

**Chippewa Board of Education**  
**Regular Meeting-June 25, 2018**  
**Hazel Harvey Elementary School - 7:00 PM**

**I. Call to Order, Pledge of Allegiance, and Moment of Silence**

Present: DeAngelis, Fenn, Good, Nagy, Rohr

**II. Adoption of Agenda**

**Resolution 149-18**

Upon consideration to amend agenda item VI-B2 quote for Wiese Plumbing from \$18,000.00 to \$16,500.00

Motion to approve by Fenn and seconded by Good

Roll Call: DeAngelis yes, Fenn yes, Good yes, Nagy yes, Rohr yes

**CARRIED**

**III. The Superintendent's Report**

- A. Auction update
- B. Chippewa Jr/Sr High update
- C. Chippewa Intermediate School update
- D. Thank You Plaque
- E. Dedication Plaque
- F. Bailey Clark Girls Soccer Player of the Year

**IV. The Treasurer's Report**

- A. Expenditure trend history
- B. Record disposal progress
- C. Doylestown Area Growth Initiatives update

**V. Public Participation**

Carl Dulin

- Board of Education needs microphones
- Best high school around area being built
- Consider naming auditorium after Penny Hetsch
- Requested date of new building dedication 8-25-18

**VI. Agenda Items for the Regular Monthly Meeting**

**A. Finance Recommendations by the Treasurer**

**Resolution 150-18**

1. Upon consideration to approve the Check Register, a copy of which is attached hereto and incorporated herein.
2. Upon consideration to approve the Receipt Ledger, a copy of which is attached hereto and incorporated herein.
3. Upon consideration to approve the Financial Summary, a copy of which is attached hereto and incorporated herein.
4. Upon consideration to approve the Cash Reconciliation, a copy of which is attached hereto and incorporated herein.
5. Upon consideration to approve the Budget Actual Comparison, a copy of which is attached hereto and incorporated herein.

Motion to approve by Fenn and seconded by Nagy

Roll Call: Good yes, Nagy yes, Rohr yes, DeAngelis yes, Fenn yes

**CARRIED**

**Resolution 151-18**

6. Upon consideration to approve the appropriations/appropriation modifications for the fiscal year 2018/2019 in the amount of \$22,369,089.

Motion to approve by Nagy and seconded by Rohr

Roll Call: Nagy yes, Rohr yes, DeAngelis yes, Fenn yes, Good yes **CARRIED**

**Resolution 152-18**

7. Upon consideration to approve transfers of the following funds;

From General Fund to Food Service	\$ 130,000
From General Fund to Preschool	\$ 50,000
From General Fund to IDEA	\$ 154,000
From General Fund to Title IIA	\$ 7,500

Motion to approve by Nagy and seconded by Rohr

Roll Call: Rohr yes, DeAngelis yes, Fenn yes, Good yes, Nagy yes **CARRIED**

**B. Buildings, Sites and Major Purchases Recommendations by the Superintendent:**

**Resolution 153-18**

1. Upon consideration to approve the contract with Koorson Fire and Security for Fire Alarm upgrade at Chippewa Intermediate School in the amount of \$49,856, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Koorson Fire and Security being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
2. Upon consideration to approve the quote as amended from Wiese Plumbing for replacement of drinking fountains for the amount of \$16,500.00, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Wiese Plumbing being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
3. Upon consideration to approve the quote with Buckeye Sealcoating for asphalt repair at Hazel Harvey in the amount of \$5,950, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Buckeye Sealcoating being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
4. Upon consideration to approve the quote with Sable Asphalt and Concrete for parking lot repair at Chippewa Intermediate School in the amount of \$11,232.18, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Sable Asphalt and Concrete being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
5. Upon consideration to approve the quote with Wiese Plumbing and Heating for restroom repair and improvement at Chippewa Intermediate School in the

amount of \$28,500, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Wiese Plumbing being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.

6. Upon consideration to approve the quote with Jon Gasser Construction for masonry work related to the Chippewa Intermediate School restroom repair in the amount of \$6,800, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Jon Gasser Construction being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
7. Upon consideration to approve the quote with Jones and Associates Excavating for road to practice fields in the amount of \$23,000, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Jones and Associates Excavating being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.

Motion to approve by Nagy and seconded by Rohr

Motion to approve by Fenn and seconded by Nagy

Roll Call: DeAngelis abstain, Fenn yes, Good yes, Nagy yes, Rohr abstain **CARRIED**

C. Education Recommendations by the Superintendent:

**Resolution 154-18**

1. Upon consideration to approve the membership renewal to SPARCC Online Learning Consortium for the 2018-19 school year in the amount of \$12,836.53, a copy of which is attached hereto and incorporated herein.
2. Upon consideration to approve the Hazel Harvey Elementary School Handbook for the 2018-2019 school year, a copy of which is attached hereto and incorporated herein.
3. Upon consideration to approve the Chippewa Intermediate School Handbook for the 2018-2019 school year, a copy of which is attached hereto and incorporated herein.
4. Upon consideration to approve the Chippewa High School Handbook for the 2018-2019 school year, a copy of which is attached hereto and incorporated herein.
5. Upon consideration to approve School Fees and Lunch Prices for the 2018-2019 school year, a copy of which is attached hereto and incorporated herein.

Motion to approve by Fenn and seconded by Nagy

Roll Call: Fenn yes, Good yes, Nagy yes, Rohr yes, DeAngelis yes **CARRIED**

D. Personnel and Community Services Recommendations by the Superintendent:

**Resolution 155-18**

1. Upon consideration to approve the Hire of One Special Education Coordinator, Caitlin Schrock, for the 2018-19 school year, at Step 0 of the Salary Scale, 60,471, Pending FBI/BCI clearance and demonstration of appropriate Licensure.

Motion to approve by Good and seconded by DeAngelis

Roll Call: Good yes, Nagy yes, Rohr yes, DeAngelis yes, Fenn yes

**CARRIED**

**VII. New Business Items:** Request for approval on one reading

**A. Building Sites and Major Purchases Recommendations by the Superintendent**

**Resolution 156-18**

1. Upon consideration to amend to delay voting on the quote from Meyer Design to provide playground equipment and design in the amount of \$49,990, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Meyer Design being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
2. Upon consideration to amend to delay voting on the quote from Rayhaven Group in the amount of \$49,470 for lockers at Chippewa Intermediate School, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Rayhaven Group being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.

Motion to amend to delay voting on agenda items 7-A1 and 7-A2 until after executive session by Good and seconded by Nagy

Roll Call: Nagy yes, Rohr yes, DeAngelis yes, Fenn no, Good yes

**CARRIED**

**B. Education Recommendations by the Superintendent**

**Resolution 157-18**

1. Upon consideration to approve the Cleveland Sight Center Agreement to provide services to visually impaired students for the 2018-19 school year, a copy of which is attached hereto and incorporated herein.
2. Upon consideration to approve EJ Therapy to provide occupational and physical therapy services and audiology services for the 2018-19 school year, a copy of which is attached hereto and incorporated herein.
3. Upon consideration to approve Partners for Success and Innovation to provide School Psychological Services to Sts. Peter and Paul for the 2018-19 school year, a copy of which is attached hereto and incorporated in.
4. Resolution to approve the written agreement for of up to two classrooms provided by the Wayne County Board of Developmental Disabilities (WCBDD), a copy of which is attached hereto and incorporated herein.

Motion to approve by Nagy and seconded by Fenn

Roll Call: Rohr yes, DeAngelis yes, Fenn yes, Good yes, Nagy yes

**CARRIED**

**C. Personnel and Community Services Recommendations by the Superintendent**

**Resolution 158-18**

1. Upon consideration to approve the hire of one part time Teaching Employee, Amanda Bidinger, at Master's Step 7, \$25, 326.50, Pending FBI/BCI clearance and demonstration of appropriate Licensure.
2. Upon consideration to approve Dianna Gasser as a substitute executive secretary on an as-needed basis.
3. Upon consideration to approve the hire of one Speech and Language Pathologist for Sts. Peter and Paul School for the 2018-19 school year, Charlotte Lisle, Pending FBI/BCI clearance and demonstration of appropriate Licensure.
4. Resolution to approve the hire of one bus driver, Tara Files, for the 2018-19 school year, Step 0, \$17.57, Pending FBI/BCI clearance and demonstration of appropriate Licensure.

Motion to approve by Fenn and seconded by Nagy

Roll Call: DeAngelis yes, Fenn yes, Good yes, Nagy yes, Rohr yes

**CARRIED**

**VIII. Recess for Executive Session**

Fenn moves at and Nagy seconds a motion for the Chippewa Local School District Board of Education recess into consecutive executive sessions pursuant to R.C. 121.22(G) for the following purposes: (1) preparing for and reviewing negotiations and bargaining sessions with public employees concerning their compensation and other terms and conditions of their employment; (2) considering the employment and compensation of a public employee; (3) considering the employment and compensation of a public employee; (4) considering the appointment, employment, and compensation of a public employee; and (5) conferences with an attorney for the public body concerning disputes involving the public body that are the subject of imminent court action. Upon conclusion of these executive sessions, the Board President will gavel the Board back into open session at this location. All matters discussed in these executive sessions are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business at 8:01 pm.

Roll Call: Fenn yes, Good yes, Nagy yes Rohr yes, DeAngelis yes

**CARRIED**

The board returned from executive session at 10.55

Present: Fenn, Good, Nagy, Rohr, DeAngelis

**IX. Other Board Business**

- A. Motion to amend Agenda Items VI-B2, VI-B5, VI-B6, VII-A1 and VII-A2 to release orders without further review by legal counsel

**Resolution 159-18**

1. **VI-B2** Upon consideration to approve the quote from Wiese Plumbing for replacement of drinking fountains in the amount of \$16,500.00, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Wiese Plumbing being reviewed and approved by legal

counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.

2. **VI-B5** Upon consideration to approve the quote with Wiese Plumbing and Heating for restroom repair and improvement at Chippewa Intermediate School in the amount of \$28,500, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Wiese Plumbing being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
3. **VI-B6** Upon consideration to approve the quote with Jon Gasser Construction for masonry work related to the Chippewa Intermediate School restroom repair in the amount of \$6,800, a copy of which is attached hereto and incorporated herein, subject to the final contract between the Board and Jon Gasser Construction being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting
4. **VII-A1** Upon consideration to approve the purchase order to Meyer Design to provide playground equipment and design in the amount of \$49,990, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Meyer Design being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.
5. **VII-A2** Upon consideration to approve the purchase order to Rayhaven Group in the amount of \$49,470 for lockers at Chippewa Intermediate School, a copy of which is attached hereto and incorporated herein subject to the final contract between the Board and Rayhaven Group being reviewed and approved by legal counsel for the Board and brought to the Board for final approval by board resolution at a subsequent board meeting.

Motion to approve by Rohr and seconded by Nagy

Roll Call: DeAngelis yes, Fenn yes, Good yes, Nagy yes, Rohr yes

**CARRIED**

**X. Adjournment**

Motion to adjourn at 11:15 pm by Fenn and seconded by Good

Roll Call: Fenn yes, Good yes, Nagy yes, Rohr yes, DeAngelis, yes

**CARRIED**



**DATE:** March 6, 2018  
**TO:** Lori Sizemore  
 Chippewa Local Schools  
**FROM:** John Raber  
 Koorsen Fire & Security  
 330-762-3343  
**SUBJECT:** High School Fire Alarm Replacement

The following is our proposal for the above project. Please let me know if you have any questions.

**System(s) Provided:** Gamewell

**Scope of Work:**

Design Submittals, Permit Fees, Listed Materials, Labor for Installation, Testing, and Training. This will be an addressable type system with Voice Evacuation to meet current Fire Codes and ADA Standards. A microphone for broadcasting over the system will be at the main panel and one in the office area. A remote annunciator in the office area and at the door designated by the local Fire Department for a description and location of the device activated.

**Bill of Material:**

Qty	Mfr.	Device Description
1	Gamewell	Enclosure, Command Center, Black, Intelligent Loop, Voice Evacuation
2	Gamewell	LCD Touch Screen Remote Annunciator
4	Gamewell	Transponder 50 watt, 25 VRMS Audio Amplifiers
2	Gamewell	INCC-MIC Paging Microphone Module
1	Gamewell	Addressable Monitor Module
10	Gamewell	Addressable Output Relay Control Module
9	Gamewell	Addressable Double Action Pull Station
3	Gamewell	Analog Photoelectric Smoke Detector
10	Gamewell	InnovairFlex Intelligent Duct Detector, with Test Station
2	Gamewell	Advanced Multi-Criteria Fire/Carbon Monoxide Detector with Sounder Base
90	Gamewell	Speaker/strobe, wall, multi-candela 15, 30, 75, 95, 110, 135, 185 cd, red
2	Gamewell	Speaker/strobe, wall, multi-candela 15, 15/75, 30, 75, 110, 115, red, outdoor
1	Gamewell	IPGSM-4G Internal and 4G Cellular Fire Alarm Communicator.
1	Gamewell	8 amp 24 volt F/A Power Supply, 120 Vac
6	Power Sonic	Battery 12v 12ah
1	Ditek	120V Surge Suppressor

**Pricing:** The total cost for material and labor will be..... \$49,856.00  
 This includes a ONE (1) year labor and ONE (1) year parts warranty.

**Notes:** Koorsen Fire & Security will bill, upon credit approval, progressively on a monthly basis until the project is complete.

Offering complete Design, installation, and Service since 1946

Fire Alarm  
 Security and Fire Monitoring  
 CCTV- Video Surveillance  
 Card Access

Sprinkler Systems (Backflow/Hydrants/Fire Pumps)  
 Restaurant & Industrial Fire Suppression  
 Clean Agent & Special Hazards Fire Suppression  
 Complete Installation, Inspection & Maintenance

Exit/Emergency Lighting  
 Fire Extinguishers  
 Intercom, Sound, Data, MATV  
 Nurse Call

**Scope Continued:**

Any approvals, fees or permits required for installation or approval of the system are included.

Submittal of drawings or correspondence to any State, Insurer or Authority Having Jurisdiction is included.

Installation and termination of devices is included.

All 120 VAC power required by our system is to be supplied by others. Power is to be dedicated to our equipment unless specified otherwise.

Any trenching, backfilling, sealing, fire stopping, cutting, painting or patching required to complete the scope of work is not included.

We will perform our scope of work during normal working hours, Monday through Friday, 8:00 AM to 5:00 PM.

Any work required to be performed at other than normal working hours will be invoiced accordingly.

The data contained in this proposal has been submitted in confidence. Customer will not disclose or permit disclosure of any information in this document without the prior written consent of Koorsen Fire & Security or use or permit the use of such information or data to compete with Koorsen Fire & Security in any manner.

This proposal may be withdrawn by Koorsen Fire & Security if not accepted within 60 days of the above date.

This proposal assumes full and unfettered access will be given to all necessary areas of the building for Koorsen Fire & Security to perform the scope of work as outlined in this proposal. Any restrictions encountered may cause lost time and inhibit productivity. Excessive lost time may result in additional charges.

We have designed this system to the best of our ability and our interpretation of applicable codes. However, if the AHJ requires any additional devices, these will be a change order and extra cost.

Systems will require monitoring for final check out.

**Koorsen Fire & Security Profile:**

Koorsen Fire & Security, founded in 1946, is a recognized leader in low voltage systems contracting. Our products can be found working everywhere, from high-rise buildings to the corner retail store, throughout the United States. For over 60 years, we have earned the confidence of architects, engineers, owners and contractors. Clients vary widely to include virtually every type of industrial, commercial, and institutional facility.

Koorsen has been installing low voltage electronic and suppression systems throughout the United States since 1946. Since we are a privately held distributor/contractor that is not controlled by a single manufacturer or supplier, it enables us to offer our customers a variety of products, services and suppliers. We constantly review these manufacturers and suppliers in order to provide our customers the best possible equipment to meet their needs.

Our people are our strongest resource; the quality of our products is a close second. Combining the two ensures our clients the maximum return on their-product dollar. Koorsen Fire & Security wants to help you complete your integrated systems goals, on time and under budget.

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Offering complete Design, Installation, and Service since 1946

Fire Alarm  
Security and Fire Monitoring  
CCTV- Video Surveillance  
Card Access

Sprinkler Systems (Backflow/Hydrants/Fire Pumps)  
Restaurant & Industrial Fire Suppression  
Clean Agent & Special Hazards Fire Suppression  
Complete Installation, Inspection & Maintenance

Exit/Emergency Lighting  
Fire Extinguishers  
Intercom, Sound, Data, MATV  
Nurse Call



KOORSEN FIRE & SECURITY TERMS AND CONDITIONS

1. **AGREEMENT.** Prices per this quotation are in effect for 30 days from the date of this quote. This Agreement shall become effective upon the execution by Customer and acceptance and execution of this Agreement by a duly authorized representative of Koorsen Fire & Security. This Agreement constitutes the entire agreement between the parties and supersedes any previous agreement, understanding or order between the parties. Should the terms and conditions of any purchase order of Customer issued in connection with this Agreement conflict with the terms contained in this Agreement or add any new terms to this Agreement, such new terms or different terms shall be of no force or effect. No modification or waiver of the terms of this Agreement shall be binding unless made in writing and signed by both parties. This Agreement is made and entered into in the State of Indiana and shall be in all respects governed by and construed in accordance with the laws of the United States and the State of Indiana as if entirely performed in Indiana and without regard to any conflict of law rules and without regard to any rules of construction or interpretation relating to which party drafted this Agreement. This Agreement may not be assigned by Customer directly or indirectly (including, without limitation, by merger or sale of stock) without the prior written consent of KFS, which consent may be withheld by KFS, in its sole discretion, for any reason or no reason.
2. **SALE OF INSTALLATION AND/OR EQUIPMENT.** KFS shall sell to Customer and the Customer shall purchase from the KFS the installation ("System") and/or equipment ("Equipment") identified on the front of this Agreement. All shipments, unless otherwise specified, are quoted F.O.B. origin and may be subject to additional "hazardous material" charges or other special shipping and handling fees.
3. **PURCHASE PRICE AND PAYMENT.** Customer agrees to pay KFS the purchase price for the Equipment and/or Services set forth on the proposal or as otherwise set forth on the KFS's invoice. All charges shall be paid "NET 25 DAYS" from the date of invoice, unless otherwise specified on the invoice. If KFS retains a collection agency, legal counsel, or incurs any out-of-pocket expenses to collect overdue payments, all such collection costs shall be paid by Customer. Customer acknowledges that, other than KFS's completion of installation of a System, payment to KFS is not contingent on any occurrence, matter or event, including, without limitation, Customer's receipt of payment from any third party such as an owner or insurance company.
4. **ALLOCATION OF RISK OF LOSS.** Any risk of loss associated with the Equipment remains with KFS until the goods arrive at the place of delivery. After the goods arrive at the place of delivery, the risk shall be exclusively that of the Customer. The risk of loss remains with the Customer, even regarding Equipment that is subsequently returned to KFS, until receipt by KFS.
5. **JOBSITE, APPROVAL AND PERMITS.** Unless otherwise specified, Customer shall provide, at Customer's expense, all approvals and permits required by applicable law. Customer will make premises available without interruption during KFS normal working hours, 8:00 A.M. to 4:45 P.M., exclusive of Saturdays, Sundays, and holidays. Customer understands that the installation will necessitate drilling into various parts of the premises. KFS intends, generally, to conceal wiring in the finished areas of the premises, however, there may be areas in which due to construction, decoration, or furnishing of the premises, KFS determines, in its sole discretion, that it would be impractical to conceal the wiring and in such cases, wire will be exposed. Customer agrees to provide 110 AC electrical outlets at designated locations for equipment requiring AC power. Customer agrees to provide for lifting and replacing carpeting, if required, for installation of floor mats or wiring. Customer has the authority to engage KFS to carry out the installation in the premises. The Customer agrees to furnish any necessary electric current through the Customer's meter and at the Customer's own expense. Customer will obtain and keep in effect all permits or licenses that may be required for the installation and operation of the system. Customer has the affirmative duty to inform KFS, prior to beginning of installation, of every location at the premises where KFS' employees or agents should not (because of concealed obstructions or hazards such as pipes, wires or asbestos) enter or drill holes. If asbestos or other health hazardous material is encountered during installation, KFS will cease work until Customer, at its sole expense, obtains clearance from a licensed asbestos removal or hazardous material contractor and that continuation of work will not pose any danger to KFS personnel. In no case shall KFS be liable for discovery or exposure of hidden asbestos or other hazardous material, and Customer shall indemnify and hold KFS and its employees harmless from any claims brought against KFS and/or its employees by third parties for damages, personal injury, death, emotional injury, whether actual or prospective, allegedly caused by the presence, spread, ingestion or inhalation of any substance/vapor on or originating from Customer's premises.
6. **GRANT OF SECURITY INTEREST.** Customer, on behalf of the owner and Customer, grants to KFS a security interest in the System or Equipment to secure payment of the purchase price and grants to KFS an irrevocable power of attorney to execute and file UCC-1 Financing Statements on behalf of Customer for the benefit of KFS, as secured creditor, to protect the security interest. Upon payment in full of the purchase price, and all associated costs and charges required under this Agreement, title to the system shall pass to Customer. KFS shall have all of the rights of a secured creditor under the Uniform Commercial Code including the right to enter Customer's premises and to disable or remove the System and equipment, or both.
7. **LIMITED WARRANTY-** *Unless otherwise stated, any part of the system, including the wiring, installed under this Agreement which proves to be defective material within one (1) year of the date of completion of installation will be repaired or replaced at KFS' option with a new or functionally operative part. Labor required to repair or replace such defective components or to make mechanical adjustments to the system will be free of charge for a period of one (1) year following the completion of the original installation. This warranty is extended only to the original consumer purchaser of the system and may be enforced only by such person. To obtain service under this warranty, call or write our local KFS Service Department at the telephone number or address found in your local yellow pages. This warranty is void if the system is inspected, tested, or serviced by anyone other than Koorsen Fire & Security during the warranty period. THE ABOVE LIMITED WARRANTY IS IN LIEU OF ALL OTHER EXPRESSED WARRANTIES. THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF, AND KFS DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE*
8. **BREACH BY KFS.** Customer expressly agrees that no action at law or in equity shall be maintained by Customer against KFS for KFS's alleged breach of this Agreement or violation of any federal or state law now in effect or hereafter enacted with respect to any obligation or duty incurred under this Agreement by KFS, unless: (i) Customer notifies KFS in writing at the address specified in this Agreement within ten (10) days from date of such alleged breach or violation, and provided KFS does not remedy or correct the breach or violation within sixty (60) days from the receipt of the notice; and (ii) such action at law or in equity is commenced by Customer within one (1) year from the finished date of the installation of the System.
9. **LIMITATION OF LIABILITY.** THE AMOUNTS PAYABLE TO KFS HEREIN UNDER ARE BASED UPON THE VALUE OF THE SERVICES AND THE SCOPE OF LIABILITY AS HEREIN SET FORTH AND ARE UNRELATED TO THE VALUE OF THE CUSTOMER'S PROPERTY OR PROPERTY OF OTHERS LOCATED IN CUSTOMER'S PREMISES. IT IS IMPRACTICAL AND EXTREMELY DIFFICULT TO FIX THE ACTUAL DAMAGES, IF ANY, WHICH MAY PROXIMATELY RESULT FROM FAILURE ON THE PART OF KFS TO PERFORM ANY OF ITS OBLIGATIONS HEREUNDER. THE CUSTOMER DOES NOT DESIRE THIS CONTRACT TO PROVIDE FOR FULL LIABILITY OF KFS AND AGREES THAT KFS SHALL BE EXEMPT FROM LIABILITY FOR LOSS, DAMAGE OR INJURY DUE DIRECTLY OR INDIRECTLY TO OCCURRENCES, OR CONSEQUENCES THEREFROM WHICH THE SERVICE OR SYSTEM IS DESIGNED TO DETECT OR AVERT. IF KFS SHOULD BE FOUND LIABLE FROM LOSS, DAMAGE OR INJURY DUE TO A FAILURE OF SERVICE OR EQUIPMENT IN ANY RESPECT, ITS LIABILITY SHALL BE LIMITED TO A SUM EQUAL TO 10% OF THE

ANNUAL SERVICE CHARGE OR \$500.00, WHICHEVER IS GREATER, AS THE AGREED UPON DAMAGES AND NOT AS A PENALTY, AS THE EXCLUSIVE REMEDY, AND THAT THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY IF LOSS, DAMAGE OR INJURY, IRRESPECTIVE OF CAUSE OR ORIGIN, RESULTS DIRECTLY OR INDIRECTLY TO PERSON OR PROPERTY FROM PERFORMANCE OR NONPERFORMANCE OF OBLIGATIONS IMPOSED BY THIS CONTRACT OR FROM NEGLIGENCE, ACTIVE OR OTHERWISE, OF KFS, ITS AGENTS OR EMPLOYEES. FOR REPAIR, TESTING, OR INSTALLATION OF ANY SPRINKLER SYSTEM AND ITS PARTS, IT IS CUSTOMER'S RESPONSIBILITY TO SHOW KFS ALL DRAIN VALVES, INCLUDING THOSE HIDDEN ABOVE THE CEILING OR IN A WALL. KFS WILL NOT BE RESPONSIBLE FOR WATER DAMAGE CAUSED FROM ANY UNDISCLOSED DRAIN VALVE, WHETHER OR NOT IT WAS KNOWN TO CUSTOMER.

10. INDEMNIFICATION. Customer indemnifies KFS, holds KFS harmless, and agrees to defend KFS from and against any and all lawsuits, proceedings (including, without limitation, civil, criminal, administrative and investigative proceedings, whether threatened, pending or completed), claims demands, losses, damages (including, without limitation, indirect, direct, special and consequential damages and insurance deductibles), actions, liabilities (including without limitation, strict liability and joint and several liability), costs and expenses (including, without limitation, fines, penalties and the reasonable costs of investigation, court costs, costs of arbitration, costs of appeal, and reasonable attorneys' fees) (collectively referred to as "Damages") arising out of or relating to, directly or indirectly: a breach of the Agreement by Customer; or the action or inaction of KFS in the performance of the installation of the System; provided that this provision shall not apply to Damages arising out of or relating to the recklessness or willful misconduct of KFS, when deemed by a court of competent jurisdiction to have materially and directly contributed to the Damages. As used in this paragraph, the term "KFS" shall include KFS's employees, agents, representatives, shareholders, officers, directors and subcontractors, at any level, and the subcontractor's representatives, agents, employees, shareholders, officers and directors. This provision shall survive completion of the work and the termination of the Agreement, for any reason.
11. INSURANCE. IT IS UNDERSTOOD THAT KFS IS NOT AN INSURER, THAT IT SHALL SPECIFICALLY BE THE OBLIGATION OF CUSTOMER TO PURCHASE ANY INSURANCE WHICH CUSTOMER DESIRES TO PROTECT ITSELF FROM LOSS, DAMAGE OR INJURY DUE DIRECTLY OR INDIRECTLY TO OCCURRENCES OR CONSEQUENCES THEREFROM, WHICH THE SERVICE OR SYSTEM IS DESIGNED TO DETECT OR AVERT.
12. SUBROGATION. Each party waives rights of subrogation against the other party to the extent of their respective first party insurance coverages, for any and all losses suffered by either party, whether or not caused by the negligence of the Customer or KFS or those for whom they are responsible; provided that this release shall be in force and effect only with respect to loss or damage occurring during the time each parties' insurance policies contain a clause to the effect that this release shall not affect said policies or the right of the insured to recover.
13. CONSENT TO VENUE. Customer consents to the exclusive jurisdiction and venue of Courts of the State of Indiana and Marion County with

respect to the enforcement of this Agreement, the collection of any amounts due under this Agreement or any disputes arising under this Agreement. Customer agrees that effective service of process may be made upon Customer by U.S. Mail at the address on the front of this Agreement.

14. USE OF DESIGNS AND DATA. Any knowledge or information, including drawings and data, which KFS shall have disclosed or may hereafter disclose to Customer, incident to Installation of the System, shall be deemed to be KFS's confidential and proprietary information and Customer shall take any and all steps as are reasonable to protect the confidentiality of such information and shall not disclose to any other person, or use, such information. KFS does not grant to Customer any reproduction rights or any rights to use such information.
15. SERVICES NOT INCLUDED.
  - A. When a labor price is submitted, it is based on all work being performed during a five (5) day forty (40) hour work week. If overtime or premium time is performed, an additional charge will be made to the Customer. Normal work weeks are 8 a.m. to 4:45 p.m., Monday through Friday, except holidays.
  - B. Unless otherwise specifically provided in the Proposal, Customer agrees to do all necessary patching of masonry work, painting, carpentry work and the like.
  - C. If applicable, Customer shall also provide a wiring, conduit and labor to connect the provided pressure switches to an equipment to be turned on or off such as alarms, motors, conveyors, fans or cooking equipment.
  - D. If applicable, Customer shall also provide necessary hardware and linkage to permit automatic closing of doors, windows, duct dampers, etc, upon actuation of any provided pressure release trip device. Unless specifically indicated in the Proposal, services do not include costs for any discharge or concentration tests required by approval authorities.
  - E. No provision to exhaust any discharged agent is included in this Proposal.
  - F. Should an employee of KFS be required to attend a "right to know" session at Customer's location, a surcharge will be added to the final invoice.
  - G. THIS PROPOSAL/ESTIMATE IS BASED ON NON-UNION WAGES. IF KFS IS REQUIRED TO PAY DIFFERENT WAGES, SUCH AS PREVAILING WAGES UNDER THE GUIDELINES OF THE US DEPT. OF LABOR, FOR ANY PORTION OF THIS WORK, KFS RESERVES THE RIGHT TO REPRICE ACCORDINGLY.
16. MECHANICS' LIEN NOTICE. Where KFS is a subcontractor, the Customer acknowledges, agrees and personally accepts service of this Agreement on behalf of the owner of the real property at which the System is to be installed and understands KFS's intention to file a Mechanic's Lien if and when KFS is not paid. The subcontractor is KFS, and the contractor is the Customer, and the amount claimed will be the balance due under this Agreement and any amendments or change orders as of the date of filing a Mechanic's Lien claim. Customer agrees to promptly notify the owner of the premises on which work is to be performed of this Mechanics' Lien Notice.

Acceptance \_\_\_\_\_ For Customer \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

For Koorsen Fire & Security \_\_\_\_\_  
 \_\_\_\_\_  
 John Raber \_\_\_\_\_  
 \_\_\_\_\_  
 Koorsen Fire & Security \_\_\_\_\_  
 \_\_\_\_\_



# Wiese Plumbing & Heating, Inc.

P.O. Box 1034, 3807 Akron-Wadsworth Rd., Norton, Ohio 44203  
www.wieseplumbingandheating.com

B-2



Call our Office  
**330.825.7826**  
Fax  
**330.825.0711**

## PROPOSAL

**PROPOSAL SUBMITTED TO**

Chippewa High School & Elementary School.

**STREET**

100 Valley View

**CITY, STATE, AND ZIP CODE**

Doylestown, Ohio 44230

**ARCHITECT**

Chips\_!sizemore@tccsa.net

**PHONE**

330-812-4888 (Lori)

**JOB NAME**

**JOB LOCATION**

**JOB PHONE**

**DATE**

May 4, 2018

**DATE OF PLANS**

We hereby submit specifications and estimates for:

We are pleased to submit to you a bid of Eighteen-Thousand Dollars (\$18,000.00) for the following work:

We are to provide and replace Eleven (11) drinking fountains.

**Fixtures to be:**

7 - Elkay ELKLZSS8WSLK Barrier free with bottle filler consists of LZS8WSL & LZWSR to High School

4 - Elkay ELKLZSS8WSLK Barrier free with bottle filler consists of LZS8WSL & LZWSR to Elementary

No permit in quote, will modify price if pulled.

No prevailing wage rates.

Normal business hours

All secondary repairs, drywall, flooring, tile etc by others.

No electric in quote.

We propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

**\$18,000.00**

**Payment to be made as follows:**

60% upon rough inspection, 30% on second and balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**AUTHORIZED SIGNATURE:**

Note: This proposal may be withdrawn by us if not accepted within XXX days.

**Acceptance of Proposal** - 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 outlined above.

**SIGNATURE:**

**DATE OF ACCEPTANCE:**

**SIGNATURE:**



**Buckeye Sealcoating**

PO Box 117 (40 W Marion St.)  
Doylestown, OH  
44230-0117

**PROPOSAL**

phone: (800)-892-9804  
or:(330)-658-3377  
fax:(330)-658-5778

Customer: Chippewa Local Schools Job/Project: Parking Lot Date: June 25, 2018

Chippewa Local Schools  
56 N. Portage St.  
Doylestown, OH 44230  
Attn: Laurie Sizemore

Parking Lot  
Multiple

Phone: 330-812-4338 job phone: email: chip@sizemore@lcsa.net

We are pleased to quote the following Scope of work:

**Hazel Harvey**

**ASPHALT OVERLAY**

1. Includes one(1) area 45 x 55 totaling approximately 2,475 square feet of asphalt.
2. Clean surface and remove loose debris.
3. Apply SS-1 Tack Coat for proper adhesion to existing asphalt.
4. Overlay area with two(2)inches of #448 type 1 surface course asphalt.
5. Roll for proper compaction.
6. Includes three(3) tons of asphalt to patch potholes in front of school.

ASPHALT OVERLAY \_\_\_\_\_ \$5,950.00

Please circle items chosen, sign, and return one copy of the proposal.

Thank you for the opportunity of quoting the above work scope.

Terms: Net 10 days

By: Jeffrey S. Gallagher

Date: 6/25/2018

2% Interest charged Monthly on balances over 30 days

**Acceptance of Proposal**

Signature \_\_\_\_\_

Date Accepted \_\_\_\_\_

Sable Asphalt & Concrete  
1324 Kenmore Blvd.  
Akron Ohio 44314  
(330) 745-9585 Office  
(330) 745-9580 Fax

# Estimate

<b>Customer</b>	Chippewa Local Schools 56 North Portage Street Doylestown Ohio 44230	<b>Project</b>	Chippewa Local Schools 100 Valley View Road Doylestown Ohio 44230
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Sales Rep	Date	Project #	Deposit	Payment Terms	Job Name
Thomas D Adamson	6-19-2018	341	0.00	Net 30	High School

**Sales Description**

**CRACKFILL - SEALCOAT - LINESTRIPING:** Approx. 124,802 SF  
Main cracks, 1/4" or wider, to be filled using HOT Rubberized filler and vee squeegeed. No hairline cracks or alligatored areas included. (Cracksealing: Cracks that are larger than 1/4" and smaller than 1/2" will be sealed prior to sealcoating unless otherwise specified in the proposal.)

**CRACKFILL - SEALCOAT - LINESTRIPING:** Approx. 124,802 SF  
Apply one (1) HEAVY coat of SealMaster, coal tar emulsion, Federal Specification RP355E GSA-FSS. Sealer applied with 3-4 lbs of silica sand added. Pavement preparation to include cleaning by power blowing. Accumulations of oil and grease shall be scraped and wired broomed. Oil and gas stains are to be neutralized to assure bonding of sealer. Product guaranteed to meet or exceed Federal Specifications.

**LINE STRIPING:**  
Parking area to be striped using Sherwin Williams Fast Dry Traffic paint to original layout and color.  
Price includes 1 ton of asphalt skin patching.

I hereby have read and agree to the contract terms below and agree to pay the amount of \$11,232.18 in U.S. dollars +/- any change order(s).

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Printed \_\_\_\_\_

You are hereby authorized to furnish all equipment, materials and labor to complete the work mentioned in the above proposal, for which I/we agree to pay the amount mentioned in said proposal, and according to the terms thereof, which are part of this contract. I hereby state that I have read and accept the terms and conditions of this proposal. I acknowledge that Sable Services Inc. has requested a copy of the "Notice of Commencement" on this project (if acceptable) and that I will provide the same to Sable Services Inc. within ten days of the date thereof.



# Wiese Plumbing & Heating, Inc.

P.O. Box 1034, 3807 Akron-Wadsworth Rd., Norton, Ohio 44203  
www.wieseplumbingandheating.com



Call our Office  
**330.825.7826**

Fax  
**330.825.0711**

## PROPOSAL

**PROPOSAL SUBMITTED TO**

Chippewa High School

**STREET**

100 Valley View

**CITY, STATE AND ZIP CODE**

Doylestown, Ohio 44230

**ARCHITECT**

Laurie Sizemore

**PHONE**

330-812-4888

330-658-2113

**JOB NAME**

**JOB LOCATION**

**JOB E-MAIL**

Chip\_ Sizemore@tccsa.net

**DATE**

May 4, 2018

We hereby submit specifications and estimates for:

We are pleased to submit to you a bid of Twenty-Eight Thousand Five-Hundred Dollars (\$28,500.00) for the following work:

We are to remove, provide and replace, Eight-teen (18) lavs, Seven-teen (17) wall hung toilets and Twelve (12) urinals.

We are to lower Twelve (12) urinals, One (1) toilet in the boy's restrooms and One (1) toilet in the girl's restroom.

Will know more once wall is open

\*\*\*If carriers in wall need repaired, replaced or extensive work is needed in wall, will modify price\*\*\*

**FIXTURES TO BE**

18 – Mansfield 2018HBNS-4-WH high back wall mount lavs with Stream33 S331HLV-CH single handle faucets.

17 – Mansfield 1301-WH white elongated wall hung toilets with seats and Sloan 3080053 111-XL closet flush valves.

12 – Mansfield 475-HE-WH white siphon jet urinal with Sloan 3082675 186-1-XL urinal flush valves.

Wiese to pull permit

No prevailing wage rates

Normal business hours

Grab bars by others

All secondary repairs, drywall, flooring, tile, etc. by others.

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:

**\$28,500.00**

Payment to be made as follows:

50% down and balance upon completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

AUTHORIZED SIGNATURE:

Note: This proposal may be withdrawn by us if not accepted within XXX days.

Acceptance of Proposal – 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 outlined above.

SIGNATURE:

SIGNATURE:

DATE OF ACCEPTANCE:

**Jon Gasser Construction Inc.**  
12270 Rogues Hollow Rd.  
Doylestown, Oh 44230

**Estimate**

**Date:** 5/30/2018

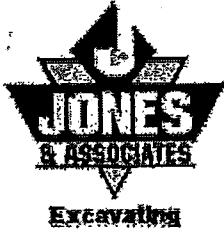
<b>Name/Address</b>
Chippewa Local Schools 56 N. Portage St. Doylestown, Ohio 44230

<b>Description</b>	<b>Total</b>
Masonry work in boys bathrooms at old high school	
Demo two 8" cmu walls for new urinals	2,200.00
Lay two 8" cmu walls after new urinal plumbing is installed	4,600.00
<b>Total</b>	<b>\$6,800.00</b>

<b>Phone:</b>
330-466-3541

<b>E-mail</b>
ezg@ohio.net

# PROPOSAL



## Jones and Associates Excavating

1092 Evans Ave  
Akron, Ohio 44305

Contact: Tim Jones  
Office 330-633-4061  
Cell 330-351-3819

Quote To: C.T. Taylor  
Attention Dave  
Date 5-29-18

Job Name: Chippewa High School  
Walkpath to rear fields

Date of Plans

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Approx. 730' Walkpath per plan incl. 12" culvert	1.00	LS	23,000.00	23,000.00
<b>GRAND TOTAL</b>					<b>\$23,000.00</b>

NOTES:

Above pricing does not include the following:

- Permits/fees
- Layout
- Inspection
- Compaction testing
- Bond

Thank You  
Tim Jones



## SPARCC Online Learning Consortium - 2018-2019 Costs

below to indicate the eLearning services and products you wish to purchase for the 2018-2019 school year. Your total cost will be indicated in the right column. When complete, please send an email to Eric Curts at [eric.curts@apps.sparcc.org](mailto:eric.curts@apps.sparcc.org) to let us know you are finished.

District Name: Chippewa Local Schools

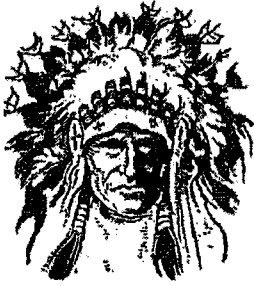
Description	Cost	19 Quantities	Costs
<b>Florida Virtual Consortium Fees</b>			
Florida Virtual Maintenance Fee*	<a href="#">click to see</a>	\$1,846.15	\$1,846.15
Buzz Licenses*	<a href="#">click to see</a>	\$2,115.38	\$2,115.38
districts.			
* Florida Virtual course can also be delivered through the Schoology LMS. Contact Nicki Howard for details and pricing.			
<b>Brainiac (non-consortium)</b>			
Buzz licenses	<a href="#">click to see</a>	\$3.50 per license	\$0.00
<b>Plato Licenses</b>			
Core Library - Concurrent Licenses	<a href="#">click to see</a>	\$550 to \$650 per license	\$0.00
Core Library - Site License (min 400)	<a href="#">click to see</a>	\$7 to \$20 per student	\$0.00
Secondary Electives - Concurrent	<a href="#">click to see</a>	\$335 to \$375 per license	\$375.00
Summer School (Jun-Aug only)	<a href="#">click to see</a>	\$100 per license	\$0.00
<b>Plato Licenses (Legacy)</b>			
Secondary Academic Library (3 yr)*	<a href="#">click to see</a>	\$8,500 to \$18,500	\$8,500.00
* Only available for districts still within a current 3-year contract			
<b>Pearson Connexus / GradPoint Licenses</b>			
Concurrent - Standard Courses	<a href="#">click to see</a>	\$319 to \$389 per license	\$0.00
Concurrent - Premium Courses	<a href="#">click to see</a>	\$449 to \$549 per license	\$0.00
Seat Licenses - Single Enrollment	<a href="#">click to see</a>	\$89 to \$109 per license	\$0.00
Seat Licenses - Full Enrollment	<a href="#">click to see</a>	\$429 to \$529 per license	\$0.00

Site License (by building ADM)	<a href="#">click to see</a>	\$57.25 per student		\$0.00
Summer School Monthly Licenses	<a href="#">click to see</a>	\$27.24 / 3 month license		\$0.00
<b>Dynamic Electives</b>			all licenses	N/A
Per Student Cost	<a href="#">click to see</a>	\$70 / student / course	N/A	
*paid quarterly based on use				
<b>Learn 360 - student media</b>	<a href="#">click to see</a>	\$109/student, \$400/min, \$590 max. per building	Building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
			building name	\$0.00
<b>Additional Products</b>				
Note: SPARCC offers consortium pricing for additional eLearning products not included in the standard order form above. If				
Edgenuity	<a href="#">click to see</a>			
Accelerate Education	<a href="#">click to see</a>			
ST Math	<a href="#">click to see</a>			
			Total costs 2018-2019	\$12,836.53

## Hazel Harvey Elementary School

165 Brooklyn Ave.  
 Doylestown, OH 44230-1398  
 Phone (330) 658-2522  
 Fax (330) 658-3644  
[www.chippewa/k12.oh.us](http://www.chippewa/k12.oh.us)

Mrs. Jodie Hughes, Principal



### WELCOME TO HAZEL HARVEY ELEMENTARY SCHOOL

All the staff and volunteers of Hazel Harvey Elementary School welcome you to an exciting new year. We hope you will set your goals high to become a positive learner and a role model for your peers. You will have many opportunities to gain knowledge in a variety of ways. You will also have the opportunity to participate in many activities that will generate years of memories.

You are encouraged to develop special friendships with students and teachers from your grade level team. All of the teachers, specials teachers, secretaries, administrators, cafeteria and custodial workers are here to help you. Our goals are to help you obtain your optimum performance. Set your goal to be successful, and we are all on board to make that happen for you.

Success requires a positive effort and a commitment. Being attentive to the teacher, participating in class, completing tasks on time, and striving to do your best are just a few of the commitments you need to obtain. You need to always believe in yourself and have a positive attitude.

Parents, too, are an important part of your success. Ask your parents for help with your schoolwork. Share with your parents what you have learned each day. Work with your parents on establishing a study area and a study time at home. Your success is a team effort—a team made up of your school, your parents and yourself. Strive for excellence this year and enjoy your year!!!

### ACADEMIC EXPECTATIONS

Non-graded progress reporting will be provided on the report card for grades K-2. The following is the non-graded reporting scale:

A – Advanced Understanding	Student demonstrates a deeper understanding of grade level standards. Student independently exceeds grade level standards.
S – Skilled	Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills.
P – Progressing	Student performance is progressing toward the knowledge and skills expected at this grade level. Skills are not yet mastered.
N/A – Not Assessed	Standard has not been taught yet.

The progress report also identifies the effort in each academic area and reports your child's effort level with a +, √ or -. The + shows consistently high effort, the √ shows expected effort and the - shows minimal effort.

## ADDRESS/PHONE NUMBER CHANGE

Please notify the school secretary immediately of any change in residential address, employment, emergency contact person, custody of children, or telephone numbers. This information is vital in case of an emergency. A "Pupil Release-Emergency Procedure-Medical Authorization Form" also needs to be filled out at the beginning of each school year. Please include home, cell and work numbers and e-mail address and at least two other contact people.

## ARRIVAL and PICK-UP BEFORE AND AFTER SCHOOL WITH NEW BUSING ROUTES:

The school day is from 8:20 am (tardy bell at 8:40) until 3:25 pm.

Since we will have a combination of students walking to school, transported by private vehicles, and arriving by bus, we will need to keep the arrival and dismissal of school organized as much as possible. Therefore, we are asking for everyone's help in promoting the least amount of confusion and the best opportunity for safety by following common sense and consideration.

## ARRIVAL TO SCHOOL

### Bussed Students:

Students who ride a bus to school will arrive to be dropped off in the back of the building around 8:15 am. They will enter the school using doors 7, 8, and 11. Busses will enter the back turnaround using Elmwood Street entrance.

### Drop-Offs and Walkers:

Students who walk to school or are driven to school by their parents need to arrive **NO EARLIER THAN 8:20 am**. Walkers are to enter the school using the front main entrance door. Drop offs are to use the car loop and enter the cafeteria doors. The doors of the school will be locked until 8:20 am. If your child arrives prior to that time, there will be NO supervision for the safety of your child, and they will be waiting outside unsupervised until the doors open. Please remind your child to behave appropriately while waiting at the front door. Some students treat the wait as a playground experience by running and chasing other students, and we are concerned for everyone's safety.

## SCHOOL DISMISSAL

### Bussed Students:

Students who ride a bus will be dismissed to the back of the school. Students will pick up their bus either exiting at Door A or the back Cafeteria Doors depending on the grade level.

### Walkers:

Walkers will be called to assemble at the end of the school day after the busses have departed. Walkers will be exit the school using the main lobby doors and will be escorted by two adults across Brooklyn and Howard Streets.

### Students being picked up by parents:

Students who will be picked up by their parents will congregate in the gymnasium in designated areas. **\*\*If you or someone else will be picking up your child, you will need the pickup placard with your child's name on it. If you have car-pooling arrangements and one parent is picking up five children, that parent will need five pick up line placards. These cards will be distributed the first week of school for parents who pick their children up every day. If you pick up your child occasionally, you do not need a pick up placard. You will need to sign your child out as you exit the gym via the cafeteria door. If you pickup your child and arrange for them to be a walker, we appreciate that you plan a meeting place for the pickup. Please DO NOT allow your child to walk out to the parking lot without supervision.**

**Parents must pick up their children NO LATER than 3:40 pm.**

## ATTENDANCE AND TARDINESS

**Attendance Policy:** Regular attendance is important to a child's success in school. It is essential that your child report to class on time and is in school everyday. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly.

Students are permitted (10) days of absence for personal reasons with a note from their parents. On the eleventh (11<sup>th</sup>) day of absence, a student will be excused according to the following criteria. Each of the following criteria requires proper written documentation from the physician or etc. (other than parent). Without proper documentation, an absence is considered unexcused. An excessive number of unexcused absences will result in a referral to Juvenile Court for truancy. Reminder letters notifying parents of excessive absences without doctors' excuses are sent out when children have missed 10 or more days.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the absences of children from school.

**An excuse for absence from school may be approved only on the basis of any one or more of the following conditions with proper documentation.**

1. Extended illness, illness in the family or death of a relative. Written verification from doctor required for extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with building principal.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible, and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Quarantine in the home: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
5. Family vacation – permission must be obtained in advance using the planned absence form available in the office. **This will be limited to once per year, five (5) school days maximum, and prior to the 11th day of absence.**
6. Extreme emergencies approved by the administration.
7. Observance of a Religious Holiday: Any student of any religion shall be excused from classes if his/her absences are for the purpose of observing a religious holiday.

If you have not contacted the school, the staff is required by law (O.R.C. 2903.3) to contact you by phone on the first day of your child's absence. Unexcused absences are treated as truancy and make-up work will not be permitted. Please notify Hazel Harvey Elementary School before 9:00 am if your child will be absent (330-658-2522). Also, an answering machine may be used to contact the school during the evening or prior to 8:00 am each day using the 330-658-2522 number.

Truancy Under Ohio law, Habitual truant refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

*Unruly child* refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

*Delinquent child* applies to a child who violates a court order regarding the child's prior adjudication as an unruly child or habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02). By law, schools must take action for any student being truant. Failure to attend school regularly will result in a student being referred to the Wayne County Juvenile Court.

During absence, make-up work will be available upon request by the parent. Requests must be made prior to 9:00 am to assure homework is available in the office the same school day by 3:00 pm. Requests made after 9:00 am may result in homework being available in the office the next school day after 9:00 am. REMINDER: It is the responsibility of the parent to request homework and to collect the schoolbooks and assignments in the office. Make-up work will not be given credit for unexcused absences. Staff prefers that homework be requested after the second day of absence as their first priority is for the student to get well.

### **LEAVING SCHOOL EARLY**

Visitors between 8:40 am and 3:20 pm should not interrupt classrooms. If your child forgot an item, we will call him/her down to the office to get their items. **If your student needs to leave the building for an appointment during school hours, the following procedure will be followed:**

1. If possible, please send a note in advance letting the teacher and office know what time you will need to pick up your child.
2. Parents/guardians must come to the office to sign child in/out.
3. If individuals other than parents/guardians are picking up students, their names need to be recorded on the child/ren's emergency medical card, and the office will ask for proper identification. If parents/guardians are not picking up their child/ren, we also encourage those individuals to be adults at least 18 years of age.
4. Picking up your child early on a daily basis disrupts the classroom teaching environment for the other students in your child's class.

### **BULLYING RULES**

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and at home.
5. When bullying is reported, staff will respond.

### **BUS RULES AND BUS CONDUCT REPORTS (BUS TICKETS)**

Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. Families will have **ONLY ONE** location for pick-up and drop-off for the school year. Multiple transportation locations will not be accommodated. **Students are not permitted to ride the bus home with other students.**

#### **Bus Rules:**

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations it may be necessary to exceed the number of days indicated above or to move to an immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

### CONSEQUENCES FOR BUS MISCONDUCT

With some violations it may be necessary to exceed the number of days above or to move to an immediate suspension. Students must also understand that they may also be suspended from school for inappropriate behavior on the bus.

Bus conduct rules and guidelines are established for the protection and safety of all students. Any student behavior that distracts a driver is considered a serious violation of these guidelines.

- **1<sup>st</sup> and 2<sup>nd</sup> Bus Ticket:** The bus driver will write up a conduct report (bus ticket), and student will receive a discipline and a phone call home from the principal, depending on the situation.
- **3<sup>rd</sup> Bus Ticket:** Up to 3-day suspension from the bus.
- **4<sup>th</sup> Bus Ticket:** Up to 5-day suspension from the bus.

\*\*\*Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year.

### BUS TRANSPORTATION

You will be notified before school starts the location of your child's bus stop. If you are new to the district or are not quite sure your child's bus stop, please call the bus garage at 330-658-2113. The bus routes have been designated to promote the safest and most efficient transportation to and from school. Students are required to board and get off at their assigned bus stops. In addition, students are required to be at their bus stop at least ten (10) minutes early. These requirements are necessary for the safety of the students and the need to get students to and from school in a timely manner.

Under normal circumstances, students are required to ride the buses to which they have been assigned. Where emergency circumstances arise, provisions can be made for students to ride buses other than those, which they normally ride. **Temporary, daily and/or weekly changes in morning and afternoon bussing CANNOT be accommodated.** Therefore, notes of such requests to bus drivers, teachers and school offices will not be accepted. Where EMERGENCY circumstances arise, provisions can be made for students to ride buses other than those, which they normally ride. If such an EMERGENCY arises, please call the bus garage at 330-658-2113 to make arrangements.

For preschool students, please note the following procedures:

**LOADING:** The student(s) must board the bus with an ADULT who is responsible for securing them into a safety restraint harness.

**UNLOADING:** An ADULT MUST BE at the bus stop to board the bus and release the student(s) from the restraint harness.

### BUS DROP-OFF AT BUS STOP

It is the responsibility of the parent to make sure someone is home for their child(ren) when they are dropped off by the bus. **We will no longer be bringing students back to the school if you are not at home, but instead will be brought back to the transportation department and if parents/guardians cannot be reached, the Doylestown Police Department will be contacted. IT IS IMPORTANT TO HAVE AN EMERGENCY PLAN IN CASE THIS HAPPENS.**

## CAFETERIA LUNCHES

Our lunches are governed by strict government regulations according to nutritional value, portions, and number of items served. These regulations require milk to be served with the school meal.

1. Our meals are second to none and a menu is developed by the cafeteria supervisor and published monthly so that you can plan whether or not your child will want to buy.
2. Two ways to nourish your child:
  - Bring a sack lunch. Your child may purchase milk by the day. Please be sure your child is able to open packages sent for lunch. Often the drink containers, fruit cups with metal lift-top tabs, and Ziploc bags are difficult for students and cause spillage. Please help your child learn to open these containers at home. Do not send glass containers.
  - Buy a hot lunch in our cafeteria. Prices for school lunches are provided in the local newspapers prior to school starting. School lunch price: \$2.50/daily; Reduced lunch price: \$0.40/daily.
3. Free and Reduced Priced Lunch applications are provided in the first day pack for families who need assistance and qualify according to federal guidelines. If your child may be eligible for a free or reduced lunch, please apply for the program. Your child does not have to participate in the lunch program. Funds for Title I services are generated by the number of students counted on the free/reduced lunch program.
4. Student conduct in the cafeteria requires that good table manners should be practiced at school as well as at home. Students will be disciplined for inappropriate cafeteria behavior.

### **Lunch Charge**

Cafeteria charge procedure for Hazel Harvey Elementary School students limits students to three charged lunches.

A notice is sent home after the first charged lunch or when the account is \$1.00 negative. A second notice is sent home after the second charged lunch. A third notice is sent home after the third charged lunch. After three lunches are charged and their accounts have a negative balance, the students will not receive the published lunch. These students will receive a cheese sandwich or cook's choice, choice of fruit or vegetable (not french fries or fry type side dish), and a carton of white milk until any balance due is paid in full. Students may receive one of these alternate lunches free of charge but will then be charged full lunch price until their balance due is paid in full.

Students with *any balance due* are not permitted to purchase a la carte items, including double lunch, extra entrée, juice, and milk.

### **Blocks on Accounts**

A parent may call the school cafeteria or the Food Service Director to place a block on their child's account to prohibit the purchase of a la carte items.

### **Checks Returned for Non-Sufficient Funds**

If a check is returned to the Treasurer's Office for NSF students will not receive the published lunch. Students at Hazel Harvey will receive a peanut butter sandwich, a cheese sandwich, or cook's choice, a choice of fruit or vegetable (not french fries or fry type side dish), and a carton of white milk until their balance due is paid in full.

### **Refunds**

#### **A. Withdrawn Students**

For any student who is withdrawn, a written request for a refund of any money remaining in their account must be submitted. An e-mail request is also acceptable.



## B. Enrolled and Graduating Students

Students will need to submit a written or e-mail request to receive a refund. Funds can also be transferred to a sibling's account with a written request.

### **Balances Owed at End of Year**

All accounts must be settled at the end of a school year. Balances over \$1.00 will result in grade cards being held until the balance is paid in full.

### **Unclaimed Funds**

All refunds must be requested within one year. Unclaimed funds will then become the property of the Chippewa Local School cafeteria.

### **CAFETERIA RULES**

1. Talk quietly during lunch.
2. Keep hands and feet to self.
3. Food belongs to individual students and no one else.
4. Clean up individual area.
5. Do not throw food and trash on the floor.
6. Walk in the cafeteria at all times.
7. Do not kick the table legs.

The following are consequences for misconduct in the cafeteria:

1. Separate seating
2. Stand on Cafeteria Wall with Loss of Recess Time
3. Sent to Principal

### **CELL PHONES**

Cell phones **ARE NOT** permitted in school—any cell phone found on a child will be confiscated and held until a parent can come to the school and retrieve it.

### **CHANGING CLASSES**

Students are escorted to and from their special classes and are expected to be quiet and orderly.

### **CLINIC – STUDENT ILLNESS**

Students who become ill during the school day should obtain a pass from their teacher and report to the office. Students will be given the opportunity to call home and to have parents take them home. Students must be picked up if they have a temperature above normal (98.6). Students can only be released to a parent or someone listed on their emergency cards.

A child will be readmitted to school under the following conditions:

- Child's temperature has returned to normal for a 24-hour period
- Child is free of any skin rash
- No vomiting or diarrhea for a 24-hour period
- Child has been properly treated for lice infestation and cleared by school nurse or office staff.
- A signed statement by a licensed physician indicating that the child is no longer contagious.

**Students who are experiencing diarrhea and vomiting may not return to school until they are symptom free for 24 hours. Additionally, students who have a fever above 99 should not be sent to school.**

## COMMUNICABLE DISEASES:

Please notify the school if your child is absent with a communicable disease. Your cooperation will help keep us informed and aware of what symptoms to look for to prevent any spreading of the disease. Below please find an exclusion guide for communicable diseases.

Chicken Pox:	Minimum: 7 days or doctor's release.
Hepatitis:	Doctor's release required
Impetigo	Until lesions are dry
Measles (3 days)	Minimum of 10 days after rash appears
Measles (9 days)	Minimum of 10 days after rash appears
Mononucleosis	Minimum of 7 days
Mumps	Until swelling is gone
Pediculosis (Lice)	(see below)
Pink Eye	Until discharge disappears
Ring Worm	Until under treatment
Scabies	(see below)
Scarlet Fever	Minimum of 5 days
Strep Throat	Doctor release required

### *Lice Control*

Hazel Harvey has a **no nit policy**. All parents will be contacted if nits have been found in their child's classroom. When nits are found to be present in a child's hair, these guidelines must be followed:

- A. The parent is contacted to remove the child from school. The parent must shampoo the child's hair with the lice control shampoo available over the counter or by prescription card from any pharmacy.
- B. The child's hair must be brushed or combed free of nits (eggs). These tiny white nits will be found most often at the back hairline and about the ears. A fine tooth comb, available at the pharmacy, must be used to comb the nits from the hair.
- C. After your child has been treated and cleared of nits, **parents must bring their student to the office to be checked before he/she can return to school**. Parents are not to assume their child is nit free and send them to school. The students must be **NIT FREE** and be checked by school personnel before he/she can return to school.
- D. Precautions: Every child in class will be checked.  
Siblings will be checked at this school and other schools. The other schools will be notified.  
Classroom is disinfected and sprayed with lice prevention spray.  
Students will store personal belongings in large tied garbage bags.

### *Scabies Control:*

Scabies is an infestation of the skin caused by the human itch mite, a tiny insect so small that it requires a microscope to be seen. Scabies spreads by direct contact with another person who is infected. In school children, it is spread primary by "hand holding". Scabies has to be diagnosed by a doctor. Treatment consists of body application overnight, of a lotion prescribed by the doctor. Once a child is treated they may return to school the next day.

**INFORMATION CONCERNING  
CONTAGIOUS DISEASES:**

**Chicken Pox**

Severe itching rash which later forms pustules.  
Sore Throat.

**3 Day Measles (Rubella)**

Rash and slight swelling of glands. Runs  
course in about 3 days.

**Measles**

Dry cough, sneezing with rash later. Fever,  
watery eyes and nose.

**Mumps**

Fever and painful swelling about the jaws,  
with swelling on one or both sides.

**Scarlet Fever**

Fever vomiting, sore throat, rash and  
strawberry tongue.

**Whooping Cough**

Usually there is a "whoop" to the cough.  
Coughing spasms and vomiting.

**Pink Eye**

Redness and swelling of the membranes of  
one or both eyes with burning and itching and  
purulent discharge.

**Impetigo**

Presence of blister-like lesions, which later  
develop into crusted puslike plaques. Most  
common on face and hands but sometimes  
widely scattered over the body.

**Pediculosis (Head Lice)**

Head lice attach their eggs at the base of the  
hair shaft. These eggs, or nits, appear as tiny  
white or dark ovals and are especially  
noticeable on the back of the neck and around  
the ears.

**Strep Throat**

Severe sore throat, fever, headache and  
swollen glands.

**WHEN CHILD MAY RETURN TO  
SCHOOL:**

When scabs are cleared up (dried and crusted)

When all rash has disappeared.

When all rash has disappeared.

When all swelling is down.

Only with doctor's permission.

When cough has subsided. (Usually 3 weeks)

When all discharges have ceased and eyes  
are clear.

When all lesions have entirely healed.

When all nits and lice are gone.

When they have received antibiotic therapy  
For at least 24 hours and have had no fever  
for 24 hours.

## COMPUTER USAGE

Computers are available for student use throughout the building. Students must sign an "Acceptable Use Policy" in order to use the computers. This policy establishes the guidelines for computer usage. Any violation of the acceptable use policy may result in loss of computer privileges. Students are not permitted to use the computer lab without previous arrangements with a teacher.

## CURRICULUM AND INSTRUCTION

The curriculum is in compliance with the State Minimum Standards and in accordance with the State of Ohio Academic Content Standards and Common Core Curriculum.

1. Core Subjects
  - Mathematics
  - Language Arts (including reading, writing, spelling, English)
  - Social Studies
  - Science/Health
2. Support Services
  - Physical Education
  - Music
  - Art
  - Library
  - Technology

## CUSTODY SITUATIONS

Law requires parents to notify and supply school officials with legal documents if a custody situation exists or changes. The custodial parent or legal guardian must live in the school district where the child attends school.

When a child custody order or decree is issued, including a temporary order of child custody, the custodial/residential parent of the student shall notify and supply school officials with the court's certified copy of legal documents pertaining to the custody and visitation arrangements. In the final analysis, the custodial/residential parent has been assigned the responsibility to report the court action to the school district.

All biological parents of children have rights to their children's academic records regardless of how the parent might feel about it UNLESS we have a written court order stating otherwise. We will try our best to honor special custodial issues as long as it doesn't put the child or the school in a complicated and unreasonable situation.

## DENTAL OR MEDICAL APPOINTMENTS

We encourage parents to make these appointments after school hours when possible. Otherwise, children will be excused with a written note or personal contact by the parent.

## DISTRACTIONS – NO CELL PHONES

Students are not to bring to school toys that may be distracting to the educational process, such as handheld electronic games, cell phones (see page 9), trading cards, toys and other articles determined to be disruptive by the building principal.

## **DRESS CODE**

While attending school, students are expected to wear appropriate attire that does not detract from the educational environment nor create a safety or health hazard. Examples include but are not limited to the following:

- No hats, sunglasses, bandannas, chains
- Cut-off shorts, cut-off sweats, spandex shorts, short-shorts (finger-tip length is acceptable)
- Tattered or soiled clothing – including holes, rips, tears, etc.
- Message clothing – drug, alcohol, tobacco, sexually suggestive, violence or vulgarity
- Coats or jackets or hats in classrooms.
- Tank tops (less than 1" straps), halter tops, midriff tops, see-through apparel
- Footwear must be worn at all times – **flip flops or high heels are no longer permitted.** When children play on the playground, flip flops and high heels have caused students to get their feet trapped in equipment, they have slipped on the blacktop.
- No open-toed shoes
- No unusual hair coloring, (i.e. green, blue, etc.) or hairstyles. Natural colors only
- Pants may not "sag" or "droop."
- Roller-Shoes—wheels must be removed.
- No shoes that play music while the child walks.

Please make sure your child either wears his/her tennis shoes on their P.E. day or keeps a pair of tennis shoes here at school in their locker. Tennis shoes **MUST** be worn on gym days.

**Violations will result in immediate correction, which may include parental contact or disciplinary action assigned by individual classroom teachers.**

## **EMERGENCY MEDICAL AUTHORIZATION FORM**

During the first few days of school, students will receive a copy of the Emergency Medical Authorization Form for parents or guardians to complete. In the event of an emergency requiring medical treatment, the elementary school will follow the information provided on the form. **THIS IS A VERY IMPORTANT DOCUMENT AND MUST BE ON FILE IN THE OFFICE. If emergency information changes during the year, please update this form.**

Children who require emergency treatment for specific illnesses should have specific treatment or cautionary procedures available to all teachers. Please send notes containing information such as this directly to the Principal so that she may facilitate informing appropriate personnel.

## **ENTRANCE AND WITHDRAWAL REQUIREMENTS**

### **KINDERGARTEN:**

To be eligible for kindergarten a child must live in the Chippewa Local School District and be five (5) years old on or before August 1. Registration will be held at Hazel Harvey Elementary School in the spring. Kindergarten students are now screened in the fall two days before the official first-day of school for kindergarten. Students are screened with the state-mandated KRA assessment. Students are also screened in speech, hearing, gross motor and fine motor skills.

**NOTE:** Law mandates that all children complete a kindergarten experience before entering first grade.

### **GRADE ONE:**

To be eligible for grade one a child must live in the Chippewa Local School District, be six (6) years old on or before September 30, and have completed kindergarten.

### **EARLY ENTRANCE:**

By state law, parents of a child who will attain the age of five between August 1 and December 31 may request testing for early entrance to kindergarten. This testing is done in May prior to the opening of school. Children must pass social, emotional, and academic tests at a prescribed level, and must satisfy the requirements established by Board Policy.

## EXPECTATIONS FOR STUDENTS

Students are expected to come to school ready to learn. Students are responsible for their actions, appearances and general attitudes. We expect them to be positive, inquisitive and determined to be a success at Hazel Harvey Elementary School. Students are expected to follow general classroom and hallway rules. Some basic expectations include:

- Be prepared for class with completed homework and supplies.
- Protect books with book covers and be responsible for them.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will keep their hands, feet and objects to themselves.
- Students may not disrupt the learning process.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security to their own property.
- Students are to speak to others in an appropriate manner.
- Cell phones, computerized video games, radios, tape players, laser pointers or walkie-talkies or other electronic devices are not permitted.

Teachers are all asked to remind any student to follow the building rules. Consequences will be based upon individual classroom discipline plans. Parents will be included in the sequence of steps, and when the parent is notified of a problem, the principal will be given notification also. Parent notification will include behavior of student, consequences given, request for assistance from parent to reinforce acceptable behaviors, and the next step in the process.

## SCHOOL FEES

Students are charged a school supply fee each year. Effort is made to keep these fees as low as possible. This year, the school supply fee is \$30.00 for all students.

**Kindergarten – 2<sup>nd</sup> GRADES                      \$30.00**

**FEES NEED TO BE PAID AT THE BEGINNING OF THE SCHOOL YEAR. NO EXEMPTIONS WILL BE PERMITTED. IF YOU CANNOT PAY YOUR FEES ENTIRELY, YOU MUST MAKE ARRANGEMENTS TO MAKE INSTALLMENTS.**

**IF FEES OR ARRANGED INSTALLMENTS HAVE NOT BEEN PAID, UNFORTUNATELY YOUR CHILD WILL BE EXCLUDED FROM ALL EXTRA CURRICULAR ACTIVITIES UNTIL THEY HAVE BEEN PAID.**

## FINES

Fines will be charged for the following:

1. Damaged or Lost Textbooks – Students are responsible for textbooks assigned to them. If a textbook is lost or if damage exceeds normal use, the student will be charged for an amount based on replacement or repair cost.
2. Library Charges – A schedule of charges for overdue, damaged, or lost books is available in the school library.
3. Any Non-Sufficient Fund fees for any check written to school.

**\*\*If fines are not paid, all report cards will be held starting in the first nine weeks.**

## FIRE, TORNADO AND CRISIS PRACTICE DRILLS

Periodic drills are required by law. Maps are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill:

- 1 Walk rapidly in a single file, do not run.
- 2 Take purses or any personal valuable with you.
- 3 Books should be left in the room.

### FIRST AID:

If a student becomes ill or injured, they will be sent to the office. The secretaries will attempt to make arrangements with the parents when a child is ill. Telephone numbers will be obtained from the emergency medical cards. Please continue to update the school regarding emergency contact number changes. NOTE: Our school nurse is only in our building for a few hours each week. We are not able to administer first aid treatment. Minor wounds are cleansed with water and a Band-aid applied. A caladryl lotion is applied to sting wounds, and to poison ivy and bites. We do not treat serious wounds nor remove splinters, etc.

### FOOD ALLERGIES:

List any allergies on the Emergency Procedure Form.  
This includes food, environmental and medication allergies.

### GIFTED PROGRAM

It is the responsibility of Chippewa Local Schools to identify the gifted and talented students.  
These students have learning styles that thrive with instruction that reaches multiple modalities.

All students are tested at the second grade level with a standardized test. The scores from these tests are included in the gifted selection rubric. The next step in the identification process is teacher nominations in which all students may be considered. Following the nominations, teachers are asked to complete a Gifted and Talented Evaluation Scale and an academic checklist for each student. From there, all scores are compiled on a rubric. Students are then identified gifted if they meet the state-approved criteria for gifted identification. Enrichment services will be provided to students who are identified gifted.

### GROUP TESTING PROGRAMS

**Kindergarten – 2-3 days prior to official start date for kindergarten in the fall**  
State mandated KRA (Kindergarten Readiness Assessment).

**Grades Kindergarten – Grade 2:**  
In the fall, winter and spring, students will be given diagnostic testing.

**Grade Two: Spring**  
Standardized Achievement Tests/ IOWA

### HALL PASSES – OFFICE PASSES

Students in the halls while classes are in session must have a hall pass or be accompanied by a staff member. Unless otherwise directed by a teacher, students should be released from classes for emergency situations only. Students are not to come to the office for hall passes. They will not be issued. The only passes issued by the office are those given to students who arrive late to school. Students need a pass to come to the office.

### HOMEWORK

Homework serves an important purpose in your child's life. The time spent on homework is an extension of the school day and a means of reviewing and reinforcing the lesson taught in school. Homework is also a way to help your child develop self-discipline and independent study habits that will assist him/her throughout the years spent in school.

The following suggestions will aid you as you help your child develop some routines that will be of assistance in successfully completing homework assignments. Supervising homework is the most important thing a parent can do to ensure a child's school success. Students are required to complete homework and turn in assignments the next school day. Failure to turn in homework promptly may yield no credit.

The advice offered below may not always be suitable for every child; however, you can select the suggestions that seem right for your youngster.

1. Help your child schedule a regular homework time each day and remain with that commitment. Free your child of other responsibilities at that time.

2. Our teachers desire to assure understanding before a student attempts independent practice at home. The amount of time homework should take depends on what the school expects, as well as how efficiently a child works. If your child seems to have an unreasonable workload, if the work is consistently too hard or too easy, or if he/she is totally lost, contact the teacher. We intend to provide assignments that reinforce skills, not assignments that generate boredom, frustration, or exhaustion.
3. Assist your child in establishing good study habits by providing a notebook or paper to jot down assignments. Review these assignments daily. **It is important to check and sign your child's agenda on a daily basis.**

### **IMMUNIZATIONS:**

Immunizations are required by law. If for religious reasons you object to immunizations, obtain a card from your church stating the objection, affix your signature, and return the form to the school office. If for philosophical reasons, state your beliefs in writing, affix your signature, and return it to the school office. Parents are advised that a non-immunized child is subject to exclusion from school in the event of an outbreak of a communicable disease.

### **INTERIMS AND STUDENT PROGRESS**

All student progress can be assessed through the on-line Progress Book website. If you do not know your user name or password, please call the office at Hazel Harvey. Since this is available to parents, we will no longer be sending home interims. However, if you do not have access to a computer, parents need to call 330-658-2522 and request a copy of their child's progress. It is also important to note that even if your child shows a certain grade for an academic area, the final report card grade may change due to other criteria not recorded in Progress Book.

### **LOCKERS**

Student lockers, desks, cabinets, and similar property are the property of the Chippewa Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at anytime and without warning.

### **MAKE-UP WORK**

If absent one day, a student will have at least one day to make it up. A reasonable amount of time will be given for notice of a test.

### **MEDICATIONS DISPENSED**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

For purposes of this policy, "medication" shall include all medications including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

**If your child needs medication for the first day of school, please bring medication to school and fill out the necessary paperwork BEFORE school starts. If your child is diabetic or has severe allergies, such as peanuts, a meeting with the principal and school health provider needs to be held before school starts to document pertinent protocols.**



The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and the child. Before any medication or treatment may be administered to any student during school hours, the Board shall require two forms completed prior to administering medication. There is one form for the doctor to sign called the Physician Statement. The other form that needs to be signed by the parent is called the Authorization for Prescribed Medication or Treatment. Also, PARENTS ONLY can bring the medication to school—DO NOT SEND MEDICATION WITH YOUR CHILDREN. When you bring the medication to school with the proper forms, parents must sign they dropped off the medication, and they must sign when they pick it up.

Only medication in its original prescription bottle (labeled with the date of prescription, student's name, and exact dosage) will be administered, and only in the presence of another adult. Parents, or students authorized in writing by physician and parents, may administer medication or treatment but only in the presence of another adult.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure is prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication, identified as noted, stored in the Principal's office and administered in accord with this policy.

Parents are requested to provide all medical supplies for students and to assist the staff with monitoring the plans for students in school.

If your child needs medication for the first day of school, please bring the medication to school and fill out the necessary paperwork before school starts. If a child is diabetic or has severe allergies, such as to peanuts, a meeting with the principal needs to be held before school starts to document pertinent protocols.

Parents need to pick up all medications on or before the last day of school. If medications are not picked up they will be appropriately disposed.

### PARENT PARTICIPATION/VOLUNTEERS

The elementary school encourages parent and community involvement in our school. Parent volunteers do a variety of tasks from clerical duties, tutoring of students, assisting teachers, and they are very important to the success of our school. Please call the school office or your child's teacher, (330) 658-2522, for additional information.

### PLAGIARISM POLICY

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments. Examples of plagiarism include:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Cutting and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences. These could include:

- Points deducted from the final score/grade for the assignment.
- Loss of credit for the assignment.
- Denied use of school computers.
- Suspension from school for continued violations.

## **PLAYGROUND**

Safety – A list of rules for student safety follows. Students are informed of these rules by their homeroom teacher, and are asked to initial a class list to verify inservice. For the safety of all students on the playground, two to three staff members will be on the playground at all times for each grade level. Staff assignments will be made by the principal.

If a student becomes sick or gets injured on the playground, he/she must report to the staff member on duty immediately.

### **Rules:**

1. Keep hands to yourself.
2. Stay in designated areas (away from windows, behind yellow line marked on playground, building entrances, outdoor classroom, and woods).
3. No playing tag
4. Use playground equipment as intended.
5. Playground toys are to be used on the ground area; do not throw balls or toys on the roof of the building
6. Students should participate in reasonable play with balls. Students are not permitted to aggressively kick or throw balls at other students with intention to hurt.
7. Students will engage in safe play (no tackle football, no rough play, no fighting).
8. School provided toys are permitted on the blacktop area. Students should not bring balls, toys etc. from home.
9. Notify teacher or playground aid of any child being "bullied" or "harassed."
10. **NO FLIP-FLOPS, OPEN-TOED SHOES OR HIGH HEELED SHOES PERMITTED.** Tennis shoes are the most appropriate.

Please note: Students need to tell the teachers who are on playground duty if any type of inappropriate behavior has occurred. Sometimes parents call with concerns about issues that occurred on the playground, but the teachers on duty were never notified. It is important to solve problems immediately. Therefore, encourage your child to share with a teacher if they feel someone has hurt them or bullied them so the problem can be addressed immediately. Teachers will use their discretion on handling the situations either through discussion, time on the wall or student(s) being sent to the principal's office.

### ***SPECIFIC EQUIPMENT RULES***

#### **Swings:**

1. Only one person on a swing.
2. Sit on the swing always, no standing.
3. Wait until the swing stops before getting off, no jumping off moving swings.
4. Pump the swings yourself, no pushing other children on swings.
5. Swing forward on the swings.
6. Walk safely around the swings; do not play close to the swings.

#### **Sliders and Poles:**

1. One person can go down a slide or pole at a time.
2. Always sit on the slides and go forward; no climbing up the slides.
3. Slide down the poles; do not climb up the poles.
4. If the slide or poles are wet, stay off of them.
5. Look to be sure that no one is in front of the slide before going down.

#### **Climbing Equipment and Bars**

1. Hold on tightly to the climbing toys and bars.
2. Go in the same direction as the other children.
3. Only jump off when you can land on your feet.
4. Stay a safe distance from the next child.
5. Do not swing your feet.
6. Do not hang upside down or climb on the top of the bars.
7. If the climbing toys or bars are wet, stay off of them.

## **Consequences for Not Following Playground Rules:**

Failure to follow playground rules will result in a 5-minute time out on the wall of the school building and be denied access to that piece of playground equipment for the remainder of the school day. For repeat "rough play" offenders, students will be given a time out period on the wall for the remainder of the recess.

Parent notification will be given for repeat offenders, following these procedures: Warning, consequences, parent notification, intervention, and principal action.

## **RECESS**

Recess is an integral part of a child's school program, both physically and socially. Students will be expected to be dressed for the weather each day (boots, hats, gloves, warm coats, etc.) as they will participate in the full activities of the school, outside recess included. Be sure that your child is ready for a full day of school after an illness.

### **1. Inclement Weather:**

Students will not go outside for recess if:

- It is raining
- Wind chill or current temperature is 20 degrees or below

### **2. Sick Children not recommended to go out for recess:**

Our teachers must have a lunch break and cannot supervise children that should be outside or at home resting. Therefore, we are often faced with the problem of what to do with the child who wants to stay in. Notes from parents will be honored for only one day requesting a child to stay in at recess. The child will remain in the school office. Your cooperation in limiting requests for your child to stay in except after an illness or other limited times will be appreciated. If a child needs to remain inside for an extended period of time, we need to have an indication in writing from your physician. Remember: Too sick to be outside, too sick to attend any function, including school. Full recovery is what we are after – not relapse. Please understand that this policy is designed to deter children who prefer to stay in and attempt to find excuses to do so.

## **SCHOOL CLOSING**

Winter months may be rather unpredictable in Ohio, and we find it necessary to cancel school due to poor road conditions or other emergencies. The following is a list of the only radio and television stations used to inform you.

<b>Radio</b>		<b>Television</b>	
FM 104.5	FM 96.5	FM 99.5	Channels 3, 5 & 8
AM 1590	AM 640		

If the Superintendent would deem it necessary to close school during school hours, please listen to the above communication systems to stay informed.

For the quickest and most accurate information on school delays and closings, please listen to WQKT 104.5 FM. This station has proven to be the most reliable coverage for weather related information and provides updates at least every half hour beginning at 6:00 a.m.

## **SCHOOL RECORDS**

In compliance with Federal regulations, the Chippewa Local School District has recently updated its policy and established the following guidelines concerning student records.

- A. The Principal is the Records Control Officer for Hazel Harvey Elementary School. He/She is responsible for the processing and maintenance of all students enrolled there. The office is located at 165 Brooklyn Avenue, Doylestown, Ohio or can be reached by calling (330) 658-2522.

B. Each student's records will be kept in a confidential file located at 165 Brooklyn Avenue. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years or age or older), and those designated by federal law or District regulations.

- Academic information – including test scores, academic status, awards and official letters.
- Attendance records and disciplinary records.
- Medical and health records.
- Counseling and psychological records.
- Personal identification or “directory” information – including social security number, pictures, and address. The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) dictate how schools handle this sensitive information. It protects a student's rights to privacy and a parent's right to know.

C. A parent, guardian, or adult student has the right to request the removal or correction of inaccurate school record information to a student's records and to obtain a hearing with District officials. Grades and educational decisions cannot be challenged.

D. The District has established the following information about each student as “directory information”. This information will be made available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within five (5) days from the date when the notification is given by the district. The Records Control Office will not permit distribution of any or all of such information if notification is made.

Name, address, and telephone number, date and place of birth, height and weight, dates of attendance, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office, 56 N. Portage Street, Doylestown, Ohio or by calling (330) 658-6368.

### SCREENINGS:

Vision screenings are completed on all students in preschool or kindergarten, grades 1 and 3 annually. Other grade-level students are referred by staff members for a vision screening if a concern is noted. A parent may refuse the vision screening through a formal letter to the Principal.

Hearing screenings are completed on all students in preschool or kindergarten, grades 1 and 3 annually. Other grade-level students are referred by staff members for a hearing screening if a concern is noted. A parent may refuse the hearing screening through a formal letter to the Principal.

Communication screenings are completed on students who are referred by a staff member. Screenings are completed on all kindergarten students during the fall screening.

### SECURITY ISSUES

The safety of all the students at Hazel Harvey is a top priority. To assure that the students are kept safe, the following procedures have been put into place. All doors to the school building will be locked during the day. **Parents and other visitors MUST sign in at the office and wear a visitor's badge.**

Playground safety is of utmost importance for all our children. At all times, we have 2 to 3 adults on the playground. We really emphasize your child wearing shoes that are appropriate for playground play. Tennis shoes or shoes with rubber soles are the best. One-inch or two-inch heels or boots are very dangerous. Flip-flops and open-toed shoes are absolutely not permitted.

We also have a no-bully policy on our playground, and children who feel they are a victim of bullying must report it to an adult immediately if it occurs on the playground so that it can be addressed.

## SEXUAL HARASSMENT

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to proper authorities in compliance with State law.

## STUDENT AGENDA BOOK

Student agendas are designed to be a tool to help students increase their organizational skills. This book is to be carried with the student to all classes. Dates, classroom assignments, special projects or events and grades should be written in the book. Students should also use the book to schedule their study time at night. Parents should check and sign their child's agenda book on a daily basis.

The book will also be used as a means to facilitate communication between the home and school. Notes can be written or parents and teachers may simply wish to initial completed assignments. If a child loses his/her agenda book, a replacement fee of \$7.00 will be assigned.

Please remember to send a separate note for your child to be picked up. Do not write end of the day arrangements in the agenda book.

## STUDENT CODE OF CONDUCT

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The "Basic Rules" are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. **Alarms**— Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**— Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**— The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Bus**— Failure to obey the bus driver or display unsafe conduct on the bus.
5. **Complicity**— Students will not help others to violate any portion of this Code of Conduct.
6. **Computer Usage**— Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
7. **Dangerous Instruments**— Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others.
8. **Demeaning Acts**— Appear in a school activity in improper attire or perform acts of a demeaning nature.
9. **Dishonesty**— Commit acts of dishonesty which includes cheating on tests or assignments.
10. **Disrespect**— Be disrespectful (intimidate, insult, abuse, etc) to a Chippewa employee or student on school property or at a school sponsored event.
11. **Driving**— Operate vehicles in an unsafe manner.
12. **Extra Curricular**— Failure to abide by the school rules and regulations during athletic or extracurricular activities.
13. **Fighting/Physical Acts**— Perform acts of violence, fighting, or physically touching a student or employee.
14. **Fire**— The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
15. **Gambling/Card Playing**— Play cards, flip or match coins, roll dice, or participate in any other form of gambling.
16. **Hazing/Harassment/Intimidation/Threats**— Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees. This includes sexual harassment.
17. **Illegal Substances and Paraphernalia**— Possess, use, or distribute illicit drugs, alcohol, or other harmful or illegal substances. Drug paraphernalia is prohibited.

18. **Inappropriate Language**— The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
19. **Inappropriate/Disruptive Behavior**— Disruptive behavior within the school environment including all school functions.
20. **Insubordination**— Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
21. **Lockers**— Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student's locker without permission is prohibited.
22. **Look-Alike**— Be involved with the use, possession, or distribution of look-alike drugs, weapons, tobacco, alcohol, electronic cigarettes/cigars, etc.
23. **Miscellaneous**— Possess or use beepers, cell phones, ipods, radios, chains, laser pointers and other articles determined to be inappropriate by the building principal.
24. **Petition**— Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**— Handholding, hugging, kissing, and other signs of affection at school are prohibited.
26. **Repeated Violations**— Repeatedly fails to comply with directions.
27. **Tardiness**— Be tardy to school or class.
28. **Theft**— Unauthorized possession of school or personal property.
29. **Tobacco**— Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
30. **Truancy/Class Cutting**— Cutting classes without permission or is truant.
31. **Vandalism/Damage**— Destroy or damage property or perform acts of vandalism.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Students are expected to read and understand the *Student Code of Conduct* and *Basic Rules*. They should understand the possible consequences for violations. If a student commits a violation requiring suspension, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.

### **BULLYING**

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

**Definition:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

## HARASSMENT/HAZING/INTIMIDATION

**Definition:** Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

**Sexual Harassment:** Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

**Threatening Language:** Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as "I'm going to get you," or "I'm going to kill you," are no longer acceptable and cannot be erased by "I'm sorry," or "I was just joking." When inappropriate behaviors or remarks can be verified, discipline will be issued.

## SUSPENSION AND EXPULSION

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

**THE FIRST OFFENSE** may result in up to 3 days of suspension.

**THE SECOND OFFENSE** may result in up to 5 days of suspension.

**THE THIRD OFFENSE** may result in up to 10 days of suspension.

**REPEATED OFFENSES** — of misconduct may result in a recommendation to the Superintendent for expulsion from school.

The principal may determine to exceed the minimum number of days for a specific out-of-school suspension based upon the severity of the offense.

During out-of-school suspension or expulsion, students are not to be on school grounds or attend school activities, which include practices or any extracurricular events. The student is permitted to make up missed assignments but will not be given credit for assignments or tests.

### SUSPENSIONS - Automatic

Some violations of the Code of Conduct will result in an administrative decision to move to suspension and passing over other disciplinary options such as warning or detention. Some of these include but are not limited to fighting (both students suspended), physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher and the possession of weapons.

### TEACHER – LEVEL DISCIPLINE

Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms. Discipline options available to teachers include, usually in this order, the following:

- |                      |                         |
|----------------------|-------------------------|
| 1 Verbal warning     | 3 Referral to Principal |
| 2 Teacher Discipline | 4 Principal Discipline  |

In-School suspension or Out-of-School suspension will be assigned by the building principal for infractions of the code of conduct or repetitive problems in the classroom or on the playground.

## **TEXTBOOKS**

Textbooks are provided by the Board of Education and loaned to each student for use during the school year. The student is responsible for taking care of the textbooks issued to them, and when a textbook is issued the teacher records the general condition of the book. The parent must pay for books that are damaged or lost. Final report cards may be held if fines or replacements costs are not paid for damaged or lost textbooks.

## **TRANSFER OR NEW STUDENTS**

Students transferring from other school systems must present an original birth certificate, health records including immunization verification, and applicable custody papers upon entrance. Two proofs of residency are required by the Chippewa School District. All new students to Hazel Harvey Elementary will receive a vision, hearing and communication screening as required by law.

## **VISITORS**

All doors to the school building will be locked during the day for the safety of our students. All visitors and/or parents must use the main entrance. Parents and other visitors **MUST** sign in at the office and wear a visitor's badge.

We welcome you to visit your child's class at any time after the first month of school as long as you have made arrangements with the teacher. Please do not bring other children along when you visit the classroom. All visitors other than parents or guardians must make pre-arrangements with the school office and teacher.

One of the goals of our school is to utilize the resources of parents and citizens of the community to broaden our curriculum. Sharing travel experiences, movies, hobbies, special talents, experiences, and information about your vocation makes our total curriculum become a more meaningful learning process. Please contact your child's homeroom teacher if you are willing to share.

## **WEB PAGE**

Hazel Harvey Elementary School can be located on the Internet at [www.chippewa.k12.oh.us](http://www.chippewa.k12.oh.us). Students, staff, and community members can obtain a variety of useful information from these web pages. Here, you will find a directory of staff email addresses, information about academic programs, athletic schedules and pictures, guidance information with links, school closing information, and much more. We are constantly striving to make our web site more useful.

## **WITHDRAWAL OF STUDENTS**

It is important that you notify the school and fill out a Student Withdrawal Form as soon as possible. There are several forms that must be completed before we can release your child's records to another school. The school in which your child enrolls will send a request for his/her records, and we will forward the necessary records promptly.



# Chippewa Intermediate School

100 Valley View Road  
Doylestown, OH 44230-1398  
Phone (330) 658-2214  
Fax (330) 658-2241  
[www.chippewa.k12.oh.us](http://www.chippewa.k12.oh.us)



Mr. Steve Watkins, Principal

Mrs. Jamie Zollinger, Assistant Principal

## 2018-2019 Student-Parent Handbook and Agenda

This agenda book belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_ Bus \_\_\_\_\_

### Welcome to Chippewa Intermediate School!

The faculty and staff of Chippewa Intermediate School take pleasure in welcoming you to another exciting school year. In addition to increasing your knowledge base in a variety of ways, you will also have many opportunities to participate in co-curricular and extra-curricular activities.

How successful you will be this year depends to a great extent on your attitude and how much effort you are willing to devote to your school work. Successful students establish a study area at home and a regular time to do their homework every day. They actively participate in class and complete all assignments on time. These things require hard work and dedication, but the rewards can be tremendous. The entire CIS staff is here to help you accomplish the important goals of academic success and preparation for high school.

Parents are an essential part of the educational team. Consistent communication with your child's teacher is vital. You can communicate through phone calls, email, Progress Book and conferences. All parents are welcome to attend the various activities our students are involved in such as band and choir concerts, musicals and evening academic programs. Every student's success involves a team effort between the school and home. Good luck, and have a great school year!

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## Academic Policies

### Curriculum

Summative assessments (tests, projects, written reports) will encompass 80% of the students' grade. Formative assessments (quizzes, homework, classwork) will encompass 20% of the students' grade. It is unacceptable for any student to score below 70%. A score that low indicates a need for re-teaching or intervention. Students who have missing assignments will have additional time and discipline to complete assignments. Any student wishing to raise their grade must complete the intervention process with their teacher before retesting.

### Homework

Students should expect to have homework and other assignments that will need to be completed outside of the academic school day. Homework is due when called for by the teacher. Failure to complete homework and other assignments will result in consequences and/or intervention.

### Plagiarism

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments.

Examples of plagiarism include but are not limited to:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Copying and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences.

These could include:

- Detention, Friday Night School or In-School Suspension
- Completing an alternative assignment.
- Denied use of school computers.
- Continued violations could result in an out-of-school suspension.

### Reporting Student Progress

Student progress is reported to parents in several ways including ProgressBook, report cards, letters and notes to parents, emails, conferences, and phone calls. Report Cards are sent home at the end of each grading period.

All parents will be issued a username and password to access ProgressBook. This is an internet based program where you can follow your child's academic progress as well as access homework. Parents are encouraged to check ProgressBook frequently for updates regarding grades, homework assignments, upcoming projects and test/quiz dates.

The "Interim Report" can be accessed thru ProgressBook each grading period. This report shows the grade the student is earning at the time and teacher comments about performance.

Grading at CIS is done on a hybrid system for 5-6 grades. Students receive a letter grade as well as a +, check, or - to indicate progress on standards.

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	50-59

Non-graded progress reporting will be provided on the report card for grades 3-4. The following is the non-graded reporting scale:

A - Advanced Understanding	Student demonstrates a deeper understanding of grade level standards. Student independently exceeds grade level standards.
S - Skilled	Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills.
P - Progressing	Student performance is progressing toward the knowledge and skills expected at this grade level. Skills are not yet mastered.
N/A - Not Assessed	Standard has not been taught yet.
	The progress report also identifies the effort in each academic area and reports your child's effort level with a +, check or -. The plus shows consistently high effort, the check shows expected effort and the minus shows minimal effort.

School Calendar

The school calendar is available on the district's webpage.

Chippewa Local Schools  
2018-2019 School Year Calendar

August 20 <sup>th</sup> - 21 <sup>st</sup>	Relocation Days	<b>Making Up Calamity Days</b>  Calamity (snow days) make-up days will be as follows:  Day 1 6/3/19 Day 2 6/4/19 Day 3 6/5/19 Day 4 6/6/19 Day 5 6/7/19
August 22 <sup>nd</sup>	Teacher Work Day	
August 23 <sup>rd</sup>	Teacher In-service Day	
August 24 <sup>th</sup>	Convocation Day	
August 27 <sup>th</sup>	First Day of School for Students	
September 3 <sup>rd</sup>	No School - Labor Day	
September 10 <sup>th</sup>	No School - Fair Day	
October 26 <sup>th</sup>	Compensation Day	
November 2 <sup>nd</sup>	End of 1 <sup>st</sup> Nine Weeks (47 days)	
November 22 <sup>nd</sup> - 23 <sup>rd</sup>	No School - Thanksgiving	
December 24 <sup>th</sup> - January 4 <sup>th</sup>	No School - Winter Break	
January 7 <sup>th</sup>	School Reconvenes	
January 11 <sup>th</sup>	End of 2 <sup>nd</sup> Nine Weeks (38 days)	
January 21 <sup>st</sup>	No School - M.L. King Jr. Day	
February 18 <sup>th</sup>	No School - President's Day	
March 22 <sup>nd</sup>	End of the 3 <sup>rd</sup> Nine Weeks (48 days)	
April 15 <sup>th</sup>	No School - Compensation Day	
April 16 <sup>th</sup> - 19 <sup>th</sup>	No School - Spring Break	
April 22 <sup>nd</sup>	School Reconvenes	
May 25 <sup>th</sup>	Graduation	
May 27 <sup>th</sup>	No School - Memorial Day	
May 30 <sup>th</sup>	End of the 4 <sup>th</sup> Nine Weeks (43 days) - Last day for students	

### State Testing

The CIS staff works diligently to prepare students for State Testing. The State Department of Education determines how and at what grade level tests are administered. Our tentative testing schedule for 2018-2019 is as follows:

- Grade 3 Language Arts, Math
- Grade 4 Language Arts, Math
- Grade 5 Language Arts, Math, Science
- Grade 6 Language Arts, Math

### **Attendance Policies and Procedures**

#### Arrival and Dismissal

The doors will be unlocked at 8:00 Monday thru Friday. *Parents should not drop students off at school before 8:00.* Students will go to their homerooms class and can get breakfast. The school day begins at 8:15 and ends at 3:25. *Once a student arrives on school property, he/she is not permitted to leave without permission.*

Bus riders are dismissed at 3:10. Walkers and students staying with a teacher are dismissed after the buses have departed. Parking is not permitted in front of the building in the bus lane or in the parking lot until 3:30. In order to avoid congestion as students are leaving school, *parents picking up students should plan to do so at 3:20.* Students will be picked up at the back of the school along the sidewalk. Students will not be permitted to walk into the parking lot for safety.

*The building closes at 3:45 and students are not to be in the building or lingering outside unless they are involved in a supervised activity.* Students may not remain in the building to wait for the start of an after-school athletic contest.

#### Attendance and Excused Absences

Regular attendance is important to a child's success in school. It is essential that your child report to class on time and attend school every day. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly. If you need to report your child off from school, please call 330-658-2214 or email Mrs. Stephens at [chip\\_stephen@tccsa.net](mailto:chip_stephen@tccsa.net)

Students are permitted ten (10) days of absence for personal reasons with a note from their parents. On the eleventh (11<sup>th</sup>) day of absence, a student will be excused according to the following criteria. Each of the following criteria requires proper written documentation from the physician or etc. (other than parent). *Without proper documentation, an absence is considered unexcused.* An excessive number of unexcused absences will result in a referral to Wayne County Juvenile Court for truancy.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the absences of children from school.

**An excuse for absence from school may be approved only on the basis of any one or more of the following conditions with proper documentation.**

**Excused Absences:**

1. Extended illness, illness in the family or death of a relative. Written verification from the doctor is required for an extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with the building principal.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible, and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Quarantine in the home: The absence arising from this condition is limited to the length of quarantine as fixed by the proper health officials.
5. Family vacation – permission must be obtained in advance using the planned absence form available in the office. This will be limited to one per year, five (5) school days maximum, and prior to the 11<sup>th</sup> day of absence.
6. Extreme emergencies approved by the administration.
7. Observance of a Religious Holiday: Any student of any religion shall be excused from classes if his/her absences are for the purpose of observing a religious holiday.



#### Leaving School Early

All requests for early dismissal must be in writing from a parent or guardian and must be brought to the office before school begins. The note must include your name, your homeroom, the time you will be leaving, how long you will be absent from school, and the purpose for leaving. Students must be signed out in the office by a parent or other designated adult. Students are permitted to sign themselves back in when they return to school if they bring their doctor's note.

#### Requesting Make-up Work

When you report your child off from school in the morning, notify the secretary that you would like your child's make-up work. Work can be picked up in the office after 2 pm.

#### School Closing and Delayed Start

In the event of severe weather conditions or other emergency situations, school may be closed or delayed in starting. Notification of such events will be announced over radio station WQKT (104.5 fm) and on the major TV stations. Parents may also sign up to receive school closing/delay alerts at <https://go.schoolmessenger.com/>. When the school is closed, no buses will run, including buses that transport students to other school districts. Evening events are also usually cancelled. When the school operates on a two-hour time delay, the buses will run two hours later than normal. School will begin at 10:15.

#### Student Illness or Injury during the School Day

Students who become ill or injured during the school day should report to the office where they will be given the opportunity to call home. Students can only be released to a parent or someone listed on their emergency cards.

### Tardiness

Students arriving after 8:15 must report to the office to sign-in and get a pass to class. Students arriving between 8:15 and 8:45 a.m. will be considered tardy. Students who sign in after 10:00 or leave school before 1:00 are counted as a half-day absence. Any student who signs out for longer than 1½ hours, will be considered absent for ½ day. We appreciate that early pickups be used only for doctor's appointments or emergencies.

**A student cannot be tardy more than two (2) times per each nine week grading period without a consequence.**

1 <sup>st</sup> tardy:	verbal warning
2 <sup>nd</sup> tardy:	verbal warning
3 <sup>rd</sup> tardy:	written warning requesting parent signature
4 <sup>th</sup> tardy:	30 minute after school detention
5 <sup>th</sup> tardy:	30 minute after school detention
6 <sup>th</sup> tardy:	30 minute after school detention
7 <sup>th</sup> tardy:	60 minute after school detention
8 <sup>th</sup> tardy:	60 minute after school detention
9 <sup>th</sup> tardy:	Friday Night School
10 <sup>th</sup> tardy:	In-School Suspension

### Tuancy

Under Ohio law, *Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

*Unruly child* refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

*Delinquent child* applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

By law, schools must take action for any student being truant. Failure to attend school regularly will result in a student being referred to the Wayne County Juvenile Court.

## Discipline Policies and Procedures

### Automatic Suspensions

Some violations of the Code of Conduct will result in an administrative decision to move to In-School or Out-of-School suspension, passing over other disciplinary options such as warnings or detentions. Some of these violations include but are not limited to fighting, physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher, threats of physical harm to another person, and the possession of weapons.

### Detentions

Students are responsible for serving detentions on the date and time assigned. Detentions are either before school from 8:00 – 8:25 or after school from 3:20 – 3:50. At least a one-day notice is provided to parents so that transportation may be arranged. Students must return detention forms with a parent signature the day after the detention is issued. Failure to serve detentions will result in a Friday Night School.

### Friday Night School

Friday Night School is an option that may be available in lieu of suspension from school. This is a behavior modification program monitored by middle school teachers and held on Friday afternoon from 3:20 until 5:20.

### Guidelines for Responding to Student Conduct Problems

All CIS students can and must behave appropriately at school. Compliance with established standards of conduct is mandatory. Violation of any of the Basic Rules on school grounds or at school sponsored/related activities and events off school grounds may result in disciplinary action. Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms. Discipline options that may be employed are:

Teacher-student conference	Team-parent conference
Exclusion from activities/programs	Detentions
Referral to the office	Emergency removal from class/school
Friday Night School	In-school suspension
Out-of-school suspension	Expulsion from school

Other options may be used if they are deemed appropriate. The maturity of the student will be considered when determining disciplinary action.

#### In-School Suspension

In-School Suspension is less severe than Out-of-School Suspension. In-School Suspension is defined as a removal of the student from his/her regularly scheduled classes. When an In-School Suspension is received, the student and parent/guardian shall be a given written notice of the suspension and the reasons for the suspension.

#### Out-of-School Suspension and Expulsion

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

*1<sup>st</sup> Offense* may result in up to 3 days of suspension.

*2<sup>nd</sup> Offense* may result in up to 5 days of suspension.

*3<sup>rd</sup> Offense* may result in up to 10 days of suspension.

*Repeated Offenses* of misconduct may result in a recommendation to the Superintendent for expulsion from school.

**The principal may exceed the number of suspension days outlined above for a specific violation based upon the severity of the offense. (Ten day maximum.)**

Students are permitted to make up work or tests missed during a suspension. During Out-of-School Suspension or expulsion, students are not to be on school grounds or attend any school activities; which includes practices or any extracurricular events.

#### **General School Policies and Procedures**

##### Assemblies

Proper behavior is expected during assemblies. Disruptive students may receive discipline. Students wishing to be excused from attending an assembly must speak with the Principal.

##### Breakfast and Lunch

Breakfast is served daily from 8:00 to 8:15. The cost is \$1.50. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Students may purchase lunch at school for \$2.75 or bring a lunch from home. Milk and other beverages are sold in the cafeteria for students who bring their lunches from home. Free and Reduced Lunch Forms for families who qualify are available in the office. Students who qualify can purchase lunch for the reduced price of \$0.40.

Emergency Medical Authorization  
Emergency Medical Authorization Forms are available on our website and in the office for parents to complete. This form must be returned to school within the first week of school. In the event of an emergency requiring medical treatment, we will follow the information provided on the form.

Fees/Fines/Fee Schedule/Additional Charges  
Students are charged a school fee each year. Every effort is made to keep these fees as low as possible. This year, the school supply fee is \$35.00 for all students. There are some additional charges for paperback books and other items as needed or required by the classroom teacher. Students may also be charged fines during the course of the school year for damage to books, overdue library books, and lost books.

The "general" fee for all students helps defray the cost of subject specific journals, workbooks, resource materials, duplication of classroom materials, magazines, and other supplies used in classes throughout the school year. Fees need to be paid by September 21, 2018. If you are unable to pay the fees by this date, please contact the school to set up a payment schedule that will work for you.

**General Fee for all Students**

General	\$24.00
Art fee	5.00
Agenda Book	6.00
<b>Total Due</b>	<b>\$35.00</b>

Library

Students are encouraged to use the library for leisure reading or research. Library rules must be followed, and students are to behave in a quiet and respectful manner. Students who wish to go to the library during the school day must have a pass from a teacher.

Lice Control

Chippewa Middle has a *No Nit Policy*. When nits (eggs) are found to be present in a child's hair, the following guidelines must be followed:

The parent is contacted and the child is removed from school. The parent must shampoo the child's hair with lice control shampoo available over the counter or by prescription. The child's hair must be combed free of nits. Upon returning to school the child will be checked. Please bring the label in from the box. When the child is nit free they will be able to return to school.

### Lockers

Homeroom teachers assign a locker to every student. It is strongly recommended that students put a lock on their lockers to protect their property and books. Student-owned locks are acceptable, but the combination must be given to the homeroom teacher and placed on file in the office. Locks are sold in the office for \$5. Students are responsible for maintaining their locker in a neat and clean condition. The school is not responsible for items taken from lockers. Lockers are school property and therefore can be searched at any time there is probable cause.

### Lost and Found

If you lose something, report the loss to the office as soon as possible. Found items will be placed in the lost and found area in the Cafeteria.

### Medications Dispensed at School Form

All prescribed medication must be in its original prescription bottle and must be kept in the office. In order for the office staff to dispense prescription drugs, the medicine distribution form must be completed by a physician and be kept on file. Students are responsible to report for medication at the proper times. Aspirin or Tylenol will not be provided to students without a prescription from a doctor. The medicine distribution form is available online and in the office.

### Non-School Items

Students may not bring non-school items such as candy or treats to school unless approved by the classroom teacher. Students may not sell non-school or unapproved items on school property.

### Parent Alerts

Parents are invited to forward their e-mail address and sign up for School Messenger <https://go.schoolmessenger.com>. This is an easy way to receive on-going communication from the Intermediate School Principal.

### Safety Drills

Monthly fire drills are conducted and are to be taken seriously. Students are to walk, without talking, to their designated exit and report to their assigned waiting area outside the building where attendance is taken.

Tornado drills are also conducted during the school year. Students are to follow their classroom teacher to assigned areas, kneel facing the wall and place their hands over their heads. There is no talking during this drill.

School "safety" drills will be conducted throughout the year.

Bus evacuation drills are conducted at the start of the year. Students are to follow the directions given by the bus driver. *All of these drills are to be considered very serious events. No violations or disruptive behavior will be tolerated.*

### School Pride

Our custodians do an excellent job keeping the building neat and clean. It is expected that students will help in this effort by keeping halls and lockers clean. Obviously, vandalism of any kind is unacceptable. Students are encouraged to wear school colors on game days and participate in spirit week (school dress code applies).

### Student Council

Students are encouraged to become active in student government. Each homeroom has a Student Council Representative who has a voice in school activities and meets with officers on a regular basis. Student Council activities include homeroom competitions, assemblies, encouraging school spirit, showcases and bulletin boards, school dances and sponsoring special days. Student Council officer elections are held yearly.

### Technology

Students must comply with the Acceptable Use and Internet Safety Policy, which are distributed at the beginning of the school year. These policy statements must be signed by a parent/guardian and returned to the school in order for students to access the computers.

### Textbooks and Library Books

Textbooks are loaned to students and are to be kept clean and handled with care. Book covers or book sox are required on all textbooks. Students are responsible for books and will be charged fines for damage or replacement costs if lost. Library books are loaned to students in good condition. All fines, fees or replacement costs must be paid in a timely manner or library privileges may be denied.

### Visitors

Visitors are required to report to the school office and receive permission to be in the building. They should sign in upon arrival and sign out when leaving the building. If parents wish to visit a classroom, they must make arrangements with the teacher(s) prior to the visit. All visitors must wear a visitor badge while in the building. Student visitors from other schools are not permitted.

### **Student Code of Conduct, Rules and Expectations**

#### Bullying

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

**Definition:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.



Bus Rules and Bus Conduct Reports (Bus Tickets) Bus Garage: 330-658-2113  
Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. Students are **not permitted to ride the bus home with other students.**

**Bus Rules:**

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

**Bus Conduct Reports (Bus Tickets):**

In most cases the following district guidelines are in effect for violation of bus rules:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	up to 3 day suspension from the bus
3 <sup>rd</sup> offense	up to 5 day suspension from the bus
4 <sup>th</sup> offense	up to 10 day suspension from the bus

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations it may be necessary to exceed the number of days indicated above or to move to an immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

### Cafeteria Ru

Students should go to their lockers to drop off books before going to lunch. All students are required to eat lunch in the cafeteria.

Rules include:

- Walk to the cafeteria – No running.
- Talk quietly – No yelling.
- Do not cut in line or borrow money.
- Use proper eating habits and manners.
- Do not bother or touch anyone else's food.
- Leave your area neat and clean; wipe up spills.
- Take trays to the proper area.
- Listen to and obey the teacher on duty.
- Students are not permitted to order food to be delivered to the school.
- Food is not permitted outside the cafeteria.
- No glass containers are permitted.

Failure to follow cafeteria rules will result in disciplinary action.

### Cell Phone and Other Electronic Devices

Students are **NOT** permitted to use phones or iPods during the school day unless specifically directed to do so by the classroom teacher. Cell phones may not be used or visible in the hallway, restroom, gym, cafeteria, and on the playground. *Students must use the office phone to call home for any reason.*

Students **should not** use their cell phones or other electronic devices at any other point during the school day. This includes cell phones, laptops, tablets, iPods, gaming devices, laser pointers, and any other item or device deemed inappropriate by a teacher or the administration.

Personnel from the school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

The following consequences will be given to students who used cell phones or other electronics devices at inappropriate times during the school day.

- 1<sup>st</sup> Offense- Device is given to the office. The device can be picked up at the end of the day.
- 2<sup>nd</sup> Offense- Device is given to the office. Parent contact is made. A behavior consequence is issued. The device can be picked up at the end of the day.
- 3<sup>rd</sup> Offense- Device is dropped off in the office each morning and picked up at the end of each school day for the remainder of the school year. Parent contact is made.

Conduct Off School Grounds  
Student conduct outside school hours and off school grounds that directly relates to and/or affects the public image of the school is within the control of school administrators and teachers. Students represent the school and must do so in an appropriate manner.

Dress Code

Students are expected to come to school and school events in a clean, well-groomed manner. Students should not wear clothing that is distracting. **Students who fail to dress appropriately in the view of the staff or administration of the school will be asked to call home for a change of clothing.** Students may be sent to in-school suspension if a change of clothing is unavailable. Specific dress code guidelines include, but are not limited to:

- Shorts, skirts and dresses must be at least fingertip length and loose fitting.
- Sheer, see-through and mesh clothing may not be worn. Undergarments should not be visible.
- Shirts exposing the midriff may not be worn. Chest, back, and midsection may not be visible.
- Yoga pants, stretch pants, and leggings may be worn with a shirt, dress or skirt that covers the student's backside.
- Clothing may have holes below fingertip length.
- Tank tops may not be worn. Sleeveless tops are permitted.
- Clothing with inappropriate and/or offensive messages, images, or slogans relative to alcohol, tobacco, drugs, sexual connotations or obscenities will not be tolerated.
- No hats, bandanas, or other head coverings may be worn in the building. These are to be removed when entering the building and placed in lockers. They are not to be carried around all day. Hoods on hooded apparel are to be off the head while in the building.
- Footwear must be worn at all times. Sandals are permitted in warm weather.
- No slippers or pajamas are to be worn at school.
- Pants may not "sag" or "droop." Pants are to be worn at waist height with no undergarments or skin exposed. Belts should be worn on pants designed for belts.
- No visible piercing other than the ears.
- Hair and hair accessories must not distract from the learning environment.

**Continued violation of appropriate dress guidelines will result in suspension from school.**

### Expectations - Students

Students are expected to come to school on time and ready to learn. They are responsible for their actions, appearance, and general attitude at all times. Students are expected to be positive, inquisitive, kind, determined to be successful, and to follow general classroom and hallway rules.

Keep in mind the idea of Respect: All of the following are examples of being respectful to others, yourself, and the school property.

Basic expectations for all students include:

- Be prepared for class with supplies and completed homework.
- Protect books with book covers and be responsible for them.
- Be in class on time every day.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will show respect for adults and treat other students with respect.
- Students will keep their hands, feet and objects to themselves.
- Students must participate appropriately in all classes.
- Students may not disrupt the learning process.
- Students are to accept the responsibility for disciplinary actions. Detentions, for example, are served on the date and time assigned.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security of their property.
- Students should have locks on their lockers to maintain security of property.
- Students are to speak to others in an appropriate manner.

Individual teachers may have additional management rules and procedures for their classrooms which students are expected to follow.

### Harassment/Hazing/Intimidation

**Definition:** Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

**Sexual Harassment:** Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

**Threatening Language:** Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as "I'm going to get you," or "I'm going to kill you," are no longer acceptable and cannot be erased by "I'm sorry," or "I was just joking." When inappropriate behaviors or remarks can be verified, discipline will be issued.

## Playground Rules

A list of rules for student safety follows. For the safety of all students on the playground, two to three staff members will be on the playground at all times for each grade level.

If a student becomes sick or gets injured on the playground, he/she must report to the staff member on duty immediately.

## Rules

1. Keep hands to yourself.
2. Stay in designated areas (away from windows, behind yellow line marked on playground, building entrances, outdoor classroom, and woods).
3. No playing tag.
4. Use playground equipment as intended.
5. Playground toys are to be used on the ground area, do not throw balls or toys on the roof of the building.
6. Students should participate in reasonable play with balls. Students are not permitted to aggressively kick or throw balls at other students with intention to hurt.
7. Students will engage in safe play (no tackle football, no rough play, no fighting).
8. School provided toys are permitted on the blacktop area. Students should not bring balls, toys, etc. from home.
9. Notify teacher or playground aid if any child being bullied or harassed.

### Student Code of Conduct and Basic Rules

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The "Basic Rules" are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. **Alarms**—Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**—Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**—The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Bus**—Failure to obey the bus driver or display unsafe conduct on the bus.
5. **Complicity**—Students will not help others to violate any portion of this Code of Conduct.
6. **Computer Usage**—Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
7. **Dangerous Instruments**—Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others.
8. **Demeaning Acts**—Appear in a school activity in improper attire or perform acts of a demeaning nature.
9. **Dishonesty**—Commit acts of dishonesty which includes cheating on tests or assignments.
10. **Disrespect**—Be disrespectful (intimidate, insult, abuse, etc) to a Chippewa employee or student on school property or at a school sponsored event.
11. **Driving**—Operate vehicles in an unsafe manner.
12. **Extra Curricular**—Failure to abide by the school rules and regulations during athletic or extracurricular activities.
13. **Fighting/Physical Acts**—Perform acts of violence, fighting, or physically touching a student or employee.
14. **Fire**—The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.

15. **Gaming/Card Playing**— Play cards, flip or match coins, roll dice, anticipate in any other form of gambling.
16. **Hazing/Harassment/Intimidation/Threats**— Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees. This includes sexual harassment.
17. **Illegal Substances and Paraphernalia**— Possess, use, or distribute illicit drugs, alcohol, or other harmful or illegal substances. Drug paraphernalia is prohibited.
18. **Inappropriate Language**— The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
19. **Inappropriate/Disruptive Behavior**— Disruptive behavior within the school environment including all school functions.
20. **Insubordination**— Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
21. **Lockers**— Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student's locker without permission is prohibited.
22. **Look-Alike**— Be involved with the use, possession, or distribution of look-alike drugs, weapons, tobacco, alcohol, electronic cigarettes/cigars, etc.
23. **Miscellaneous**— Possess or use beepers, cell phones, ipods, radios, chains, laser pointers and other articles determined to be inappropriate by the building principal.
24. **Petition**— Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**— Hand holding, hugging, kissing and other signs of affection at school are prohibited.
26. **Repeated Violations**— Repeatedly fails to comply with directions.
27. **Tardiness**— Be tardy to school or class.
28. **Theft**— Unauthorized possession of school or personal property.
29. **Tobacco**— Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
30. **Truancy/Class Cutting**— Cutting classes without permission or is truant.
31. **Vandalism/Damage**— Destroy or damage property or perform acts of vandalism.

### Student Right and Responsibilities

Students are expected to read and understand the *Student Code of Conduct and Basic Rules*. They should understand the possible consequences for violations. If a student commits a suspendable violation, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.



**CHIPPEWA JUNIOR/SENIOR HIGH SCHOOL**

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### Board of Education

Mrs. Linda H. Fenn	President
Mr. J. De Angelis	Vice President
Dr. Curtis Good	Member
Mr. Dan Nagy	Member
Mrs. Bernadette Rohr	Member

### Central Office Administration

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Mrs. Jacquie Petit	Secretary
Mr. Steve Workman	Treasurer
Mrs. Becky Cargill	Assistant Treasurer
Mrs. Marilyn Roehrich	Treaseurer Aide

### Chippewa Junior/Senior High School Faculty

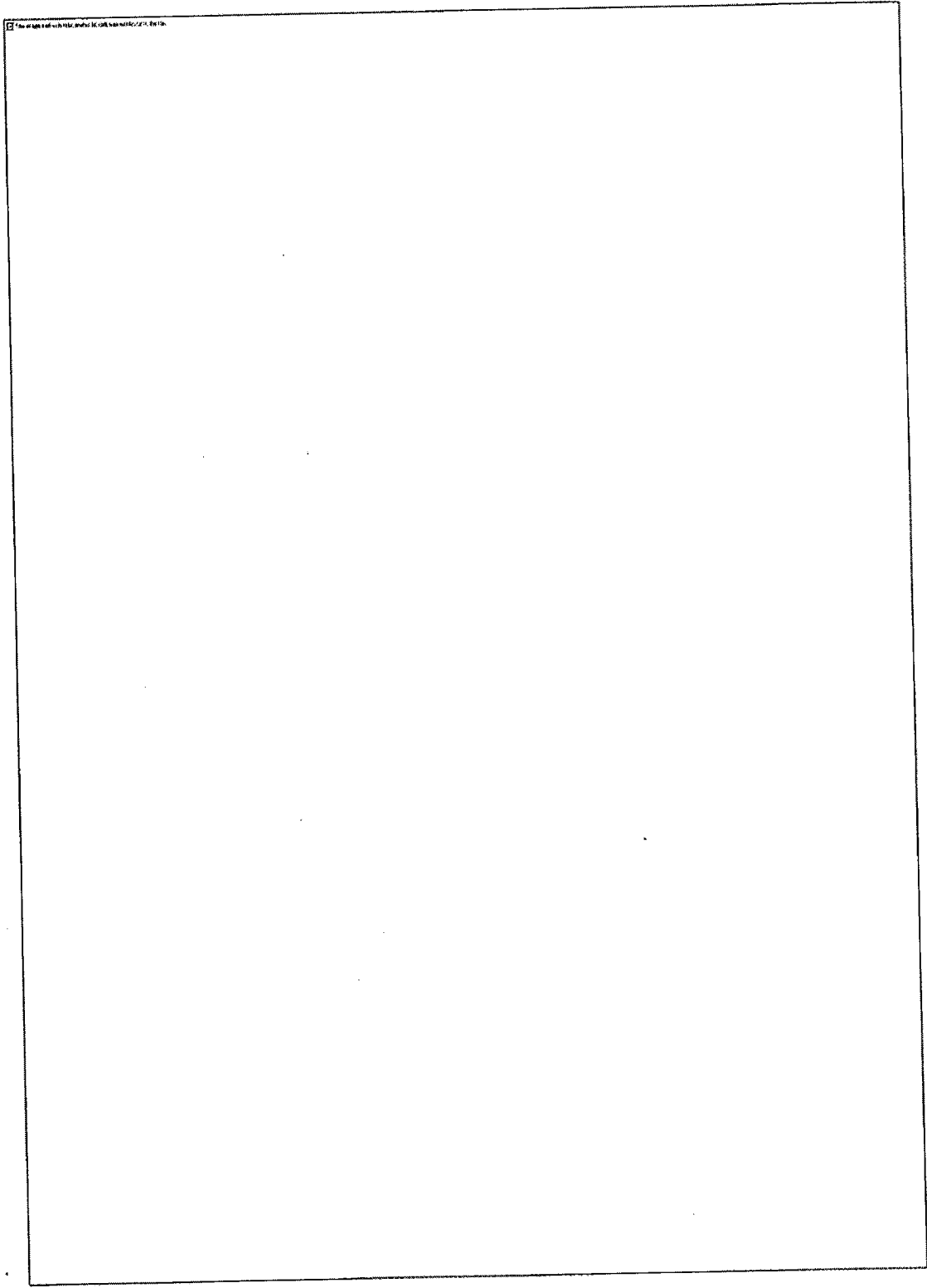
Mr. Matthew Rodriguez	Principal
Mrs. Kate Plant	Assistant Principal
Mr. Drew Conyers	Athletic Director
Mrs. Vicky De Angelis	Secretary
Mrs. Joan Kays	Secretary
Mrs. April Roth-Kimber	Guidance Counselor
Ms. Jenna Waltz	Guidance Counselor
Mrs. Diana Gasser	Guidance Secretary
Ms. Brittany Akins	Business/Computer
Mr. Mike Bohley	History
Mr. Adam Brown	History
Mr. Keith Brown	Intervention Specialist
Mrs. Ruth Coney	Science
Mr. Drew Conyers	Physical Education/Health
Mr. Tony De Angelis	In-School Suspension Monitor
Ms. Olivia DeMeio	Social Studies
Mrs. Rachel Ferris	French
Mr. Ken Gasser	Mathematics
Mr. Scott Geiser	Mathematics
Ms. Shannon Gerber	Resource Officer
Mr. Jud Hartman	Science
Mrs. Molly Janssen	Physical Education/Health
Mrs. Kati Kager	English
Mrs. Shauna Knight	Choir
Mrs. Susan Leach	Mathematics
Mr. Daryl Lepley	Technology/History
Ms. Kelly Leway	Intervention Specilaist
Mr. TJ Lindeman	History
Mr. Sean Linder	Technology
Mr. Steve Liptak	History
Mrs. Leslie Marshall	Language Arts
Ms. Alexa McCleaster	Band

Mr. Rick McMerrell	Mathematics
Mr. Pat McNutt	Science
Mrs. Beth Ogg	Science
Ms. Beth Pavkov	English
Mr. Tim Robison	Mathematics
Mrs. Amanda Rossi	Social Studies
Mr. Michael Santee	Spanish
Ms. Courtney Shtucka	Enrichment & Writing
Mrs. Rachel Silasi	Art
Mrs. Lisa Smith	Language Arts
Mr. Steve Smith	English
Mrs. Angela Sprain	Intervention Specialist
Mr. Bob Steele	Intervention Specialist
Mr. Josh Struass	Art
Ms. Clarissa Wiley	Tutor
Ms. Jessica Wilson	Science
Mrs. Jennifer Wolfe	English
Ms. Maggie Zimmerman	Science

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## Daily Schedule

7:15 – 8:00 1<sup>st</sup> Period  
8:03 – 8:48 2<sup>nd</sup> Period  
8:51 – 9:36 3<sup>rd</sup> Period  
9:39 – 10:24 4<sup>th</sup> Period  
10:28 – 11:13 5<sup>th</sup> Period (7<sup>th</sup> and 8<sup>th</sup> lunch)  
11:17 – 12:02 6<sup>th</sup> Period (HS lunch)  
12:06 – 12:51 7<sup>th</sup> Period (HS lunch)  
12:55 – 1:40 8<sup>th</sup> Period  
1:43 – 2:28 9<sup>th</sup> Period

## Academic Policies and Procedures

### Curriculum Guidelines

#### High School

- Skills, College Prep, Honors, and AP Courses

60% Assessments  
10% Practice  
30% Final Exam

- College Prep Mathematics (CPM)

50% Assessments  
10% Practice  
10% Team Assessments  
30% Final Exam

#### Junior High

- Language Arts, Social Studies, Science

60% Assessments  
20% Practice  
20% Final Exam

- College Prep Mathematics (CPM)

50% Assessments  
10% Practice  
10% Team Assessments  
30% Final Exam

#### Interventions

It is unacceptable to us for any student to score below 40% if they have given effort. If no effort is given, a zero or the score achieved may be given. A score that low indicates a need for re-teaching or intervention or refusal to do the work. Students who are underachieving according to our standard will be assigned mandatory intervention during their study hall. All students will have access to intervention throughout the day.

The following were eliminated for the 2014-2015 school year and beyond:

- Points for participation
- Points for not using the restroom
- Bonus points for bringing in any products (i.e., Canned food, Kleenex)
- Grade percentages above 100%
- Maximum bonus allowed per teacher per semester is 10 points and can only be given for educational reasons. (i.e., finding mistakes during teaching, extra questions about academic topic)



## Curriculum Policy

### AP- 85% mastery level

- No retakes allowed
- Mandatory intervention when assessments are less than 85%
- Nine-week assessment is 30% of grade

### Honors- 85% mastery level

- No retakes allowed
- Mandatory intervention when assessments are less than 85%
- Nine-week assessment is 30% of grade

### College Prep- 75% mastery level

- Mandatory intervention when assessments are less than 75%
- Nine-week assessment is 30% of grade

### Skills- 70% mastery level

- Retakes are permitted on all summative assessments once mandatory intervention has been completed
- All homework must be completed before a summative retake is permitted
- Nine-week assessment is 30% of grade

### Other Changes

- If caught cheating or plagiarizing on an assessment in College Prep, AP or Honors courses students will retake the assessment and receive 50% of their grade. A zero will be given for practice. Also, students will receive one day of in-school suspension.
- If caught cheating or plagiarizing on an assessment in Skills courses students will retake the assessment and receive 75% of their grade. A zero will be given for practice. Also, students will receive one day of in-school suspension.

## Exams

Examinations will be given at the end of each nine weeks. No exams are to be rescheduled unless approved by the administration. If a student has an excused absence on the day of an exam, it is his/her responsibility to contact the teacher and reschedule it. ~~Phones are not permitted.~~

## Grade Cards

Grade cards are distributed at the end of the nine weeks. Students are to take report cards home to their parents for observation. Parent(s) may check on a student's academic reports anytime using Progress Book.

Grade Point Average (GPA)

Current GPA is figured each nine-week period. Cumulative GPA includes only final grades (semester and full year).

Grading System

87-89	B+	94-100	A	90-93	A-
77-79	C+	84-86	B	80-83	B-
67-69	D+	74-76	C	70-73	C-
		64-66	D	60-63	D-
		59-50	F		

AP, IB and College Credit Plus classes will be weighted as a 5.0 and all other classes will be weighted as a 4.0.

Honor and Merit Roll

The Honor Roll is a prestigious award, recognizing students for academic achievement at the end of each nine-week grading period. Those honored are considered outstanding students, as their names are displayed on our Wall of Academic Excellence and in The Daily Record.

The requirement for the Honor Roll is a current GPA of 3.50+.

Incomplete Grades

An incomplete grade must be resolved by the second week of the following grading period or it becomes an automatic "F".

ProgressBook

Please check ProgressBook for up-to-date information about your child's academic progress. A password can be obtained from the Guidance Office. If you do not have internet access, please request a paper copy from the school office.

State Testing

The State Department of Education determines how and at what grade level tests are administered.

Junior High Assessments

- Grade 7 Language Arts, Math
- Grade 8 Language Arts, Math, Science

High School End of Course Assessments

- English Language Arts I
- English Language Arts II
- Government
- U.S. History
- Biology
- Algebra I
- Geometry

All absences on testing days will be considered unexcused unless a doctor's note is provided. Students will be on an alternate schedule during testing days. Students are expected to stay at school after testing is complete.

## **Athletic Information, Policies and Procedures**

### Athletic Passes

The Chippewa Athletic Department offers families and students a great opportunity to support our teams during home, regular season contests. An application can be picked up in the Athletic Office:

- 1) An annual pass to all Chippewa students. The cost is \$50 and it is valid for all three athletic seasons during the current school year. Students must present their pass at the gate for admission.
- 2) A \$10 family pass for the immediate family of the athlete who is participating in that day's contest.
- 3) An immediate family pass (extended family members not included) is available for the fall season for \$250. Also, a \$250 winter season pass is available.
- 4) Senior citizens, of Doylestown, can get a free pass at the Board of Education Office for all home, regular season contests.
- 5) Lost or replacement passes will cost \$10.

### Attendance for Athletes- Practices & Games

If you attend your team's 6 a.m. practice, you need to stay in school at least a half-day (10:27 a.m.). If you attend practice and leave before 10:27 a.m., you will sit out of the practice or game the next day.

You have to be in school a half-day (until 10:27 a.m. or arrive before 10:27 a.m.) to attend an after-school practice or game.

### Behavior at Athletic Events

All school rules are in effect at athletic events whether at home or away. Students are expected to conduct themselves with good sportsmanship. Cheers and applause are acceptable. Opposing players, coaches and contest officials are to be treated with respect.

### Eligibility and Requirements for Participation

In order to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school or be participating in accordance with state law, and you must have received passing grades in a minimum of five (5) classes in the immediately preceding grading period.

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

In order to be eligible, a student in grades 9, 10, 11, and 12 must abide by OHSAA eligibility rules and earn a 1.5 GPA the immediate preceding grading period in subjects that earn a minimum of 5 credits, or the equivalent per year toward graduation.

A student who is currently ineligible for Ohio high school athletic competition may participate in practice for the upcoming sport season if he/she maintains at least a "C" or better average in all subjects carried.

Any student who is ineligible by Chippewa School Board Policy, but is eligible by Ohio Athletic Association Policy, may be placed on academic probation and may regain eligibility if established criteria is met.

### Added Annual Requirements for Athletic Participation:

- 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) Athletic Trainer Waiver- completed and on file in the athletic office
- 4) Training Rules Form- completed and on file in the athletic office

- 5) Sportsmanship for Parents-completed and on file in the athletic office
- 6) All school fees should be paid prior to first athletic contest of a sport's season.
- 7) Students must be in attendance four periods on the day of athletic contests or practices. Any exceptions must be approved by administration.
- 8) OHSAA Respect the Game Video- Parent(s) must view one time per year.

Fees

School fees, both current and outstanding, must be paid before students can participate in any extra-curricular activities. This includes athletics, marching band, homecoming dances, prom and any other event/activity that occurs after school hours.

Insurance

Parents will be required to sign an insurance release waiver for athletic participation or show evidence of health insurance.

Interscholastic Athletics

Season	Male	Female
Fall	Cross Country Football Golf (HS only) Soccer (HS only)	Cheerleading Cross Country Soccer (HS only) Tennis (HS only) Volleyball
Winter	Basketball Wrestling	Basketball Cheerleading Wrestling
Spring	Baseball (HS only) Tennis (HS only) Track	Softball (HS only) Track

Meet the Team Nights

All parents are expected to attend the preseason meetings to obtain coaches expectations, rules, and athletic schedules for the upcoming season.

## Attendance Policies and Procedures

\*Attendance is measured in hours NOT days.\*

### Attendance Letters

Parents will be informed of attendance via a letter from the school. Notices will be sent to parents/guardians when a student has missed 20 hours & 33 hours of school in a nine-week period.

### Change of Address, Email or Phone Number

Inform the office as soon as possible of any change of address, email or phone number.

### Early Dismissal

The student needs to bring a note from his/her parent to the office before school so that the early dismissal can be listed on the daily absence sheet. The note must include the date, name of student, time to be dismissed, specific reason early dismissal is being requested (parental or personal is not a specific reason), and the time the student would be returning to school if applicable. Every time the student leaves or returns to the building, he/she must sign the "sign-in/sign-out" sheet on the office counter. Not following the "sign out/sign in" procedure will result in disciplinary action.

### Excused vs. Unexcused Absences

- An excused absence indicates that the student is absent from school with parental consent and a valid excuse.
- An unexcused absence indicates that the student is absent from school without parental consent or an acceptable excuse. Unexcused absences include oversleeping, car trouble, missing the bus, failure to follow the procedure for college visit days, and other absences not listed below as excused.

Class attendance is crucial to academic success; therefore, a limitation is placed on the number of absences from school. Students are permitted 33 hours of absence per nine-week period as long as the absence is in accordance with the Ohio Department of Education's rules and regulations governing excused absences. Students must have proper documentation for an absence to be excused. Unreported or undocumented absences will be counted as unexcused absences.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the excused absences of children from school.

1. Extended illness, illness in the family or death of a relative.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Quarantine of the home.
5. Work at home, approved in advance by the principal, as a result of a family emergency.
6. Visits to colleges or technical school: The student who completes a college visit form and brings verification of the visit from the college/technical school will not be counted as absent. The absence will be unexcused until the verification from the college is received. Seniors allowed three college visits; juniors allowed two college visits and sophomores allowed one college visit. College visit days should be scheduled before May 1<sup>st</sup>.
7. Family vacation: permission must be obtained in advance using the planned absence form available in the office.
8. Observance of religious holidays.

9. Drivers education training and testing with documentation from the driving instructor.

On a student's 34<sup>th</sup> hour of absence and every absence thereafter during a nine-week period, proper documentation is needed in order for the student to be excused from school. Proper documentation includes a note from a physician or dentist, court document, funeral, etc.

**IMPORTANT!** Medical notes must include specific dates that match the days a student was absent from school. Students will not be excused for dates that are not listed on the medical note. Medical notes that are too general will not excuse students from school.

#### Extended Illness

An absence due to a serious or prolonged illness, 33 hours or longer, which requires a physician's care and confinement to home and/or hospital will not be counted with proper documentation. For an extended illness, specific documentation from a physician may be required. In the event of unusual circumstances, the principal has discretionary power to exempt students from this policy.

#### Late Arrival and Early Release Privileges

##### Grades 7-9

- Students are NOT eligible for Late Arrival or Early Release Privileges.

##### Grade 10

- The second semester of ninth grade (grades, behavior, attendance) will determine a student's eligibility for Late Arrival for the first semester of his/her sophomore year.
- Sophomores who are eligible for Late Arrival will arrive for 2<sup>nd</sup> period.
- Sophomores are not eligible for Early Release.

##### Grade 11

- The second semester of tenth grade (grades, behavior, attendance) will determine a student's eligibility for Late Arrival for the first semester of his/her junior year.
- Juniors who are eligible for Late Arrival will arrive for 2<sup>nd</sup> period.
- Juniors are not eligible for Early Release.

##### Grade 12

- Seniors are eligible for Late Arrival (1<sup>st</sup> period only) OR Early Release (9<sup>th</sup> period only) as long as their schedule allows it.

#### **Important!**

Paperwork, with parental consent, must be on file in the office for all students who have Late Arrival or Early Release.

#### Leaving School

Students are not allowed to leave the school building for any reason without permission. If a student gets ill or needs to run to their vehicle, her or she must come to the office so the proper steps can be taken. Leaving the school building without permission will result in disciplinary action.

#### Reporting a Student Off

When students are absent, their parent or guardian must call (330-658-2011) the office to report them off. Students should be called off before 8:30. However, a voicemail can be left at any time. If a student is not reported off, school officials must attempt to contact a parent/guardian to verify the absence. Unreported absences will be counted as unexcused absences.

### Requesting Make-up Work

Make-up work may be requested when a student is going to be absent for two consecutive days or more. On the second day of absence, the student's parent can call the office before 9:00 a.m. requesting make-up work be sent home with a sibling or left on the office counter for pick up.

### Returning to School After an Absence

A student must bring a note to the office from his/her parent or physician, dentist, etc. upon returning to school.

### School Closings and Delays

In the event of severely inclement weather, mechanical breakdown, or energy crisis, school may be closed or the starting time delayed. School closings, delayed starting time or early dismissal will be announced over the radio station WQKT 104.5, FOX CHANNEL 8, on the school website or through a text message sent from Message Made Easy. Go to [www.chippewa.k12.oh.us](http://www.chippewa.k12.oh.us) to sign up for Message Made Easy.

### Tardiness

Students who are tardy must come to the office to sign-in and receive a late slip.

Students are allowed to be tardy **3 times per nine-week** period without penalty. Each subsequent tardy will result in a consequence. Consequences are shown below:

Tardy #1 - #3: warning  
Tardy #4 - #8: One Hour After School Detention (2:30-3:30)  
Tardy #9: Two Hour After School Detention (2:30-4:30)  
Tardy #10: In-School Suspension

**20 Minute Rule:** If a student is beyond twenty minutes tardy for his/her first class of the day, he/she will receive an after-school detention.

The tardy policy starts over at the beginning of each nine weeks.

### Truancy

\* Ohio's truancy laws have changed. Please read carefully. \*

Under Ohio law, a *Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuses for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 hours or more in a school year

**Unexcused absences and the number of minutes a student is tardy to school will count towards a student's total truancy hours.**

When a student meets the definition of a *Habitual truant*, he or she will be put on a 60-day absence intervention plan.

## Code of Conduct, Rules and Expectations

### Bullying

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

Definition: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

### Bus Rules

Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. **Students are not permitted to ride the bus home with other students.**

#### Bus Rules:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

#### Bus Conduct Reports (Bus Tickets):

In most cases the following district guidelines are in effect for violation of bus rules:

- |                         |                                      |
|-------------------------|--------------------------------------|
| 1 <sup>st</sup> offense | One Hour After School Detention      |
| 2 <sup>nd</sup> offense | Two Hour After School Detention      |
| 3 <sup>rd</sup> offense | up to 3-day suspension from the bus  |
| 4 <sup>th</sup> offense | up to 5-day suspension from the bus  |
| 5 <sup>th</sup> offense | up to 10-day suspension from the bus |



Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations it may be necessary to exceed the number of days indicated above or to move to an immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

### Cell Phone Policy

#### Grades 7-8

- NO cell phones or personal electronic devices during the school day.
- Teachers can allow students to use cell phones or personal devices in their classrooms for educational purposes only.
- All phone calls home must be made in the office.

#### Grades 9-12

- Cell phones and personal electronic devices are permitted. Permission to use devices will vary from room to room throughout the building.
- The following color system will identify level of permission of use for 9-12 grade students.

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

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

*Red:* Students are NOT permitted to use electronic devices.

- Absolutely no phone calls. All phone calls home must be made in the office.

### Consequences:

- 1<sup>st</sup> Offense- The student is issued a one hour after school detention. The device is given to the office. The device can be picked up at the end of the day.
- 2<sup>nd</sup> Offense- The student is issued a two hour after school detention. The device is given to the office. The device is dropped off in the office each morning and picked up at the end of each school day for 5 school days.
- 3<sup>rd</sup> Offense- The student is issued one day of in-school suspension. The device is dropped off in the office each morning and picked up at the end of each school day for 30 school days. Parent contact is made.

### Code of Conduct and Basic Rules

Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The "Basic Rules" are listed and a violation of any of these rules shall result in disciplinary action, which may include suspension, emergency removal or expulsion.

1. ALARMS - Set off a false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. APATHY - Failure to benefit from the educational system, refusal to do assignments or accept intervention.
3. ARSON - The willful or malicious burning of, or attempting to burn the property of the school is prohibited.
4. ASSAULT - Perform acts violence, assault.
5. BULLYING - Continued involvement in the act of hazing, harassing, intimidating, or threatening students or staff members in accordance with Board Policy.
6. BUS - Fail to obey the bus driver or display unsafe conduct on the bus.
7. CELL PHONES - Violation of the cell phone policy (page 10). All phone calls are made in the office.
8. COMPLICITY - Students will not help others to violate any portion of this Code of Conduct.
9. COMPUTER USAGE - Improper use of computers.
10. DANGEROUS INSTRUMENTS - Possess or use firecrackers, firearms, weapons, mace, or other instruments dangerous to others or that disrupt the educational process.
11. DISHONESTY - Commit acts of dishonesty.
12. DISRESPECT - Being disrespectful to a BOE employee or student. Disrespect to a BOE employee includes after school hours.
13. DRESS CODE - See Dress Code section on pg. 17-18.
14. DRIVING - Operate vehicles in an unsafe manner.
15. FAIL TO SERVE - Fail to serve a detention, Friday School, Saturday School or reasonable discipline from any school employee.
16. FIGHTING/PHYSICAL ACTS - Perform acts of violence, fighting or any unwanted physical touching.
17. FIRE - The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
18. GAMBLING/CARD PLAYING - All gambling is prohibited.
19. HAZING/HARASSING/INTIMIDATION - Be involved in the act of hazing, harassing, or intimidating others. This includes sexual harassment.
20. ILLEGAL SUBSTANCES AND PARAPHERNALIA - Possess, use, or distribute illicit drugs, alcohol or other harmful or illegal substances. Drug paraphernalia is prohibited. Coming to school or school events intoxicated or impaired is prohibited and could result in legal action being taken.
21. INAPPROPRIATE/DISRUPTIVE BEHAVIOR - Disruptive behavior within the school environment, at school functions, during athletic and extracurricular activities.
22. INAPPROPRIATE LANGUAGE - The use of profane, obscene or abusive language is not permitted. This includes written or verbal use, and obscene gestures, signs, pictures or publications.
23. INSUBORDINATION - Refusing to obey authority or follow directions.
24. LOOK-ALIKE - Be involved with the use, possession or distribution of look-alike drugs, weapons, tobacco, alcohol, etc.
25. PETITION - Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
26. PLAIGARISM/CHEATING - Plagiarizing or cheating on any assignment. See the curriculum policy listed on page 14.
27. PUBLIC DISPLAY OF AFFECTION - Performing any public display of affection beyond hand holding is considered inappropriate for in school behavior.
28. TARDINESS - Being tardy to school or class.
29. THEFT - Unauthorized possession of school or personal property.

- 30. THREAT - Making a threat of any kind towards a student, staff member, or the school in general.
- 31. TOBACCO - Smoke, use or possess tobacco or ~~vape~~ products on school grounds, on a bus or during school activities. This includes electronic cigarettes and cigars. (It is illegal in the State of Ohio for anyone under the age of 18 to possess tobacco products.)
- 32. TRUANCY – Skipping class without permission or be truant.
- 33. VANDALISM – Damage or destroy property. Perform acts of vandalism.

Dress Code Policy

**The dress code applies to all students.**

**Head and Face:** Hats, caps and head-coverings, including hoods, are not permitted to be worn indoors. Hair, hair accessories, and makeup must not distract from the learning environment. Headphones and ear buds are not permitted to be worn in the halls. Music can be played in study hall or with teacher's permission in class.

**Tops:** Tank tops and sleeveless shirts are permitted as long as they are properly sized with at least a one-inch strap and do not expose one's midriff, chest, or undergarments. With permission from the Administration, racerback tanks may be worn on designated days. Students **may not wear** camisole tanks (camis), spaghetti strap tanks, strapless shirts, or crop tops.

**Jeans:** Tears in jeans are permitted as long as they are below the pocket of the jeans and the pocket is not exposed. There should be no tears on the backside of jeans **and jeans should not look shredded.**

**Leggings/Yoga Pants:** Leggings and yoga pants are allowed. Any tears or mesh cut-outs must be below mid-thigh. Pajama pants are not to be worn.

**Dresses/Skirts/Shorts:** Dresses and skirts must be at least mid-thigh in length. Undergarments should not be visible. Shorts must be below pocket length. The bottom of pockets and undergarments should not be exposed. Tears/holes in shorts are not allowed.

**Shoes:** All footwear must be secure on the foot and not present a safety hazard. Slippers are not permitted.

**Other:** All clothing designed as outerwear, worn to and from school, cannot be worn in the building. All jewelry and accessories must not be distracting or create a safety hazard.

**Message Clothing:** Students may not wear anything that promotes gangs, tobacco, drug or alcohol use, sexual activity, ~~weapons of any kind, vulgar words, images, or symbols, profanity,~~ or anything illegal or immoral.

Consequences:

**No warnings will be given. A change of clothes may be provided.**

**1<sup>st</sup> Offense:** One Hour After School Detention

**2<sup>nd</sup> Offense:** Two Hour After School Detention

**3<sup>rd</sup> Offense and beyond:** In-School Suspension

Harassment/Hazing/Intimidation

**Definition:** Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

**Sexual Harassment:** Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

Threatening Language: Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as "I'm going to get you," or "I'm going to kill you," are no longer acceptable and cannot be erased by "I'm sorry," or "I was just joking." When inappropriate behaviors or remarks can be verified, discipline will be issued.

#### Plagiarism Policy

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. CHS will check work through [www.turnitin.com](http://www.turnitin.com). Further, the meaning of plagiarism, with examples, is taught as part of research assignments. Examples of plagiarism include:

- Downloading all or part of a research paper
- Buying a research paper from a commercial or local source
- Copying an article from an online or print source
- Cutting and pasting to create a paper from several sources
- Failing to quote all of the words copied or neglecting to quote
- Failing to cite a source being used
- Faking a citation

Plagiarism is considered a form of cheating. Consequences include redoing the assignment and in-school suspension.

#### Technology

Students must comply with the Acceptable Use and Internet Safety Policy, which are distributed at the beginning of the school year. These policy statements must be signed by a parent/guardian and returned to the school in order for students to access the computers.

Personnel from the school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

## Discipline Policies

### Disciplinary Actions

A violation of any of the rules for student conduct may result in varying degrees of disciplinary action.

**\*Failing to serve an assigned consequence will result in further disciplinary action.\***

- **Teacher Detention-** A teacher can assign a detention to be served in his/her classroom. The time and date should be noted on the detention form.
- **One Hour Detention-** One hour detention will be held from 2:30-3:30. Students cannot change the date or time of their detention.
- **Two Hour Detention-** Two-hour detention will be held from 2:30-4:30. Students cannot change the date or time of their detention.
- **In-School Suspension-** In-school suspension is an alternative to out-of-school suspensions. In-School Suspension is held daily from 7:15-2:28.
- **Out-of-School Suspension-** Due process will be guaranteed to the student by specifying the code of conduct violation in writing and providing the student an opportunity to respond to the code of conduct violation. During the out-of-school suspension, students are not permitted to be on school grounds or attend extracurricular activities, including practices or any extracurricular events. The principal has the authority to suspend up to 10 days. Students are responsible to make up work and assignments.

THE FIRST OFFENSE may result in up to 3 days suspension.

REPEATED OFFENSES of misconduct may result in a recommendation to the superintendent for expulsion from school.

The principal may determine to exceed the minimum number of days for a specific out-of-school suspension based upon the severity of the offense.

### Student Grievance Procedure

Student grievance procedures are outlined in the School Board Policy. Any student needing more information on the subject of equal opportunity can consult the handbook in the Guidance Office, principal office, or superintendent's office. The counselor, principal, and the superintendent can assist in answering your question.

## General School Policies and Procedures

### Automobiles

Driving to school is a privilege. Each student accepts the responsibility to drive safely and observe the rules and regulations of the school. The Administration will suspend the driving privileges of students who do not accept the responsibility of safe driving. A student may also have his/her driving privileges suspended for excessive tardiness.

Students must register all vehicles with the office. The cost of the permit is \$5.00. The parking permit must be displayed at all times. Failure to display the parking tag or failure to purchase a parking permit may result in the towing of the vehicle at the owner's expense. All vehicles must display a Chippewa parking permit by Friday, September 7, 2018. The number on a student's parking permit will correspond to their parking spot.

- Vehicles must be locked at all times to prevent theft.
- Students should go directly into school upon arrival.
- Speed limit is five (5) miles per hour on school grounds.

### Backpacks

Backpacks are not permitted. Books and other items should be locked in students' lockers. Students will have time between classes to visit their lockers. Small purses are permitted.

### Breakfast and Lunch

\$1.50 – Breakfast

\$2.75 – Lunch

\$.50 – Milk

Breakfast is served daily from 7:00 to 7:25. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Choices for lunch are the regular lunch, an a la carte lunch, or a packed lunch brought by the student. A dining room atmosphere is maintained at all times in the cafeteria. All food is to be eaten in the cafeteria, the trash placed in the waste bins, and your tray is to be returned to the dish return window. Students are permitted to congregate during lunchtime only in the cafeteria. Only the restrooms in the upper hall nearest the academic wing are to be used during lunch period. Students are not permitted to leave the building for lunch. No lunches are to be commercially delivered to the school. Students are not permitted to go to lockers during lunch period without prior permission.

Free and Reduced Priced Lunches are available to children in households who are eligible. Each student will receive a Free & Reduced Lunch Application on the first day of school to be completed by the parent(s) and returned to the high school office for approval. These are confidential and will be maintained by the food services director.

### Building Hours

School "officially" begins promptly at 7:15 a.m. with doors opening to the building at 7:00 a.m. Students may not enter the building until 7:00 a.m. Students should not arrive early to school unless they are under the supervision of a teacher.

The building is closed at 3:15 p.m. Students remaining in the building after 3:15 p.m. must be supervised by a faculty member or coach.

### Channel 14

Doylestown Cable donates the use of Channel 14 to Chippewa Local Schools. Tune in to this channel 24 hours a day to view information about Chippewa Local Schools.

### Dance Policy

All outstanding school fees must be paid before students are eligible to attend dances, homecomings or prom. School rules apply during dances.

- For homecomings and prom, students must complete the "Visitor Form" if bringing a date from outside Chippewa High School.
- No junior high students are permitted to attend.
- No guests can attend who are 21 or older.
- If the student is a high school student from another school, the principal from his or her home school must sign the "Visitor Form."
- If a guest has graduated from CHS, the form must be completed.

The advisor and/or administrator have the right to refuse guests who: do not follow this policy; do not provide accurate information; or have not successfully completed high school.

### Drug and Contraband Search/Lock Down

The Chippewa Local Schools may conduct a Drug and Contraband Search of the building, lockers, and parking lot at any time with the help of local law enforcement agencies. The searches may include the use of specially trained dogs.

### Extra-Curricular Activities

**All school fees must be paid before students can participate in any extra-curricular activities.**

Every student is encouraged to select from the activities available. As the primary purpose of high school is to promote scholastic achievement, a student is advised to select activities wisely and to budget his/her time effectively. There are activities that provide for (1) an extension of interests developed in the classroom, (2) an opportunity to develop special interests and abilities, and (3) participation in social and service activities in the school and community.

### Family Education Rights and Policy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents of eligible students should submit to the Principal a written request that identifies the records (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. A written request should clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-46054

*\*Disregard this form if you are willing to release your child's directory information to all parties including the military.*

**FERPA ACT – Family Education Rights and Policy Act**  
(Form for denial of permission to release directory information)

Dear Parent(s)/Guardian(s):

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theatre presentations at the high school. This information includes data such as:

Student's name  
Student's address  
Telephone number(s)  
Student' place and date of birth  
Recognition of student's activity sports participation  
Recognition of student's honors and awards  
Student's weight and height as an athlete  
Coursework and grades  
Dates of attendance  
Graduation date

This form must be completed and returned to the high school office within ten days of the receipt of notice (in student handbook) regarding directory information.

Release of info to any third party also mandates release of the same info to military recruiters.

By signing this form, you express your desire to **DENY** the release of Student Directory Information.

**Date:**

**PRINT name of student:**

**Grade:**

**Parent/Guardian Signature:**



Fees

Current school fees need to be paid in the office by September 8th. Outstanding fees need to be paid before the first official event/contest. Failure to pay all fees will prevent a student's participation in extra-curricular and athletic activities.

Students are responsible for all textbooks and other school property issued to them during the course of the year. All items must be returned to the teacher or the office at the end of the school year. Students who fail to return school property will be held responsible for the property. End-of-the-Year report cards will be held until the school property is returned or payment received. Seniors will not be allowed to walk in the graduation ceremony or receive their diplomas and transcripts until all monetary obligations are met.

Fees for this school year are listed below:

7 <sup>th</sup> Grade	\$35		
8 <sup>th</sup> Grade	\$35		
Freshman fee	\$35	HS Band	\$26
Sophomore fee	\$35	HS Choir	\$7
Junior fee	\$35	Junior PSAT	\$16
Senior fee	\$60		

**\*All Seniors must pay \$25.00 graduation fee even if on free lunch.**

Lice Control

Chippewa Local Schools has a *No Nit Policy*. When nits (eggs) are found to be present in a student's hair, the following guidelines must be followed:

The parent is contacted and the child is removed from school. The parent must shampoo the child's hair with lice control shampoo available over the counter or by prescription. The child's hair must be combed free of nits. Upon returning to school the child will be checked. Please bring in the label from the box. When the child is nit free they will be able to return to school.

Lockers and Locks

Student lockers, desks, cabinets, and similar property are the property of the Chippewa Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and the contents are subject to search by school authorities at any time and without warning.

Medications Dispensed at School

The administering of medication at Chippewa High School is generally discouraged unless it is absolutely necessary. If possible all medication should be given by the parent or guardian at home.

**Dispensing of Medication Form** must be completed by the doctor and parent according to state law (O.R.C. 3313.713) and board policy and must be on file in the school office.

Outside Deliveries and Non-School Items

Deliveries of balloons, food, flowers, gifts, etc. will be retained in the office until the student departs for the day. Students may not sell non-school or unapproved items on school property. Students are not permitted to bring in fast food or have fast food dropped off during the day.

### Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
3. Instructional material used as part of the educational curriculum.

Wayne County Joint Vocational School district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wayne County Joint Vocational School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Wayne County Joint Vocational School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint.

### Safety Drills

Periodic fire, tornado and evacuation drills are required by law. Maps are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill.

- Do Not Run, walk rapidly, single file
- Take purses or any personal valuable with you. Books should be left in the room

### Visitors

All visitors must register at the office upon entering the building.

### Work Permits

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms can be obtained in the high school main office.

### **The Guidance Department**

#### Academic Awards

Academic Awards including Gold Cord (Honors Diploma), Purple Cord (Magna Cum Laude), Red Cord (Summa Cum Laude) and Orange Cord (Cum Laude) are based on the student's cumulative grade point average at the end of their eighth high school semester.

#### College and Career Planning

A counselor will meet individually with seniors at the beginning of the school year. Those students interested in college or technical schools are guided through the testing and application process.

College and technical school information is available through the Guidance Office and online along with applications, scholarship information, and financial aid forms.

When a student initiates the application process, the counselor's office provides an official transcript for the student to send to the designated school.

College visitation is encouraged and an excused absence is granted. This must be a planned day with the office and teachers informed. Financial Aid forms are available in January online. A Financial Aid Night will be held to distribute and communicate all information pertaining to the financial aid and college application process.

The following college and career planning resources are available at:

<http://jobseeker.k-12.ohiomeansjob.mouster.com/seeker.aspx>

<http://ocis.org/materials/portal/home.html>

Please see the CHS-Guidance website page for these links.

#### Class Schedules and Changes

A student's schedule is developed in the spring for the following school year. Adjustments to any schedule should be made prior to July with the advice of parent, teacher and counselor. The only acceptable reasons for schedule changes once school begins are:

- Computer error
- Did not pass pre-requisite
- Placed in wrong level (teacher initiated)
- Accommodations for Individualized Education Plan

Students dropping a course after two **(2) weeks into the semester** will receive an "F" for the course. Exceptions will be made for students who, with teacher-principal-counselor permission, choose to audit the course for the remainder of the school year and retake the course during the following school year.

Students may not drop a class to pick up a second study hall. All schedule changes must be signed-off by the PRINCIPAL AND GUIDANCE OFFICE. There will be no schedule changes considered for freshmen and sophomore students as both grades have a full schedule.

### Digital Academy

Chippewa Local School District will use online/eLearning classes to supplement the curriculum, allow students to take overload classes (i.e. classes that are not able to fit in a normal school day), and to provide a full curriculum at Chippewa Local School District. District teachers and administrators will strive to identify those students who will benefit from online classes and to counsel those who will not meet the additional demands of online classes accordingly. Enrollment in the online classes is a privilege, not a right. Students may be denied the privilege of enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

Online classes taken through our Learning Consortium are to be considered Chippewa Local School District classes and will be so regarded and recorded on Chippewa Local School District transcripts. Our eLearning will adhere to Board Policy.

At the discretion of the eLearning committee at the student's school of record, online courses may be selected by students who:

1. need to make up credits in order to graduate on schedule;
2. are eligible for hospital or homebound programs;
3. want to take course(s) not offered at their school;
4. have scheduling conflicts;
5. may need/want a learning environment different from that of a traditional classroom setting;

eLearning is not an excuse from being physically present on the campus of their school of record for an extended period of time.

A full eLearning Guideline is available upon request through the Guidance Office.

### Graduation Requirements

Class of 2018: Will need 22 credits to graduate:

- 4 credits of English
- 4 credits of Math – including Algebra II
- 3 credits of Science
- 3 credits of Social Studies
- 1/2 credit of Physical Education\*
- 1/2 credit of Health
- 1/2 credit of Financial Literacy
- 1 credit of Fine Arts
- 5 ½ credits of electives (any class above requirements)

\*Physical Education – A student who, during school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

- A major requirement is payment of all class dues, book fines, library fines.
- No transfer of credit for correspondence courses or tutoring will be given unless prior approval of the principal is obtained. In addition, credit cannot be granted unless all State minimum standards are met.
- All students must be enrolled in at least six (6) classes each semester.

In addition to the coursework there are 3 pathways to graduation:

1. To receive a cumulative passing score on seven end of course exams.
2. Earn "remediation-free" score on a nationally recognized college admission test such as an ACT or SAT.
3. Earn a State Board of Education approved, industry recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

#### Honors Diploma (Gold Chord)

The student who completes the college preparatory curriculum in high school must meet following criteria:

- four units of English
- four units of mathematics that shall include algebra I, algebra II, and geometry or complete a four-year sequence of courses that contains equivalent content
- four units of science – including physics and chemistry
- four units of social studies – including American history & government
- three units of one foreign language or two units of two foreign languages
- one unit of fine arts
- maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 (does not include writing) on the Scholastic Assessment Tests (SAT)

The student who completes an intensive vocational or technical education curriculum in the high school must meet any nine of the following ten criteria:

- a. four units of English which may include one unit of applied communication
- b. four units of mathematics which will include algebra and geometry or a sequence of courses that contain equivalent content
- c. four units of science that develop concepts for physical, life and earth and space sciences
- d. four units of social studies
- e. two units of business/technology; or one unit of each
- f. four units in the student's vocational or technical education curriculum
- g. two additional units in (a) through (f) above
- h. maintain an overall high school grade point average of at least a 3.5 on a 4.0-point scale up to the last grading period of the senior year
- i. achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency assessment or equivalent

obtain a composite score of 27 on the ACT tests or an equivalent composite score of 1210 (does not include writing) on the Scholastic Assessment Tests (SAT).

#### National Honor Society

Membership in National Honor Society is one of the highest honors that can be awarded to a high school student. The selection in National Honor Society is a privilege, not a right and should be treated with the respect it deserves.

National Honor Society upholds four ideals: Character, Scholarship, Leadership, and Service. Only students with a 3.5 cumulative GPA are eligible. Those students who wish to be considered for NHS must demonstrate the four ideals listed above. Once selected, members have the responsibility to continue to demonstrate these ideals.

### Special Academic Programming

**IB:** Tri-County International Academy was created as a consortium of schools from Ashland, Wayne, and Holmes County. The IB Diploma Program is for highly motivated students. It is a program housed at Wooster High School for 11<sup>th</sup> and 12<sup>th</sup> graders. The IB program is a total program taught at an advanced level. Academically the curriculum emphasizes critical thinking and depth of understanding. Students who are interested in applying to the program should apply in the spring of their 10<sup>th</sup> grade year. Contact the Guidance Department for more information.

**Advanced Placement (AP):** AP Exams are rigorous, multiple-component tests that are administered at high schools each May. The Advanced Placement (AP) program is a series of college level courses and examinations that give Chippewa High School students opportunities to receive advanced placement and/or credit in college. High school students can earn college credit, placement, or both for qualifying AP Exam scores. Each AP Exam has a corresponding AP course and provides a standardized measure of what students have learned in the AP classroom. The cost of each test is \$91.00.

**College Credit Plus:** The College Credit Plus are courses that allow students to receive no cost college credit at the same time as they receive high school credit. These options are available to students that meet certain eligibility requirements. The requirements vary somewhat depending on which College or University is being used for the credit. These credits will then transfer to any Public Universities or Regional Campuses in the State of Ohio as well as on a case by case option for many private and out of state schools. College Credit Plus replaces the PSEOP, post-secondary enrollment options. Please see the Guidance page on the CHS website or contact a counselor in the guidance department for more information.

A parent informational meeting will be held in November during Parent Teacher Conferences.

### Testing Programs

Students need to consult with their counselor each year about college entrance tests they need to take. Most colleges require either the SAT or ACT. Please note that:

1. Fees are charged by the testing agencies for all tests.
2. Tests requirements vary among colleges/universities. Students should consult their school counselors with regards to the appropriate test(s) to take. Test registration materials are located in the Guidance Center.

**ACT** - We encourage all 10<sup>th</sup> and 11<sup>th</sup> graders to take the ACT in February or April. If necessary, repeat it again in the fall of the 12th grade (October or December). Students should take the optional writing section at least once.

**PSAT** - We encourage all 10<sup>th</sup> and 11<sup>th</sup> graders to take the PSAT in October. Besides being a good practice session for the SAT, the results may qualify 11th grade students for National Merit Scholarship, National Achievement Scholarship, and/or National Hispanic Scholar Award recognition.

1. Resolution to Approve School Fees and Lunch Prices for the 2018-2019 school year.

- Hazel Harvey Elementary School Fees - \$30.00, Lunch Price - \$2.50
- Chippewa Intermediate School: School Fees - \$35.00, Lunch Price - \$2.75
- Chippewa Jr./High School: School Fees - \$35.00 grades 7-11, and \$60.00 grade 12,  
Lunch Price \$2.75
- Breakfast District Wide - \$1.50
- Ticket Prices – Adult: \$6.00, Student: \$3.00

# MEYER DESIGN INC.

## Playground Equipment & Design

Chippewa Middle School  
257 High St.  
Doylestown, Ohio 44230

June 18, 2108

C/o Steve Watkins  
Chip\_watkins@tccsa.net  
Jamie Zollinger  
Chip\_zollinger@tccsa.net  
Bernadette Rohr  
Chip\_brohr@tccsa.net

### Rev. Playground Proposal Option 3

A) M: Play unit in recycled plastic with 5"x5" posts and 48"x48" decks to include: hand over hand trapeze rings, hand over hand double parallel bars, hand over tri-rung zig zag ladder, lily pad bridge, double cargo net wall, two chinning bars, two 60"x60" hip roofs, four decks, fireman's pole, snake climber, loop rung climber, coil climber, cleat climber, two wave slides, five step staircase, ADA transfer position	\$ 29,170.00
Freight	\$ N/C
Installation	\$ 11,400.00
B) Camel Back Kids Climber, Superior #90007112	\$ 1,988.00
Freight	\$ 387.00
Installation	\$ 760.00
C) Geo-Dome, 14' dia., 6' height, Playcraft #PC-1910	\$ 3,140.00
Freight	\$ 513.00
Installation	\$ 1,410.00
D) Over under overhead ladder	\$ 3,100.00
Freight	\$ 418.00
Installation	\$ 1,260.00
Sub total	\$ 53,546.00
Discount	\$ 3,556.00
Total	\$ 49,990.00

Accepted: By \_\_\_\_\_

Date: Chris Meyer, Meyer Design Inc.

100 N. High Street, Akron, Ohio 44308-1918  
330-434-9176 1-800-543-9176 Fax: 330-434-9110  
[www.meyerdesign.com](http://www.meyerdesign.com)





3842 Congress Parkway, Suite A Richfield, Ohio 44286  
Phone: 330-659-3183 Fax: 330-659-3740

## QUOTATION

June 13, 2018

Attn: Bernadette Rohr  
Chippewa Local Schools

Re: Metal Lockers

### Metal Lockers By Art Metal Lockers

64 – Art Metal Products, single tier lockers, with standard recessed handles (12"W x 18"D x 60"H) with sloped tops, 4"H metal z-bases, and painted exposed ends.  
350 – Art Metal Products, single tier lockers, with standard recessed handles (12"W x 15"D x 72"H) with top and side trim, and required fillers. Lockers are to go on existing bases by others.

Price assembled, delivered, and installed for the metal lockers is \$49,470.00 tax not included.

**NOTES:** All of the locker areas are being filled that were measure except on area that was (51'-6").

Please see the attached color chart.

If taxable please add taxes.

Above prices are good for 30 days.

Please call with any questions

Scott M. Tatum  
[statum@rayhaven.com](mailto:statum@rayhaven.com)

**CLEVELAND SIGHT CENTER  
AGREEMENT TO PROVIDE SERVICES TO VISUALLY IMPAIRED STUDENTS IN  
CHIPPEWA LOCAL SCHOOL DISTRICT**

The Chippewa Local School District hereby enters into a contract for services to student(s) listed below for school year 2018-19. Instruction will be in accordance with commonly accepted practices in the field of education of the blind and visually impaired.

The purposes of these services will be to fulfill the goals and objectives of the pupil's Individualized Education Plan (IEP) as submitted. Narrative reports will be submitted quarterly for each student, outlining the student's progress, along with any recommendations for further training.

Chippewa Local School District agrees to pay \$80.00 per hour for the instructional, evaluative, or consultative services provided, including attendance at IEP meetings. In addition, Chippewa Local School District agrees to pay \$62.25 per visit for travel.

Cleveland Sight Center agrees to provide the services required. The instructor and client will establish a mutually agreeable schedule. It is understood that less than a two-hour cancellation notice by the Chippewa Local School District will result in a fee of 50 percent of the normally anticipated fee for that appointment. Services will be billed monthly and payment will be expected within 30 days of receipt of invoice.

**STUDENT:** Payton Schatrah

**SERVICE(S) per IEP:** Orientation & Mobility Instruction for 80 min. per month -- 2 visits per month

**RATE:** \$80.00 PER HOUR

**TRAVEL CHARGE:** \$62.25 per visit -- 2 visits per month

Estimated total for school year: \$2,500.00

It is understood that this contract is an open-ended agreement and may be modified by either party with 60 days written notice. If for any reason Cleveland Sight Center is unable to provide the contracted services Chippewa Local School District has the right to contract for services elsewhere during the interim.

The undersigned hereby agree to the terms of this contract and herewith give their approval.

Purchase Order Number for Billing: \_\_\_\_\_ (Must be provided before services begin.)

\_\_\_\_\_  
Sandy Stebly Date  
Superintendent  
Chippewa Local School District

*Sylvia Snyder* *6/18/18*  
\_\_\_\_\_  
Sylvia Snyder Date  
Director, Children & Young Adult Services  
Cleveland Sight Center

\_\_\_\_\_  
Steve Workman Date  
Treasurer  
Chippewa Local School District

\_\_\_\_\_  
Kevin Krenosz Date  
Chief Financial Officer  
Cleveland Sight Center

Please return a signed copy of this Agreement for services to:  
Sylvia Snyder, Cleveland Sight Center  
1909 E. 101 St., Cleveland, OH 44106  
ssnyder@clevelandlightsightcenter.org

## Contract to provide therapy services

School year 2018-2019

This contract is made and entered into by and between EJ Therapy, 210 East Milltown Rd, Suite A, Wooster, OH, 44691, hereafter called the PROVIDER, Chippewa Local Schools, 56 Portage Street, Doylestown, 44230, thereafter called CONTRACTOR.

With the understanding that the CONTRACTOR requires occupational and physical therapy services and educational audiology services and desires to contract with EJ Therapy for these therapy services; and with the understanding that the PROVIDER desires to offer quality therapy services and desires to contract with Chippewa Local School:

### I. The CONTRACTOR agrees to:

- A. Provide space to complete therapy services as required by the needs of the therapist and recipient.
- B. Provide names and pertinent information for all recipients of services.
- C. Provide customary services to support and coordinate the delivery of services.
- D. Monitor the delivery of services and notify the PROVIDER of documentation needs, Medicaid expectations or other issues, as they arise.
- E. Verify the monthly invoice and make prompt payment within 10 working days of receipt. Payment received after the 21<sup>st</sup> of each month will be assessed a 1.5% late fee on the next month's invoice.

### II. The PROVIDER agrees to:

- A. Provide licensed therapists and therapy assistants to provide therapy services to each identified recipient. PROVIDER will provide copies of current licensure prior to initiating delivery of services (upon request).
- B. Provide services including, but not limited to: (1) direct 1:1 therapy, (2) treatment in small groups, (3) attendance at/participation in conferences, staff meetings, as required, (4) documentation as required, (5) consultation, (6) supports to students, class, and buildings in areas of sensory, technology, and vision, and auditory (7) monitoring of programs and assistants, as indicated, and (8) in-services as required.
- C. Determination for referral, consult, evaluation, and service will be based on ethical standards from objective and subjective evaluation procedures, consult with teachers, parents, and other pertinent individuals.
- D. Provide the best known and most accurate techniques and treatment to identified recipients.
- E. Provide necessary equipment and tools for therapy and manage the use and calibration of school owned audio-metric equipment.
- F. Provide necessary documentation as required by the CONTRACTOR, including daily documentation through online programs, quarterly Medicaid reviews, interim/quarterly Progress Reports for ODE, maintain Plan of Care (POC) for Medicaid and licensure requirements, co-signing daily documentation and signing of evaluations/IEP for ODE and Medicaid on all requested students at designated locations
- G. Insure therapists have liability coverage for themselves and the therapy they provide. Provide copies of current liability validation (upon request) to the CONTRACTOR.
- H. Insure that all services, policies, and procedures are in accordance with: this contract, the individual plans, and best practice services as required by the profession and licensure rules.
- I. (1) will comply with the requirements of 45 CFR 164.504(e)(1) for safeguarding and limiting access to information concerning beneficiaries (2) will allow the representatives of the US Dept of Human Services, ODJFS, ODE or their respective designee access to subcontractor's books, documents, and records (3) acknowledge that they or their principles are not suspended or debarred.
- J. Maintain confidentiality pertaining to recipient and CONTRACTOR.
- K. Submit monthly bills to the CONTRACTOR by the 5th of each month for the month preceding.

### III. Billable services include:

- A. All "in building" time including:
  - Delivery of services, consult with staff and parents, attendance at IEP meetings, and/or parent

conferences, with a one-hour minimum.

- "Down-time" as identified as absences of students not reported early enough to therapists and when schedules cannot be altered to accommodate student absences.

- Non-committed time within a building, including set up and preparation to treat if it requires greater than 10 minutes. This also includes time slots available for treatment, but unable to be scheduled secondary to teacher preferences and building administrator authorization.

B. All requested/required documentation as indicated by ODE, Medicaid, and therapy licensure laws for daily documentation, data collection, Medicaid quarterly reviews, interim/quarterly Progress Reports-completed as directed, online or on paper, within reasonable time frames, as directed by district administration, to a maximum of 20 minutes per student, per each requested/required documentation, per month.

C. Initial evaluation write-up to a maximum of 2.5 hr. at the evaluation rate.

D. IEP write-up to a maximum of 60 minutes per IEP at the evaluation rate, review and develop POC.

E. Consultation and supervision of assistants by a licensed therapist at the evaluation rate.

F. Expert support services for child, classroom and buildings in the areas of; (1) sensory (2) technology (3) vision screening, including follow up of optometrists' recommendations (4) auditory needs, as requested.

G. Supervisor time to sign and co-sign daily documentation, Medicaid quarterly reviews, and original signatures on evaluations, ETR's, IEP attendance sheet for ODE and Medicaid requirements on all requested students at designated locations, to a maximum of 1 hour per month, per discipline

H. Student supportive material, tools, and supplies at 10% over our cost.

#### IV. Payment Terms:

A. Delivery of occupational/physical therapy services	\$55.00/hr
B. Evaluation services	\$62.00/hr
C. Educational Audiology services	\$75.00/hr
D. Administration, scoring, and write-up of SIPT	\$350.00 each

#### V. Miscellaneous Provisions:

A. At all times during the duration of this contract, the CONTRACTOR and PROVIDER shall act as "independent contractors" in connection with the performance of their respective obligations. The CONTRACTOR holds no present, past, or future responsibility for withholding taxes, the provision of benefits, or any legal or financial liabilities that may accrue to PROVIDER during the implementation of this agreement.

B. This contract shall be considered null and void upon written notice by either party. Such notice shall terminate this agreement no earlier than thirty (30) days from the date of this notice.

C. Changes, additions, deletions to this contract shall be executed in writing, signed by both parties, and attached to this agreement.

#### VI. Approvals:

This contract shall not become effective until all statutory approvals necessary to the contracting powers of both parties hereto are granted.

#### VII. Signatures of authorized agents:

\_\_\_\_\_  
Contractor designee

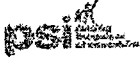
\_\_\_\_\_  
Provider designee

\_\_\_\_\_  
Title

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



SERVICE AGREEMENT

By and Between

CHIPPEWA LOCAL SCHOOLS and PSI AFFILIATES, INC./PSI ASSOCIATES, INC.

THIS AGREEMENT for services is entered into this 1st day of June, 2018 by and between the Chippewa Local Schools, hereinafter referred to as "Client", and PSI Affiliates, Inc./PSI Associates, Inc., hereinafter collectively referred to as "PSI," to perform services as specified to schools in the Chippewa Local Schools specifically named in Attachment A to this Agreement and thereby becoming a part of this Agreement pursuant to relevant sections of the Ohio Revised Code. Additional Attachments to this Agreement may be included herein and, if included, will become part of this Agreement.

I. Services

PSI agrees to provide the following Services, ("Services") in accordance with requirements of Client in such numbers and subject to such rules and regulations of the specific school of the client ("The School") as are applicable to the satisfactory performance of this Agreement to the benefit of The School for the stated school years, or part thereof.

- Registered Nurse Services
- Licensed Practical Nurse Services
- School Health Assistant
- Medical Assistant
- Speech/Language Pathologist Services
- Intervention Specialist Services
- Gifted/Talented Teacher Services
- Remedial/Title 1 Teacher Services
- Foreign Language Teacher Services
- TESOL Teacher Services
- School Psychology/ Psychology Services
- Counselor
- Special Education/Coordinator/Compliance Services
- Health Screenings Program
- Clerk

A description of Services to be performed by PSI to Client is attached hereto as Attachment B. The parties agree that Services may vary depending upon the Client and the Client's needs and priorities. Client and PSI agree that the parties will regularly communicate with each other to determine Services to be provided pursuant to this Agreement. Client agrees to inform PSI on a timely basis if Services performed are deemed not be satisfactory by Client and/or if Services so provided by PSI need to be revised. PSI will provide to Client a cost and service proposal for any revisions to Services requested by Client and any additional Services needed by Client that are not currently provided or contracted for as set forth in this Agreement.

II. Initial Term. In accordance with this contract, PSI will provide Services to Client for a one (1) year term starting in the 2018-2019 school year, continuing through the conclusion of the 2018-2019 school year.

III. Compensation:

In consideration of the Services and/or provisions as set forth and as incorporated into this Agreement, Client shall cause to be paid to PSI no more than the following Yearly Fees, except as may be provided for pursuant to the terms of this Agreement. The schedule of all fees are specifically described in Attachment A which has been incorporated herein. Any additional fees as provided for in this Agreement will be assessed for additional Services or changes for Services as set forth in this Agreement.

YEAR ONE \$5,700.24

IV. Payments for Services Rendered. Client hereby agrees to pay to PSI within thirty (30) days of receipt of PSI's monthly invoices the specified value of actual Services rendered in the monthly billing cycle, with the total payment not to exceed the amount contracted for herein, except as agreed upon by Client and PSI pursuant to the terms of this Agreement.

V. Changes and Additional Services. PSI shall provide the Additional Services and Additional Optional Services as noted in the Exhibits attached hereto and at the rates noted therein upon written request signed by Client. Client also agrees to pay PSI, in addition to the above-stipulated charges, the hourly rates indicated in Attachment A, for those additional and supplemental Services requested by Client and provided by PSI. Also, any changes to the Agreement that are required or requested by Client to PSI, shall be provided in writing and include the stipulated charges and/or hourly rates. Any Additional Services, Additional Optional Services and changes shall be included in

the appropriate monthly invoice and subject to payment as set forth above.

**VI. Reporting.** PSI agrees to provide Client with reports and/or documentation as needed and determined by Client to be necessary to complete local, state, and/or federal reports.

**VII. Compliance with Law.** PSI further agrees to employ personnel to service designated schools under the terms of this Agreement and agrees to fully abide by all Federal and State laws applicable to employment and/or assignment of such personnel including taking any appropriate action to insure that personnel so employed by PSI fully comply with the provisions of the Affordable Health Care Act. Non-licensed personnel will be appropriately supervised. Only persons with satisfactory criminal background checks will be employed. PSI further abides by all federal and state laws pertaining to employment obligations such as participation in Worker's Compensation, Unemployment Insurance and other appropriate entitlements.

**VIII. Coverage Schedule.** PSI shall establish a schedule satisfactory to Client setting forth, among other things, the dates, times and locations that personnel will be assigned to perform the Services. PSI shall provide to Client, upon request, a copy of the schedule and any updates to the schedule, and PSI shall make such changes to the schedule as reasonably requested by Client.

**IX. Dismissal of Employees.** PSI shall dismiss from performing Services to Client any person employed by PSI who Client reasonably determines to be incompetent, guilty of misconduct, dangerous to the safety of the students of Client, or detrimental to the operations of Client. Client shall provide written notice to PSI of all facts and issues pertaining to said request for dismissals and shall cooperate fully with PSI in regard to any investigation relating to said dismissal request.

**X. Office Space and Supplies.** Client shall provide suitable, appropriate office space that is quiet and private for use of the PSI staff assigned to the school/s. This also includes storage space for supplies and equipment. Client will also provide appropriate supplies and equipment that are customary and standard for the Services provided, where so agreed. Examples of these include, but are not limited to: office supplies and equipment, medical supplies and equipment (if health services are provided), and required testing materials for use by PSI and to enable PSI to provide the Services that they are contracted to perform. Client will be billed for all supplies and equipment, purchased at Client request, to include but not be limited to test equipment, protocols, health supplies, clinic equipment, etc. The testing protocols will be billed as replenishing is needed. Client agrees to provide adequate security at the school office site and to include any personnel provided by PSI to Client through this Agreement in any security training that personnel of Client are required to take.

**XI. Student Records.** All student records shall be the sole and exclusive property of Client, subject to any access and copying rights as permitted by law. PSI will have reasonable access to such documents, forms, records and other materials and information as permitted by law and as necessary to perform the Services and for other lawful purposes. Client will retain all records and other materials for the time periods required by applicable law and generally accepted practices. Client and PSI shall at all times comply with all applicable laws, rules and regulations relating to the confidentiality of medical records and other information.

**XII. Cooperation.** In the event that either party becomes aware of any alleged incident which may include injury resulting from the care or treatment of any person pursuant to this Agreement, each party has a duty to give the other party written notice of the incident in a timely manner of the known circumstances surrounding the incident including the name, school, and circumstances of the alleged incident and the contact information of any available witnesses. Each party further agrees to fully cooperate with the other party in regard to any investigations and follow through in regard to said incident.

**XIII. Agreement not to Hire.** Client hereby agrees that Client shall not, during the term of this Agreement and for a period of twenty-four (24) months following the termination or expiration of this Agreement, employ, solicit, or make an offer of employment or enter into any employment agreement with any person who has been a PSI employee who at any time during the term of this Agreement provided, supervised, directed or was involved in any manner in the provision of Services under this Agreement. Client further agrees not to hire any PSI employee nor any contractors, or subcontractors providing Services under this Agreement, without the express written permission of the President of PSI. This provision shall apply to any employee, independent contractor, any independent contractor or employee who is involved with an agency providing Services under this Agreement or is a related entity or is involved in any type of agreement to provide Services to the Client as an employee or subcontractor of PSI.

**XIV. Insurance.** Client shall keep Client's buildings, including the Premises and all property contained therein, insured against loss or damage from fire, explosion, similar casualties, or other cause including personal injury normally covered in standard broad form property insurance policies. Provider will maintain adequate security for damages within the self insured retention selected as determined by a reputable actuary.

**XV. Termination.** PSI shall have the right at its own discretion, to terminate this Agreement in the event that Client fails to make any payment when due under this Agreement and said payment remains unpaid for a period of five (5) days after written notice to Client from PSI. Furthermore, PSI shall have the right to terminate this Agreement in the event Client is determined by PSI to have engaged in any illegal, unethical or unprofessional behavior or actions that PSI deems to be detrimental to its continued performance of Services under this Agreement. PSI also reserves the right to terminate this Agreement in the event that Client materially breaches the terms of this Agreement and said breach is not cured within thirty (30) days of notice from PSI. Furthermore, PSI reserves the right to terminate this Agreement in the event of any filings pertaining to the insolvency of Client including bankruptcy, receivership, or State take-over.

**XV(a).** In the event that Client seeks to terminate this Agreement based upon an allegation of material breach of this Agreement by PSI, Client shall be obligated to do the following:

1. Client shall provide written notice to PSI specifically setting forth the facts and reasons utilized by Client to claim a material breach by PSI.
2. PSI shall have thirty (30) days after receipt of notice from Client to work with Client to improve the situation to a reasonably satisfactory level that addresses the areas of concern set forth in the written notice provided by Client to PSI.
3. If PSI cannot improve the matters cited in the written notice to a reasonably satisfactory level as agreed upon by the parties within said thirty (30) day period, Client shall have the right to terminate the contract.

**XVI. Confidentiality.** By virtue of this Agreement, Client shall have access to information that is Confidential and Proprietary to PSI, including (without limitation) business and financial records, billing information, contracts, vendor/supplier information, customer lists and demographic information, policies, and procedures. Confidential, Proprietary Information includes manuals, and strategic planning information which may be in various forms and media, and which may be or may come into existence at any time this Agreement is in effect. Such Confidential, Proprietary Information belongs solely to PSI and Client shall have no ownership in, or control over it. Client shall maintain the confidentiality of all Confidential and Proprietary Information, and shall not disclose it to third parties unless required to do so by law. Nor shall Client use any Confidential and Proprietary Information for its own benefit to the competitive detriment or embarrassment of PSI. This requirement is perpetual and survives the termination of this Agreement.

**XVII. Notice.** Any notice or communication required or permitted to be given hereunder shall be in writing and served personally, delivered by courier or sent by United States certified mail, postage prepaid with return receipt requested, addressed to PSI as follows:

To Client:       PSI  
                      Colleen Lorber,  
                      Chief Operating Officer  
                      2112 Case Parkway South #10  
                      Twinsburg, Ohio 44087-0468

**XVIII. Assignment.** The Agreement may not be assigned by either party without the written consent of the other.

**XIX. Waiver.** A waiver of any failure to perform under the Agreement shall neither be construed as nor constitute a waiver of any subsequent failure.

**XX. Severability.** If any term or provision of the Agreement or the application thereof to any person or circumstance shall, to any extent or for any reason be invalid or unenforceable, the remainder of the Agreement and the application of such term or provision to any person or circumstance other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each remaining term and provision of the Agreement shall be valid and enforceable to the fullest extent permitted by law.

**XXI. Amendments to Agreement.** All provisions of the Agreement shall remain in effect throughout the term thereof unless the parties agree, in a written document signed by both parties, to amend, add or delete any provision.

**XXII. Findings for Recovery.** PSI warrants and represents that it is not subject to a finding for recovery under Ohio Revised Code Section 9.24, or that Provider has taken the appropriate remedial steps required under Ohio Revised Code Section 9.24, or otherwise qualifies under Ohio Revised Code Section 9.24.

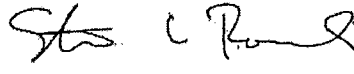
**XXIII. Captions.** Headings and titles of Articles, paragraphs and other subparts of this Agreement are for convenience of reference only and shall not be considered in interpreting the text of this Agreement. Modifications or amendments to this Agreement must be in writing and executed by duly authorized representatives of each party.

**XXIV. Counterparts.** This Agreement may be executed in any number of counterparts, all of which taken together shall constitute one and the same instrument, and any of the parties hereto may execute this Agreement by signing any such counterpart.

**XXV. Entire Agreement.** This Agreement and its attachments and other documents specifically incorporated by reference herein contains the entire understanding and agreement of the parties concerning the matters contained herein, and supersedes and replaces any prior or contemporaneous oral or written contracts or communications concerning the matters contained herein.

**XXVI. Purchase Order.** Receipt of Purchase Order from Client constitutes agreement with the terms and conditions of this Agreement, herein.

**XXVII. Governing Law.** This Agreement will be interpreted, construed, and governed according to the laws of the State of Ohio.



\_\_\_\_\_  
Chippewa Local Schools Designee

\_\_\_\_\_  
Psi Designee

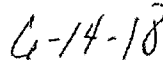
\_\_\_\_\_  
Steven L. Rosenberg, President

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness



\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## ATTACHMENT A

The schools and services to be served by PSI for the 2018-2019 school year are listed below. Any errors, additions, or deletions should be noted either on the purchase order submitted or through an explanatory letter.

<u>School</u>	<u>Position</u>	<u>Hours per Wk</u>	<u>Days per Wk</u>	<u>Wks per Yr</u>	<u>Total Hours</u>	<u>Total Days</u>	<u>Annual Cost</u>
Ss. Peter and Paul	School Psychologist / Psychologist	3		36	108		\$5,700.24

**Total** \$5,700.24

Additional Services to be billed at hourly charge, approved by a District or School Designee.



PSI Affiliates, Inc./PSI Associates, Inc.  
Attachment B  
School Psychology Personnel Position

The heart of PSI's school psychology program lies in the daily provision of direct services to school children by staff members. Duties may vary depending upon the building to which PSI staff is assigned. Specific duties are assigned by PSI in consultation with school personnel and may include the following:

1. Pre-referral consultation and intervention services delivered in accordance with state and federal guidelines.
2. Participate in Student Assistance Teams.
3. Participate in the evaluation and decision-making activities of Evaluation and IEP Teams convened for students with suspected disabling conditions (e.g., Learning Disabilities; Intellectual Disabilities; Emotional Disturbances; etc.).
4. Multifaceted evaluation activities to plan interventions and/or assist in determining Special Education eligibility and needs.
5. Consult and coordinate with school officials and PSI administrative supervisors regarding identification and placement activities for students with suspected disabilities.
6. Coordinate data collection and preparation of Evaluation Team Report.
7. Individual/Small group counseling for students to address social, emotional, behavioral and academic concerns.
8. Skill training programs with students to foster more appropriate social, emotional, behavioral and academic skills.
9. Consultation with teachers and other staff members regarding appropriate educational practices to enhance achievement and promote healthy adjustment.
10. Attendance at periodic in-service and staff development programs offered by PSI, public school districts, and other agencies.
11. Ongoing consultation with administrative and professional supervisors, including participation in site visits, in accordance with policies of PSI and the Ohio Board of Psychology.
12. Adherence to appropriate professional codes of ethics (e.g., OSPA, NASP).

PSI Associates, Inc./ PSI Affiliates, Inc.  
Attachment C  
Leave Days

Eligible\* employees may qualify for a maximum of two (2) leave days authorized for professional development, and a maximum of five (5) days authorized for illness, personal reasons, and emergency school closings during the school year. Such days are verified on monthly timesheets submitted to Client. Schools will not be charged for lost days beyond the maximum.

\*Eligible employees may include Speech/Language Pathologist, Intervention Specialist, Gifted/Talented Teacher, Remedial Teacher, Foreign Language Services, Psychologist, Counselor, and Special Education Services

**Written Agreement in Support of  
Placement WCBDD Classroom Units**

Both the Wayne County Board of Developmental Disabilities (WCBDD) and the Chippewa Local Schools submit and agree to the terms contained within this agreement regarding the WCBDD classes placed within the Chippewa Local Schools system.

**The Wayne County Board of Developmental Disabilities agrees to:**

- Offer placement in the classroom unit(s) to Chippewa Local students and students from other Wayne County school districts, with special consideration given to Chippewa Local residents;
- Provide primary instructional and supervisory services for students in the classroom unit, with an understanding that Chippewa supervisors welcome the opportunity to become more involved with and active in the provision of supervisory services to these classroom students;
- Jointly develop, as appropriate, the students' Individualized Education Programs;
- Provide related services to students from non-Chippewa Local districts, with the understanding that Chippewa Local is agreeable to provide related services to Chippewa Local-resident students in the SLP, OT and PT disciplines, recognizing that WCBDD cannot participate directly in the Medicaid in the Schools program. A collaborative model of shared therapy service provision will be crafted and adopted which outlines Chippewa Local's provision of related services (SLP, OT and PT services) to non-Chippewa Local students with a provision of billing Medicaid or excess costs to home districts;
- Support the community instructional needs of the students in these unit(s) by providing transportation services as determined by the IEPs, and WCBDD and Chippewa Local;
- Collaborate with willing regular and special educators, working within Chippewa Local School system, to develop and provide naturally occurring and planned integration experiences for students across their classrooms, including collaborative access to music, art, and general physical education, where available;
- Encourage WCBDD staff participation in all aspects of the School's programs, including, but not limited to, activities such as the following: attendance at staff meetings and Open House programs, shared "end of the day" school duties, and the like;
- Collaborate in the development and provision of staff development focused on team building skills and practices, involving both special and regular educators.

**Chippewa Local Schools agrees to:**

- Chippewa agrees to pay to WCBDD the ODE weighted-funding as validated by ODE School Finance based upon the October Chippewa student count within the units. WCBDD will generate an invoice in December payable within 45 days.
- Make space available to the WCBDD classroom unit(s) in their LEA settings to extend through School Year, 2018-19;

- Provide a classroom aide responsible for all students assigned to the classroom and directed by the classroom Intervention Specialist;
- Reimburse the WCBDD per contract for individualized support services as determined by IEP for Chippewa Local students who require related services beyond basic services offered by WCBDD (for example: 1:1 assistant, interpreter, personal nurse);
- Help to develop a collaborative model of shared therapy service provision to be crafted and adopted which outlines Chippewa Local's provision of related services (SLP, OT and PT services) to non-Chippewa Local students with a provision of billing Medicaid or excess costs to home districts;
- Provide appropriate transportation to and from school daily for all Chippewa Local students placed within these classroom units;
- Collaborate in the development and provision of opportunities for naturally occurring and planned integration experiences for the students served in these classrooms, including collaborative access to music, art, and general physical education, where available;
- Provide access to professional staff development offered through Chippewa Local Schools for WCBDD staff which will facilitate these goals being accomplished.

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**WCBDD Superintendent Signature**

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**Date**

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**Chippewa Local Schools Superintendent Signature**

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**Date**