHOOL PSYCH INTERN GRANT FY 16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-919C	OH SCHOOL SAFETY GRANT: 4 CITIES FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-919W	OH SCHOOL SAFETY GRANT: WADSWORTH CSD FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9200	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-920W	OHIO SCHOOL SAFETY GRANT: WADSWORTH CSD FY20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-921B	OHIO SCHOOL BUS PURCHASE PROGRAM FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-921W	OHIO SCHOOL SAFETY TRAINNING GRANT: WADSWORTH CSD FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-922B	OHIO SCHOOL BUS PURCHASE PROGRAM FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-923A	OH ATTORNEY GENERAL SAFETY GRANT: WADSWORTH CSD FY23 $24,236.06	1,460.06	0.00	0.00	0.00	401.56	1,058.50	0.00	1,058.50
499-923S	OFCC SCHOOL SAFETY GRANT: WADSWORTH CSD FY23 $70,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-923W	OFCC SCHOOL SAFETY GRANT: WADSWORTH CSD FY23 $163,659.19	499.26	0.00	0.00	0.00	126.89	372.37	331.86	40.51
499-924A	OH ATTORNEY GENERAL SAFETY GRANT: WADSWORTH CSD FY24 $19,399.69	6,614.69	0.00	0.00	0.00	0.00	6,614.69	0.00	6,614.69
499-924B	OHIO BUREAU WORKSER COMP: School Safety and Security Grant $40,000	0.00	0.00	40,000.00	0.00	40,000.00	0.00	0.00	0.00
499-925B	OHIO BUREAU WORKSER COMP: SCHOL SAFETY GRANT CUSTODIAL EQUIPMENT $40,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9300	CONFLICT MANAGEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
499-9303	MISCELLANEOUS STATE GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 26,793.41	**$ 0.00**	**$ 40,000.00**	**$ 0.00**	**$ 40,528.45**	**$ 26,264.96**	**$ 331.86**	**$ 25,933.10**

Fund: **504**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
504-0000		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
504-9012	EDUCATION JOBS BILL GRANT FY 2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**506**								
506-0000	RACE TO THE TOP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506-9000	RttT: OILA GRANT OVERLOOK FY 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506-9013	RACE TO THE TOP:RESIDENT EDUCATOR REIMB.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
506-9014	RACE TO THE TOP: RESIDENT EDUC. FUNDS FY14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**507**								
507-0000	ELEMENTARY AND SECONDARY SCHOOL EMERGENCY RELIEF FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9020	ESSER (CARES ACT) GRANT FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9021	ESSER (CARES ACT) GRANT FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9022	ESSER II GRANT ENDS 9/30/23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9023	ESSER III (ARP) GRANT ENDs 9/30/24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-9024	ESSER III (ARP) GRANT ENDs 9/30/24	2,900.24	0.00	234,384.08	0.00	237,284.32	0.00	0.00	0.00
507-902H	ARP HOMELESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923E	ESSER GRANT FY 23 carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923H	ARP HOMELESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-923S	ESSER STATE ACTIVITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-924H	ARP HOMELESS TARGETED SUPPORT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
507-925H	ARP HOMELESS GRANT FY 24 $2,900.24	(2,330.00)	2,622.25	2,622.25	0.00	292.25	0.00	0.00	0.00
		$ 570.24	**$ 2,622.25**	**$ 237,006.33**	**$ 0.00**	**$ 237,576.57**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**510**								
510-9021	CORONAVIRUS RELIEF FUND (CRF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921B	CRF: OHIO BROADBAND GRANT 12/30/20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921C	MEDINA COUNTY CRF-SUBGRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510-921W	WADSWORTH TOWNSHIP CRF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**514**								
514-9000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
514-9001		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
514-9002		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9089		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9090		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9091		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9092		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9093		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9097		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9098		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
514-9198		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**516**								
516-0000	IDEA-B FED GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9002	TITLE VI B FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9005	ACCESS GRANT @ CIS/WMS: FED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9006	ACCESS GRANT @ CIS/WMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9010	IDEA-B FED GRANT (NON STIMULUS)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9019	IDEA-B FED GRANT FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9020	IDEA-B FED GRANT FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9021	IDEA-B FED GRANT FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9022	IDEA-B FED GRANT FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9023	IDEA-B FED GRANT FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9024	IDEA-B FED GRANT FY 2024	0.00	74,287.38	74,287.38	0.00	74,287.38	0.00	0.00	0.00
516-9025	IDEA-B FED GRANT FY 2025	0.00	0.00	0.00	133,269.16	356,201.33	(356,201.33)	0.00	(356,201.33)
516-9088	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9089	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9090	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9091	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9093	IDEA PART B GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-9098	TITLE VI B FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-919R	IDEA-B RESTORATION GRANT FY2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-920R	IDEA-B RESTORATION GRANT FY2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-922A	IDEA-B ARP FY 22 FED GRANT American Recovery Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-923A	IDEA-B ARP FY 23 FED GRANT American Recovery Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-932N	STIMULUS IDEA-B: FY 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
516-932O	STIMULUS IDEA-B: FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 74,287.38**	**$ 74,287.38**	**$ 133,269.16**	**$ 430,488.71**	**$ (356,201.33)**	**$ 0.00**	**$ (356,201.33)**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**524**								
524-0000	VOC ED: CARL D. PERKINS - 1984	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
524-9008	CARL PERKINS (4-CITIES COMPACT)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9019	CARL PERKINS: FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9020	CARL PERKINS FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9021	CARL PERKINS FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9022	CARL PERKINS FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9023	CARL PERKINS FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9024	CARL PERKINS FY 2024	7,014.78	23,660.52	23,660.52	0.00	30,675.30	0.00	0.00	0.00
524-9025	CARL PERKINS FY 2025	0.00	0.00	0.00	25,333.70	59,109.46	(59,109.46)	0.00	(59,109.46)
524-9089	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9090	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9091	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9092	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9093	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9094	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9097	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9098	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9106	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9190	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9191	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9195	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9196	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9288	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9291	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9292	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-9388	VOC ED: CARL D. PERKINS - 1984	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 7,014.78	**$ 23,660.52**	**$ 23,660.52**	**$ 25,333.70**	**$ 89,784.76**	**$ (59,109.46)**	**$ 0.00**	**$ (59,109.46)**

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
Fund:	**532**								
532-932N	STATE FISCAL STABILIZATION FUND (FOUNDATION)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
532-932O	STATE FISCAL STABILIZATION: FY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**533**								
533-9010	TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533-9011	II-D TECHNOLOGY GRANT (CCIP) FY 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
533-9013	TITLE II D - TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**572**								
572-0000	TITLE ONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9019	TITLE ONE FY 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9020	TITLE I: FY 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9021	TITLE I: FY 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9022	TITLE I: FY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9023	TITLE I: FY 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9024	TITLE I: FY 2024	0.00	67,343.99	67,343.99	0.00	67,343.99	0.00	0.00	0.00
572-9025	TITLE I: FY 2025	0.00	0.00	0.00	67,167.75	161,334.58	(161,334.58)	0.00	(161,334.58)
572-902E	TITLE I: FY 2022 EXPANDING OPP FOR CHILD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9089	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9090	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9091	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9092	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9093	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9098	TITLE ONE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9197	TITLE I DISADVANTAGED CHILDREN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-9199	CHAPTER 1 CARRYOVER 95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-932N	TITLE I STIMULUS ALLOCATION FY 2010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
572-932O	TITLE I STIMULUS FY11: DISADV. YOUTH SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 67,343.99**	**$ 67,343.99**	**$ 67,167.75**	**$ 228,678.57**	**$ (161,334.58)**	**$ 0.00**	**$ (161,334.58)**
Fund:	**573**								
573-0000	TITLE V INNOV	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9001	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
573-9002	TITLE VI	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
573-9010	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9089	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9090	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9091	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9092	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9093	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9094	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9098	TITLE VI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-9199	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
573-932O	TITLE V INNOVATIVE EDUC PGM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**584**								
584-0000	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9002	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9010	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9022	TITLE IV-A STUDENT SUPPORT GRANT FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9023	TITLE IV-A STUDENT SUPPORT GRANT FY23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9024	TITLE IV-A STUDENT SUPPORT GRANT FY24	(853.11)	36,148.70	36,148.70	0.00	35,295.59	0.00	0.00	0.00
584-9025	TITLE IV-A STUDENT SUPPORT GRANT FY2025	0.00	0.00	0.00	312.00	312.00	(312.00)	845.00	(1,157.00)
584-9089	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9090	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9091	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9092	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9093	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9094	DRUG FREE SCHOOL GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-9098	SAFE & DRUG FREE GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
584-922A	TITLE IV, PART A, STUDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	SUPPORT AND ACADEMIC ENRICHMENT PROGRAMS								
584-924S	STRONGER CONNECTIONS GRANT ODE FY 24-26	$ 1,226.00	$ 71,809.60	$ 71,809.60	$ 0.00	$ 73,035.60	$ 0.00	$ 0.00	$ 0.00
		$ 372.89	**$ 107,958.30**	**$ 107,958.30**	**$ 312.00**	**$ 108,643.19**	**$ (312.00)**	**$ 845.00**	**$ (1,157.00)**
Fund:	**585**								
585-9001		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**587**								
587-0000	EARLY CHILDHOOD SPECED, IDEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9000	IDEA PRESCHOOL-HANDICAPPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9013	PRESCHOOL GRANT FY 2013 ((HANDICAPPED)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9019	EARLY CHILDHOD PRESCHOOL IDEA FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9020	EARLY CHILDHOOD SPEC ED IDEA FY 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9021	EARLY CHILDHOOD SPEC ED IDEA FY 21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9022	EARLY CHILDHOOD SPEC ED IDEA FY 22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9023	EARLY CHILDHOOD SPEC ED IDEA FY 23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9024	EARLY CHILDHOOD SPEC ED IDEA FY 24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9025	EARLY CHILDHOOD SPEC ED IDEA FY 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-9098	EHA PRESCHOOL GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-919R	IDEA- PRESCHOOL RECOVERY GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-920R	IDEA- PRESCHOOL RECOVERY GRANT FY 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-921R	IDEA- PRESCHOOL RECOVERY GRANT FY 21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-922A	EARLY CHILDHOOD SPEC ED IDEA_ARP GRANT: FY 22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-932N	STIMULUS PRESCHOOL: FY10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
587-932O	STIMULUS EARLY CHLD: FY 2011	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**588**								
588-0000		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**589**								
589-9001		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
		$ 0.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Fund:	**590**								
590-0000	IMPROVING TEACHER QUALITY TITLE II-A	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
590-9002	CLASS REDUCTION GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9013	IMPROVING TEACH QUALITY FY13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9014	IMPROVING TEACHER QUALITY TITLE II-A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9019	TITLE II-A SUPP EFF INST FY 19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9020	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9021	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9022	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9023	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-9024	TITLE II-A SUPP. EFFECTIVE INSTRUCTION 2024	2,580.14	9,335.02	9,335.02	0.00	11,915.16	0.00	0.00	0.00
590-9025	TITLE II-A SUPP. EFFECTIVE INSTRUCTION FY 2025	0.00	0.00	0.00	19,027.59	40,127.05	(40,127.05)	938.15	(41,065.20)
		$ 2,580.14	**$ 9,335.02**	**$ 9,335.02**	**$ 19,027.59**	**$ 52,042.21**	**$ (40,127.05)**	**$ 938.15**	**$ (41,065.20)**
Fund:	**599**								
599-9015	HEALTHY CUISINE FOR KIDS FOOD SERV. GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9016	FOOD SERVICE: TEAM UP FOR SUCCESS GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9019	IV-A STUDENT SUPPORT GRANT FY19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9020	IV-A STUDENT SUPPORT GRANT FY20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9021	IV-A STUDENT SUPPORT GRANT FY21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9022	IV-A STUDENT SUPPORT GRANT FY22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9099	SCHOOL TO WORK/CONTINUOUS IMPORVEMENT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9102	OHIO LPDC ACTION RESEARCH PRJCT PHASE III	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9122	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9123	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-9200	MISCELLANEOUS FED. GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-923S	OFCC SCHOOL SAFETY GRANT:	7,421.77	0.00	0.00	0.00	7,421.77	0.00	0.00	0.00

WADSWORTH CITY SCHOOL DISTRICT

Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
	WADSWORTH CSD FY23 $70,000								
		$ 7,421.77	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 7,421.77**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Grand Total		**$ 86,122,550.87**	**$ 4,057,897.06**	**$ 37,974,080.83**	**$ 10,040,866.79**	**$ 47,578,579.94**	**$ 76,518,051.76**	**$ 43,263,942.35**	**$ 33,254,109.41**

WADSWORTH CITY SCHOOL DISTRICT
MONTHLY FINANCIAL UPDATE
NOV-24

General Fund
Budget to Actual Report

	FY 2025 Budget	FY 2025 Actual to Date	Variance	Variance %	Target %
Beginning Cash Balance	**$ 21,076,279**	**$ 21,076,279**			
Total Revenue	**$ 61,572,494**	**$ 30,068,781**	**$ (31,503,713)**	**48.8%**	41.7%
Expenditures:					
Salaries and Wages	$ 37,642,834	$ 16,014,285	$ (21,628,549)	42.5%	42.31%
Employee Fringe Benefits	$ 14,346,232	$ 6,575,972	$ (7,770,260)	45.8%	41.7%
Purchased Services	$ 7,052,621	$ 3,100,590	$ (3,952,031)	44.0%	41.7%
Supplies and Materials	$ 2,638,311	$ 1,321,327	$ (1,316,984)	50.1%	41.7%
Capital Outlay	$ 476,113	$ 165,249	$ (310,864)	34.7%	41.7%
HB 264 Payments	$ -	$ -	$ -		
Other	$ 691,458	$ 355,292	$ (336,166)	51.4%	41.7%
Transfers/ Advances out	$ 240,000	$ 34,975	$ (205,025)	14.6%	41.7%
Total Expenditures	**$ 63,087,569**	**$ 27,567,691**	**$ (35,519,878)**	**43.7%**	41.7%
Revenue over (under) Expenditures	**$ (1,515,075)**	**$ 2,501,090**			
Ending Cash Balance	**$ 19,561,204**	**$ 23,577,369**			
Encumbrances		**$ 6,373,747**			53.80%
Available Unencumbered Balance		**$ 17,203,622**			

Financial Summary - All Funds

Cash Flow Summary:

Total Revenue Current Month All Funds	**$ 4,057,897.06**
Total Expenditures Current Month All Funds	**$ 10,040,866.79**
Total Month End Cash Balance	**$ 43,263,942.35**

Appropriation Summary:

Total Appropriations Current Year All Funds	**$ 82,984,939.19**
Prior Fiscal Year Carryover Encumbrances	**$ 43,789,850.87**
Total Available All Funds	**$ 126,774,790.06**
Fiscal Year To Date Expenses All Funds	**$ 47,578,579.94**
Fiscal Year To Date % expended All Funds	**37.5%**